

# ClassMate *for* Adult Education

## *Certification Hours*

*November 2018*



# Certification Hours

## What we'll Learn.....

### Certification Hours Setup

- Curriculum Management
  - Instructional Course Offerings
- Base Data
  - Period Management Table
- Administrative Attendance
  - Transfer Hours

### Taking Attendance, Editing & Verifying Hours

- Transfer Hours
- Make up Hours
- Attendance
- Certification Hours by Student

## Module Assignment

### Modules

- Attendance
  - Administrative Attendance
  - Attendance by Student
- Transfer Hours
  - Enter Transfer Hours (Admin Only Module)
  - Class Transfer Hours
- Certification Hours by Student
- Make-Up Hours Management
- Administrative Attendance

## Report Assignment

### Administrator Reports

- Attendance
- Student Clock Hours Report
- Attendance History Report
- Attendance Roster
- Monthly Attendance Roster



# Certification Hours

## Certification Hours: Instructional Course Offerings

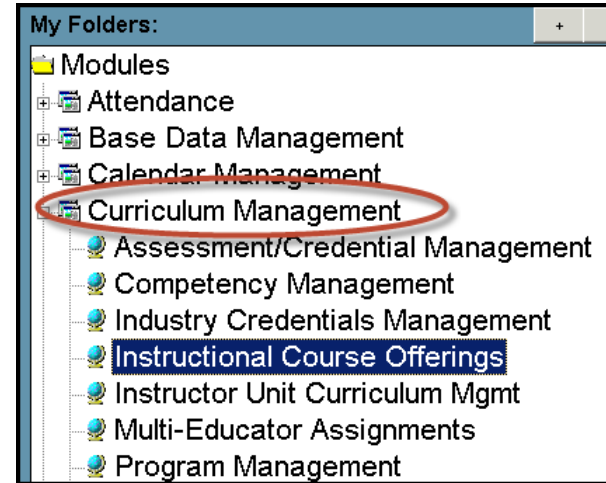
### Getting Started

Double click **My Modules** >

Double click **Curriculum Management**>Click  
**Instructional Course Offerings**

### Certification Hours

ClassMate allows users to track certification hours by student to ensure the student earns the required number of hours for a specific course. The number of hours are established at the course level. As attendance is created the established number of earned hours per class accumulate and are then tabulated using an automated process. The number of hours can be adjusted as required due to absences, tardies or previously earned hours. A real time summary of student hours is the result, allowing both instructors and students to easily identify a potential deficit.



**NOTE:** To open Modules or Sub-Modules, click on the Module's Title or the plus sign (+) to the left of the Title

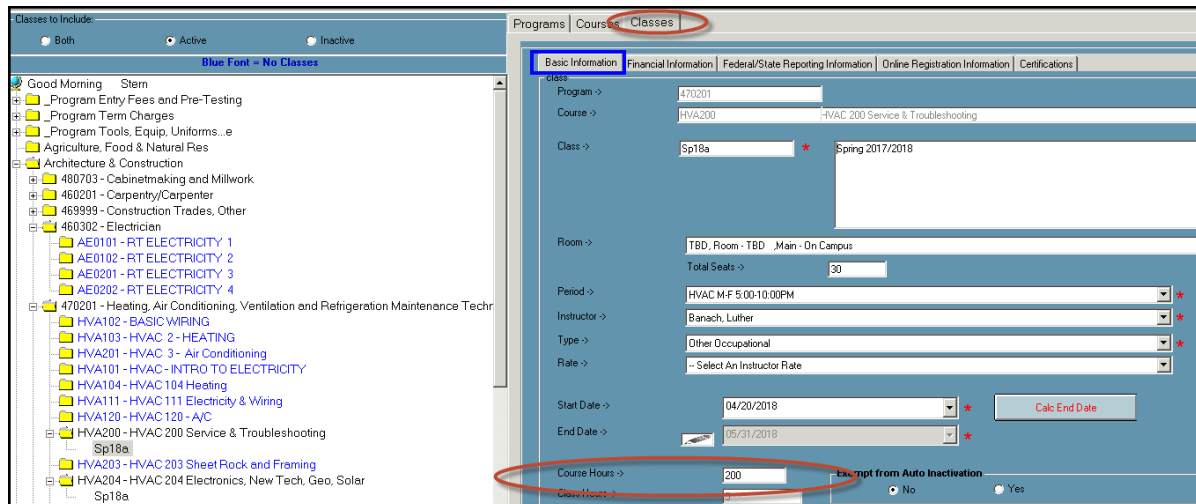


# Certification Hours

## Certification Hours: Instructional Course Offerings

Ensure the correct number of hours required for the course has been properly established. The hours are setup at the **Course or Class Level**. The entire certification hours functionality uses this number along with earned hours per class to determine if hours are Missing. If the course and class hours differ, the class hours will be used

Should you need additional assistance with this see the system administrator



The screenshot displays the 'Classes' tab in the Harris School Solutions system. The left sidebar shows a tree view of course offerings, with 'HVA200 - HVAC 200 Service & Troubleshooting' selected. The main panel shows the 'Basic Information' tab for this class. The 'Course Hours' field is set to 200, and the 'Class Hours' field is also set to 200. The 'Exempt from Auto Inactivation' checkbox is checked. The 'Start Date' is 04/20/2018 and the 'End Date' is 05/31/2018. The 'Instructor' is Banach, Luther, and the 'Type' is Other Occupational.

