

# ClassLink ClassMate

Introduction to:

**SE Attendance *A Teacher's Guide***



# SE Teacher Attendance

- Overview
- Getting Started
- Taking Attendance
- Changing Start or End Times
- Selecting Pre-defined Comment
- Entering a Free-Form Comment
- Reports



## Overview

Taking attendance is an important daily task for teachers, as missing attendance days can negatively impact student grades as well as state reporting. Attendance must be submitted by the time specified by your administration.

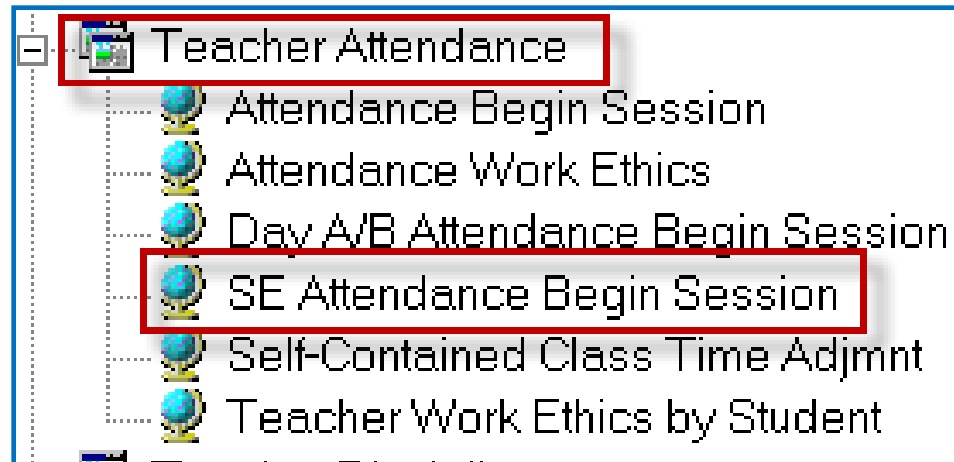
The SE Attendance Begin Session module was designed to accommodate self contained classrooms. Teachers can take attendance for one class session and the attendance will be applied to all self contained class sessions as long as the class rosters contain the same students.

**DO NOT OPEN** the SE Attendance Module unless you are planning to take attendance. You cannot exit the module until attendance is complete.



