

# ClassMate Web: *Teacher Attendance*

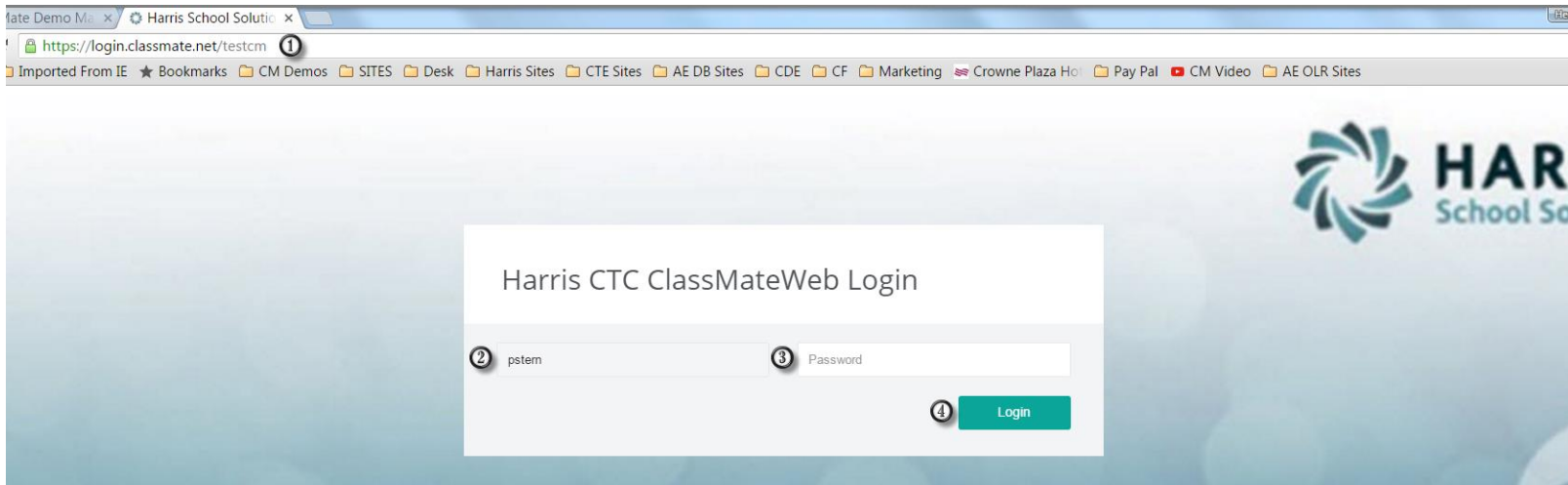


# ClassMate Web: *Teacher Attendance*

## 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 enable 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



Browser tabs: f... Demo Me... x Harris School Solutio... x

Address bar: <https://login.classmate.net/testcm>

Bookmarks: Imported From IE, ★ Bookmarks, CM Demos, SITES, Desk, Harris Sites, CTE Sites, AE DB Sites, CDE, CF, Marketing, Crowne Plaza Ho, Pay Pal, CM Video, AE OLR Sites

Harris CTC ClassMateWeb Login

Username: psterm Password: [ ]

