

# ClassMate Web: *Teacher Progress Reports*

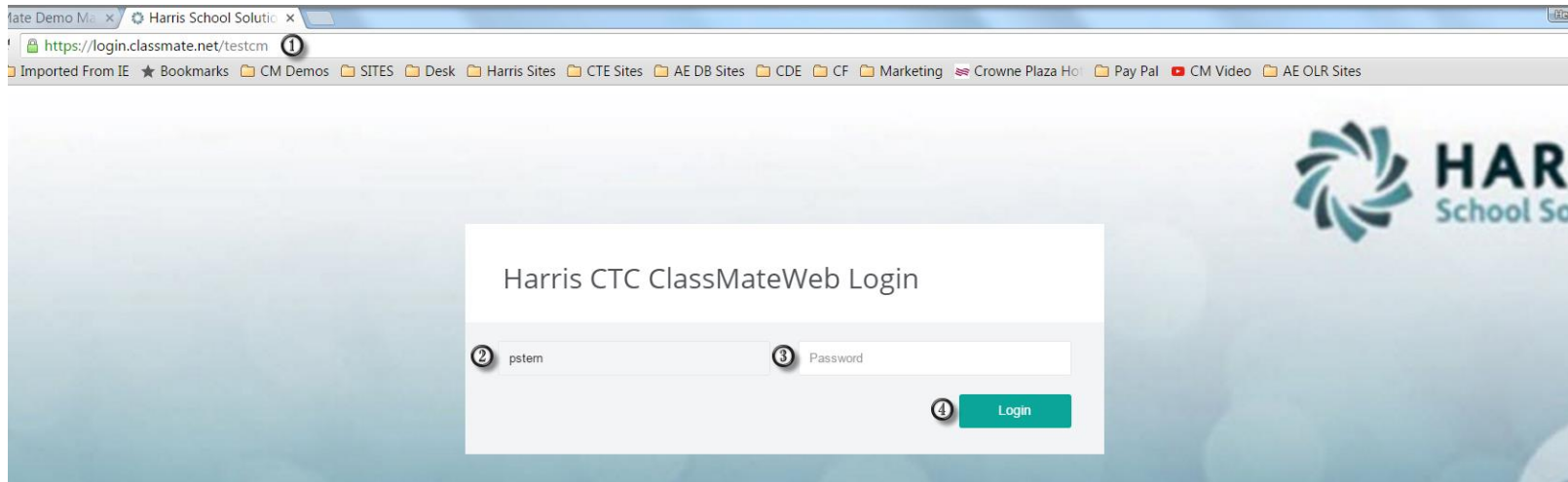


# ClassMate Web: *Teacher Progress Reports*

## 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



Browser tabs: f... Demo M... 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 Progress Reports*

