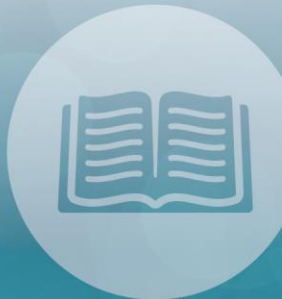


# ClassMate Web: *Teacher Attendance*

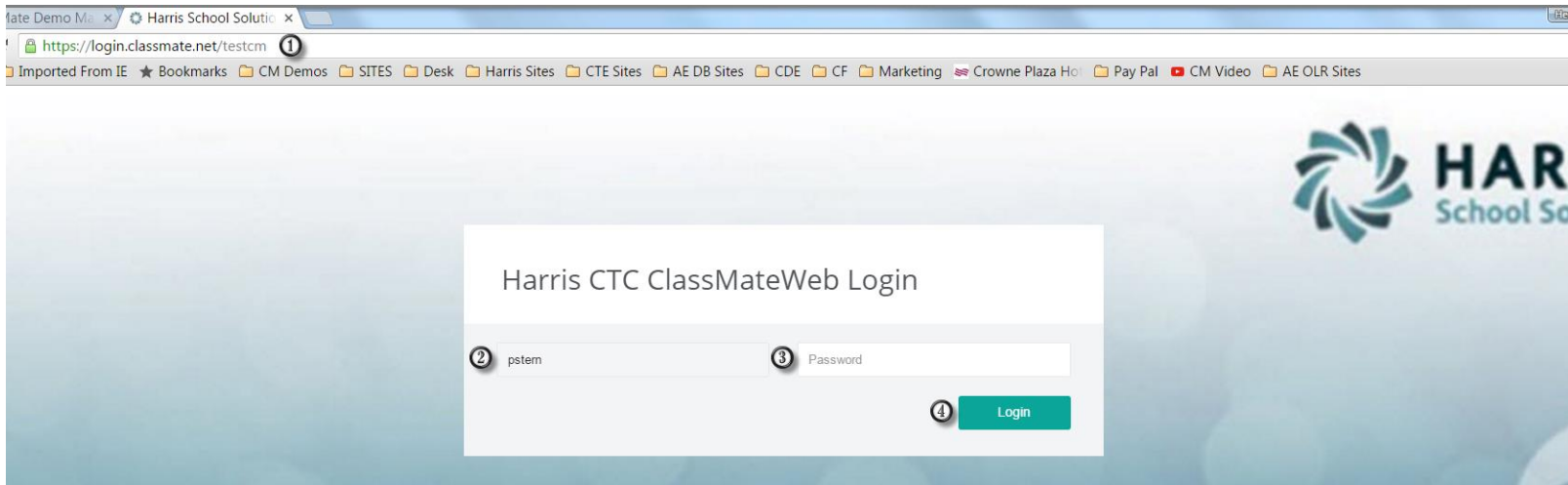


# ClassMate Web: *Teacher Attendance*

## Getting Started

ClassMate Web is available to users 24 hours a day, seven days a week. Accessing the site is as easy as logging into an internet enable computer and opening a browser

- 1 Enter the **URL** provided to access your site
- 2 Enter your **Username**
- 3 Enter your **Password**
- 4 Select the **GREEN** Login button



Browser tabs: f... Demo Me... x Harris School Solutio... x

Address bar: <https://login.classmate.net/testcm>

Bookmarks: Imported From IE, ★ Bookmarks, CM Demos, SITES, Desk, Harris Sites, CTE Sites, AE DB Sites, CDE, CF, Marketing, Crowne Plaza Ho..., Pay Pal, CM Video, AE OLR Sites

Harris CTC ClassMateWeb Login

Username: psterm Password: [ ]

