ClassMate Web: *Teacher Certification Hours*
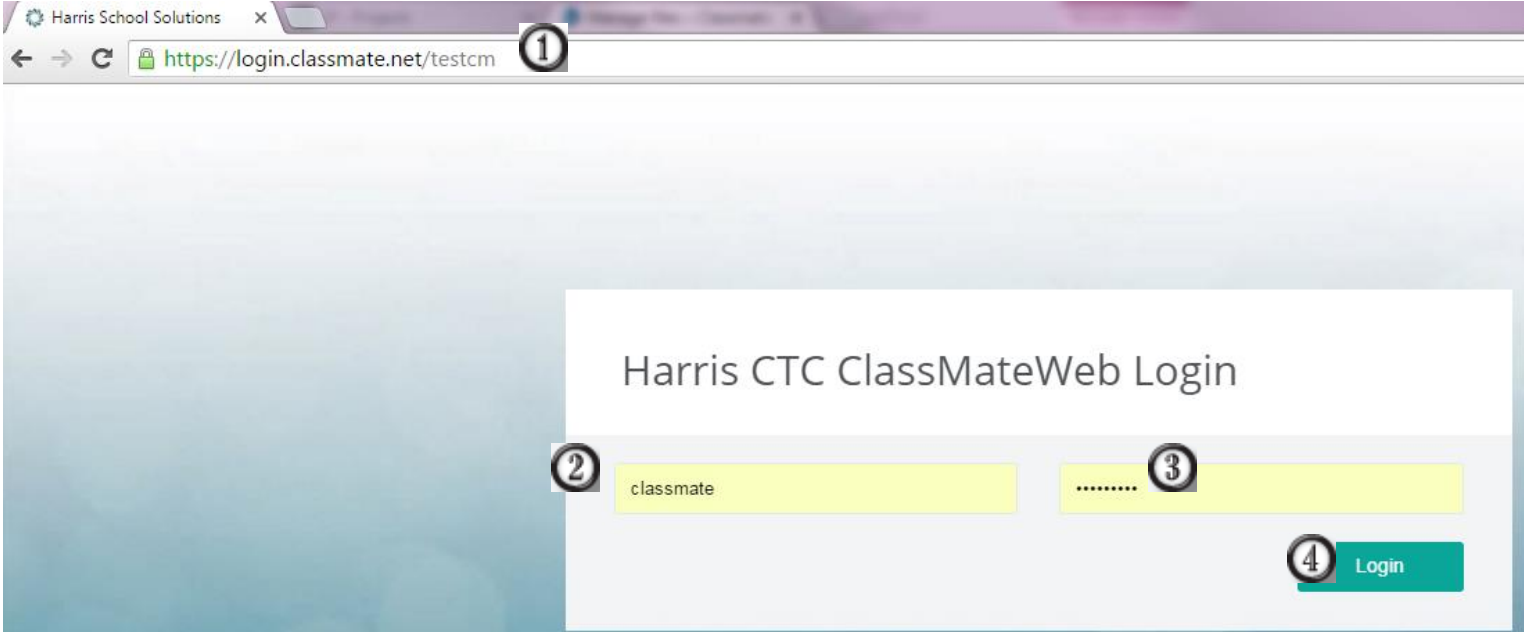
Updated: 12/17/18

