

ClassMate *for* Adult Education

Administrative Attendance



Administrative Attendance

Attendance Pre-Requisites

- Base Data
 - Period Management
- Calendar Management
 - New Calendar Management
- Curriculum Management
 - Instruction Course Offerings
- Student Processing
 - Registration/Enrollment

Administrative Attendance

- Record Student Absences
- Record Student Classroom & Clinical Presents
- Record Student Tardies or Left Early
- Comments
- Editing Attendance
- Withdrawn Students

Attendance By Student

- Absent, Tardy or Left Early
- All Present & All Clinical
- Editing Attendance



Administrative Attendance

What we'll Learn.....

Administrative Attendance

- Record Student Absences
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Attendance By Student

- Absent, Tardy or Left Early
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Class Make-Up Hours

- Absent, Tardy or Left Early
- All Present & All Clinical

Class Transfer Hours

- Absent, Tardy or Left Early
- All Present & All Clinical

Non-Classroom Hours by Class

- Absent, Tardy or Left Early
- All Present & All Clinical

Non-Classroom Hours by Student

- Absent, Tardy or Left Early
- All Present & All Clinical

Module & Report Assignments

Administrative Modules

- Administration Attendance
- Attendance by Student
- Certification Hours by Student
- Class Transfer Hours
- Class Hours Management
- Non-Classroom Hours by Class
- Non-Classroom Hours by Student

Suggested Administrator Reports

- Attendance History
- Hours Summary
- Attendance Roster*
- Instructor Sign-In Sheet
- Monthly Attendance Roster
- Student Clock Hours Report



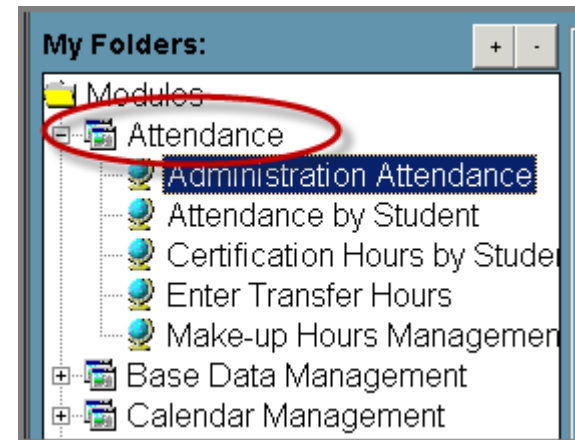
Administrative Attendance

Administrative Attendance

Prior to using the Admin Attendance module you must ensure the listed Pre-Requisites are complete **BEFORE** you begin to take attendance for your students. The administrative attendance module is designed for key data managers to enter, edit, review student attendance. Regardless of the attendance entry method (teacher entry vs key data manager entry based on paper records) the attendance rules remain the same. This module is considered an Administrative module as users will have access to ALL classes and should NOT be assigned to instructors. A specially designed Instructor Attendance module has been designed for their use.

Getting Started

Double click > **Modules** > Double Click
Attendance> Click **Attendance by Student**



Administrative Attendance

Administrative Attendance

The following fields are **REQUIRED** to record an attendance record in the ClassMate system

Date

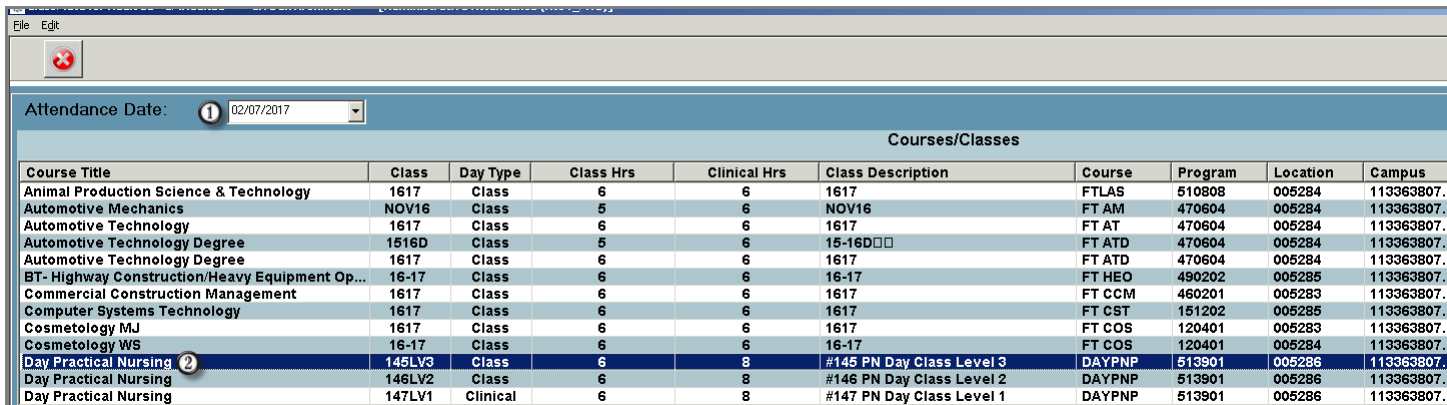
Course

Attendance status: A, P, C, L or T OR CP, CA, CT, CL

NONE is **NOT** a record. **NONE** should **NEVER** display for a student after attendance has been recorded

① Select an **Attendance Date**. The attendance date defaults to the current date and can be changed if necessary.

② Select a **Course** from the Courses/Classes List. Administrators will see all classes.



Courses/Classes									
Course Title	Class	Day Type	Class Hrs	Clinical Hrs	Class Description	Course	Program	Location	Campus
Animal Production Science & Technology	1617	Class	6	6	1617	FTLAS	510808	005284	113363807...
Automotive Mechanics	NOV16	Class	5	6	NOV16	FT AM	470604	005284	113363807...
Automotive Technology	1617	Class	6	6	1617	FT AT	470604	005284	113363807...
Automotive Technology Degree	1516D	Class	5	6	15-16D	FT ATD	470604	005284	113363807...
Automotive Technology Degree	1617	Class	6	6	1617	FT ATD	470604	005284	113363807...
BT- Highway Construction/Heavy Equipment Op...	16-17	Class	6	6	16-17	FT HEO	490202	005285	113363807...
Commercial Construction Management	1617	Class	6	6	1617	FT CCM	460201	005283	113363807...
Computer Systems Technology	1617	Class	6	6	1617	FT CST	151202	005285	113363807...
Cosmetology MJ	1617	Class	6	6	1617	FT COS	120401	005283	113363807...
Cosmetology WS	16-17	Class	6	6	16-17	FT COS	120401	005284	113363807...
Day Practical Nursing	145LV3	Class	6	8	#145 PN Day Class Level 3	DAYPNP	513901	005286	113363807...
Day Practical Nursing	146LV2	Class	6	8	#146 PN Day Class Level 2	DAYPNP	513901	005286	113363807...
Day Practical Nursing	147LV1	Clinical	6	8	#147 PN Day Class Level 1	DAYPNP	513901	005286	113363807...