Note: It is a best practice to change hours required for a course on the class level



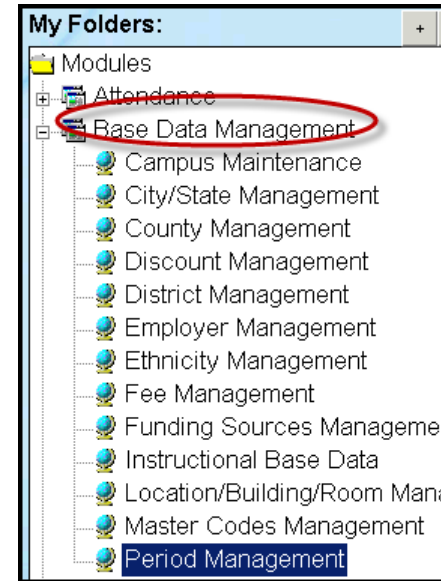
# Certification Hours

## Certification Hours: Period Management

### Getting Started

Double click **My Modules** >

Double click **Base Data**>Click **Period Management**>



**NOTE:** To open Modules or Sub-Modules, click on the Module's Title or the plus sign (+) to the left of the Title

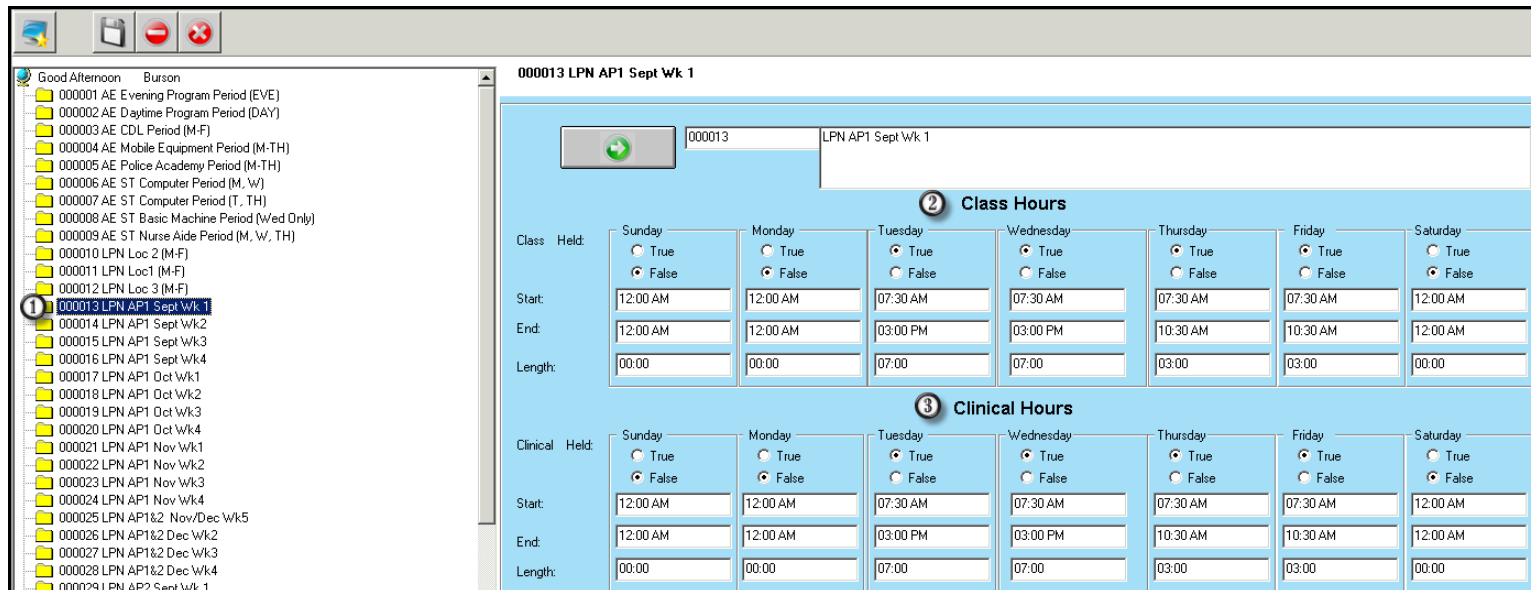


# Certification Hours

## Certification Hours: Period Management

Ensure the correct number of hours earned each day has been properly established. Classroom and/or clinical hours can vary if needed and appropriate.

