

ClassMate Web: *Teacher Certification Hours*



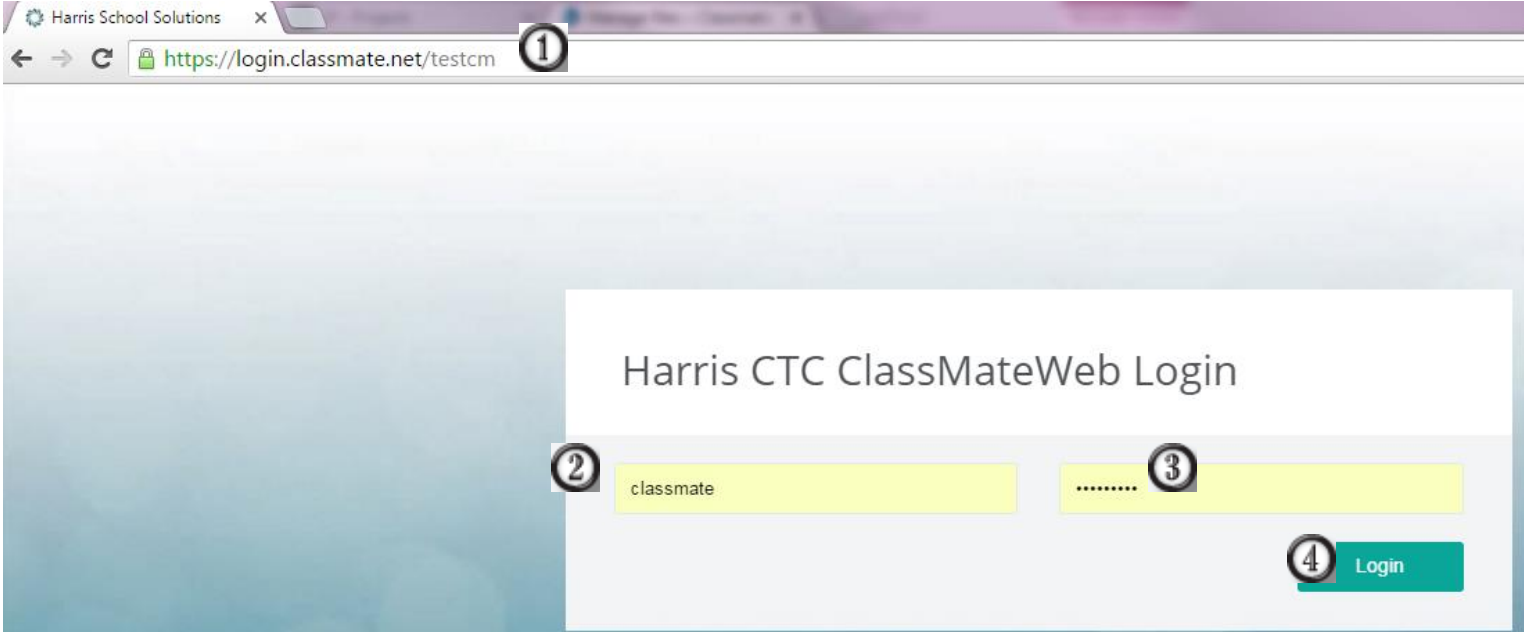
Updated: 12/17/18

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Getting Started

ClassMate Web is available to users 24 hours a day, seven days a week. Accessing the site is as easy as logging into a computer that has internet access and opening a browser.

- 1 Enter the **URL** provided to access your site – login.classmate.net/your schools acronym
- 2 Enter your **Username**
- 3 Enter your **Password**
- 4 Click the **GREEN** Login button



Harris CTC ClassMateWeb Login

classmate

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Login



ClassMate Web: Teacher Certification Hours

Taking Attendance – Inserting Daily Hours

- 1 Select the **Class** from the dropdown menu
 - 2 Verify the **Date**. System will default to current date
 - 3 Select the **“A”** for all **absent** students and select **“C”** for all **coop** student’s out for the day.
 - 4 Select the **Mark Remaining Present** button to populate remaining students with a **“P”** for present.
- **Notice the Cert Hours column fills in automatically as attendance is taken. This is the Daily Insert process (this replaces the Edit > Insert Daily Hours done in Windows > Cert Hours Daily by Class module)**

