

Introduction to: Attendance *A Teacher's Guide*

February 2019



Teacher Attendance

- Using Navigator
 - My Folders
 - My Favorites
 - Recently Viewed
- My Modules
- My Reports
- Teacher Daily Attendance
- Putting it all Together
 - Reporting



Teacher Attendance Using Navigator

ClassMate Navigation Key

1. Displays a help screen to clarify login messages displayed on the top toolbar on login
2. Open the system navigator main menu
3. Closes the Application
4. Allows the user to adjust their application defaults
5. Allows the user to apply new application defaults
Or Allows the user to refresh the folder or favorites lists
6. Displays information about the ClassMate application and version



Key Terms

Teacher Attendance

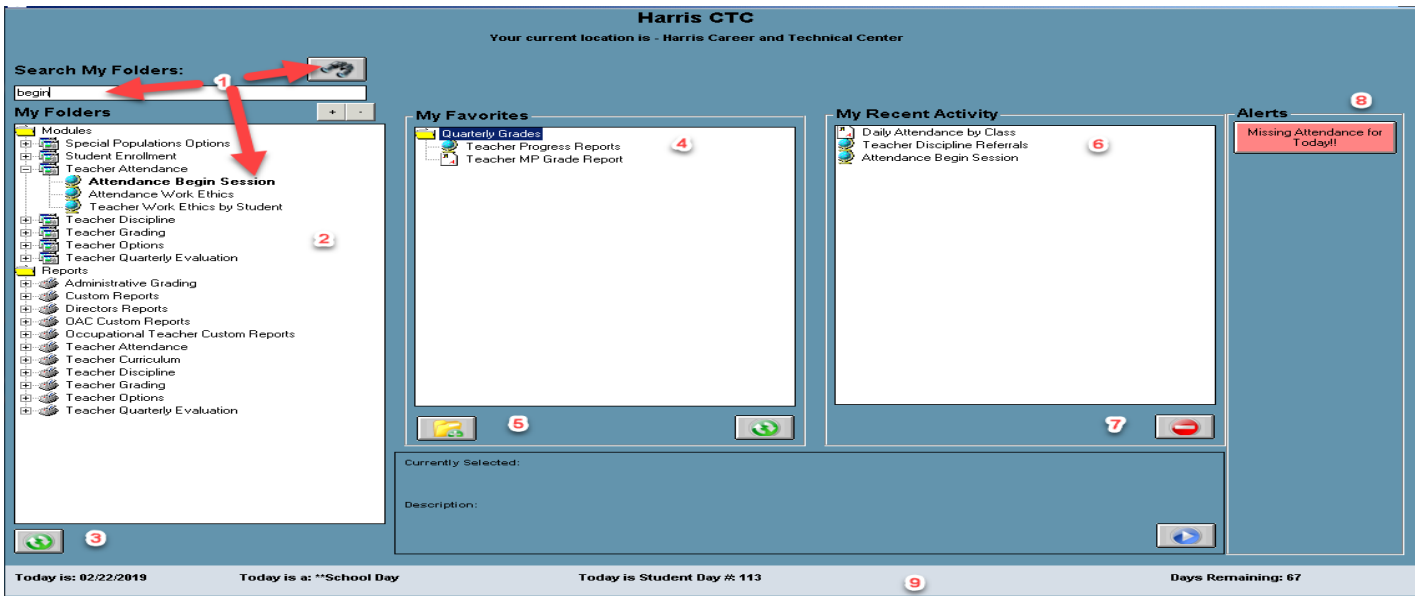
Attendance Key Terms

Module	ClassMate function allowing users to input data, edit, etc.
Report	ClassMate function allowing user to view data in the system. Read only.
A	Absent: Select for students not in class
P	Present: Select for students present in class
C	Coop: This will be PRE-SELECTED. Teachers DO NOT use this selection
S	Suspension: This will be PRE-SELECTED. Teachers DO NOT use this selection
H	Homebound Instruction: This will be PRE-SELECTED. Teachers DO NOT use this selection
T	Tardy: Attendance clerk will populate this field unless Teacher Tardy functionality is in use