## Getting Started

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

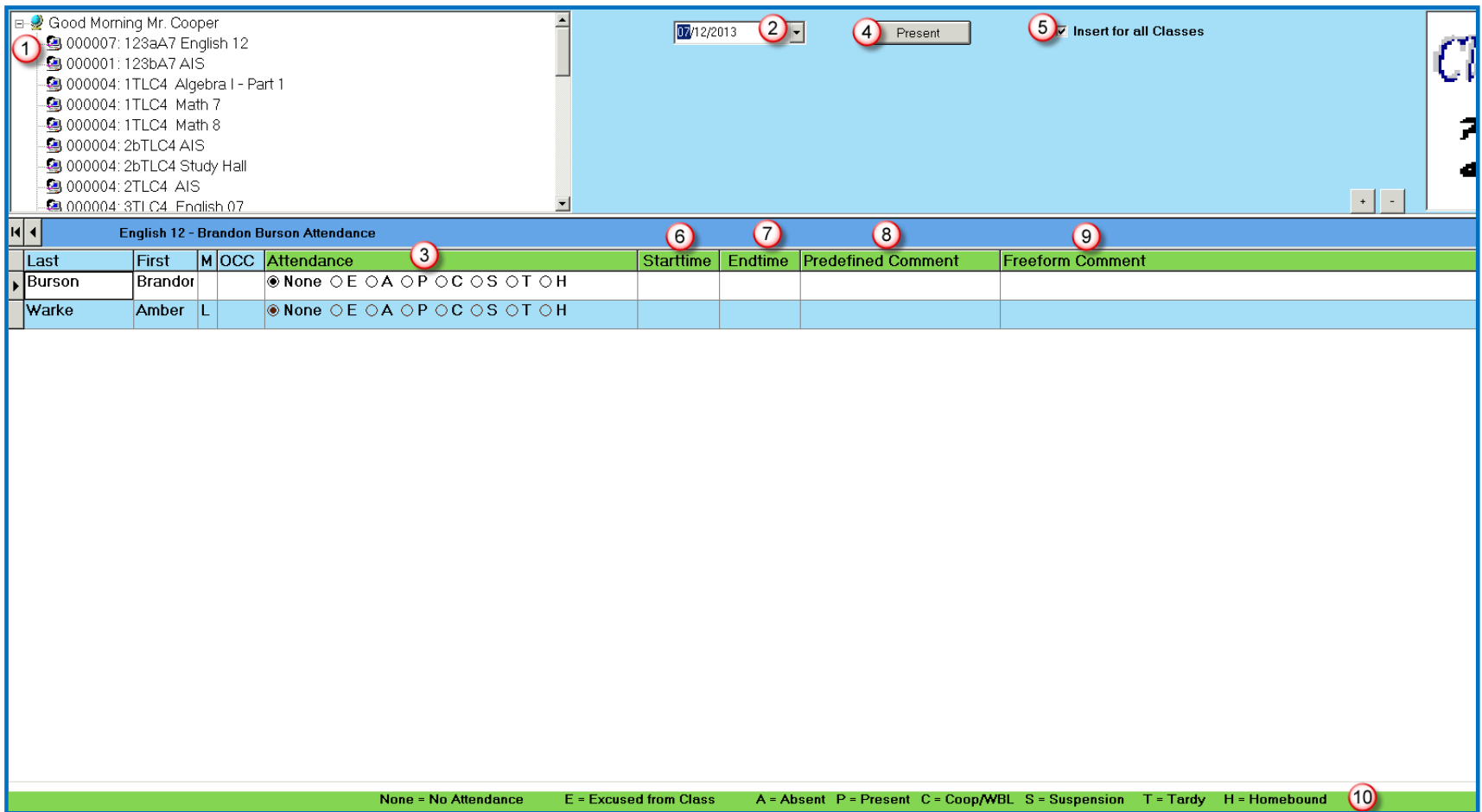


**Note:** The listing of modules that appear under Teacher Attendance may appear differently at your site depending upon the modules you have assigned.

## Getting Started

1. Location ID, Class ID, Course Name
2. Today's Date
3. Attendance Column
4. Present Button
5. Insert for All Classes
6. Start Time
7. End Time
8. Pre-Defined Comment
9. Freeform Comment
10. Attendance Key

## Getting Started




The screenshot shows the SE Teacher Attendance interface. At the top left, a list of classes is shown, with a red circle '1' next to the first class. To the right, there is a date dropdown menu with '07/12/2013' and a red circle '2' next to it, a 'Present' button with a red circle '4', and an 'Insert for all Classes' dropdown with a red circle '5'. Below this is a table titled 'English 12 - Brandon Burson Attendance' with a red circle '6' above the title. The table has columns for 'Last', 'First', 'M', 'OCC', 'Attendance', 'Starttime', 'Endtime', 'Predefined Comment', and 'Freeform Comment'. The 'Attendance' column has a red circle '3' above it. The table contains two rows: 'Burson, Brandon' and 'Warke, Amber'. At the bottom, there is a legend with a red circle '10' next to it: 'None = No Attendance E = Excused from Class A = Absent P = Present C = Coop/WBL S = Suspension T = Tardy H = Homebound'.

Last	First	M	OCC	Attendance	Starttime	Endtime	Predefined Comment	Freeform Comment
Burson	Brandon			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				
Warke	Amber	L		<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H				

## Taking Attendance

1. Select a class by clicking on the Location ID: Class ID and Course Name. The selected class will highlighted in blue.
2. Verify the date. System will automatically default to the current date
3. Click “**A**” button for all absent students – if a student needs to receive the “**E**” condition then click the “**E**” button.
4. Populate remaining attendance for all present students by pressing grey “**Present**” button.
5. Insert for All Classes Checkbox – this is checked by default. Attendance will be applied to all periods with identical class rosters. This functionality does not apply to unique class rosters, and will require teachers to enter attendance period by period for those rosters.
6. Attendance will be complete for that class 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

## Taking Attendance



Good Morning Mr. Cooper

- 000007: 123aA7 English 12
- 000001: 123bA7 AIS
- 000004: 1TLC4 Algebra I - Part 1
- 1** 000004: 1TLC4 Math 7
- 000004: 1TLC4 Math 8
- 000004: 2bTLC4 AIS
- 000004: 2bTLC4 Study Hall
- 000004: 2TLC4 AIS
- 000004: 3TLC4 English 07

