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
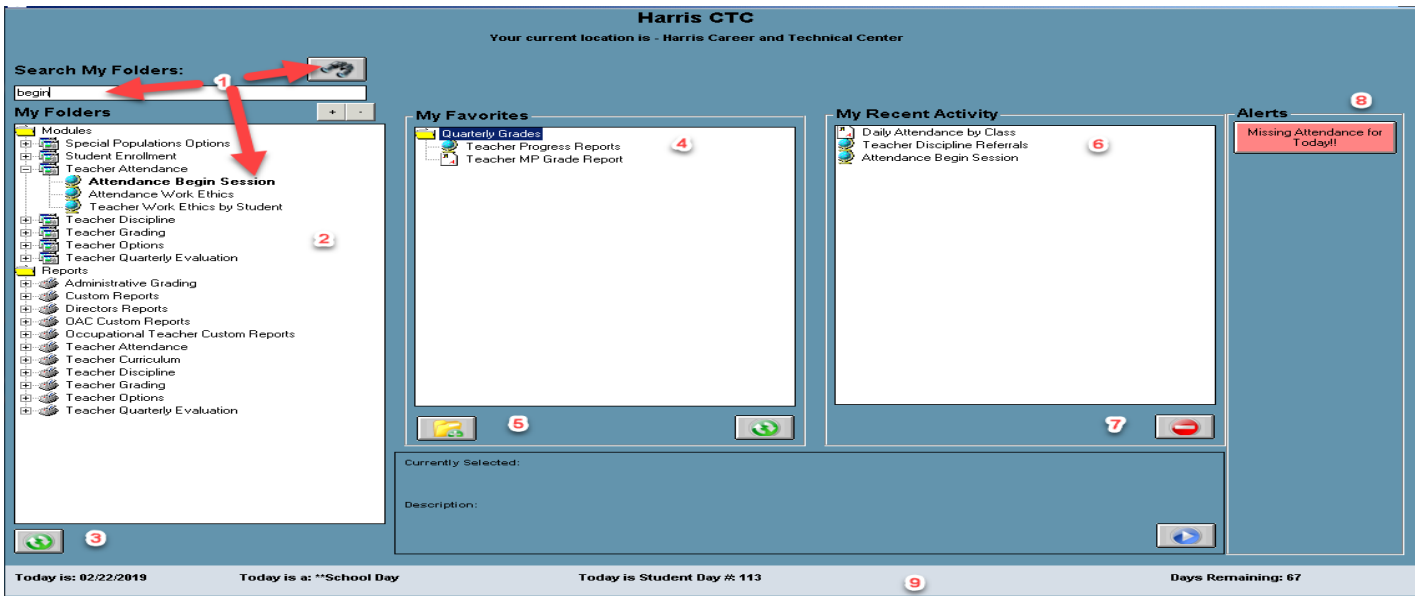
Key Terms
Teacher Attendance

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. **Todays 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)

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'

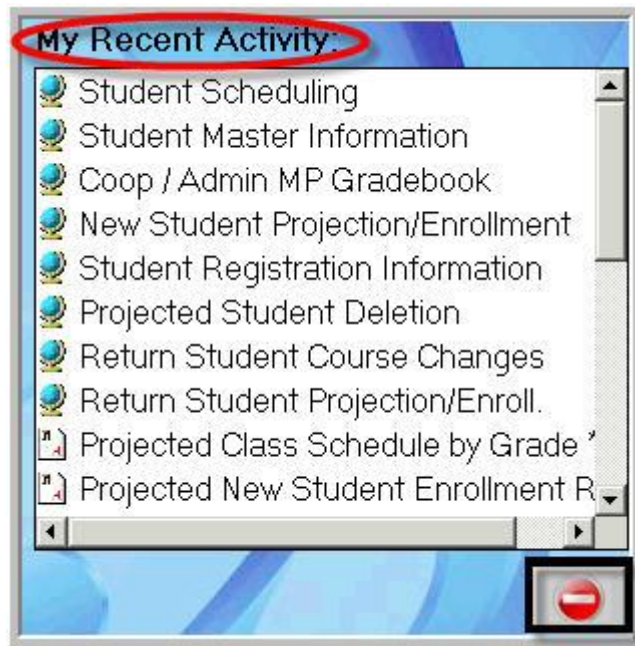Allows the user to refresh the folder or favorites lists

