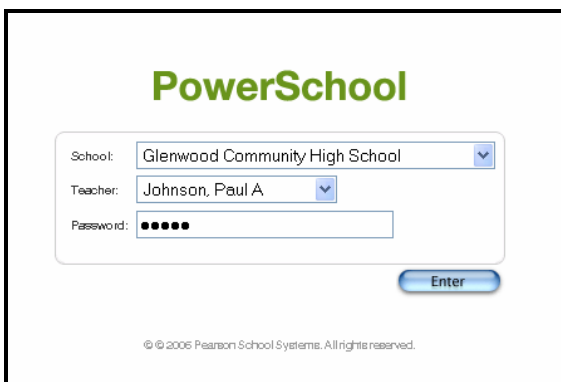
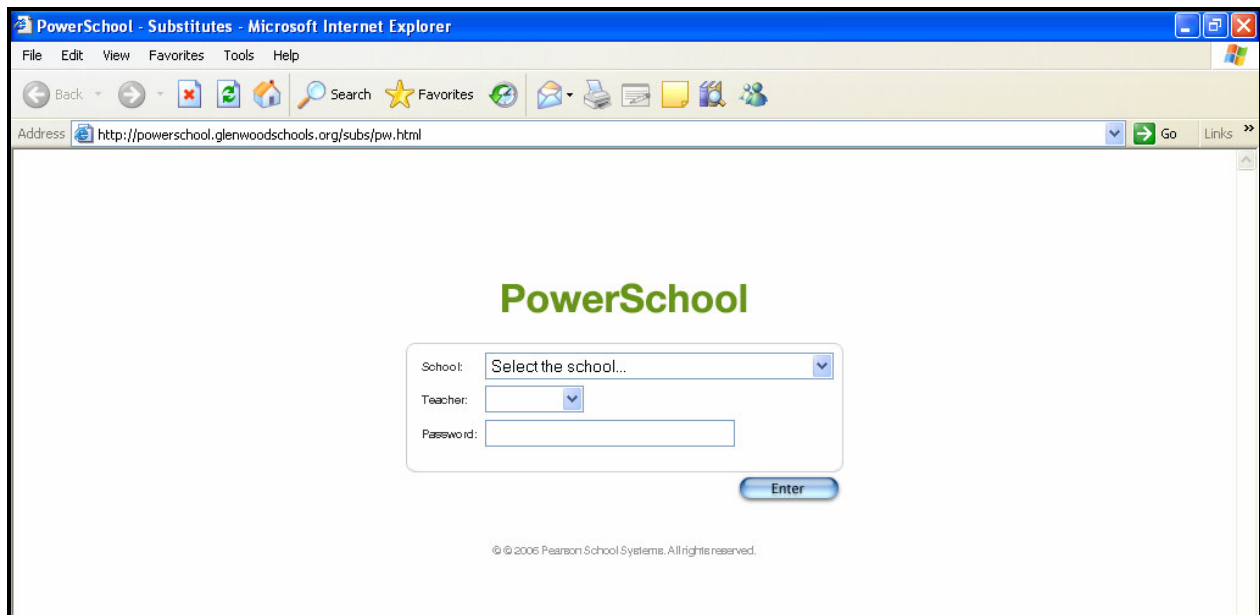


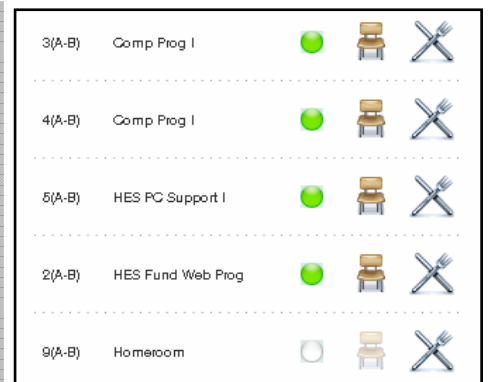
# PowerSchool for Subs

When you check into the office at the beginning of the day you will receive the sub password. This password will change periodically so be sure to check with the secretary for the current password. The password is different at each building.

1. Log onto the computer using your username and password. If you do not have a username and password, you can get a generic username and password for subs in the office.
2. Open Internet Explorer.
3. Go to <http://powerschool.glenwoodschools.org/subs>
4. Your screen will look like this:



After you select the school and teacher you are substituting for type in the password. Passwords are building specific. Click on the enter button for the attendance page to appear.



To take attendance:

1. Click on the chair by the class name.
2. Change the word at the top of the screen to AB (Unverified), ET (Tardy Excused), or T (Tardy Unexcused)
3. Click on the box next to the student's name that is absent or tardy.
4. Click on the submit button. The office will receive attendance when you click on this button
5. The icon on the main page will change to green when you have taken attendance.
6. Even if all students are present, you must take attendance by clicking on the submit button.