## 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:

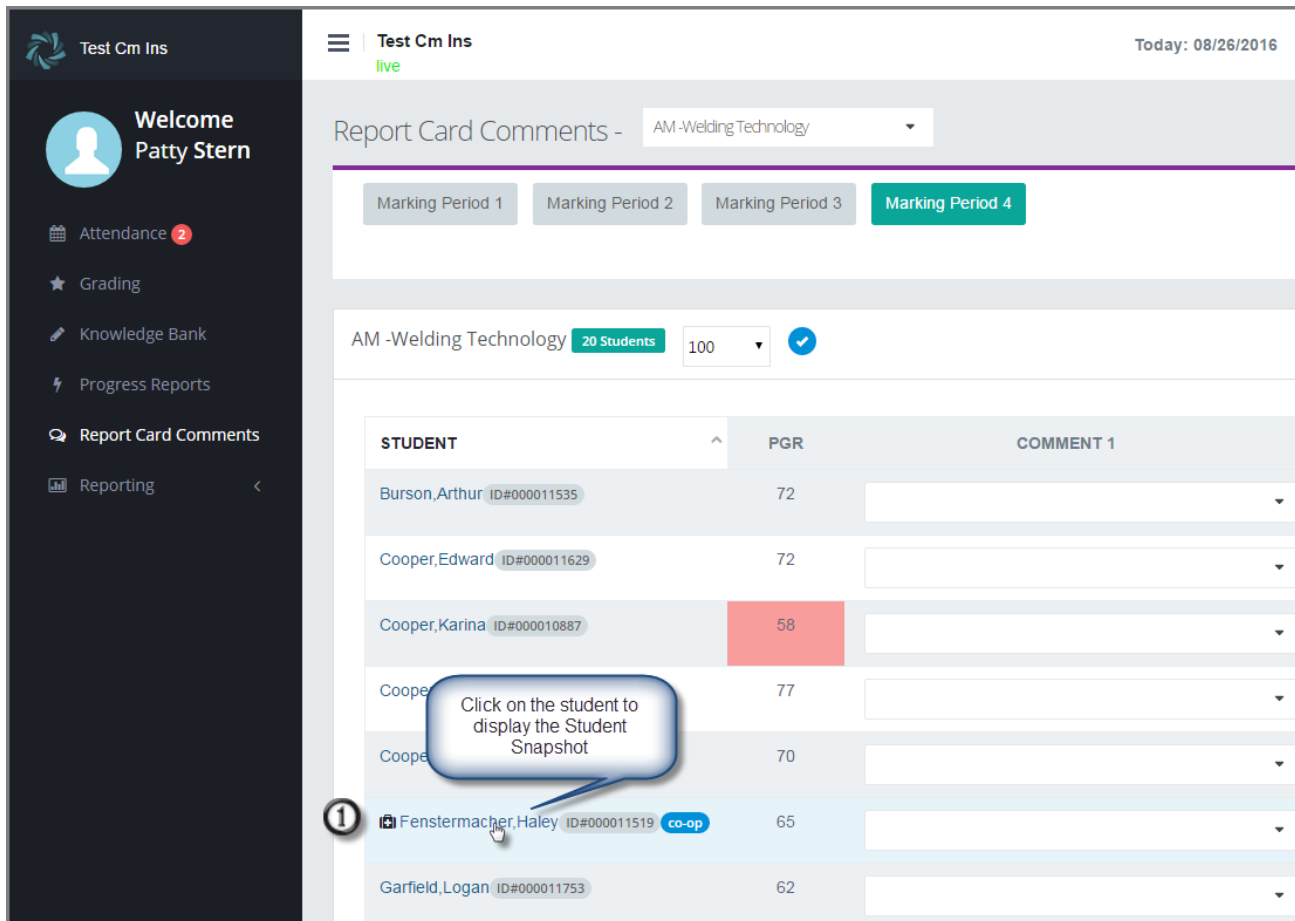
Snapshot Options	Description
Dashboard	<b>Read Only:</b> Attendance Summary, Grade Summary, Schedule and Print Option
Demographics	<b>Read Only:</b> Demographic details including contact and home school information..
Attendance	<b>Read Only:</b> Attendance Summary and/or details by Year to Date or Marking Period. Print Option.
Grades	<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.
Medical Alerts	<b>Read Only:</b> Displays any medical alert established for this student.
SDI's	<b>Read Only:</b> Displays any Specially designed instructions established for the student.
Notes	<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.
Discipline	<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.
 Progress Report	<b>Entry Allowed:</b> Displays any previously created and submitted progress reports for the student in the current year. New Progress Report entry available in this module as well as edits and deletions for progress reports not yet submitted.



# ClassMate Web: *Teacher Progress Reports*

## Getting Started

- 1 Select a **Student Name** by clicking on the hyperlink. The snapshot is available **from any area** that displays a student name.



Test Cm Ins | Test Cm Ins | Today: 08/26/2016

Report Card Comments - AM -Welding Technology

Marking Period 1 | Marking Period 2 | Marking Period 3 | Marking Period 4

AM -Welding Technology 20 Students 100 ✓

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

Click on the student to display the Student Snapshot



# ClassMate Web: *Teacher Progress Reports*

It is a ClassMate best practice to view your students Attendance and Grades prior to entering a Progress Report. You can use the Attendance and Grades tabs within the Snapshot to view this information for each student.

