

# Introduction to Administrative Attendance

*An Administrators Guide*

*April 2021*



# Administrative Attendance

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# Administrative Attendance



## Attendance Pre-Requisites

(Mandatory Step)

Attendance cannot be taken until the attendance conditions have been setup. The Attendance Conditions should be setup by an Administrative team and reflect the overall attendance policies of the school

### Pre-Requisite 1- Attendance Conditions Worksheet

Attendance Categories are pre-loaded by ClassMate but conditions can be customized.

Use the **Attendance Conditions Worksheet** to determine what Attendance Conditions should be entered in ClassMate



ClassMate™

### Attendance Conditions Worksheet

#### Attendance Condition Overview

Attendance conditions are created in the Attendance Condition Information module. The Attendance Categories are Present, Tardy Excused, Tardy Unexcused, Absent Excused – Legal, Excused from Class, and Absent Unexcused. These categories cannot be changed. ClassMate comes with a variety of pre-defined attendance conditions, these conditions cannot be re-named, you will want to review these conditions and set your default Work Ethic Grade, Changeable status, and Negate Status. Please use the below worksheet to create your attendance conditions for each category

Attendance Category	Attendance Condition	Default Work Ethic Grade	Changeable	Negate Day
SAMPLE: Excused from Class	Senior End of Year	99	NO	YES



# Administrative Attendance

## Pre-Requisite 2- Attendance Condition Report

The attendance conditions establish the default Work Ethic Grade assigned to each student daily. The work ethic default grades and the associated conditions can be found in a report entitled **Attendance Condition Report**. The report can be found:

**My Reports > System Administration >  
Attendance Condition Report**



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Attendance Condition Report

Page: 1

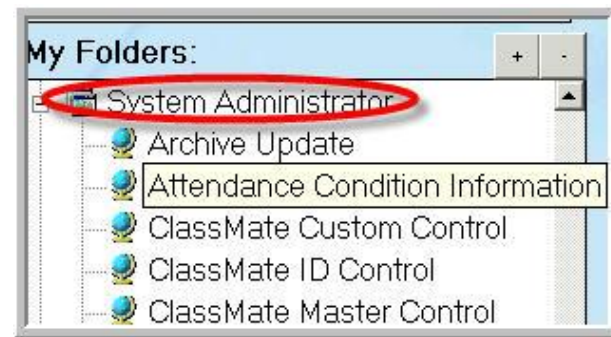
Sequence #	Category / Condition	Work Ethic Grade	Changeable	Negative Day	Instruct Hours	Billable
<u>Present Category</u>						
1	Student Present	10	Yes	No	No	No
2	CO-OP Student - Present At Work	10	Yes	No	No	No
3	Present at AVTS All Day	10	Yes	No	No	No
4	Present All AM Session	10	Yes	No	No	No
5	Present All PM Session	10	Yes	No	No	No
<u>Tardy Excused</u>						
4	Other - Tardy Excused	10	Yes	No	No	No
9	Released Early - Parent/Guardian Excuse	10	Yes	No	No	No
17	Released Early - School Activity	10	Yes	No	No	No
18	Released Early - Co-Op	10	Yes	No	No	No
19	Released Early - NCC	10	Yes	No	No	No
20	Released Early - Other/Legal	10	Yes	No	Yes	Yes
<u>Tardy Unexcused</u>						
20	Tardy Unexcused - Other	7	Yes	No	No	No

Should you have any questions about your attendance conditions please contact your system administrator.



## Pre-Requisite 3- Attendance Condition Information

Attendance cannot be taken until the Attendance Conditions have been setup. The Attendance Conditions should be setup by an Administrative team and reflect the overall attendance policies of the school



**Go to My Modules > System Administrator > Attendance Condition Information**

**NOTE:** Once conditions are established and the school year begins, Work Ethic defaults **CAN NOT** be changed as it will adversely affect the Work Ethic grade calculation for records already existing. If you realize there has been a mistake all along with the set up, please contact the Helpdesk for assistance with this change.

**NOTE:** Attendance Conditions are global, if you are a Multi Location/Division school, the Attendance Conditions will be seen for every location. Due to this – it is wise to not delineate between “CTE” and “SE” conditions, if they are common. Ex: Instead of 2 conditions: College Visit- CTE & College Visit – SE, there should just be one condition: College Visit.



## Getting Started

## Creating an Attendance Condition

Click the “Attendance Conditions” tab > Click to select an “Attendance Category” for the Attendance Condition

- The Attendance Conditions associated with the selected Attendance Category will appear under the Attendance Conditions list

1. **Calendar ID:** The present calendar year will default

2. **Attendance Category:** verify the correct Attendance Category is selected

3. Click the **GREEN** Arrow to auto-generate the next condition ID number

4. Enter a “Sequence” number for the condition.

The conditions used the most should be first in sequence, i.e. #1, 2, 3

5. **Description:** Enter a description for the attendance condition

6. **Work Ethic Grade:** Select a Work Ethic Grade for the condition, this grade will automatically be entered when the condition is applied.

\* The % only applies to Conditions that have a percent in Attendance Condition Information, when used, will apply an attendance percentage  
For Example: 1st day of school you attend your percent will be 100% if absent next day then your percentage would be 50%, etc. ....  
absent day 3 you'd have 66%..... - takes absence and divides by # of days

When you flag Condition as % and you have Work Ethic Percent set in Custom Control, if student has  $\geq$  the Work Ethic Percent set in the Custom Control module the student would receive the  $\geq$  % Work Ethic High Grade and if less than Work Ethic Percent set, student would then receive the Work Ethic grade set for  $<$ % Work Ethic Grade

7. **Changeable:** Click “Yes” if that WE grade can be altered, “No” if not

8. **Negate Day:** Click “Yes” to Negate the day based on that condition, “No” if the day should be included

9. **Instruction Hours:** **CA Customers Only** > Click “Yes”

10. **Include Billing:** **BOCES Billing only, determines if condition will be included or not for billing totals** Click “Yes”

11. **Include Admin Web Excessive Absences:** **When counting Excessive absences, if not checked this condition is not included**

12. **Include Absent Letters:** Click “Yes” if condition should be included in the counts for the absent letters



# Administrative Attendance



ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [Attendance Condition Information (ATTEND\_M)]

File Edit View Report

Attendance Conditions | Work Ethic Base Data

Attendance Categories

- Present Category
- Tardy Excused
- Tardy Unexcused
- Absent Excused - Legal
- Excused from Class
- Absent Unexcused

Attendance Conditions

- Present Category
  - 1 Virtual Student Present
  - 1 Student Present
  - 1 Student Present - Substitute
  - 9 CO-OP Student - Present At Work
  - 39 Fire Prevention Week
  - 46 Job Shadowing
  - 51 Placement
  - 66 UDS (formerly Hilltop)
  - 67 Visiting Another CTC Campus

Calendar ID: 202021

Category: 000001 Present Category

000005

General

Attributes

Sequence: 39

Description: Fire Prevention Week

Work Ethic Grade:

Changeable: YES NO

Negate Day: YES NO

Instruction Hours: YES NO

Include Billing: YES NO

Include in Admin Web Excessive Absences: Yes No

Include Absent Letters: YES NO

Active Inactive



# Administrative Attendance



## Daily Attendance Procedures - Attendance Submission Verification (Mandatory Step)

### Getting Started Reports > Admin Attendance > Attendance Submission Report

Each day and session student attendance must be completed by the instructor using ClassMate. The attendance must be verified in ClassMate as students grades are linked with attendance.