Attendance - AM-Cosmetology 1 Class Meets: MTWTF(7:50AM - 10:25AM)

09-10-2018 2 4 Mark Remaining Present

N⁰ - None
 A² - Absent
 P²² - Present
 C⁰ - Co-op
 H⁰ - Homebound
 S⁰ - Suspended
 T⁰ - Tardy

AM -Cosmetology 24 Students

25 Search:

STUDENT	SCHOOL	ATTENDANCE							WORK ETHIC	CERTHOURS	START TIME	END TIME
Banach,Alexandra ID#000012900	EAHS	N	A	P	C	H	S	T	10	2h 35m	7:50 AM	10:25 AM
Banach,Amelia ID#000012980	EAHS	N	A 3	P	C	H	S	T	99	0h 0m		
Banach,Sarah ID#000012800	NAHS	N	A	P	C	H	S	T	10	2h 35m	7:50 AM	10:25 AM
Carroll,Denaj'e ID#000012988	WAHS	N	A	P	C	H	S	T	7	2h 35m	7:50 AM	10:25 AM
Carroll,Kaichele ID#000012590	EAHS	N	A	P	C	H	S	T	5	0h 0m	7:50 AM	10:25 AM

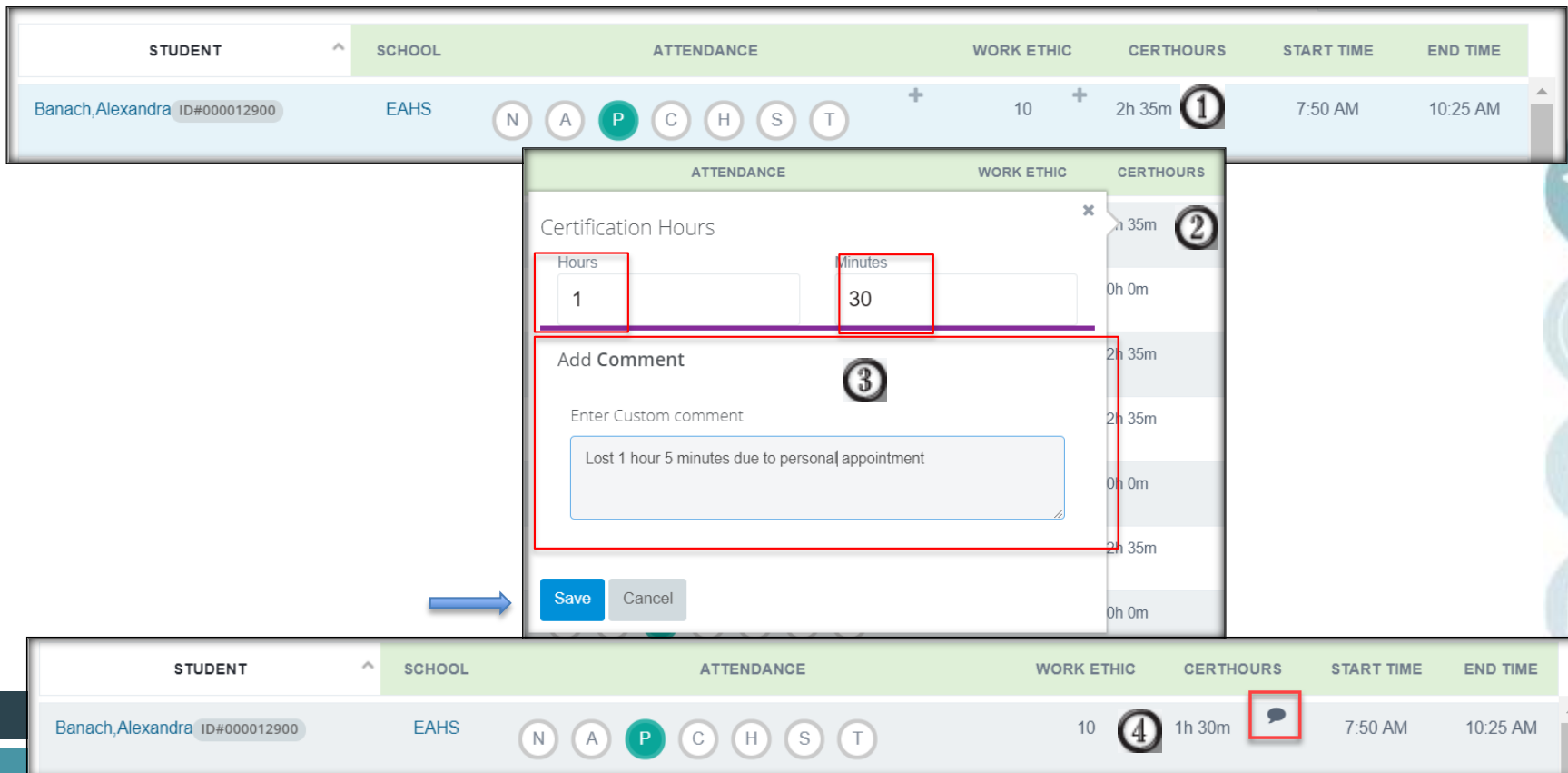


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Adjusting Daily Hours AND entering Comments

If a student daily hours/minutes need to be adjusted (+ or -), you will do that in the Attendance screen.

- ① Find the student whose hours need to be adjusted, locate the Cert Hour column.
- ② Click on the already filled in cert hours/minutes – a small window will open
- ③ Adjust the hours &/or minutes. In addition, enter a comment if applicable, click the Blue **SAVE** button
- ④ The new Cert Hours/Minutes will display, along with a Comment Bubble if one was entered



The screenshot illustrates the process of adjusting certification hours and adding a comment in the ClassMate Web interface. The interface is divided into several sections: STUDENT, SCHOOL, ATTENDANCE, WORK ETHIC, CERTHOURS, START TIME, and END TIME.

Initial State (Top): The student is Alexandra Banach (ID#000012900) at school EAHS. The ATTENDANCE section shows a 'P' (Present) status. The WORK ETHIC section shows 10 hours. The CERTHOURS section shows 2h 35m. The START TIME is 7:50 AM and the END TIME is 10:25 AM. A circled '1' is placed over the 2h 35m value.

Adjustment Window (Middle): A 'Certification Hours' dialog box is open. It has fields for 'Hours' (set to 1) and 'Minutes' (set to 30). Below these is an 'Add Comment' section with a text area containing 'Lost 1 hour 5 minutes due to personal appointment'. A circled '3' is placed over the comment text area. At the bottom are 'Save' and 'Cancel' buttons. A blue arrow points from the 'Save' button back to the main interface.

