Introduction to:
Administrative Anecdotals

April 2021

Administrative Anecdotals

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Administrative Anecdotals

Overview

ClassMate provides Teachers and Administrators with an Anecdotal Module in which to record a variety of student related information (phone calls, letters, administrative actions & memos). The Anecdotal Module can be utilized to create documentation for assistance with student behavior, remediation and any other student related issue. The Administrative Anecdotal is for administrative use and would not appear on a discipline referral or letter. The Administrative Anecdotal Module can also be assigned to Student Services/Central Registrar staff to be utilized to communicate changes to student data such as address/phone # changes, grade level changes, etc.
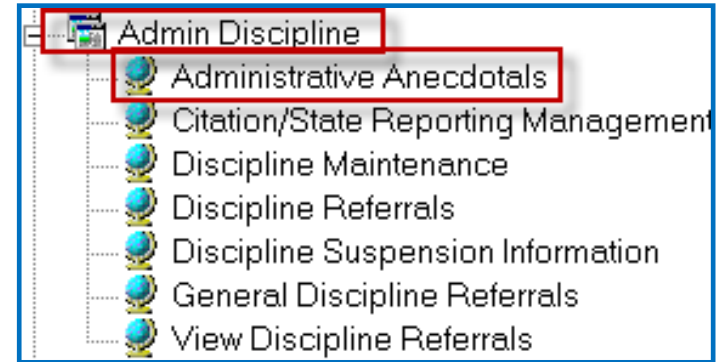
Administrative Anecdotals

Getting Started

Traditional CTC/BOCES:
Double Click **Modules** > Double click **Admin Discipline** >
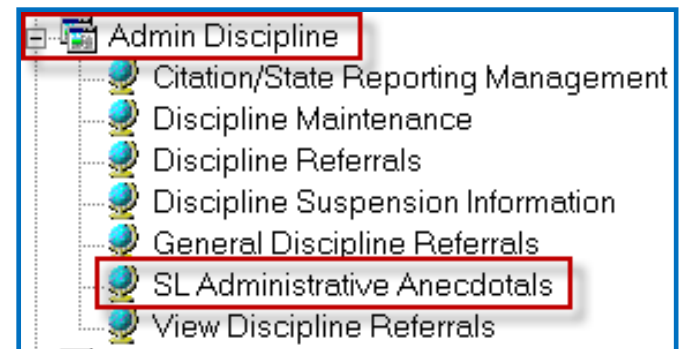Click **Administrative Anecdotals**

Traditional CTC/BOCES

Shared Location Site (CTC/Alt Ed/ Special Ed):
Double Click **Modules** > Double click **Admin Discipline** >
Click **SL Administrative Anecdotals**

Shared Location Site

Administrative Anecdotals

HARRIS School Solutions

Creating an Anecdotal

1. Select a Student
2. Anecdotal Window: Displays the selected student name and will list any previous anecdotals created. Click on an anecdotal to see details.
3. To generate the next anecdotal and **Issue number**, Click the **GREEN** arrow button. The generated Issue number can be edited. To edit, highlight the number and type the desired number in the field.
4. Date field defaults to the current date & time.
5. Issue Description field: Create a descriptive title for the issue
6. Select the desired Tab to create anecdotal entries. Tab choices include: **Phone, Memo**, **Letter, Action or Contact**
7. Type the descriptive details of the issue into the field under the appropriate tab.
8. Select the View Permissions for the anecdotal
9. Click **"SAVE" .** The issue will then be listed in the anecdotal window.
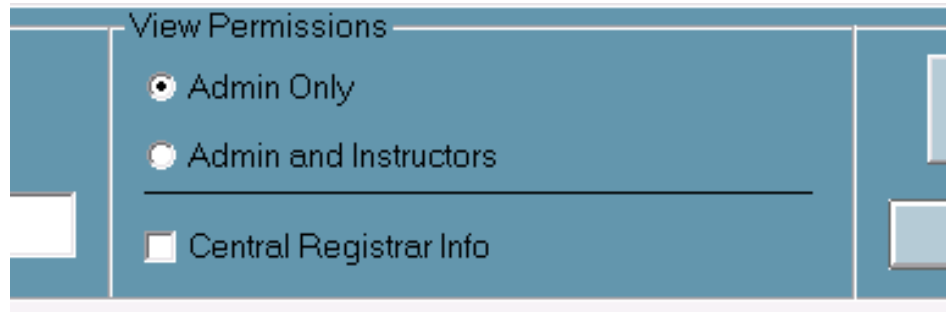
Administrative Anecdotals

Setting Anecdotal View Permissions

When creating an anecdotal, administration can decide who can see the anecdotal.

- Anecdotals that are flagged Admin Only mean that only users assigned the Administrative Anecdotals module can see the anecdotal.