The daily student attendance verification is an administrative function which must be completed each session everyday, usually at a specific time.

To verify that all teachers have completed their daily attendance, run this report at a **specific time(s) each day**. If a teacher has not completed the attendance, follow the policies and procedures outlined for your school.

The specific attendance conditions do not display on this report and are not required at this point. The goal is to ensure **ALL** teachers have matching **Class Totals** and **Attendance Totals EVERY DAY**.

### Option 1: Attendance Submission Verification

The most efficient method to verify student attendance is the **Attendance Submission Verification** report lists scheduled programs and classes. The report displays the class total (the number of enrolled students) along with the attendance total (the number of attendances taken for the day). Any attendance condition applied will be tallied.

For example: If a teacher has correctly taken attendance for the day the class total should match the attendance total. If it does not, the teacher has missed taking attendance for a student. Missing attendance negatively impacts a students work ethic grade.

AM Session	Class Total	Attendance Total
Horticulture / AM / Ms. Lori Stern	15	0
Graphic Communications / AM / Mr. Nicholas Akian	20	0
Computer Programming / AM / Mrs. Anne Stern	15	0
Computer Network and Security / AM / Mr. Ronald Cooper	19	19
Cosmetology / AM1 / Mr. Leonard Packers	26	0
Cosmetology / AM2 / Mrs. Leatha Nelson	25	1
Culinary Arts / AM1 / Mrs. Tamara Stern	25	1
Culinary Arts / AM2 / Dr. George Heard	22	0
Electronics / AM / Mr. Chris Reinhart	14	0
Drafting & Design / AM / Mr. Adam Zimmer	10	0
...	...	...





# Administrative Attendance



## Option 2: Daily Attendance Verification

### Getting Started Admin Attendance > Admin Begin Session or SE Admin Begin Session

1. Verify the date.
2. Select a class by clicking on the name. You usually begin with the first class and work down. As administrative staff, you have access to all classes within ClassMate. If you work in an Academic setting and need to see the **Academic** classes, click View on the top toolbar and choose Academic. \*Other Class views are also available from the **View** dropdown, depending on your class coding.
3. In each class ensure the students have an attendance status complete (For example, A,P,C,S,T, H or E (for SE)) If a student has "**NONE**" attendance has **NOT** been taken for that student. Contact the teacher, establish the student's attendance status and edit the student attendance. \* Missing attendance negatively impacts students Work Ethics Grades and possibly State reporting.

ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [Administration Begin Session (At14\_MTB)]

File Edit View Daily Attendance

Occupation Classes

CourseTitle	Session	ClassDescription	Class	Course	Program	Location	Campus	LockOut	Tardy	Mon	T
Behavior Remediation Progra	AM	Community Service	3	000002	000020	005283	1133638070000	F	F	12:00:00 AM	12:00:00 A
Introduction to Construction I	AM	Introduction to Con	5	000005	460201	005283	1133638070000	F	F	9:00:00 AM	9:00:00 A
Introduction to Culinary Career	AM	Introduction to Culi	1	000006	120508	005283	1133638070000	F	F	9:00:00 AM	9:00:00 A
Introduction to Health Career	AM	Introduction to Hez	1	000005	510899	005283	1133638070000	F	F	9:00:00 AM	9:00:00 A
Introduction to Manufacturing	AM	Introduction to Mar	1	000004	480508	005283	1133638070000	F	F	9:00:00 AM	9:00:00 A
Introduction to Transportation	AM	Introduction to Trai	1	000008	470604	005283	1133638070000	F	F	9:00:00 AM	9:00:00 A
Baking & Pastry Arts	Day	Baking & Pastry Art	1	000001	120501	005283	1133638070000	F	F	9:00:00 AM	9:00:00 A
Commercial Construction/Man	Day	Commercial Constru	1	000007	460201	005283	1133638070000	F	F	9:00:00 AM	9:00:00 A

09/02/2021

Present

Introduction to Construction Careers - MJ / 5

Last	First	Middle	Coop	Attendance	School	Student	Starttime	Endtime	Mod
Burson	Luke	Calvin	F	None	DON	020210240			
Holms	Micheal	Steven	F	None	ETWN	020210347			
Kish	Seth	John	F	None	ETWN	020210359			
Long	Dylan	Randolph	F	None	MC	020210676			
Mottau	Dru	B	F	None	MC	020210648			



## Attendance: Attendance Entry

### Getting Started - Admin Attendance > Admin Begin Session or SE Admin Begin Session

It will become necessary to enter varied attendance conditions for an entire class. The reasons for this vary but one of the most common scenarios would be when a substitute teachers is in the building. Substitute teachers do not have access to the ClassMate system and must manually record attendance: Once recorded, the attendance should be given to the attendance clerk for accurate record keeping in ClassMate.

1. **Verify Date:** The present date will default . The Drop-down menus allows the date to be changed.
2. **Select the Course and Class** from the list. As the attendance clerk you have access to **ALL** the course & class lists. This enables you to enter attendance for any teacher in the building, regardless of the reason.
3. If you work in an Academic setting and need to see the **Academic** classes, click View on the top toolbar and choose Academic.
4. Click on the bubble in front of the attendance condition that accurately reflects the student Status. Select **"A"** for all absent students.
5. Click the **Present** button to quickly populate **"P"** for the present students.



Note: Inform your Administrator if instructors repeatedly do not take attendance or have daily errors. It is a ClassMate best practice to have the teachers take attendance, not the administrative staff.

# Administrative Attendance



ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [Administration Begin Session (At14\_MTB)]

File Edit **View** Daily Attendance

- Occupation Classes
- Academic Classes
- Supplement Classes
- Summer Classes
- Other Classes
- Refresh Classes
- Refresh Attendance

ClassDescription	Class	Course	Program	Location	Campus	LockOut	Tardy	Mon	Tue
Community Service	3	000002	000020	005283	1133638070000	F	F	12:00:00 AM	12:00:00 AM
Introduction to Con	5	000005	460201	005283	1133638070000	F	F	9:00:00 AM	9:00:00 AM
Introduction to Culinary Career AM	1	000006	120508	005283	1133638070000	F	F	9:00:00 AM	9:00:00 AM
Introduction to Health Career AM	1	000005	510899	005283	1133638070000	F	F	9:00:00 AM	9:00:00 AM
Introduction to Manufacturing AM	1	000004	480508	005283	1133638070000	F	F	9:00:00 AM	9:00:00 AM
Introduction to Transportation AM	1	000008	470604	005283	1133638070000	F	F	9:00:00 AM	9:00:00 AM
Baking & Pastry Arts Day	1	000001	120501	005283	1133638070000	F	F	9:00:00 AM	9:00:00 AM
Commercial Construction/Ma	1	000007	460201	005283	1133638070000	F	F	9:00:00 AM	9:00:00 AM

04/31/2021

Present

+

-

Introduction to Construction Careers - MJ / 5

Last	First	Middle	Coop	Attendance	School	Student	Starttime	Endtime	ModDate	ModUser
Burson	Luke	Calvin	F	None <input checked="" type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	DON	020210240	8:00:00 AM	11:20:00 AM	04/02/2021	cmfaltenberger
Holms	Micheal	Steven	F	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	ETWN	020210347	8:00:00 AM	11:20:00 AM	04/02/2021	cmfaltenberger
Kish	Seth	John	F	None <input checked="" type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	ETWN	020210359				
Long	Dylan	Randolph	F	None <input checked="" type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	MC	020210676				



# Administrative Attendance

## Attendance: Attendance Entry *by Class*

### Getting Started - Admin Attendance > Attendance By Class

In addition to entering individual attendance conditions for a class, ClassMate also can allow for the insertion of an attendance condition for the entire class at one time. For example, if the school were to have a power failure and all attendance for the entire school was taken manually, then given to the attendance clerk for entry the following day when services are restored.