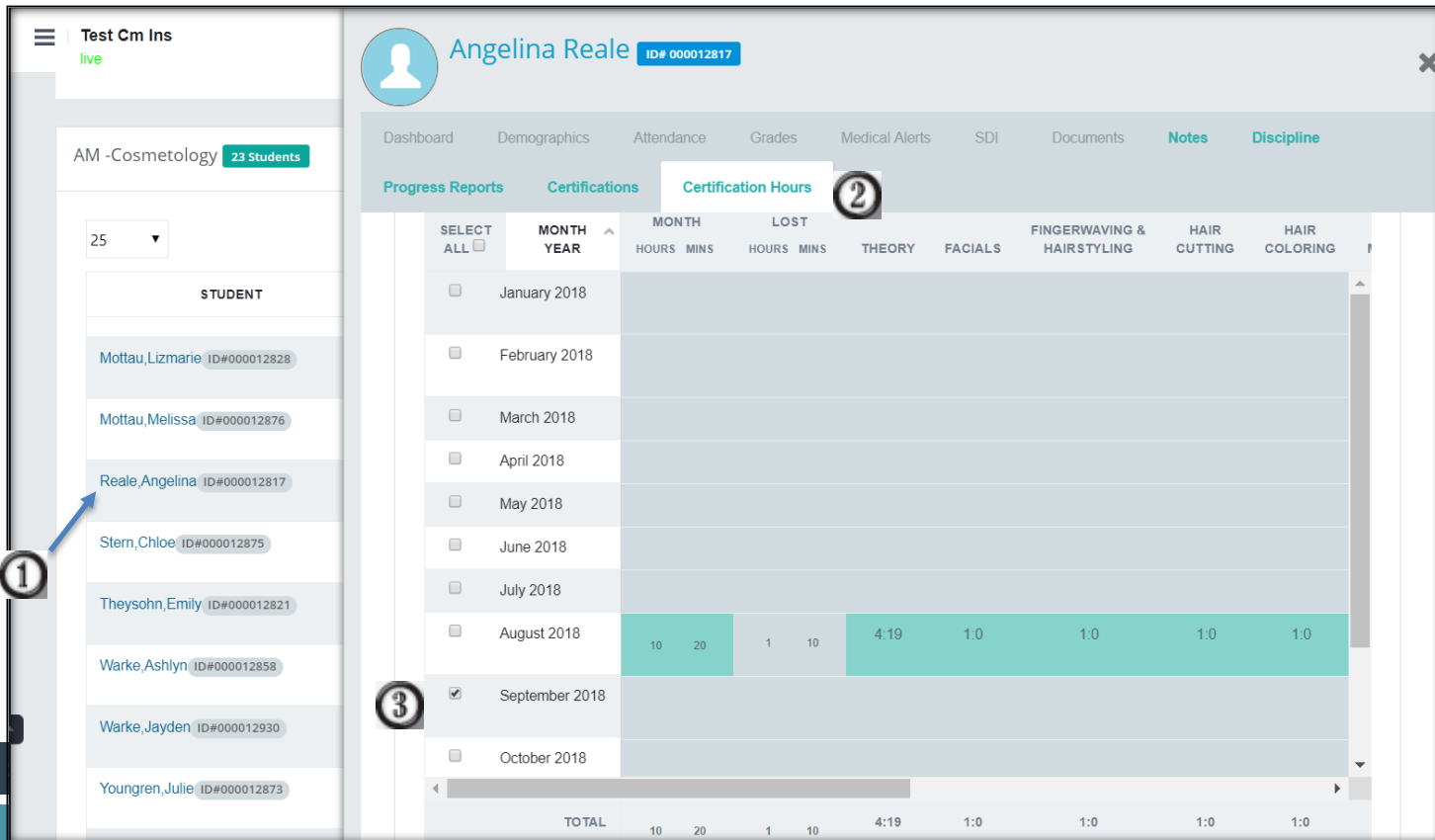
Final State (Bottom): The student's certification hours are now 1h 30m. A comment bubble (speech icon) is visible in the CERTHOURS column, circled with a '4'.

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Disbursing MONTHLY Hours - Individually

At the end of each month, you must disburse all the accumulated daily hours. This can be done individually or for the entire class at once.

- 1 Find the student and select their Name (hyperlink) – this opens up the Student Snapshot
- 2 Click on the Certification Hours tab
- 3 Scroll to find the Month you are disbursing, place a check box next to the month name
- 4 Click the Green Disburse Monthly Hours button (see next slide)



The screenshot shows the ClassMate Web interface. On the left, a list of students is displayed under the heading "AM -Cosmetology 23 Students". A blue arrow points to the student "Reale, Angelina" with the ID #000012817, which is circled with a "1".

The main area shows the "Student Snapshot" for Angelina Reale (ID# 000012817). The "Certification Hours" tab is selected, indicated by a circled "2". Below the navigation tabs, there is a table of certification hours by month. The "September 2018" row is checked with a circled "3".