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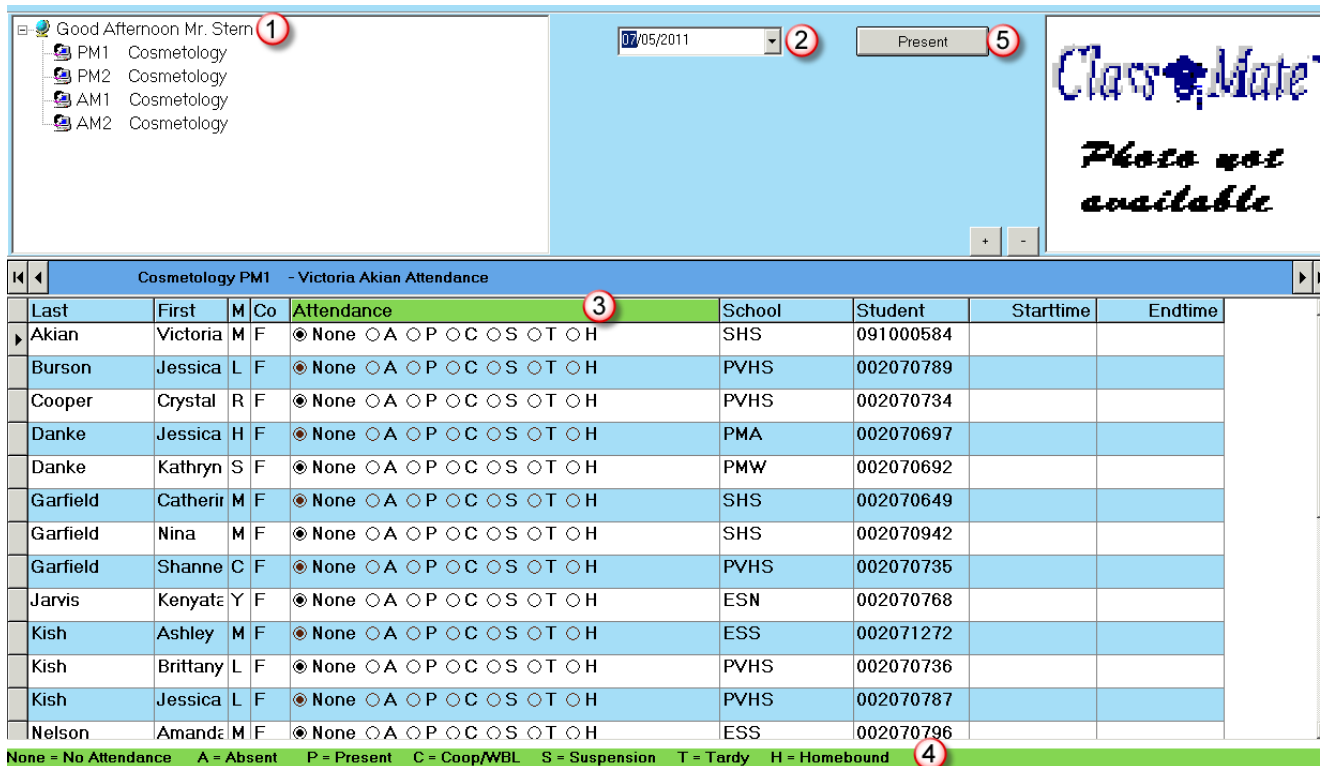
Double Click on **My Modules >** Double Click **Teacher Attendance >**
Click **Attendance Begin session**
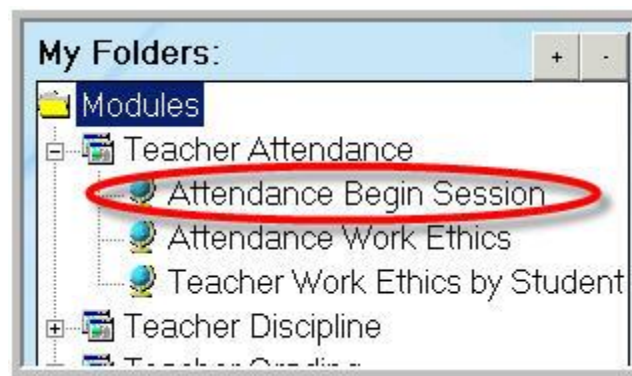
Teacher Attendance

Daily Attendance

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

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

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 ATTENDANC**E complete.

Last	First	M	Co	Attendance
Akian	Victoria	M	F	⦿ None ○ A
Burson	Jessica	L	F	⦿ None ○ 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

ClassMate

1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

855-984-1228 Help Desk: Option 1
www.classmate.net