

# **PowerTeacher Substitute Portal User Guide**

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PowerSchool  
Student Information System

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This edition applies to Release 9.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# Preface

Use this guide to assist you while navigating PowerTeacher Substitute. This guide is based on the PowerTeacher Substitute online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerTeacher Substitute online help is updated as PowerSchool is updated. Not all versions of the PowerTeacher Substitute online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerTeacher Substitute.

## Referenced Sections

This guide is based on the PowerTeacher Substitute online help, and may include references to sections that are not contained within the guide. See the PowerTeacher Substitute online help for the referenced section.

## Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

## Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click **File > New > Window**,” begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

## Notes

It is easy to identify notes because they are prefaced by the text “**Note:**”

# Introduction

Welcome to PowerTeacher Substitute! PowerTeacher Substitute is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for teachers.

PowerTeacher Substitute makes it easy for teachers to get up and running quickly in the classroom by providing easy-to-use tools to view student and school information, as well as to enter attendance.

## About PowerSchool

PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

## Get Started

To get started, you must sign in to PowerTeacher Substitute.

### Sign In to PowerTeacher Substitute

Before you can sign in to PowerTeacher Substitute, you will need the school's PowerTeacher Substitute URL, the name of the school, the name of the teacher for whom you are substituting, and a password. If you do not have this information or have questions, contact the school's PowerSchool administrator.

**Note:** Do not use someone else's password or give your password to anyone else.

### How to Sign In to PowerTeacher Substitute

1. Open your Web browser to your school's PowerTeacher Substitute URL. The Substitute Teacher Sign In page appears.
2. Use the following table to enter information in the fields:

Field	Description
Select Language	Choose the language in which you want to view PowerTeacher Substitute from the pop-up menu. <b>Note:</b> If no more than one locale is configured, the pop-up menu does not appear.
School	Choose the school for which you are substituting from the pop-up menu.
Teacher	Choose the teacher for which you are substituting from the pop-up menu.
Password	Enter your assigned password. The characters appear as asterisks (*) to ensure greater security when you sign in.

3. Click **Sign In**. The start page appears. For more information, see [PowerSchool Substitute Start Page](#).

## Session Timeout

If you are not actively working in PowerTeacher Substitute, your session may time out. If so, you need to sign in again.

**Note:** In order to reload/restore the last page you were viewing/using, you must be using the same computer, same HTML5-compatible browser, and same portal. Additionally, if another user signs in after your session has timed out, your previous session cannot be reloaded/restored.

### How to Sign In After Session Times Out

1. If the You have been signed out. Return to Sign In Page. pop-up appears, click **Sign In Page**. The Substitute Teacher Sign In page appears.
2. [Sign in](#). Depending on what page of PowerTeacher Substitute you were last using, one of the following pop-ups appear:
  - Reload Last Page - Your session timed out due to inactivity. Would you like to restore your previous session and reload the last page you were viewing?
  - Restore Selections(s), School and Term - Your session timed out due to inactivity. Would you like to restore your previous session and return to the last used school, term, student and/or teacher selection?
3. Do one of the following:
  - Click **Yes** to reload/restore the last page you were viewing/using.
  - Click **No** to sign in and access the start page.

## PowerTeacher Substitute Start Page

When you sign in to PowerTeacher Substitute, the start page appears. This page serves as the central point from which you begin your PowerTeacher Substitute session. The start page consists of the following main areas:

- [Header](#)
- [Navigation Toolbar](#)
- [Navigation Menu](#)
- [Current Classes](#)

### Header

The header appears at the top of PowerTeacher Substitute. The header includes the following information:

Field	Description
PowerSchool	Click to return to the start page from anywhere within the application.

Welcome, Substitute for [Teacher Name]	<p>The first and last name of the teacher for whom you are substituting. If it does not, contact your school's PowerSchool administrator.</p> <p>In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over the name of the teacher for whom you are substituting. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.</p>
Help	Click to access the PowerTeacher Substitute online help. Assistance is just a click away!
Sign Out	Click to sign out of PowerTeacher Substitute. For more information, see <a href="#">Quit PowerTeacher Substitute</a> .

