

ClassMate *for* Adult Education

Instructor Attendance

November 2018



Instructor Attendance

What we'll Learn.....

Instructor Attendance

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- Withdrawn Students

Suggested Instructor Reports

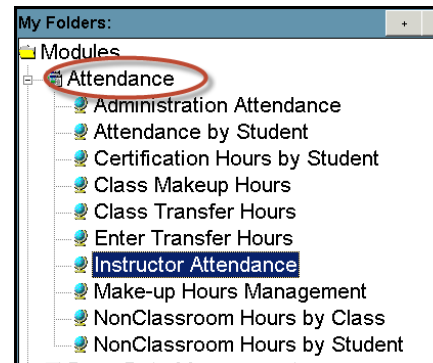
- Instructor Attendance History Report
- Instructor Clock Hours Report
- Instructor Reconciliation Report
- Non-Classroom Hours by Student (Instructor)
- Weekly Non-Classroom Hours by Class (Instructor)
- Instructor Hours Summary by Class with Clinical

Instructor Attendance

Taking daily attendance is a vital component for tracking student clock hours and should be a daily part of the instructor work flow. Reports are available to identify missing attendance and it is a best practice for administration to identify missing attendance ASAP to ensure proper state reporting

Getting Started

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



Instructor Attendance

Administrative Attendance

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

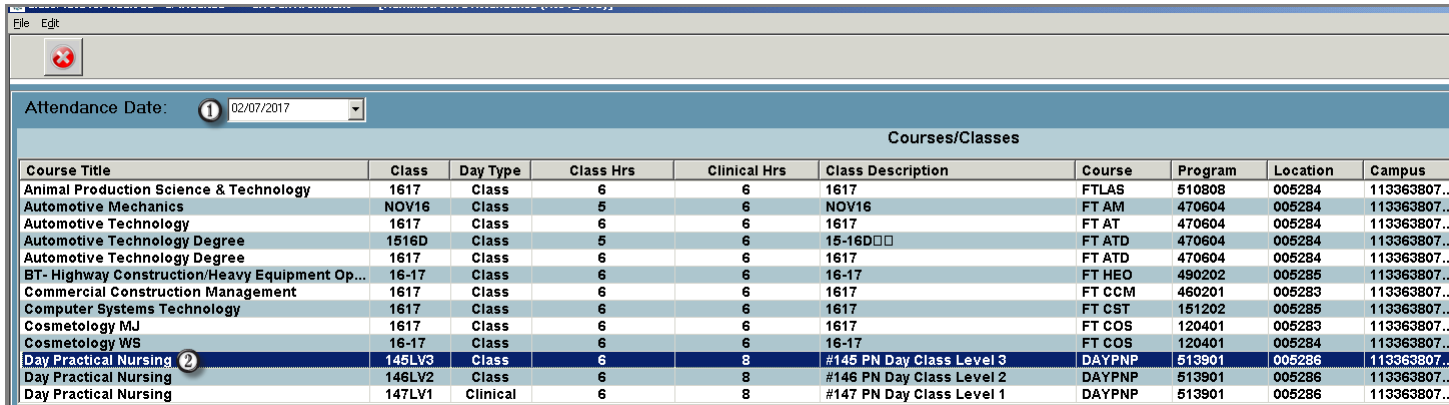
Date

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 Hints: Users will only see courses scheduled to meet on that date and day of the week. Instructor will only see classes they are assigned to

Instructor 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. Blue radio buttons reflect class attendance and yellow reflect clinical. If you do not track or have clinical hours associated with your class, simply do not use the yellow radio buttons
- 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



