

SUBSTITUTE TEACHER INSTRUCTIONS

Booking Substitute Teaching Days Through PowerSchool Web Portal

URL: <https://www.srrrsrb.ca/rrsd/servlet/Broker>

In the [Web Portal](#) navigate to:

My Info > Time & Attendance > Dispatch & Workboard > Workboard



If there are available dispatches, they will appear as shown below. You will only see dispatches for locations you have selected.

To accept and/or view more details of the dispatch (message from the absent employee, map), click on the ID number:

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)
47777	Tue 16-Nov-2021	Tue 16-Nov-2021	Grades 4 - 6 Band	Substitute Teacher	Test Location	08:45-15:30

Workboard - Dispatch Details for ID 47777

Date(s): Tue 16-Nov-2021 to Tue 16-Nov-2021
 Position: Substitute Teacher
 Location: Test Location
 Start Time: 08:45
 End Time: 15:30
 Absent Employee: Teacher Test
 Subjects/Levels: Band / Grades 4 - 6

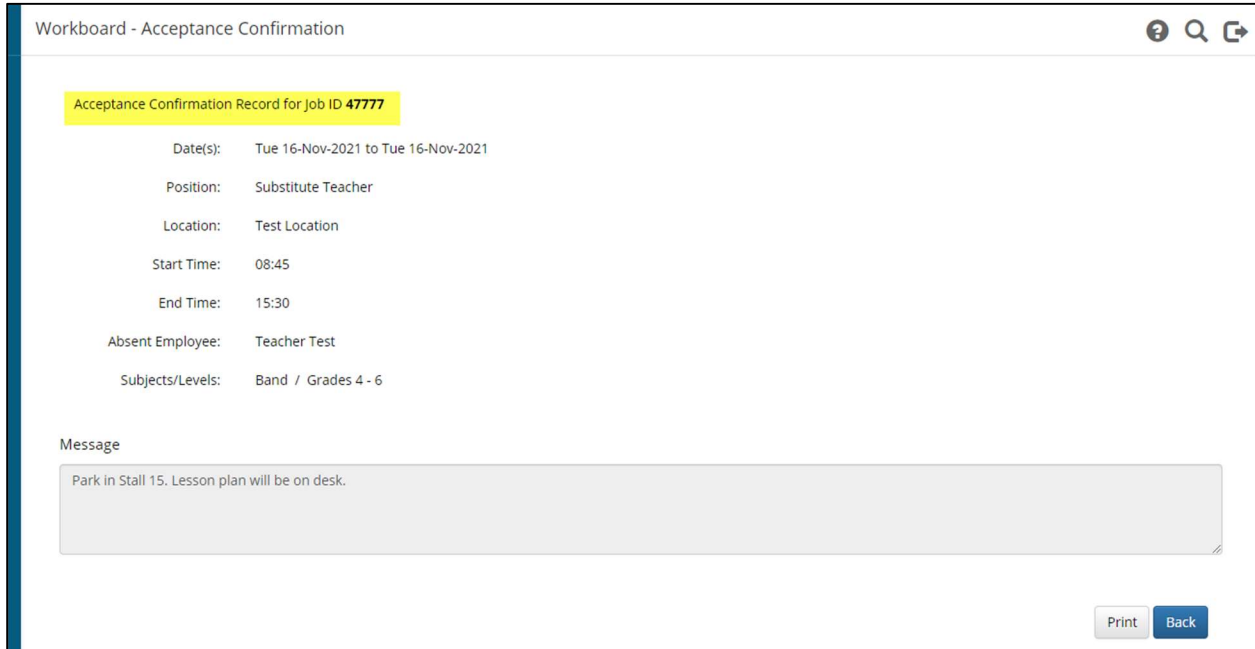
Message from absent employee

Message
 Park in Stall 15. Lesson plan will be on desk.

View Map Back Accept Opening

The dispatch can be accepted by clicking the “Accept Opening” button. If another employee has accepted the job in the meantime, a message will display to indicate the dispatch has been filled.

If the dispatch is successfully accepted, a confirmation message will display:



Workboard - Acceptance Confirmation

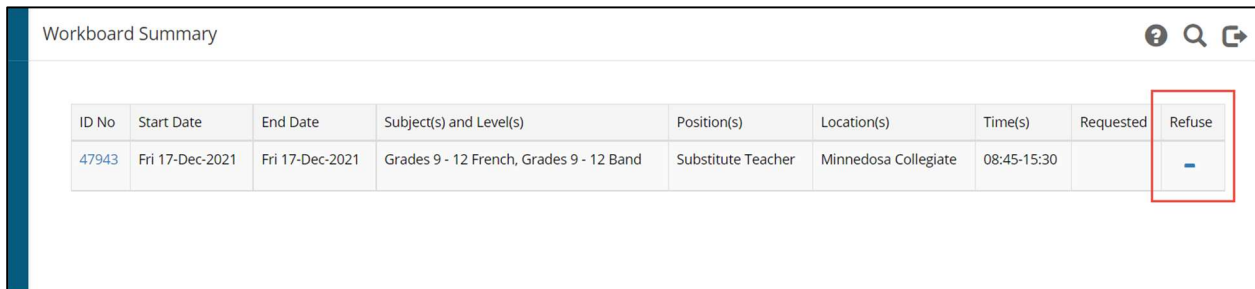
Acceptance Confirmation Record for Job ID **47777**

Date(s): Tue 16-Nov-2021 to Tue 16-Nov-2021
 Position: Substitute Teacher
 Location: Test Location
 Start Time: 08:45
 End Time: 15:30
 Absent Employee: Teacher Test
 Subjects/Levels: Band / Grades 4 - 6

Message
 Park in Stall 15. Lesson plan will be on desk.

Print Back

The dispatch can be refused by clicking on the “Refuse button on the main Work Board Summary page. A refusal confirmation page will display.



Workboard Summary

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
47943	Fri 17-Dec-2021	Fri 17-Dec-2021	Grades 9 - 12 French, Grades 9 - 12 Band	Substitute Teacher	Minnedosa Collegiate	08:45-15:30		-

REVIEWING AVAILABLE DISPATCHES: REQUESTED REPLACEMENT

When an employee submits an absence with requested employees, the word **requested** will appear on the Work Board listing:

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
107919	Tue 24-Aug-2021	Tue 24-Aug-2021	1-5 Social Studies	Substitute Teacher	Test Location	08:00-15:00	Requested	-

Additionally, if an email address and mobile phone are set up in the Work Board Text and Email Profile, an email/text message will be sent to the requested employee(s) to alert them of any dispatches available where they are the requested employee:

