

# ClassMate Web: *Student Snapshot*



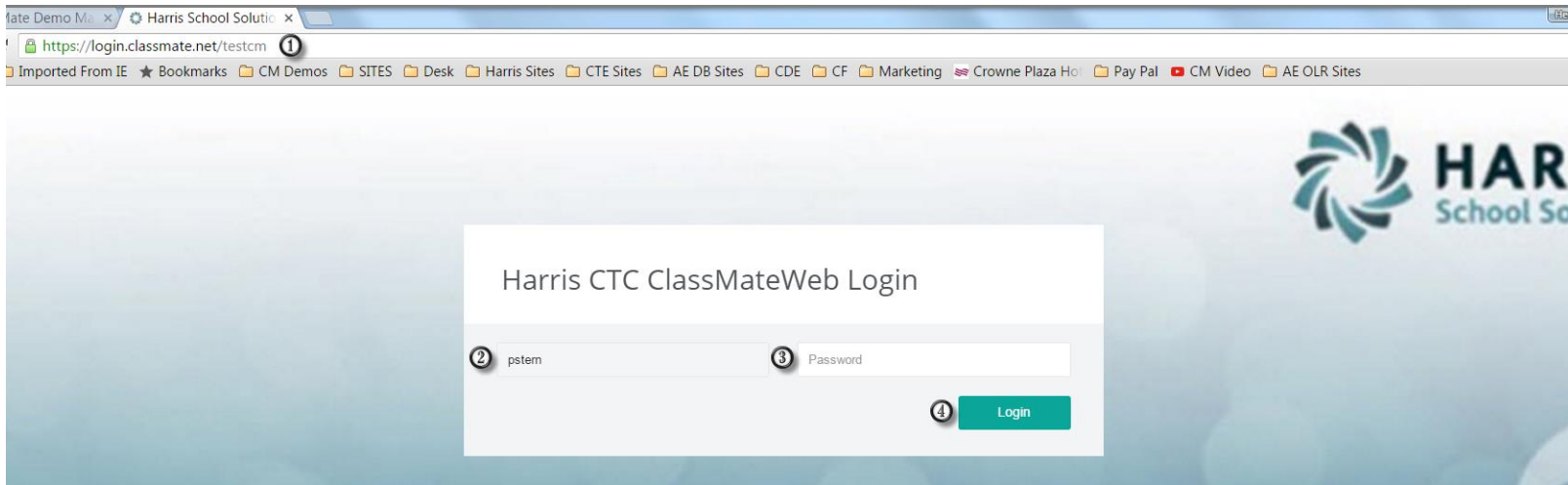
**STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

# ClassMate Web: *Student Snapshot*

## Getting Started

ClassMate Web is available to users 24 hours a day, seven days a week. Accessing the site is as easy as logging into an internet enabled computer and opening a browser

- 1 Enter the **URL** provided to access your site
- 2 Enter your **Username**
- 3 Enter your **Password**
- 4 Select the **GREEN** Login button



# ClassMate Web: *Student Snapshot*

## Student Snapshot

Anytime users see a student name throughout the web based product access to the student snapshot is available. Users simply select the student name by clicking on the link and the snapshot will display ! The student snapshot includes the following:

Snapshot Options	Description
<b>Dashboard</b>	<b>Read Only:</b> Attendance Summary, Grade Summary, Schedule and Print Option
<b>Demographics</b>	<b>Read Only:</b> Demographic details including contact and home school information..
<b>Attendance</b>	<b>Read Only:</b> Attendance Summary and/or details by Year to Date or Marking Period. Print Option.
<b>Grades</b>	<b>Read Only:</b> Grade Summary and/or details by final grade or by Marking period. View by grading component: Knowledge, Skill, Work ethic and PDP (if applicable) Includes Print option.
<b>Medical Alerts</b>	<b>Read Only:</b> Displays any medical alert established for this student.
<b>SDI's</b>	<b>Read Only:</b> Displays any Specially designed instructions established for the student.
<b>Notes</b>	<b>Entry Allowed:</b> Displays any previously entered notes for the student. New note entry available in this module as well as edits and deletions.
<b>Discipline</b>	<b>Entry Allowed:</b> Displays any previously entered discipline referrals for the student in the current year. New referral entry available in this module as well as edits and deletions.
<b>Progress Report</b>	<b>Entry Allowed:</b> Displays any previously created and submitted progress reports for the student in the current year. New referral entry available in this module as well as edits and deletions for progress reports not yet submitted.



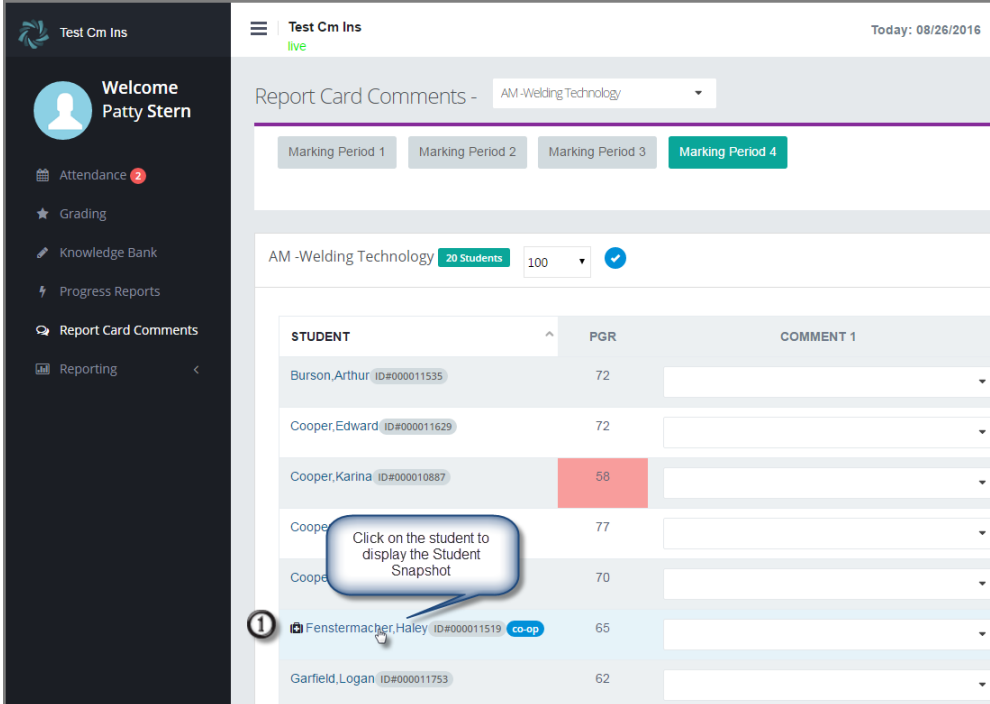
# ClassMate Web: *Student Snapshot*

## Student Snapshot: Dashboard

The Read Only display allows users see an overview of the student to date which includes: Attendance, grades and schedule information.

## Getting Started

- 1 Select a **Student Name** and click on the link. The snapshot is available from any area that displays a student name. This includes attendance, grading, progress reports & report card comments



The screenshot shows the 'Report Card Comments' interface for 'AM-Welding Technology'. The page includes a navigation sidebar on the left with options like 'Attendance', 'Grading', and 'Report Card Comments'. The main content area shows a table of student performance data for the current marking period.

STUDENT	PGR	COMMENT 1
Burson, Arthur ID#000011535	72	
Cooper, Edward ID#000011629	72	
Cooper, Karina ID#000010887	58	
Cooper, [Name]	77	
Cooper, [Name]	70	
Fenstermacher, Haley ID#000011519 co-op	65	
Garfield, Logan ID#000011753	62	

A callout bubble points to the student 'Fenstermacher, Haley' with the text: 'Click on the student to display the Student Snapshot'.

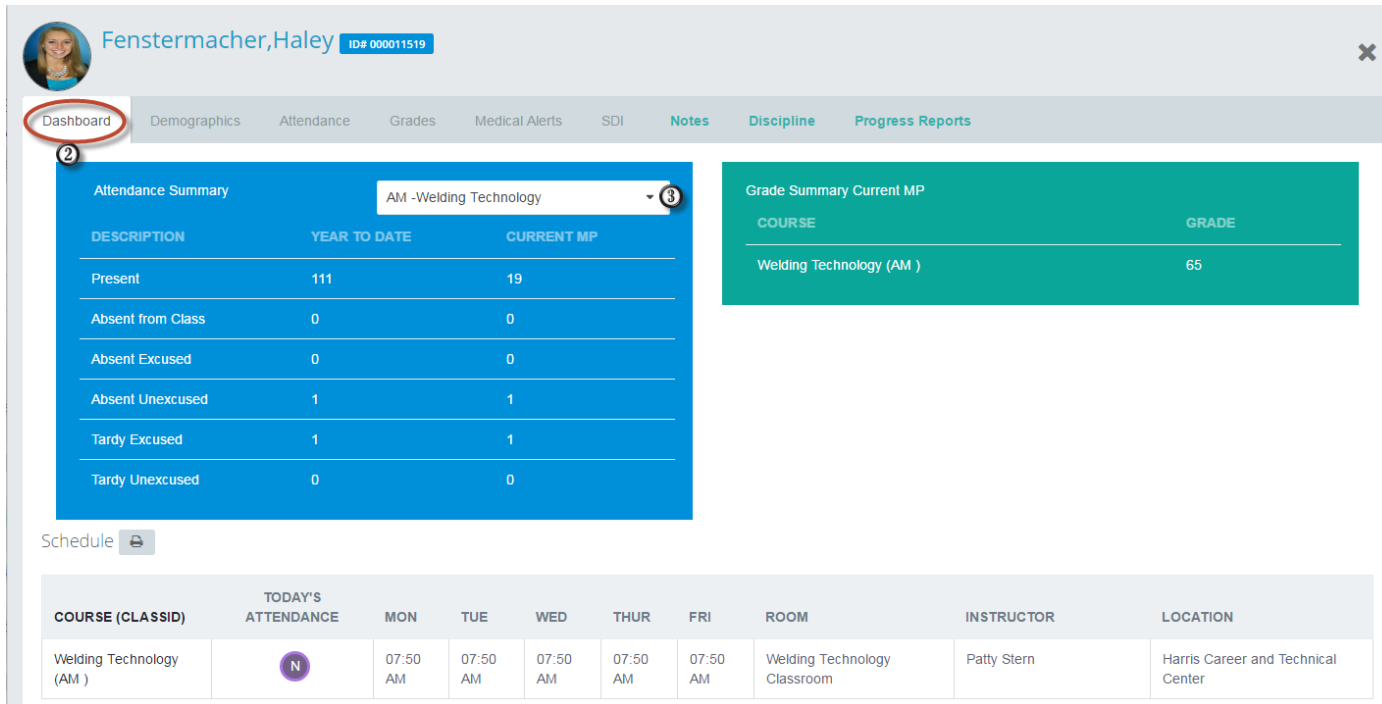


# ClassMate Web: *Student Snapshot*

## Student Snapshot: Dashboard

The Read Only display allows users see an overview of the student to date which includes: Attendance, grades and schedule information.

- 2 Select the **Dashboard** Tab. By default the module will open to the dashboard but you can return to the dashboard from other areas by selecting the tab
- 3 Users can view all classes the student is enrolled in by using the drop down menu and selecting any additional classes the student may have



The screenshot shows the student profile for Haley Fenstermacher (ID# 000011519). The 'Dashboard' tab is selected and circled in red. A dropdown menu is open, showing 'AM -Welding Technology' selected and circled in blue. The dashboard displays an Attendance Summary table, a Grade Summary Current MP card, and a Schedule table.

DESCRIPTION	YEAR TO DATE	CURRENT MP
Present	111	19
Absent from Class	0	0
Absent Excused	0	0
Absent Unexcused	1	1
Tardy Excused	1	1
Tardy Unexcused	0	0

COURSE	GRADE
Welding Technology (AM )	65

COURSE (CLASSID)	TODAY'S ATTENDANCE	MON	TUE	WED	THUR	FRI	ROOM	INSTRUCTOR	LOCATION
Welding Technology (AM )	N	07:50 AM	07:50 AM	07:50 AM	07:50 AM	07:50 AM	Welding Technology Classroom	Patty Stern	Harris Career and Technical Center

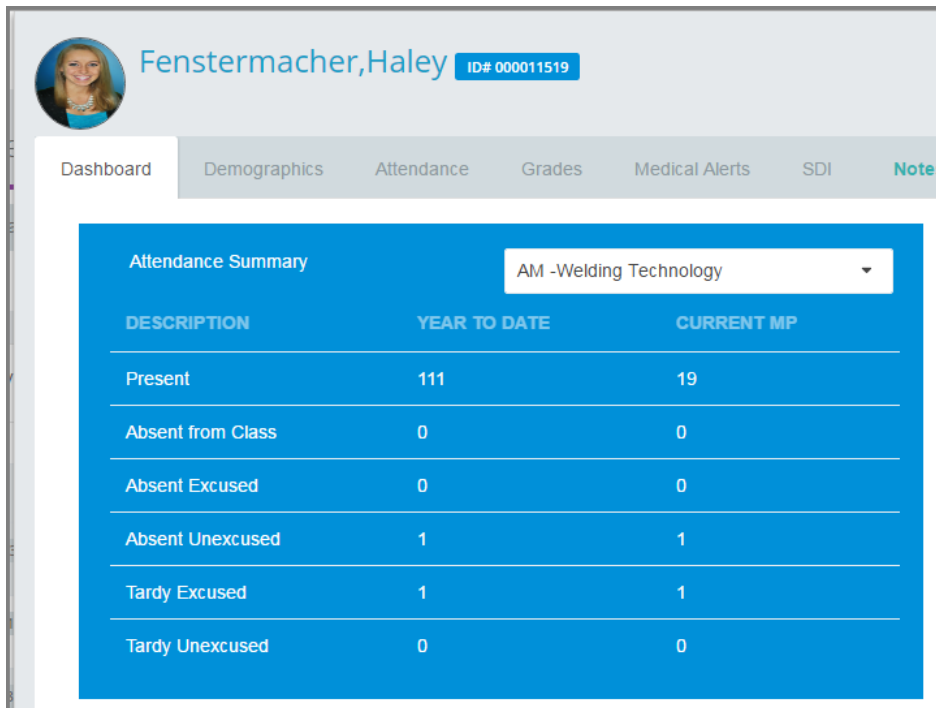


# ClassMate Web: *Student Snapshot*

## Student Snapshot: Dashboard

### Attendance Summary: View Only

- Student Photo
- Student ID
- Class Selection
- Year to Date or Current MP
  - Present
  - Absent from class
  - Absent Excused
  - Absent Unexcused
  - Tardy Excused
  - Tardy Unexcused



Fenstermacher, Haley ID# 000011519

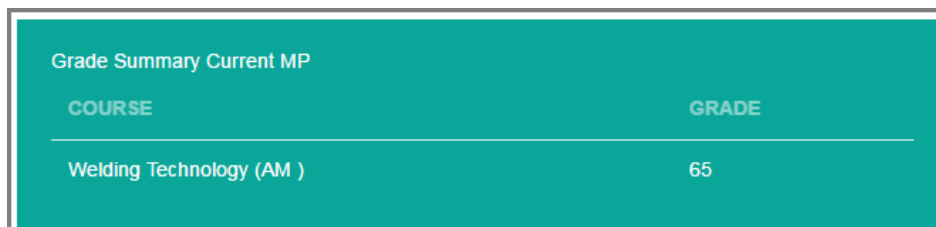
Dashboard Demographics Attendance Grades Medical Alerts SDI Notes

Attendance Summary AM -Welding Technology

DESCRIPTION	YEAR TO DATE	CURRENT MP
Present	111	19
Absent from Class	0	0
Absent Excused	0	0
Absent Unexcused	1	1
Tardy Excused	1	1
Tardy Unexcused	0	0

### Grade Summary Current MP: View Only

- Course
- Current MP Grade



Grade Summary Current MP

COURSE	GRADE
Welding Technology (AM )	65

**Helpful Hint:** More detailed information regarding attendance and grades are available on the specific tabs


# ClassMate Web: *Student Snapshot*


## Student Snapshot: Dashboard

### Schedule Summary: View Only


- Course
- Today's Attendance
- Monday–Friday class start time
- Class Room
- Instructor Name
- Location

**4** Select the **Printer Icon** to print the Schedule displayed below

Schedule  **4**

COURSE (CLASSID)	TODAY'S ATTENDANCE	MON	TUE	WED	THUR	FRI	ROOM	INSTRUCTOR	LOCATION
Welding Technology (AM )		07:50 AM	07:50 AM	07:50 AM	07:50 AM	07:50 AM	Welding Technology Classroom	Patty Stern	Harris Career and Technical Center

Print  
Total: 1 sheet of paper

Destination  HP LaserJet Pro MFP M...

Pages  All  
 e.g., 1-5, 8, 11-13

Copies

Options  Simplify page  
 Two-sided

[+ More settings](#)

Print using system dialog... (Ctrl+Shift+P)

8/26/2016 Schedule

Fenstermacher,Haley, undefined ID# 000011519

COURSE (CLASSID)	TODAY'S ATTENDANCE	MON	TUE	WED	THUR	FRI	ROOM	INSTRUCTOR	LOCATION
Welding Technology (AM )	N	07:50 AM	07:50 AM	07:50 AM	07:50 AM	07:50 AM	Welding Technology Classroom	Patty Stern	Harris Career and Technical Center





# ClassMate Web: *Student Snapshot*

## Student Snapshot: Demographics

The Read Only display allows users see an overview of the student demographics.

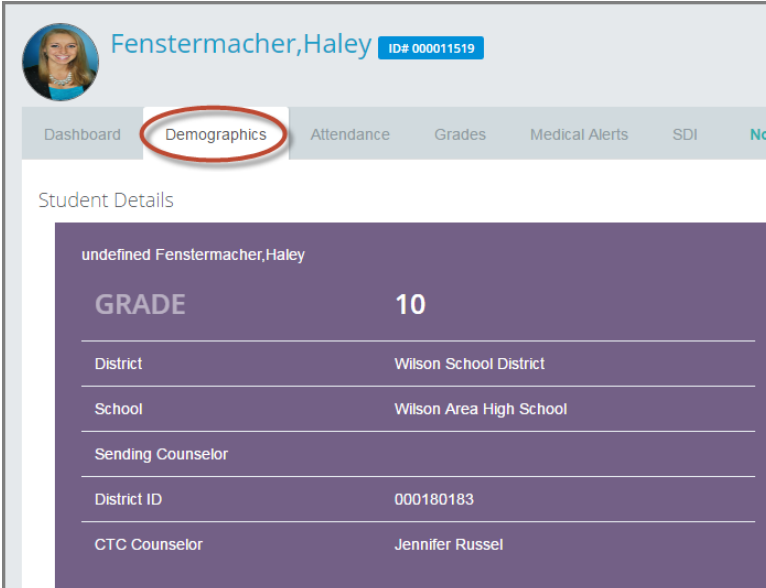
Includes:

### Student Details:

- Current Grade level
- District
- School
- Sending Counselor
- District ID
- CTC Counselor

### Student Contact Information:

- Contact Name
- Type
- Home Phone
- Work Phone
- Cell Phone
- Email



Fenstermacher,Haley ID# 000011519

Dashboard Demographics Attendance Grades Medical Alerts SDI Note

Student Details

undefined Fenstermacher,Haley

**GRADE** 10

District Wilson School District

School Wilson Area High School

Sending Counselor

District ID 000180183

CTC Counselor Jennifer Russet

Student Contact Information					
NAME	TYPE	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
Mrs. Nicole A LaVigne	primary Mother	(999) 417-1956		(999) 417-1956	hamcreations@hotmail.com
Mr. Scott M LaVigne	Father	(999) 417-1956		(999) 239-3253	





# ClassMate Web: *Student Snapshot*

## Student Snapshot: Demographics

The Read Only display allows users see an overview of the student demographics

### Student Details:

- Address 1
- Address 2
- City/State/Zip
- Home Phone
- Cell Phone
- Work Phone
- Birth Date
- Age
- Gender
- Ethnicity

Address 1	7599 Bath-Pike Blvd
Address 2	
City / State / Zip	Easton / PA / 18042
Home Phone	(999) 417-1956
Cell Phone	
Work Phone	
Birth Date	05/05/2000
Age	16 Years
Gender	Female
Ethnicity	



# ClassMate Web: *Student Snapshot*

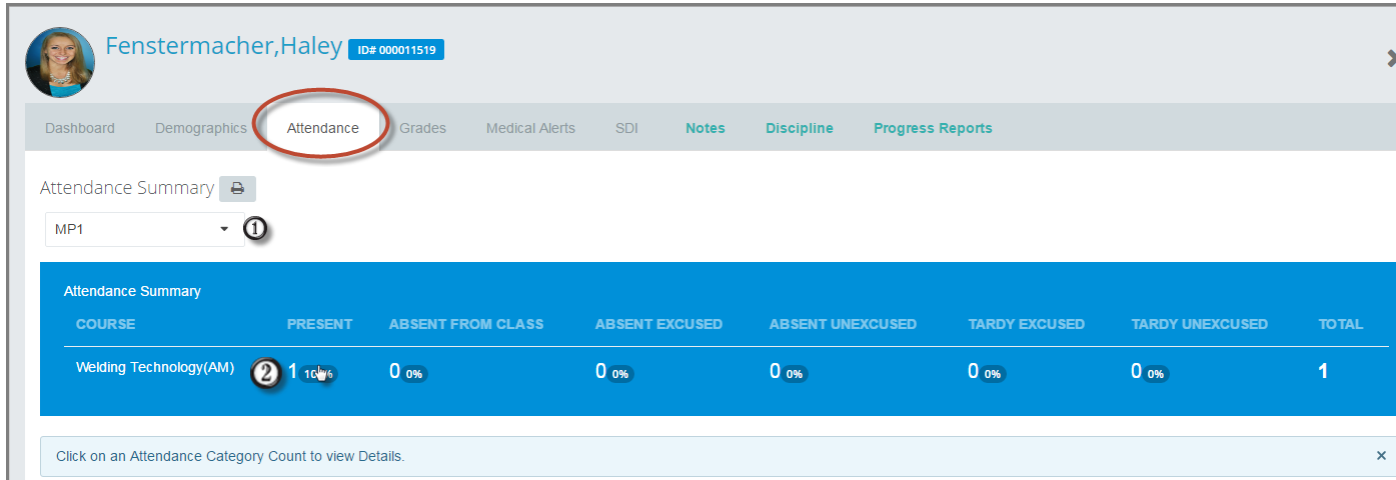
## Student Snapshot: Attendance Tab

The View Only attendance tab allows users a more detailed view of student attendance. Option to print attendance summary

- 1 Select the **Timeframe** you wish to display: Year To Date, MP 1, MP2, MP3 or MP4. Attendance categories will display both the number of attendance records for each along with a percentage of attendance


### Attendance Summary Includes:


- Course
- Present
- Absent from Class
- Absent Excused
- Absent Unexcused
- Tardy Excused
- Tardy Unexcused
- Total











Fenstermacher, Haley ID# 000011519

Dashboard Demographics **Attendance** Grades Medical Alerts SDI Notes Discipline Progress Reports

Attendance Summary 

MP1 

COURSE	PRESENT	ABSENT FROM CLASS	ABSENT EXCUSED	ABSENT UNEXCUSED	TARDY EXCUSED	TARDY UNEXCUSED	TOTAL
Welding Technology (AM) 	1 	0 	0 	0 	0 	0 	1

Click on an Attendance Category Count to view Details. 




# ClassMate Web: *Student Snapshot*

## Student Snapshot: Attendance Tab

The View Only attendance tab allows users a more detailed view of student attendance. Option to print attendance summary

- ② Click on an **Attendance Category Count** to view details. Details will display below. Includes Attendance condition, date and comments
- ③ Select the **Printer Icon** to print a detailed Attendance Summary

Attendance Summary  ③

Year to date ▼ ①

Attendance Summary							
COURSE	PRESENT	ABSENT FROM CLASS	ABSENT EXCUSED	ABSENT UNEXCUSED	TARDY EXCUSED	TARDY UNEXCUSED	TOTAL
Welding Technology(AM) ②	113 <span style="font-size: small;">89%</span>	0 <span style="font-size: small;">0%</span>	0 <span style="font-size: small;">0%</span>	1 <span style="font-size: small;">1%</span>	1 <span style="font-size: small;">1%</span>	0 <span style="font-size: small;">0%</span>	115

Attendance Details **Welding Technology(AM)**

ATTENDANCE	DATE	COMMENT
<span style="color: green; font-weight: bold;">P</span> Student Present	08/29/2016	
<span style="color: green; font-weight: bold;">P</span> Student Present	08/30/2016	
<span style="color: green; font-weight: bold;">P</span> Student Present	08/19/2016	
<span style="color: green; font-weight: bold;">P</span> Student Present	08/23/2016	



# ClassMate Web: *Student Snapshot*

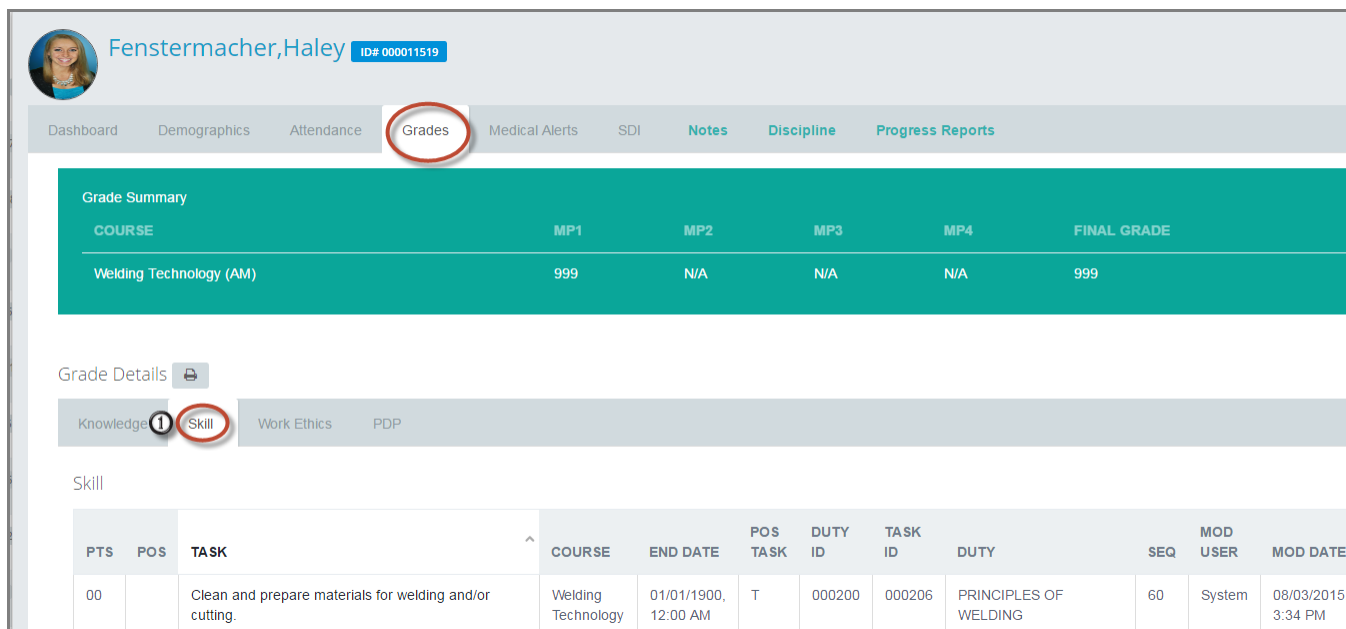
## Student Snapshot: Grade Tab

The View Only grade tab allows users a summary and detailed view of student grades. Option to print attendance summary.

### Grade Summary Includes:

- Course
- MP1
- MP2
- MP3
- MP4
- Final Grade

- 1 Select the type of **Grading Component** you wish to view. Options: Knowledge, Skill, Work Ethics or PDP (if applicable)



The screenshot shows the student profile for Haley Fenstermacher (ID# 000011519) with the 'Grades' tab selected. The 'Grade Summary' table is as follows:

COURSE	MP1	MP2	MP3	MP4	FINAL GRADE
Welding Technology (AM)	999	N/A	N/A	N/A	999

Below the summary, the 'Grade Details' section shows 'Skill' selected. A table of skill tasks is displayed:

PTS	POS	TASK	COURSE	END DATE	POS TASK	DUTY ID	TASK ID	DUTY	SEQ	MOD USER	MOD DATE
00		Clean and prepare materials for welding and/or cutting.	Welding Technology	01/01/1900, 12:00 AM	T	000200	000206	PRINCIPLES OF WELDING	60	System	08/03/2015, 3:34 PM



# ClassMate Web: *Student Snapshot*

## Student Snapshot: Grade Tab

The View Only grade tab allows users a summary and detailed view of student grades. Option to print Grade summary

### Knowledge Details Include:

Knowledge Abbrev.	Description
PTS	<b>Points</b> The number of points a student earned. 999.99 indicates ungraded.
<b>Total Pts</b>	<b>Total Points</b> Indicates the total number of points the activity is worth.
MP	<b>Marking Period</b> Indicates the MP the activity received the grade or the current MP
<b>Date Taken</b>	<b>Date Taken</b> Indicates the date the activity was
<b>Activity</b>	<b>Activity</b> Description of the activity
<b>Course</b>	<b>Course Name</b> Displays the course name
<b>Class</b>	<b>Class Name</b> Displays the class name
<b>Category</b>	<b>Category</b> Displays the category type of the activity
REQ	<b>Requires</b> Indicates if the activity is required for the student
VER	<b>Version</b> Indicates the version of the activity
<b>Comment</b>	<b>Comment</b> Displays any comments related to the activity. Chapter id, etc.
<b>Mod User</b>	<b>Modified User</b> Indicates the name of the last person to modify the grade record
<b>Mod Date</b>	<b>Modified Date</b> Indicates the date of the last modification made to the grade record



# ClassMate Web: *Student Snapshot*

## Student Snapshot: Grade Tab

The View Only grade tab allows users a summary and detailed view of student grades. Option to print Grade summary.

### Skill Details Include:

Knowledge Abbrev.	Description	
PTS	Points	Displays the rubric grade earned. 00 indicates an ungraded task
POS	Program of Study	Indicates the total number of points the activity is worth.
Task	Task	Displays the task name
Course	Course	Displays the course name
End Date	End Taken	Displays the most recent date the task was graded
POS Task	Program of Study	Description of the activity
Duty ID	Duty ID	Displays the unique Duty ID
Task ID	Task I D	Displays the unique Task ID
Duty	Duty	Displays Duty Name
SEQ	Sequence	Displays the sequence number of the task
Mod User	Modified User	Indicates the name of the last person to modify the grade record
Mod Date	Modified Date	Indicates the date of the last modification made to the grade record



# ClassMate Web: *Student Snapshot*

## Student Snapshot: Grade Tab

The View Only grade tab allows users a summary and detailed view of student grades. Option to print Grade summary.

### Work Ethic Details Include:

Knowledge Abbrev.	Description	
<b>Grade</b>	<b>Grade</b>	Displays the grade for the associated date
<b>Date</b>	<b>Date</b>	Displays the date associated with attendance condition and grade
<b>Attendance</b>	<b>Attendance</b>	Displays the Attendance condition for the associated date
<b>Course</b>	<b>Course</b>	Displays the course name
<b>Class</b>	<b>Class</b>	Displays the class name
<b>Mod User</b>	<b>Modified User</b>	Indicates the name of the last person to modify the grade record
<b>Mod Date</b>	<b>Modified Date</b>	Indicates the date of the last modification made to the grade record

**Helpful Hint:** All columns in all grading components can be sorted. Simply click on the column name to sort!





# ClassMate Web: *Student Snapshot*

## Student Snapshot: Grade Tab

The View Only grade tab allows users a summary and detailed view of student grades. Option to print Grade summary

### Professional Development (PDP) Details Include:

Knowledge Abbrev.	Description	
PTS	Points	Displays the rubric grade earned. 00 indicates an ungraded task
Task	Task	Displays the task name
Course	Course	Displays the course name
End Date	End Taken	Displays the date the task was graded
Duty ID	Duty ID	Displays the unique Duty ID
Task ID	Task I D	Displays the unique Task ID
Duty	Duty	Displays Duty Name
SEQ	Sequence	Displays the sequence number of the task
Mod User	Modified User	Indicates the name of the last person to modify the grade record
Mod Date	Modified Date	Indicates the date of the last modification made to the grade record