- 1 Select the **Course** utilizing certification hours functionality from the list on the left
- 2 Confirm **Class & Clinical Hours** table for Day held, Start Time, End Time and Length
- 3 All data entered here will stamp the hours earned each time attendance is taken for this course. Proper setup is vital to accurate hours calculation



		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Class Held:		<input type="radio"/> True <input checked="" type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False
Start:		12:00 AM	12:00 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	12:00 AM
End:		12:00 AM	12:00 AM	03:00 PM	03:00 PM	10:30 AM	10:30 AM	12:00 AM
Length:		00:00	00:00	07:00	07:00	03:00	03:00	00:00

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Clinical Held:		<input type="radio"/> True <input checked="" type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False
Start:		12:00 AM	12:00 AM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	12:00 AM
End:		12:00 AM	12:00 AM	03:00 PM	03:00 PM	10:30 AM	10:30 AM	12:00 AM
Length:		00:00	00:00	07:00	07:00	03:00	03:00	00:00

# Certification Hours

## Certification Hours: Enter Transfer Hours (Admin Module/Multiple Hour Entries)

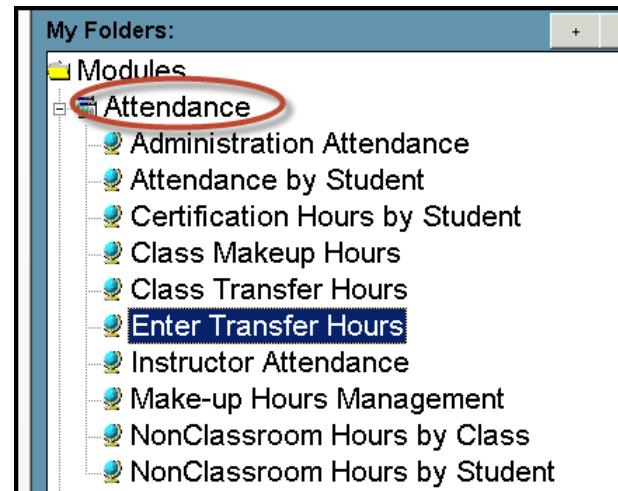
If a student has previously earned hours , either in another class or school, ClassMate can account for those earned hours in the system. These hours will be credited to the student and included in the total hours earned but identified as transfer hours. This modules allows users to make multiple transfer hours entries if needed. This module is considered an administrative module as all student names are listed and can have data added or edited

### Getting Started

Double click **My Modules** >

Double click **Attendance**>

Click **Enter Transfer Hours**



# Certification Hours

## Certification Hours: Class Transfer Hours (Dual use Module/Multiple Hours Entry)



- 1 Select the **Student** from list on the left
- 2 Select the **Course** to log transfer Hours
- 3 Confirm or Edit **Date** of transfer hours
- 4 Enter **Classroom Hours** (if applicable)
- 5 Enter **Clinical Hours** (if applicable)
- 6 Enter a **Comment** if desired
- 7 Click **“Save”**

**Student Search**

Alpha  
ID

Student Filter  
Enrolled

**Students**

- 1 Addams, Wednesday 100008033
- Anderson, Abimael 100007471
- Anderson, Adam R 100007341
- Anderson, Andrew J 100007454
- Anderson, Brittany 100007652
- Anderson, Cari 100007039
- Anderson, Derek R 100006825
- Anderson, Jacquelyn 100007641
- Anderson, Michael J 000006257
- Anderson, Patricia 100007057
- Anderson, Richard D 100005648
- Anderson, Stephen M 100007938
- Anderson, Yulita I 100007383
- Bradley, Ashley 100007788
- Bradley, Brendon M 100006742
- Bradley, Christopher J 100006924
- Bradley, Daniel J 100007980
- Bradley, Elizabeth L 100007300
- Bradley, Hunter 100007685
- Bradley, Isaac J 100007277
- Bradley, James E 100005088
- Bradley, Jared M 100006282
- Bradley, Jason 000011091
- Bradley, Kyle K 100006288
- Bradley, Lauren 10000717
- Bradley, London 100007110
- Bradley, Louis (Tony) R 100007754
- Bradley, Matthew R 100008020
- Bradley, Michael P 100007989
- Bradley, Melissa F 100004054

**Enrollment Filter**

Both Active Inactive

**Student Enrollments**

Course	Class	Total Xfr Hours	Start Date	End Date	Sche
STATE INSPECTION	Sp18b	0	04/02/2018	04/11/2018	44
Baking for the Holidays	BFH318	0	03/05/2018	10/31/2018	44
LPN Level I	Win18	0	01/02/2018	03/23/2018	44
LPN Level II	Sp18	0	03/22/2018	06/14/2018	44
LPN Level III	Win18	0	01/02/2018	03/26/2018	44
LPN Level IV	Sp18	0	03/22/2018	06/11/2018	44
HVAC 200 Service & Troubleshooting	Sp18a	0	04/20/2018	05/31/2018	44

**Date** | **Tot Hrs** | **Class Hrs** | **Clinic Hrs** | **Comment**

100007471 - Anderson, Ab  
LPN Level 1 - Course Hours  
Class: Win18 - Winter 20  
Start Date: 01/02/2018 - End Date: 03/23/2018  
Class Period: LPN Class Clinical Level