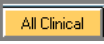
Instructor Attendance

Administrative Attendance: Recording Present Attendance

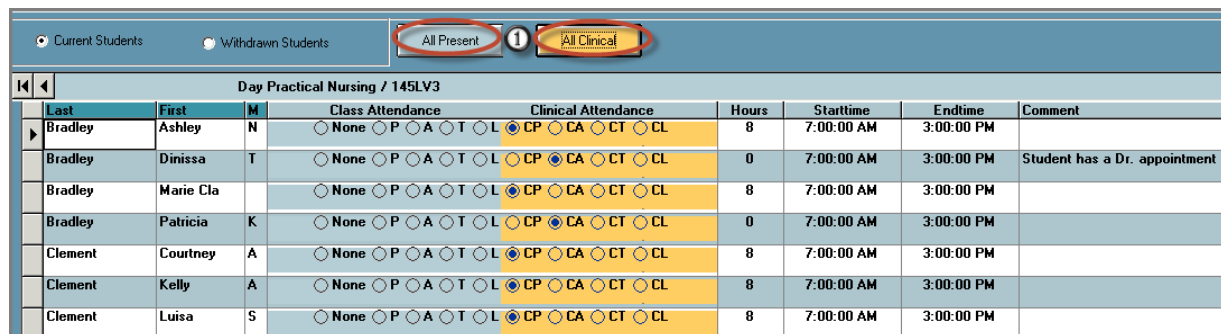
There are two types of “Present” attendance records, Classroom and Clinical. Each day is setup in adjust class schedule as one of the two types. The number of hours earned for each type displays in course information grid. If a course does not have clinical hours associated with it, only the classroom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



Instructor 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

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 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 <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

Instructor 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

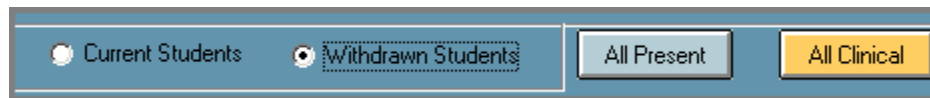
Current Students 1		Withdrawn Students		All Present	All Clinical					
Day Practical Nursing / 145LV3										
Last	First	M	Class Attendance	Clinical Attendance	Hours	Starttime	Endtime	Comment		
Bradley	Ashley	N	<input type="radio"/> None <input type="radio"/> P <input type="radio"/> A <input type="radio"/> 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

Instructor 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.