SELECT ALL	MONTH YEAR	MONTH HOURS MINS	LOST HOURS MINS	THEORY	FACIALS	FINGERWAVING & HAIRSTYLING	HAIR CUTTING	HAIR COLORING
<input type="checkbox"/>	January 2018							
<input type="checkbox"/>	February 2018							
<input type="checkbox"/>	March 2018							
<input type="checkbox"/>	April 2018							
<input type="checkbox"/>	May 2018							
<input type="checkbox"/>	June 2018							
<input type="checkbox"/>	July 2018							
<input type="checkbox"/>	August 2018	10 20	1 10	4:19	1:0	1:0	1:0	1:0
<input checked="" type="checkbox"/>	September 2018							
<input type="checkbox"/>	October 2018							
TOTAL		10 20	1 10	4:19	1:0	1:0	1:0	1:0

At the bottom of the table, a "TOTAL" row is visible. A circled "4" is placed over the "Disburse Monthly Hours" button at the bottom of the page.

At this time, hours can be disbursed only ONCE a month



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Disbursing MONTHLY Hours - Individually

At the end of each month, you must disburse all the accumulated daily hours. This can be done individually or for the entire class at once.

Certification Hours - AM-Cosmetology

4
Disburse Monthly Hours
Delete Monthly Hours

2018

Move From

Hours

Minutes

Move To

Update hours

<input type="checkbox"/>	January 2018									
<input type="checkbox"/>	February 2018									
<input type="checkbox"/>	March 2018									
<input type="checkbox"/>	April 2018									
<input type="checkbox"/>	May 2018									
<input type="checkbox"/>	June 2018									
<input type="checkbox"/>	July 2018									
<input type="checkbox"/>	August 2018	10	20	1	10	4:19	1:0	1:0	1:0	1:0
<input checked="" type="checkbox"/>	September 2018	44	25	4	4	7:25	2:0	7:0	5:0	5:0
<input type="checkbox"/>	October 2018									
TOTAL		54	45	1	10	11:44	3:0	8:0	6:0	6:0

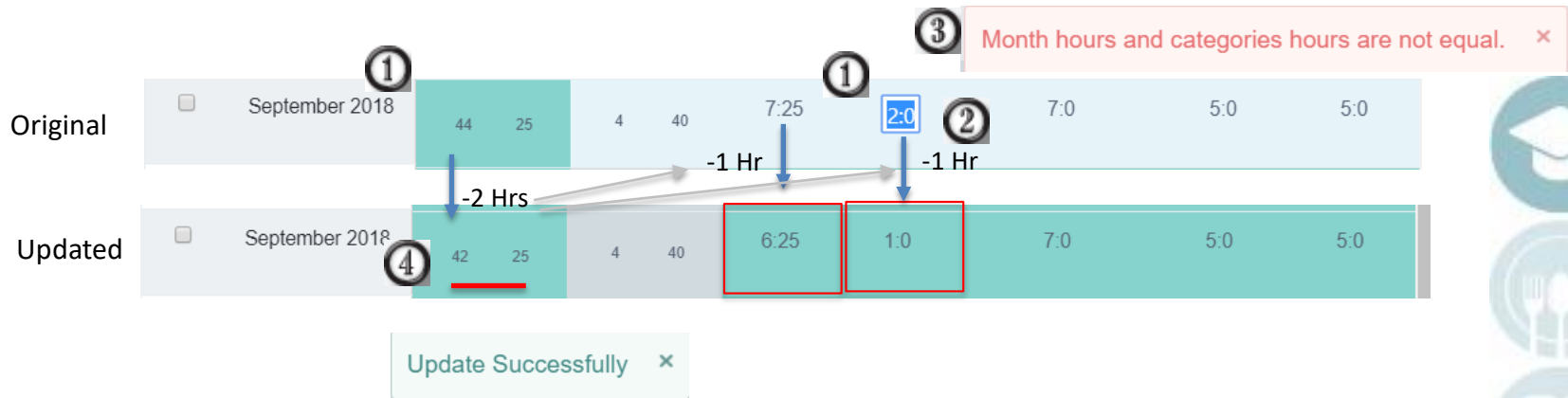
Disbursed Hours/Minutes



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Editing MONTHLY Disbursed Hours

- ① Find the *month and category(ies)* that need to be edited
- ② Click on the number (ex: 2:0, which represents 2 hours 0 minutes)
- ③ Type in a new number, click off -- You will receive a warning that the month hours and cat hours are not equal
- ④ Find the **MONTH Hours/Minutes column** and update the hours/minutes to reflect the change in hours/minutes. Once everything matches, you will get an “Updated Successfully” message.