Class Hours Transferred: 3 11/13/2018

Class Hours Transferred: 4 25

Clinical Hours Transferred: 5 0

Comment: 6 From ClassMate University





# Certification Hours

## Certification Hours: Class Transfer Hours (Dual use Module/Single Hours Entry)

This module is considered a dual use module. This module will take the user type flag set in employee management and display the appropriate view based on being identified as an administrator or as an instructor. This module can be assigned to both administrators and Instructors

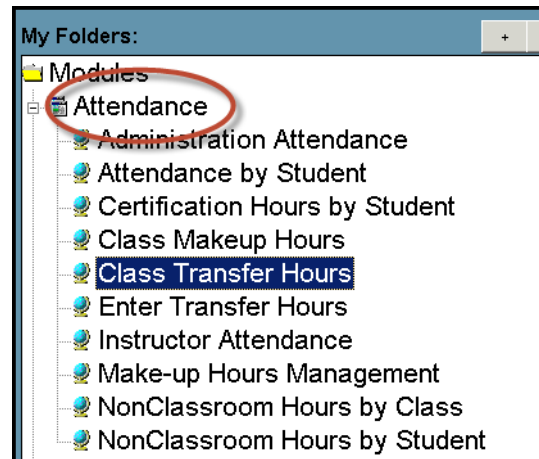
If a student has previously earned hours , either in another class or school, ClassMate can account for those earned hours in the system. These hours will be credited to the student and included in the total hours earned but identified as transfer hours. This modules allows users to make only one transfer hours entry per student

### Getting Started

Double click **My Modules** >

Double click **Attendance**>

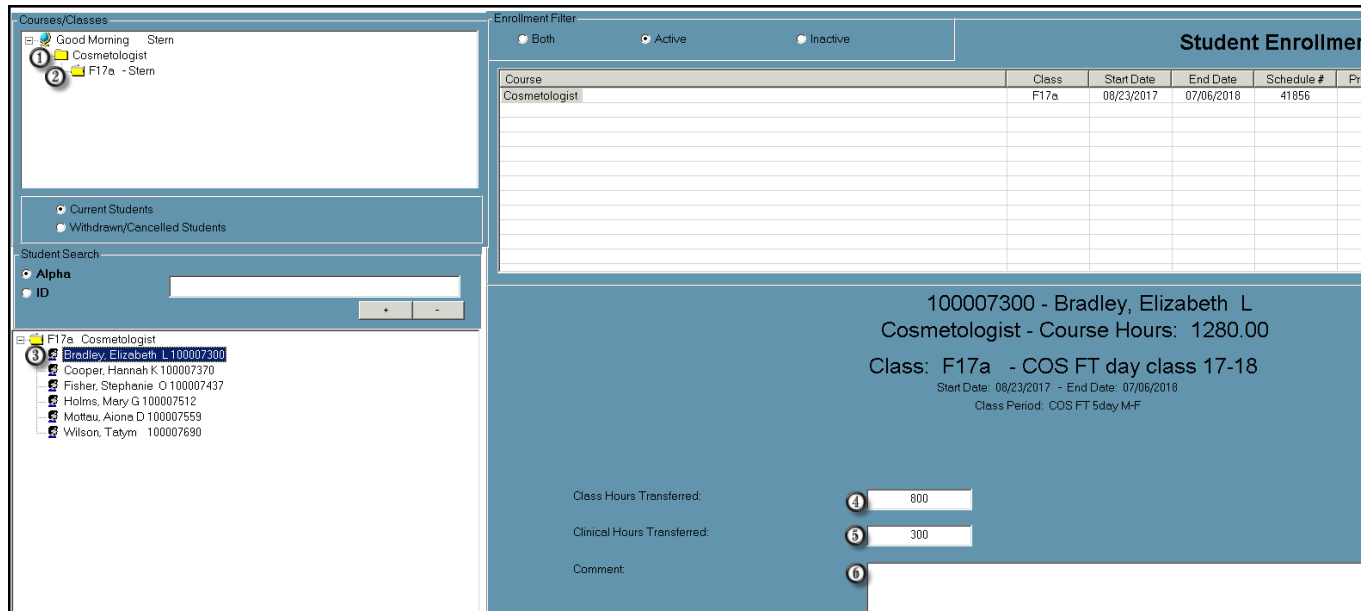
Click **Enter Transfer Hours**



# Certification Hours

Certification Hours: Enter Transfer Hours (Admin Module/Single Hour Entry)

- 1 Select the **Course** from list on the left
- 2 Select the **Class** to log transfer Hours
- 3 Select the **Student** from the class enrollments
- 4 Enter **Classroom Hours** (if applicable)
- 5 Enter **Clinical Hours** (if applicable)
- 6 Enter a **Comment** if desired
- 7 Click **“Save”**



Course	Class	Start Date	End Date	Schedule #	Prog
Cosmetologist	F17a	08/23/2017	07/06/2018	41856	12