- Anecdotals that are flagged Admin and Instructors mean that Administrators and Teachers will be able to see the anecdotal.   This will also display in Teacher Snapshot in blue font for easy identification

- Central Registrar Info means that this anecdotal is for the Central Registrar or was entered by the Central Registrar.
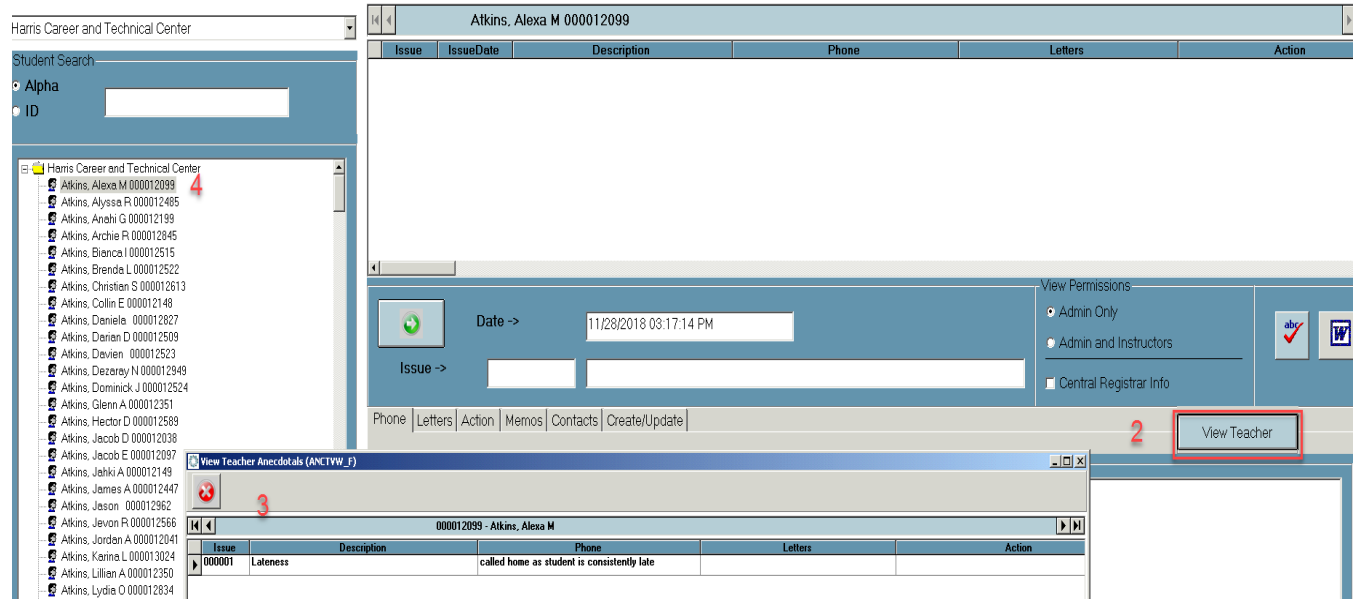
Administrative Anecdotals

Viewing Teacher Anecdotals

Within the Administrative Anecdotals module Administration can view anecdotals that instructors have submitted on a student.

1. Select a student
2. Click the blue View Teacher button
3. A View Teacher Anecdotals pop-up window will appear

For example: An Administrator is writing an anecdotal on Alexa Atkins. While working on the anecdotal the Administrator wants to see if the Instructor has created any anecdotals. The Administrator clicks the **View Teacher** button and the window appears displaying anecdotals written by an Instructor.

Administrative Anecdotal Reports

- Currently within ClassMate there are three Administrative Anecdotal Reports available for Administration to Print.

- To access both reports go to: **Reports > Administrative Discipline**

- Reports are titled:
  Admin View – Teacher Anecdotals by Student
  Administration Anecdotals
  Administrative Anecdotals
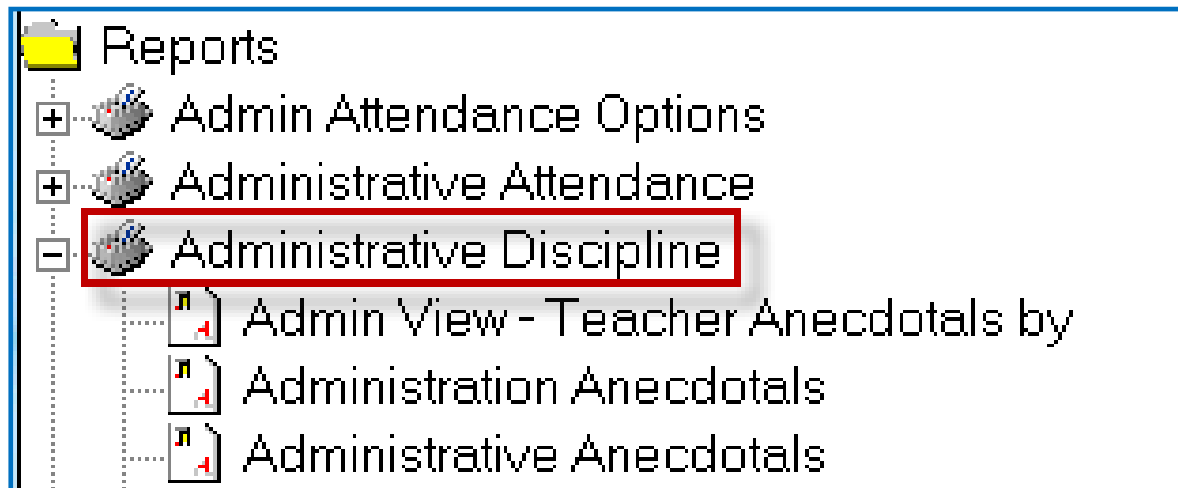
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Questions? Contact us!
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