

# Introduction to : Certification Hours Tracking A Teachers Guide



October 2019

# Certification Hours Tracking

- Module Assignment
- Recording Daily Attendance
- Inserting Daily Hours
- Deducting Student Time by Student
- Deducting Student Time by Session
- Disbursing Monthly Hours by Class
- Disbursing Monthly Hours by Student
- Certification Hours Reports



# Certification Hours Tracking

## Module Assignment Overview

The following is a list of modules that the ClassMate System Administrator will need to assign the teachers using the Certification Hours Tracking Functionality.

### Modules:

- Teacher Attendance
  - Attendance Begin Session
  
- Teacher Options
  - Cert Hours Daily by Class
  - Cert Hours Monthly by Student



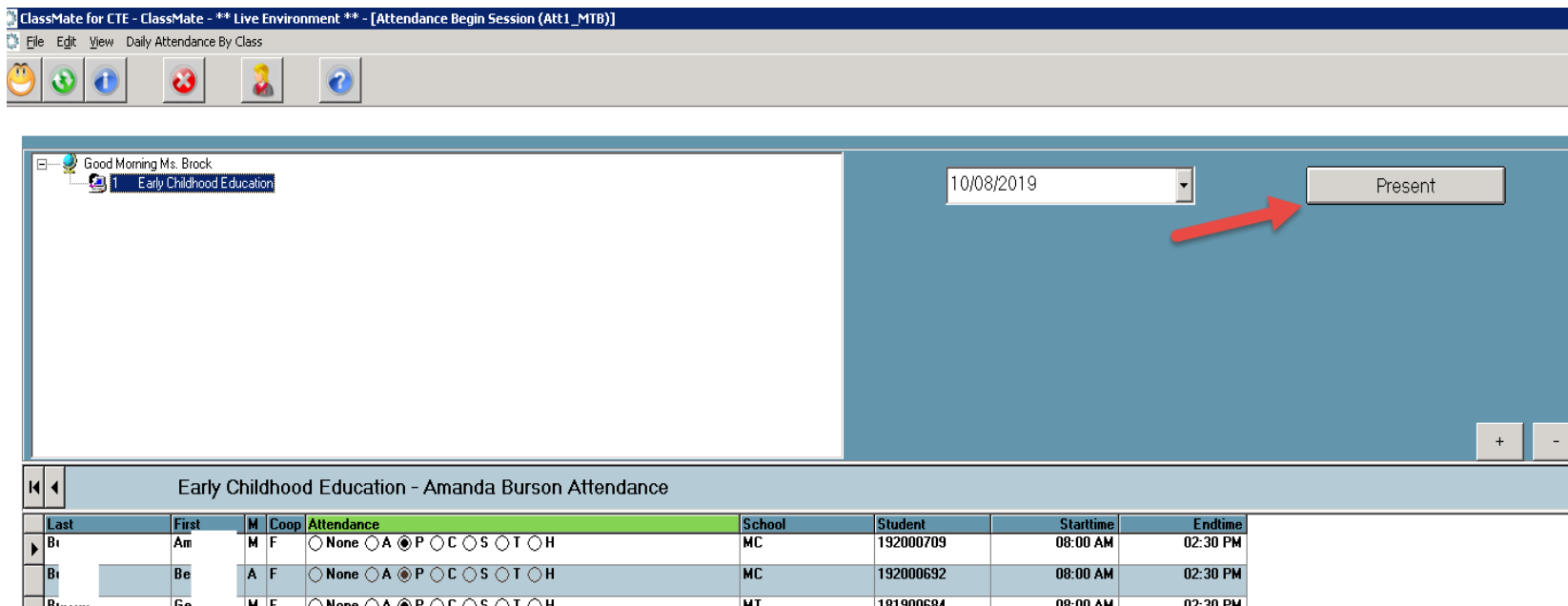
# Certification Hours Tracking

## Teachers: Recording Daily Attendance

Double click **My Modules** > Double Click **Teacher Attendance** > Click **Attendance Begin Session**

- Select a class in the left hand view
- Click **"A"** for students who are absent
- Click **"Present"** button for all remaining present students
- Close module

