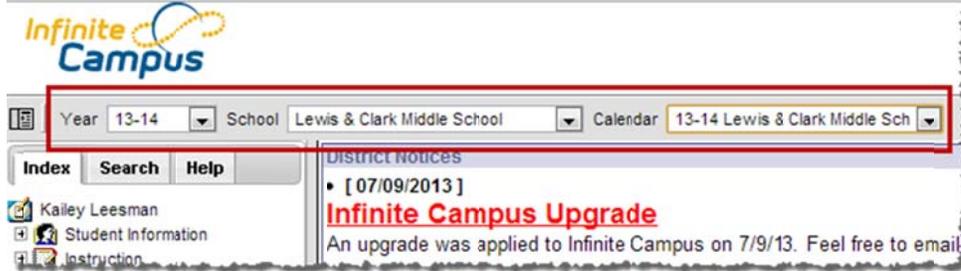


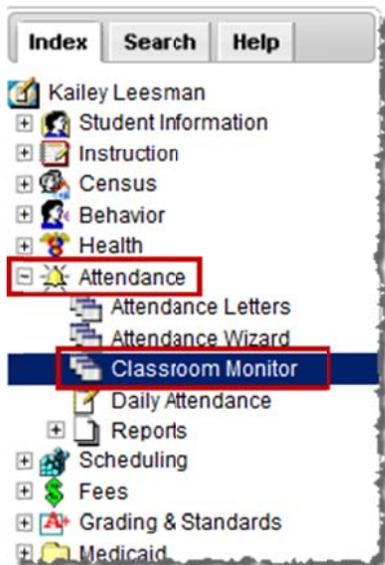
Classroom Monitor

The Classroom Monitor shows which teachers have recorded attendance for a course section during the appropriate period. In addition, the Classroom Monitor allows the attendance clerk to rapidly enter attendance for teachers or substitute teachers if they are provided attendance via a roster or other list of students in that section.

- 1) Select the upcoming **Year**, **School**, and **Calendar**



- 2) Click **Attendance > Classroom Monitor**



- 3) The date will default to the current date. If the date needs changed to a different date, enter the date and click **Refresh**.



- 4) The Classroom Monitor lists all the primary teachers in the building along with the two periods they are scheduled. If the teacher has taken attendance in the class, the Classroom Monitor will display **Green** for the section. If the teacher has not taken attendance, the section will display in **Red**.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	3a	3b	4a	4b
Adrianna, Chate	Music	✉				8606-1 (15/16)	8602-1 (6/7)	7610-1 (19/19)	6722-6 (13/14)	6604-1 (34/39)
Adrianna, Chate	Language Arts	✉	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)			7500-5 (26/27)	7500-5 (26/27)
Adrianna, Chate	Science	✉	6999-7 (25/27)	6300-9 (25/27)	6300-5 (25/27)	6300-7 (23/25)	6250-6 (24/25)	6250-6 (24/25)		
Adrianna, Chate	Social Studies	✉	7999-2 (24/27)	7400-1 (26/28)	7400-1 (26/28)	7400-3 (23/25)			7500-3 (-/27)	7500-3 (-/27)
Adrianna, Chate	Social Studies	✉	8999-10 (24/26)	8400-9 (23/25)	8400-9 (23/25)		8400-11 (21/21)	8400-11 (21/21)	8500-11 (17/19)	8500-11 (17/19)
Adrianna, Chate	Science	✉				8720-8 (15/15)	8720-6 (12/13)	7712-10 (16/16)	7712-12 (-/20)	6716-10 (16/17)
Adrianna, Chate	Science	✉	6999-11 (-/25)	6300-9 (24/25)	6300-9 (24/25)	6300-11 (23/25)	6300-11 (23/25)	6250-10 (-/25)	6250-10 (-/25)	
Adrianna, Chate	Mathematics	✉	8999-12 (23/24)	8200-9 (23/23)	8200-9 (23/23)		8200-11 (18/21)	8200-11 (18/21)	8250-10 (25/25)	8250-10 (25/25)
Adrianna, Chate	Science	✉	7999-11 (-/25)	7300-9 (24/25)	7300-9 (24/25)	7300-11 (27/27)	9807-1 (4/4)	9807-3 (1/1)	9806-1 (3/4)	9806-3 (1/2)
Adrianna, Chate	Mathematics	✉	8999-4 (20/22)	8200-1 (20/22)	8200-1 (20/22)	8614	4/5	7706-5 (15/16)	7706-3 (14/15)	6710-9 (12/13)
Adrianna, Chate	Social Studies	✉	7999-10 (24/25)	7400-9 (24/25)	7400-9 (24/25)	7400-11 (25/25)			7500-11 (-/27)	7500-11 (-/27)
Adrianna, Chate	Language Arts	✉	7999-3 (23/27)	7100-9 (25/27)	7100-9 (25/27)	7100-11 (25/25)			7500-9 (26/28)	7500-9 (26/28)
Adrianna, Chate	Mathematics	✉	6999-12 (-/26)	6200-9 (-/26)	6200-9 (-/26)	6200-11 (-/25)	6200-11 (-/25)	6250-12 (-/25)	6250-12 (-/25)	
Adrianna, Chate	Language Arts	✉	7999-4 (23/26)	7100-1 (-/25)	7100-1 (-/25)	7100-3 (24/26)	7100-3 (24/26)		7500-1 (25/27)	7500-1 (25/27)
Adrianna, Chate	Language Arts	✉	6999-1 (23/24)	6100-1 (24/24)	6100-1 (24/24)	6100-3 (24/26)	6100-3 (24/26)	6500-1 (24/26)	6500-1 (24/26)	
Adrianna, Chate	Science	✉				8726-7 (23/25)	8726-5 (20/20)	7722-5 (22/23)	7722-7 (27/28)	6726-5 (21/25)
Adrianna, Chate	Science	✉	8999-3 (19/22)	8300-1 (18/22)	8300-1 (18/22)			8300-3 (23/23)	8300-3 (23/23)	8250-4 (16/19)
Adrianna, Chate	Social Studies	✉	6999-3 (-/26)	6400-5 (-/26)	6400-5 (-/26)	6400-7 (-/26)	6400-7 (-/26)	6500-7 (-/24)	6500-7 (-/24)	8250-4 (16/19)
Adrianna, Chate	Encore	✉				8720-4 (20/20)	8720-2 (12/13)	7712-2 (15/16)	7712-4 (20/22)	6716-6 (17/17)
Adrianna, Chate	Language Arts	✉	8999-3 (23/25)	8100-9 (22/23)	8100-9 (22/23)			8100-11 (21/22)	8100-11 (21/22)	8500-9 (23/25)