Login

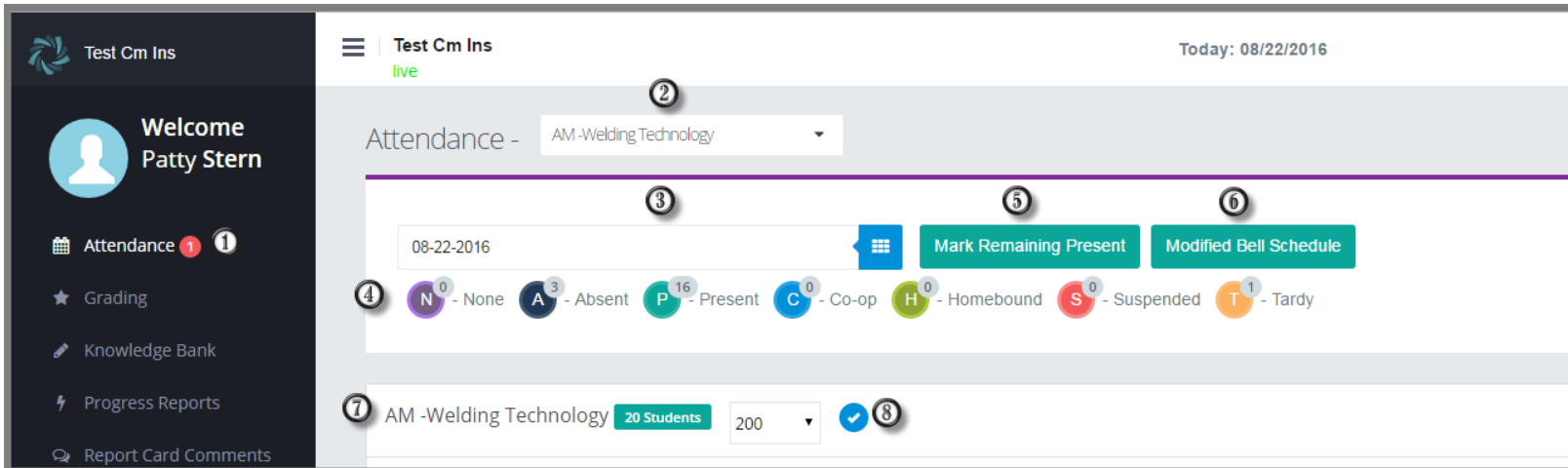


# ClassMate Web: *Teacher Attendance*

## Understanding the Attendance Dashboard

After logging into the ClassMate Web Site the system by default will open to the **Attendance Dashboard** for the current date

- ① **Attendance** Red bubble indicates the number of classes that still require attendance for this date
- ② **Class Selection** Drop Down menu will display all classes taught by the user. Will default to the proper class based on the time
- ③ **Calendar** Current date is displayed by default. Users can select alternate dates by selecting the blue calendar
- ④ **Bubbles** Attendance conditions are presented by bubbles. As attendance is recorded the system will display a count of each attendance condition recorded by class
- ⑤ **Mark Present** After marking the absent students users will select the Mark Remaining Present button to populate all remaining student with a “Present” attendance condition