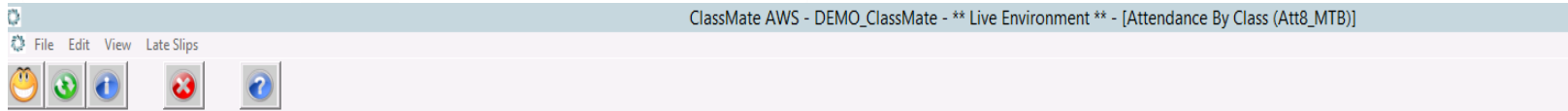
### Entering Class Attendance > Present

1. **Verify Date:** The present date will default .The drop-down menus allows the date to be changed should you need to enter attendance for a previous day.
2. **Select the Course and Class** from the list. As the attendance clerk you have access to **ALL** the course & class lists. This enables you to enter attendance for any teacher in the building, regardless of the reason. If attendance has not been taken, the grid will be empty.
3. If **ALL** the students in the class are **present** simply click the **Present** button to quickly populate “P” for **ALL** the present students.
4. A dialogue box will display asking if you are sure you want to insert **Present** attendance for the entire class? Select “Yes”

NOTE: ONLY USE THIS PROCESS IF **ALL STUDENTS ARE PRESENT IN THE CLASS.**



# Administrative Attendance



- ☑ Good Morning Chef Brock
  - ☑ Advanced Health Careers - MJ
  - ☑ Baking & Pastry Arts
    - ☑ 1 - Garfield
  - ☑ Behavior Remediation Program - MJ
  - ☑ Commercial Construction/Management
  - ☑ Culinary Arts/Chef
  - ☑ Early Childhood Education
  - ☑ ElectroMechanical Engineering Technology
  - ☑ Hospitality Business Management
  - ☑ Introduction to Allied Health - MJ
  - ☑ Introduction to Construction Careers - MJ
  - ☑ Introduction to Culinary Careers - MJ
  - ☑ Introduction to Health Careers - MJ
  - ☑ Introduction to Manufacturing Careers - MJ
  - ☑ Introduction to Transportation Careers - MJ
  - ☑ Medical Terminology - MJ
  - ☑ Metal Fabrication
  - ☑ Precision Machining & Computer Aided Manufacturing
  - ☑ Protective Services Academy
  - ☑ Public Speaking 101
  - ☑ Residential Carpentry
  - ☑ Welding

03/31/2021 1

3 Present

+
-

Baking\_Pastry Arts 1 - Garfield Attendance

DVR	WE	Attendance	Last	First	M	Suffix	Resolved	Starttime	EndTime	Pcnt	Student
<div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin: 10px auto; width: 80%;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>ClassMate</span> <span style="font-size: 12px;">x</span> </div> <div style="margin-top: 10px;"> <span style="font-size: 24px; color: blue; font-weight: bold;">?</span> Are you sure you want to insert Occupational present attendance for the entire class?         </div> <div style="text-align: right; margin-top: 10px;"> <span style="font-size: 24px; color: red; font-weight: bold;">4</span> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-left: 10px;">Yes</span> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-left: 10px;">No</span> </div> </div>											



# Administrative Attendance

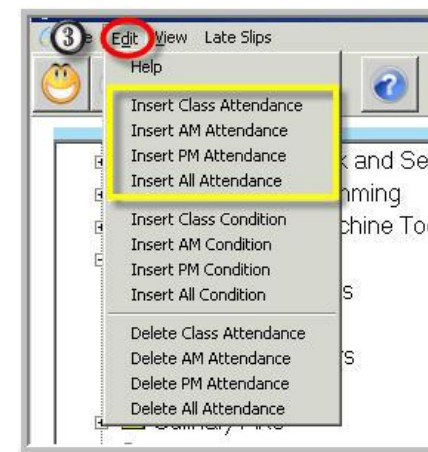
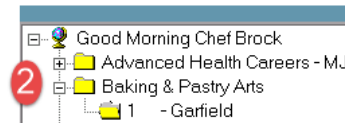
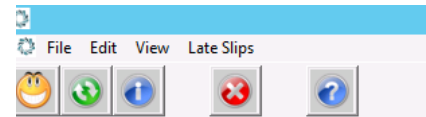
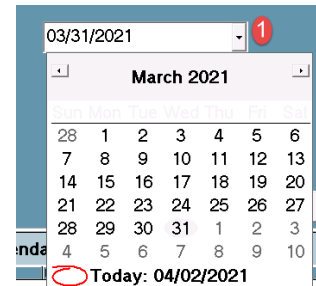
## Entering Class Attendance

### *Varied Attendance conditions*

- 1 Verify Date:** The present date will default .The Drop down menus allows the date to be changed should you need to enter attendance for a previous day.
- 2 Select the Course and Class** from the list. As The attendance clerk you have access to **ALL** the course & class lists. This enables you to enter attendance for any teacher in the building, regardless of the reason. If attendance has not been taken the grid will be empty.
- 3 Click on the word Edit**, located along the top of the screen. A variety of options for insertion will display.

Insert Class Attendance (only for class selected)  
Insert AM Attendance (for ALL AM Classes)  
Insert PM Attendance (for ALL PM Classes)  
Insert All Attendance ( All Classes)

This will insert a **Present Attendance Condition** for the **ENTIRE** selected class and/or session based on whether the selected class is Academic, Occupational, Supplemental, Other



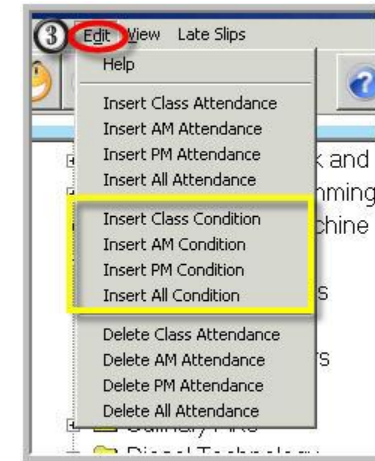
# Administrative Attendance

## Entering Class Attendance *Varied Attendance conditions*

- 3 Click on the word **Edit**, located along the top of the screen. A variety of options for insertion will display. Select by clicking

