

ClassLink ClassMate

Introduction to:

Teacher Archive Student Snapshot



Teacher Archive Student Snapshot

- Overview
- Getting Started
- Demographics Tab
- Work Ethics (WE) Tab
- Knowledge (KNW) Tab
- Skill Tab
- PDP Tab
- MP Tab
- Referrals Tab
- Anecdotal Tab
- Medical Alerts Tab



Teacher Archive Student Snapshot

Overview

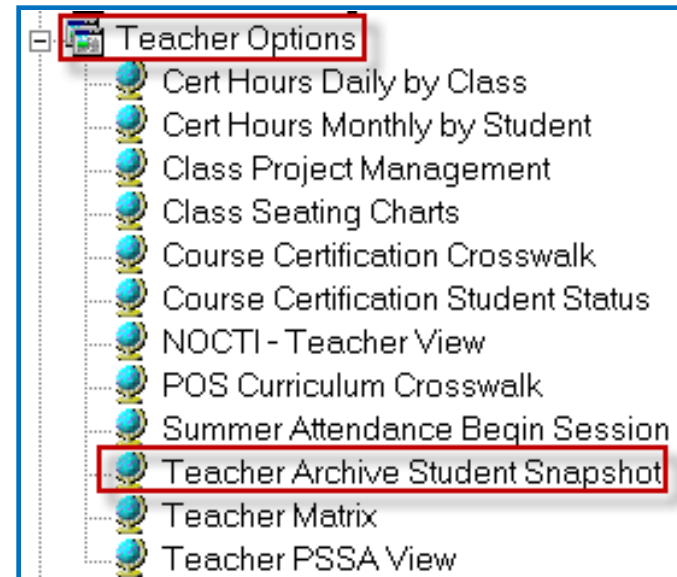
This module allows teachers to obtain archive information on students that they had during previous school years. Information that teachers can view utilizing this module include demographic information, grading information, discipline referral information, anecdotes, and medical alerts.

Demographics	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotal	Medical Alerts
--------------	----	-----	-------	-----	----	-----------	-----------	----------------

Teacher Archive Student Snapshot

Getting Started

Double Click **Modules** > Double click **Teacher Options**
> Click **Teacher Archive Student Snapshot**



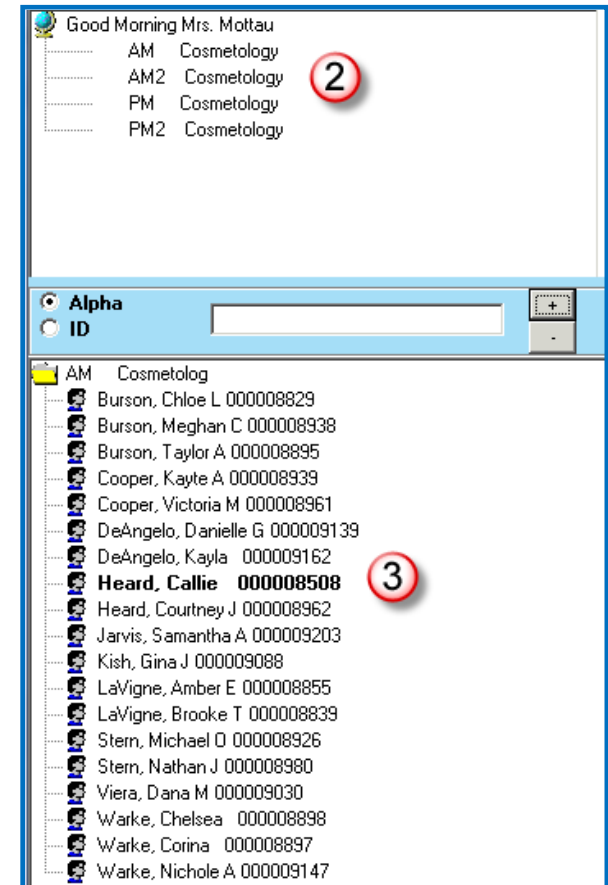
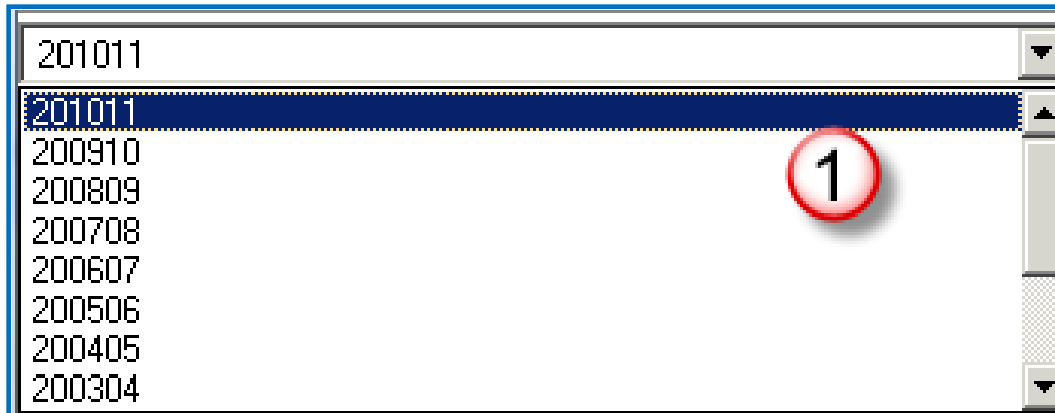
Note: The listing of modules that appear under Teacher Options may appear differently at your site depending upon the options your site is utilizing and have assigned.