Helpful Hint: you will only see courses scheduled to meet on that date and day of the week

Administrative Attendance

Administrative Attendance: Recording Class & Clinical Absences

- 1 **Student Type:** Select the Student type you are working with. System will default to Current Students
- 2 **Attendance Status:** Click **A= Absent** radio button for any student who is **NOT** in class as expected OR **CA=Clinical Absent**. The earned **hours** will change to 0 to reflect that the student has not earned any hours for that date. This will occur for both class and/or clinical hours if a student is marked absent
- 3 **Comments:** Add a **Comment** related to the student absence. Optional field

Current Students 1		Withdrawn Students		All Present	All Clinical	The Student earned 0 hours for clinical today due to the absent attendance record			
Day Practical Nursing / 145LV3									
Last	First	M	Class Attendance	Clinical Attendance	Hours	Starttime	Endtime	Comment	
Bradley	Ashley	N	<input checked="" type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL					
2	Bradley	Dinissa	T	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input type="radio"/> CP <input checked="" type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL	0	7:00:00 AM	3:00:00 PM	Student has a Dr. appointment 3
	Bradley	Marie Cla		<input checked="" type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL				
	Bradley	Patricia	K	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input type="radio"/> CP <input checked="" type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL	0	7:00:00 AM	3:00:00 PM	


Helpful Hint: Adding comments related to a specific date is very useful when reviewing students clock hours or attendance history



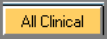
Administrative Attendance

Administrative Attendance: Recording Present Attendance

There are two types of “Present” attendance records, Classroom and Clinical. Each day is setup in adjust class schedule as one of the two types. The number of hours earned for each type displays in course information grid. If a course does not have clinical hours associated with it, only the classroom type will be utilized

1 **Present Types:** To record present attendance for all remaining students with “Classroom” hours, select the **BLUE**  “All Present” button to populate the classroom attendance “P” radio buttons

- OR -

To record clinical attendance for all remaining students with “Clinical” hours, select the **YELLOW**  “All Clinical” button to populate the clinical attendance “CP” radio buttons

Students will now be marked “All Present” or “All Clinical” dependent upon the selection. Related hours and Start/End Times will display

Current Students		Withdrawn Students		All Present		All Clinical		
Last	First	M	Class Attendance	Clinical Attendance	Hours	Starttime	Endtime	Comment
Bradley	Ashley	N	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L <input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL		8	7:00:00 AM	3:00:00 PM	
Bradley	Dinissa	T	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L <input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL		0	7:00:00 AM	3:00:00 PM	Student has a Dr. appointment
Bradley	Marie Cla		<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L <input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL		8	7:00:00 AM	3:00:00 PM	
Bradley	Patricia	K	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L <input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL		0	7:00:00 AM	3:00:00 PM	
Clement	Courtney	A	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L <input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL		8	7:00:00 AM	3:00:00 PM	
Clement	Kelly	A	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L <input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL		8	7:00:00 AM	3:00:00 PM	
Clement	Luisa	S	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L <input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL		8	7:00:00 AM	3:00:00 PM	

Helpful Hint: NONE should **NOT** be displaying for any student after attendance has been taken

Administrative Attendance

Administrative Attendance: Recording Tardy Attendance

A student that has previously been marked absent may arrive and be considered Tardy to class. The attendance status is easily updated to reflect this new status.

- ① **Student Type:** Select the Student type you are working with. System will default to Current Students.
- ② **Attendance Status:** Select the **Tardy (T)** for class day tardies or the **Clinical Tardy (CT)** for Clinical day tardies radio button for any student who arrives after class has started. This student now has a class or clinical “Tardy” attendance record.
- ③ **Start Time:** Edit the **Start Time** to reflect the time the student arrived .For Example, if the student was Tardy one hour. Enter 9:15:00 AM in the **Starttime** field. The time **MUST** be entered in the proper format. Click in any field in the grid to save and allow the system to auto-calculate hours based on start & end times.
- ④ **Comment:** Add a **Comment** related to the student Tardy. Optional field

<input checked="" type="radio"/> Current Students ① <input type="radio"/> Withdrawn Students		<input type="button" value="All Present"/> <input type="button" value="All Clinical"/>													
Day Practical Nursing / 145LV3															
Last	First	M	Class Attendance				Clinical Attendance				Hours	Starttime	Endtime	Comment	
Bradley	Ashley	N	<input type="radio"/> None	<input type="radio"/> P	<input type="radio"/> A	<input type="radio"/> T	<input type="radio"/> L	<input checked="" type="radio"/> CP	<input type="radio"/> CA	<input type="radio"/> CT	<input type="radio"/> CL	8	7:00:00 AM	3:00:00 PM	
Bradley	Dinissa	T	<input type="radio"/> None	<input type="radio"/> P	<input type="radio"/> A	<input type="radio"/> T	<input type="radio"/> L	<input type="radio"/> CP	② <input checked="" type="radio"/> CT	<input type="radio"/> CL	6	9:00:00 AM ③	3:00:00 PM	Student has a Dr. appointment ④	
Bradley	Marie Cla		<input type="radio"/> None	<input type="radio"/> P	<input type="radio"/> A	<input type="radio"/> T	<input type="radio"/> L	<input checked="" type="radio"/> CP	<input type="radio"/> CA	<input type="radio"/> CT	<input type="radio"/> CL	8	7:00:00 AM	3:00:00 PM	

Helpful Hint: The students previously marked **Absent** retain the attendance status. It is a best practice to record student absences **BEFORE** taking present attendance

Administrative Attendance

Administrative Attendance: Recording Attendance for students leaving class early

A student that has previously been marked present may leave class early and the attendance record should reflect this. The attendance record is easily updated to reflect this new “Left Early” status.