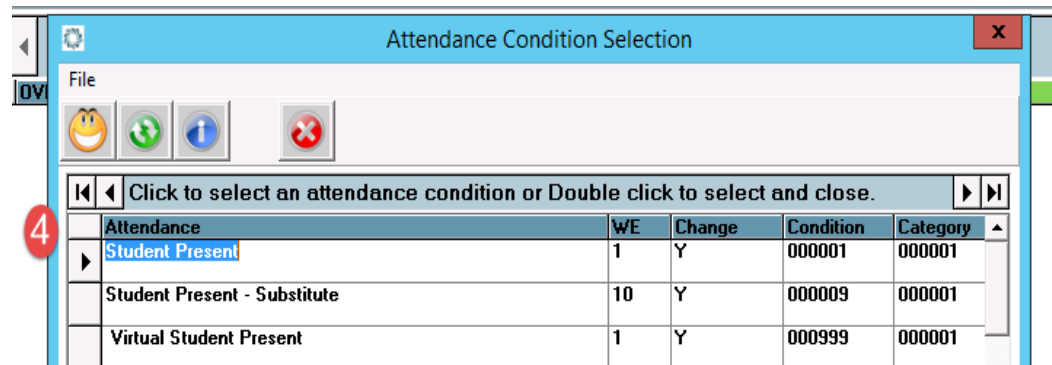
Insert Class Condition (only for class selected)  
Insert AM Condition (for ALL AM Classes)  
Insert PM Condition (for ALL PM Classes)  
Insert All Condition ( All Classes)

- 4 Scroll to locate and select the attendance condition for insertion for the class. Select by double clicking.



This will insert the selected **Attendance Condition** for the **ENTIRE** selected class and/or session based on whether the selected class is Academic, Occupational, Supplemental, Other

**NOTE: ONLY USE THIS PROCESS IF ALL STUDENTS HAVE THE SAME ATTENDANCE CONDITION**



Attendance	WE	Change	Condition	Category
Student Present	1	Y	000001	000001
Student Present - Substitute	10	Y	000009	000001
Virtual Student Present	1	Y	000999	000001

# Administrative Attendance

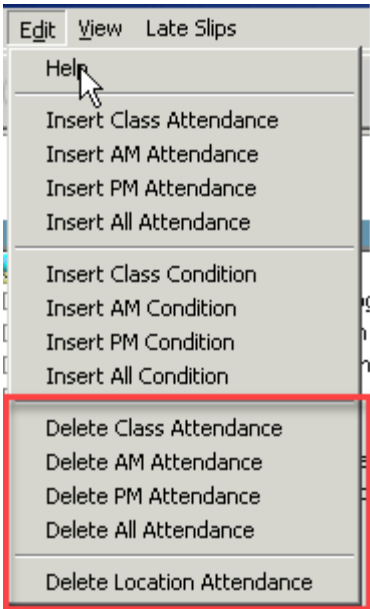
## Entering Class Attendance

### Varied Attendance conditions

Click on the word **Edit**, located along the top of the screen. A variety of options for insertion will display. Select by clicking

- Delete Class Attendance (only for class selected)
- Delete AM Attendance (for ALL AM Classes)
- Delete PM Attendance (for ALL PM Classes)
- Delete All Attendance ( All Classes)
- Delete Location Attendance

This will **DELETE** the selected **Attendance** for the **ENTIRE** selected class and/or session based on whether the selected class is Academic, Occupational, Supplemental, Other



**NOTE: PLEASE BE VERY CAREFUL IN USING THE DELETION FUNCTIONS**





## Attendance: Attendance Entry by Sending School

### Getting Started > Admin Attendance > Attendance By Sending School

In addition to entering individual attendance conditions for a student or class, ClassMate also can allow for the insertion of an attendance condition for the **ENTIRE SENDING SCHOOL** at one time. For example, if a sending school holds all of their students for an entire session or they arrive late, then the attendance clerk can insert the appropriate attendance condition at one time for the entire sending school.

1. **Select District:** Select the School District the sending school resides by clicking on the name (this will automatically select all schools under the selected district.)
2. **Select the Sending School:** Select the Sending School the by clicking on the name
3. **Verify School and Date:** Ensure you have selected the correct school and date. The date can be modified in this field if needed
4. **Class Selection:** Ensure you insert attendance for the desired class type
5. **Overwrite Attendance:** If attendance was taken and you would like the Attendance Condition being inserted to Overwrite existing attendance, Click **“Yes”**
6. **Arrival & Departure Time:** Enter the Arrival & Departure time for students. Very important to accurately record time as this could impact Certification Hours.
7. **Select Attendance Condition:** Select the desired Attendance Condition from the drop-down menu.

You also have the ability to filter the students that the Condition will affect by using the parameters.

Parameters include: *Session, Block, Grade*

**NOTE:** This process will apply a **SINGLE** Attendance Condition to the selected Sending School students .



# Administrative Attendance

## Entering Student Attendance

### By Sending School



Harris Career and Technical Center

**1**  Commonwealth Connection Academy CS  
 Commonwealth Connection Academy CS  
**2**  East Stroudsburg School District  
 Colonial Northampton IU #20  
 East Stroudsburg SHS South

Easton Area School District  
 Bethlehem Catholic High School  
 Centennial  
 Colonial Northampton I. U. #20  
 Easton Academy  
 Easton Area High School  
 Easton Area Middle School  
 Faith Christian School (FC)  
 Gateway School  
 Home Schooled  
 Lehigh Learning Academy  
 Notre Dame High School  
 Philip F. Lauer Middle School  
 PIUS X High School  
 Shawnee Intermediate High School

Lancaster School District  
 McCaskey Campus

Lehigh Career & Technical Institute  
 Lehigh County Vocational-Technical

Nazareth Area School District  
 Bethlehem Catholic  
 Centennial  
 Centennial School  
 Colonial Northampton I. U. #20  
 Faith Christian School  
 Gateway School  
 Home Schooled  
 Lehigh Learning Academy  
 Lehigh Valley Christian School  
 Nazareth Area Senior High School  
 Nazareth Middle School  
 Notre Dame High School  
 Plus X High School

Northampton Area School District  
 Colonial Northampton I. U. #20  
 Northampton Junior High School  
 Northampton Senior High School

Palisades School District  
 Notre Dame High School

**3** District: East Stroudsburg School District  
School: East Stroudsburg SHS South  
Date: 08/27/2018 8:31:31 AM

**4** Select which classes to Include  
Supplemental Classes ->  Yes  No  
Academic Classes->  Yes  No  
Occupational Other Classes ->  Yes  No

**5** Overwrite Attendance  
 Yes  No

**6** Arrival Time: 12:00 AM  
Departure Time: 12:00 AM

**7** Attendance : --Select An Attendance Condition--  
--Select An Attendance Condition--  
AE - Parent/Guardian Written Excuse - Absent Excused  
AE - Doctors Excuse - Absent Excused  
AE - Legal Excuse - Absent Excused (i.e. Court Issued)  
AE - Parent/Guardian Call - Absent Excused  
AC - In-School Suspension - DT  
AC - In-School Suspension - HS  
AE - Death in Family - Absent Excused

Session:  
Block: All 0 1 2 3 4 5

Grade:  All Grades  9th Grade  10th Grade  11th Grade  
 12th Grade  ASP  SUG

WE :  %  0  1  2  3  4  5  
 6  7  8  9  10  99 (No Grade)

Changeable WE:  Yes  No  
Negate Day:  YES  NO

Work Ethic Percentage Rule: >= 93 = 10 ; less than = 6



## Attendance: Attendance Entry *by Sending School for ACADEMIC classes*

### Getting Started > Admin Attendance > Sending School Period Attendance

In addition to entering individual attendance conditions for a student or class, ClassMate also can allow for the insertion of an attendance condition for the **ENTIRE SENDING SCHOOL** at one time. For example, if a sending school holds all of their students for first & second period (delays) then the attendance clerk can insert the appropriate attendance condition at one time for the entire sending school for just those 2 periods.

