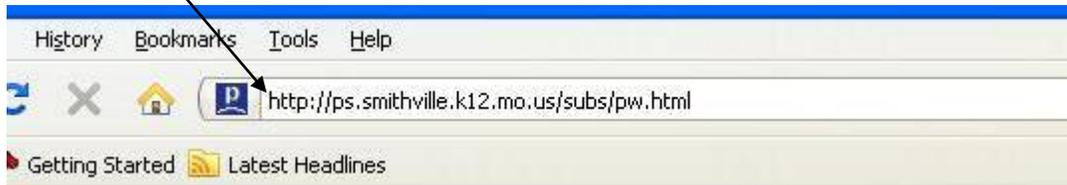


Powerschool Login Instructions

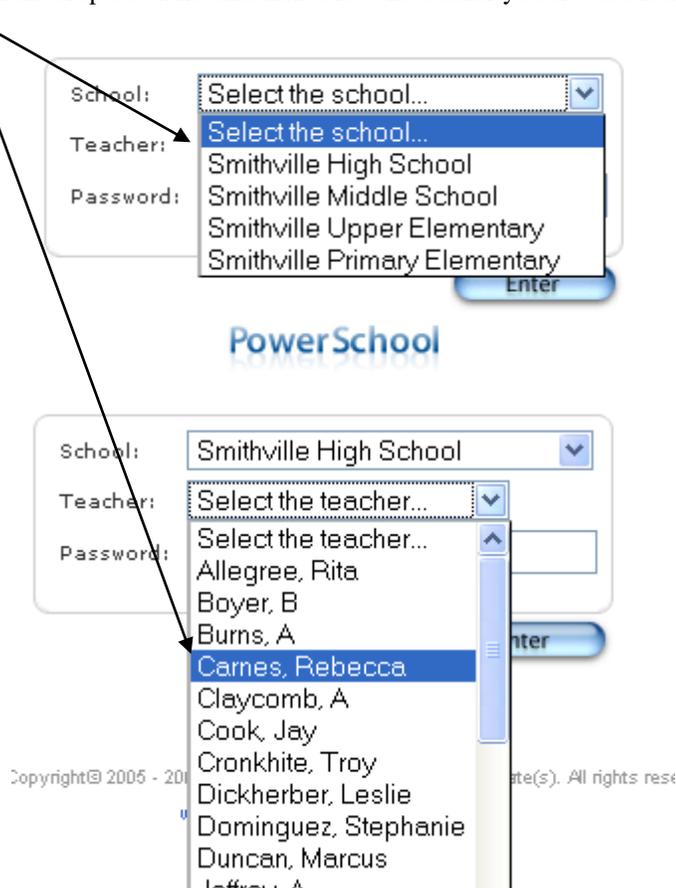
Logging in to PowerSchool as a Substitute Teacher

✓ Please note you will need to obtain the password to log in to PowerSchool from the building secretary upon your arrival on the day you are substituting.

1. Type <http://ps.smithville.k12.mo.us/subs> into the address bar in your internet browser.



2. Select the school from the drop-down list and then select the teacher you are substituting for.



3. Enter the password (check with the front office). Then click 'Enter'.

School: Smithville High School
Teacher: Carnes, Rebecca
Password: [masked]
Enter

PowerSchool

4. Now that you are inside the PowerSchool system, you are able to take attendance. You do so by clicking on the 'chair' icon next to the class section. If I am substituting for *General Biology, second period (P2)* on an *'A' Day (A)*, I will need to click the following 'chair':

Substitute for Carnes, Rebecca

P1(B)	Physical Science		
P3(B)	Physical Science		
P4(B)	Physical Science		
P2(A)	GENERAL BIOLOGY		
P4(A)	GENERAL BIOLOGY		
P3(A)	Earth Science		

Daily Bulletin

Click on the chair to take attendance or the silverware to submit lunch counts for each class.
When you are finished, click the 'Logout' button above.

5. If the student is present during the current period, the box next to their name will remain blank. To mark a student as 'A (Absent)' or 'T (Tardy)', we will first select the corresponding code from the drop-down box.

GENERAL BIOLOGY - P2(A)	
Current attendance code:	
Blohm, Zachary T.	
Breed, Alec Spencer	
Cawley, Mitchell Aaron	
Frerichs, Austin Reid	
Goerke, Thomas Dale	
Halloran, Summer Jade	
Hanley, Todd Cameron	
Krull, Katie Ann	
McClain, Savanna Helen	
McLaughlin, Kyle Anders	
Miller, A.J. Joseph	
Pelling, Joseph A.	
Roth, Colten Jay	
Rule, Chris Christopher	
Tremain, Preston Reed	
Wood, Taylor	

6. To mark the student as 'A (Absent)' or 'T (Tardy)', simply be sure that the correct code is selected and single-click (left click) in the empty box next to the name. It will automatically show up with either an 'A' or 'T', dependent on the code selection at the top.

GENERAL BIOLOGY - P2(A)	
Current attendance code:	
Blohm, Zachary T.	A
Breed, Alec Spencer	A
Cawley, Mitchell Aaron	
Frerichs, Austin Reid	T
Goerke, Thomas Dale	
Halloran, Summer Jade	
Hanley, Todd Cameron	
Krull, Katie Ann	
McClain, Savanna Helen	
McLaughlin, Kyle Anders	A
Miller, A.J. Joseph	
Pelling, Joseph A.	
Roth, Colten Jay	
Rule, Chris Christopher	
Tremain, Preston Reed	T
Wood, Taylor	

Simply left click once in this box to show whether the student was absent or tardy. This is dependent on the attendance code from the drop-down box above.

7. When finished, you MUST click the **Submit** button at the bottom for your changes to be recorded in the system!

GENERAL BIOLOGY - P2(A)

Current attendance code: A (Absent) ▼

Blohm, Zachary T.	A
Breed, Alec Spencer	A
Cawley, Mitchell Aaron	
Frenchs, Austin Reid	T
Goerke, Thomas Dale	
Halloran, Summer Jade	
Hanley, Todd Cameron	
Krull, Katie Ann	
McClain, Savanna Helen	
McLaughlin, Kyle Anders	A
Miller, A.J. Joseph	
Pelling, Joseph A.	
Roth, Colten Jay	
Rule, Chris Christopher	
Tremain, Preston Reed	
Wood, Taylor	

Submit

8. You will return to the home page with all the courses listed. Be sure to click the 'Logout' button at the upper right hand corner when you have finished taking attendance.

School: Smithville High School

Term: 09-10 Quarter 1

Logout ?

Substitute for Carnes, Rebecca

P1(B)	Physical Science		
P3(B)	Physical Science		
P4(B)	Physical Science		
P2(A)	GENERAL BIOLOGY		