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

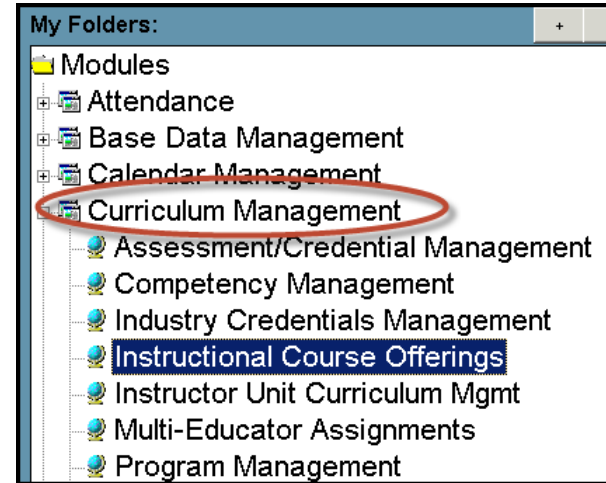**Certification Hours:** Instructional Course Offerings

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

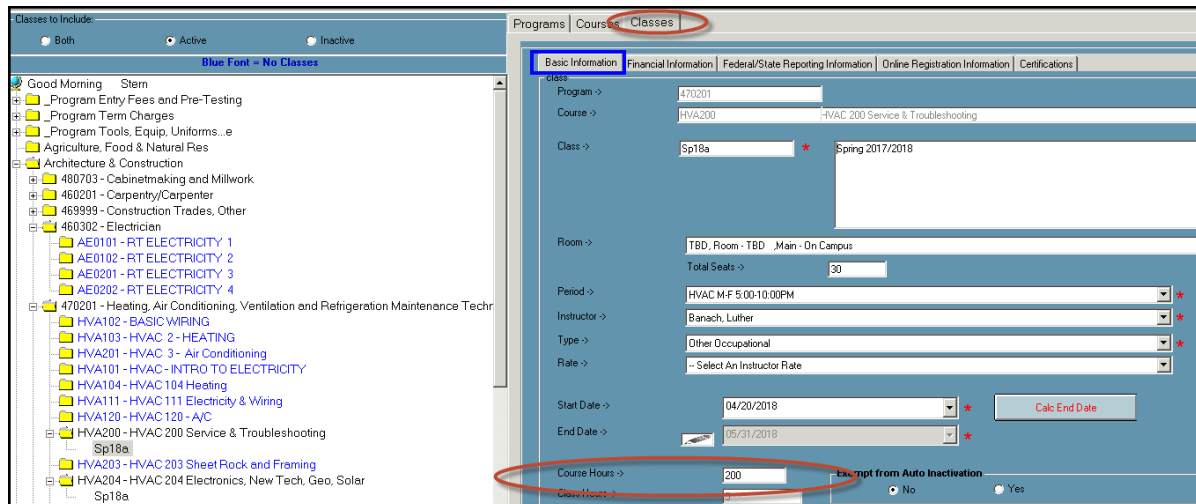# Certification Hours

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

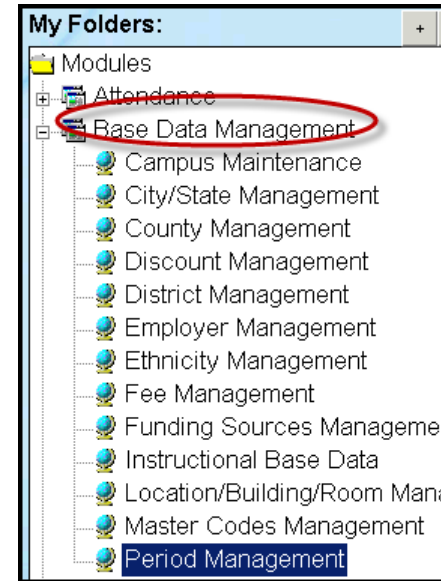Note: It is a best practice to change hours required for a course on the class level