Teacher Attendance Using Navigator

1. **Search functionality** – type key word in field > click binocular button to find and system will **BOLD** matches
tip: sometimes less is more
2. **Module & Report Window** – double click yellow folders to expand and view Categories, then click + next to Category to expand and view any Modules / Reports assigned to user
3. **Refresh** – refreshes My Folders listing
4. **My Favorites** – Create and organize modules & reports – you can drag and drop from My Folders listing at left for easy access
5. **Add to Favorites Folder** – click to create New Folder and name to save in listing
6. **My Recent Activity** – listing of modules/reports last accessed. Can select recently used by double clicking to access again.
tip: if there was a recent upgrade it's possible module/report will not open from here & must access from My Folders at left
7. **Clear Recent Activity** – clears listing
8. **Alerts** – If functionality used at your site you might see Red Alert boxes – you can click to select & be taken to module to view
9. **Today's Information** – displays current date and School Day information
tip: if Class About school this will also display what Class About Day the day is (alpha or numeric depending on school setup)



The screenshot displays the Harris CTC Navigator interface. At the top, it says "Harris CTC" and "Your current location is - Harris Career and Technical Center". Below this is a "Search My Folders:" field with a search icon. The main area is divided into four panels: "My Folders" (left), "My Favorites" (top middle), "My Recent Activity" (bottom middle), and "Alerts" (right). The "My Folders" panel shows a tree view of folders and reports, with a red arrow pointing to the "Attendance Begin Session" folder. The "My Favorites" panel shows a list of favorite items, including "Quarterly Grades", "Teacher Progress Reports", and "Teacher MP Grade Report". The "My Recent Activity" panel shows a list of recent activities, including "Daily Attendance by Class", "Teacher Discipline Referrals", and "Attendance Begin Session". The "Alerts" panel shows a red alert box that says "Missing Attendance for Today!!". At the bottom of the interface, there is a status bar with the following information: "Today is: 02/22/2019", "Today is a: **School Day", "Today is Student Day #: 113", and "Days Remaining: 67".



Teacher Attendance Using Navigator

Using Navigator

Search My Modules

- Type one or more search words into the search field
- Click search
- Modules or reports containing that word will appear in **BOLD** font



Allows the user to search the list of folders



Teacher Attendance

Using Navigator

My Folders

- Double click on the Module folder or Report folder
- Double click the name of the module/report you would like to access or click on the + next to the module/report to expand
- Click the specific module or report



My Favorites: (Optional)

- Create New Category Folder(s) in **My Favorites** by selecting the yellow “Add a Favorites Folder” button.
- Drag the specific module/report from **My Folders** & drop into **My Favorites** or into the newly created folder
- Double click the Module or Report to open



Allows the user to add a folder to 'My Favorites'



Allows the user to refresh the folder or favorites lists

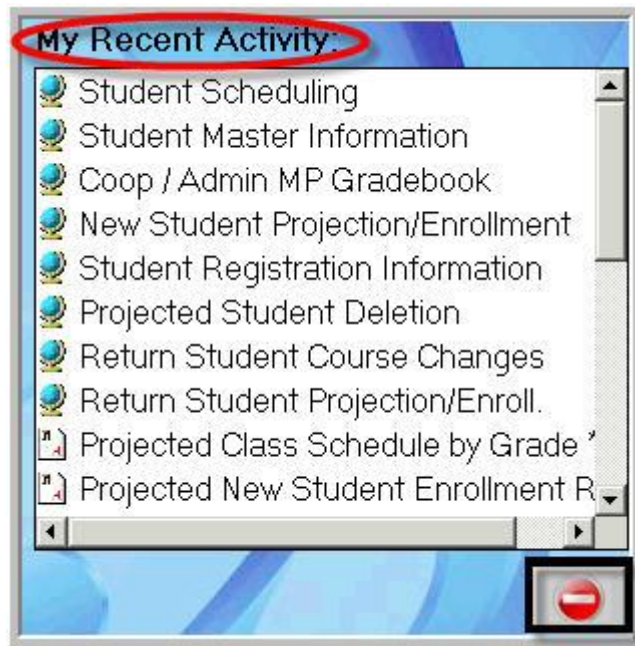


Teacher Attendance

Using Navigator

My Recent Modules: *(To re-open a recently used module or report)*

- The mostly recently used module or report is first on the list
- Double Click specific module or report to open