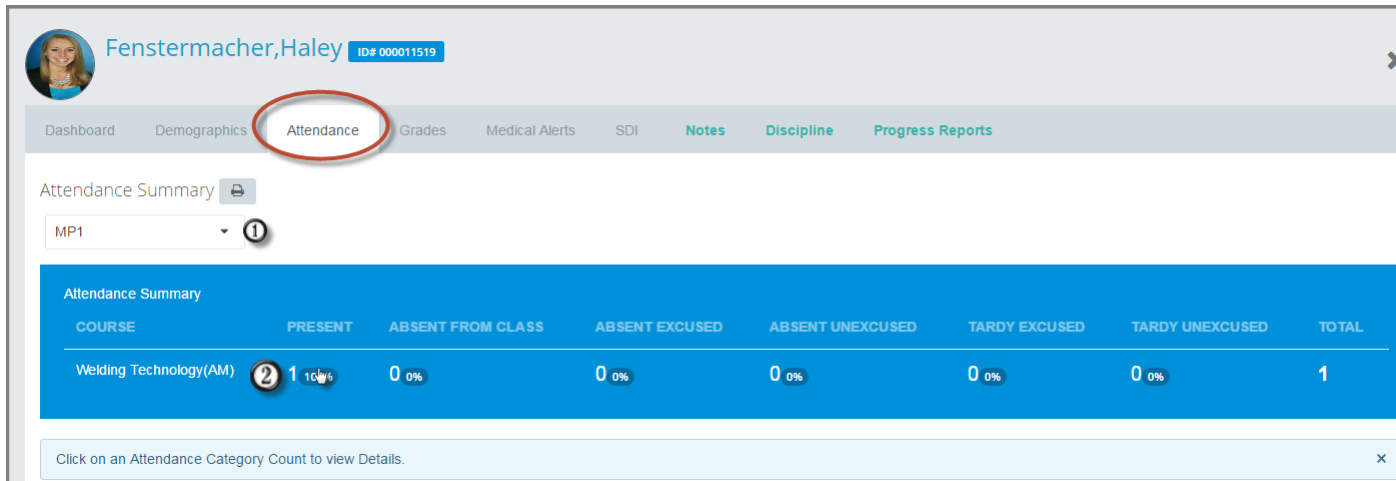
## Student Snapshot: Attendance Tab

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

- 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

Attendance Summary							
COURSE	PRESENT	ABSENT FROM CLASS	ABSENT EXCUSED	ABSENT UNEXCUSED	TARDY EXCUSED	TARDY UNEXCUSED	TOTAL
Welding Technology(AM)	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1

Click on an Attendance Category Count to view Details.




# ClassMate Web: *Teacher Progress Reports*

It is a ClassMate best practice to view your students Attendance and Grades prior to entering a Progress Report. You can use the Attendance and Grades tabs within the Snapshot to view this information for each student.

## Student Snapshot: Attendance Tab (continued)

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

COURSE	PRESENT	ABSENT FROM CLASS	ABSENT EXCUSED	ABSENT UNEXCUSED	TARDY EXCUSED	TARDY UNEXCUSED	TOTAL
Welding Technology(AM) <span>2</span>	113 <span>88%</span>	0 <span>0%</span>	0 <span>0%</span>	1 <span>1%</span>	1 <span>1%</span>	0 <span>0%</span>	115

Attendance Details **Welding Technology(AM)**

ATTENDANCE	DATE	COMMENT
<span>P</span> Student Present	08/29/2016	
<span>P</span> Student Present	08/30/2016	
<span>P</span> Student Present	08/19/2016	
<span>P</span> Student Present	08/23/2016	



# ClassMate Web: *Teacher Progress Reports*



It is a ClassMate best practice to view your students Attendance and Grades prior to entering a Progress Report. You can use the Attendance and Grades tabs within the Snapshot to view this information for each student.

## Student Snapshot: Grades Tab

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

### 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)

Fenstermacher, Haley ID# 000011519

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

**Grade Summary**

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

Grade Details

Knowledge **Skill** Work Ethics PDP

Skill

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: *Teacher Progress Reports*

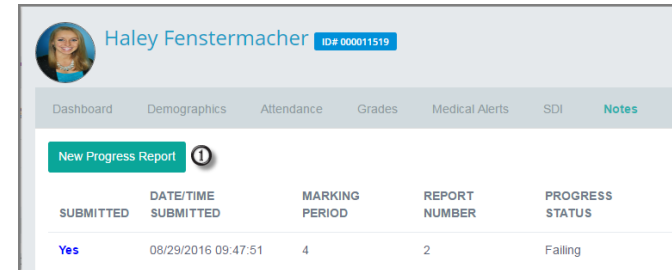
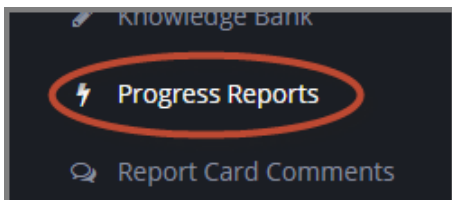
## Student Snapshot: Progress Reports Tab

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 screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited or deleted.