- ① **Student Type:** Select the Student type you are working with. System will default to Current Students.
- ② **Attendance Status:** Select the **Left Early (L)** for class Left Early or the **Clinical Left Early (CL)** for clinical leavers radio button for any student who leaves class before the end time. This student now has a “Left Early” attendance record.
- ③ **End Time:** Edit the **End Time** to reflect the time the student left .For Example, if the student Left one hour early. Enter 2:00:00 PM in the Endtime field. The time **MUST** be entered in the proper format. Click in any field in the grid to save and allow the system to auto-calculate hours based on start & end times
- ④ **Comment:** Add a **Comment** related to the student Tardy. Optional field

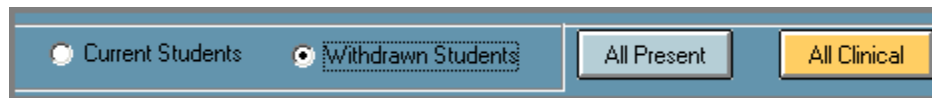
Current Students ①		Withdrawn Students		All Present	All Clinical	Day Practical Nursing / 145LV3			
Last	First	M	Class Attendance	Clinical Attendance	Hours	Starttime	Endtime	Comment	
Bradley	Ashley	N	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input checked="" type="radio"/> CL ②	7	7:00:00 AM	2:00:00 PM	Student had to pick up a sick child from school	
Bradley	Dinissa	T	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input type="radio"/> CP <input type="radio"/> CA <input checked="" type="radio"/> CT <input type="radio"/> CL	6	9:00:00 AM	3:00:00 PM	Student has a Dr. appointment	
Bradley	Marie Cla		<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input checked="" type="radio"/> CP <input type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL	8	7:00:00 AM	3:00:00 PM		
Bradley	Patricia	K	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> T <input type="radio"/> L	<input type="radio"/> CP <input checked="" type="radio"/> CA <input type="radio"/> CT <input type="radio"/> CL	0	7:00:00 AM	3:00:00 PM		

Helpful Hint: If an entire class is arriving late or being dismissed early; use the adjust class schedule module for bulk earned hours editing **PRIOR** to taking attendance

Administrative Attendance

Administrative Attendance: Helpful Hints

- Any attendance record is easily adjusted to reflect actual attendance. It is very important to maintain accurate attendance data as it impacts several areas both for the student and the school.
- Attendance hours for both **Classroom (All Present)** and **Clinical (All Clinical)** are pulled from Period Management Table and the Adjust Class Schedule Modules. It is vital that these modules are up to date and accurate so attendance can be accurately taken.
- Ensure all days in **Adjust Class Schedule Module** accurately reflect Class or Clinical with associated hours for each date.
- It is vital that each date be properly established to ensure hours are accurately calculated. If you make a change to the period management table after the class has been established you will need to manually update the **Adjust Class Schedule Module**
- Withdraw students are easily accessed by selecting the “**Withdrawn Students**” radio button



- It is vital to observe attendance progress daily to ensure the attendance and related certification hours are up to date.

Helpful Hint: NONE should **NOT** be displaying for any student after attendance has been taken.



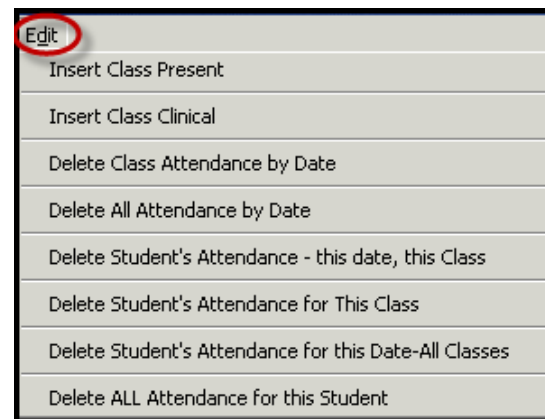
Administrative Attendance

Administrative Attendance: Editing Attendance

ClassMate allows user to enter and edit attendance in an alternate manner if certain criteria exist.

Using the **Edit** Menu location along the top of the screen, several attendance options will display. They include:

- Insert Class Present:** Only to be used if **ALL** students are present. Will default to class hours.
- Insert Class Clinical:** Only to be used if **ALL** students are present. Will default to clinical hours.
- Delete Class Att by Date:** Only to be used if **ALL** class attendance for the selected date is to be deleted
- Delete All Att by Date:** Only to be used if **ALL** attendance for the selected date is be deleted



Helpful Hint: It is very important that you fully understand the option you select as all a student attendance records can be impacted when editing.



Administrative Attendance

Administrative Attendance: Editing Attendance

ClassMate allows user to enter and edit attendance in an alternate manner if certain criteria exist.

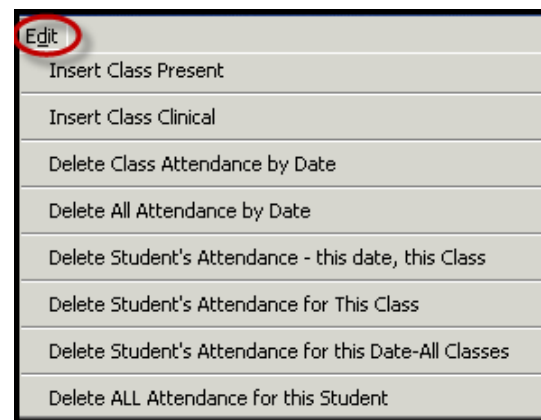
Using the **Edit** Menu location along the top of the screen, several attendance options will display. They include:

Delete Student's Attendance -: To be used if attendance for a selected students in a specific class needs to be deleted
This date, this class

Delete Student's Attendance-: To be used if **ALL** attendance (not just a specific date) or a selected student in a specific class needs to be deleted.
For this class

Delete Student's Attendance -: To be used if **ALL** attendance for a selected student , on a specific date, in **ALL** enrolled classes needs to be deleted
For the date-ALL Classes

Delete All Attendance-: To be used if **ALL** attendance for the selected student for **ALL** enrolled classes (no specific date)
For this Student