Login

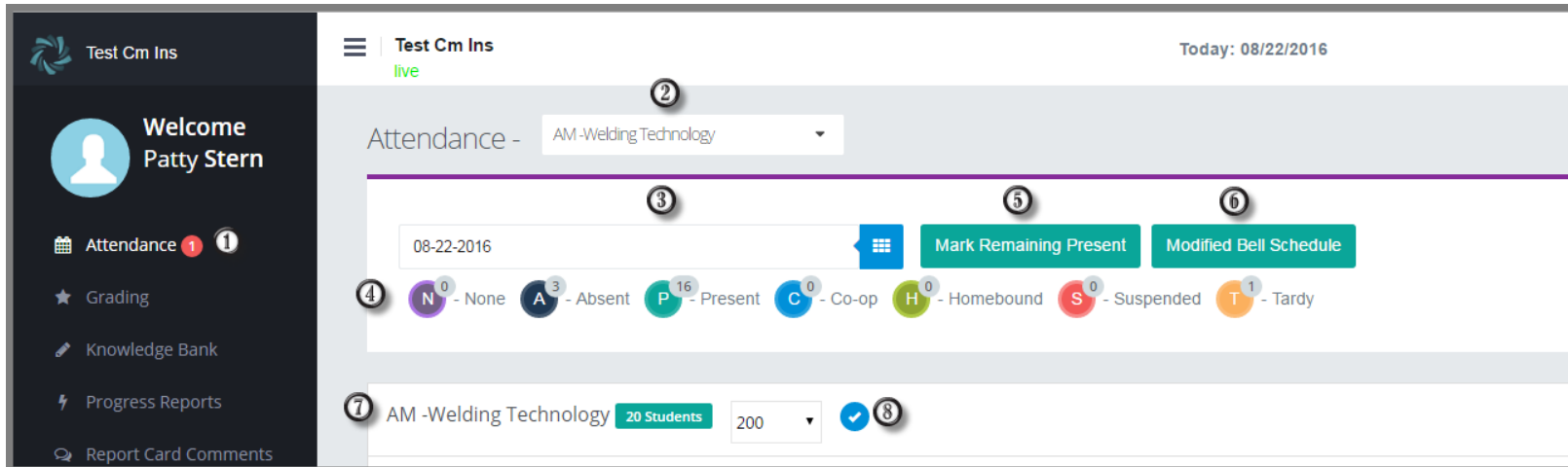


# ClassMate Web: *Teacher Attendance*

## Understanding the Attendance Dashboard

After logging into the ClassMate Web Site the system by default will open to the **Attendance Dashboard** for the current date

- ① **Attendance** Red bubble indicates the number of classes that still require attendance for this date
- ② **Class Selection** Drop Down menu will display all classes taught by the user. Will default to the proper class based on the time
- ③ **Calendar** Current date is displayed by default. Users can select alternate dates by selecting the blue calendar
- ④ **Bubbles** Attendance conditions are presented by bubbles. As attendance is recorded the system will display a count of each attendance condition recorded by class
- ⑤ **Mark Present** After marking the absent students users will select the Mark Remaining Present button to populate all remaining student with a “Present” attendance condition



The screenshot displays the ClassMate Web Attendance Dashboard for user Patty Stern on 08/22/2016. The interface includes a sidebar with navigation options like Attendance, Grading, and Knowledge Bank. The main area shows the current class selected as 'AM -Welding Technology' and the date '08-22-2016'. There are buttons for 'Mark Remaining Present' and 'Modified Bell Schedule'. Below these are attendance condition bubbles: N (None, 0), A (Absent, 3), P (Present, 16), C (Co-op, 0), H (Homebound, 0), S (Suspended, 0), and T (Tardy, 1). At the bottom, there is a section for 'AM -Welding Technology' with '20 Students' and a dropdown set to '200'.

