
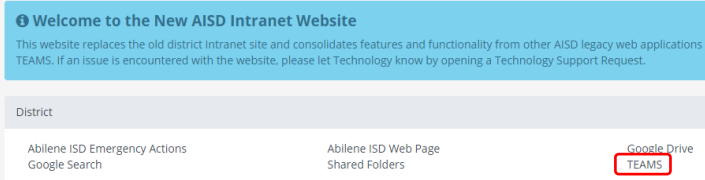
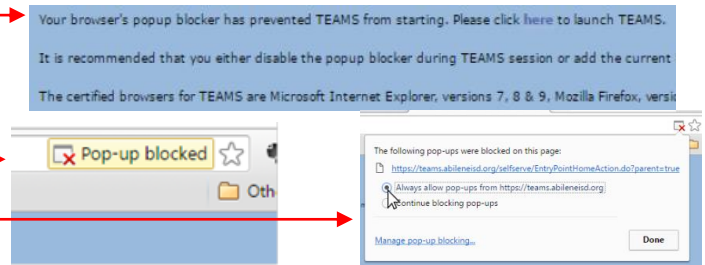
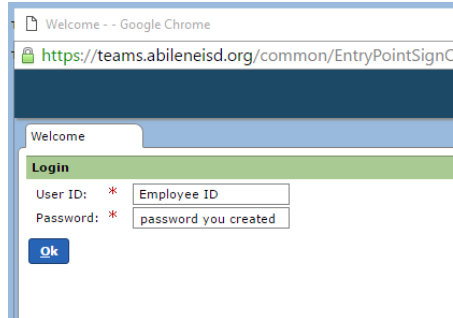
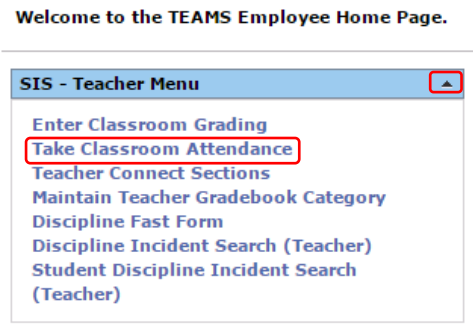
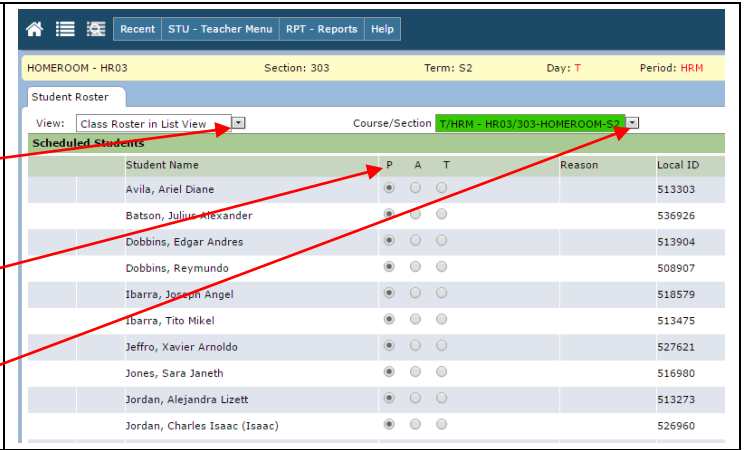

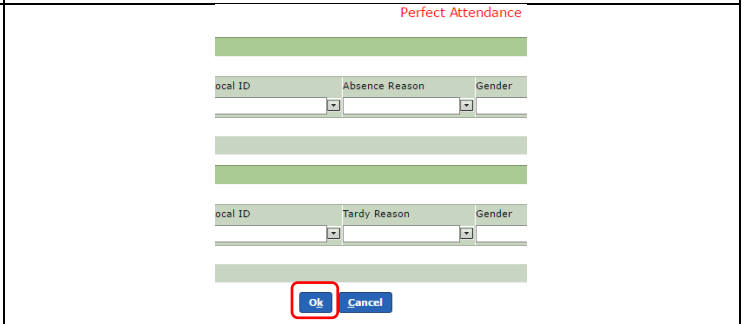
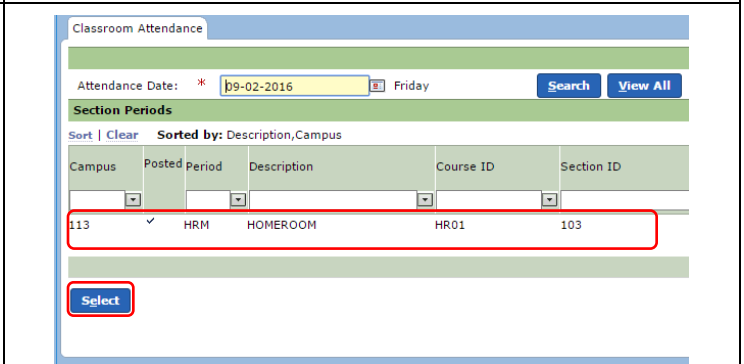


## SUBSTITUTE CLASSROOM INSTRUCTIONS

### -How to check attendance-

|   |  |
|---|--|
| 1. Log into your computer with the account given to you by the campus secretary.  |  |
| 2. Launch the Google Chrome internet browser on the desktop.  |   |
| 3. Click on the “TEAMS” link under the District section on the homepage or type teams.abileneisd.org into the URL search bar.   |   |
| <p>*If you <b>only</b> see a blue page with this error message:</p> <ul style="list-style-type: none"> <li>• Check your browser for pop-up blocker warnings.</li> <li>• Click warning and allow pop-ups.</li> <li>• Refresh the page. (Hit F5 on the keyboard)</li> </ul> |  |
| 4. Log in using the account you created for the Substitute-Employee Service Center. This could be your employee ID.   |  |
| 5. Click on the arrow next to “SIS – Teacher Menu” and select “Take Classroom Attendance”.  |  |

## SUBSTITUTE CLASSROOM INSTRUCTIONS

|   |  |
|---|--|
| <p>6. Checking attendance:</p> <ul style="list-style-type: none"> <li>You will automatically see the current class period. You can toggle between List View and Seating Chart/Student Picture View.<br/><i>*Some teachers may <u>only</u> have List View.</i></li> <li>Click the buttons P-Present, A-Absent, T-Tardy.</li> <li>Check the Course/Section tab. There may be multiple sections in the same course.</li> </ul> |    |
| <p>7. When your attendance is complete, click "Post".</p>   |   |
| <p>8. Click "Ok" on the next screen.</p>  |  |
| <p>9. If you need to edit attendance after you have posted it:</p> <ul style="list-style-type: none"> <li>Repeat Steps 1-5</li> <li>Click the Course/Section you wish to change and then click "Select".</li> <li>Repeat Steps 6-8, remember to click "Post".</li> </ul>  |  |