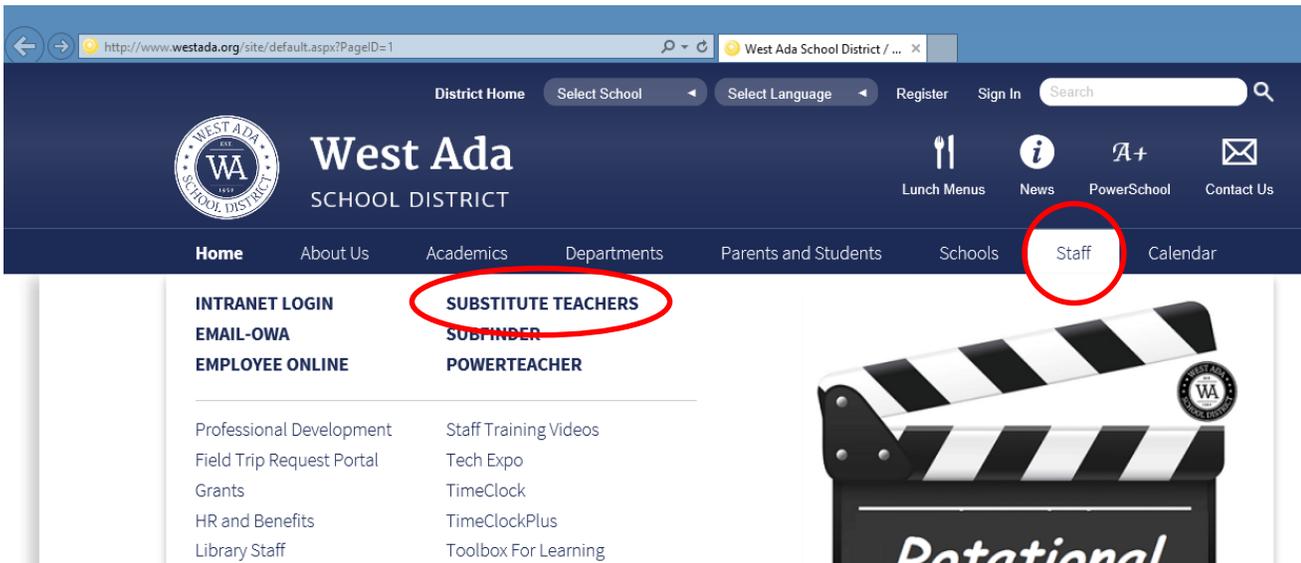


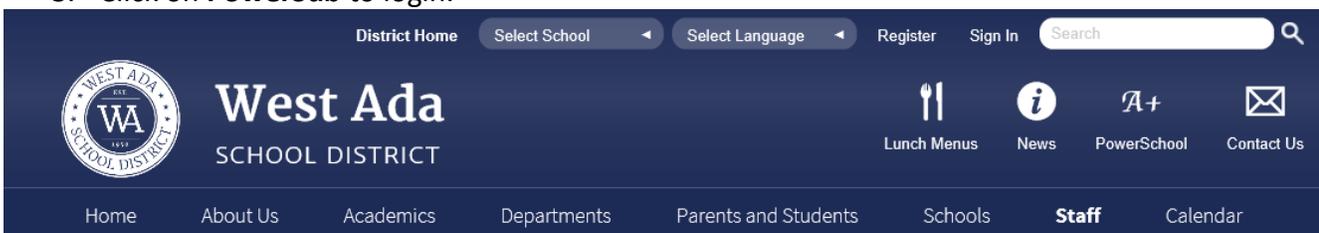
How to take attendance using POWER TEACHER SUBSTITUTE (Power Sub)

Please note: Some schools will ask teachers to take attendance with paper and pencil – please refer to your sub packet for specific instructions. If the school asks that you use POWER SUB to take attendance, please read on.....

1. After you log onto the computer, open Internet Explorer to get to the West Ada District Web page. Click on the Staff tab.
2. Click on SUBSTITUTE TEACHER.



3. Click on **PowerSub** to login.



Home > Staff > Substitutes

Substitutes

Substitute Teachers

- Newsletter
- Substitute Information

Substitute Placement Department



[Employee Online](#)



[Email - OWA](#)



[Subfinder](#)

Power Sub

[PowerSub](#)

You will see the following log in screen. Use the top drop down to select the school you will be substituting at. Use the next drop down to select the teacher you will be substituting for. The office will give you the password to use. Click sign in.

Substitute Teacher Sign In

School

Teacher

Password

PowerSchool

password is supplied to sub by the school

4. You will see the following screen:

Start Page

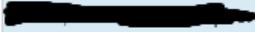
1(A)	Eng App 10 B	 	
1(B)	Eng App 10 B	 	

For any period you are taking attendance for the chair will give a list of students in the classroom. The chair with the grid will give you a seating chart with student photos. Please do not change the teacher’s seating chart. The knife and fork are for Lunch Counts. We do not take Lunch Counts in PowerTeacher. You will not use these.

5. To take attendance you will mark the child **A for absent. T for Tardy.** Please do not use the TL unless directed by the school. This is for Tardy Late.

Attendance Code: Classes:

Select the correct attendance code and the click in the box next to the student name. When done click submit.

Students	Attendance: Tuesday, March 04, 2014
	<input type="text"/>

6. If all students are present you will still need to click on the correct period chair and then **click Submit.** This will mark the students Present for that period.

7. To take attendance using the seating chart with the grid select the correct attendance code and then use the drop down in the student photo to mark that student's absence. You may choose to use the List view seating chart to take attendance and then use the student photo seating chart to match names with the student photo. Remember to click **Submit**, even if all students are present.



8. When you are finished in PowerTeacher please be sure to use the Sign Out in the upper right hand corner. Do not close PowerTeacher using the Red X in the far upper right hand corner.