## Navigation Toolbar

The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:

Field	Description
School	The name or initials of the school for which you are substituting.
Term	The current term, which adjusts automatically at the beginning of each term.
[Print this Page Icon]	Click the printer to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.

## Navigation Menu

The navigation menu serves as the central point from which to navigate the pages of PowerTeacher Substitute. The navigation menu includes the following links:

Field	Description
Start Page	Click to view the Current Classes page. For more information, see <a href="#">Work with Classes</a> .
View Daily Bulletin	Click to read your school's daily bulletin. For more information, see <a href="#">Daily Bulletin</a> .

## Current Classes

A list of classes for the current term appears in the main part of the start page. For each class, you can view or access the following information:

Field	Description
[Expression]	The period/day combination for the class.
[Course Name]	The name of the class.
[Attendance Icon]	Click the chair to take attendance. For more information, see <a href="#">Attendance</a> .
[Seating Chart Icon]	Click the grid and chair to work with the seating chart. This includes taking attendance and using the Random Student Selector feature. For more information, see <a href="#">Seating Chart</a> .
[Lunch Counts Icon]	Click the utensils to submit lunch counts. For more information, see <a href="#">Lunch Counts</a> .

## Work with Classes

Read this section to understand the basics of working with classes.

**Note:** You do not need to complete the activities in any particular order, but you should be familiar with all of them.

### Attendance

There are two options for taking attendance in PowerTeacher Substitute. No matter which method you use, attendance entered using PowerTeacher Substitute save the records directly to the PowerSchool system.

- Click the **Single Day** (chair) icon to access the Single Day attendance page. For more information, see [Attendance Modes](#).
- Click the **Seating Chart** (grid and chair) icon to access the Seating Chart page. For more information, see [Attendance Modes](#).

**Note:** Class sections that meet more than once a day display a pop-up menu next to the **Single Day** (chair) icon, which allows you to select the specific period in which to record or change attendance.

### Attendance Modes

The PowerTeacher Substitute attendance page allows you to enter and submit attendance in two different modes: Single Day or on the Seating Chart. Using these modes, you can enter attendance and attendance comments for all PowerSchool attendance methods (daily, meeting, and interval).

### Enter Single Day Attendance

On the Single Day attendance page, you can enter attendance codes for the current day.

#### How to Enter Single Day Attendance

1. On the Current Classes page, click the **Single Day** (chair) icon next to the class for which you want to record attendance. The Single Day Attendance page appears.

**Note:** If you are already on the Attendance page, click the **Single Day** tab.

2. On the **Attendance Code** pop-up menu, select the attendance code.
3. On the **Date** pop-up menu, select the date or period for which you want to enter attendance.

**Note:** If entering interval attendance, the interval for the selected period appears at the top of the **Attendance** column.

4. If you have more than one section of this class, click **Show Multiple Sections** to combine the students from multiple sections of this class into one attendance view. Click **Show Single Section** to return to a single section view. For more information, see [Record Attendance for Multiple Sections](#).
5. Use one of the following methods to enter the applicable attendance code:
  - Click in the field next to the student's name to enter the attendance code you selected from the **Attendance Code** pop-up menu. Use the pop-up menu to select a different attendance code, if needed.
  - Double-click in a field and select the code from the pop-up menu. Use the arrow keys on your keyboard to scroll through the list.
  - Click in a field and type the attendance code directly in the field.

**Note:** Use the Tab, Enter, and arrow keys to navigate to a different field.

6. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
7. When finished entering single day attendance and comments, click **Submit**.

## Enter Attendance on the Seating Chart

You can enter attendance directly on the Seating Chart for a single day. Attendance can be recorded for students who appear on the Seating Chart, and those who are in the Student Selection bar if the student is eligible to have attendance recorded.