Teacher Archive Student Snapshot

Getting Started

When the module opens:

1. Click a calendar year – the module will default to last school year
 - If your site is only in its 2nd year of using ClassMate only one previous calendar year will show in the drop down
 - If your site has been utilizing ClassMate for several year then all previous years will show in the drop down
2. Click on a Class
3. Click on a Student to begin viewing their data



Teacher Archive Student Snapshot

Demographics Tab

Tab Overview:

The Demographics tab will display the students address, phone #, school, gender, ethnicity, state ID, sending district ID, Birth Date, Age, Grade Level, and any contact information (parent/guardian, etc).

Demographics | WE | KNW | SKILL | PDP | MP | Referrals | Anecdotal | Medical Alerts

Address 1:	1200 Harbor Boulevard	Home Number:	(999) 751-0319
Address 2:		Work Number:	() -999
City:	Easton, PA 18040	Cell Number:	() -999
District:	Easton Area School District	Gender:	Female
School:	Notre Dame High School	Ethnicity:	White (Non-Hispanic)
Secure ID:	4444241201	District ID:	000028031
Birth Date:	04/09/1993	Age:	19
		Grade Level:	12

Student Contact Information

PRM	RES	Phone	Name	Type	Cell Phone
T	T	(999) 751-0319	Ms. Lori L Heard	Mother	() -999
F	F	(999) 554-3171	Mr. John J Heard	Father	(999) 554-3171
F	F	(999) 454-9648	Mrs. Laura Burson	Emergency Contact other than Parent/Guar	(999) 554-3171

Teacher Archive Student Snapshot

Work Ethics (WE) Tab

Tab Overview:

The WE tab will display information such as the Work Ethic grades, attendance date, Attendance Condition, and Course & class information.