1. **Select District:** Select the School District the sending school resides by clicking on the name
2. **Select the Sending School:** Select the Sending School the by clicking on the name
3. **Verify School and Date:** Ensure you have selected the correct school and date. The date can be modified in this field if needed
4. **Class Selection:** Ensure you insert attendance for the desired class type
5. **Overwrite Attendance:** If attendance was taken and you would like the Attendance Condition being inserted to Overwrite existing attendance, Click **“Yes”**
6. **Arrival & Departure Time:** Enter the Arrival & Departure time for students. Very important to accurately record time as this could impact Certification Hours.
7. **Select Attendance Condition:** Select the desired attendance condition from the drop down menu.
8. **Select Work Ethic Grade:** Choose the Work Ethic (WE) grade that will apply to all students in this school
9. **Select a Session:** **ALWAYS Select NA** for the Session
10. **Select Period Block Attendance:** Select **all periods that apply**
11. **Select a Grade:** Select the desired Grade levels (All is the default)

**NOTE:** This process will apply a **SINGLE** Attendance condition to the selected Sending school students .



# Administrative Attendance



## Entering Sending School Period Attendance For Academic Classes

ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [Sending School Attendance (SAttend2\_M)]

Harris - East Campus

- Good Morning Chef Brock
- \*\*PIMS Out of State District
- Adult District
- Cheltenham Township School District
- Cocalico School District
- Columbia Borough School District
- Conestoga Valley School District
- Donegal School District
- Eastern Lancaster County SD
- Eastern York School District
- Elizabethtown Area School District
- Ephrata Area School District
- Hempfield School District
- Lampeter-Strasburg School District
- Manheim Central School District
- Manheim Township School District
- Oxford Area School District
- Perrin Manor School District
- Cocalico Senior High School
- Community School West

District: Cocalico School District  
School: Cocalico Senior High School  
Date: 04/02/2021 10:16:41 AM

Select which classes to include

Supplemental Classes ->  Yes  No  
Academic Classes ->  Yes  No  
Occupational Other Classes ->  Yes  No

Overwrite Attendance  Yes  No

Arrival Time: 12:00 AM  
Departure Time: 12:00 AM

Attendance: P - Virtual Student Present

WE: % 0 1 2 3 4 5 6 7 8 9 99 (No Grade)

Session: ALL AM PM FD NA

Block: All 0 1 2 3 4 5 NA

Period Block Attendance: Select all that apply

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8
<input type="radio"/> 9	<input type="radio"/> 10	<input type="radio"/> 11	<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15	<input type="radio"/> All

Grades: All Grades K 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th ASP SUG

Changeable WE:  Yes  No Negate Day:  YES  NO

Work Ethic Percentage Rule: >= 100 = 10 ; less than = 0



# Administrative Attendance

## Attendance: Attendance Entry by Date Range

### Getting Started > Admin Attendance > Class Exception Bulk Attendance

In addition to entering individual attendance conditions for a student or class, ClassMate also can allow for the insertion of an attendance condition for an **ENTIRE Location, District or Sending School** at one time for a **DATE RANGE**.

1. **Select Course:** Select the Course by clicking on the name (this will automatically select all classes under the selected Course) OR  
**Select the Class:** If just applying to a specific Class, make individual selection(s) by clicking on the Class OR  
**Select the Green Check:** to select ALL Courses & Classes
2. **Enter Date Range:** Enter the Start Date and End Date in the fields and check the Days of the Week the dates correspond with.
3. **Select Attendance Condition:** Select the desired Attendance Condition from the drop-down menu
4. **Arrival & Departure Time - Optional:** Enter the Arrival & Departure time for students.  
Very important to accurately record time as this could impact Certification Hours.
5. **Select Work Ethic Grade:** Choose the Work Ethic (WE) grade that will apply to all students in this school

**NOTE:** This process will apply a **SINGLE** Attendance Condition to the selected Course / Class students within the Date Range Entered



# Administrative Attendance

## Entering Student Attendance

### By Date Range



ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [Class Meeting Exception Bulk Attendance (ATBLKCLS\_M)]

File

Harris - East Campus

**Course/Class**

- Advanced Health Careers - BT
- Advanced Health Careers - MJ
  - 1 - Advanced Health Careers - MJ - PM
- Baking & Pastry Arts
  - 1 - Baking & Pastry Arts
- Commercial Construction/Management
  - 1 - Commercial Construction/Management
- Culinary Arts/Chef
  - 1 - Culinary Arts/Chef
- Early Childhood Education
  - 1 - Early Childhood Education
- ElectroMechanical Engineering Technology
  - 1 - Electro-Mechanical Engineering Technology
- Hospitality Business Management
  - 1 - Hospitality Business Management
- Introduction to Allied Health - MJ
  - 1 - Introduction to Allied Health (HACC-AH140)
- Introduction to Construction Careers - MJ
  - 5 - Introduction to Construction Careers - MJ - AM
  - 6 - Introduction to Construction Careers - MJ - PM
- Introduction to Culinary Careers - BT
  - 1 - Introduction to Culinary Careers - MJ - AM
  - 2 - Introduction to Culinary Careers - MJ - PM
- Introduction to Health Careers - BT
  - 1 - Introduction to Healthcare Careers - MJ - AM
  - 2 - Introduction to Healthcare Careers - MJ - PM
- Introduction to Manufacturing Careers - MJ
  - 1 - Introduction to Manufacturing Careers - MJ - AM
  - 2 - Introduction to Manufacturing Careers - MJ - PM
- Introduction to Transportation Careers - MJ
  - 1 - Introduction to Transportation Careers - MJ - AM
  - 2 - Introduction to Transportation Careers - MJ - PM
- Medical Terminology - MJ
  - 1 - Medical Terminology (HACC-BIOL105)

**Date(s) to Process:**

Single Date **Date :** \_\_\_\_\_

Date Range **Start Date :** 04/05/2021 **End Date :** 04/07/2021

Sun  Mon  Tue  Wed  Thr  Fri  Sat  All

**Attendance :** AC - School Testing

**Arrival Time :** 12:00 AM

**Departure Time :** 12:00 AM

**Work Ethic :** % 0 1 2 3 4 5 6 7 8 9 10 99 (No Grade)

**Changeable WE:**  Yes  No

**Negate Day:**  YES  NO

**Work Ethic Percentage Rule:** >= 100 = 10 ; less than = 0

**Annotations:**

- 1: Red arrow pointing to the Course/Class list.
- 2: Red circle around the Date Range radio button.
- 3: Red circle around the Attendance dropdown.
- 4: Red circle around the Arrival Time input.
- 5: Red circle around the Work Ethic radio buttons.