ClassMate Web: *Teacher Certification Hours*

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

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HARRIS School Solutions

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)
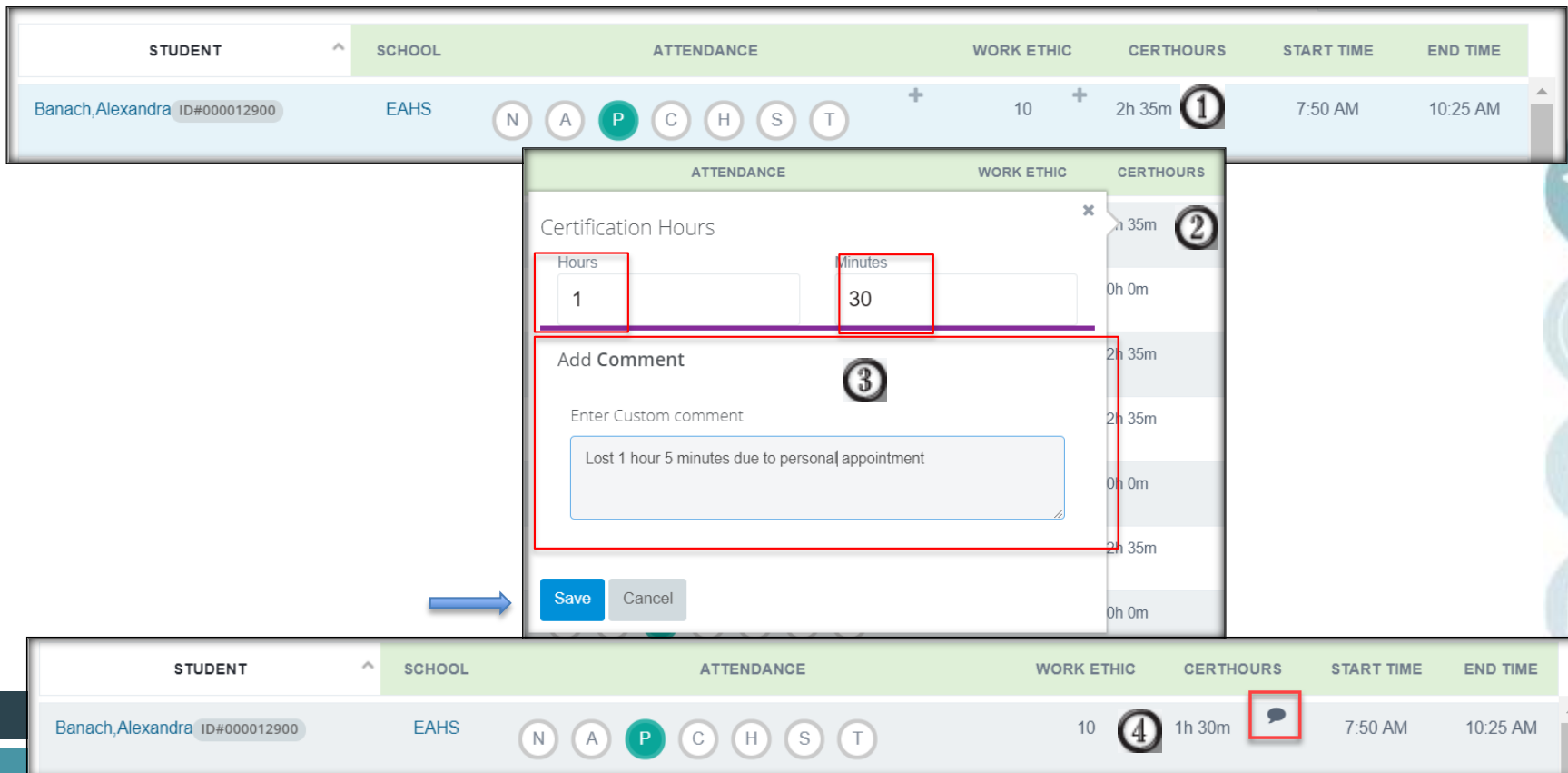
ClassMate Web: *Teacher Certification Hours*

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

ClassMate Web: *Teacher Certification Hours*

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)