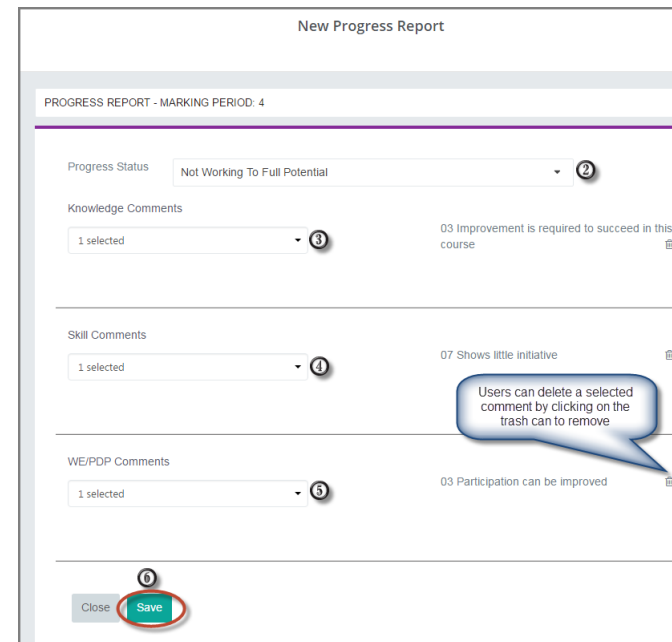
## Creating a New Progress Report

- 1 Select the **Green** New Progress Report Button
- 2 (A new screen opens)  
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 Ethics Comment(s)** for the student
- 6 Click the **Green** Save Button.  
The new Progress Report will now Save

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 Status: Not Working To Full Potential

Knowledge Comments: 1 selected

Skill Comments: 1 selected

WE/PDP Comments: 1 selected

Close Save





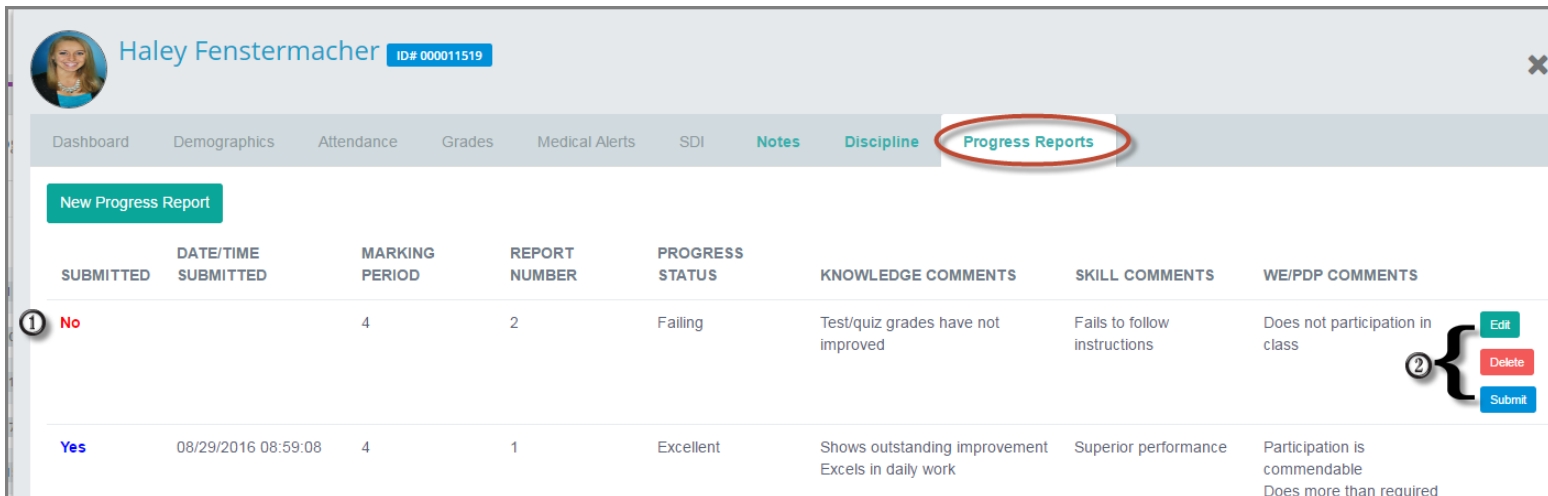
# ClassMate Web: *Teacher Progress Reports*

## 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 screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited or deleted.