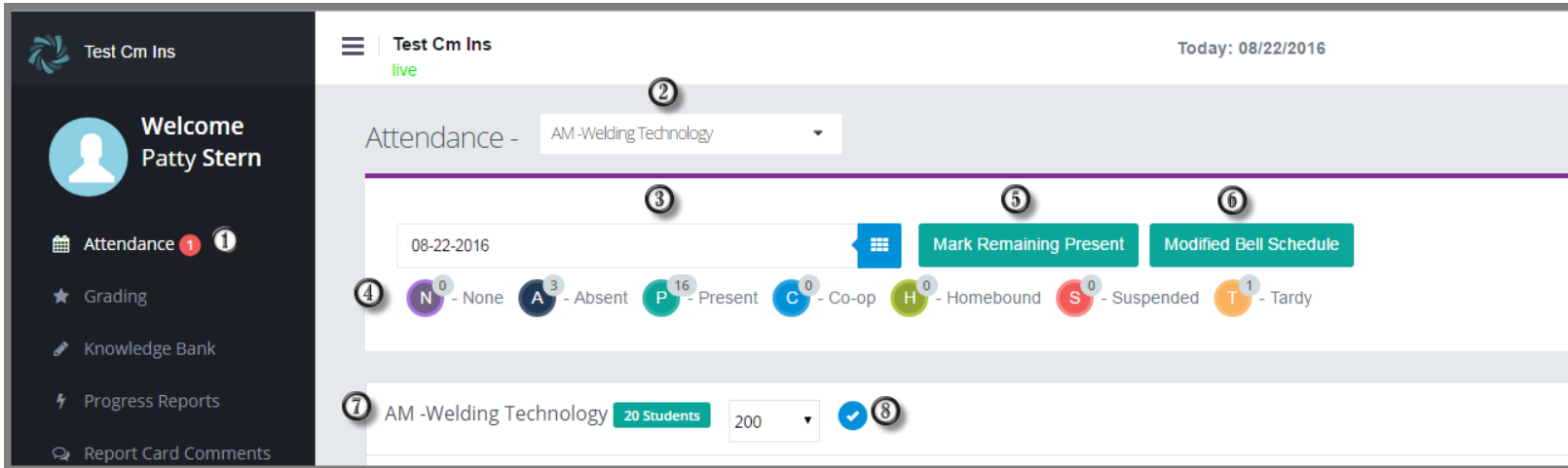


# ClassMate Web: *Teacher Attendance*

## Understanding the Attendance Dashboard

After logging into ClassMate Web by default the system will open to the Attendance Dashboard for the current date

- ⑥ **Modified Bell Schedule** When a modified attendance start and/or end time is needed for an entire class users can select the “**Modified Bell Schedule**” to edit **ALL** student records.
- ⑦ **Class Information** Verifies the class selected and the number of students in the class.
- ⑧ **Student View** Select the number of students available for viewing at one time




# ClassMate Web: *Teacher Attendance*

## Attendance Helpful Hints

### Attendance Key:

Attendance Abbrev.	Description	
<b>N</b>	<b>None</b>	No Attendance condition has been recorded. <b>NO</b> "N" should remain after attendance has been taken
<b>A</b>	<b>Absent</b>	Student is not in class. Associated Work Ethic default grade will apply to this attendance condition
<b>P</b>	<b>Present</b>	Student is present in class. Associated Work Ethic default grade will apply to this attendance condition
<b>C</b>	<b>Coop</b>	Student is not in class but is scheduled to be onsite at a cooperative education experience
<b>H</b>	<b>Homebound</b>	Student is not in class due to a homebound condition. Instructors <b>DO NOT</b> have the ability to mark this attendance condition. "H" is a "View Only" condition. Associated Work Ethic default grade will apply to this attendance condition
<b>S</b>	<b>Suspension</b>	Student is not in class due to a disciplinary suspension. Instructors <b>DO NOT</b> have the ability to mark this attendance condition. "S" is a "View Only" condition. Associated Work Ethic default grade will apply to this attendance condition
<b>T</b>	<b>Tardy</b>	Student arrives to class after the start time of the class or the student leaves before the end time of the class. This option is available only if your school has enabled this functionality



# ClassMate Web: *Teacher Attendance*

## Taking Daily Attendance

- ① Select the **Class** from the dropdown menu
- ② Verify the **Date**. System will default to current date
- ③ Select the “A” for all **absent** students and select “C” for all **coop** students out for the day
- ④ Select the **Mark Remaining Present** button to populate remaining students with a “P” for present

Attendance - PM-Welding Technology 1

---

08-22-2016 2

Mark Remaining Present
Modified Bell Schedule
4

N<sup>17</sup> - None
 A<sup>2</sup> - Absent
 P<sup>0</sup> - Present
 C<sup>1</sup> - Co-op
 H<sup>0</sup> - Homebound
 S<sup>0</sup> - Suspended
 T<sup>0</sup> - Tardy