Instructor Attendance

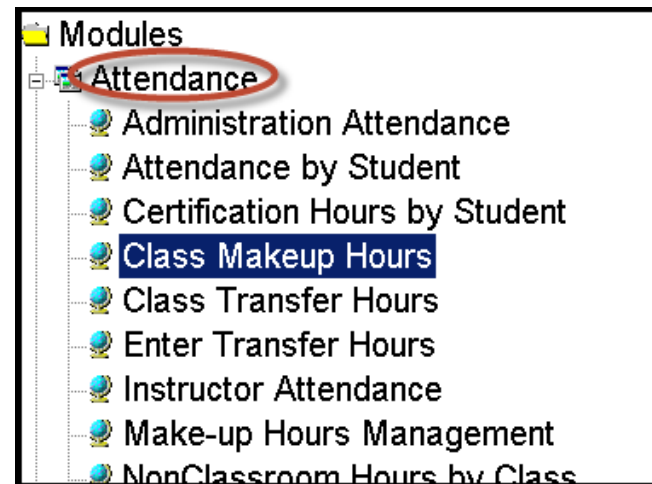
Class Make-Up Hours

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

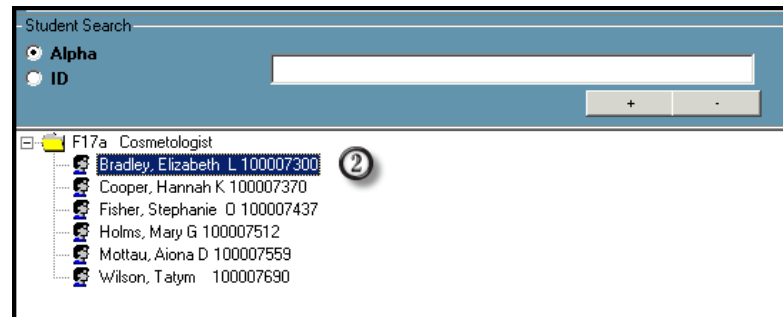
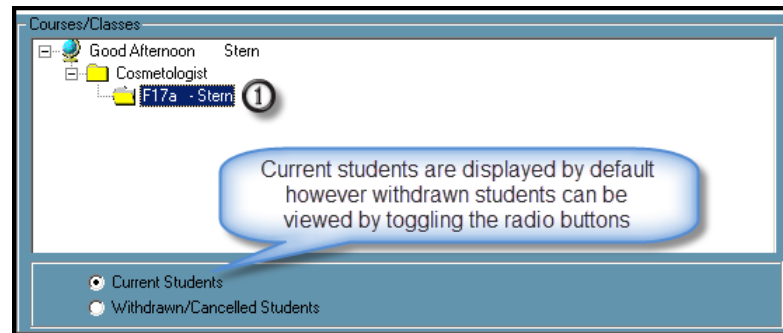
Double click > **Modules** > Double Click **Attendance**> Click **Class Makeup Hours**



Instructor 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

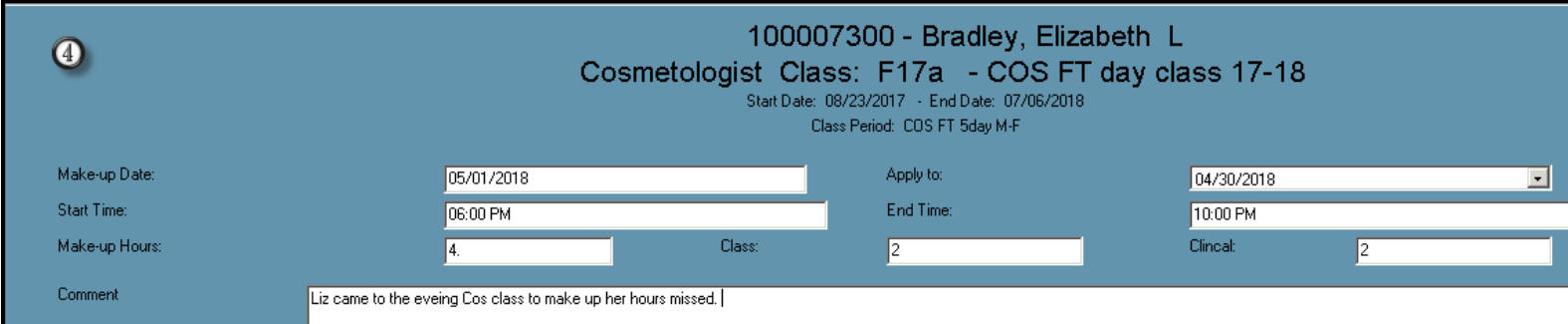


Instructor Attendance

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

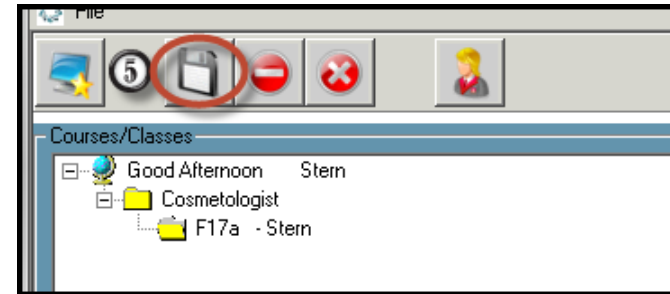


Instructor Attendance

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



Instructor Attendance

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

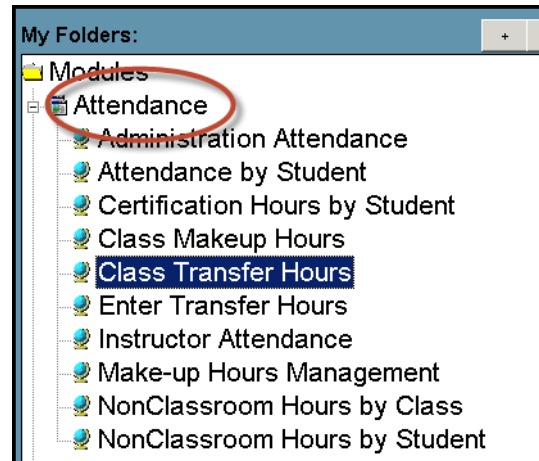
If a student has previously earned hours , either in another class or school, ClassMate can account for those earned hours in the system. These hours will be credited to the student and included in the total hours earned but identified as transfer hours. This modules allows users to make only one transfer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