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

- 1 Review the progress report(s) that was just entered or that was previously entered. 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 Button**



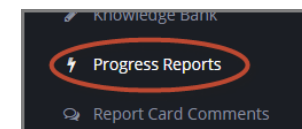
Haley Fenstermacher ID# 000011519

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	<b>2</b> { 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	

**Note: This is individual students records, to submit an entire classes progress reports, you can go to the Progress Report Screen from the black Navigation Panel.**



# ClassMate Web: *Teacher Progress Reports*

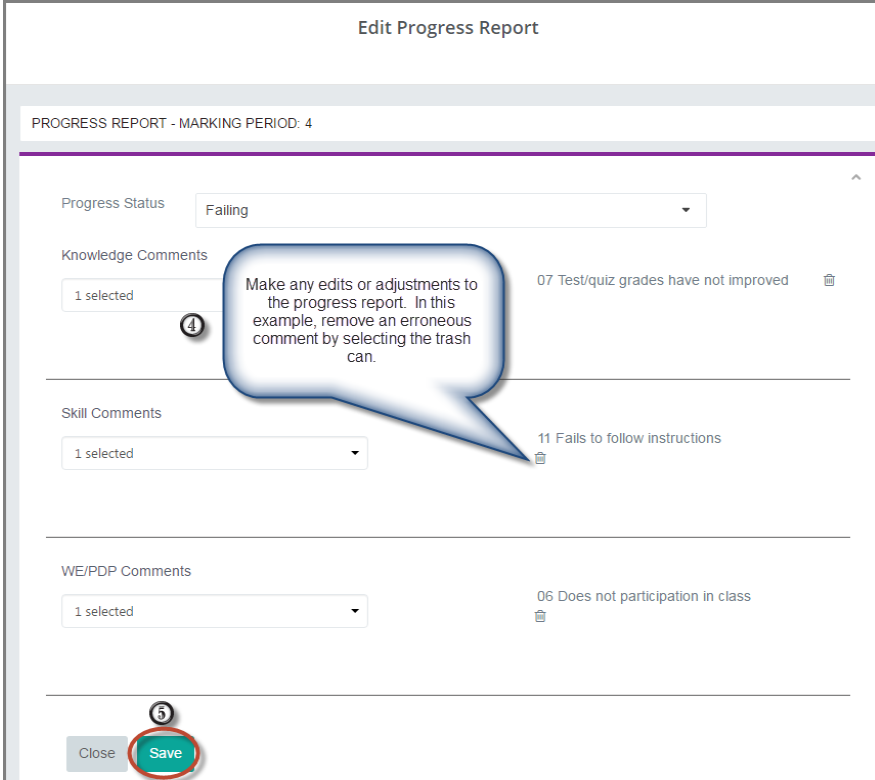
## Student Snapshot: Progress Reports Tab

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 screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited or deleted.

## Reviewing, Editing & Deleting a progress report that has not been Submitted (continued)

### Edit Selected:

- 3 Select the Progress Report that needs to be Edited (previous slide) by clicking the **Green Edit Button**
- 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: *Teacher Progress Reports*

## Student Snapshot: Progress Reports Tab

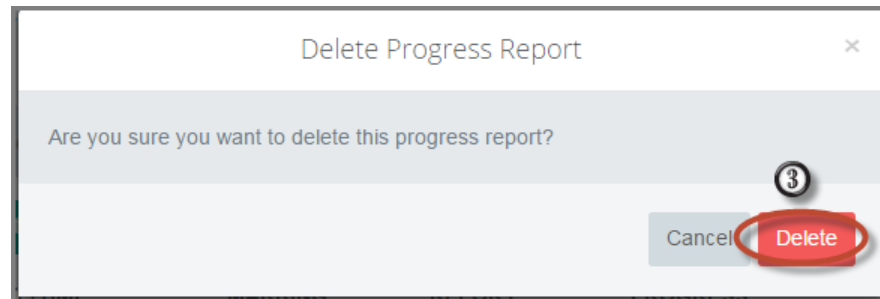
The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited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