---

PM -Welding Technology 20 Students
200
✓

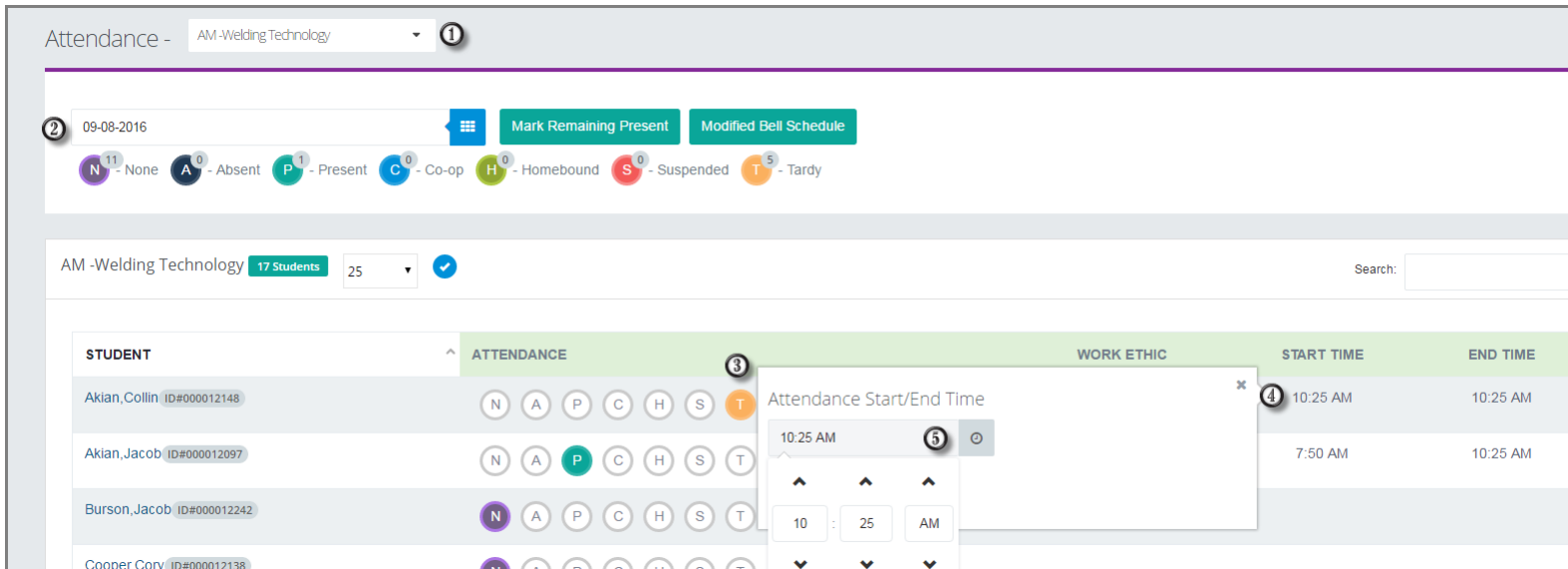
STUDENT	ATTENDANCE
Burson, Nathan ID#000010651	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #9900cc; color: white;">N</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #000080; color: white;">A</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #008000; color: white;">P</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #0000ff; color: white;">C</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #90ee90; color: white;">H</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #ff0000; color: white;">S</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #ffa500; color: white;">T</span>
Cooper, David ID#000010640	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #9900cc; color: white;">N</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #000080; color: white;">A</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #008000; color: white;">P</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #0000ff; color: white;">C</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #90ee90; color: white;">H</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #ff0000; color: white;">S</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #ffa500; color: white;">T</span>
Cooper, Evan ID#000010632	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #9900cc; color: white;">N</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #000080; color: white;">A</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #008000; color: white;">P</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #0000ff; color: white;">C</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #90ee90; color: white;">H</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #ff0000; color: white;">S</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #ffa500; color: white;">T</span>



