

## PowerTeacher - Substitute Teacher

Please follow the steps below to log into PowerTeacher and take Attendance.

1. Double click on **Internet Explorer**.
2. Enter the following URL into the address bar.
3. From the **School** list select:

<https://ps-prod.epsb.ca/subs>

4. From the **Teacher** list select:



5. Password to enter:


School:


Teacher:

Password:

Enter

PowerSchool

6. Click . You will be on the PowerTeacher Start Page.

7. Click the  next to the AM or PM Attendance class to take morning (AM) or afternoon (PM) attendance.


8. Choose **AB (Absent – Unverified)** from the Current attendance code list.

9. Click the box beside the name of the student who is absent today. **AB** will appear in the box.

AM Attendance - AM(A)

Current attendance code:

|                           |                                 |
|---------------------------|---------------------------------|
| Anaya Meraz, Shyowa Dante | <input type="text" value="AB"/> |
| Benjamin, Mario Edward    | <input type="text"/>            |

10. Once you have completed taking attendance click  to save. This will also let the office know you are done.

11. Click  in the upper right corner to log out of PowerTeacher.