Demographics WE KNW SKILL PDP MP Referrals Anecdotal Medical Alerts							
WE	Date	Attendance	CourseTitle	Class	ModDate	ModUser	Student
99	06/13/2011	Other - Excused from attending...	Cosmetology	AM	06/13/2011 12:...	morykan	000008508
99	06/10/2011	Other - Excused from attending...	Cosmetology	AM	06/09/2011 10:...	System	000008508
99	06/09/2011	Other - Excused from attending...	Cosmetology	AM	06/09/2011 08:...	morykan	000008508
99	06/08/2011	Other - Excused from attending...	Cosmetology	AM	06/08/2011 08:...	morykan	000008508
99	06/07/2011	Other - Excused from attending...	Cosmetology	AM	06/07/2011 08:...	morykan	000008508
99	06/06/2011	Other - Excused from attending...	Cosmetology	AM	06/06/2011 08:...	morykan	000008508
99	06/03/2011	Other - Excused from attending...	Cosmetology	AM	06/03/2011 08:...	morykan	000008508
99	06/02/2011	Other - Excused from attending...	Cosmetology	AM	06/02/2011 08:...	morykan	000008508
99	06/01/2011	Other - Excused from attending...	Cosmetology	AM	06/01/2011 08:...	morykan	000008508
99	05/31/2011	Other - Excused from attending...	Cosmetology	AM	05/31/2011 08:...	morykan	000008508
99	05/27/2011	Other - Excused from attending...	Cosmetology	AM	05/27/2011 08:...	morykan	000008508
99	05/26/2011	Other - Excused from attending...	Cosmetology	AM	05/26/2011 08:...	morykan	000008508
99	05/25/2011	Other - Excused from attending...	Cosmetology	AM	05/25/2011 08:...	morykan	000008508
99	05/24/2011	Other - Excused from attending...	Cosmetology	AM	05/24/2011 08:...	morykan	000008508
10	05/23/2011	Student Present	Cosmetology	AM	05/23/2011 07:...	sandt	000008508
0	05/20/2011	Resolved Absent Unexcused	Cosmetology	AM	05/26/2011 19:...	System	000008508
5	05/19/2011	Student Present	Cosmetology	AM	05/19/2011 10:...	sandt	000008508
1	05/18/2011	Student Present	Cosmetology	AM	05/18/2011 13:...	sandt	000008508
0	05/17/2011	Resolved Absent Unexcused	Cosmetology	AM	05/23/2011 19:...	System	000008508
99	05/16/2011	Other - Excused from attending...	Cosmetology	AM	05/16/2011 08:...	morykan	000008508
0	05/13/2011	Resolved Absent Unexcused	Cosmetology	AM	05/19/2011 19:...	System	000008508
10	05/12/2011	Student Present	Cosmetology	AM	05/12/2011 07:...	sandt	000008508
10	05/11/2011	Student Present	Cosmetology	AM	05/11/2011 07:...	sandt	000008508
10	05/10/2011	Student Present	Cosmetology	AM	05/10/2011 07:...	sandt	000008508
10	05/09/2011	Student Present	Cosmetology	AM	05/09/2011 07:...	sandt	000008508
0	05/06/2011	Resolved Absent Unexcused	Cosmetology	AM	05/12/2011 19:...	System	000008508
10	05/05/2011	Student Present	Cosmetoloav	AM	05/05/2011 07:...	sandt	000008508

Teacher Archive Student Snapshot

Knowledge (KNW) Tab

Tab Overview:

The KNW tab displays information such as the points the student earned on Knowledge Activities, the Marking Period the activity was performed in, the Activity name, Course & Class information, and activity category.

Demographics WE KNW SKILL PDP MP Referrals Anecdotal Medical Alerts											
PTS	TotPts	MP	Activity	CourseTitle	Class	Category	REQ	VER	ActID	DateTaken	ModDate
8	10	4	Physical Act. wk. 1 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000064	03/29/2012	03/29/201...
999.99	10	4	Physical Act. wk. 9 - ...	Physical Education	PE3W2	Classroom Assignm...	F	1	000632	03/26/2012	03/26/201...
10	10	4	Physical Act. wk. 2 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000633	03/26/2012	03/29/201...
999.99	10	4	Physical Act. wk. 3 - ...	Physical Education	PE3W2	Classroom Assignm...	F	1	000634	03/26/2012	03/26/201...
10	10	4	Physical Act. wk. 4 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000635	03/26/2012	04/20/201...
8	10	4	Physical Act. wk. 5 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000636	03/26/2012	04/20/201...
8	10	4	Physical Act. wk. 6 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000637	03/26/2012	04/25/201...
7	10	4	Physical Act. wk. 7 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000638	03/26/2012	05/02/201...
0	10	4	Physical Act. wk. 8 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000639	03/26/2012	05/09/201...
7	10	4	Physical Act. wk. 9 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000640	03/26/2012	05/29/201...
999.99	10	4	Physical Act. wk. 10 ...	Physical Education	PE3W2	Classroom Assignm...	F	1	000641	03/26/2012	03/26/201...
10	10	3	Physical Activity wee...	Physical Education	PE3W2	Classroom Assignm...	T	1	000647	01/19/2012	03/08/201...
10	10	3	Physical Activity wee...	Physical Education	PE3W2	Classroom Assignm...	T	1	000648	01/19/2012	03/14/201...
10	10	3	Physical Act. wk. 5 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000628	01/19/2012	02/08/201...
8	10	3	Physical Act. wk. 6 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000629	01/19/2012	02/15/201...
10	10	3	Physical Act. wk. 7 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000630	01/19/2012	02/29/201...
9	10	3	Physical Act. wk. 8 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000631	01/19/2012	02/29/201...
10	10	3	Physical Act. wk. 1 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000624	01/18/2012	01/19/201...
999.99	10	3	Physical Act. wk. 2 - ...	Physical Education	PE3W2	Classroom Assignm...	F	1	000625	01/18/2012	01/18/201...
10	10	3	Physical Act. wk. 3 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000626	01/18/2012	02/01/201...
10	10	3	Physical Act. wk. 4 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000627	01/18/2012	02/01/201...
10	10	2	Physical Act. wk 1 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000613	11/04/2011	11/09/201...
10	10	2	Physical Act. wk 2 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000614	11/04/2011	11/23/201...
10	10	2	Physical Act. wk 3 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000615	11/04/2011	11/16/201...
10	10	2	Physical Act. wk 4 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000616	11/04/2011	11/23/201...
10	10	2	Physical Act. wk 5 - ...	Physical Education	PE3W2	Classroom Assignm...	T	1	000617	11/04/2011	11/23/201...