**Note: Daily attendance must be taken for each class prior to using teacher certification hours modules!**



The screenshot shows the ClassMate for CTE software interface. The title bar reads "ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [Attendance Begin Session (Att1\_MTB)]". The menu bar includes "File", "Edit", and "View". Below the menu bar is a toolbar with icons for home, refresh, help, and other functions. The main window displays "Good Morning Ms. Brock" and "1 Early Childhood Education". A date dropdown menu shows "10/08/2019" and a "Present" button is visible, with a red arrow pointing to it. Below the main window is a table titled "Early Childhood Education - Amanda Burson Attendance".

Last	First	M	Coop	Attendance	School	Student	Starttime	Endtime
Br	Am	M	F	<input type="radio"/> None <input type="radio"/> A <input checked="" type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	MC	192000709	08:00 AM	02:30 PM
Br	Be	A	F	<input type="radio"/> None <input type="radio"/> A <input checked="" type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	MC	192000692	08:00 AM	02:30 PM
Bruce	Ge	M	F	<input type="radio"/> None <input type="radio"/> A <input checked="" type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	MT	181900684	08:00 AM	02:30 PM



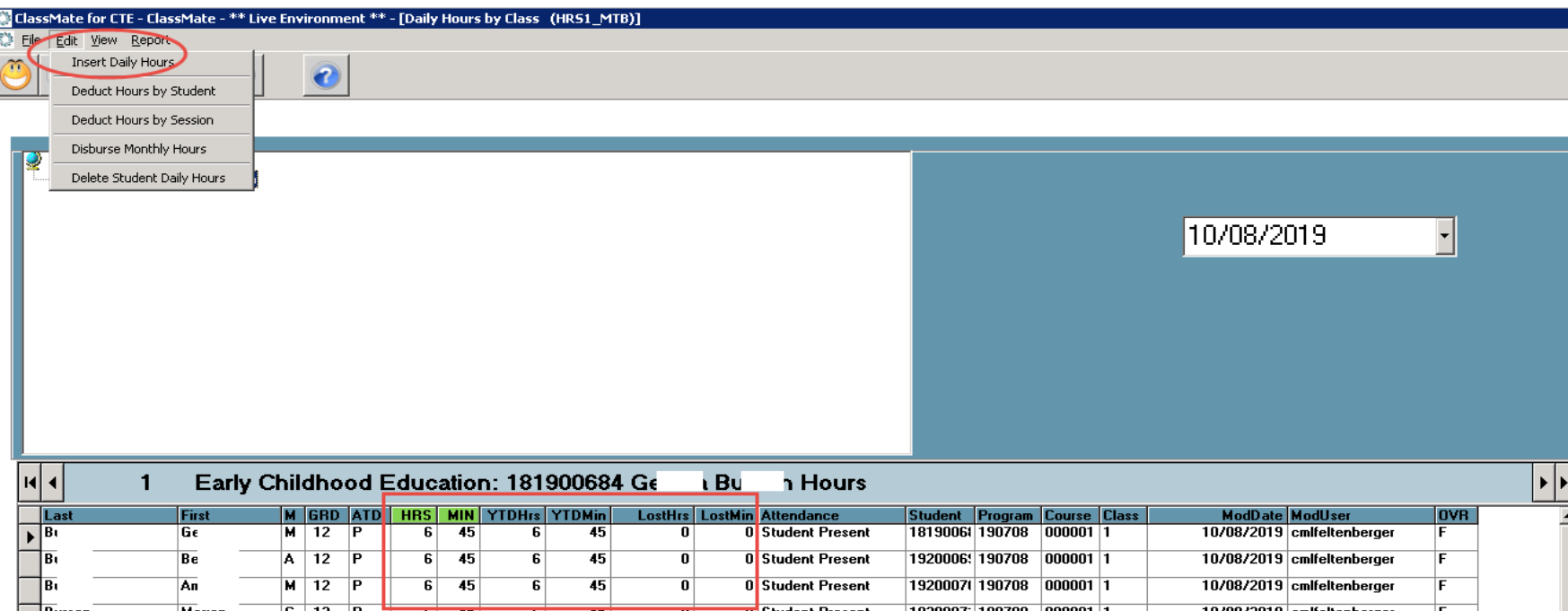
# Certification Hours Tracking

## Teachers: Inserting Recorded Daily Hours

The purpose of this step is to allow the system to automatically record daily hours, based on attendance defaults