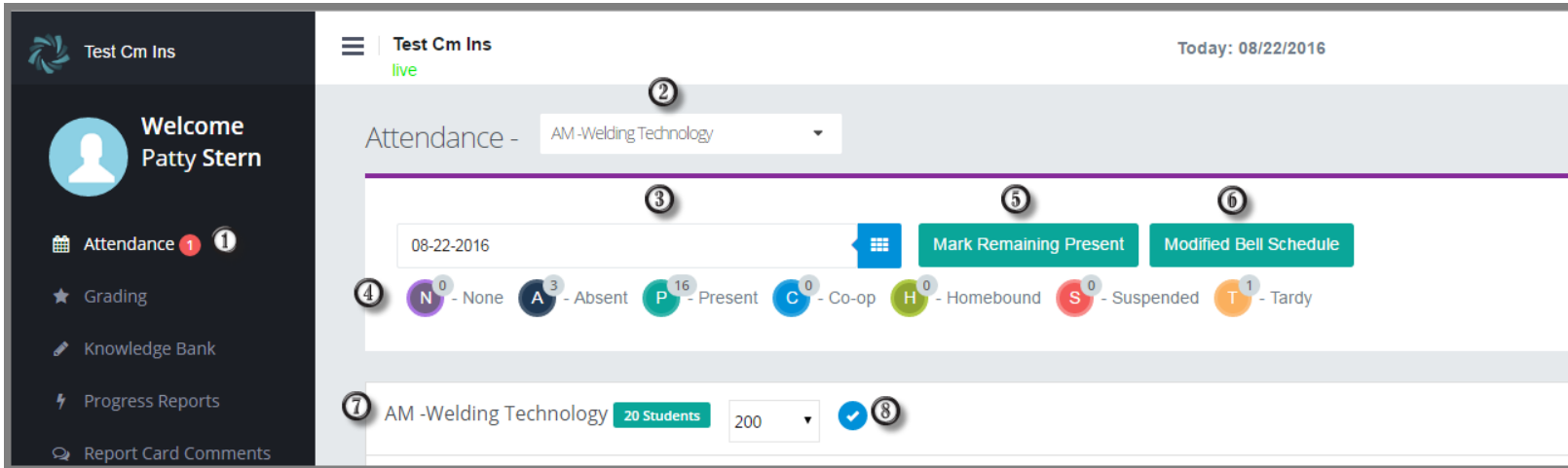



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## Understanding the Attendance Dashboard

After logging into ClassMate Web by default the system will open to the Attendance Dashboard for the current date

- ⑥ **Modified Bell Schedule** When a modified attendance start and/or end time is needed for an entire class users can select the “**Modified Bell Schedule**” to edit **ALL** student records.
- ⑦ **Class Information** Verifies the class selected and the number of students in the class.
- ⑧ **Student View** Select the number of students available for viewing at one time



The screenshot shows the ClassMate Web Attendance Dashboard. On the left is a dark sidebar with a user profile for Patty Stern and navigation links for Attendance, Grading, Knowledge Bank, Progress Reports, and Report Card Comments. The main content area has a header with a hamburger menu, the class name 'Test Cm Ins live', and the date 'Today: 08/22/2016'. Below the header is a dropdown menu for the class 'AM-Welding Technology'. A date selector shows '08-22-2016'. Two buttons are visible: 'Mark Remaining Present' and 'Modified Bell Schedule'. A row of attendance status icons is shown: N (None) with 0, A (Absent) with 3, P (Present) with 16, C (Co-op) with 0, H (Homebound) with 0, S (Suspended) with 0, and T (Tardy) with 1. At the bottom, there is a section for 'AM-Welding Technology' with a green box indicating '20 Students' and a dropdown menu set to '200'.



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## Attendance Helpful Hints

### Attendance Key:

Attendance Abbrev.	Description	
<b>N</b>	<b>None</b>	No Attendance condition has been recorded. <b>NO</b> "N" should remain after attendance has been taken
<b>A</b>	<b>Absent</b>	Student is not in class. Associated Work Ethic default grade will apply to this attendance condition
<b>P</b>	<b>Present</b>	Student is present in class. Associated Work Ethic default grade will apply to this attendance condition
<b>C</b>	<b>Coop</b>	Student is not in class but is scheduled to be onsite at a cooperative education experience
<b>H</b>	<b>Homebound</b>	Student is not in class due to a homebound condition. Instructors <b>DO NOT</b> have the ability to mark this attendance condition. "H" is a "View Only" condition. Associated Work Ethic default grade will apply to this attendance condition
<b>S</b>	<b>Suspension</b>	Student is not in class due to a disciplinary suspension. Instructors <b>DO NOT</b> have the ability to mark this attendance condition. "S" is a "View Only" condition. Associated Work Ethic default grade will apply to this attendance condition
<b>T</b>	<b>Tardy</b>	Student arrives to class after the start time of the class or the student leaves before the end time of the class. This option is available only if your school has enabled this functionality



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## Taking Daily Attendance

- ① Select the **Class** from the dropdown menu
- ② Verify the **Date**. System will default to current date
- ③ Select the “**A**” for all **absent** students and select “**C**” for all **coop** students out for the day
- ④ Select the **Mark Remaining Present** button to populate remaining students with a “**P**” for present

