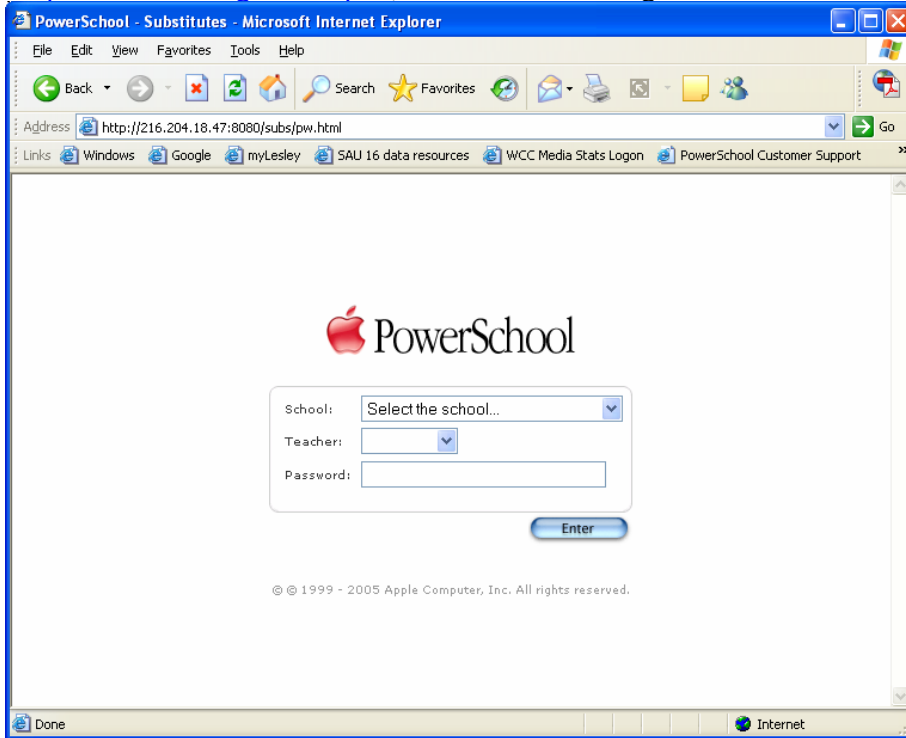
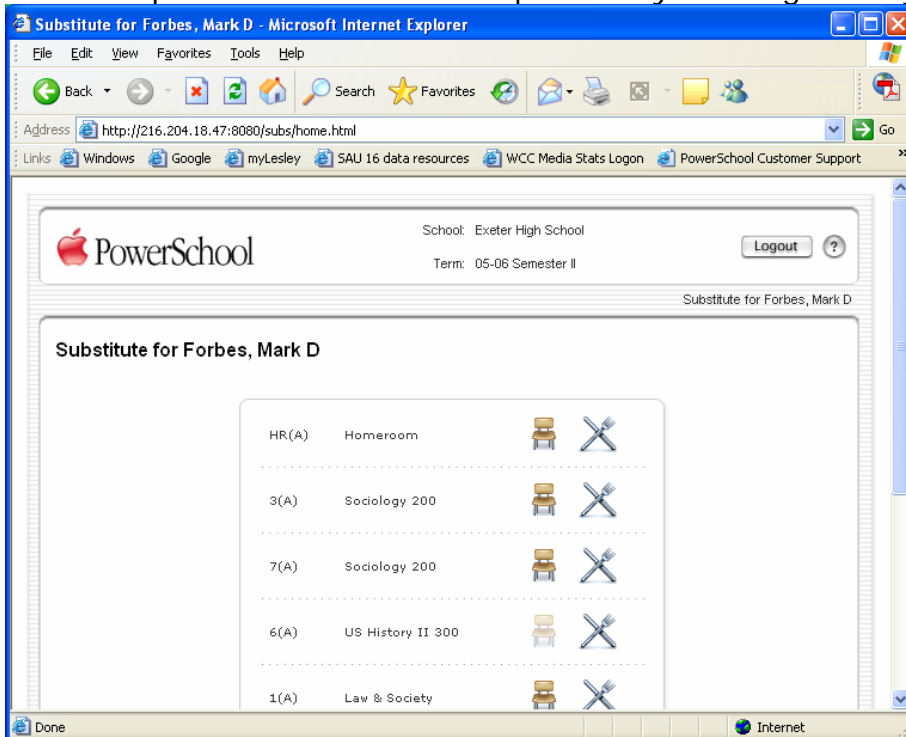



