

Introduction to: Administrative Anecdotal

April 2021



Administrative Anecdotal

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- Creating an Anecdotal
- Setting Anecdotal View Permissions
- Viewing Teacher Anecdotal
- Admin Anecdotal Reports



Administrative Anecdots

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.



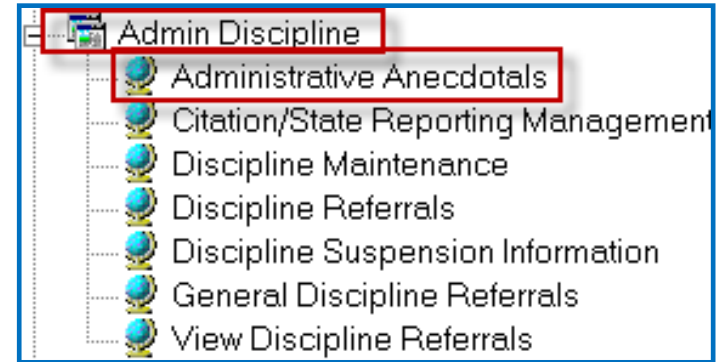
Administrative Anecdots

Getting Started

Traditional CTC/BOCES:

Double Click **Modules** > Double click **Admin Discipline** >
Click **Administrative Anecdots**

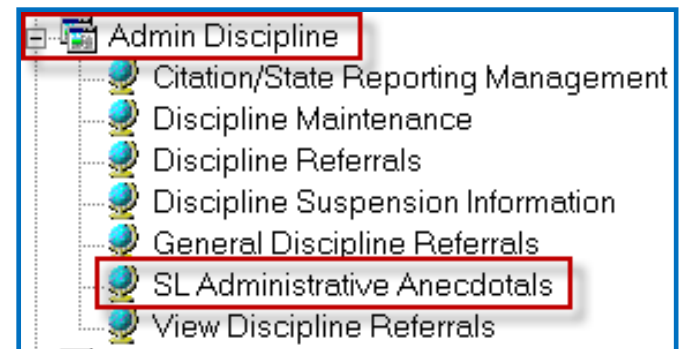
Traditional CTC/BOCES



Shared Location Site (CTC/Alt Ed/ Special Ed):

Double Click **Modules** > Double click **Admin Discipline** >
Click **SL Administrative Anecdots**

Shared Location Site



Administrative Anecdots



Creating an Anecdotal

1. Select a Student
2. Anecdotal Window: Displays the selected student name and will list any previous anecdots 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.

Harris Career and Technical Center

Student Search

- Alpha
- ID

Harris Career and Technical Center

- Atkins, Alexa M 000012099
- Atkins, Alyssa R 000012485
- Atkins, Anishi G 000012199
- Atkins, Archie R 000012845
- Atkins, Bianca L 000012515
- Atkins, Brenda L 000012522
- Atkins, Christian S 000012613
- Atkins, Collin E 000012148 **1**
- Atkins, Danielle 000012827
- Atkins, Davian D 000012509
- Atkins, Devian 000012523
- Atkins, Dezaray N 000012349
- Atkins, Dominick J 000012524
- Atkins, Glenn A 000012351
- Atkins, Hector D 000012589
- Atkins, Jacob D 000012038
- Atkins, Jacob E 000012097
- Atkins, Jehki A 000012149
- Atkins, James A 000012447
- Atkins, Jason 000012562
- Atkins, Jevon R 000012566

Issue	IssueDate	Description	Phone	Letters	Action
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Date -> 11/28/2018 03:05:14 PM **4**

Issue -> 000001 Spoke with Parents **5**

View Permissions

- Admin Only **8**
- Admin and Instructors
- Central Registrar Info

Phone Letters Action Memos Contacts Create/Update **6**

View Teacher

Called and spoke with Collen's parents concerning his placement at the CTC for the 201819 School Year **7**

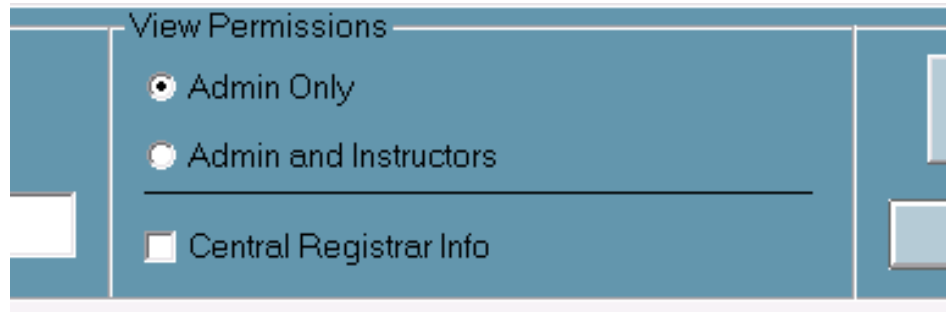


Administrative Anecdotal

Setting Anecdotal View Permissions

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

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



The screenshot shows a 'View Permissions' form with three options:

- Admin Only
- Admin and Instructors
- Central Registrar Info



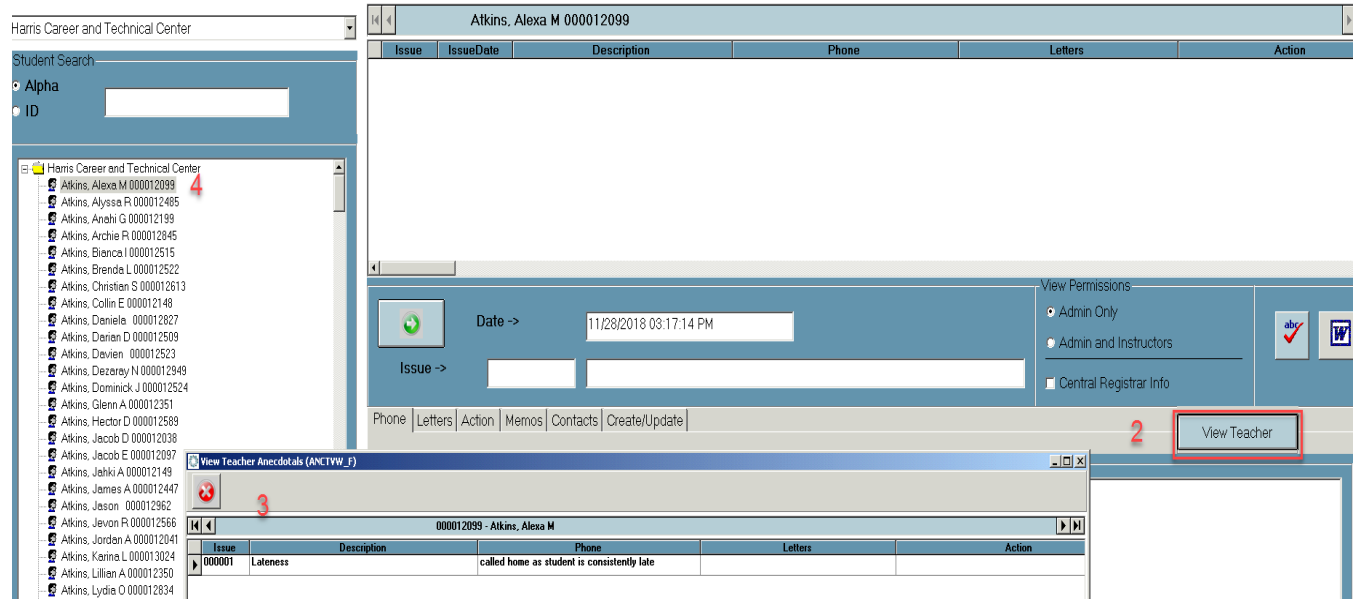
Administrative Anecdotal

Viewing Teacher Anecdotal

Within the Administrative Anecdotal module Administration can view anecdotal that instructors have submitted on a student.

1. Select a student
2. Click the blue View Teacher button
3. A View Teacher Anecdotal 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 anecdotal. The Administrator clicks the **View Teacher** button and the window appears displaying anecdotal written by an Instructor.



Issue	IssueDate	Description	Phone	Letters	Action

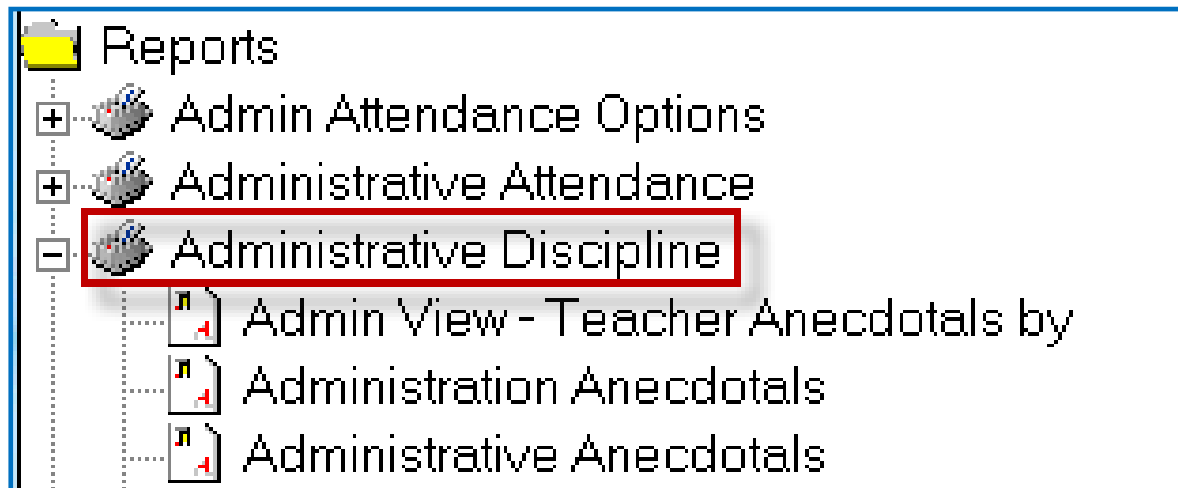
Issue	Description	Phone	Letters	Action
000001	Lateness	called home as student is consistently late		



Administrative Anecdots

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 Anecdots by Student
Administration Anecdots
Administrative Anecdots



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Questions? Contact us!

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