Attendance - PM-Welding Technology 1

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2 08-22-2016 4
Mark Remaining Present
Modified Bell Schedule

N<sup>17</sup> - None
 A<sup>2</sup> - Absent
P<sup>0</sup> - Present
C<sup>1</sup> - Co-op
H<sup>0</sup> - Homebound
S<sup>0</sup> - Suspended
T<sup>0</sup> - Tardy

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PM -Welding Technology 20 Students
200 ✓

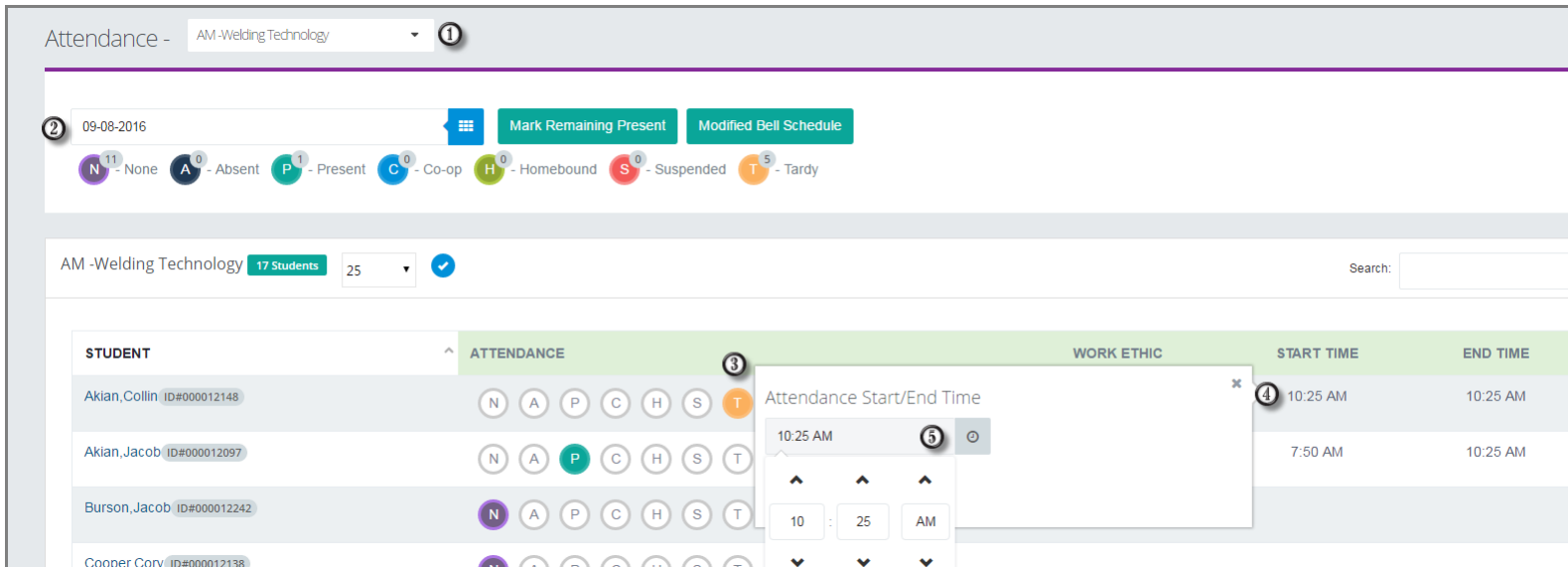
STUDENT	ATTENDANCE
Burson, Nathan ID#000010651	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">N</span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">A</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">P</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">C</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">H</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">S</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">T</span></span>
Cooper, David ID#000010640	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">N</span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">A</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">P</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">C</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">H</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">S</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">T</span></span>
Cooper, Evan ID#000010632	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">N</span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">A</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">P</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">C</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">H</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">S</span></span> <span style="margin-left: 5px;"><span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">T</span></span>