Double click **My Modules** > Double Click **Teacher Options** > Click **Cert Hours Daily by Class**

- Select a Class in the left hand view
- Click Edit Tool Bar along the top of the screen
- Click Insert Daily Hours
- Edit Hours and Minutes per student, as needed
- Enter comments per student, as necessary



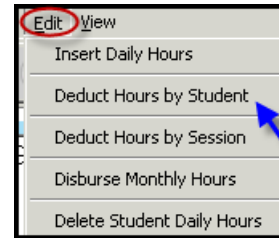
The screenshot shows the 'ClassMate for CTE' application window. The menu bar includes 'File', 'Edit', 'View', and 'Report'. The 'Edit' menu is open, with 'Insert Daily Hours' highlighted. Other options include 'Deduct Hours by Student', 'Deduct Hours by Session', 'Disburse Monthly Hours', and 'Delete Student Daily Hours'. A date dropdown menu shows '10/08/2019'. Below the menu is a table with the following data:

1 Early Childhood Education: 181900684																		
Last	First	M	GRD	ATD	HRS	MIN	YTDHrs	YTDMin	LostHrs	LostMin	Attendance	Student	Program	Course	Class	ModDate	ModUser	OVR
Be	Ge	M	12	P	6	45	6	45	0	0	Student Present	1819006	190708	000001	1	10/08/2019	cmfeltenger	F
Be	Be	A	12	P	6	45	6	45	0	0	Student Present	1920006	190708	000001	1	10/08/2019	cmfeltenger	F
Be	An	M	12	P	6	45	6	45	0	0	Student Present	1920007	190708	000001	1	10/08/2019	cmfeltenger	F
Buron	Manan	C	12	P	6	45	6	45	0	0	Student Present	1920007	190708	000001	1	10/08/2019	cmfeltenger	F

# Certification Hours Tracking

## Teachers: Deducting Student Time

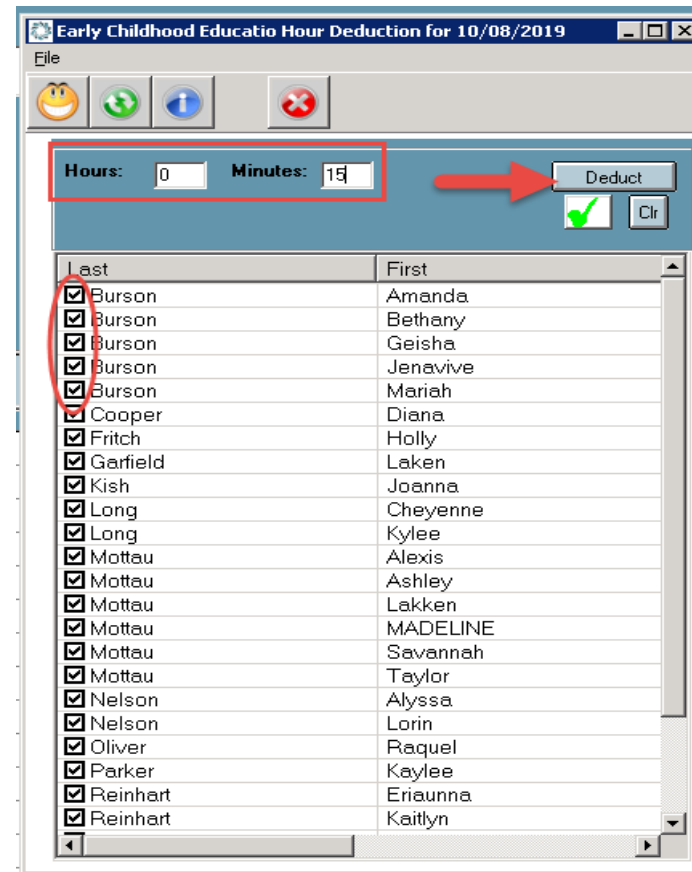
*The purpose of this step is to allow the teacher the ability to edit multiple student hours at one time.*