**Callouts:**

- Red arrow: "If multi-locations > make selection and process each individually"
- Red speech bubble: "Make Day of Week Selections that entered Date Range Applies to"



# Administrative Attendance

## Attendance: Editing Attendance Conditions

Each day it will be necessary to update attendance conditions. This is due to students arriving late, leaving early and the requirement to resolve known Attendance Conditions .

For example: Editing a student absence as needed due to excuse notes, home school schedules, etc.

Please refer to your school handbook for further clarification on these policies.

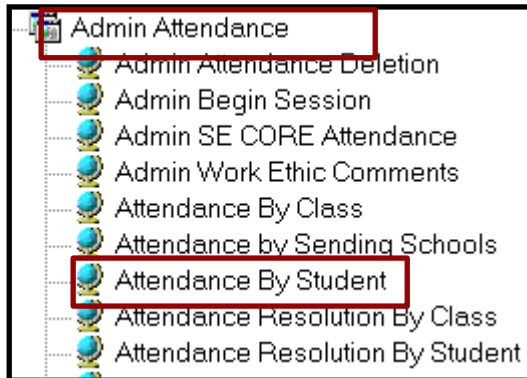
## Getting Started

### For Single Locations

Double click > **My Modules** >

Double Click **Admin Attendance**>

Click **Attendance by Student**

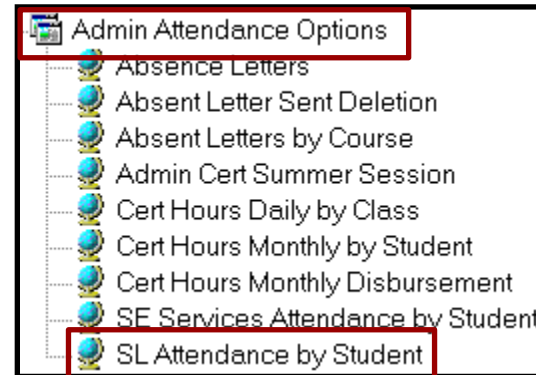


### For Shared Locations

Double click > **My Modules** >

Double Click **Admin Attendance Options**>

Click **SL Attendance by Student**



## Editing Student Absences: *Tardies & Early Dismissals*

1. Scroll to locate the desired student. Select the student by clicking on their name.
2. Once a student has been selected, the student's name, ID and enrolled courses & classes will display.
3. Verify you are editing the correct student data.
4. Scroll to find the date you wish to edit
5. In the **GREEN** attendance column, click to the right of the attendance condition.
6. A black arrow next to the attendance condition will display > click the arrow to display attendance conditions in a drop-down menu.
8. Select the new attendance condition to be applied by double clicking.
9. The new condition will now display in the date selected along with the default work ethic grade.





## Editing Student Absences: *Tardies & Early Dismissals*

Harris Career and Technical Center

Anderson, Alexa M 000012099

CourseTitle	Class	Session	StartDate	EndDate	Grade	Program	Course	Last	First	M	Suffix	Student
Health Related Technology	PM	PM	08/28/2017	05/17/2018	11	510899	510899	Anderson	Alexa	M		0000120
Physical Education	PE7F1	PM	08/28/2017	01/01/1900	11	000006	000006	Anderson	Alexa	M		0000120

Alpha [ ] +

ID [ ] -

- All Schedules
- Active Schedules
- Inactive Schedules

Harris Career and Technical Center

- Anderson, Alexa M 000012099
- Anderson, Alyssa R 000012485
- Anderson, Anthony 000012209
- Anderson, Bianca I 000012515
- Anderson, Brenda L 000012522
- Anderson, Christian S 000012613
- Anderson, Collin E 000012148
- Anderson, Darian D 000012509
- Anderson, Davien 000012523
- Anderson, Dominick J 000012524
- Anderson, Ermi G 000011684
- Anderson, Glenn A 000012351
- Anderson, Hector D 000012589
- Anderson, Isaiah 000012550
- Anderson, Jacob D 000012038
- Anderson, Jacob F 000012097

Health Related Technology / PM

DVR	Date	Attendance	WE	StartTime	EndTime	Resolved	Pcnt	Student	Program	Course	Class	ModDate	ModUser
F	09/29/2017	Student Present	10	11:40 AM	02:25 PM	T	100	000012099	510899	510899	PM	03/23/2018	classmate
F	09/28/2017	Student Present	10	11:40 AM	02:25 PM	T	100	000012099	510899	510899	PM	03/23/2018	classmate
F	09/27/2017	Missed Bus - Absent Unexcu	0	11:40 AM	02:25 PM	T	100	000012099	510899	510899	PM	03/23/2018	classmate
F	09/26/2017	Student Present	10	11:40 AM	02:25 PM	T							

Animal Science PM1 Attendance

DVR	Date	Attendance	WE
F	04/13/2009	Doctors Excuse -Tardy E:	6
F	12/01/2008	Resolved Absent Unexcu	1

Attendance	W	Cha
Student Present	7	Y
CO-OP Student - Present /	7	Y
Other - Tardy Excused	6	Y
Doctors Excuse -Tardy Exc	6	Y
Tardy Excused Per High Sc	6	Y
Legal Excuse - Tardy Excu	6	Y



# Administrative Attendance

## Editing Student Absences: *Tardies & Early Dismissals*

If the student has arrived late to school or is leaving school early you **MUST** enter the time in ClassMate. Failure to record time accurately will negatively impact certification hours.

**Tardies:** Change the start time to reflect the time the student arrived at school.

Highlight the time in the **GREEN Start Time** column

Enter actual time the student arrived, using AM/PM designations

Click in any other field and the edit will automatically be saved.

Attendance	WE	StartTime	EndTime
Doctors Excuse -Tard	6	1:20 PM	02:10 PM

**Early Dismissals:** Change the end time to reflect the time the student left school.

Highlight the time in the **GREEN END Time** column

Enter actual time the student departed.

Click in any other field and the edit will automatically be saved.

Automobile/Automotive Mechanics Technology/Technician / PM						
OVR	Date	Attendance	WE	StartTime	EndTime	Resolved
F	10/19/2010	Student Present	8	11:30 AM	01:59 PM	T



# Administrative Attendance

## Attendance: Resolving Student Absences

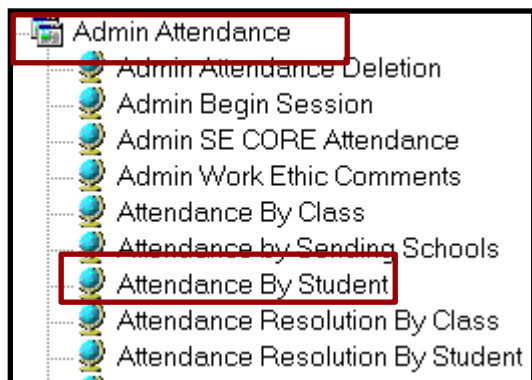
Each day it will necessary to update attendance conditions. This is due to students arriving late, leaving early and the requirement to resolve known attendance conditions . For example: Editing a student absence as needed due to excuse notes, home school schedules, etc.

Your ClassMate system has been customized to resolve or change student absences after a specific number of days. Please refer to your school handbook for further clarification on these policies.

