

How to Enroll - Guest Teacher Orientation

The easiest way to maneuver Lee County Guest Teacher information, is via our website:



[Lee Schools Webmail Logon](#)

[People Soft Logon](#)

[Leave Management System \(LMS\)](#)

[Lee County District Website](#)

[School Listing and Locations](#)

[LMS Guest Teacher Quick Reference Phone Booklet 2016](#)

In order to enroll in courses, you need to log onto [Peoplesoft](#).

You will need your School District of Lee County USER NAME, as well as your PASSWORD.

NB If you are NOT using a District computer, you will see the Secure Login screen.

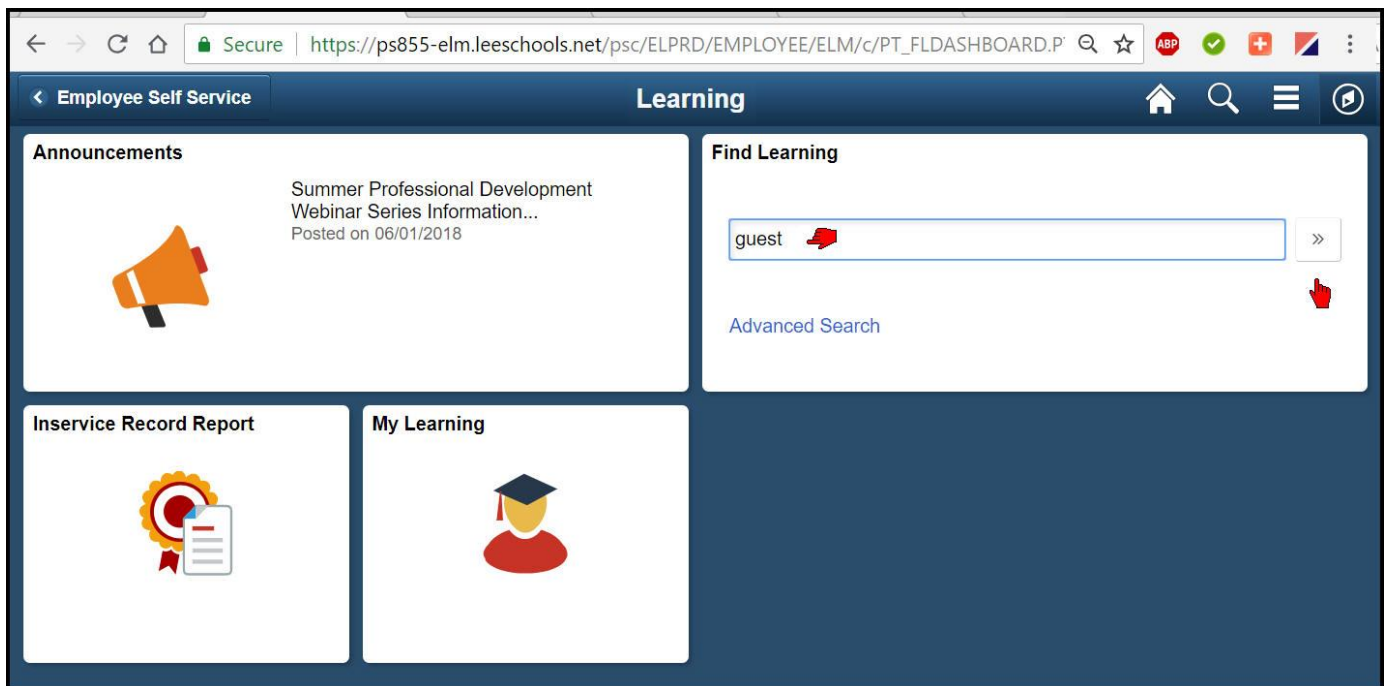
You will need to enter the same USER NAME and PASSWORD the Secure Login screen as well as the ELM portal screen.

A screenshot of a web form titled 'The School District of Lee County Secure Login'. It features the school district's logo on the left. The form has two input fields: 'Username:' with the text 'annip' and 'Password:' with a masked password '.....'. Below these is a 'Log On' button. At the bottom, there is a 'Security' section with three radio button options: 'This is a public or shared computer' (selected), 'This is a private computer', and 'I want to change my password after logging on'. A '(show explanation)' link is also present.A screenshot of a web form titled 'PeopleSoft Enterprise Application'. It features the school district's logo at the top. Below the logo, it says 'User ID' and has an input field with the text 'annip'. Below that, it says 'Password' and has a masked password input field '.....'. At the bottom, there is a green 'Sign In' button.

Click on Learning



Enter the term "guest" in Find Learning



Click on Guest Teacher Orientation

The screenshot shows a web browser window with the URL https://ps855-elm.leeschools.net/psc/ELPRD/EMPLOYEE/ELM/c/LM_OD_EMPLOYEE_FL.LM_FND_LRN_FL.... The page title is "Find Learning". A search bar contains the text "guest". Below the search bar, there are 6 search results for "guest". The results are:

- Classroom Management for Guest Teachers** (Course): Guest teachers will examine strategies for classroom management that lead to a positive learning environment.
- Technology Basics for Guest Teachers** (Course): This course for Guest Teachers provides an overview of the various technology tools and resources utilized by The School District of Lee County.
- Guest Teacher Orientation** (Course): 2 Offerings matching criteria. This course provides the required content objectives that serve as one of the prerequisites of becoming a guest teacher in Lee County. This result is highlighted in yellow, and a red mouse cursor is pointing at the title.

On the left side of the page, there are filters for Learning Type, Class Location, Category, and Upcoming Classes.

As of this revision (28JUL2018), you will be presented with the following screen:

The screenshot shows the "Course" page for "Guest Teacher Orientation". The page title is "Course". The course description is:

This course provides the required content objectives that serve as one of the prerequisites of becoming a guest teacher in Lee County. [View additional details](#) about the course such as objectives met and equivalents.

Below the description, there are two enrollment options:

Scheduled Offering	
A-Workshop 01 Aug 2018, 1:00PM EDT Fort Myers (FL) , 12 Seats Available Enrollment closes on 02 Aug 2018 Code Guest Teacher Orientation-19-1 Enroll	A-Workshop 01 Aug 2018, 5:00PM EDT Fort Myers (FL) , 48 Seats Available Enrollment closes on 02 Aug 2018 Code Guest Teacher Orientation-19-2 Enroll

Please be mindful of the date and times of each class. Click on **Enroll**.

You are required to attend **one** 3hr session **and** complete a **post-course survey** in order to receive the InService credits (3).

More info:

Details

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▼ Objectives Met

- Guest Teacher Job Expectations
- Legal Requirements & Regulations
- Leave Management System
- District Payroll Information for
- District School-Related Information

Guest Teacher Orientation

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Offering Details

Code Guest Teacher Orientation-19-1

Available Seats 12

Last Date to Drop 31 Jul 2018

Inservice Point 3.00

ESE Hours 0.00

Syllabus

Course Session (Required)
Sessions
Participants will attend session(s) as noted.

Post-course Evaluation (Required)
Survey
Post-course Evaluation



HMLABMC

REV.28JUL2018