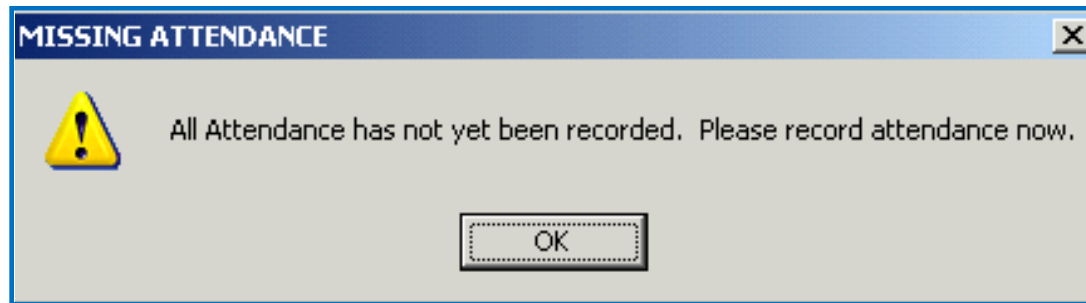
07/12/2013 **2**
**4** Present
**5**  Insert for all Classes

1TLC4 Math - Cotty Heard Attendance								
Last	First	M	OCC	Attendance <b>3</b>	Starttime	Endtime	Predefined Comment	Freeform Comment
▶ Heard	Cotty			<input type="radio"/> None <input type="radio"/> E <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	08:40 AM	09:20 AM		
Nelson	Jaedon	G		<input type="radio"/> None <input type="radio"/> E <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	08:40 AM	09:20 AM		
Packers	Brendor			<input type="radio"/> None <input checked="" type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	08:40 AM	09:20 AM		



## Taking Attendance

Should you try to exit the module without taking attendance, a Missing Attendance message will appear. Complete entering 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 buttons populated:

“E”, “A”, “P”, “C”, “S” or “H”

If the “**NONE**” radio button is populated **attendance for those students has not been submitted.**

Last	First	M	OCC	Attendance
Heard	Cotty			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H
Nelson	Jaedon	G		<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H
Packers	Brendor			<input checked="" type="radio"/> None <input type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H

## Changing Start and/or End Times

If student needs to leave class early or arrives to class late, not for Tardy reasons, but for other reasons such as an emergency visit to the guidance counselor, teachers can adjust the Start or End time accordingly to reflect when the student arrived or left the class.

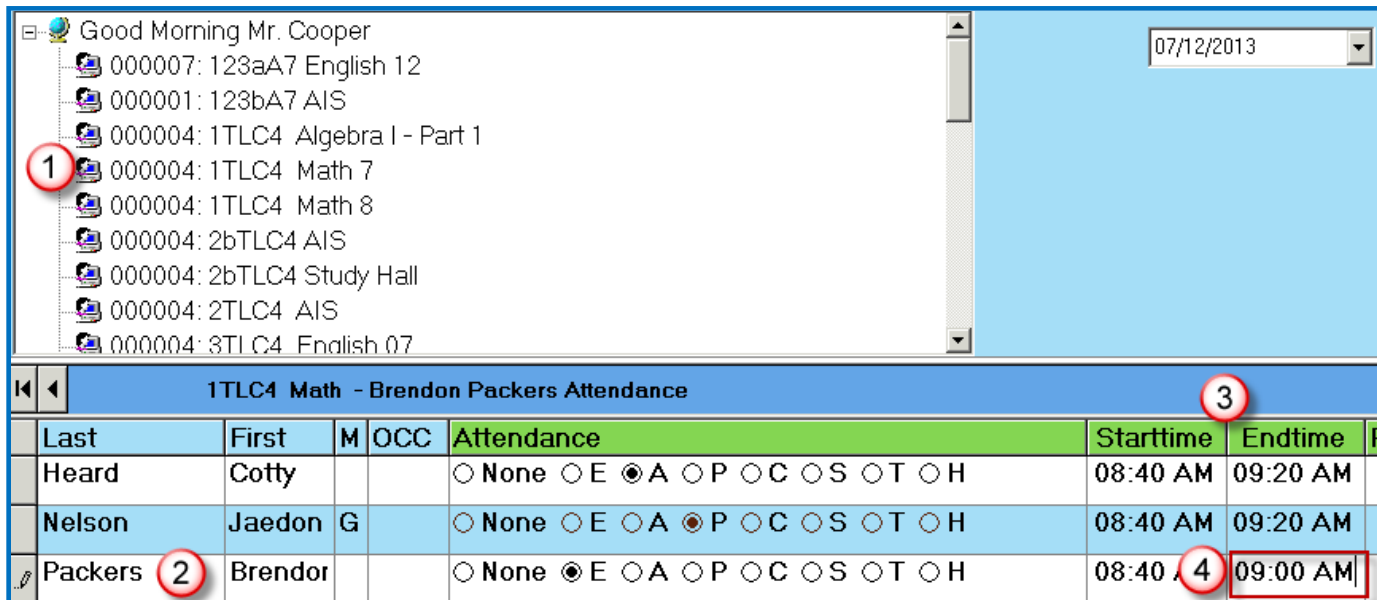
Students who are Tardy to class should still be addressed and tracked by the schools designated Attendance Officer.