100007300 - Bradley, Elizabeth L  
Cosmetologist - Course Hours: 1280.00  
Class: F17a - COS FT day class 17-18  
Start Date: 08/23/2017 - End Date: 07/06/2018  
Class Period: COS FT 5day M-F

Class Hours Transferred:

Clinical Hours Transferred:

Comment:



# Certification Hours

## Certification Hours: Attendance



Once the certification hours setup has been completed, Administrators and/or Instructors, can then begin using the attendance functionality within ClassMate. This functionality then credits students with the established hours earned. The hours earned can be edited based on students being tardy, leaving early or being absent. Taking attendance for **EVERY** scheduled class period is **VITAL** to ensuring accuracy in hours earned. The real time calculation of hours earned by student is available in the **Certification Hours by Student** module. Please reference either the Administrative or Instructor Attendance Quick reference guide for step by step instructions.

### Getting Started

#### Taking Attendance: Administrators

Double click **Modules** > Double click **Administration Attendance**

#### Taking Attendance: Instructors

Double click **Modules** > Double click **Instructor Attendance**> Click **Instructor Attendance**

**NOTE:** Please see the **Administrative Attendance QRG** for detailed instructions on taking attendance



# Certification Hours

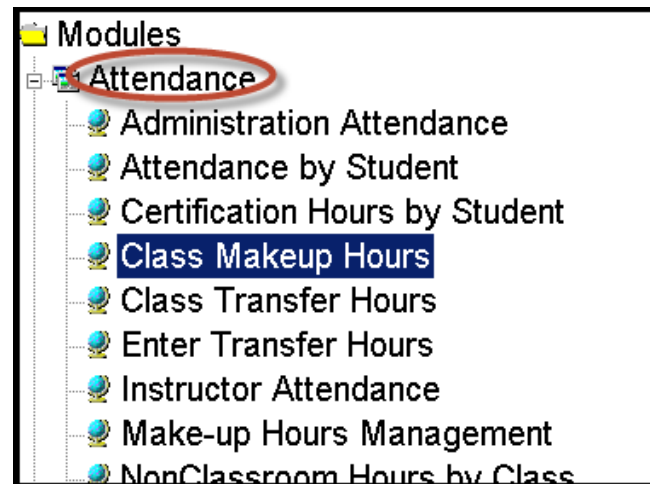
## Class Make-Up Hours

This module is considered a dual use module. This module will take the user type flag set in employee management and display the appropriate view based on being identified as an administrator or as an instructor. This module can be assigned to both administrators and instructors.

Students can be required to “Make-up” hours in order to fulfill their course hours requirements. ClassMate allows the addition of these hours while identifying them as such. These hours will be added to the overall “Hours Earned” for the student

## Getting Started

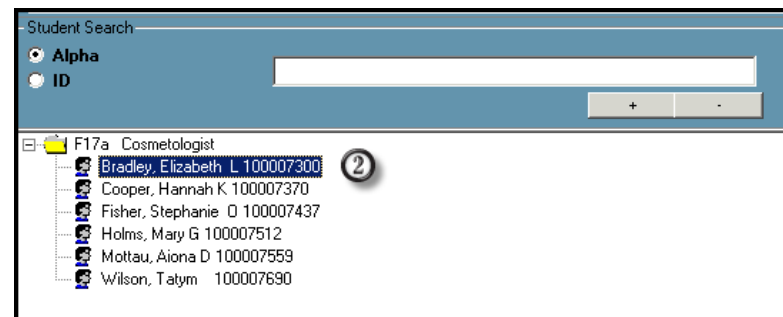
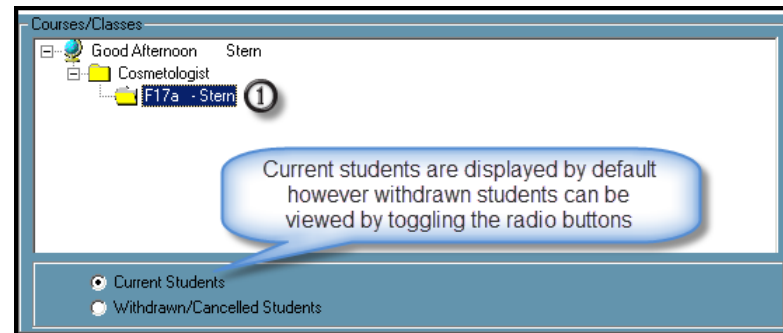
Double click > **Modules** > Double Click **Attendance** > Click **Class Makeup Hours**



# Certification Hours

## Attendance: Adding Make-Up Hours

- ① Select the **Class** from list on the left
- ② Select the **Student**. The student Enrollment will display along the top of screen
- ③ Select the course you would like to add the transfer hours. A certification hours summary will display along with a historical listing of all make-up hours by date. Additionally, the student name, ID & vital class information will display



Enrollment Filter:  Both  Active  Inactive

### Student Enrollments

Course	Class	Start Date	End Date	Schedule #	Program ID	Location ID	Course ID
Cosmetologist ③	F17a	08/23/2017	07/06/2018	41856	120401	005168	COS228