Allows the user to erase the activities listed in the Recent Activity list



Teacher Attendance

- Using Navigator
 - My Folders
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 - Recently Viewed
- My Modules
- My Reports
- Teacher Daily Attendance



Teacher Attendance

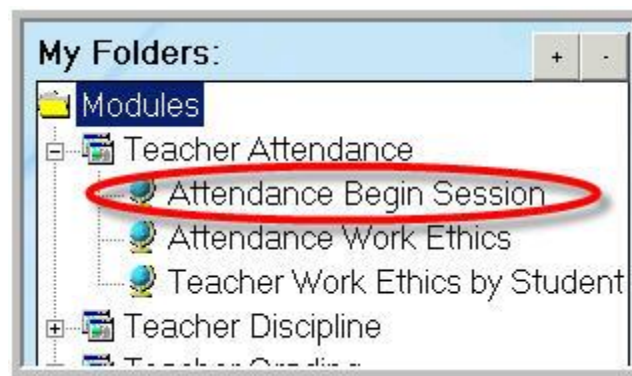
Teacher Daily Attendance

(Mandatory Step)

- Teachers are required to take attendance at the beginning of each Session.
- Attendance must be complete by the time specified by your Administration.
- **DO NOT OPEN** attendance module unless you are planning to take attendance. You cannot exit the module until attendance is complete.

Getting Started

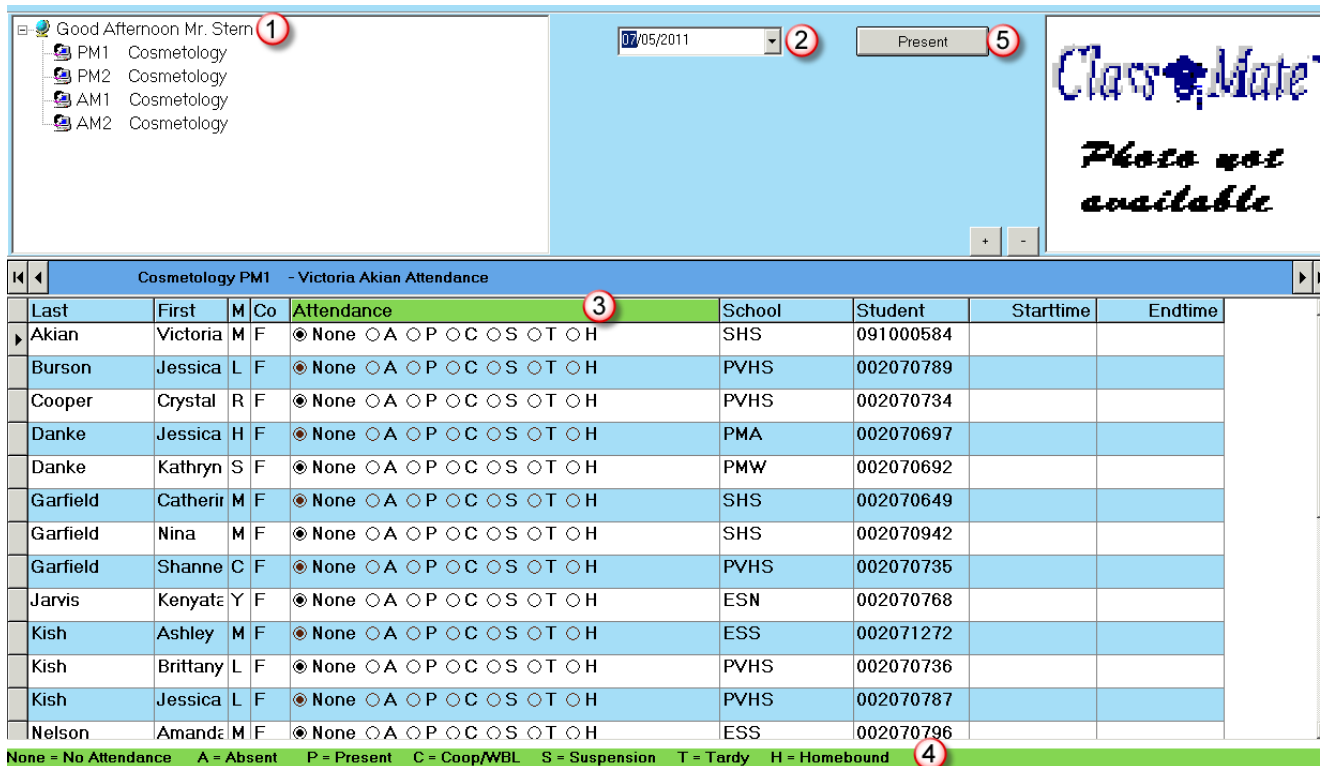
Double Click on **My Modules** > Double Click **Teacher Attendance** >
Click **Attendance Begin session**



