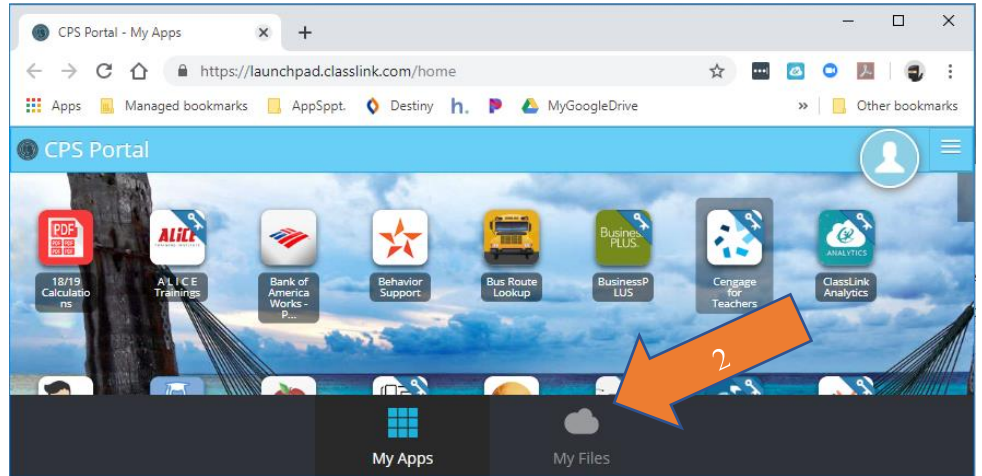


Best practice for sharing sub plans, in use and accessible district wide.

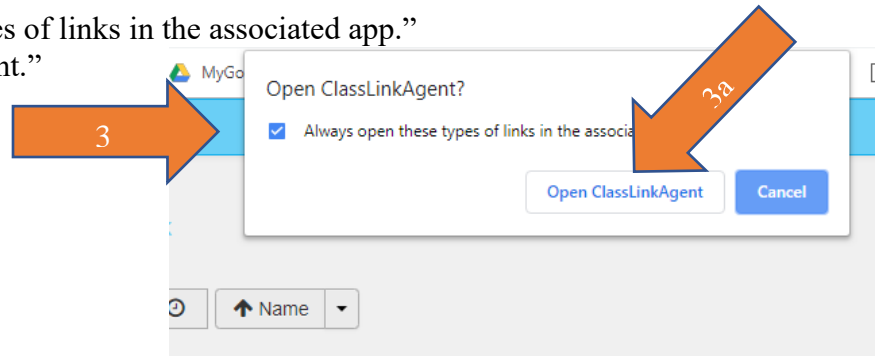
1. Open CPS Portal from your desktop.



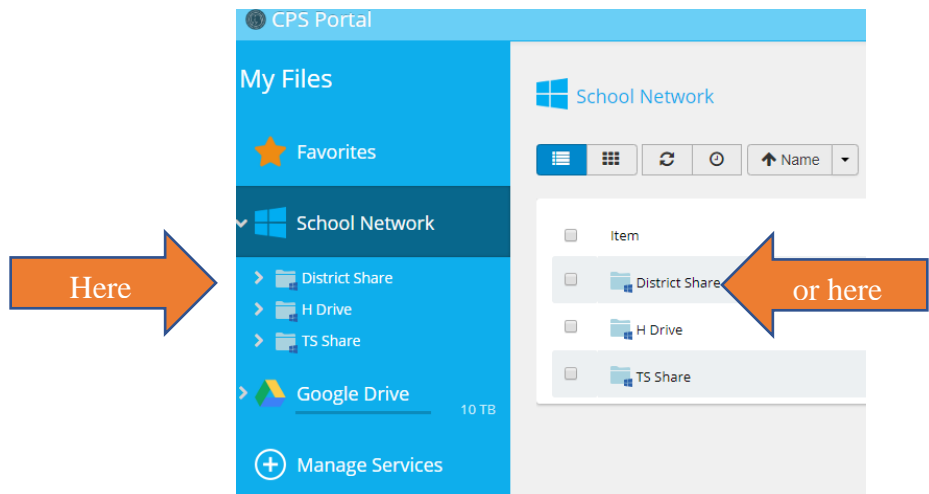
2. Click on "My Files".



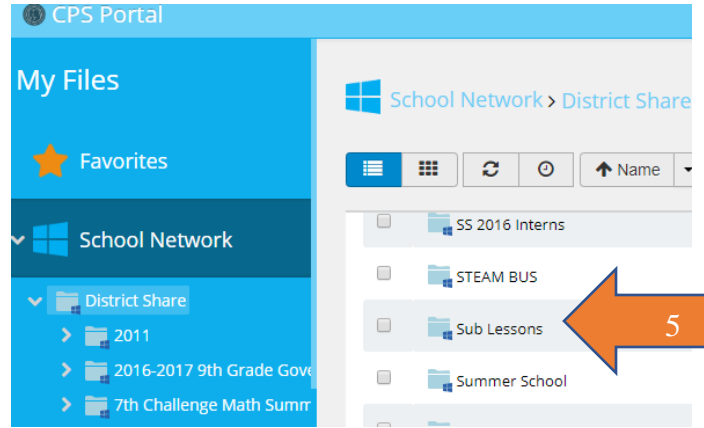
3. Check "Always open these types of links in the associated app."
 - a. Click "Open ClassLinkAgent."



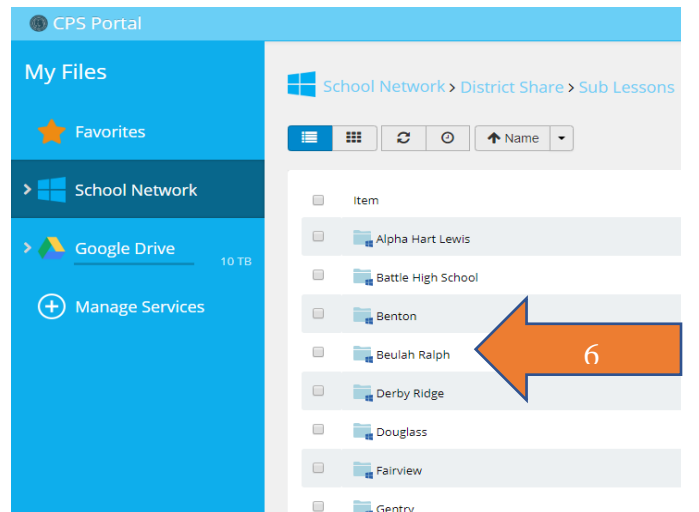
4. Choose "District Share".



5. Scroll down to “Sub Lessons” and select it.



6. Choose the folder associated with your school building.



7. Create a file titled with your name here for your subs to find later.