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

### Delete Selected:



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: *Teacher Progress Reports*

## Student Snapshot: Progress Reports Tab

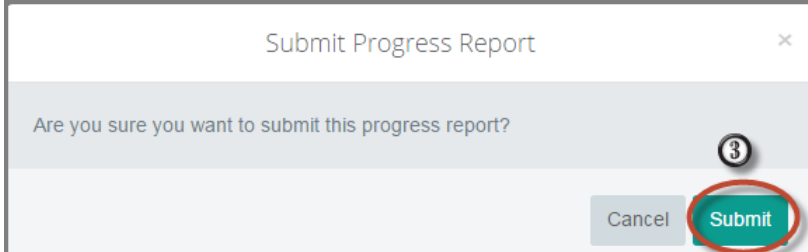
The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited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

## Submitting a Progress Report

### Submit Selected:

③ 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



Cannot Submit a Progress Report without a Progress Status ×

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



# ClassMate Web: *Teacher Progress Reports*



## Progress Reports Screen: Reviewing & Submitting Progress Reports by Class

The Progress Report screen displays any previously created and/or submitted progress reports for each student in the class. Use this screen to review Progress Reports and submit all progress reports at the same time.

### Getting Started

Select Progress Reports from the Black Navigation Panel

STUDENT	MARKING PERIOD 1
Akian, Collin ID#000012148	ID: 1 - SUBMITTED - 09/28/2016
Akian, Jacob ID#000012097	ID: 2 - SUBMITTED - 09/29/2016
Burson, Jacob ID#000012242	ID: 2 - SUBMITTED
Cooper, Cory ID#000012138	<input type="checkbox"/> ID: 1 - NOT SUBMITTED
Cooper, Michael ID#000012234	ID: 1 - SUBMITTED - 09/28/2016



# ClassMate Web: *Teacher Progress Reports*

## Progress Reports Screen: Reviewing & Submitting Progress Reports by Class

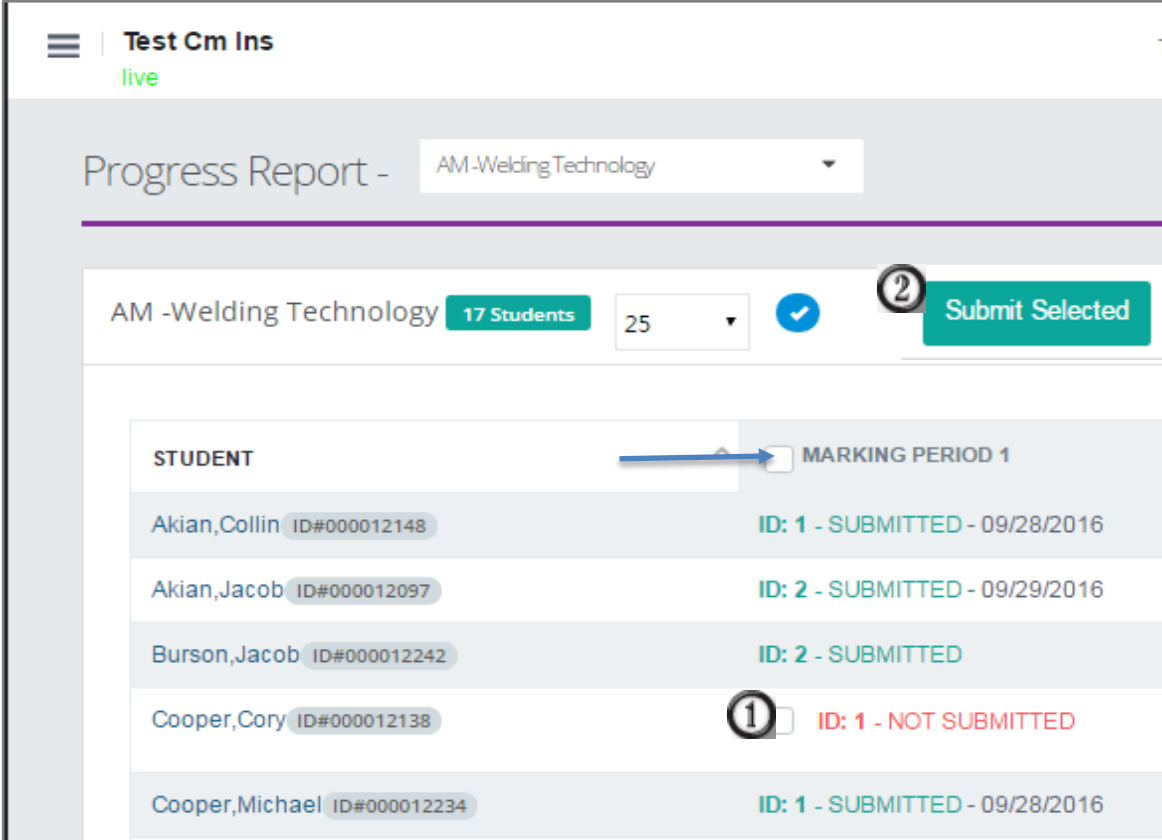
The Progress Report screen displays any previously created and/or submitted progress reports for each student in the class. Use this screen to review and Submit Progress Reports.