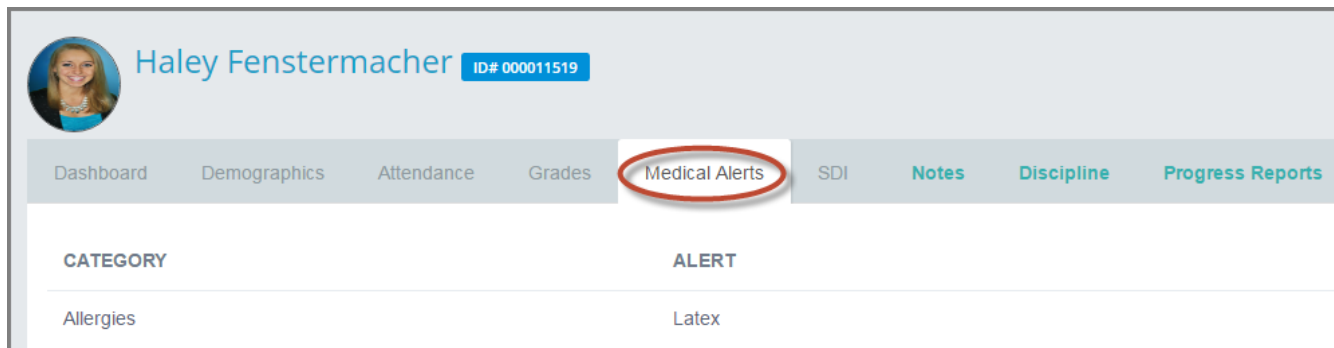
**Helpful Hint:** All schools do not utilize the PDP grading component. This slide is only applicable to schools utilizing this functionality and grading component




# ClassMate Web: *Student Snapshot*

## Student Snapshot: Medical Alerts Tab

The View Only grade tab allows users to view an medical alerts established for the student



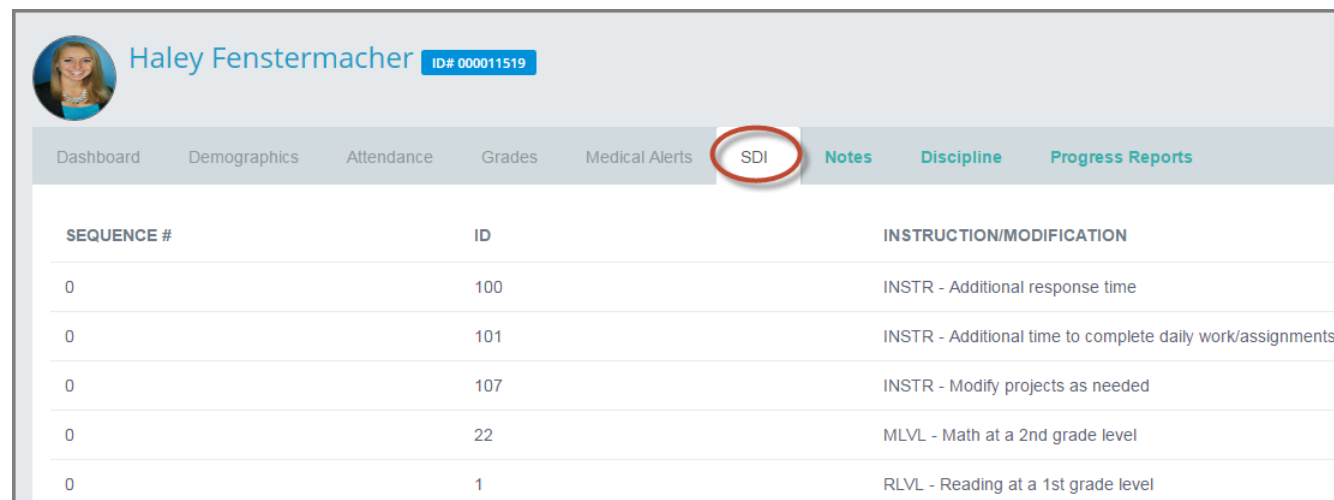

**Haley Fenstermacher** ID# 000011519


Dashboard Demographics Attendance Grades **Medical Alerts** SDI Notes Discipline Progress Reports

CATEGORY	ALERT
Allergies	Latex

## Student Snapshot: SDI Tab

The View Only grade tab allows users to view an medical alerts established for the student




**Haley Fenstermacher** ID# 000011519

Dashboard Demographics Attendance Grades Medical Alerts **SDI** Notes Discipline Progress Reports

SEQUENCE #	ID	INSTRUCTION/MODIFICATION
0	100	INSTR - Additional response time
0	101	INSTR - Additional time to complete daily work/assignments
0	107	INSTR - Modify projects as needed
0	22	MLVL - Math at a 2nd grade level
0	1	RLVL - Reading at a 1st grade level



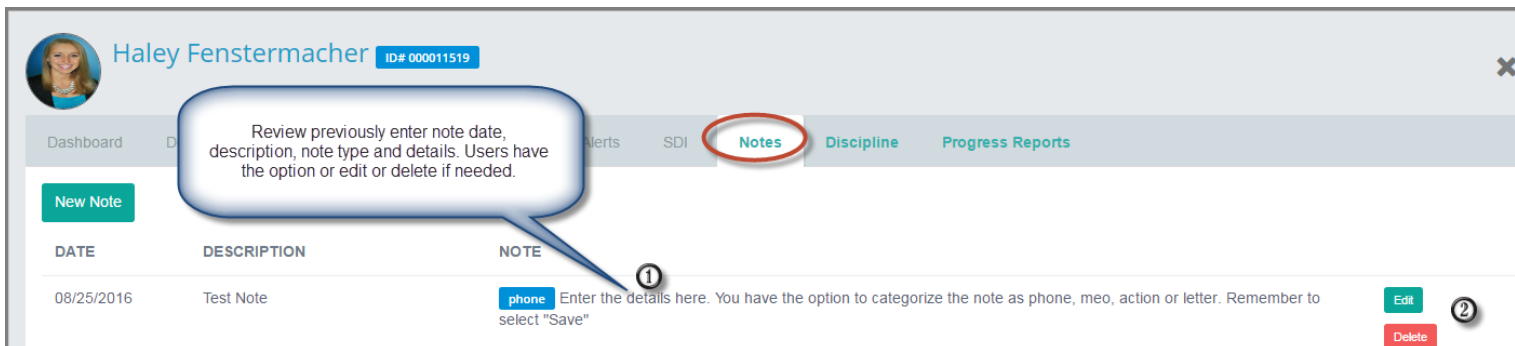
# ClassMate Web: *Student Snapshot*

## Student Snapshot: Notes Tab

The Notes Tab displays any previously entered notes for the student. New note entry is available in this module as well as edits and deletions.

## Reviewing, editing & Deleting an existing note

- ① Review the previously entered note
- ② Select either the **Green Edit Button** or **Red Delete Button**



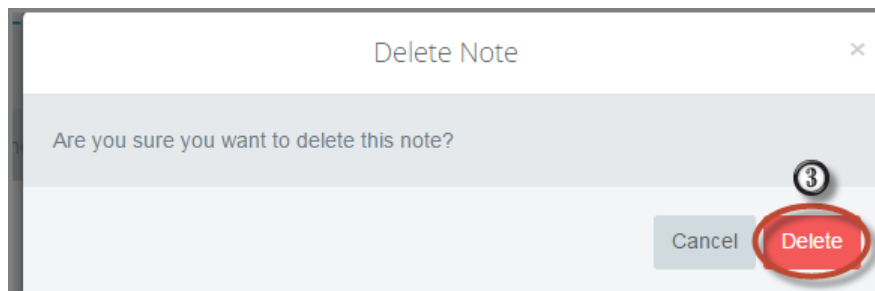
Review previously enter note date, description, note type and details. Users have the option or edit or delete if needed.

Notes

DATE	DESCRIPTION	NOTE
08/25/2016	Test Note	<input type="button" value="phone"/> Enter the details here. You have the option to categorize the note as phone, memo, action or letter. Remember to select "Save"

## Delete Selected:

- ③ A message will display confirming you would like to delete the note. Select the **Red Delete Button** to remove the note



Delete Note

Are you sure you want to delete this note?



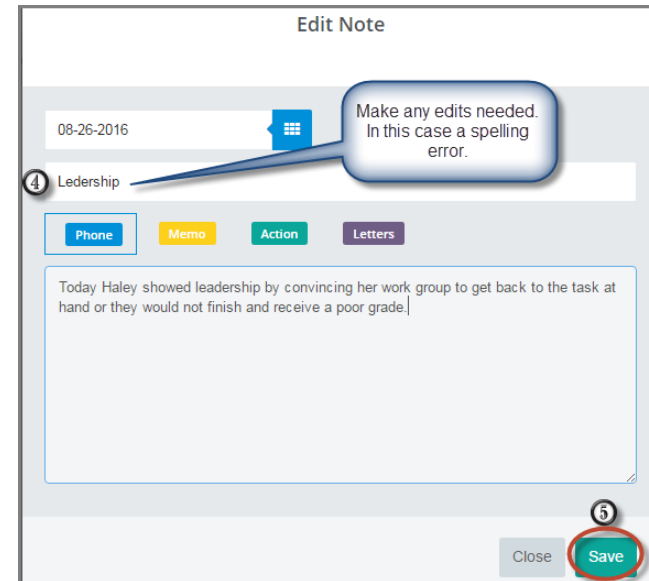
# ClassMate Web: *Student Snapshot*

## Student Snapshot: Notes Tab

The Notes Tab displays any previously entered notes for the student including notes entered by other teachers and the admin staff. New note entry is available in this module as well as edits and deletions.