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**Taking Tardy Attendance:** If a students arrive late to class or leaves early, users with enabled “Tardy” functionality can edit the start and end times students

- 1 Select the **Class** from the dropdown menu
- 2 Verify the **Date**. System will default to current date
- 3 Select the “**T**” for the **Tardy** student(s)
- 4 Select either the **Start Time** or **End Time**
- 5 Click in the field with the time (up and down arrows will display) use the arrows or enter the time desired.  
Click outside the box to preserve the newly entered time



The screenshot shows the attendance management interface for the class "AM-Welding Technology". The date is set to 09-08-2016. A legend indicates attendance statuses: N (None), A (Absent), P (Present), C (Co-op), H (Homebound), S (Suspended), and T (Tardy). The student list shows Akian, Collin with a tardy status (T) and a start time of 10:25 AM. An "Attendance Start/End Time" modal is open, showing a time selection interface with up/down arrows and a text input field containing "10:25 AM".

STUDENT	ATTENDANCE	WORK ETHIC	START TIME	END TIME
Akian, Collin ID#000012148	N A P C H S T		10:25 AM	10:25 AM
Akian, Jacob ID#000012097	N A P C H S T		7:50 AM	10:25 AM
Burson, Jacob ID#000012242	N A P C H S T			
Cooper, Cory ID#000012138	N A P C H S T			

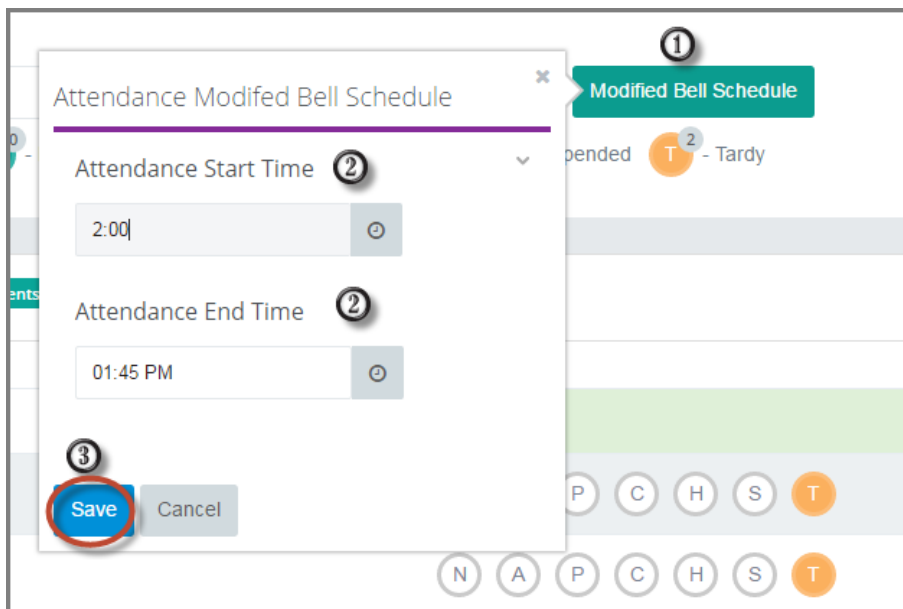


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## Modified Bell Schedule

For various reasons, it may be necessary to adjust the start and/or end time of the class for **ALL** students. Class times can be modified before or after attendance is taken.