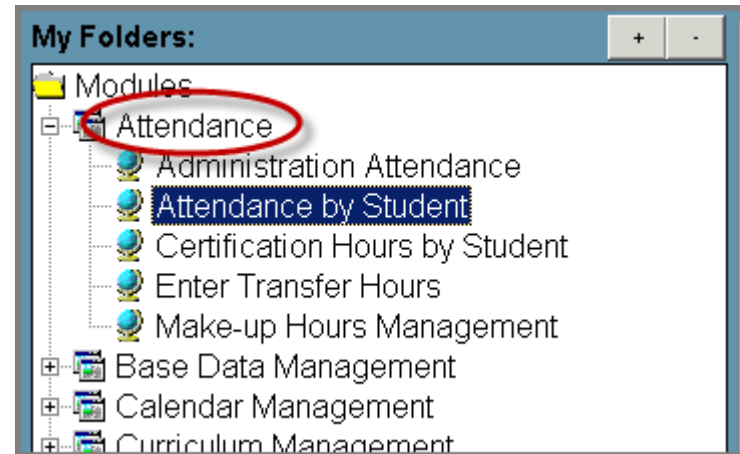
Administrative Attendance

Administrative Attendance By Student

This module is considered an Administrative module as users will have access to ALL classes and should NOT be assigned to instructors. A specially designed Instructor Attendance module has been designed for their use. The Attendance by student module can be used to add, edit, delete or adjust attendance records just as users can in the Admin Attendance but the display is by student rather than class. This layout allows users to quickly adjust attendance related specifically to a single student

Getting Started

Double click > **Modules** > Double Click **Attendance**> Click **Attendance by Student**

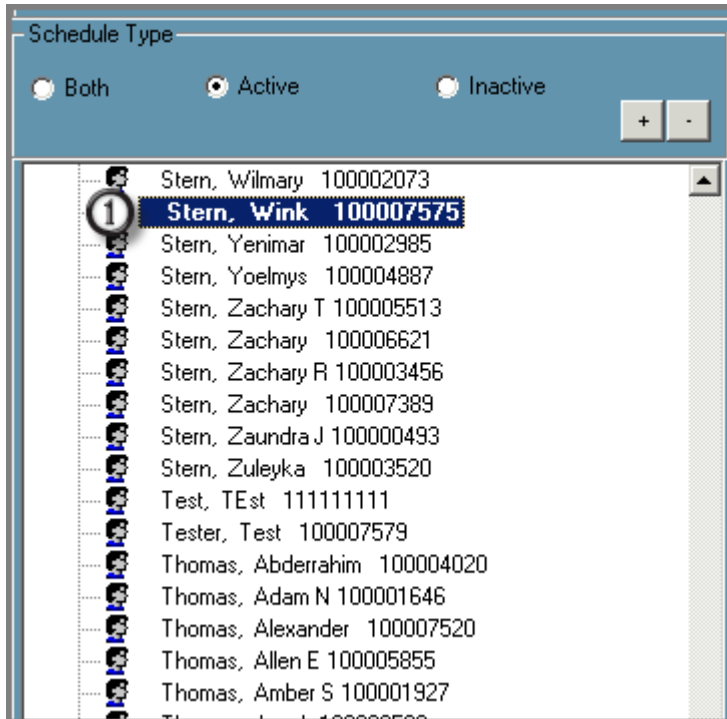


Administrative Attendance

Administrative Attendance by Student:

① **Schedule Type:** Select a student from the list on the left. Ensure the proper toggle is selected for the type of student you want to choose from:

- Active
- Inactive
- Both



Schedule Type

Both Active Inactive

+ -

①	Stern, Wilmary	100002073
	Stern, Wink	100007575
	Stern, Yenimar	100002985
	Stern, Yoelmys	100004887
	Stern, Zachary T	100005513
	Stern, Zachary	100006621
	Stern, Zachary R	100003456
	Stern, Zachary	100007389
	Stern, Zaundra J	100000493
	Stern, Zuleyka	100003520
	Test, TEst	111111111
	Tester, Test	100007579
	Thomas, Abderrahim	100004020
	Thomas, Adam N	100001646
	Thomas, Alexander	100007520
	Thomas, Allen E	100005855
	Thomas, Amber S	100001927

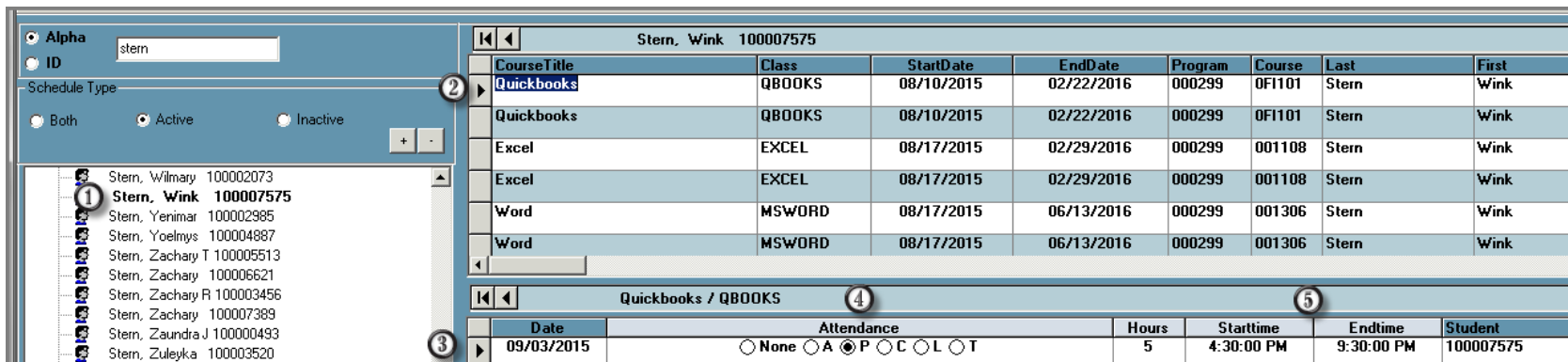
Helpful Hint: Use the search field to quickly find student using an alpha search by last name or numeric search by student ID



Administrative Attendance

Administrative Attendance by Student:

- 2** **Course Selection:** Select a Course from the Courses/Classes List. Users will only see classes that fall into the active, inactive or both schedule type selected.
- 3** **Date:** Select the date
- 4** **Attendance Status:** Edit the attendance
- 5** **Start/End Times:** Edit the start/End times depending upon what is applicable based on the Attendance status. Hours will auto-calculate. Hours can be manually changed from the auto-calculation if needed by adjusting the start/end times or hours



The screenshot shows the administrative attendance interface. On the left, there is a search bar with 'Alpha' selected and 'ID' set to 'stern'. Below it, 'Schedule Type' is set to 'Both', with 'Active' selected. A list of students is shown, with 'Stern, Wink 100007575' selected. The main area displays a list of courses for this student, including 'Quickbooks', 'Excel', and 'Word'. The bottom section shows a detailed attendance record for the date '09/03/2015' for the course 'Quickbooks / QBOOKS'. The attendance status is 'P' (Present), with 5 hours recorded. The start time is 4:30:00 PM and the end time is 9:30:00 PM. The student ID is 100007575.