- 5) To narrow the list to only view primary teachers, select the **Primary Teachers Only** check box.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Adrianna, Chate	Music	✉				8606-1 (15/16)		7602-1 (6/7)
Adrianna, Chate	Language Arts	✉	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)		7100-7 (25/26)

- 6) To view a report of all teachers who have not completed their attendance, click on the **Incomplete Teacher Attendance** print icon.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR	1a	1b	2a	2b	3a
Adrianna, Chate	Music	✉				8606-1 (15/16)		7602-1 (6/7)
Adrianna, Chate	Language Arts	✉	7999-5 (25/26)	7100-5 (25/26)	7100-5 (25/26)	7100-7 (25/26)		7100-7 (25/26)

- 7) If a teacher has not taken attendance, contact needs to be made with that teacher to make sure they take attendance. If the Contact column has an envelope and you have Outlook Client set up as a default e-mail account on your computer (not the web-based version), the teacher can be directly e-mailed by clicking on the envelope. If you do not know if you have Outlook Client set up, e-mail the Technology department.

This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 03:31:13 PM

Teacher	Dept	Contact	HR
Adrianna, Chate	Music	✉	
Adrianna, Chate	Language Arts	✉	7999-5 (25/26) 7
Adrianna, Chate	Science	✉	6999-7 (25/27) 6
Adrianna, Chate	Social Studies	✉	7999-2 (24/27) 7

- 8) If there is a substitute for the teacher that day and you have a paper attendance sheet, attendance can be entered straight from this screen by the Attendance Clerk. Click on the section that attendance needs to be taken.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance

Teacher	Dept	Contact	HR
...	Music	☑	
...	Language Arts	☑	7999-5 (25/26) 7100-5
...	Science	☑	6999-7 (25/27) 6300-5
...	Social Studies	☑	7999-2 (24/27) 7400-5
...	Social Studies	☑	8999-10 (24/26) 8400-5
...	Science	☑	
...	Science	☑	6999-11 (-/25) 6300-5
...	Mathematics	☑	8999-12 (23/24) 8200-5

- 9) A window will appear over the Classroom Monitor. Mark attendance and attendance comments for the students who are not in class and click **Save**.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance

Teacher	Dept	Contact	HR
...	Music	☑	
...	Language Arts	☑	7999-5 (25/26) 7100-5
...	Science	☑	6999-7 (25/27) 6300-5
...	Social Studies	☑	7999-2 (24/27) 7400-5
...	Social Studies	☑	8999-10 (24/26) 8400-5
...	Science	☑	
...	Science	☑	6999-11 (-/25) 6300-5
...	Mathematics	☑	8999-12 (23/24) 8200-5
...	Science	☑	7999-11 (-/25) 7300-5
...	Mathematics	☑	8999-4 (20/22) 8200-5
...	Social Studies	☑	7999-10 (24/25) 7400-5
...	Language Arts	☑	7999-9 (23/27) 7100-5

6999-11 Blazer Time 6
Teacher: [Name]

Close Save

Date Selector: 03/12/2013 Change Date

Student Name	P	A	T	Excuse Comments
6999-11 Blazer Time 6	Students: 25 Totals 24 1 0			
06 [Student Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	E dad called PR, excused kmw
06 [Student Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
06 [Student Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
06 [Student Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
06 [Student Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
06 [Student Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- 10) After the attendance is saved, the section will turn from **Red** to **Green** showing that attendance has been taken for the class.

Classroom Monitor
This tool monitors classroom attendance.

Date: 03/12/2013 Refresh Incomplete Teacher Attendance

Teacher	Dept	Contact	HR
...	Music	☑	
...	Language Arts	☑	7999-5 (25/26) 7100-5
...	Science	☑	6999-7 (25/27) 6300-5
...	Social Studies	☑	7999-2 (24/27) 7400-5
...	Social Studies	☑	8999-10 (24/25) 8400-5
...	Science	☑	
...	Science	☑	6999-11 (24/25) 6300-5
...	Mathematics	☑	8999-12 (23/24) 8200-5