

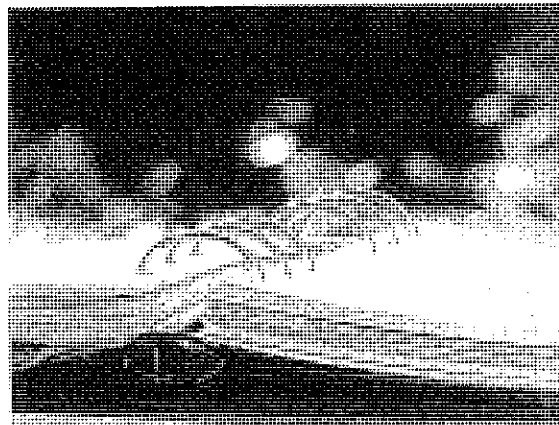
ClassLink ClassMate

Introduction to: Attendance *A Teachers Guide*



Teacher Attendance

- Using Navigator
 - My Folders
 - My Favorites
 - Recently Viewed
- My Modules
- My Reports
- Teacher Daily Attendance
- Putting it all Together
 - Reporting



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. Teachers DO NOT use this selection
Reports	Attendance data collected using ClassMate. Reports can be viewed, printed or exported

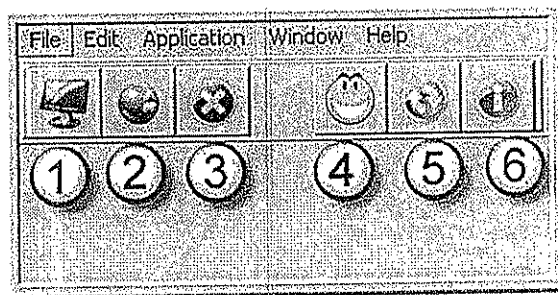
Teacher Attendance

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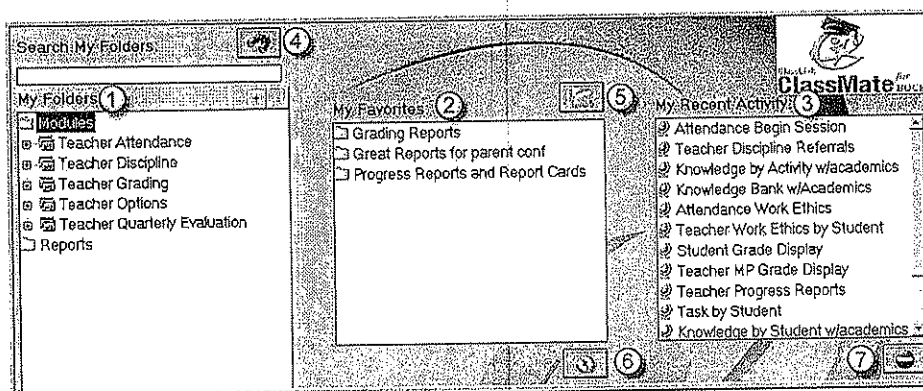


ClassMate Navigation Key

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



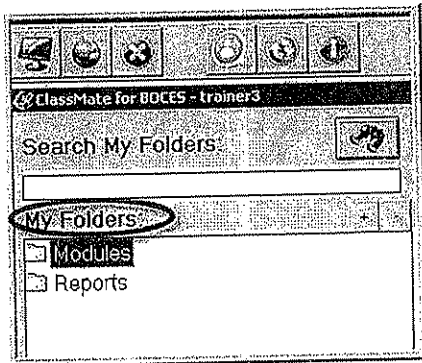
- | | |
|---|--|
| <p>1 Module & Report Window</p> <p>2 Favorites Window: Create and organize modules & reports</p> <p>3 Recent Activity Window: Easily locate a recently used modules or reports</p> | <p>4 Search function: Search modules & Reports for key words</p> <p>5 Create a new folder function in favorites</p> <p>6 Refresh favorites function</p> <p>7 Clears recent activity window</p> |
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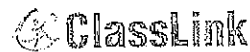
Using Navigator

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



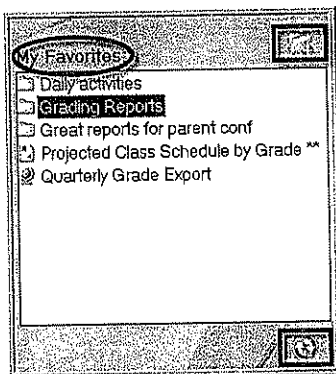
*Note: An electronic quick reference guide on the topic is available on the ClassMate Forum
Or from your implementation consultant*



Using Navigator

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'



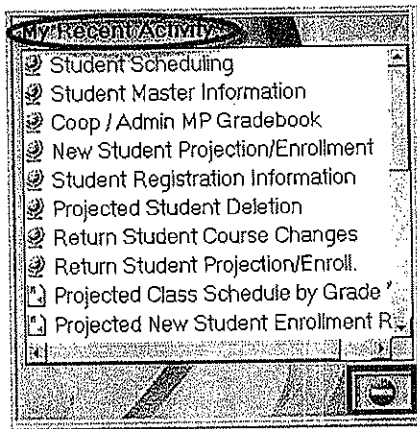
Allows the user to refresh the folder or favorites lists