Double click **My Modules** > Double Click

**Teacher Options** > Click **Cert Hours Daily by Class**

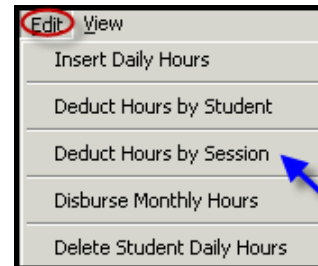
- Select a Class in the left hand view
- Click Edit Tool Bar along the top of the screen
- Click Deduct Hours by Student
- Enter Hours and/or minutes to be deducted
- Select student (s) receiving the deduction
- Click Deduct
- Process is Complete message displays > click OK and then use Red X to close Deduction window



# Certification Hours Tracking

## Teachers: Deducting Student Time

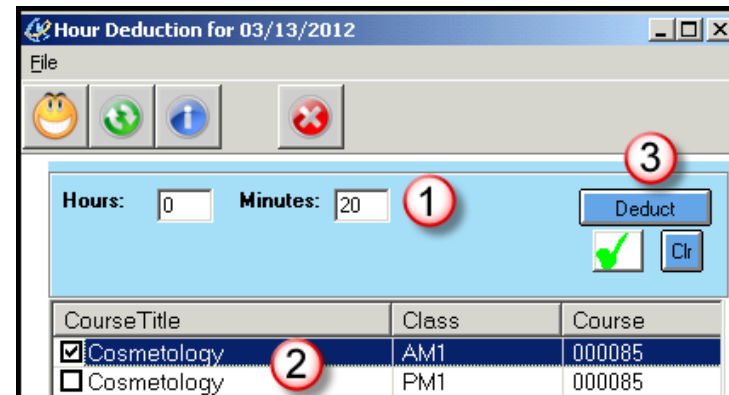
*The purpose of this step is to allow the teacher the ability to edit student hours by session.*



Double click **My Modules** > Double Click

**Teacher Options** > Click **Cert Hours Daily by Class**

- Select a Class in the left hand view
- Click Edit Tool Bar along the top of the screen
- Click Deduct Hours by Session
- Enter Hours and/or minutes to be deducted
- Select session (s) receiving the deduction
- Click Deduct
- Process is Complete message displays > click OK and then use Red X to close Deduction window

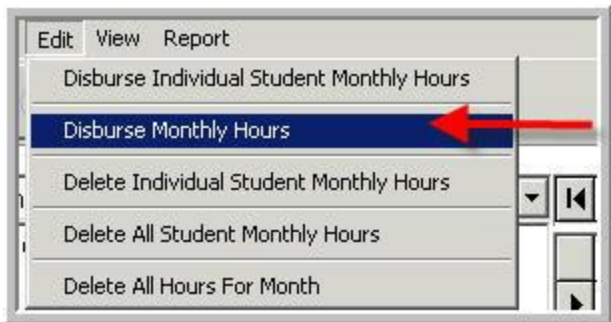


# Certification Hours Tracking

## Disbursing Monthly Hours by class

*The purpose of this step is to automatically disburse monthly hours, based on category disbursement defaults for the class or individually by student*

Double click **My Modules** > Double Click **Teacher Options** > Click **Cert Hours Monthly by Student**



- Select a Class in the left hand view
- Click **Edit** Tool Bar along the top of the screen
- Click **Disburse Monthly Hours**
- Enter the month and year for disbursement
- Click **OK**
- Edit Hours and Minutes per student, as needed using the **Cert Hours Monthly by Student module**