Original

September 2018	44	25	4	40	7:25	7:0	5:0	5:0
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Updated

September 2018	42	25	4	40	6:25	1:0	7:0	5:0	5:0
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Month hours and categories hours are not equal. ✕

Update Successfully ✕

TIP: DO NOT close the red warning message when it appears, make your updates in step 4, and when everything matches, the warning will disappear and the Update Successfully will appear. This is a good way to know your math is correct and your changes have been saved.

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Moving MONTHLY Disbursed Hours from one category to another

- ① Check the box next to the month that the hours from one category need to move to another category
- ② Scroll to the top and find the “Move From” field, select the original category
- ③ Type in the number of hours to move (doing it this way will update the MONTH Hours/Minutes)
- ④ Select the category to “Move To”
Click the Green Update Hours button

Original

SELECT ALL <input type="checkbox"/>	MONTH YEAR	WAVING & STYLING	HAIR CUTTING	HAIR COLORING	MANICURING	PERMANENT WAVING	SCALP TREATMENT	SHANPOO;RINSES
① <input checked="" type="checkbox"/>	August 2018	1:0	1:0	1:0	1:0	1:0	0:0	0:0


② Permanent Waving ▼

④ Scalp Treatment ▼

Update hours

Updated

SELECT ALL <input type="checkbox"/>	MONTH YEAR	WAVING & STYLING	HAIR CUTTING	HAIR COLORING	MANICURING	PERMANENT WAVING	SCALP TREATMENT	SHANPOO;RINSES
<input checked="" type="checkbox"/>	August 2018	1:0	1:0	1:0	1:0	0:0	1:0	0:0




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Deleting MONTHLY Disbursed Hours

- ① Check the box next to the month that the hours need to be deleted
- ② Scroll to the top and find the “Delete Monthly Hours” button and select it – See Deleted Successfully message
- ③ Verify the monthly hours for selected month have been deleted
- ④

Original

<input checked="" type="checkbox"/>	October 2018	18	20	2	20	4:19	1:0	2:0	2:0	2:0
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② Delete Monthly Hours

Monthly Hours Deleted ×

Updated

<input type="checkbox"/>	September 2018	42	25	4	40	6:25	1:0	7:0	5:0	5:0
<input checked="" type="checkbox"/>	October 2018									
<input type="checkbox"/>	November 2018									

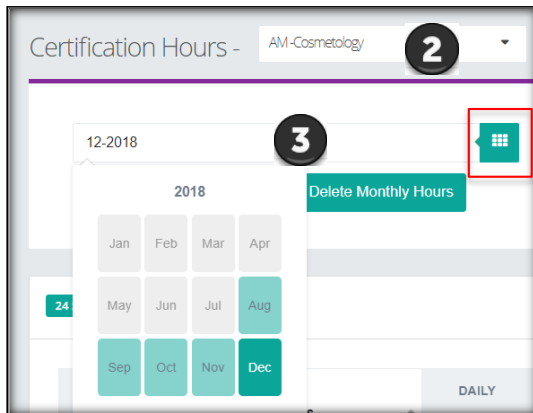
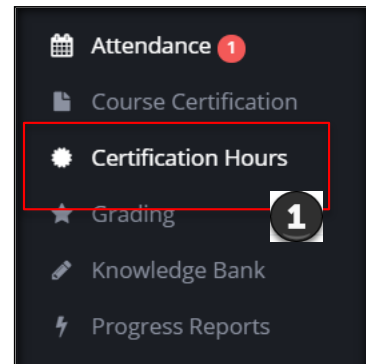


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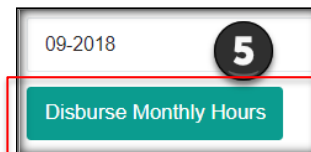
Disbursing MONTHLY Hours – In Bulk

At the end of each month, you must disburse all the accumulated daily hours. This can be done individually or for the entire class at once. At this time, monthly hours can only be disbursed ONCE a month.