If you apply an “E” condition adjust the start and end time (as necessary) to reflect when the student was not present or excused from the classroom.

If you apply a “P” condition adjust the start and end time (as necessary) to reflect when the student was present in your classroom.

## Changing Start and/or End Times

1. Click on a class
  2. Click on a student
  3. Click in either the start time or end time field – which ever field(s) you need to adjust based of the student situation.
  4. When entering a time make sure to use the HH:MM (space) then enter AM or PM.  
Example: 08:50 AM
  5. Click to another other field in the module to auto-save the time.
- Repeat for any students as necessary



07/12/2013

1 000007: 123aA7 English 12  
 000001: 123bA7 AIS  
 000004: 1TLC4 Algebra I - Part 1  
 000004: 1TLC4 Math 7  
 000004: 1TLC4 Math 8  
 000004: 2bTLC4 AIS  
 000004: 2bTLC4 Study Hall  
 000004: 2TLC4 AIS  
 000004: 3TLC4 English 07

1TLC4 Math - Brendon Packers Attendance 3

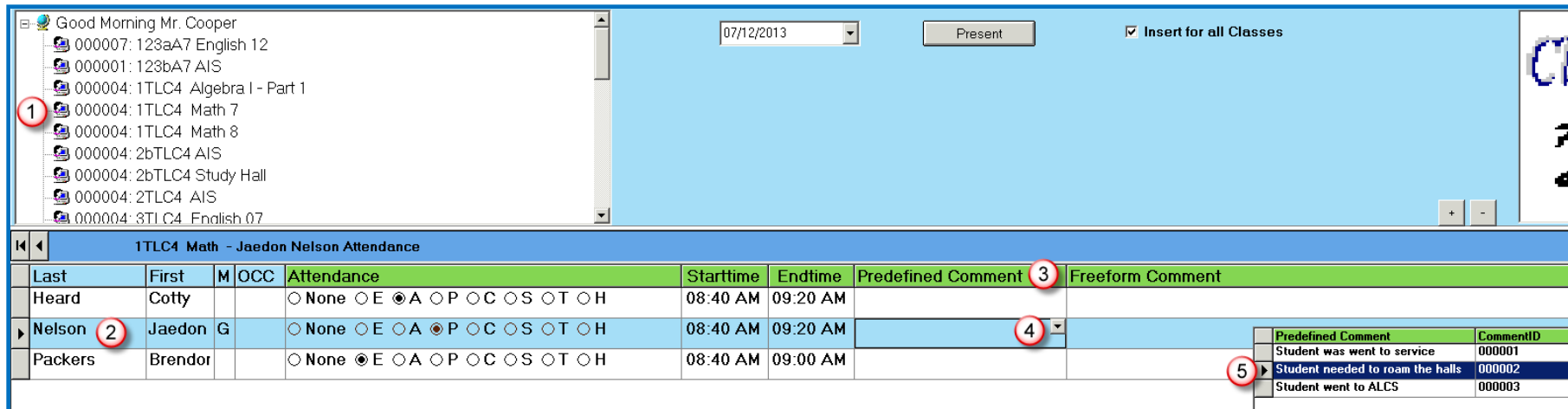
Last	First	M	OCC	Attendance	Starttime	Endtime	Pr
Heard	Cotty			<input type="radio"/> None <input type="radio"/> E <input checked="" type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	08:40 AM	09:20 AM	
Nelson	Jaedon	G		<input type="radio"/> None <input type="radio"/> E <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	08:40 AM	09:20 AM	
Packers 2	Brendon			<input type="radio"/> None <input checked="" type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	08:40 AM	09:00 AM 4	

## Selecting a Pre-Defined Comment

Pre-Defined Comments can be selected for use when adjusting start/end times to clarify why the time(s) were adjusted.