### Editing Selected

- 3 An Edit window will display
- 4 Make any necessary edits or adjustments
- 5 Select the **Green Save Button**



08/26/2016	Leadership	<div style="display: flex; align-items: center;"> <div style="background-color: #007bff; color: white; padding: 2px 5px; margin-right: 5px;">phone</div> <span>Called Haleys Mom to let her know how well Haley did today .Left a Voicemail at 3:30 pm</span> </div>	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Edit</div>
		<div style="display: flex; align-items: center;"> <div style="background-color: #ffc107; color: white; padding: 2px 5px; margin-right: 5px;">memo</div> <span>Today Haley showed leadership by convincing her work group to get back to the task at hand or they would not finish and receive a poor grade.</span> </div>	<div style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">Delete</div>

**Helpful Hint:** Users can have more than 1 type of label associated with each note



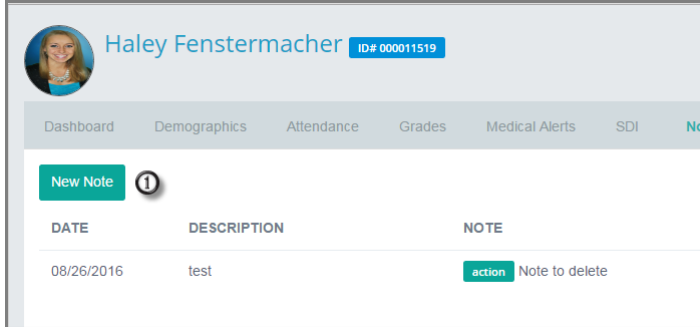
# ClassMate Web: *Student Snapshot*

## Student Snapshot: Notes Tab

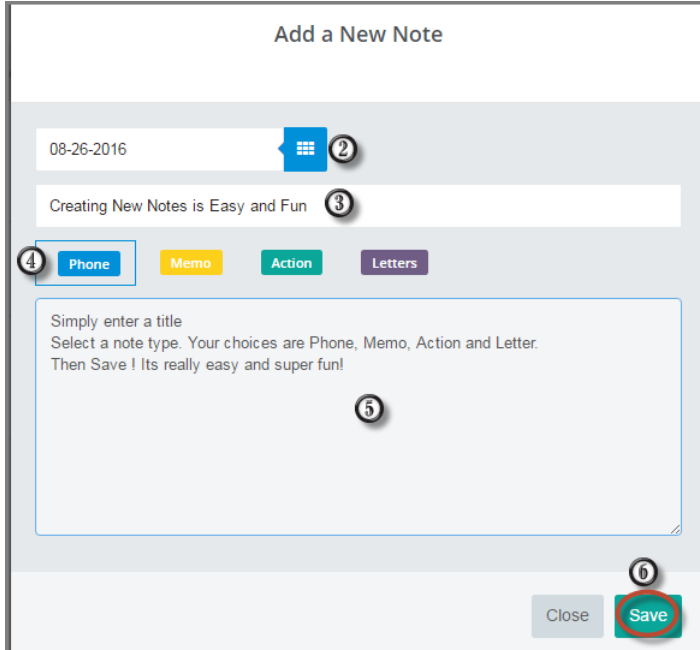
The Notes Tab displays any previously entered notes for the student. New note entry is available in this module as well as edits and deletions


## Creating a New Note

- ① Select the **Green New Note Button**
- ② Select the **Date** you would like associated with the notes. Note will default to the current date
- ③ Enter a **Title** for the note
- ④ Select the note **Type**
- ⑤ Enter a note **Description**
- ⑥ Select the **Green Save Button**. The new note will now display



DATE	DESCRIPTION	NOTE
08/26/2016	test	<b>action</b> Note to delete



08-26-2016  ②

Creating New Notes is Easy and Fun ③

④ **Phone** Memo Action Letters

Simply enter a title  
 Select a note type. Your choices are Phone, Memo, Action and Letter.  
 Then Save ! Its really easy and super fun!

⑤

Close **Save** ⑥



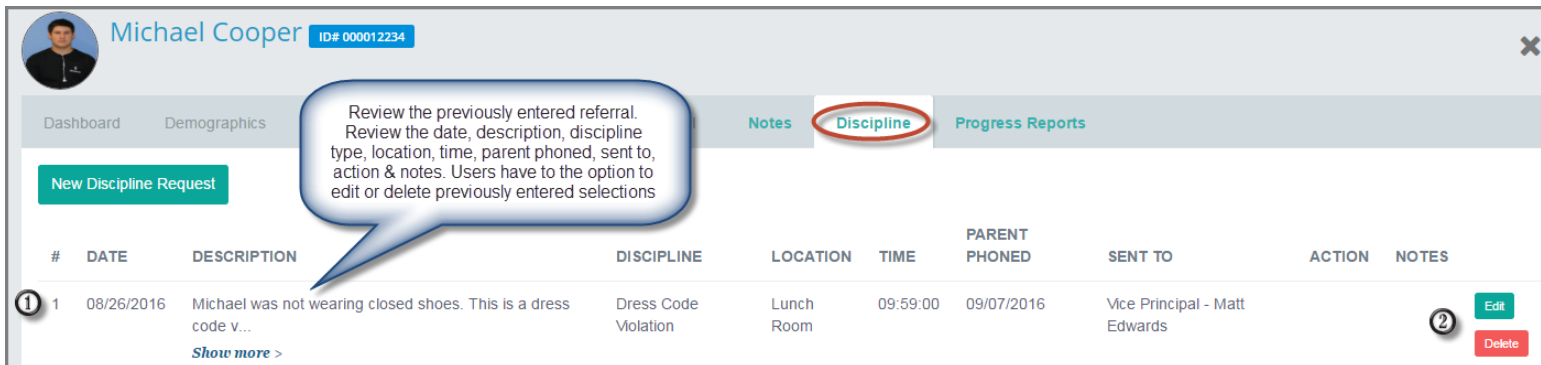
# ClassMate Web: *Student Snapshot*

## Student Snapshot: Discipline Tab

The Discipline Tab displays any previously entered referrals for the student. New referral entry is available in this module as well as edits and deletions

## Reviewing, editing & Deleting an existing discipline referral

- 1 Review the previously entered referral
- 2 Select either the **Green Edit Button** or **Red Delete Button**



Michael Cooper ID# 000012234

Dashboard Demographics **Notes** **Discipline** Progress Reports

New Discipline Request

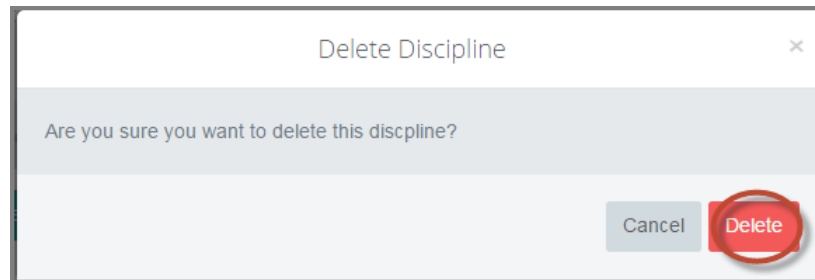
Review the previously entered referral. Review the date, description, discipline type, location, time, parent phoned, sent to, action & notes. Users have to the option to edit or delete previously entered selections

#	DATE	DESCRIPTION	DISCIPLINE	LOCATION	TIME	PARENT PHONED	SENT TO	ACTION	NOTES
1	08/26/2016	Michael was not wearing closed shoes. This is a dress code v...	Dress Code Violation	Lunch Room	09:59:00	09/07/2016	Vice Principal - Matt Edwards	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	

Show more >

## Delete Selected:

- 3 A message will display confirming you would like to delete the discipline. Select the **Red Delete Button** to remove the referral



Delete Discipline

Are you sure you want to delete this discipline?

Cancel



# ClassMate Web: *Student Snapshot*

## Student Snapshot: Discipline Tab

The Discipline Tab displays any previously entered discipline referrals for the student. New referral entry is available in this module as well as edits and deletions.