# Certification Hours

## Attendance: Adding Make-Up Hours

4 Enter make-up hours information in the following Fields:

- Make-Up Date:** The date the student made up the missed hours
- Apply To:** The date the students hours will cover
- Start Time:** Arrival time of the student to make up the missed hours. You **MUST** enter the time in the following format 10:00 AM
- End Time:** Departure time of the student from the make-up session. You **MUST** enter the time in the following format 10:00 AM
- Make-Up Hours:** Total Hours based on start & end times entered. Auto-calculated
- Class:** Total number of class hours earned during the make-up session
- Clinical:** Total number of clinical hours earned during the make-up session
- Comment:** Any comments related to the hours. Optional field

4

100007300 - Bradley, Elizabeth L  
Cosmetologist Class: F17a - COS FT day class 17-18  
Start Date: 08/23/2017 - End Date: 07/06/2018  
Class Period: COS FT 5day M-F

Make-up Date:	<input type="text" value="05/01/2018"/>	Apply to:	<input type="text" value="04/30/2018"/>
Start Time:	<input type="text" value="06:00 PM"/>	End Time:	<input type="text" value="10:00 PM"/>
Make-up Hours:	<input type="text" value="4"/>	Class:	<input type="text" value="2"/>
		Clinical:	<input type="text" value="2"/>
Comment	<input type="text" value="Liz came to the eveing Cos class to make up her hours missed."/>		

**Note:** Class and clinical hours entered must equal the total make-up hours calculated by the start and end time



# Certification Hours

## Attendance: Adding Make-Up Hours



Save the data entered by selecting the **BLACK** disk icon located along the top of your screen

A listing of all make-up hours entered will display in the grid along with an hours summary



Certification Hours Summary:								Total Course Hours:	1280.00
Class Hours:	<input type="text" value="0"/>	Clinical Hours:	<input type="text" value="0"/>	Total Hours Earned:	<input type="text" value="26"/>				
Makeup Hours:	<input type="text" value="6"/>	Transfer Hours:	<input type="text" value="20"/>	Attendance %:	<input type="text" value="2.03%"/>				

Makeup Date	Makeup Hours	ClassHours	ClinicHours	Start Time	End Time	Apply To	Comment	ProgramID	CourseID
05/07/2018	2	1	1	12:00:00 PM	02:00:00 PM	05/04/2018		120401	COS228
05/10/2018	4	2	2	06:00:00 PM	10:00:00 PM	04/30/2018	Liz came to the eveing Cos class to make up her hours missed.	120401	COS228