Getting Started

Double click **My Modules** >

Double click **Attendance**>

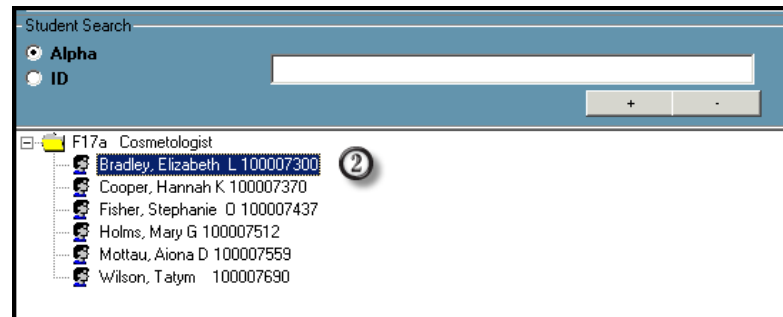
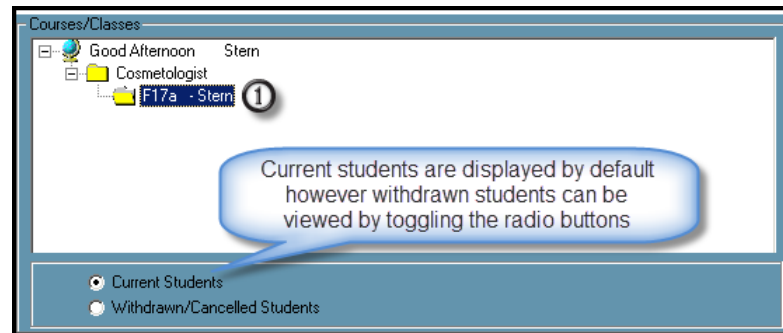
Click **Enter Transfer Hours**



Instructor 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



Instructor Attendance

Certification Hours: Enter Transfer Hours (Dual use Module/Single Hours 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”**

Courses/Classes

- Good Morning - Stern
- Cosmetologist
- F17a - Stern

Enrollment Filter

Both Active Inactive

Student Enrollment

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

Student Search

Alpha ID

F17a - Cosmetologist

- Bradley, Elizabeth L 100007300
- Cooper, Hannah K 100007370
- Fisher, Stephanie O 100007437
- Hollins, Mary G 100007512
- Mottau, Aiona D 100007559
- Wilson, Tatum 100007690

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:



Instructor Attendance

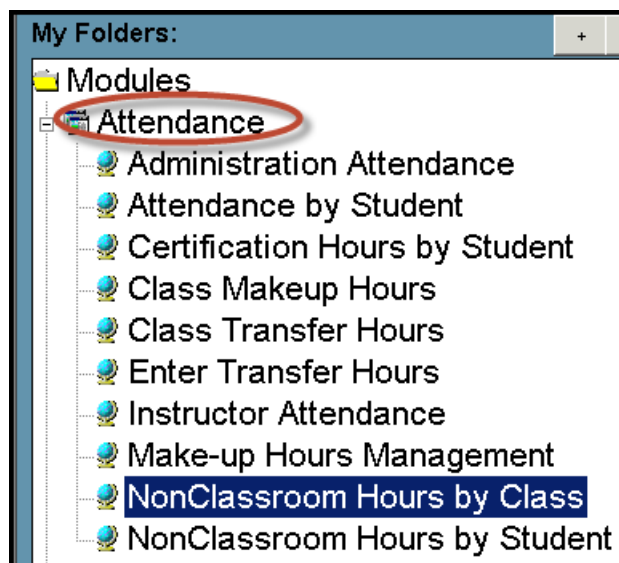
Non-Classroom Hours by Class

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

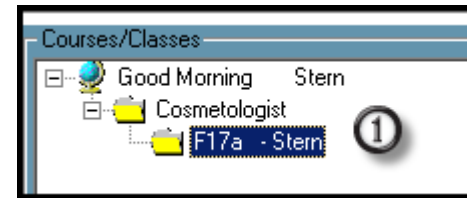
Double click > **Modules** > Double Click
Attendance> Click **Non-Classroom Hours by Class**



Instructor 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: ②

Week of: ③

HH:MM ④

Day: ⑤

⑥ Zero/Blank Hours
 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	:	:



Instructor Attendance

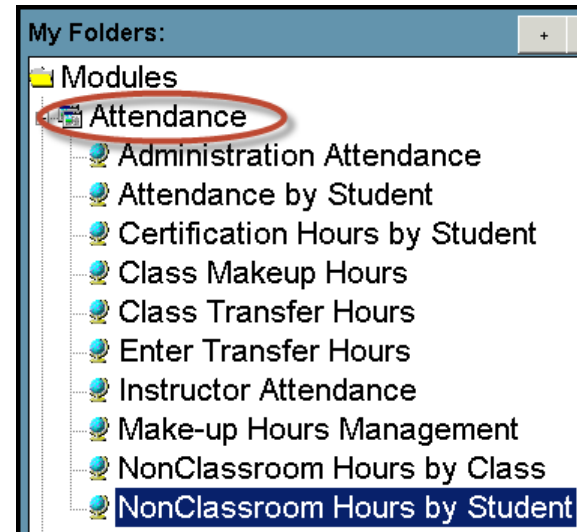
Non-Classroom Hours by Student

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

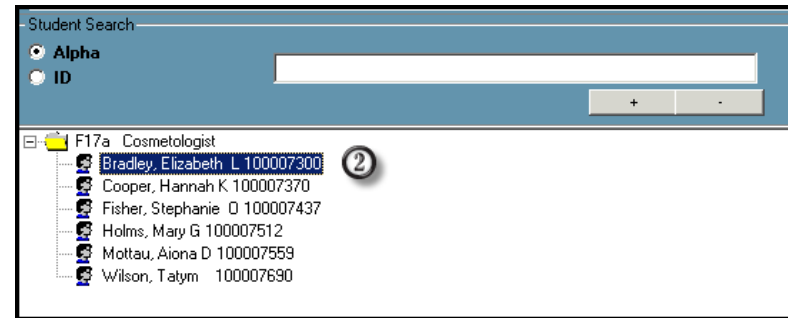
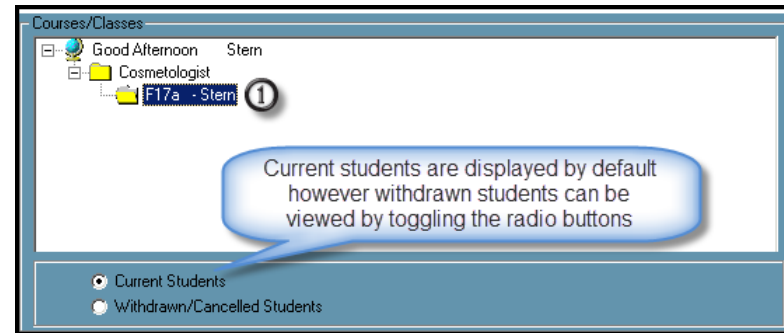
Double click > **Modules** > Double Click
Attendance> Click **Non-Classroom Hours by Student**



Instructor 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	



Instructor 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



Instructor Attendance

Attendance Reporting: Suggested Reports



ClassMate provides a variety of attendance reports. A few of the most commonly used Instructor

- 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

7599 Beth-Bath Pike
Bath, PA 1801

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

www.classmate.net
<http://harrisschoolsolutions.com/>