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

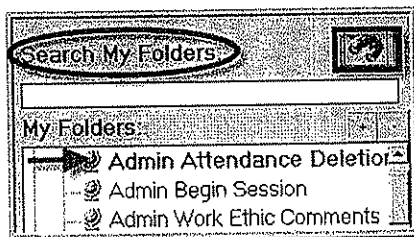


Allows the user to erase the activities listed in the Recent Activity list

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

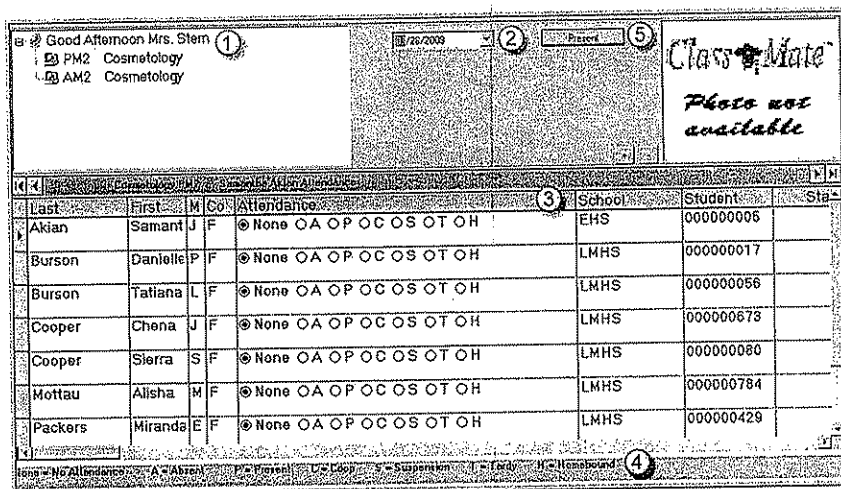
- Using Navigator
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- My Modules
- My Reports
- Teacher Daily Attendance



Teacher Attendance

Daily Attendance

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



Good Afternoon Mrs. Stelm
 PM2 Cosmetology
 AM2 Cosmetology

10/20/2009 Present

ClassMate
 Photo not available

Last	First	M	Co	Attendance	School	Student	Sta
Akian	Samant	J	F	None OA OP OC OS OT OH	EHS	000000006	
Burson	Danielle	P	F	None OA OP OC OS OT OH	LMHS	000000017	
Burson	Tatiana	L	F	None OA OP OC OS OT OH	LMHS	000000056	
Cooper	Chena	J	F	None OA OP OC OS OT OH	LMHS	000000673	
Cooper	Sierra	S	F	None OA OP OC OS OT OH	LMHS	000000080	
Mottau	Alisha	M	F	None OA OP OC OS OT OH	LMHS	000000784	
Packers	Miranda	E	F	None OA OP OC OS OT OH	LMHS	000000429	

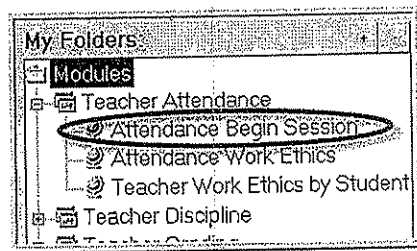
None No Attendance A Absent P Present L/LD Leave S Suspended T Tardy H Homebound

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.

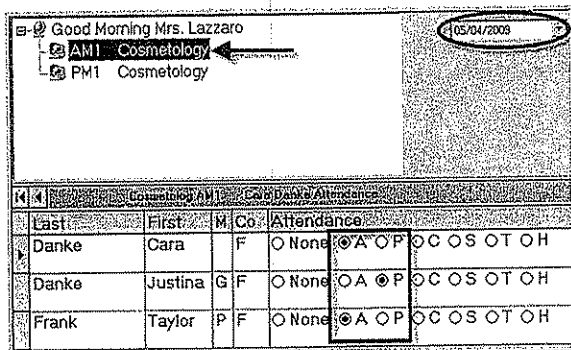
Getting Started

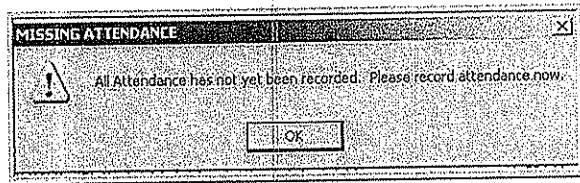
Double Click on **My Modules** > Double Click Teacher Attendance > Click Attendance Begin session



Teacher Daily Attendance

- Select the class by clicking on the class name and session. The selected class will be highlighted in blue.
- Verify date. System will automatically default to the current date
- Click "A" button for all absent students
- 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



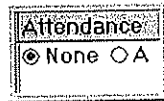


Should you try to exit the module without taking attendance, a Missing Attendance message will appear. Complete attendance and close the module.

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 ATTENDANCE** complete.



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 work “**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



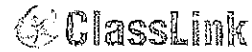


Teacher Attendance Reports

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

Student Daily		
Printed: 03/04/2009 1:07:08PM		09/03/2008
Student: 000001112 Akian, Britlany		
Attend Date	Grade	Attendance Description
09/08/2008	10	Student Present
09/09/2008	10	Student Present
09/10/2008	10	Student Present
09/11/2008	10	Student Present
09/12/2008	10	Student Present
09/15/2008	7	Student Present
09/16/2008	1	Resolved Absent Unexcused
09/17/2008	10	Student Present
09/18/2008	10	Student Present
09/19/2008	7	Student Present
09/22/2008	7	Student Present
09/23/2008	7	Student Present



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

Note: An electronic quick reference guide on the topic is available on the ClassMate Forum
 Or from your implementation consultant.
 Visit www.classlink.com/forums



ClassLink ClassMate

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