

Teacher Tardy Functionality: System Administrator



STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

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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



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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

Insert Class Attendance Insert Class Attendance Insert Tardy Attendance Insert Tardy Attendance	
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- 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

& Tardy Attendance		EX	🥙 Tardy Attendance		
<u> </u>	8		Fle	Example	
Date Taken: 017/4/2011 - Anived Time: 1200 AN 6			Date Taken: 01/14/2011 Arrival Time: 01-40 FM Departure Time: 02:00 FM Enter Arrival/Departure times then click to insert Tardy Attendance,		
Judent	First	Last	Obstatest	(The state	[1 t
580247492	Shannon	Akian	Student	FIrst	Last
580055822	Christina	Kish	580247492	Shannon	Akian
D 585536021	Joshua	Warke	580055822	Christina	Kish
			585536021	Joshua	Warke

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

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H	•	AIS Soc	ial Studie	s 214 P15D1	2- 4	hdance				
	Last	First	M OCC	Attendance		/	School	Student	Starttime	Endtime
•	Akian	Shanno	S	⊖ None ⊖ A	OP OC OS OT	ТОН			01:40 PM	02:00 PM
	Kish	Christin	A	⊖None ⊖A	P OC OS OT	ТОН			01:36 PM	02:00 PM
	Warke	Joshua	W	○ None ● A	OPOCOSOT	ТОН			01:36 PM	02:00 PM

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