# ClassMate Web: *Teacher Attendance*

**Taking Tardy Attendance:** If a students arrive late to class or leaves early, users with enabled “Tardy” functionality can edit the start and end times students

- 1 Select the **Class** from the dropdown menu
- 2 Verify the **Date**. System will default to current date
- 3 Select the “**T**” for the **Tardy** student(s)
- 4 Select either the **Start Time** or **End Time**
- 5 Click in the field with the time (up and down arrows will display) use the arrows or enter the time desired.  
Click outside the box to preserve the newly entered time



The screenshot shows the attendance management interface for the class "AM-Welding Technology". The date is set to 09-08-2016. A legend indicates attendance statuses: N (None), A (Absent), P (Present), C (Co-op), H (Homebound), S (Suspended), and T (Tardy). The student list shows Akian, Collin with a tardy status (T) and a start time of 10:25 AM. An "Attendance Start/End Time" modal is open, showing the time 10:25 AM with up and down arrows for adjustment.

STUDENT	ATTENDANCE	WORK ETHIC	START TIME	END TIME
Akian, Collin ID#000012148	N A P C H S T		10:25 AM	10:25 AM
Akian, Jacob ID#000012097	N A P C H S T		7:50 AM	10:25 AM
Burson, Jacob ID#000012242	N A P C H S T			
Cooper, Cory ID#000012138	N A P C H S T			



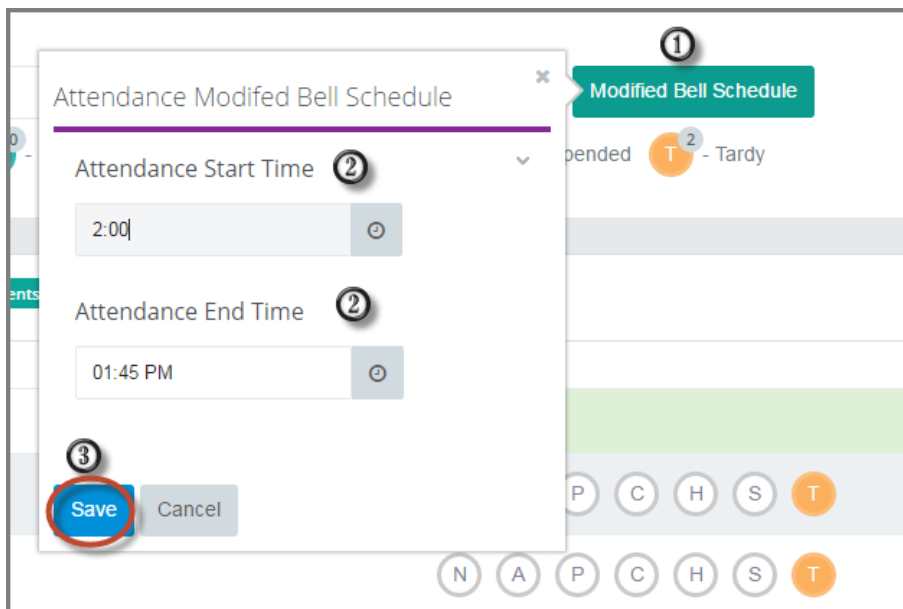


# ClassMate Web: *Teacher Attendance*

## Modified Bell Schedule

For various reasons, it may be necessary to adjust the start and/or end time of the class for **ALL** students. Class times can be modified before or after attendance is taken.

- ① Select the **GREEN** Modify Bell Schedule button
- ② Change either the Start Time, the End Time or Both. Click in the field with the time (up and down arrows will display) use the arrows or enter the time desired
- ③ Select the **BLUE** "Save" button to preserve the modifications