Teacher Attendance

Daily Attendance

1. Teacher Name & Sessions
2. Today's Date
3. Attendance Column
4. Attendance Key
5. Present Button



Good Afternoon Mr. Stern

07/05/2011 Present

ClassMate
Photo not available

Last	First	M	Co	Attendance	School	Student	Starttime	Endtime
Akian	Victoria	M	F	None ○ A ○ P ○ C ○ S ○ T ○ H	SHS	091000584		
Burson	Jessica	L	F	None ○ A ○ P ○ C ○ S ○ T ○ H	PVHS	002070789		
Cooper	Crystal	R	F	None ○ A ○ P ○ C ○ S ○ T ○ H	PVHS	002070734		
Danke	Jessica	H	F	None ○ A ○ P ○ C ○ S ○ T ○ H	PMA	002070697		
Danke	Kathryn	S	F	None ○ A ○ P ○ C ○ S ○ T ○ H	PMW	002070692		
Garfield	Catherin	M	F	None ○ A ○ P ○ C ○ S ○ T ○ H	SHS	002070649		
Garfield	Nina	M	F	None ○ A ○ P ○ C ○ S ○ T ○ H	SHS	002070942		
Garfield	Shanne	C	F	None ○ A ○ P ○ C ○ S ○ T ○ H	PVHS	002070735		
Jarvis	Kenya	Y	F	None ○ A ○ P ○ C ○ S ○ T ○ H	ESN	002070768		
Kish	Ashley	M	F	None ○ A ○ P ○ C ○ S ○ T ○ H	ESS	002071272		
Kish	Brittany	L	F	None ○ A ○ P ○ C ○ S ○ T ○ H	PVHS	002070736		
Kish	Jessica	L	F	None ○ A ○ P ○ C ○ S ○ T ○ H	PVHS	002070787		
Nelson	Amanda	M	F	None ○ A ○ P ○ C ○ S ○ T ○ H	ESS	002070796		

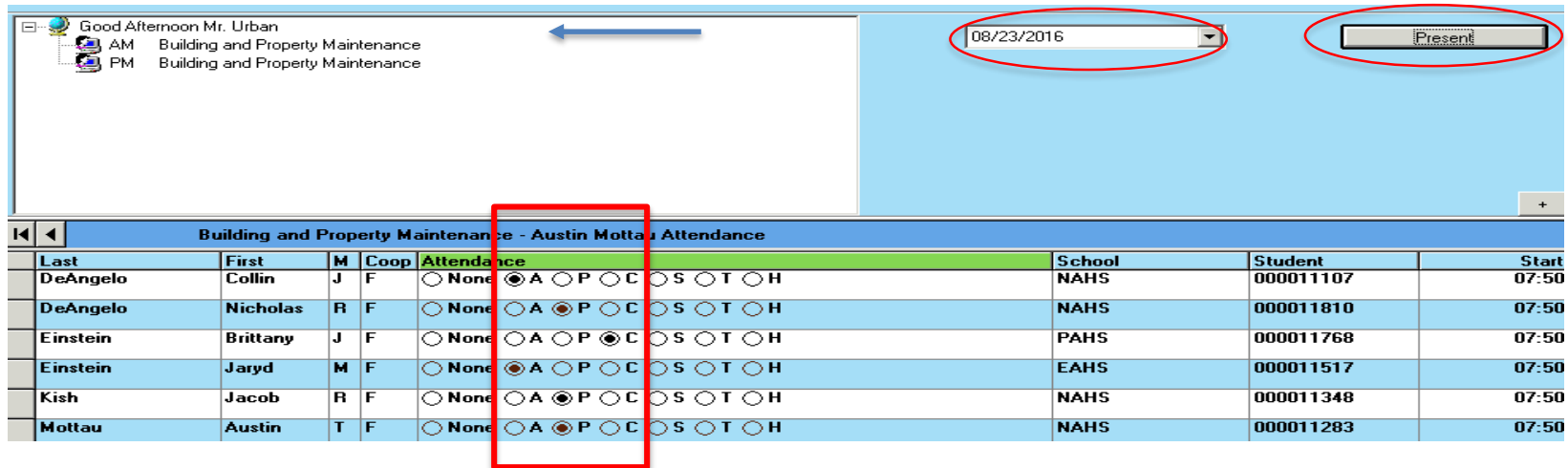
None = No Attendance A = Absent P = Present C = Coop/WBL S = Suspension T = Tardy H = Homebound