- 1 Click the Certification Hours link from the black Navigation panel
- 2 Select your course & class from the dropdown
- 3 Select the Month you are disbursing, using the calendar picker
- 4 Select the student(s) you wish to disburse (select all to choose all students)
- 5 Click the Green Disburse Monthly Hours – Receive Monthly Hours Disbursed message
- 6 View the disbursed hours




SELECT ALL <input type="checkbox"/>	STUDENTS	TOTAL	DAILY		LOST		MONTH	THEORY	FACIALS	FINGERWAVING & HAIRSTYLING	HAIR CUTTING	HAIR COLORING	MANICURING
			HOURS	MINS	HOURS	MINS							
<input checked="" type="checkbox"/>	Banach, Alexandra ID#000012900		4	40	42:25	6:15	1:0	7:0	5:0	5:0	7:0		Not Disbursed
<input checked="" type="checkbox"/>	Banach, Amelia ID#000012980												Not Disbursed
<input checked="" type="checkbox"/>	Banach, Sarah ID#000012800												Not Disbursed



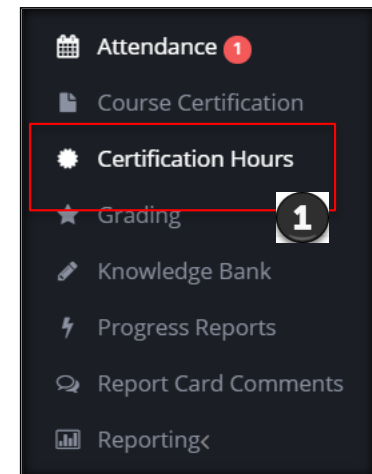

SELECT ALL <input type="checkbox"/>	STUDENTS	TOTAL	DAILY		LOST		MONTH	THEORY	FACIALS	FINGERWAVING & HAIRSTYLING	HAIR CUTTING	HAIR COLORING	MANICURING
			HOURS	MINS	HOURS	MINS							
<input checked="" type="checkbox"/>	Banach, Alexandra ID#000012900		02	35	4	4	41:20	7:19	2:0	6:0	5:0	5:0	6:0
<input checked="" type="checkbox"/>	Banach, Amelia ID#000012980		02	35	3	3	32:40	6:40	1:0	4:0	4:0	4:0	5:0
<input checked="" type="checkbox"/>	Banach, Sarah ID#000012800		02	35	2	2	46:45	8:45	2:0	7:0	5:0	5:0	7:0
<input type="checkbox"/>	Carroll, Dana ID#000012988												

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Helpful Tips – In Bulk

Use the Certification Hours screen to perform different tasks in bulk. Follow the instructions for the individual student updates but instead of being in the student snapshot, select multiple students from the Certification Hours screen.

1. Disburse monthly hours (bulk)
2. Delete student monthly hours (bulk)
3. Update Student individual category hours (individual)
4. Move category hours from one category to another (bulk)
5. View students disbursed hours (bulk)

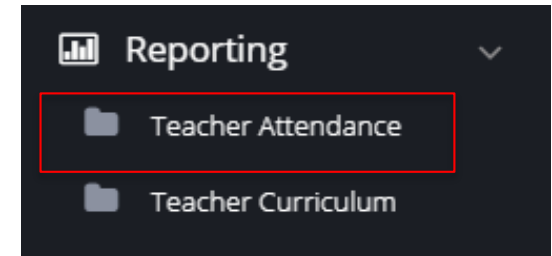


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Helpful Reports

Click on the Reports link > Teacher Attendance in the black navigation panel to find assigned reports to your username.

1. Daily Hours by Class
2. Student Daily Hours History
3. Student Monthly Hours



ClassMate

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

www.classmate.net

<http://harrisschoolsolutions.com/>