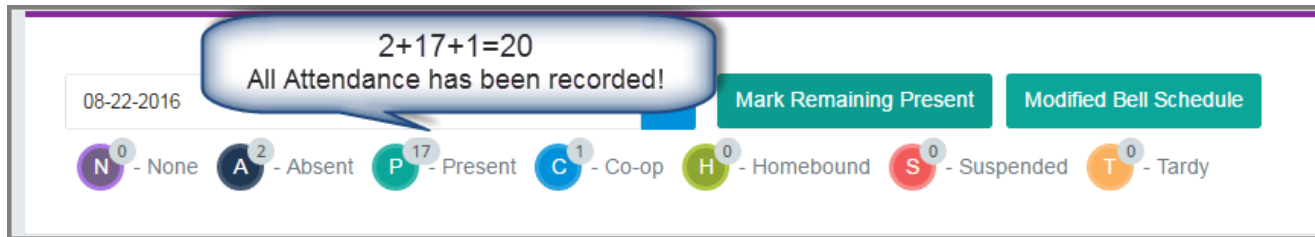



# ClassMate Web: *Teacher Attendance*

## Attendance Helpful Hints

### Attendance Summary


ClassMate will display a tally of each attendance category and the number of students in each! The Summary should equal the number of students in the class.



### Student Information

The students listed in the attendance roster for the class have a few items you will need to know.

- ID #** The unique ClassMate student ID is displayed next to the student name
- COOP** A coop tag will display next to the student if they are identified as a cooperative education student
- Medical Alert** An alert will display in front of the student name to alert instructors that a medical alert exists for the student. Instructors should view the alert and take appropriate measures

Cooper, Tyler	ID#000011510	N	A	P	C	H	S	T	
 Fenstermacher, Haley	ID#000011519	co-op	N	A	P	C	H	S	T

