

# Teacher Tardy Functionality: System Administrator



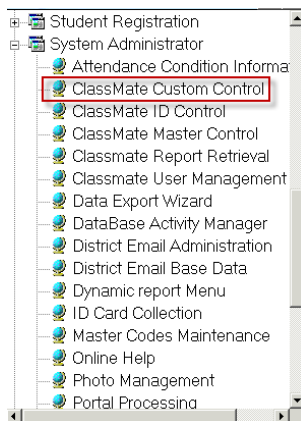
## Teacher Tardy Overview:

The Teacher Tardy functionality allows teachers to enter student tardies into ClassMate. After teachers insert tardies the attendance person will still need to go into the **Attendance by Student Module** and select the *Tardy Condition* (example: Tardy Excused Per High School, etc).

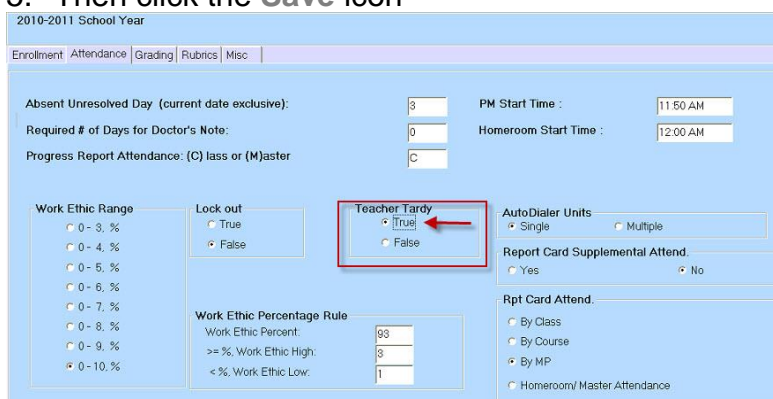
## Teacher Tardy Setup

To allow the teachers the ability to enter tardies, the ClassMate System Administrator needs to perform the following steps. This is a one time setup step.

1. Go to **Modules < System Administrator**
2. Open the **ClassMate Custom Control** module



3. Click the **Attendance Tab**
4. Under the **Teacher Tardy** heading click **True**
5. Then click the **Save** icon



2010-2011 School Year

Enrollment | Attendance | Grading | Rubrics | Misc

Absent Unresolved Day (current date exclusive):  PM Start Time:

Required # of Days for Doctor's Note:  Homeroom Start Time:

Progress Report Attendance: (C) lass or (M)aster

Work Ethic Range

- 0 - 3. %
- 0 - 4. %
- 0 - 5. %
- 0 - 6. %
- 0 - 7. %
- 0 - 8. %
- 0 - 9. %
- 0 - 10. %

Lock out

- True
- False

Teacher Tardy

- True
- False

AutoDialer Units

- Single
- Multiple

Report Card Supplemental Attend.

- Yes
- No

Rpt Card Attend.

- By Class
- By Course
- By MP
- Homeroom/ Master Attendance

Work Ethic Percentage Rule

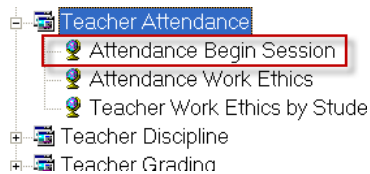
Work Ethic Percent:

>= % Work Ethic High:

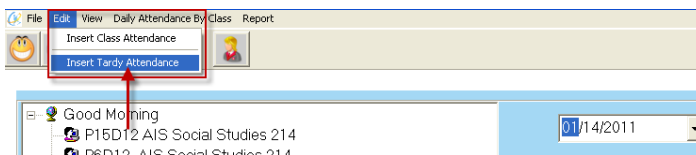
<% Work Ethic Low:

## Teacher Tardy

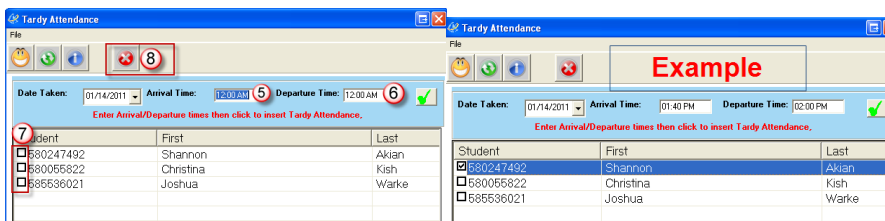
1. Go to Modules < Teacher Attendance
2. Open Attendance Begin Session



3. Take attendance for all absent & present students
4. Go to Edit < click Insert Tardy Attendance



5. Enter the time the student arrived in the Arrival Time box
6. Enter the time the class ends in the Departure Time box
7. Check the box next to the students name to mark the student tardy
8. Then click the Close button to Close the Tardy Attendance Window



9. The student(s) marked tardy will now appear with the circle next to the T marked

