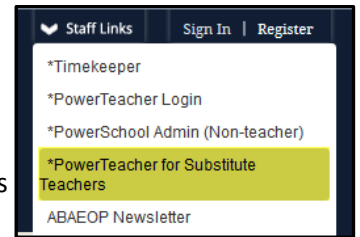
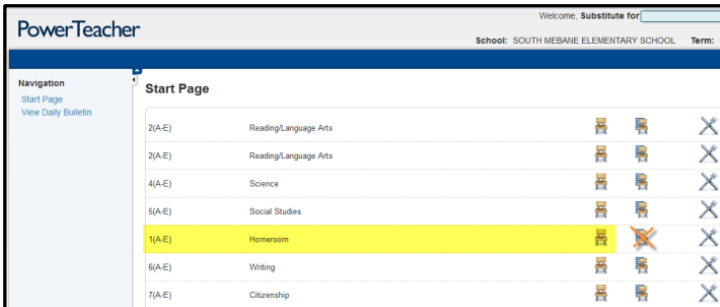


Substitutes Taking Attendance

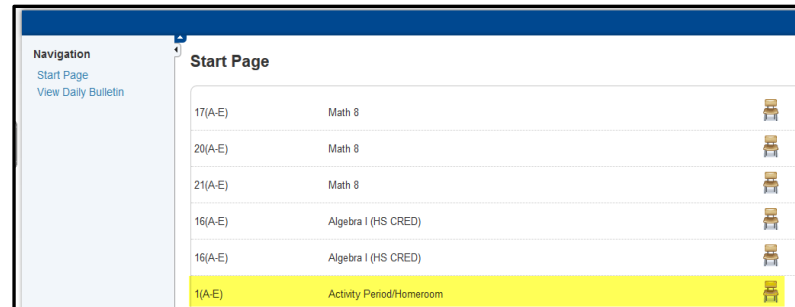
- Log in to the computer
 - Username: schoolsub
 - Password: schoolsub
- Launch Firefox
- From Staff Links at the top, choose PowerTeacher for Substitute Teachers
- Select the School from the drop down menu
- Select the Teacher from the next drop down menu
- Enter **schoolsub** in the password field > choose Sign In
- Make sure you see the correct teacher's name beside **Welcome Substitute for**
- Click on the chair icon
 - **Elementary & Middle School** – Click on the **single chair** icon beside the homeroom period



Elementary



Middle



- Click in the box beside the name of any students who are absent and choose Unexcused Absence, Excused Tardy or Unexcused Tardy if the student comes in late.
- If the student comes in late after you have taken attendance, it will be coded by the data manager.
- The data manager will change the Unexcused Absence to Excused Absence code to excused when appropriate.
- For students who are Present, leave the box blank.
- Scroll down and choose Submit at the bottom when attendance has been completed.
- Scroll back to the top and choose Sign Out.