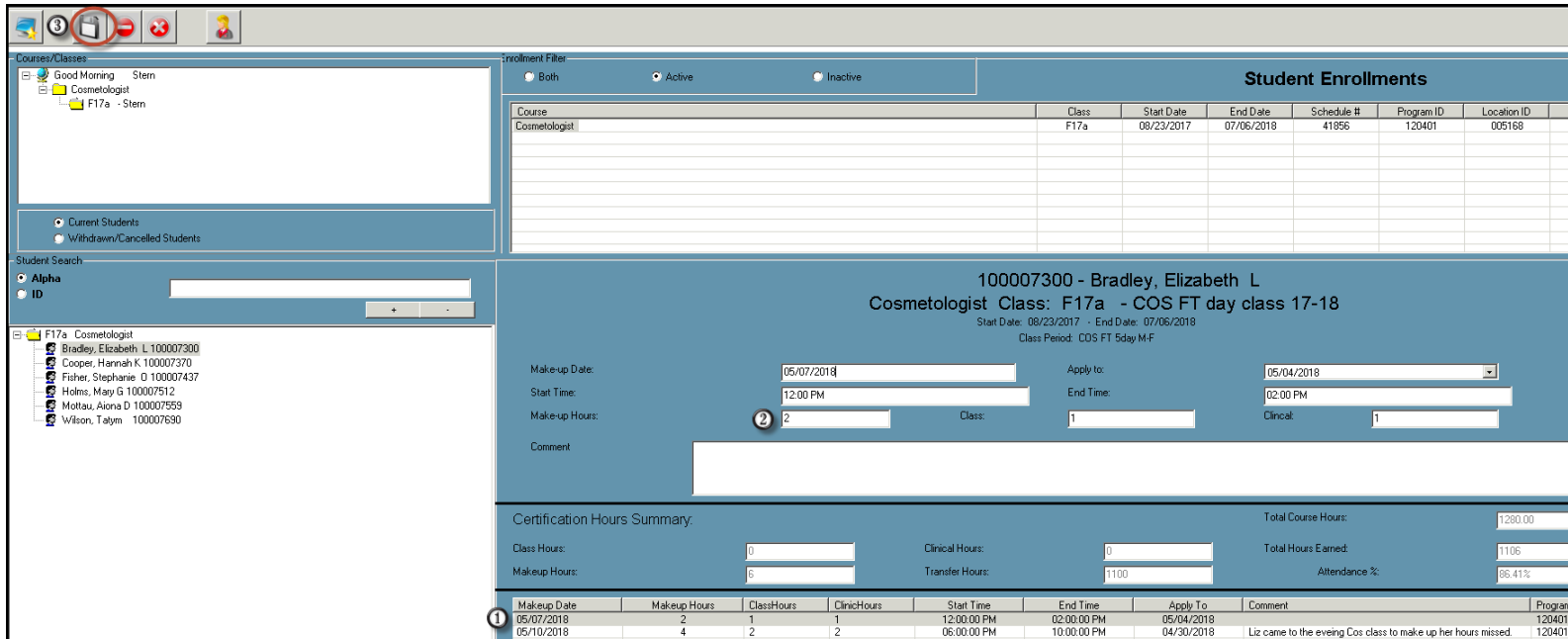


# Certification Hours

## Certification Hours: Editing Make-Up Hours

Should the need arise to edit an entry previously entered, this can easily be accomplished

- 1 Select the **Date** from the Make-up Date Grid. The previously entered information will display for the date selected
- 2 Edit any field as required. If you edit the start or end time, the make-up hours will auto calculate **BUT** you **MUST** correct the hours in the **Class or Clinical Field**
- 3 Click "Save"



**Student Enrollments**

Course	Class	Start Date	End Date	Schedule #	Program ID	Location ID
Cosmetologist	F17a	08/23/2017	07/06/2018	41856	120401	005168

**100007300 - Bradley, Elizabeth L**  
Cosmetologist Class: F17a - COS FT day class 17-18  
Start Date: 08/23/2017 - End Date: 07/06/2018  
Class Period: COS FT 5day M-F

Make-up Date: 05/07/2018 Apply to: 05/04/2018  
Start Time: 12:00 PM End Time: 02:00 PM  
Make-up Hours: 2 Class: 1 Clinical: 1

**Certification Hours Summary**

Class Hours	Clinical Hours	Total Course Hours
0	0	1280.00

Makeup Hours	Transfer Hours	Total Hours Earned	Attendance %
6	1100	1106	86.41%

**1**

Makeup Date	Makeup Hours	ClassHours	ClinicHours	Start Time	End Time	Apply To	Comment	ProgramID
05/07/2018	2	1	1	12:00:00 PM	02:00:00 PM	05/04/2018		120401
05/10/2018	4	2	2	06:00:00 PM	10:00:00 PM	04/30/2018	Liz came to the evening Cos class to make up her hours missed.	120401





# Certification Hours

## Certification Hours: Certification Hours by Student

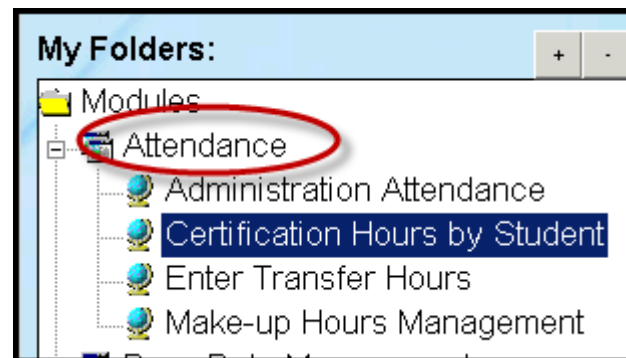
The Certification Hours by Student module is an overall summary of exactly what the student has earned to date based on transfer hours, make-up hours, attendance and is then compared to the required number of hours. This is a read only module. That is, all adjustments can only be made in the module where the original data was entered

### Getting Started

Double click **My Modules** >

Double click **Attendance**>

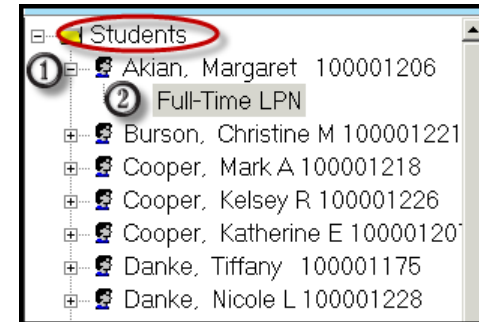
Click **Certification Hours By Student**



# Certification Hours

## Certification Hours by Student

- 1 Select the **Student** from list on the left.
- 2 Select the **Class**. The student hours history will display by date and summary. The student name, ID & vital class information will display.