### Editing Selected

- ③ An **Edit** window will display
- ④ Make any necessary **Edits**
- ⑤ Select the **Green Save Button**

**Edit Discipline Referral**

08-26-2016

12:41 AM

Vice Principal - Walt Bonstein

Leaving class without Permission

Location

Parent Phoned Date

④

Haley left class today without permission. I poke to her about it and was not going to write her up but she walked out again while I was speaking to her.

Close

⑤ Save

Make any edits or adjustments. In this case, adding the date parent was phoned





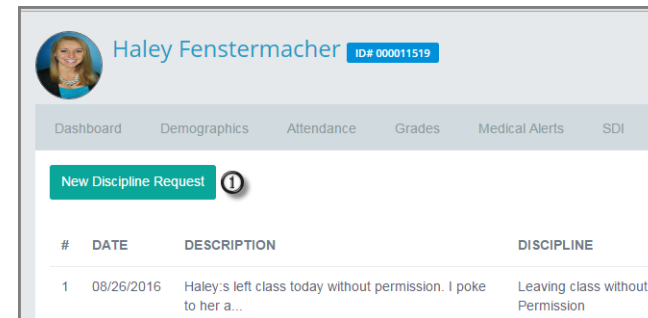
# ClassMate Web: *Student Snapshot*

## Student Snapshot: Discipline Tab

The Discipline Tab displays any previously entered discipline referrals for the student. New note entry is available in this module as well as edits and deletions.

## Creating a New Discipline Referral

- 1 Select the **Green New Discipline Request Button**
- 2 Select the **Date** you would like associated with the referral. The referral will default to the current date
- 3 Select the **Time** you would like associated with the referral. Referral will default to the current time
- 4 Select a **Go To** person
- 5 Select a **Discipline**
- 6 Enter a **Location** (Optional)
- 7 Enter the date a **Parent Phone** call occurred
- 8 Enter a referral **Description**
- 9 Select the **Green Save Button**. The new referral will now display

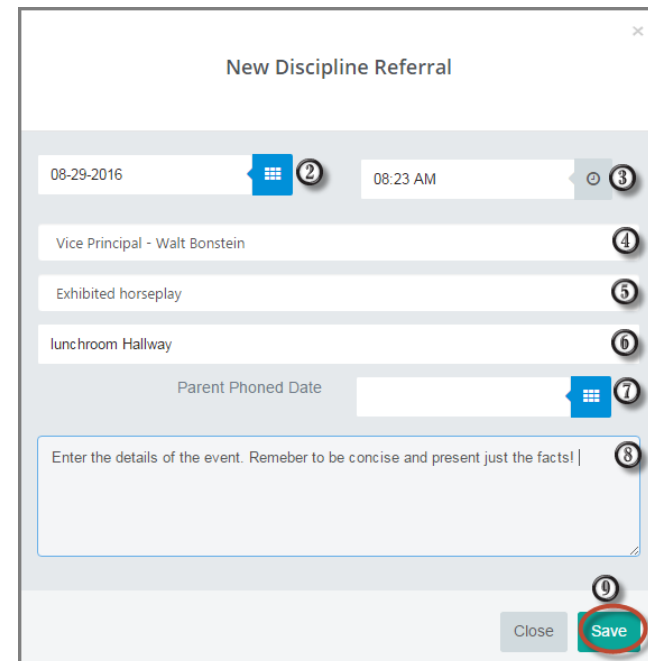


Haley Fenstermacher ID# 000011519

Dashboard Demographics Attendance Grades Medical Alerts SDI

New Discipline Request ⓘ

#	DATE	DESCRIPTION	DISCIPLINE
1	08/26/2016	Haley:s left class today without permission. I poke to her a...	Leaving class without Permission



New Discipline Referral

08-29-2016 ⓘ 08:23 AM ⓘ

Vice Principal - Walt Bonstein ⓘ

Exhibited horseplay ⓘ

lunchroom Hallway ⓘ

Parent Phoned Date ⓘ

Enter the details of the event. Remember to be concise and present just the facts! ⓘ

Close Save ⓘ



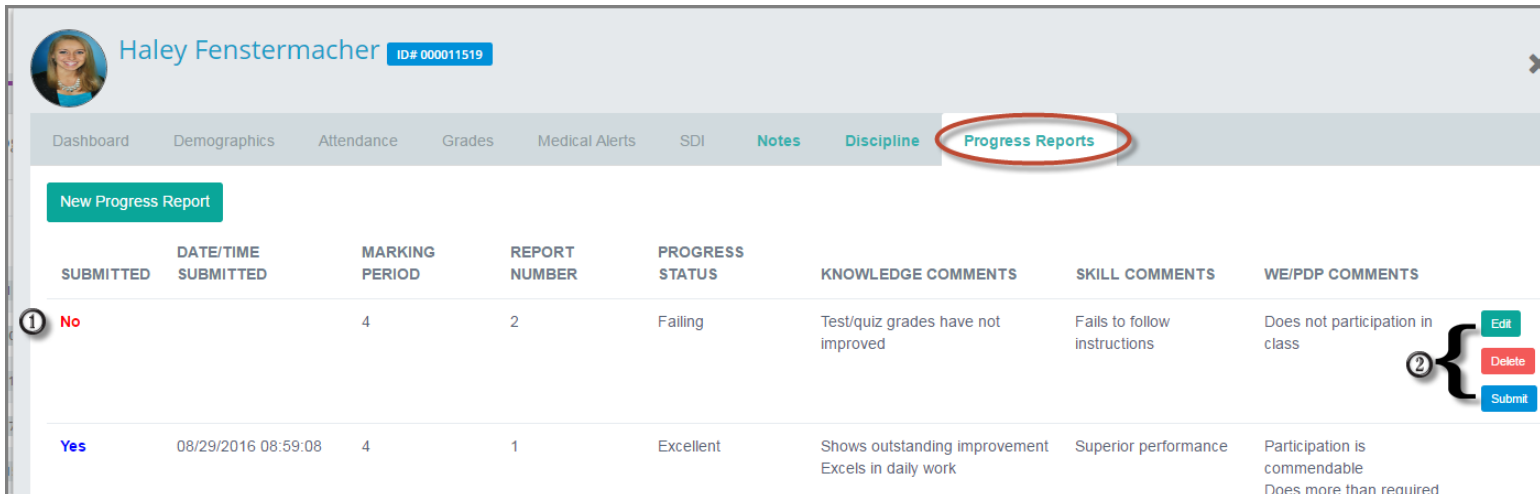
# ClassMate Web: *Student Snapshot*

## Student Snapshot: Progress Reports Tab

The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New progress report creation and submission is available in this module. Edits and deletions are only available for progress reports with **NO** under the submitted column. Once submitted Progress reports **CANNOT** be edited or deleted.

## Reviewing, Editing & Deleting a progress report that has not been submitted

- ① Review the previously entered progress report(s). Progress report with a red **NO** under the submitted column have the following options available: **Edit**, **Delete** or **Submit**
- ② Select either the **Green Edit Button** , **Red Delete Button** or the **Blue Submit**



Haley Fenstermacher ID# 000011519

Dashboard Demographics Attendance Grades Medical Alerts SDI Notes Discipline **Progress Reports**

New Progress Report

SUBMITTED	DATE/TIME SUBMITTED	MARKING PERIOD	REPORT NUMBER	PROGRESS STATUS	KNOWLEDGE COMMENTS	SKILL COMMENTS	WE/PDP COMMENTS	
① No		4	2	Failing	Test/quiz grades have not improved	Fails to follow instructions	Does not participation in class	② { Edit Delete Submit
Yes	08/29/2016 08:59:08	4	1	Excellent	Shows outstanding improvement Excels in daily work	Superior performance	Participation is commendable Does more than required	



# ClassMate Web: *Student Snapshot*

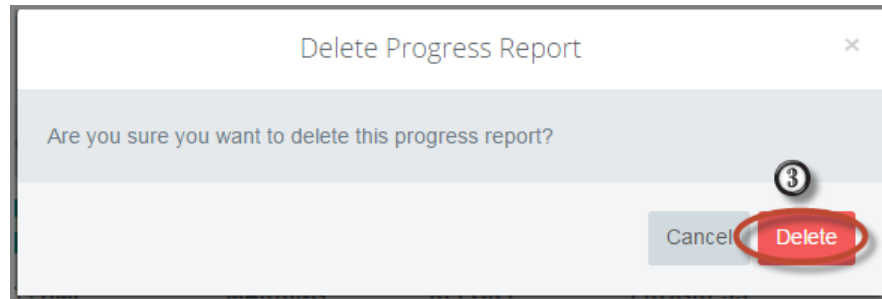
## Student Snapshot: Progress Reports Tab

The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New progress report creation and submission is available in this module. Edits and deletions are available for new progress reports **ONLY**. Once submitted Progress reports cannot be edited or deleted.

