

Logon to the computer with "subs" as the user name. The current password is available from the secretary at your building.\*



If logon prompt is showing a different user name, click on Switch User and choose Other User on next screen.



This is confidential information. Please do not share it with students or other unauthorized personnel.

**1** Open Internet Explorer and type in ps/subs into the browser window and hit the enter key. Or if this doesn't work, type in ps.gfps.k12.mt.us/subs (no www).

**2** Substitute Teacher Sign In

School  Select the school. Select the school.

Teacher  Make sure to select the teacher for whom you are substituting.

Password  Enter the password given by the school secretary.

Click "Sign In" to log in Sign In

**3** Once logged in, the teacher's classes will display. Attendance is taken in the classes where the chair icon is not grayed out.

The before the attendance chair will change to after attendance is taken in that class. It may take a few minutes to change once attendance is submitted, and you will need to reload (refresh) the page.

Exp	Course	Grd-Room	Attendance	Lunch	Seating
AM(A)	ATTENDANCE-K	0-3			
MA(A)	MATHEMATICS	0-3			

Class for attendance:

Click on the chair icon to take attendance. The following screen is where attendance is actually taken.

Disregard this icon—not used at Great Falls Public Schools at this time.

Attendance not taken in these classes; chair is grayed out.

**4** This is where you take attendance. If students have already been marked with a code by the office, it is listed for you. **YOU CANNOT CHANGE ATTENDANCE ENTERED BY THE OFFICE.** If the attendance code listed by the office is not correct, you will need to contact the office directly to have the change recorded.

In this example, HANNAH has been marked (A) Absent by the substitute teacher.

ANDREA has been marked IF-Illness Full day and MERIAH has been marked TA -Tardy AM by the office. These values cannot be changed.

ATTENDANCE-4 - AM(A)

Current attendance code: (Present)

MATTHEW JAMES	
ANDREA MAE	IF - Illness Full Day
AUSTIN JACOB	
HANNAH NOEL	A
ZACKARIAH TIMOTHY	
PARKER MARIE	
MERIAH ANNE MERRIE	TA - Tardy AM
N. ANTONIO DUANE	
SHELDEN FAWN	

Submit


After you have marked attendance, you **MUST CLICK THE SUBMIT BUTTON** to save changes.







**NOTE:** If you mark a student Absent and the student arrives late, you can return to this attendance screen and change the attendance code from Absent to Tardy. Changes can be made until the office sets the code. After that, you cannot make changes to attendance and must call the office.


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Once you click **Submit** you are automatically taken back to the previous screen.

Your attendance submission will be processed shortly.

The before the attendance chair will change to  after attendance is taken in that class. It may take a few minutes to change once attendance is submitted, and you will need to reload (refresh) the page.







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Notice the instructions to refresh the page in  order to see the change in the circle next to the attendance chair.

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### Viewing student pictures and seating charts.

Class to reload (refresh) the page

Grd-Room	Attendance	Lunch	Seating
0-3			
0-3			

Click on the double chair icon to view the seating chart and student pictures for the selected class. 

By clicking on the Alphabetical option under **Seating Chart Options**, you can view the student pictures for the selected class in alphabetical order.

If a teacher has not assigned a seating chart to the selected class, student pictures will appear "stacked" in the lower left corner of the seating chart. By clicking on Alphabetical under Seating Chart Options, you can view pictures in alphabetical order. You can also drag and drop the pictures into the seating chart by using the mouse.

Seating Chart Options: [Alphabetical](#) [Shuffle](#) [Clear Chart](#) [Undo Changes](#) [Smaller Photos](#)

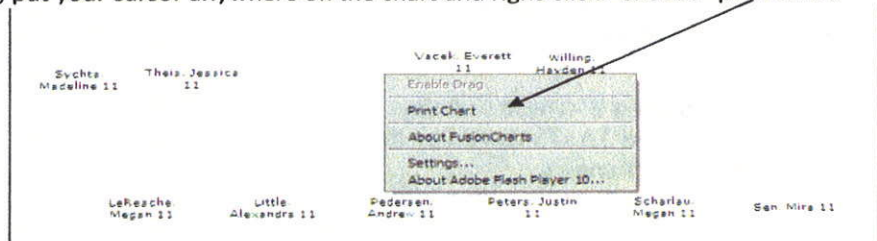
To re-arrange: Click and drag a picture or use an option above  
 To print: CTRL-click (Mac) or Right-click (Windows) on a blank area of the chart and choose "Print Chart"

Student Pictures Here

PowerDataSolutions.org - Charts Powered by FusionCharts  
 HART, LORDA - Period AM(A) - ATTENDANCE-K - Room 3



If you need to print the chart, put your cursor anywhere on the chart and right-click. Choose "print chart."



**NOTE:** A copy of this handout is located in the subs z-drive. When you log onto the computer, go to the Start button or Wheel, click on it and go to Computer/My Computer and then click on the z-drive. Many resources are there for you, including troubleshooting tips and how to use gadgets.

When you are finished taking attendance, please sign out of PowerTeacher by clicking on 'Sign Out' in the upper right corner where it shows the teacher's name for whom you are subbing.

Sign Out