## Getting Started

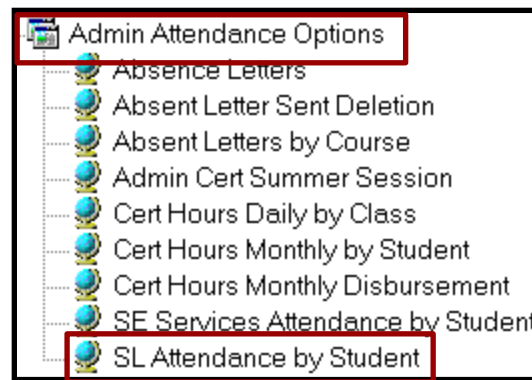
### For Single Locations

- Double click > **My Modules** >
- Double Click **Admin Attendance**>
- Click **Attendance by Student**



### For Shared Locations

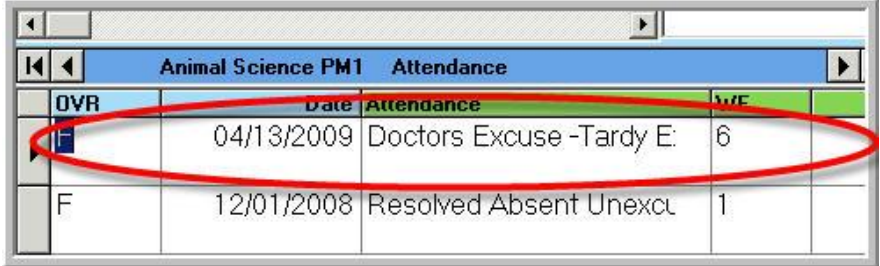
- Double click > **My Modules** >
- Double Click **Admin Attendance Options**>
- Click **SL Attendance by Student**



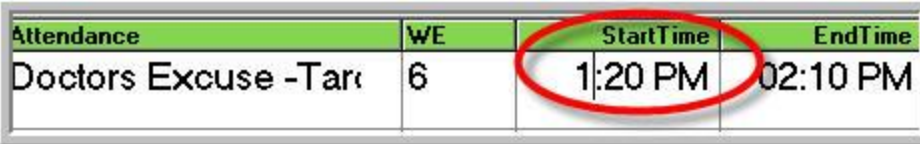
## Resolving Student Tardies

To change or resolve a student absence due to an excuse note.

- Mark the student “**Tardy**” in ClassMate
- Change the start time to reflect the time the student arrived at school. Highlight the time in the **GREEN Start Time** column, then type the correct time, using AM/PM designations
- Click in any other field and the edit will automatically be saved.



OVR	Date	Attendance	WE
	04/13/2009	Doctors Excuse -Tardy E	6
F	12/01/2008	Resolved Absent Unexcl	1



Attendance	WE	StartTime	EndTime
Doctors Excuse -Tardy	6	1:20 PM	02:10 PM

Note: The **End Time** Column should be edited for students leaving school early.



# Administrative Attendance



## Resolving Student Absences

To view those students with outstanding unresolved absences, use :

### REPORTS:

- Attendance Resolution Report
- Attendance Resolution Report - Teacher
- Supplemental Attend Resolution Report - Teacher

### MODULES:

- Attendance Resolution by Class Module
- Attendance Resolution by Student Module

Report will list any unresolved absence for students.

Edit the attendance condition in the same manner as previously described.



Harris Career and Technical Center  
1660 Valley Center Parkway  
Roseto, PA 18017  
()-

### Attendance Resolution Report

Printed: 09/14/2018 7:54:06AM **03/27/2017 to 09/14/2018** Page 1 of 6

#### Location

Program / Course  
Class / Instructor  
Period  
Student

Attend Date	Attendance Description	Resolved	Tardy Excused	Tardy Unexcused	Absent From Class	Absent Excused	Absent Unexcused
Harris Career and Technical Center							
Automotive Body Repairer / Automotive Collision & Refinishing Technology							
AM / Ms. Peggy Stern							
AM Session Periods 1 thru 4							
08/17/2018	Absent Unexcused	No					*
<b>Absent &amp; Tardy Attendance Totals:</b>							<b>1</b>



Anderson, Anthony 000012209												
CourseTitle	Class	Session	StartDate	EndDate	Program	Course	Last	First	M	Suffix	Student	
Automotive Collision & Refinis	PM	PM	01/18/2018	01/01/1900	470603	470603	Anderson	Anthony			000012209	
Automotive Collision & Refinis	AM	AM	03/13/2018	01/01/1900	470603	470603	Anderson	Anthony			000012209	
Automotive Technology	AM2	AM	08/28/2017	01/17/2018	470604	470604	Anderson	Anthony			000012209	
Physical Education	PE4F1	AM	08/28/2017	01/01/1900	000006	000006	Anderson	Anthony			000012209	

Automotive Collision _ Refinishing Technology AM Unresolved Attendance									
OVR	WE	Date	Attendance	Resolved	Pcnt	Student	ModDate	ModUser	
F	0	08/17/2018	Absent Unexcused	F	0	000012209	08/17/2018	pstern	

# Administrative Attendance

## Editing Student Attendance: *Deleting Attendance*

It will be come necessary to delete student attendance from time to time. This may be due to an instructor error, a manual error or simply a wrong key stroke.

You must first determine if the deletion is for one student or an entire class. It is possible to delete attendance both ways.

## Getting Started

Double click > **My Modules** > Double Click **Admin Attendance**>  
Click **Admin Attendance Deletion**