The Student Selection bar displays students dependent on the Preferences setting in PowerTeacher gradebook. The Hide pre-registered students option determines whether to display these students or not. If the preference is selected, the students are not eligible to have attendance taken on the seating chart. These student photos appear shaded with an icon that denotes the pre-registered status. In addition, students who have been removed from the seating chart for any reason display in the Student Selection bar.

Student photos that display OT in the upper right corner indicates that the student is off-track and attendance cannot be entered.

## How to Enter Attendance on the Seating Chart

1. On the Current Classes page, click the **Seating Chart** (grid and chair) icon next to the class for which you want to take attendance. The Seating Chart page appears.
2. On the **Attendance Code** pop-up menu, select the attendance code.
3. On the **Date** pop-up menu, select the date for which you want to enter attendance.
4. Use one of the following methods to enter the applicable attendance code:
  - Click on a student photo, and the code selected from the **Attendance Code** pop-up menu automatically displays on the attendance pop-up menu on the student photo.

- Click in the attendance pop-up menu on the student photo to select a different attendance code, if needed. You can navigate the list of codes on the pop-up menu using the arrow keys.
  - Click in a field and type the attendance code directly in the field.
5. When an attendance code is entered, a comment icon appears. Click the icon to enter an attendance comment on the Edit Comments pop-up. Click **OK** to enter the comment for the student's attendance record.
  6. When finished entering attendance and comments, click **Submit**.

## Record Attendance for Multiple Sections

Use the **Show Multiple Sections** button to take attendance for concurrently meeting sections. If the class spans multiple periods, you may need to take attendance multiple times depending on your school policy. Taking attendance concurrently by meeting is helpful for teachers who instruct several sections during one meeting, since all students for that meeting appear on one list, regardless of their sections.

**Note:** Class sections that meet more than once a day display a pop-up menu next to the **Single Day** (chair) icon, which allows you to select the specific period in which to record or change attendance.

### How to Record Attendance for Multiple Sections

1. On the Current Classes page, click the [icon](#) for the attendance mode you would like to use. The selected attendance page appears. For more information, see [Attendance Modes](#).
2. Click **Show Multiple Sections**. In Single Day attendance mode, the names of those sections that meet concurrently appear, along with a combined class roster. In Multi-Day attendance mode, the names of those sections that meet concurrently appear, and the students display by section.

**Note:** Concurrent attendance can only be taken for sections that share the same attendance mode as the originally selected section. For instance, if the selected section is designated as an interval attendance mode, only sections that are designated as using interval attendance will be combined when **Show Multiple Sections** is selected.

3. Enter the attendance code using the data entry options for the selected page. For more information, see [Attendance Modes](#).
4. Repeat for each different attendance code to assign. Note that in interval attendance, each student must have an attendance code for each interval.
5. Click **Submit**. The attendance codes are saved to the PowerSchool system.

## Seating Chart

The Seating Chart provides you with a graphical representation of the entire classroom. A teacher can design multiple layouts to help manage your classroom. Using these layouts, you

can record attendance, or use the Random Student Selector to help you call on different students during class discussions.

The Seating Chart allows you to take attendance. The pre-defined attendance codes are available to assign to the students who appear on the chart using the single day attendance mode. For more information, see [How to Enter Attendance on the Seating Chart](#).

The Seating Chart also provides you with a random student selector, which highlights an individual student on the chart. Use this feature when you need to call on students for class discussions or activities.

You can change to a different seating chart layout whenever it's needed.