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

ClassMate Web: *Teacher Certification Hours*

Disbursing MONTHLY Hours - Individually

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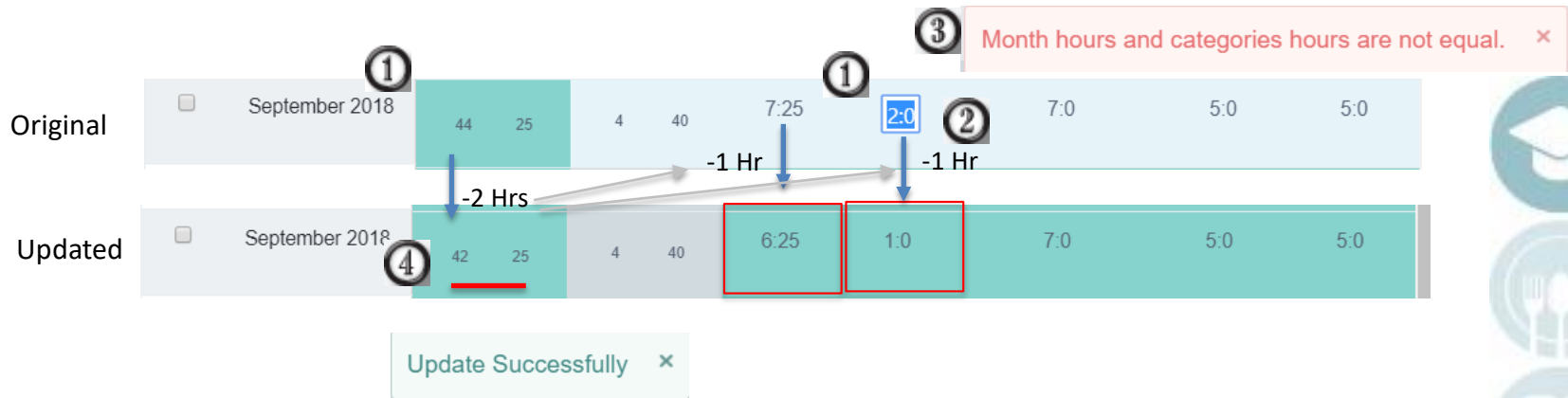

Disbursed Hours/Minutes

ClassMate Web: *Teacher Certification Hours*

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.

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.

ClassMate Web: *Teacher Certification Hours*

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

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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
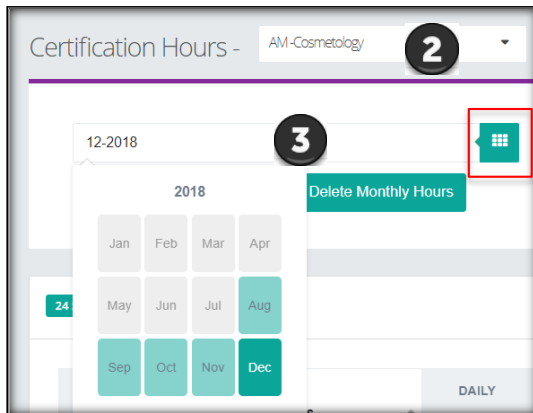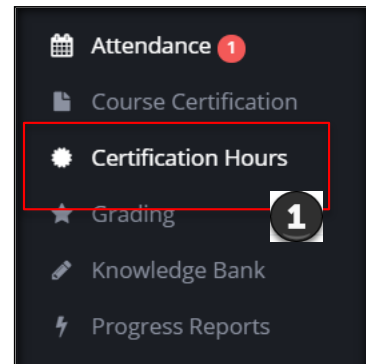③ Verify the monthly hours for selected month have been deleted
④

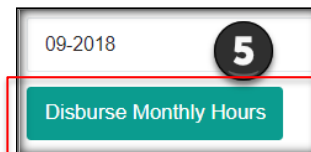# ClassMate Web: *Teacher Certification Hours*

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

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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)
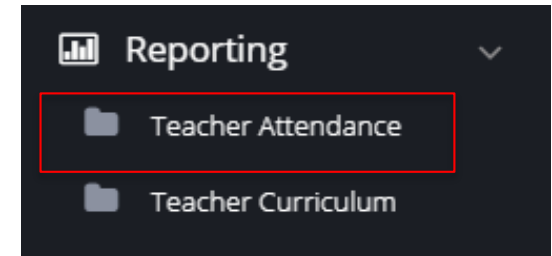5. View students disbursed hours (bulk)
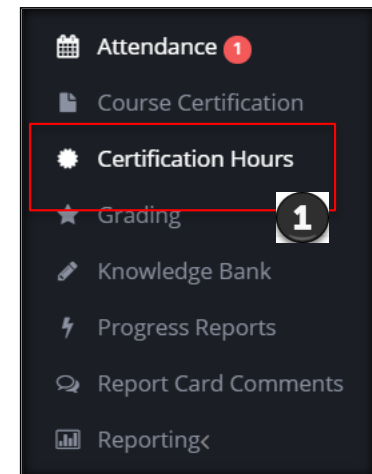
ClassMate Web: *Teacher Certification Hours*

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/