

# **PowerTeacher Substitute Portal User Guide**

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PowerSchool 6.x  
Student Information System



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This edition applies to Release 6.0 of the PowerSchool Premier software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# Preface

## Legend

- 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.
- It is easy to identify notes because they are indented and prefaced by the text **Note:**.

## Audience

This information is intended for substitute teachers who use PowerTeacher.

# Introduction

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

PowerTeacher 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 log in to PowerTeacher Substitute.

### Log In to PowerTeacher Substitute

Before you can log 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 Log In to PowerTeacher Substitute

1. Open your Web browser to your school's PowerTeacher Substitute URL. The Log In page appears.
2. Choose the school from the **School** pop-up menu.
3. Choose the teacher from the **Teacher** pop-up menu.
4. Enter the assigned password in the **Password** field.
5. Click **Enter**. The PowerTeacher Substitute start page appears. For more information, see *PowerSchool Substitute Start Page*.

### PowerTeacher Substitute Start Page

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

- Navigation bar
- ID bar
- Classes
- Daily Bulletin

### Navigation Bar

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

Field	Description
[PowerSchool Logo]	Click to return to the start page.
School	The name or initials of your school.
Term	The current term, which adjusts automatically at the beginning of each term.

Field	Description
Logout	Click to log out of PowerTeacher Substitute. For more information, see <i>Quit PowerTeacher Substitute</i> .
[Help]	Click to find answers to your questions as you work in PowerTeacher Substitute.

## ID Bar

The ID bar appears just below the navigation bar and displays the name of the teacher for whom you are substituting.

## 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.
[Chair Icon]	Click to take attendance. For more information, see <i>Attendance</i> .
[Utensil Icon]	Click to submit lunch counts. For more information, see <i>Lunch Counts</i> .

## Daily Bulletin

Just below the class list, Daily Bulletin appears. Click to read your school's daily bulletin. For more information, see *Daily Bulletin*.

## 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

Click the **Chair** icon to access the attendance page where you can record meeting attendance by class meeting. A class meeting is the span of time a class takes place within a given day.

### Record Meeting Attendance

Use Record Meeting Attendance to take attendance by class meeting. A class meeting is the span of time a class takes place within a given day.

### How to Record Meeting Attendance

1. On the start page, click the **Chair** icon next to the class for which you want to record attendance. The Record Meeting Attendance page appears.
2. Choose the attendance code you want to assign from the **Current attendance code** pop-up menu.
3. Click the field next to the name of each student to whom you want to assign the attendance code.
4. Repeat Steps 2 and 3 for each attendance code you want to assign. It is not necessary to perform this task for students who are present.
5. Click **Submit**. The attendance marks are saved to the PowerSchool system, and the start page appears.

### Lunch Counts

Click the **Utensil** icon to submit lunch counts.

### How to Submit Lunch Counts

1. On the PowerTeacher Substitute start page, click the **Utensil** 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.



Field	Description
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 <i>Other 1</i> .

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 Daily Bulletin page displays today's announcements and links to previous bulletins.
2. Click the date links at the bottom of the page to view that day's bulletin.
3. Click the e-mail address at the bottom of the page to send a message to the person who issues the announcements. Depending on your default e-mail application, an e-mail form appears.
4. Complete the e-mail message.
5. Click **Send**.

## Quit PowerTeacher Substitute

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

### Log Out of PowerTeacher Substitute

You can log 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 **log in** again.

### How to Log Out of PowerTeacher Substitute

Click **Logout** in the navigation bar. The Log In page appears.

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