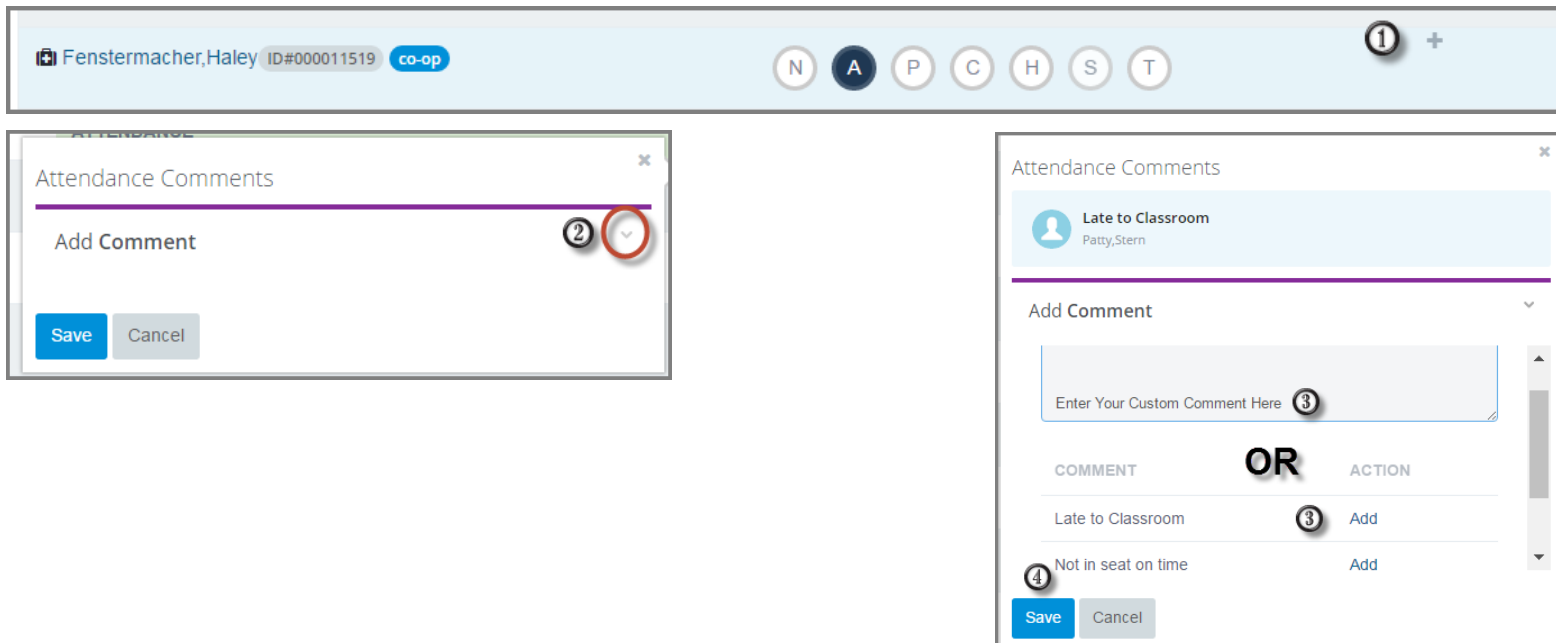


# ClassMate Web: *Teacher Attendance*

## Entering an Attendance Comment

After attendance has been taken, you may enter an attendance comment for the students. Attendance comments often consist of noting why a student was late to class, absent or leaving early.

- ① Verify attendance has been taken. Select the **+** that displays as you hover over a student attendance condition
- ② Select the **Downward Arrow** next to “Add Comment”
- ③ Enter a **Custom Comment** or select a comment from the **Pre-defined Comments**
- ④ Select the **BLUE** Save button to “Save” your **Custom Attendance Comment** or simply double click a **Pre-Defined Comment** to the student attendance record

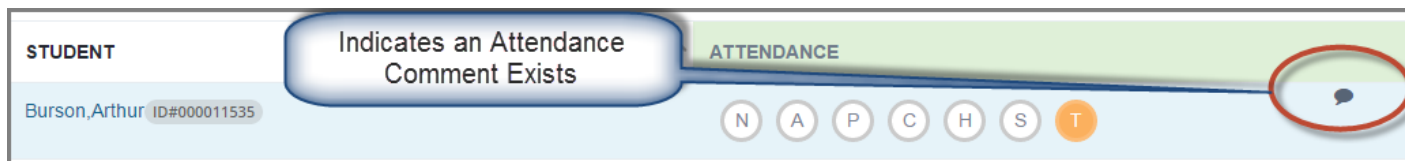


The screenshot displays the ClassMate Web interface for entering an attendance comment. At the top, the student's name (Fenstermacher, Haley) and ID (#000011519) are shown, along with a 'co-op' status. The attendance status is indicated by letters N, A, P, C, H, S, T, with a '+' icon next to the 'A' (Absent) status, which is circled with a '1'. Below this, two windows are shown. The left window is titled 'Attendance Comments' and contains an 'Add Comment' dropdown menu, which is circled with a '2'. A downward arrow next to the dropdown is circled with a '3'. The right window is also titled 'Attendance Comments' and shows a form for adding a comment. It includes a text input field labeled 'Enter Your Custom Comment Here' with a circled '3'. Below the input field, there is a table with two columns: 'COMMENT' and 'ACTION'. The table contains two rows: 'Late to Classroom' with an 'Add' action, and 'Not in seat on time' with an 'Add' action. The 'Not in seat on time' row is circled with a '4'. At the bottom of the right window, there is a 'Save' button (highlighted in blue) and a 'Cancel' button. On the right side of the page, there are three circular icons: a book, a plus sign, and a fork and spoon.

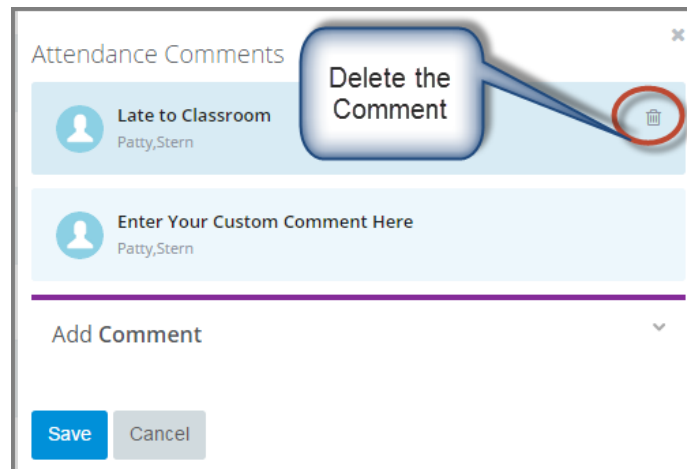
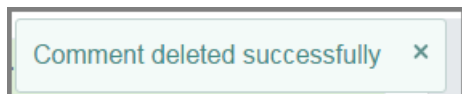
# ClassMate Web: *Teacher Attendance*

## Attendance Comments Helpful Hints

After an attendance comment has been saved a conversation bubble will display next to the student's attendance record.