## Reviewing, Editing & Deleting a progress report that has not been submitted

### Delete Selected:

- 1 A message will display confirming you would like to delete the Progress report. Select the **Red Delete Button** to remove the unsubmitted progress report



**Helpful Hint:** Users can only create progress reports for the current Marking Period

# ClassMate Web: *Student Snapshot*

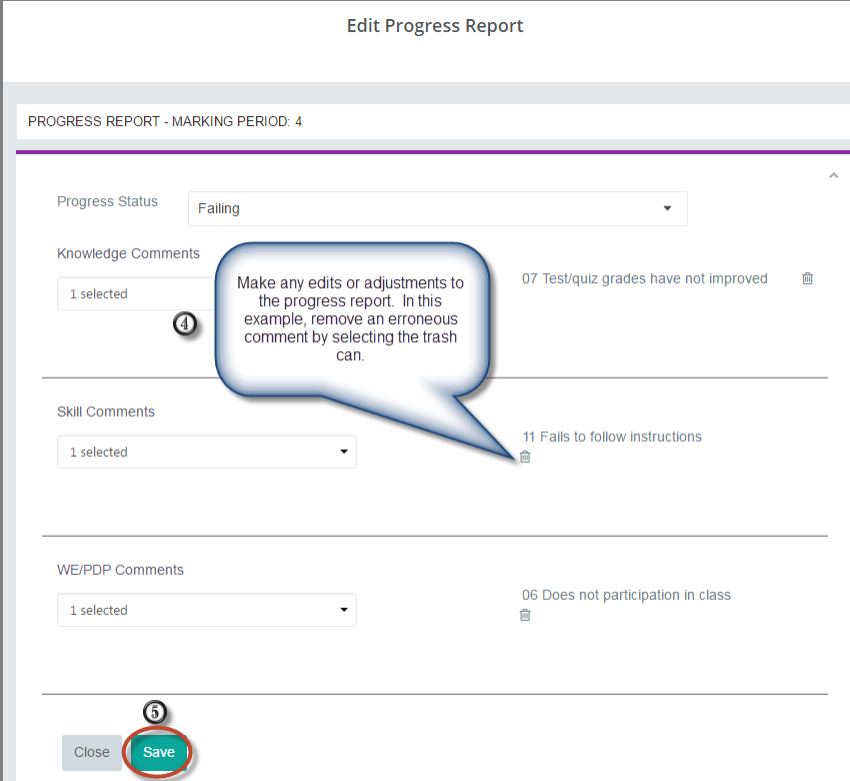
## Student Snapshot: Progress Reports Tab

The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this module. Edit and deletions are available created progress reports ONLY. Once submitted Progress reports cannot be edited or deleted.

## Reviewing, Editing & Deleting a progress report that has not been submitted

### Edit Selected:

- 3 A message will display confirming you would like to delete the Progress report. Select the **Red Delete Button** to remove the unsubmitted progress report
- 4 Make any necessary **Edits** or adjustments
- 5 Select the **Green Save** button



**Helpful Hint:** Previously selected comments can be removed by selecting the trash can. 


# ClassMate Web: *Student Snapshot*

## Student Snapshot: Progress Reports Tab

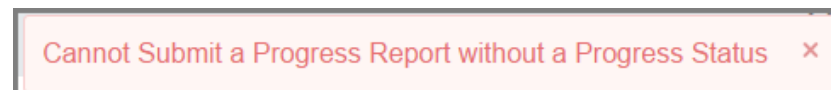
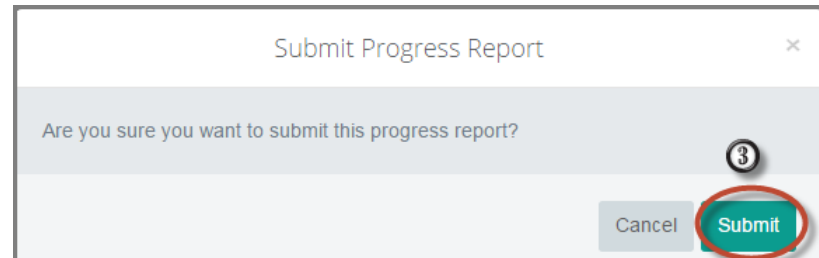
The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this module. Edit and deletions are available created progress reports ONLY. Once submitted Progress reports cannot be edited or deleted.

## Submitting a Progress Report

### Submit Selected:

 A message will display confirming you would like to submit the Progress report. Select the **Green Submit** Button to finalize the progress report. Once submitted progress reports cannot be edited or deleted. To release the submitted progress report contact your administration

You **MUST** have a progress status selected to submit a progress report. A warning message will display for progress reports without



**Helpful Hint:** Any progress report with **YES** indicated in the submitted column **CANNOT** be edited. Contact your administration for assistance



# ClassMate Web: *Student Snapshot*

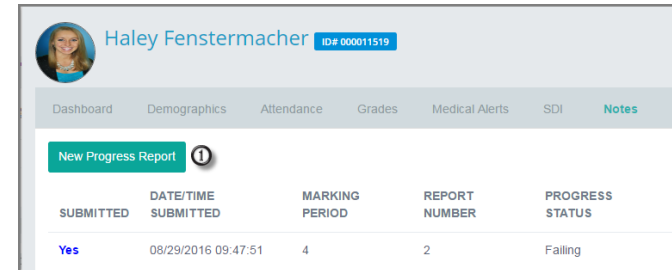
## Student Snapshot: Progress Reports Tab

The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this module. Edit and deletions are only available for Created progress reports. Once submitted Progress reports **CANNOT** be edited or deleted.

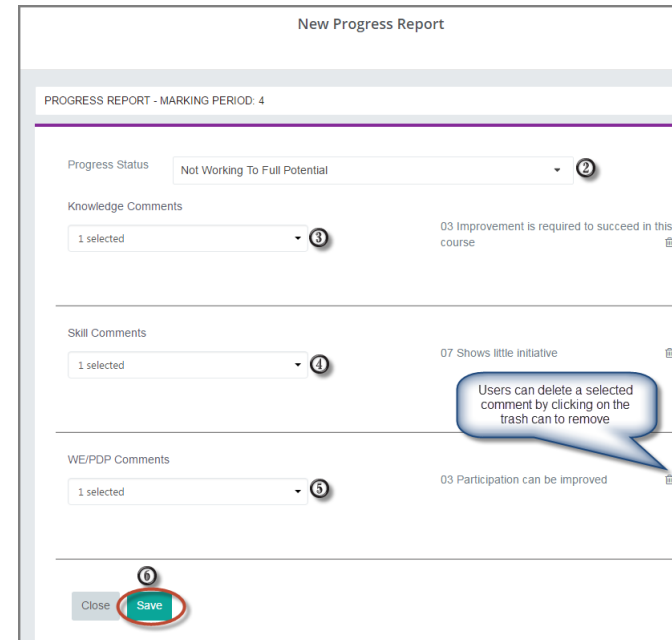
### Creating a New Progress Report

- 1 Select the **Green** New Progress Report Button
- 2 Select the **Progress Status** for the student.  
This is a required field for submission
- 3 Select the **Knowledge Comment (s)** for the student
- 4 Select the **Skill Comment (s)** for the student
- 5 Select the **Work Ethic (s)** comment for the student
- 6 Select the **Green** Save Button.  
The new referral will now display

Users can also see submitted and unsubmitted progress reports from the Progress Report link

SUBMITTED	DATE/TIME SUBMITTED	MARKING PERIOD	REPORT NUMBER	PROGRESS STATUS
Yes	08/29/2016 09:47:51	4	2	Failing



PROGRESS REPORT - MARKING PERIOD: 4

Progress Status:  2

Knowledge Comments:  3 03 Improvement is required to succeed in this course

Skill Comments:  4 07 Shows little initiative

WE/PDP Comments:  5 03 Participation can be improved

Close  6

*Users can delete a selected comment by clicking on the trash can to remove*





# ClassMate *for Adult Education*

**7599 Beth-Bath Pike  
Bath, PA 18014**

**Need Assistance? Give us a call.  
855-984-1228 Help Desk: Option 1**

[www.classmate.net](http://www.classmate.net)

<http://harrisschoolsolutions.com/>