1. Click on a class
2. Click on a student
3. Click in the Predefined Comment field
4. Click the drop-down
5. Double click on the desired comment

Repeat for any students as necessary



07/12/2013 Present  Insert for all Classes

Last	First	M	OCC	Attendance	Starttime	Endtime	Predefined Comment	Freeform Comment
Heard	Cotty			<input type="radio"/> None <input type="radio"/> E <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	08:40 AM	09:20 AM		
Nelson	Jaedon	G		<input type="radio"/> None <input type="radio"/> E <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	08:40 AM	09:20 AM		
Packers	Brendor			<input type="radio"/> None <input checked="" type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	08:40 AM	09:00 AM		

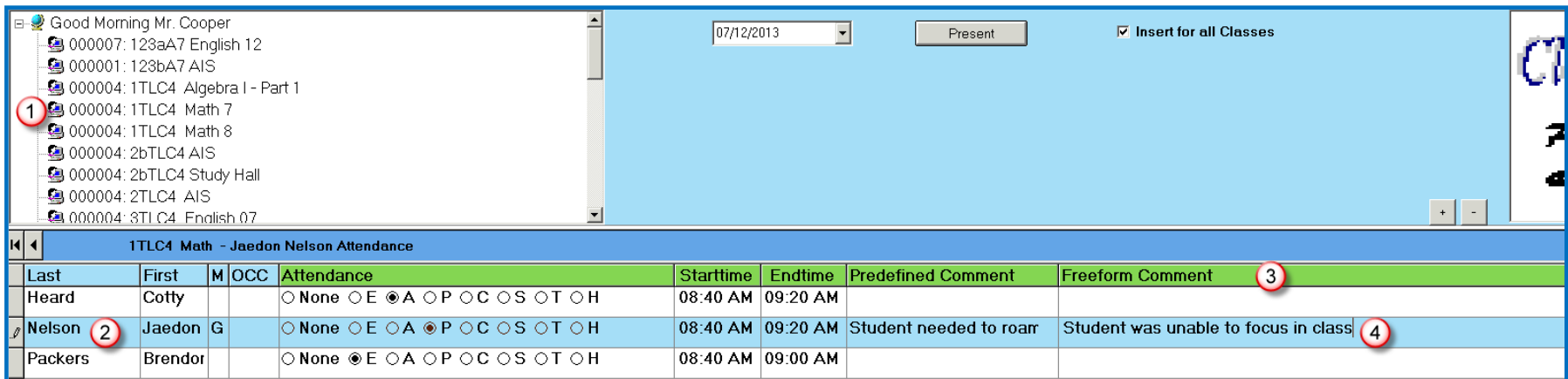
Predefined Comment	CommentID
Student was went to service	000001
Student needed to roam the halls	000002
Student went to ALCS	000003

## Entering a Free Form Comments

Free Forms Comments can be entered when adjusting start/end times to clarify why the time(s) were adjusted. You can select both a Pre-defined and enter a Free Form comment if necessary and if further clarification is required.

1. Click on a class
2. Click on a student
3. Click in the Freeform Comment field
4. Type in your comment
5. Click to another other field in the module to auto-save the comment.

Repeat for any students as necessary



07/12/2013 Present  Insert for all Classes

Last	First	M	OCC	Attendance	Starttime	Endtime	Predefined Comment	Freeform Comment
Heard	Cotty			<input type="radio"/> None <input type="radio"/> E <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	08:40 AM	09:20 AM		
Nelson	Jaedon	G		<input type="radio"/> None <input type="radio"/> E <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	08:40 AM	09:20 AM	Student needed to roar	Student was unable to focus in class
Packers	Brendor			<input type="radio"/> None <input checked="" type="radio"/> E <input type="radio"/> A <input type="radio"/> P <input type="radio"/> C <input type="radio"/> S <input type="radio"/> T <input type="radio"/> H	08:40 AM	09:00 AM		

## Teacher Attendance Reports

Attendance reports can also be found under the “**Teacher Attendance**” report folder

Double Click on **Reports** > Double Click **Teacher Attendance** > Click report you want to view

			<b>Student Daily</b>
Printed: 05/04/2009 1:07:08PM			<b>09/03/2009</b>
<b>Student:</b> 000001112 Akian, Brittany			
<b>Attend Date</b>	<b>Grade</b>	<b>Attendance Description</b>	
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 **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

# ClassLink ClassMate

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