### Submitting Progress Reports (in bulk)

Students who are not yet submitted will have a **RED NOT SUBMITTED** notification under the respective Marking Period column.

① Individually check the box next to the **Not Submitted** notification for every student you want to submit for. OR click the check box next to the MARKING PERIOD to select all Un-submitted Students.

② Click the GREEN Submit Selected button



Test Cm Ins  
live

Progress Report - AM-Welding Technology

AM -Welding Technology 17 Students 25  Submit Selected

STUDENT	MARKING PERIOD 1
Akian, Collin ID#000012148	ID: 1 - SUBMITTED - 09/28/2016
Akian, Jacob ID#000012097	ID: 2 - SUBMITTED - 09/29/2016
Burson, Jacob ID#000012242	ID: 2 - SUBMITTED
Cooper, Cory ID#000012138	① <input type="checkbox"/> ID: 1 - NOT SUBMITTED
Cooper, Michael ID#000012234	ID: 1 - SUBMITTED - 09/28/2016



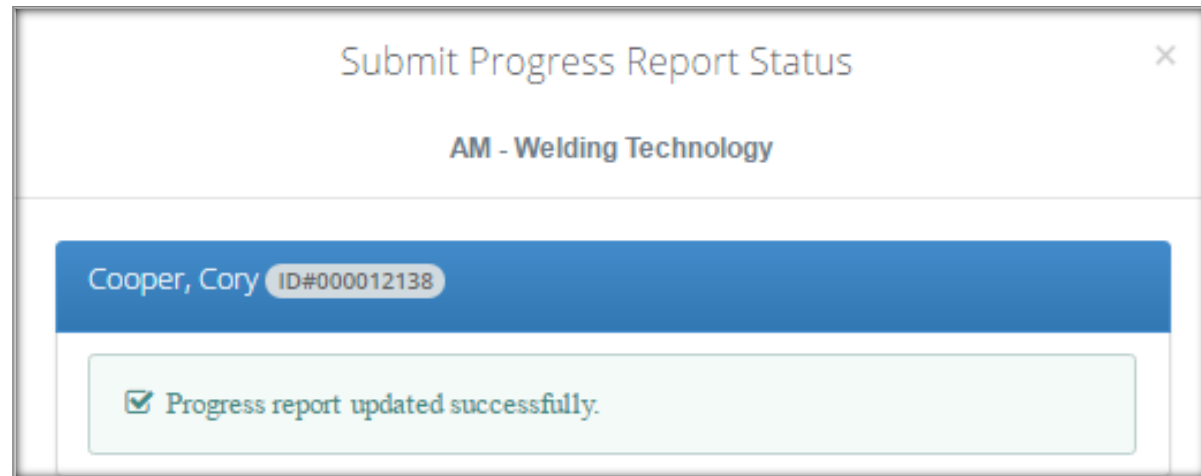
# ClassMate Web: *Teacher Progress Reports*

## Progress Reports Screen: Reviewing & Submitting Progress Reports by Class

The Progress Report screen displays any previously created and/or submitted progress reports for each student in the class. Use this screen to review and Submit Progress Reports.

### Submitting Progress Reports (in bulk) continued

- 3 A validation screen will appear identifying those progress reports that have been submitted.



**Helpful Hint:** Teachers cannot un-submit progress reports. Contact your administration for assistance.



# ClassMate

**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/>