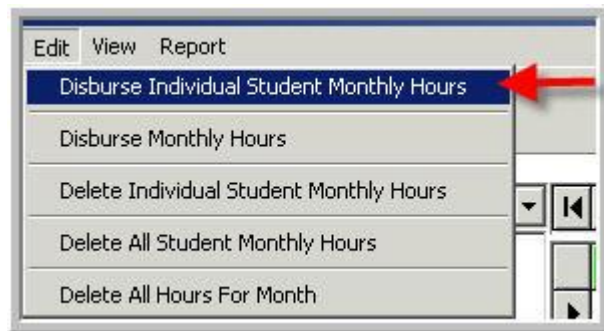




# Certification Hours Tracking

## Disbursing Monthly Hours by Student

*The purpose of this step is to automatically disburse monthly hours, based on category disbursement defaults for the class or individually by student*



Double click **My Modules** > Double Click **Teacher Options** > Click **Cert Hours Monthly by Student**

- Select a Class in the left hand view
- Click a student name
- Click **Edit** Tool Bar along the top of the screen
- Click **Disburse Individual Student Monthly Hours**
- Enter the month and year for disbursement
- Click **OK**
- Edit Hours and Minutes per student, as needed



# Certification Hours Tracking

## Certification Hour Reports

### Teachers

These reports are accessed using the Cert Hours Daily by Class & Cert Hours Monthly by Class Modules via the Report drop-down menu in those modules or under **Reports > Teacher Attendance**

- Student Daily Hours History
- Daily Hours by Class
- Student Monthly Hours



### State Report

Note: This report may or may not be assigned to Teachers depending on who is the designated person at the school to run the report for submission to the state.

Double click **Reports > Double Click > State Reporting**

- Cert. Hours SPOA 2415 w/ Data Sheet State Reporting



# Certification Hours Tracking

## Student Daily Hours by Class Report – Sample

This report will display hours for the class selected and for the date selected when running the report. All students in the selected class will be display on one page.

Daily Hours By Class							
Printed: 05/02/2013 9:37 am		04/15/2013		Page 1 of 1			
<b>Program:</b> Cosmetologist, General							
<b>Course:</b> Cosmetology							
<b>Class:</b> AM2		<b>Instructor:</b> Mrs. Michelle Akian					
Student / Comments	Hours	Minutes	Lost Hours	Lost Minutes	Total Hours	Total Minutes	
000009607 Burson Jordan T	0	0	0	0	162	0	
000009557 Burson Katelyn R	1	35	0	0	172	20	
Time subtracted due to no uniform.							
000009724 Cooper Stephanie T	0	0	0	0	198	30	
000009819 Cooper Tara R	3	35	0	0	203	35	
Student stayed 1 hour extra after school.							
000009868 Cooper Valerie I	2	35	0	0	209	15	
000009786 Danke Brandy L	0	0	0	0	179	30	
000009676 Danke Remie L	2	35	0	0	202	20	
000009707 Danke Samantha E	2	35	0	0	195	20	
000009727 Einstein Cassandra R	0	0	0	0	207	55	
000009507 Fenstermacher Evangeline M	2	35	0	0	209	10	
000009512 Heard Bethanee W	0	0	0	0	195	20	
000009681 Heard Fontessa A	2	35	0	0	194	25	
000009921 Heard Samantha l	2	35	0	0	221	50	
000009719 Kish Erin L	0	0	0	0	219	40	
000009648 Kish Kelsey M	2	35	0	0	203	15	
000009781 Lazzaro Sterling M	2	35	0	0	175	35	
000009540 Lazzaro Yanin	2	35	0	0	193	40	
000009580 Mottau Laura L	2	35	0	0	161	50	
000009706 Mottau Melissa K	2	35	0	0	151	35	
000009649 Mottau Savanah L	2	35	0	0	174	0	
000009604 Stern Kayla R	2	35	0	0	204	5	
000009586 Thomas Kaylee A	2	35	0	0	195	25	
000009667 Viera Megan L	2	35	0	0	210	15	
000009733 Yonkers Aidan B	2	35	0	0	181	15	
000009547 Zimmer Amber N	2	35	0	0	196	5	
<b>Class Enrollment:</b> 25							



# Certification Hours Tracking

## Student Daily Hours History Report - Sample

This report will display hours by individual student for the date range selected when running the report.  
 Each student prints on their own pages so this report can be handed to students.