- ① Select the **GREEN** Modify Bell Schedule button
- ② Change either the Start Time, the End Time or Both. Click in the field with the time (up and down arrows will display) use the arrows or enter the time desired
- ③ Select the **BLUE** "Save" button to preserve the modifications



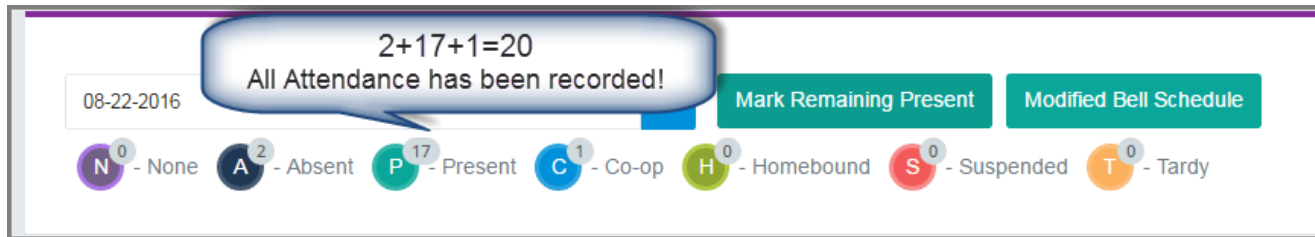



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## Attendance Helpful Hints

### Attendance Summary

ClassMate will display a tally of each attendance category and the number of students in each! The Summary should equal the number of students in the class.



### Student Information

The students listed in the attendance roster for the class have a few items you will need to know.

- ID #** The unique ClassMate student ID is displayed next to the student name
- COOP** A coop tag will display next to the student if they are identified as a cooperative education student
- Medical Alert** An alert will display in front of the student name to alert instructors that a medical alert exists for the student. Instructors should view the alert and take appropriate measures

Cooper, Tyler	ID#000011510	N	A	P	C	H	S	T	
 Fenstermacher, Haley	ID#000011519	co-op	N	A	P	C	H	S	T