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
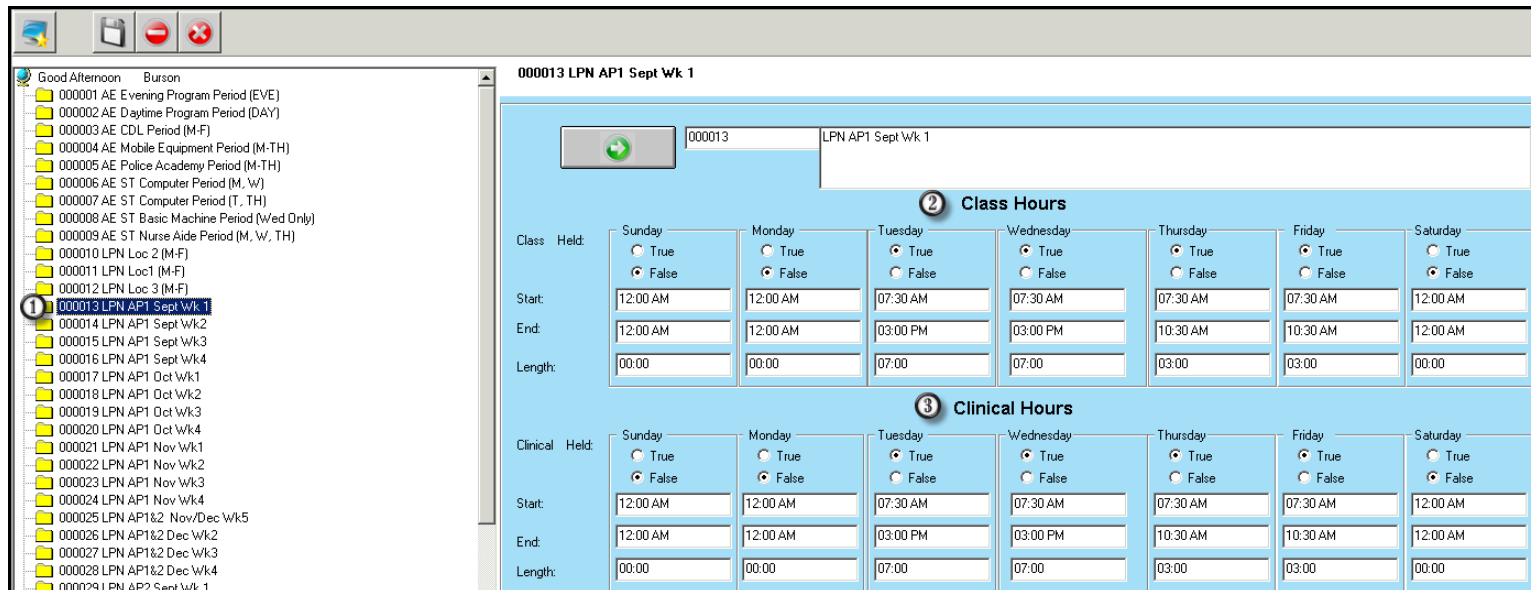
Certification Hours

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

Certification Hours

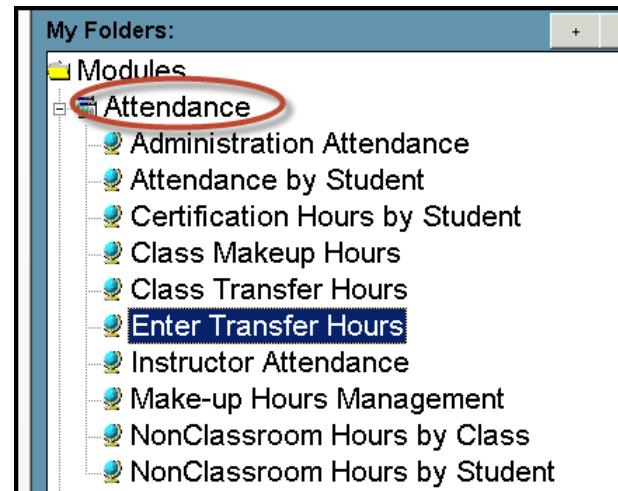**Certification Hours:** Enter Transfer Hours (Admin Module/Multiple Hour Entries)