Student Daily Hours History						
Printed: 05/02/2013 9:45 am		04/15/2013		Page 1 of 3		
<b>000009557 Burson Katelyn R</b>						
Program: Cosmetologist, General						
Course: Cosmetology						
Class: AM2 Instructor: Mrs. Michelle Akian						
Student / Comments	Hours	Minutes	Lost Hours	Lost Minutes	Total Hours	Total Minutes
08/27/2012	2	35	0	0	2	35
08/28/2012	2	35	0	0	5	10
08/29/2012	2	35	2	40	7	45
08/30/2012	2	35	0	0	10	20
09/04/2012	2	35	0	0	12	55
09/05/2012	1	10	2	40	14	5
09/06/2012	2	35	0	0	16	40
09/07/2012	2	35	0	0	19	15
09/10/2012	2	35	0	0	21	50
09/11/2012	2	35	0	0	24	25
09/12/2012	0	35	2	0	25	0
09/13/2012	2	35	0	0	27	35
09/14/2012	2	35	0	0	30	10
09/17/2012	2	35	0	0	32	45
09/18/2012	2	35	0	0	35	20
09/19/2012	0	35	2	0	35	55
09/20/2012	0	0	0	0	35	55
09/21/2012	0	0	0	0	35	55
09/24/2012	2	35	0	0	38	30
09/25/2012	2	35	0	0	41	5
09/26/2012	0	35	2	0	41	40
09/27/2012	2	35	0	0	44	15
09/28/2012	2	35	0	0	46	50
10/01/2012	2	35	0	0	49	25
10/02/2012	2	35	0	0	52	0
10/03/2012	0	35	2	0	52	35
10/04/2012	2	35	0	0	55	10
10/05/2012	2	35	0	0	57	45
10/09/2012	2	35	0	0	60	20
10/10/2012	0	35	2	0	60	55
10/11/2012	2	35	0	0	63	30
10/12/2012	2	35	0	0	66	5
10/15/2012	2	35	0	0	68	40
10/16/2012	2	35	0	0	71	15
10/17/2012	0	35	2	0	71	50
10/18/2012	2	35	0	0	74	25



# Certification Hours Tracking

## Student Monthly Hours Report - SAMPLE

This report will display hours by individual student for the month range selected when running the report. Each student prints on their own pages so this report can be handed to students.

### Student Monthly Hours Report

Printed: 05/02/2013 10:59 am

Page 1 of 1

**000010345 Einstein Sarae L**

**Program:** Cosmetologist, General

**Course:** Cosmetology

**Class:** AM

**Instructor:** Mrs. Marsha Stern

Month / Year	Hours	Minutes	Theory	Facials	Fingerwaving & Hairstyling	Hair Cutting	Hair Coloring	Manicuring	Permanent Waving	Scalp Treatment	Shampoo;R inses	Sterilization Hygien
Aug 2012	10	35	4.58	1.00	1.00	1.00	1.00	1.00	1.00			
Sep 2012	41	40	7.67	2.00	6.00	5.00	5.00	6.00	6.00	2.00	1.00	1.00
Oct 2012	38	30	6.50	1.00	6.00	5.00	5.00	6.00	6.00	1.00	1.00	1.00
Nov 2012	30	45	6.75	1.00	4.00	4.00	4.00	4.00	4.00	1.00	1.00	1.00
Dec 2012	38	10	6.17	1.00	6.00	5.00	5.00	6.00	6.00	1.00	1.00	1.00
Jan 2013	41	5	7.08	2.00	6.00	5.00	5.00	6.00	6.00	2.00	1.00	1.00
<b>Totals:</b>	<b>200.00</b>	<b>45.00</b>	<b>38.75</b>	<b>8.00</b>	<b>29.00</b>	<b>25.00</b>	<b>25.00</b>	<b>29.00</b>	<b>29.00</b>	<b>7.00</b>	<b>5.00</b>	<b>5.00</b>



# ClassMate

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Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

*[support.classmate.net](http://support.classmate.net)*