100007341 - Anderson, Adam R					
HVAC 204 Electronics, New Tech, Geo, Solar Class: Sp18a - Spring 2017/2018					
Start Date: 03/27/2018		End Date: 04/19/2018			
Class Period: HVAC T/TH/F 5:00-10:00P					
Class Date:	<input type="text" value="03/27/2018"/>	Class Hours:	<input type="text" value="5"/>		
Recorded Attendance:	<input type="text" value="Present"/>				
Hours Earned:	<input type="text" value="5"/>				
Start Time:	<input type="text" value="05:00:00 PM"/>	End Time:	<input type="text" value="10:00:00 PM"/>		
Certification Hours Summary:					
<b>Attendance:</b>	Class Hours: <input type="text" value="20"/>	Clinical Hours: <input type="text" value="0"/>	Total: <input type="text" value="20"/>	Total Course Hours:	<input type="text" value="50.00"/>
<b>Makeup:</b>	Class Hours: <input type="text" value="0"/>	Clinical Hours: <input type="text" value="0"/>	Total: <input type="text" value="0"/>	Total Hours Earned:	<input type="text" value="20"/>
<b>Transfer:</b>	Class Hours: <input type="text" value="0"/>	Clinical Hours: <input type="text" value="0"/>	Total: <input type="text" value="0"/>	Total Attendance %:	<input type="text" value="40.%"/>
				Attendance % to Date:	<input type="text" value="40.%"/>

**NOTE:** To open Modules or Sub-Modules, click on the Module's Title or the plus sign (+) to the left of the Title



# Certification Hours

## Certification Hours by Student : Date Specific Hours data

3 Select the **Class Date** from list on the bottom the screen

Certification Hours Summary:

<b>Attendance:</b>	Class Hours:	<input type="text" value="20"/>	Clinical Hours:	<input type="text" value="0"/>	Total:	<input type="text" value="20"/>
<b>Makeup:</b>	Class Hours:	<input type="text" value="0"/>	Clinical Hours:	<input type="text" value="0"/>	Total:	<input type="text" value="0"/>
<b>Transfer:</b>	Class Hours:	<input type="text" value="0"/>	Clinical Hours:	<input type="text" value="0"/>	Total:	<input type="text" value="0"/>

**Red Font = Missing Attendance**

Class Date	Class Hours	Recorded Attendance	Hours Earned	Start Time	End Time	ProgramID	CourselD	ClassID	LocationID
03/27/2018	5	P	5	05:00:00 PM	10:00:00 PM	470201	HVA204	Sp18a	005168
03/29/2018	5	P	5	05:00:00 PM	10:00:00 PM	470201	HVA204	Sp18a	005168
04/03/2018	5	P	5	05:00:00 PM	10:00:00 PM	470201	HVA204	Sp18a	005168
04/05/2018	5	P	5	05:00:00 PM	10:00:00 PM	470201	HVA204	Sp18a	005168
04/06/2018	5	N	.....	.....	.....				
04/10/2018	5	N	.....	.....	.....				
04/12/2018	5	N	.....	.....	.....				
04/13/2018	5	N	.....	.....	.....				
04/17/2018	5	N	.....	.....	.....				
04/19/2018	5	N	.....	.....	.....				

The following information will be displayed for the selected date in the top section portion of the screen of the screen:

- Class Date
- Class Hours
- Recorded Attendance
- Hours Earned
- Start Time
- End Time



# Certification Hours

## Certification Hours by Student: Overall Summary

To view an overall summary of the student certification hours (including earned, transferred and make-up) review the middle portion of the screen.

The following information is displayed:

<b>Total Course Hours:</b>	Pulled from Instructional Course Offerings
<b>Total Hours Earned:</b>	Cumulative hours from attendance, make-up and transfer entries
<b>Attendance %:</b>	Total percentage of attendance based on hours earned to date
<b>Attendance:</b>	Class, Clinical & Total Hours
<b>Make-up:</b>	Class, Clinical & Total Hours
<b>Transfer:</b>	Class, Clinical & Total Hours

Certification Hours Summary:						Total Course Hours:	<input type="text" value="50.00"/>	
<b>Attendance:</b>	Class Hours:	<input type="text" value="20"/>	Clinical Hours:	<input type="text" value="0"/>	Total:	<input type="text" value="20"/>	Total Hours Earned:	<input type="text" value="20"/>
<b>Makeup:</b>	Class Hours:	<input type="text" value="0"/>	Clinical Hours:	<input type="text" value="0"/>	Total:	<input type="text" value="0"/>	Total Attendance %:	<input type="text" value="40.%"/>
<b>Transfer:</b>	Class Hours:	<input type="text" value="0"/>	Clinical Hours:	<input type="text" value="0"/>	Total:	<input type="text" value="0"/>	Attendance % to Date:	<input type="text" value="40.%"/>

**NOTE:** Should changes need to be made to the data, edits must be done in the appropriate modules



# Certification Hours

## Helpful Hints

- Hours modules will open by default to active course enrollments. View Inactive enrollments by changing the radio button to Inactive or both

## Helpful Reports

- Classmate has a variety of attendance reports available but a few of the most helpful ones are listed below

**Student Clock Hours**

**Hours Summary by Student**

**Hours Summary by Student-Clinical**

**Missing Attendance by Class**

**Attendance History by Student**

**NOTE:** Should changes need to be made to the data, edits must be done in the appropriate modules.



# ClassMate *for* Adult Education

7599 Beth-Bath Pike  
Bath, PA 1801

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

[www.classmate.net](http://www.classmate.net)  
<http://harrisschoolsolutions.com/>