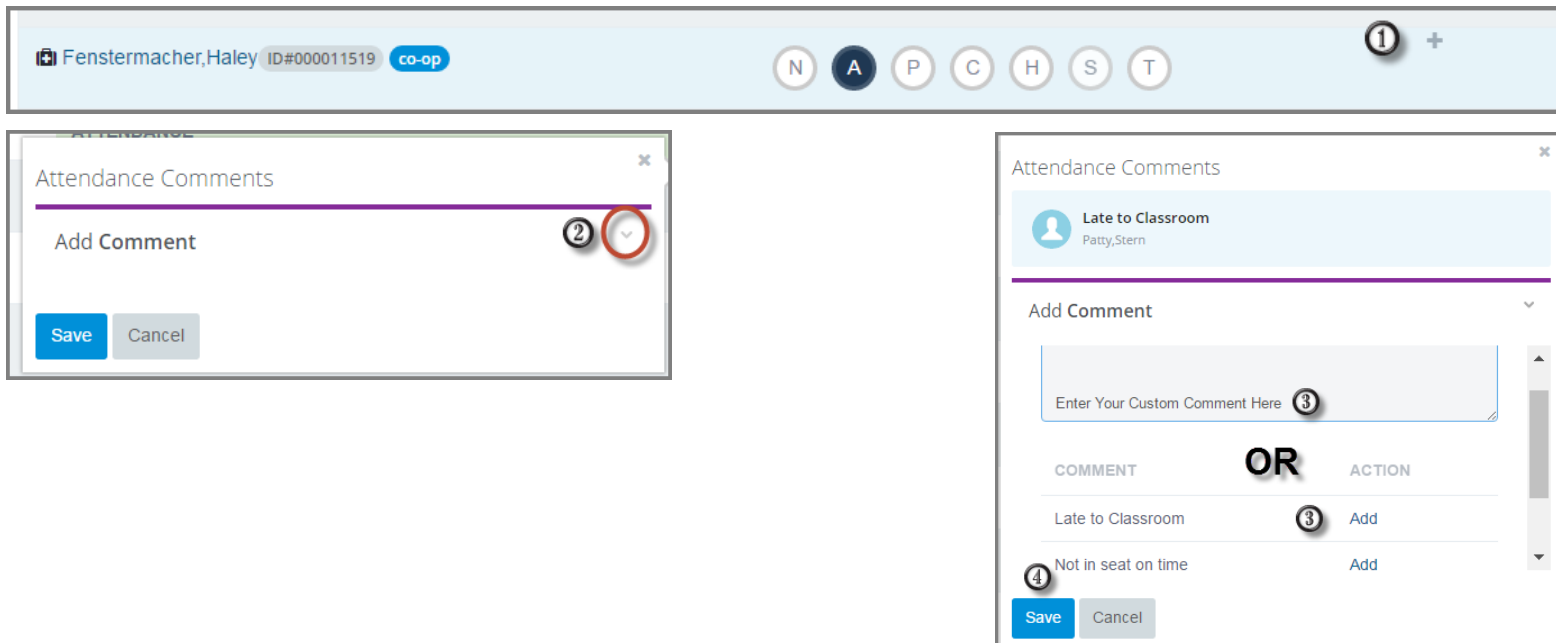


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## Entering an Attendance Comment

After attendance has been taken, you may enter an attendance comment for the students. Attendance comments often consist of noting why a student was late to class, absent or leaving early.

- ① Verify attendance has been taken. Select the **+** that displays as you hover over a student attendance condition
- ② Select the **Downward Arrow** next to “Add Comment”
- ③ Enter a **Custom Comment** or select a comment from the **Pre-defined Comments**
- ④ Select the **BLUE** Save button to “Save” your **Custom Attendance Comment** or simply double click a **Pre-Defined Comment** to the student attendance record



The screenshot displays the ClassMate Web interface for entering an attendance comment. At the top, the student's name is Fenstermacher, Haley (ID#000011519) with a 'co-op' status. The attendance status is 'A' (Absent). A '+' icon is visible next to the status. Below, two windows are shown: the left one shows the 'Add Comment' dropdown menu with a downward arrow icon; the right one shows the 'Attendance Comments' dialog with a text input field for a custom comment and a table of pre-defined comments.

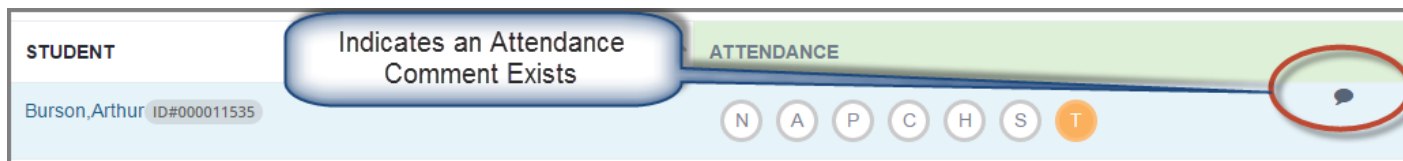
COMMENT	OR	ACTION
Late to Classroom	③	Add
Not in seat on time	④	Add



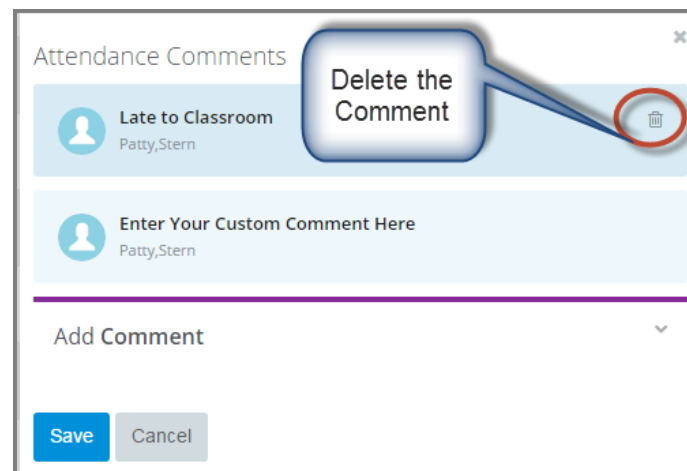
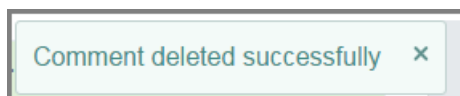
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## Attendance Comments Helpful Hints

After an attendance comment has been saved a conversation bubble will display next to the student's attendance record.