CourseTitle	Class	StartDate	EndDate	Program	Course	Last	First
Quickbooks	QBOOKS	08/10/2015	02/22/2016	000299	0F1101	Stern	Wink
Quickbooks	QBOOKS	08/10/2015	02/22/2016	000299	0F1101	Stern	Wink
Excel	EXCEL	08/17/2015	02/29/2016	000299	001108	Stern	Wink
Excel	EXCEL	08/17/2015	02/29/2016	000299	001108	Stern	Wink
Word	MSWORD	08/17/2015	06/13/2016	000299	001306	Stern	Wink
Word	MSWORD	08/17/2015	06/13/2016	000299	001306	Stern	Wink

Date	Attendance	Hours	Starttime	Endtime	Student
09/03/2015	None <input type="radio"/> A <input type="radio"/> P <input checked="" type="radio"/> C <input type="radio"/> L <input type="radio"/> T	5	4:30:00 PM	9:30:00 PM	100007575



Administrative Attendance

Attendance Reporting

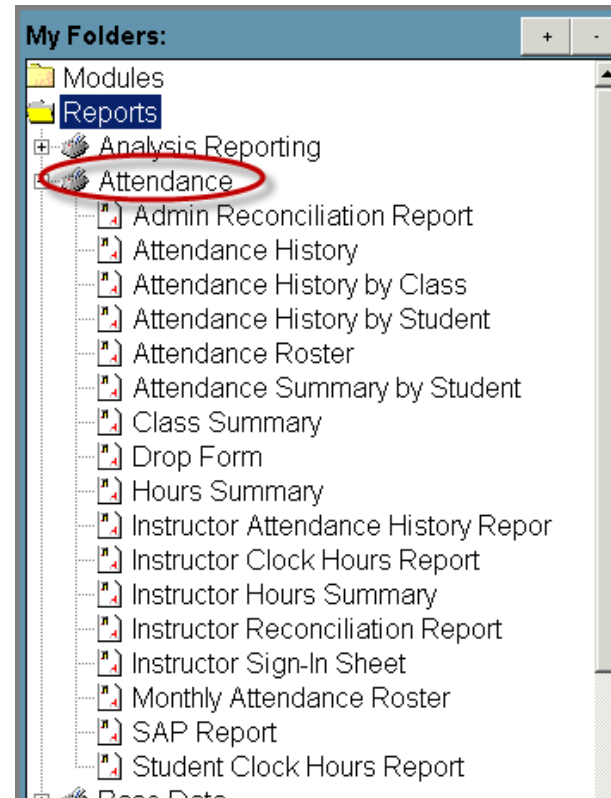
ClassMate Attendance reports can be found by:

 Selecting the **Reports Folder** >

 Double clicking the **Attendance Category**

Based on the reports that were assigned to you the report options will display

Take a few moments to run and familiarize yourself with the types of attendance reports offered



Certification Hours

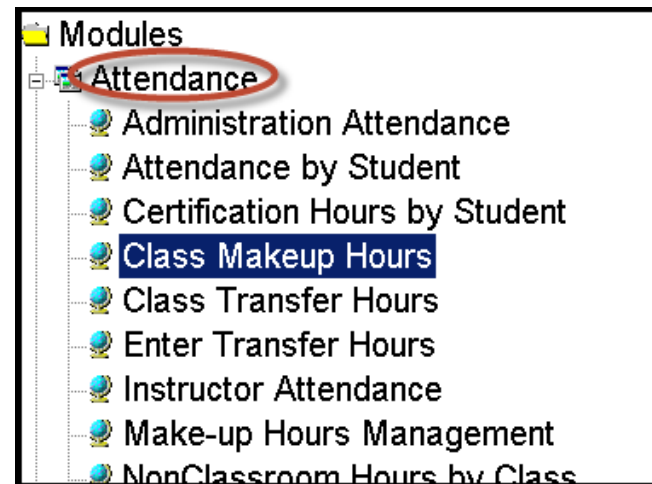
Class Make-Up Hours

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

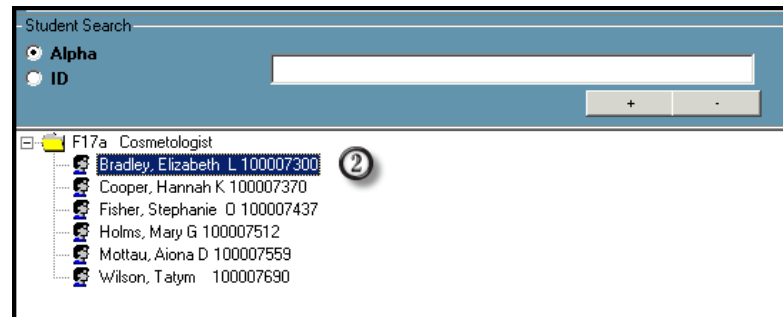
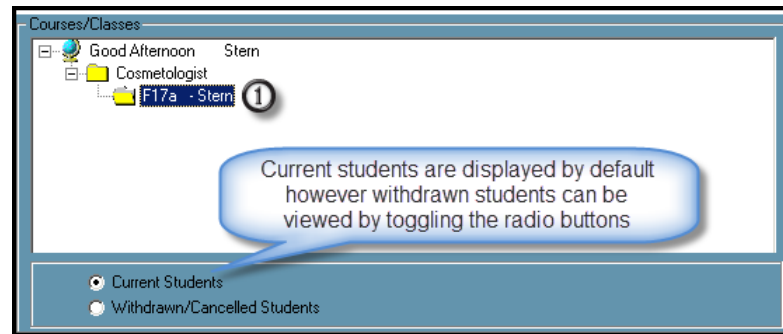
Double click > **Modules** > Double Click **Attendance** > Click **Class Makeup Hours**