Teacher Archive Student Snapshot

Skill Tab

Tab Overview:

The Skill tab will display information such as the Points earned for a task, the task name, the course name, the end date, the duty & task ID #'s, and the duty name.

PTS	Task	CourseTitle	EndDate	DutyID	TaskID	Duty
07	Perform a scalp treatment	Cosmetology	05/31/2011	001908	190801	Treating the Scalp
09	Keeps all tools in school and in a clean and orde...	Cosmetology	05/27/2011	001901	190101	Sanitizing & Hygiene
02	Provide a basic roller set and comb set	Cosmetology	05/27/2011	001904	190401	Wet Hairstyling
02	Provide an intermediate roller set and comb out	Cosmetology	05/27/2011	001904	190402	Wet Hairstyling
02	Provide an advanced roller set and comb out	Cosmetology	05/27/2011	001904	190403	Wet Hairstyling
08	Texturize and thin with shears or razor or thinnin...	Cosmetology	05/27/2011	001905	190506	Hair Shaping
08	Demonstrates sectioning, wrapping, and applyin...	Cosmetology	05/27/2011	001907	190701	Permanent Waving
07	Demonstrate intermediate perm wraps	Cosmetology	05/27/2011	001907	190702	Permanent Waving
09	Perform plain manicure & hand & arm massage	Cosmetology	05/27/2011	001910	191001	Caring for the nails
05	Demonstrate a hot oil manicure	Cosmetology	05/27/2011	001910	191002	Caring for the nails
05	Demonstrate a soft press, medium press & hard p...	Cosmetology	05/27/2011	001913	191301	Thermal Hair Straighter
07	Cleans work area, performs duties, & maintains p...	Cosmetology	05/27/2011	001916	191603	Salon Managing
07	Perform an elevated cut with shears	Cosmetology	03/15/2011	001905	190504	Hair Shaping
07	Perform a 0 degree with shears	Cosmetology	02/22/2011	001905	190503	Hair Shaping
08	Perform a 0 degree/45 degree/90 degree cut on...	Cosmetology	02/18/2011	001905	190501	Hair Shaping
08	Set hair using the 4 types of pin curls	Cosmetology	01/11/2011	001904	190404	Wet Hairstyling
09	Demonstrate holding & manipulating a marcel iro...	Cosmetology	11/23/2010	001906	190601	Thermal Hairstyling
08	Perform a professional blow-dry	Cosmetology	11/23/2010	001906	190602	Thermal Hairstyling
07	Demonstrate 4 variations of braiding	Cosmetology	10/25/2010	001902	190201	Braiding
09	Perform a professional shampoo and rinse	Cosmetology	10/25/2010	001903	190301	Shampooing & Rinsing
08	Perform an elevated cut with razor	Cosmetology	03/22/2010	001905	190505	Hair Shaping
08	Performs sectioning for a haircut (4 & 5 sections)	Cosmetology	03/22/2010	001905	190516	Hair Shaping
04	Mix concentrate of disinfectant	Cosmetology	01/11/2010	001916	191601	Salon Managing

Teacher Archive Student Snapshot

Professional Develop Program (PDP) Tab

Tab Overview:

The PDP tab will display information concerning the Professional Development program. The points the student earned on a PDP task will show, the PDP task name will appear, the end date, the duty ID, and the task ID.