PowerSchool Attendance for SAU 16 Substitute Teachers

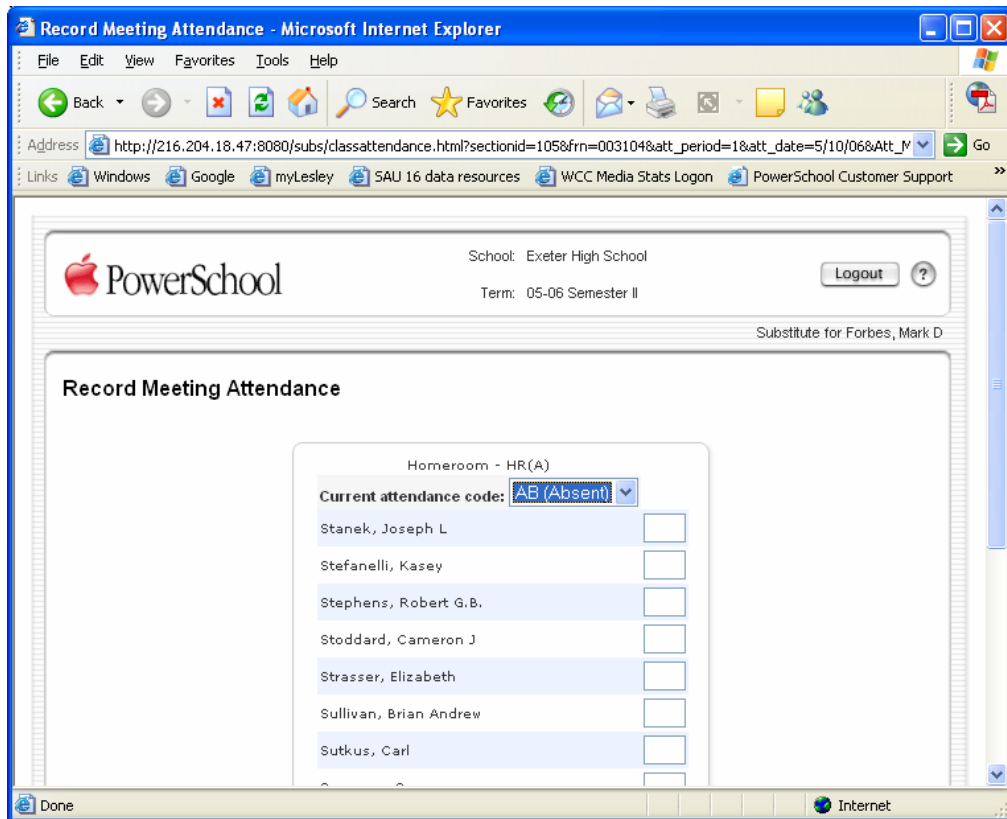
1. Login to PowerSchool from Home Page of School website (or address <http://sau16.org/data/ps/>) and choose "Login as Substitute Teacher":



2. Select the School from the drop down: _____
3. Select the Teacher name you are substituting for: _____
4. Enter the password that has been provided you to login today: _____



5. View list of classes – click on the Chair icon  for that class to take attendance and a student list for that class will appear:



6. Change the Current attendance code drop-down to AB(Absent) and click with the mouse next to the names of the students that are absent. Leave box blank if the student is present. If you make a mistake and mark a student absent and they shouldn't be, change the Current attendance code drop-down to (Present) and click with the mouse next to the names of that student – the AB should disappear.
7. Press the <Submit> button at the bottom of the screen when you are done marking students absent.

8. Click on Logout button  at top right of window.