Attendance comments can be deleted by selecting the conversation bubble and viewing the comments. Delete the desired comment by selecting the trash can in the row with the column. A message will display indicating the comment was successfully deleted.



**Helpful Hint:** Once a work ethic comment has been made a conversation bubble will display next to the work ethic grade

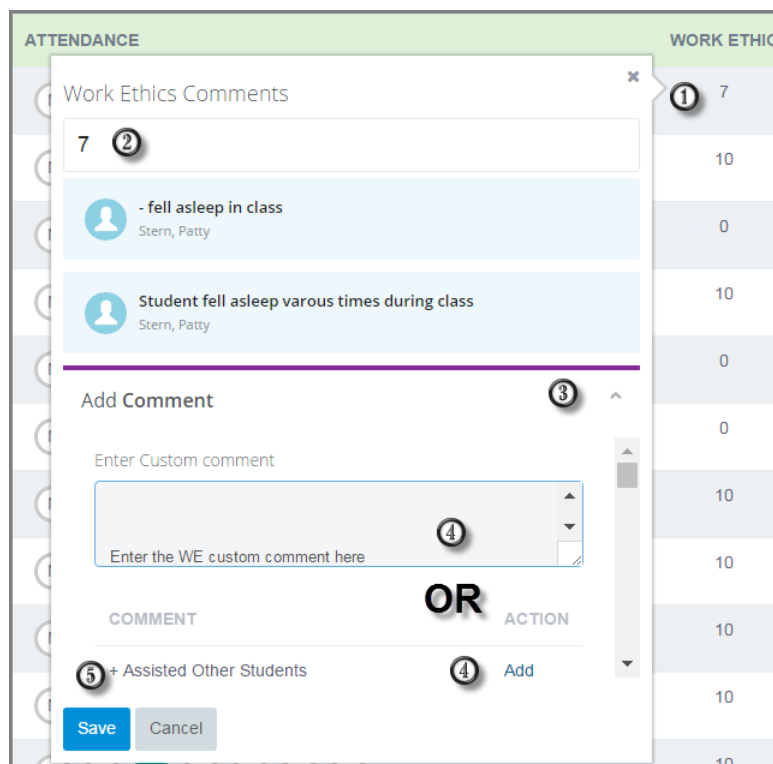


# ClassMate Web: *Teacher Attendance*

## Changing a Work Ethic Grade and Entering a Work Ethic Comment

After attendance has been taken by default a work ethic grade is applied to the student each day dependent upon the attendance condition. The default work ethic grades are established by the school administration based on school policy. Instructors may have the ability to adjust a student work ethic grade to reflect the student performance for the day (reduce or increase).

- ① Verify attendance has been taken. Select the **Work Ethic default grade** for the student requiring a grade adjustment
- ② Highlight the default grade and enter the new grade
- ③ Select the **downward arrow** next to “Add Comment”
- ④ Enter a custom comment or select a comment from the Pre-defined comments
- ⑤ Select the **BLUE** Save button to “Save” your custom **Work Ethic Comment** or simply double click a **Pre-Defined** comment to add the comment to the student work ethic record



The screenshot shows the 'ATTENDANCE' and 'WORK ETHIC' interface. A 'Work Ethics Comments' dialog box is open, displaying a list of pre-defined comments and a custom comment input field. The dialog box has a 'Save' button and a 'Cancel' button. The background shows a table with columns for 'ATTENDANCE' and 'WORK ETHIC'.

ATTENDANCE	WORK ETHIC
7	7
	10
	0
	10
	0
	0
	10
	10
	10
	10
	10
	10



# ClassMate *for Adult Education*

**7599 Beth-Bath Pike  
Bath, PA 18014**

**Need Assistance? Give us a call.**  
**855-984-1228** Help Desk: Option 1

[www.classmate.net](http://www.classmate.net)  
<http://harrisschoolsolutions.com/>