Teacher Attendance

Teacher Daily Attendance

- Select the class by clicking on the class name and session. The selected class will highlight in blue.
- Verify date. System will automatically default to the current date
- Click “A” button for all absent students
- Click “C” button for all students who are at a co-op experience
- Populate remaining attendance for all Present students by pressing grey “Present” button.
- Attendance will be complete for that session. There is no need to save or submit.
- Close the module by clicking on the **Red X** icon on the toolbar along the top of the screen



Last	First	M	Coop	Attendance	School	Student	Start
DeAngelo	Collin	J	F	None	NAHS	000011107	07:50
DeAngelo	Nicholas	R	F	None	NAHS	000011810	07:50
Einstein	Brittany	J	F	None	PAHS	000011768	07:50
Einstein	Jaryd	M	F	None	EAHS	000011517	07:50
Kish	Jacob	R	F	None	NAHS	000011348	07:50
Mottau	Austin	T	F	None	NAHS	000011283	07:50



Teacher Attendance

Should you try to exit the module without taking attendance, a Missing Attendance message will appear. Complete attendance and close the module.



You can ensure your attendance has been completed by viewing the radio buttons in the attendance module. All students should have one of the following populated: **“A” , “P” , “C” , “S” or “H”**

Students that have the **“NONE”** radio button populated **DO NOT HAVE ATTENDANCE** complete.

Last	First	M	Co	Attendance
Akian	Victoria	M	F	<input checked="" type="radio"/> None <input type="radio"/> A
Burson	Jessica	L	F	<input checked="" type="radio"/> None <input type="radio"/> A

TIP: If you need to exit and finish attendance later > click on Teacher Name next to Globe and then Red X
REMEMBER TO FINISH ATTENDANCE LATER – incomplete attendance effects students Work Ethics grade



Teacher Attendance Reports

Teacher Attendance Reports

Commonly used teacher attendance reports are available from within the Attendance Begin Session module. The reports viewed can be customized by your ClassMate System Administrator.

Attendance reports can also be found under the “**Teacher Attendance**” report folder

Getting Started

- Click on the word “**Report**” while working in the Attendance Begin Session module. Report is found on the toolbar located along the top of the screen.
- The reports can be viewed directly below
- Click on the report name to select



Teacher Attendance Reports

Teacher Attendance Reports

Attendance reports can also be found under the “**Teacher Attendance**” report folder

Double Click on **My Reports** > Double Click **Teacher Attendance** > Click report you want to view

Commonly Used Teacher Grading Reports

- Daily Attendance By Class
- Daily Work Ethic Report
- Student Work Ethic Comment Report
- Student Attendance History by Name

			Student Daily
Printed: 05/04/2009 1:07:08PM			09/03/2009
Student: 000001112 Akian, Brittany			
Attend Date	Grade	Attendance Description	
09/08/2008	10	Student Present	
09/09/2008	10	Student Present	
09/10/2008	10	Student Present	
09/11/2008	10	Student Present	
09/12/2008	10	Student Present	
09/15/2008	7	Student Present	
09/16/2008	1	Resolved Absent Unexcused	
09/17/2008	10	Student Present	
09/18/2008	10	Student Present	
09/19/2008	7	Student Present	
09/22/2008	7	Student Present	
09/23/2008	7	Student Present	



ClassMate

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