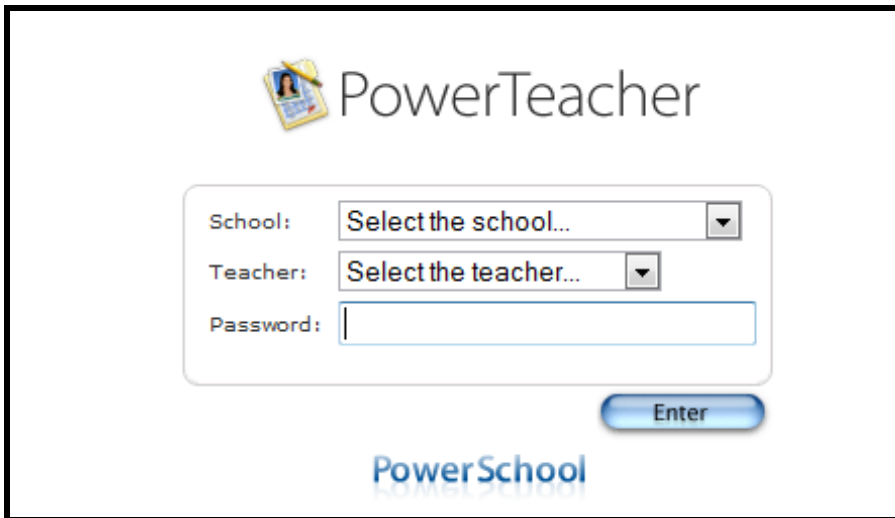


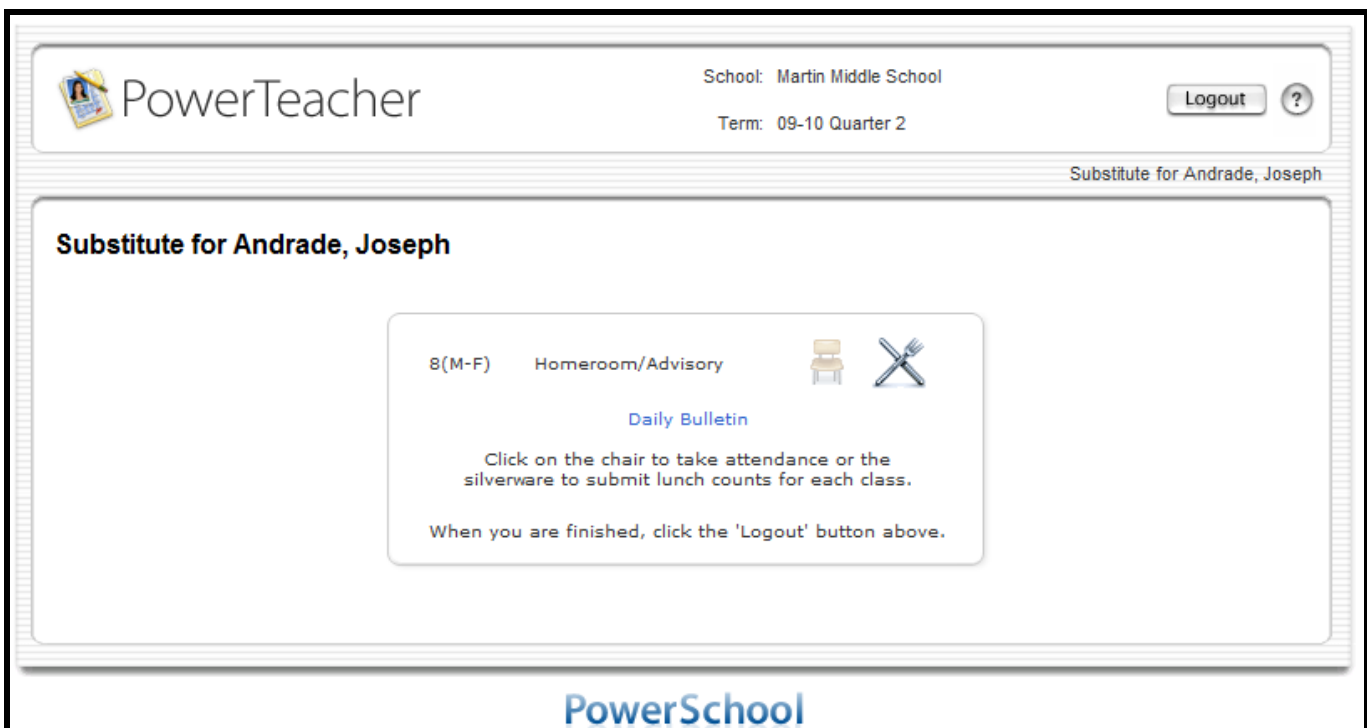
Taking Attendance as a Substitute

1. Log onto <http://powerschool.epschoolsri.com/subs>



The image shows the PowerTeacher login interface. At the top left is the PowerTeacher logo, which includes a small icon of a person and a document. Below the logo are three input fields: 'School:' with a dropdown menu showing 'Select the school...', 'Teacher:' with a dropdown menu showing 'Select the teacher...', and 'Password:' with a text input field. A blue 'Enter' button is positioned below the password field. At the bottom center is the PowerSchool logo.

2. Click Drop Down Menu and choose: **Your Current School**
3. Click Drop Down Menu and choose the **Teacher**
4. Enter school password: **(Get this password from the school office or dept. head)**
 - ❖ Note: This password may be periodically be changed by School Administration



The image shows the PowerTeacher dashboard for a substitute teacher. At the top left is the PowerTeacher logo. On the right side, it displays 'School: Martin Middle School' and 'Term: 09-10 Quarter 2'. There is a 'Logout' button and a help icon (question mark). Below this, the name 'Substitute for Andrade, Joseph' is displayed. The main content area is titled 'Substitute for Andrade, Joseph' and contains a box with the following information: '8(M-F) Homeroom/Advisory' with icons of a chair and silverware. Below this is a 'Daily Bulletin' link and instructions: 'Click on the chair to take attendance or the silverware to submit lunch counts for each class.' At the bottom of the box, it says 'When you are finished, click the 'Logout' button above.' The PowerSchool logo is at the bottom center.

5. The Teacher's classes will show and they click on the "chair" icon of the class
6. Click the drop down menu to choose Present or Absent – Take Attendance
7. Click Submit – then Logout