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"**

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**
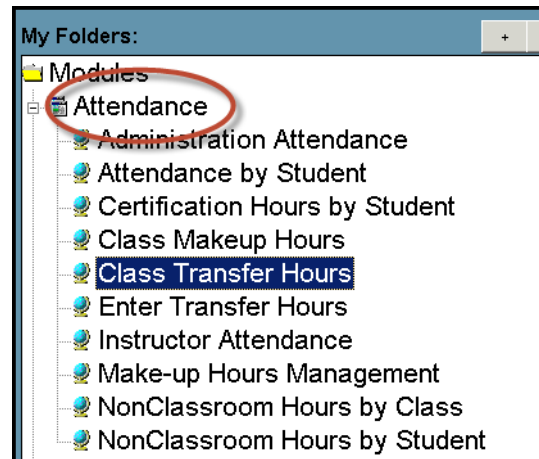
Certification Hours

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"**

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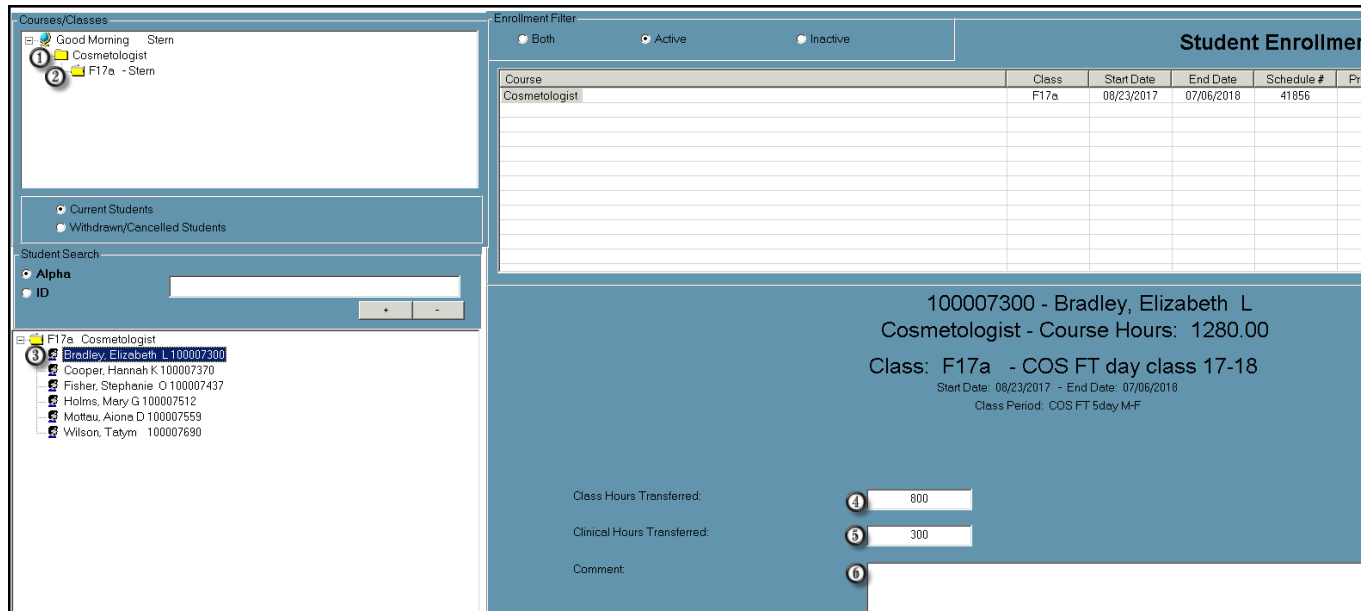
Students can be required to "Make-up" hours in order to fulfill their course hours requirements. ClassMate allows the addition of these hours while identifying them as such. These hours will be added to the overall "Hours Earned' for the student

Getting Started

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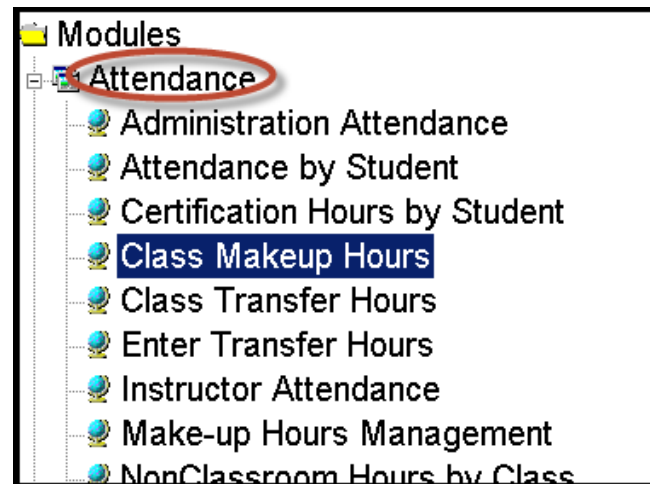
Certification Hours