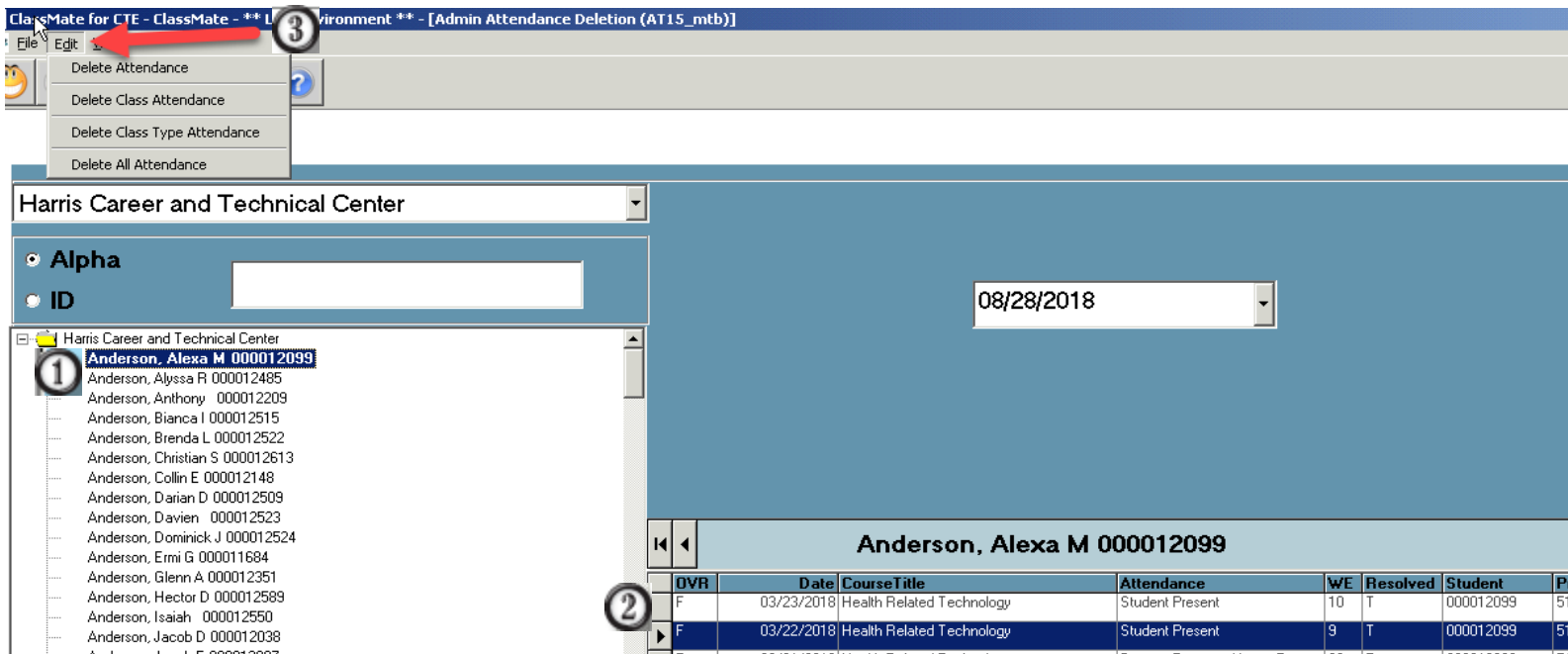
# Administrative Attendance

## Delete Attendance for a single student

- 1 Scroll to select the desired student name
- 2 Scroll to select the desired attendance date
- 3 Click the word “Edit” located on the toolbar bar along the top of the screen.  
Select **Delete Attendance** to delete the attendance for an individual student on the **Selected Date only (you can also right click on date line and select Delete)**

A confirmation to delete attendance for all courses and classes will appear, Click **Yes** to continue deletion.

The accurate attendance can now be re-entered or inserted.



The screenshot shows the ClassMate software interface. At the top, a menu bar includes 'File' and 'Edit'. The 'Edit' menu is open, showing options: 'Delete Attendance', 'Delete Class Attendance', 'Delete Class Type Attendance', and 'Delete All Attendance'. A red arrow points to the 'Edit' menu, and a circled '3' is next to it. Below the menu, there are dropdowns for 'Harris Career and Technical Center' and 'Alpha'. A date dropdown is set to '08/28/2018'. On the left, a list of students is shown, with 'Anderson, Alexa M 000012099' selected and a circled '1' next to it. At the bottom, a table displays attendance records for the selected student on 03/23/2018. A circled '2' is next to the table.

OVR	Date	CourseTitle	Attendance	WE	Resolved	Student	Pi
F	03/23/2018	Health Related Technology	Student Present	10	T	000012099	51
F	03/22/2018	Health Related Technology	Student Present	9	T	000012099	51



# Administrative Attendance

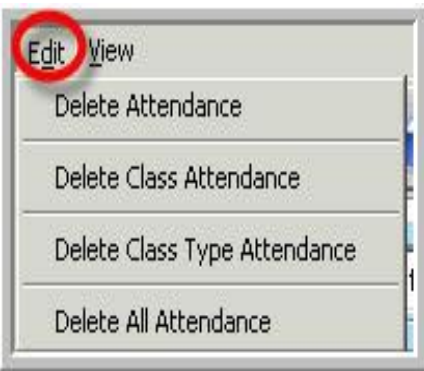


## Delete Attendance for a single student

Within the Admin Attendance Deletion module, users have the ability to delete attendance for a single date but can also use a variety deletion methods

- Delete Attendance Single student; attendance deletion for date selected
- Delete Class Attendance Single student, all attendance for the **selected class** (am Cos)
- Delete Class Type Attend Single student, all attendance for **class type** (academics)
- Delete All Attendance Single student, **all recorded attendance** for all classes

When deleting large amounts of attendance ClassMate will prompt you to print an attendance report prior to deletion. ClassMate **always recommends** printing a record of the students attendance prior to deletion.



### Attendance Deletion by Type Report

Harris Career and Technical Center  
1660 Valley Center Parkway  
Roseto, PA 18017  
( ) -

Printed: 09/14/2018 8:01:41AM **Attendance Deletion By Type Report** Page 1 of 1

Harris Career and Technical Center  
Anderson, Alyssa R 000012405

Attend Date	Attendance Description	Course / Class	WE	Grate	Starttime	Endtime
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	
08/28/2017	Student Present	Cosmetology / AM2	10	7:50:00AM	10:25:00AM	





# Administrative Attendance



## Delete All Attendance for Classes *by Date*

### Getting Started

Double click > **My Modules** > Double Click **Admin Attendance**>  
Click **Admin Begin Session OR SE Admin Begin Session**

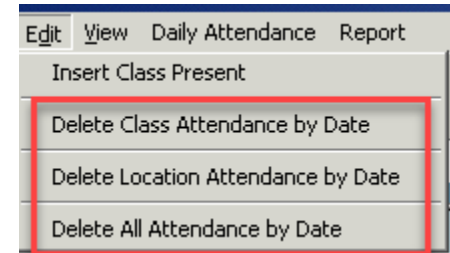
Click the word “**Edit**” located on the toolbar bar along the top of the screen.

Select either :

**Delete Class Attendance by Date:** to delete the attendance for a single class on the specified date.

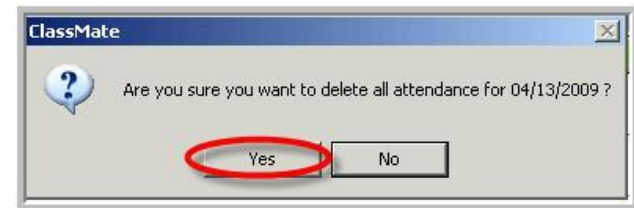
**Delete Location Attendance by Date:** to delete the attendance for a single location for **ALL COURSES and CLASSES** on the specified date.

**Delete All Attendance by Date:** to delete the attendance for **ALL COURSES and CLASSES** on the specified date. **WARNING: This will delete for ALL LOCATIONS!!!!!!**



A confirmation to delete attendance for courses/classes will display

Click **Yes** to continue deletion.



Accurate attendance can now be re-entered or inserted.

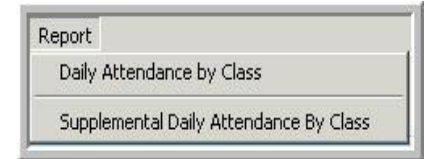


# Administrative Attendance



## Attendance Reporting

From the top toolbar along the top of the Admin Begin Session module > click the word **“Report”** > select report parameters and run report to generate the **Daily Attendance by Class** report.



Other commonly used Administrative Attendance reports found under the Reports Category:

### Individual Students

Student Attendance History

Student Daily Work Ethics Report

### Attendance Verification & Totals

Attendance Submission Report

Attendance Totals Report

Attendance Verification Report

## Attendance Validations > Student Enrollment > ClassMate Data Validations

Missing Attendance – will only return classes that are set up to include WE Grading

Duplicate Attendance – please print report as this validation deletes “duplicated attendance” for you to review & keep on file



## ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

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