Demographics WE KNW SKILL PDP MP Referrals Anecdotal Medical Alerts						
PTS	Task	CourseTitle	EndDate	DutyID	TaskID	Duty
08	Online Safety	Professional Development/Lea...	05/31/2011	004001	400118	Professional Developm
10	Job Advertisements	Professional Development/Lea...	05/17/2011	004001	400124	Professional Developm
09	Planning & Organization	Professional Development/Lea...	04/06/2011	004001	400101	Professional Developm
10	Career Summary Brochure	Professional Development/Lea...	03/15/2011	004001	400122	Professional Developm
08	Study Habits and Test Taking Skills	Professional Development/Lea...	03/15/2011	004001	400123	Professional Developm
09	Personality Styles	Professional Development/Lea...	01/10/2011	004001	400119	Professional Developm
08	Career Interest Inventory	Professional Development/Lea...	01/10/2011	004001	400120	Professional Developm
10	Time Management	Professional Development/Lea...	10/25/2010	004001	400103	Professional Developm
09	Character Development	Professional Development/Lea...	09/20/2010	004001	400110	Professional Developm
09	Involvement With Professional Organizations & ...	Professional Development/Lea...	09/17/2010	004001	400108	Professional Developm

Teacher Archive Student Snapshot

Marking Period (MP) Tab

Tab Overview:

The MP tab will display the marking period grades for classes once the Marking Periods are closed. The Period grade, Semester grades, Grading Component Grades, Mid-term/Final Exam grades (if applicable) and the Final grade information.

Demographics WE KNW SKILL PDP MP Referrals Anecdotal Medical Alerts											
MP	PGR	CourseTitle	Class	SEM1	SKL	KNW	WE	PDP	EMP	MID	FEX
4	94	Physical Education	PE3W2	95	999	94	0	999	999	999	999
4	81	Cosmetology	AM	999	75	83	79	90	85	999	999
3	82	Cosmetology	AM	999	69	96	71	90	81	999	999
3	90	Physical Education	PE3W2	95	999	90	0	999	999	999	999
2	77	Cosmetology	AM	999	72	81	69	87	78	999	999
2	89	Physical Education	PE3W2	95	999	89	0	999	999	999	999
1	100	Physical Education	PE3W2	999	999	100	0	999	999	999	999
1	85	Cosmetology	AM	999	83	79	88	95	92	999	999

Teacher Archive Student Snapshot

Referrals Tab

Tab Overview:

The Referrals tab will display information such as the referral number, referral date, referral description, the action that was taken, who the referral was sent to, and who sent the referral.

#	Date	Description	Action	SentTo	SentBy
1	12/06/2010	5th time tardy. sent to ISS	1 day ISS"has been tardy fiv...	Vice Principal - Mr. Akian	Stern
2	01/11/2011	tardy again. i have sent her to ISS before, talke...	1 day ISS"continues to get to...	Vice Principal - Mr. Akian	Stern
3	01/14/2011	tardy again today.....sent her to office and they...	combined with referral # 2.	Vice Principal - Mr. Akian	Stern
4	02/17/2011	Mrs Keck was watching my class on 2/14/11 ...	1 day ISS"has been excessiv...	Vice Principal - Mr. Akian	Stern
5	03/14/2011	tardy again....sent to ISS	1 day ISS"was tardy for the ni...	Vice Principal - Mr. Akian	Stern

Teacher Archive Student Snapshot

Anecdotal Tab

Tab Overview:

The Anecdotal tab will display any anecdotal information that was entered. Information such as the Anecdotal ID #, the issue description, the date, and the anecdotal details.

#	Issue	IssueDate	PhoneLog	Letters	Action
110210	Attendance	11/04/2010 1:29:23 ...			Mrs. Russ met with callie regarding attendance. She knows...

Teacher Archive Student Snapshot

Medical Alerts Tab

Tab Overview:

The Medical Alerts tab will display any alerts that were entered for the student during the calendar year selected. The alert category and the alert name will display.

Demographics	WE	KNW	SKILL	PDP	MP	Referrals	Anecdotal	Medical Alerts
Category	Alert							
Allergies	Bess							
Allergies	Hornets							
Medication	Inhaler							

ClassLink ClassMate

ClassLink
45 East Madison Ave
Clifton, NJ 07011

888-963-7550

www.ClassLink.com