The following controls are available on Seating Chart:

Control	Description
Layout Selection	Select a layout to display from the pop-up menu.
Random Student Selector	Click the <b>Select</b> button to highlight a student on the seating chart in order to promote class participation.
Attendance Code, Date, Period, Interval	Select the attendance code and date in order to enter attendance directly on the Seating Chart. For more information, see <a href="#">How to Enter Attendance on the Seating Chart</a> .
Student Selection Bar	Students who are not placed on a seating chart layout, or students who are pre-registered for a class, appear in the Student Selection bar. If the attendance pop-up menu displays on the student photo, you can enter attendance for these students.
Submit	Click to submit the attendance codes and comments for the selected date.
Zoom Slider Bar	Use the slider bar to increase or decrease the size of the Seating Chart.

## Access an Existing Layout

Saved seating chart layouts are available on the Layout Selection pop-up menu for the class in which it was created.

## How to Access an Existing Seating Chart Layout

1. On the Current Classes page, click the **Seating Chart icon** next to the class for which you want to access an existing seating chart layout.
2. Select the applicable seating chart layout from the Layout Selection pop-up menu. The saved seating chart layout for the selected class appears.

## Random Student Selector

The Random Student Selector feature highlights students on the layout in random order to facilitate balanced classroom participation. Students who are assigned a chair on the layout, and are scheduled to attend the class on the selected date, are eligible to be selected.

### How to Use the Random Student Selector

1. On the Current Classes page, click the **Seating Chart** icon next to a class. The Seating Chart page appears.
2. Select the applicable layout from the Layout Selection pop-up menu.
3. Click **Select**. A student photo appears on the Selected Student pop-up. You can move the photo to any spot on the seating chart.
4. Repeat to select a different student on the layout. Eligible student photos appear in the pop-up in random order.
5. To close the Selected Student pop-up, click the **x**.

## Lunch Counts

Use the Lunch Counts (utensils) icon to submit lunch counts.

### How to Submit Lunch Counts

1. On the PowerTeacher Substitute start page, click the **Lunch Counts** (utensils) icon next to the class for which you want to submit lunch counts. The Submit Lunch Counts page appears.
2. Use the following table to enter information in the fields:

Field	Description
Student Breakfasts	Enter the number of student breakfasts.
Student Lunches	Enter the number of student lunches.
Student A la Carte	Enter the number of student à la carte meals.

Milk	Enter the total number of students and adults buying milk.
Adult Breakfasts	Enter the number of adult breakfasts.
Adult Lunches	Enter the number of adult lunches.
Adults A la Carte	Enter the number of adult à la carte meals.
Other 1	Enter the number of Other 1 meals (optional). <b>Note:</b> The field represents an additional meal type that may be used for special request meals, such as a vegetarian dish or a kosher dish.
Other 2	Enter the number of Other 2 meals (optional). <b>Note:</b> See <b>Other 1</b> .

3. Click **Submit** to enter the counts. The start page reappears.

## Daily Bulletin

While you cannot create entries for the daily bulletin, you can read the notices and send a message to the person in charge of maintaining the bulletin.

### How to View the Daily Bulletin

1. On the start page, click **Daily Bulletin**. The View Daily Bulletin pop-up appears.
2. Do one of the following:
  - Click the **Calendar** icon to select a date to view the bulletin for that day. On the calendar, dates that are shaded blue have a daily bulletin associated to them, the current date displays a border, and the selected date has no shading. Use the arrow buttons to navigate to a different month.
  - Click the email address to send a message to the person who creates items for the daily bulletin. Send either an announcement to contribute to the bulletin or a message to the bulletin administrator. For more information, contact your PowerSchool administrator.
3. When done viewing, click the **x** in the upper right hand corner to close the View Daily Bulletin pop-up.

## Quit PowerTeacher Substitute

When finished working in PowerTeacher Substitute, it is important to sign out of the application.

### Sign Out of PowerTeacher Substitute

You can sign out of PowerTeacher Substitute from any page in the application.

**Note:** If you are not actively working in PowerTeacher Substitute, your session may timeout. If so, you need to [sign in](#) again.

### How to Sign Out of PowerTeacher Substitute

Click **Sign Out** in the header. The Substitute Teacher Sign In appears.