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
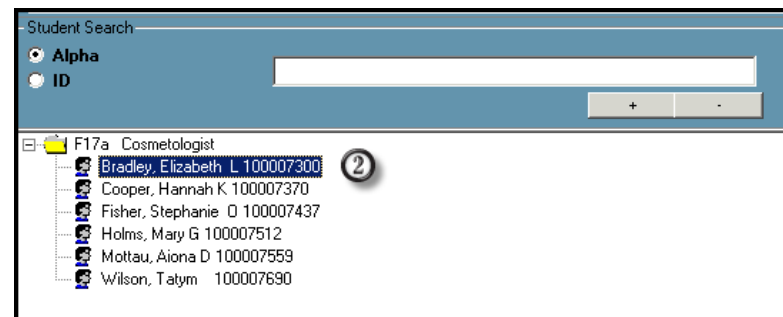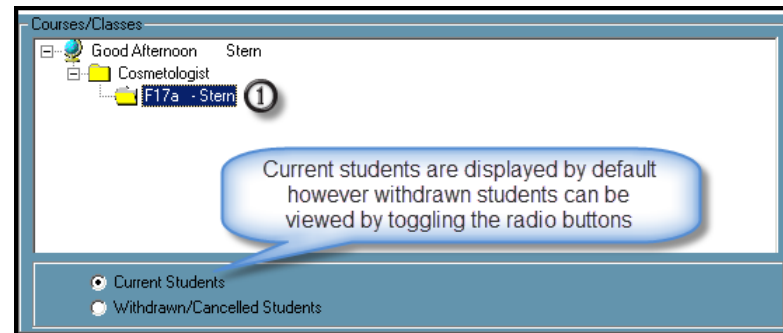
Current students are displayed by default however withdrawn students can be viewed by toggling the radio buttons

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:	05/01/2018	Apply to:	04/30/2018
Start Time:	06:00 PM	End Time:	10:00 PM
Make-up Hours:	4.	Class: 2	Clincal: 2
Comment	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

(5) 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:	0		Clinical Hours:	0			Total Hours Earned:	26	
Makeup Hours:	6		Transfer Hours:	20			Attendance %:	2.03%	