Administrative Attendance

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

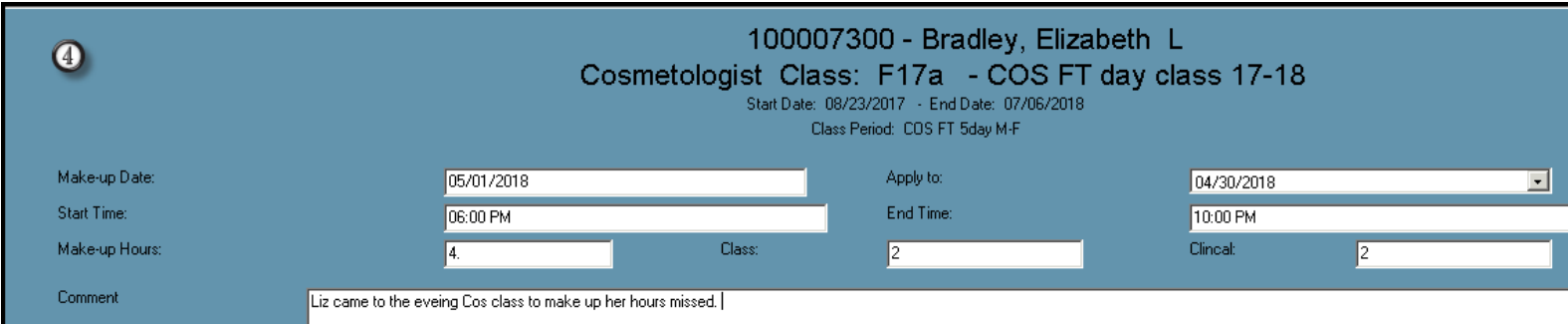


Administrative Attendance

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."/>		

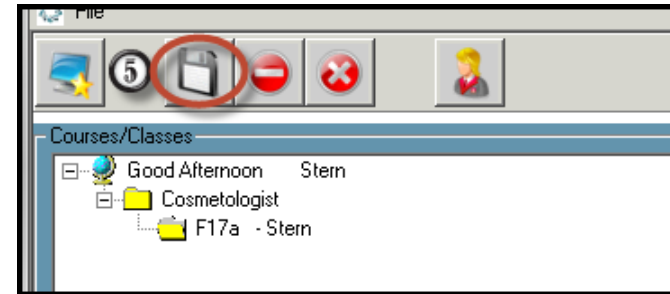
Note: Class and clinical hours entered must equal the total make-up hours calculated by the start and end time

Administrative Attendance

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:	<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: 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

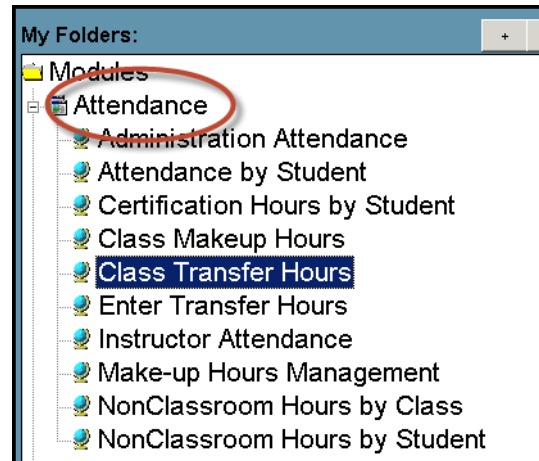
If a student has previously earned hours , either in another class or school, ClassMate can account for those earned hours in the system. These hours will be credited to the student and included in the total hours earned but identified as transfer hours. This modules allows users to make only one transfer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

Getting Started

Double click **My Modules** >

Double click **Attendance**>

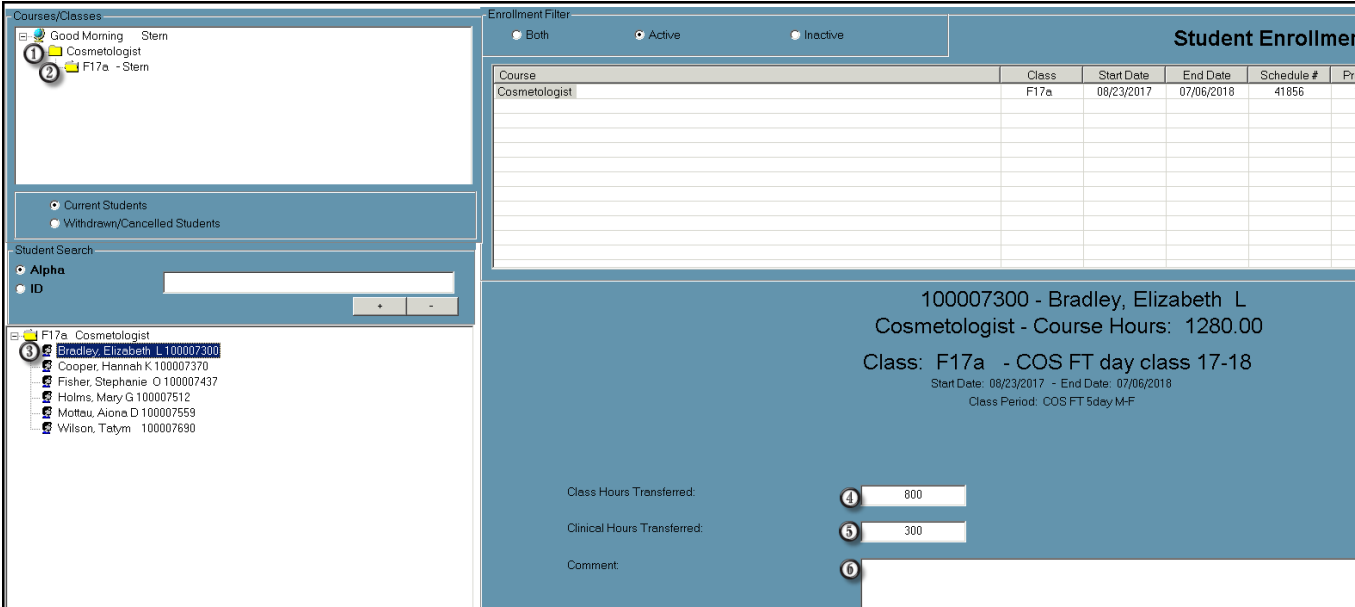
Click **Enter Transfer Hours**



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:

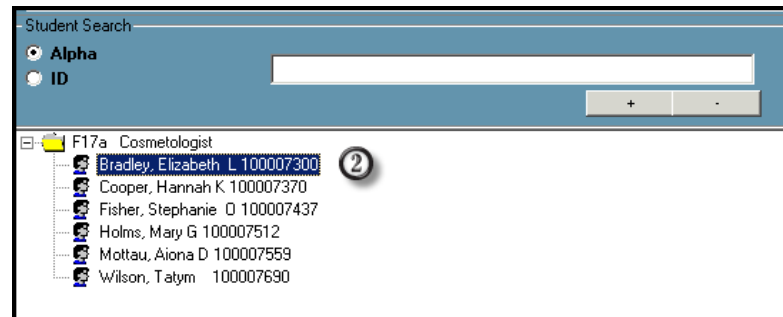
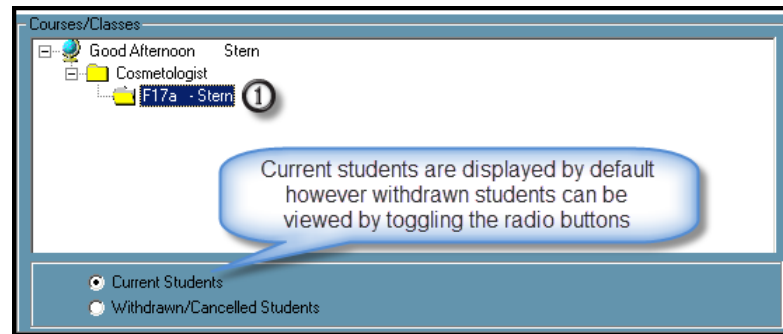
Comment:



Administrative Attendance

Attendance: Adding Transfer 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. The student name, ID, course name, required hours, class ID & period 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

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

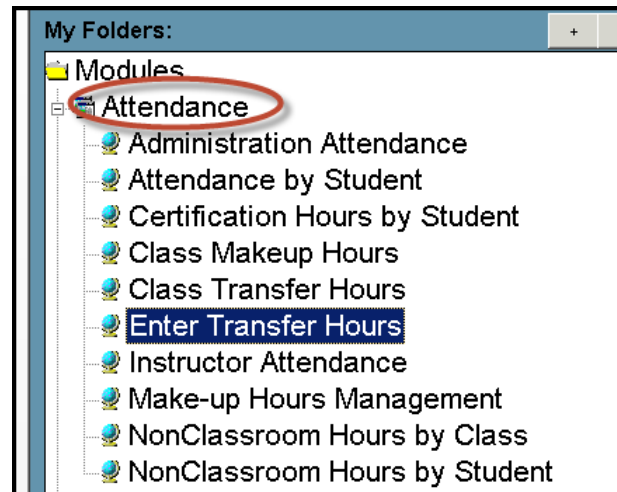
If a student has previously earned hours , either in another class or school, ClassMate can account for those earned hours in the system. These hours will be credited to the student and included in the total hours earned but identified as transfer hours. This modules allows users to make multiple transfer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



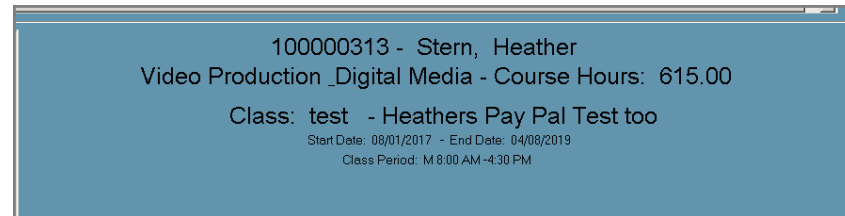
Important Note: This module is for use by users requiring the ability to enter multiple transfer hours for the same course. If you do not require multiple transfer hour entries use the Class Transfer hours module



Administrative Attendance

Attendance: Multiple Transfer Hours Entries

- ① Select the **Student Filter**
- ② Select the **Student** from list on the left
- ③ Select the **Course** from the grid. By default the module will display active enrollments. Select Inactive or both to display alternate courses. The student name, ID, course name, required hours, class ID, start/end date & period information will display



Enrollment Filter: Both Active Inactive

Student Enrollments						
Course	Class	Total Xfr Hours	Start Date	End Date	Schedule #	
Video Production & Digital Media	test	0	08/01/2017	04/08/2019	5251	③
Child Development	CD1118	0	11/13/2018	11/05/2019	5579	



Administrative Attendance

Attendance: Multiple Transfer Hours Entries

- 4 Enter the number of **Classroom Hours** the student has been approved to transfer
- 5 Enter the number of **Clinical Hours** the student has been approved to transfer
- 6 Enter any comments related to the transfer hours. This may include the name of the institution, date the student earned the initial hours, etc. This is an optional field.
- 7 Save the data entered by selecting the **BLACK** disk icon located along the top of your screen

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: 4

Clinical Hours Transferred: 5

Comment: 6



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**

11/13/2018

25

0

From ClassMate University

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



Administrative Attendance

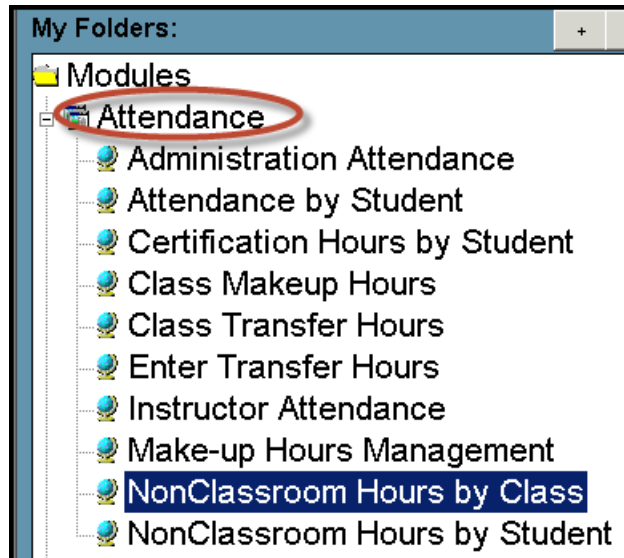
Non-Classroom Hours by Class

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.

