Sub Attendance Instructions

If you are a substitute teacher and want to use the Sub Attendance application, you must:

- Know your Active Directory username and password.
- Have a job in Aesop.

To login, go to http://webapps.u-46.org/subattendance/ and log in using your Active Directory username and password.
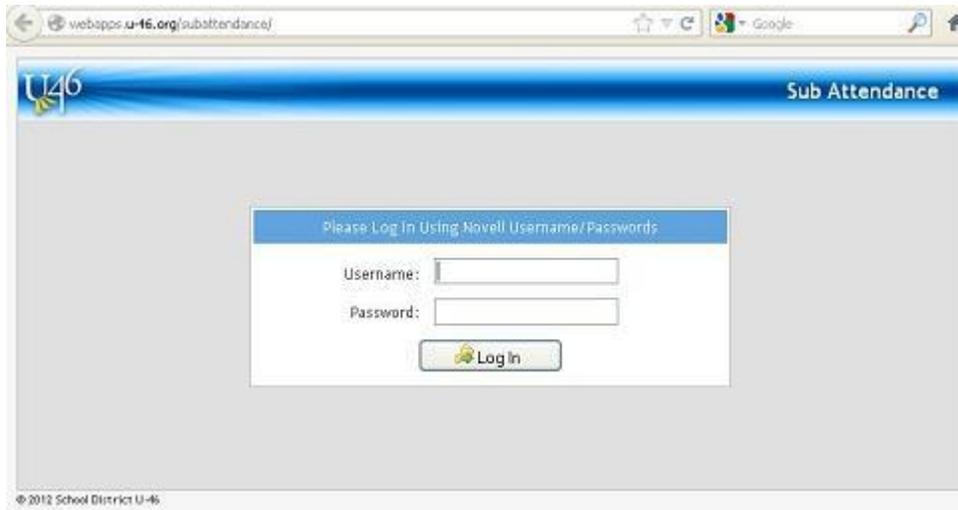
If you have more than one sub-job for a given day, you are taken to the teacher-choice page. (If you have only one job for the day, the program will skip this step.)
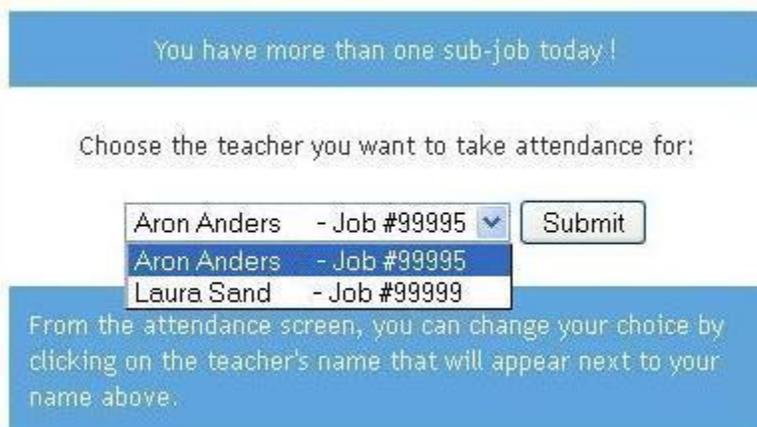
Here, you are asked to choose the teacher you want to take attendance for. Pick the teacher you want from the drop-down box and click 'Submit'.

This takes you to the attendance screen.

At any time, you can click on the name of the Teacher you are subbing for to return to the Teacher choice screen.

Choose the period you want to take attendance. Then select P for 'Present', A for 'Absent', or T for 'Tardy'. You may also enter comments. Comments are only saved for absent or tardy students.

Once you click the 'Save' button at the top left of the Attendance form, the office will be able to see that you have submitted attendance for that period and view the attendance details that you entered.

You may go back at any time during the day to update your earlier attendance entries, but you won't be able to modify attendance items entered by the office staff.