Attendance comments can be deleted by selecting the conversation bubble and viewing the comments. Delete the desired comment by selecting the trash can in the row with the column. A message will display indicating the comment was successfully deleted.



**Helpful Hint:** Once a work ethic comment has been made a conversation bubble will display next to the work ethic grade

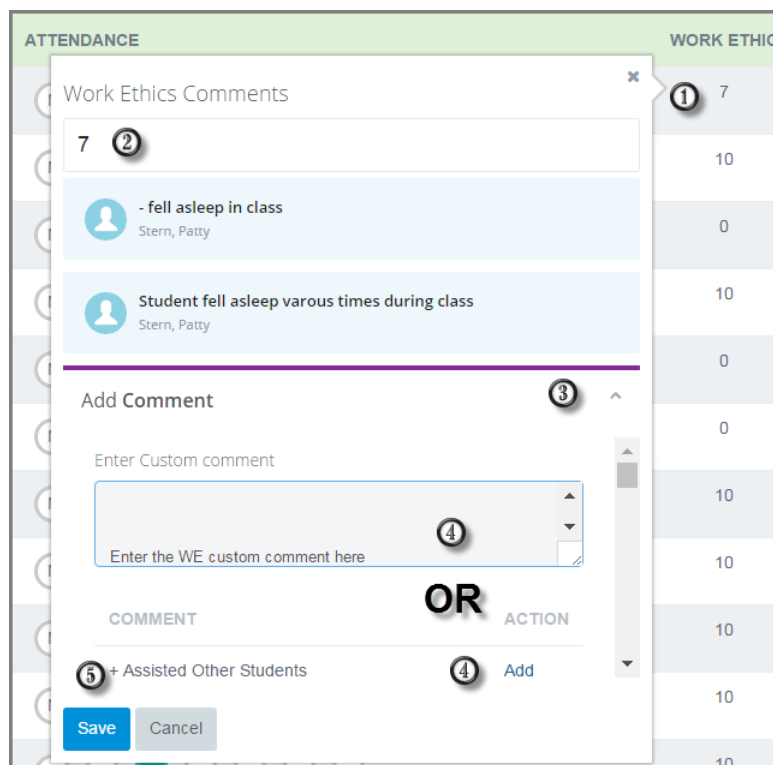


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## Changing a Work Ethic Grade and Entering a Work Ethic Comment

After attendance has been taken by default a work ethic grade is applied to the student each day dependent upon the attendance condition. The default work ethic grades are established by the school administration based on school policy. Instructors may have the ability to adjust a student work ethic grade to reflect the student performance for the day (reduce or increase).

- ① Verify attendance has been taken. Select the **Work Ethic default grade** for the student requiring a grade adjustment
- ② Highlight the default grade and enter the new grade
- ③ Select the **downward arrow** next to “Add Comment”
- ④ Enter a custom comment or select a comment from the Pre-defined comments
- ⑤ Select the **BLUE** Save button to “Save” your custom **Work Ethic Comment** or simply double click a **Pre-Defined** comment to add the comment to the student work ethic record



The screenshot shows the 'ATTENDANCE' and 'WORK ETHIC' sections of the ClassMate Web interface. A 'Work Ethics Comments' dialog box is open, displaying a list of pre-defined comments and a custom comment input field. The 'Save' button is highlighted in blue.

Work Ethic Grade	Comment	Action
7	- fell asleep in class Stern, Patty	Add
10	Student fell asleep varous times during class Stern, Patty	Add
0		
10		
0		
0		
10		
10		
10		
10		
10		
10		



# ClassMate *for Adult Education*

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Bath, PA 18014**

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**855-984-1228** Help Desk: Option 1

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