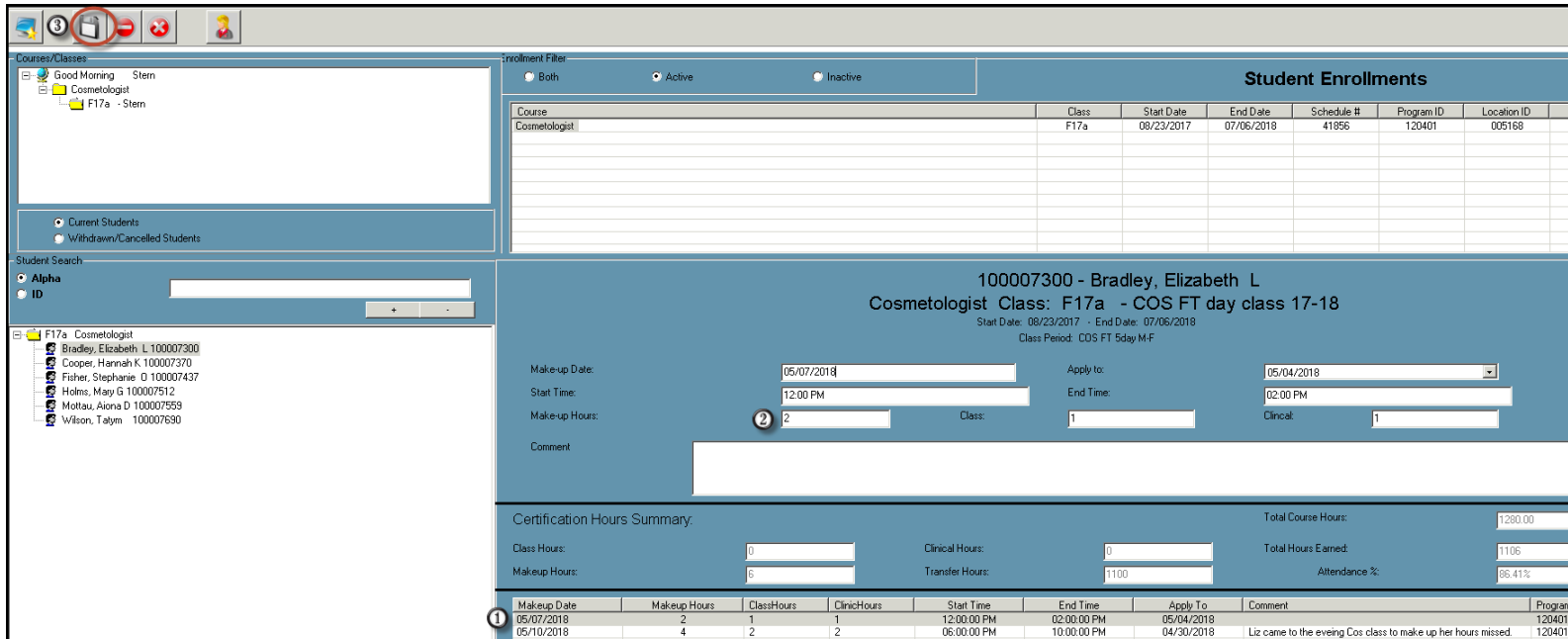| Makeup Date	Makeup Hours	ClassHours	ClinicHours	Start Time	End Time	Apply To	Comment	ProgramID	CourseID
05/07/2018	2	1	1	12:00:00 PM	02:00:00 PM	05/04/2018		120401	COS228
05/10/2018	4	2	2	06:00:00 PM	10:00:00 PM	04/30/2018	Liz came to the eveing Cos class to make up her hours missed.	120401	COS228

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** form 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"**

Certification Hours
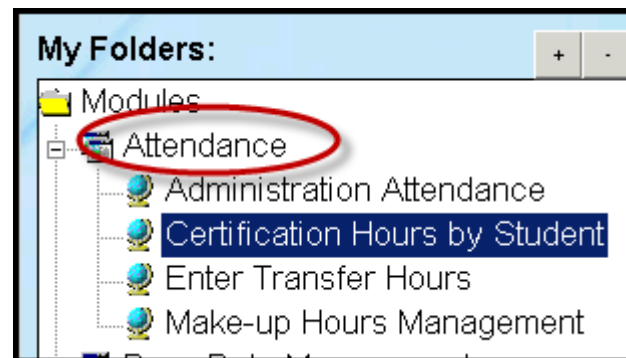
Certification Hours: Certification Hours by Student

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
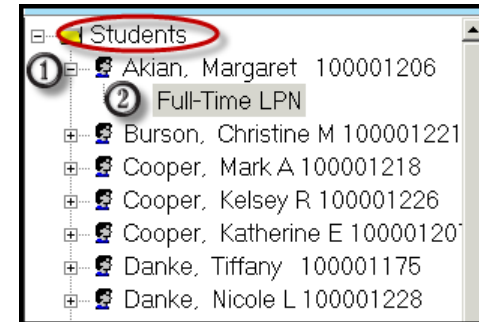
Double click **My Modules** >
Double click **Attendance>**
Click **Certification Hours By Student**

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:	03/27/2018	Class Hours:		5
Recorded Attendance:	Present			
Hours Earned:	5			
Start Time:	05:00:00 PM	End Time:	10:00:00 PM	

Certification Hours Summary:

	Class Hours:	Clinical Hours:	Total:		Total Course Hours:	50.00
Attendance:	20	0	20		Total Hours Earned:	20
Makeup:	0	0	0		Total Attendance %:	40.%
Transfer:	0	0	0		Attendance % to Date:	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

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:

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

Certification Hours Summary:

	Class Hours:	Clinical Hours:	Total:		
Attendance:	20	0	20	Total Course Hours:	50.00
Makeup:	0	0	0	Total Hours Earned:	20
Transfer:	0	0	0	Total Attendance %:	40.%
				Attendance % to Date:	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.

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ClassMate *for* Adult Education

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855-984-1228 Help Desk: Option 1

www.classmate.net
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