At times it may be necessary to track student hours that are earned outside of a normal class schedule. This module allows both administrators and/or instructors to enter hours earned outside of a normal class schedule by class

Getting Started

Double click > **Modules** > Double Click
Attendance> Click **Non-Classroom Hours by Class**



Administrative Attendance

Attendance: Non-Classroom Hours by Class

- 1 Select the **Class** from list on the left
- 2 Select the **Type** of non-classroom from the drop down menu. Setup **Type** in Master Codes
- 3 Select the calendar **Week** you would like to add hours
- 4 Enter the amount of time earned. The following format **MUST** be used. HH:MM 00:37



Type: 002703_Clinical Hours 2

Week of: 05/11/2018 3

HH:MM: 00:30 4

Day: Friday 5

Zero/Blank Hours 6 All Hours 7

		Non-Classroom Hours						
		05/07/2018	05/08/2018	05/09/2018	05/10/2018	05/11/2018	05/12/2018	05/13/2018
Last Name	First Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Bradley	Elizabeth	:	01:01	:	:	00:30	:	:
Cooper	Hannah	:	01:01	:	:	00:30	:	:
Fisher	Stephanie	:	01:01	:	:	00:30	:	:
Holms	Mary	:	01:01	:	:	00:30	:	:
Mottau	Aiona	:	01:01	:	:	00:30	:	:
Nelson	Chasity	:	01:01	:	:	00:30	:	:
Wilson	Tatym	:	01:01	:	:	00:30	:	:



Administrative Attendance

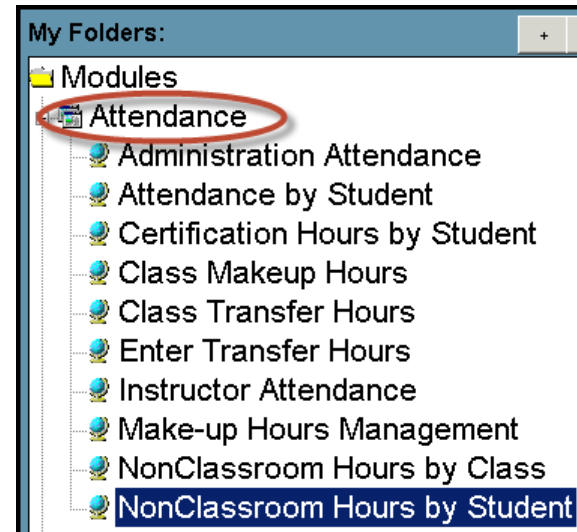
Non-Classroom Hours by Student

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.

At times it may be necessary to track student hours that are earned outside of a normal class schedule. This module allows both administrators and/or instructors to enter hours earned outside of a normal class schedule by student

Getting Started

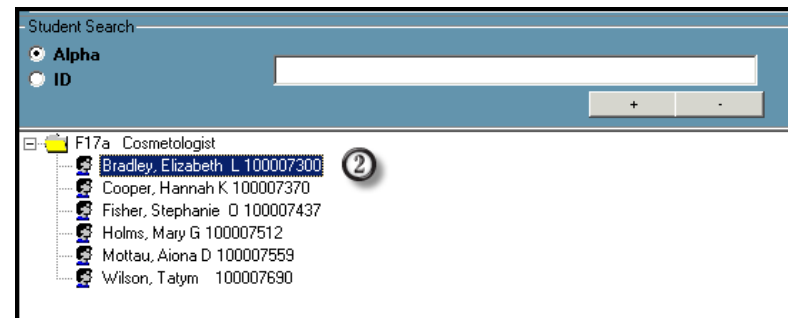
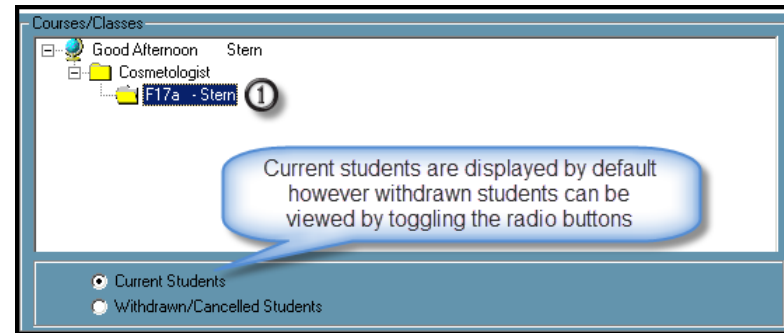
Double click > **Modules** > Double Click
Attendance> Click **Non-Classroom Hours by Student**



Administrative Attendance

Attendance: Non-Classroom Hours by Student

- 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 **Hours Type** by clicking on the name



Bradley, Elizabeth L 100007300

Hours Type	Student Hours	Code ID
Job Shadowing	00:00	002701
Externship	01:01	002702
Clinical Hours	01:31	002703



Administrative Attendance

Attendance: Non-Classroom Hours by Class

- ④ Type the **Date** using the MM/DD/YYYY format only
- ⑤ Type the **Time** using the HH:MM format only
- ⑥ Enter a **Comment**. This is an optional field
- ⑦ Click on any field in the grid to save the data entered

	④ Date	⑤ HH:MM	⑥ Comment
	05/11/2018	00:18	Salon Clean and Shine
*			

Helpful Hint: Review the suggested [Data Validations Schedule](#) to ensure that attendance is being properly recorded. Performing daily, weekly and quarterly data validations is a best practice



Administrative Attendance

Attendance Reporting: Suggested Reports

ClassMate provides a variety of attendance reports. A few of the most commonly used administrator reports are listed below:

- Attendance History by class or student
- Hours Summary by class or student
- Instructor Sign-In Sheet
- Missing Attendance by Class
- Student Clock Hours Report
- Non-Classroom Hours by Student (Admin)
- Weekly Non-Classroom Hours by Class (Admin)

Commonly used Instructor reports:

- Instructor Attendance History Report
- Instructor Clock Hours Report
- Instructor Reconciliation Report
- Non-Classroom Hours by Student (Instructor)
- Weekly Non-Classroom Hours by Class (Instructor)
- Instructor Hours Summary by Class with Clinical



ClassMate *for* Adult Education

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Bath, PA 1801

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<http://harrisschoolsolutions.com/>

