



ADMINISTRATIVE SOFTWARE APPLICATIONS, INC.

Rowland Adult and Community Education

Instructions for Using ASAP Web Attendance

You will now be entering your attendance data over the Internet rather than using Scantron bubble sheets. Attached is a manual you should use as a reference tool when using the attendance system. Please note the following rules and guidelines that apply to taking attendance.

Audit Sheet:

You must print out, sign and date each page of the Weekly Attendance report each week.

PLEASE USE BLUE INK TO SIGN AND DATE EACH PAGE.

- Turn in the Audit Sheet to Magda Mazzarino no later than 5:00 PM each Monday.
- If you have questions about using Web Attendance, please contact Magda Mazzarino at ext 1575.
- If students show up to class and are not listed on the current roster, have the student complete the white and Pink Scantron registration and turned to the office right away. Until the student appears on the roster, write the student's name on the Weekly Attendance report and note the number of hours each day. If the student appears on your roster before you turn in the weekly report, document the hours.

Substitutes:

- Teachers will make an extra sign-in sheet each week for the substitute. Have the substitute take attendance using that form, sign and date it. When you return, retrieve the form and enter the attendance. Attach the substitute's attendance record to the Weekly Attendance report.

ASAP Web Teacher Attendance

Open your web browser and enter the location of the Web Teacher Attendance.
Your school may have the module set up so you just click an icon on the school website.

You will get this login window
Enter your User ID and your Password then click “Login”

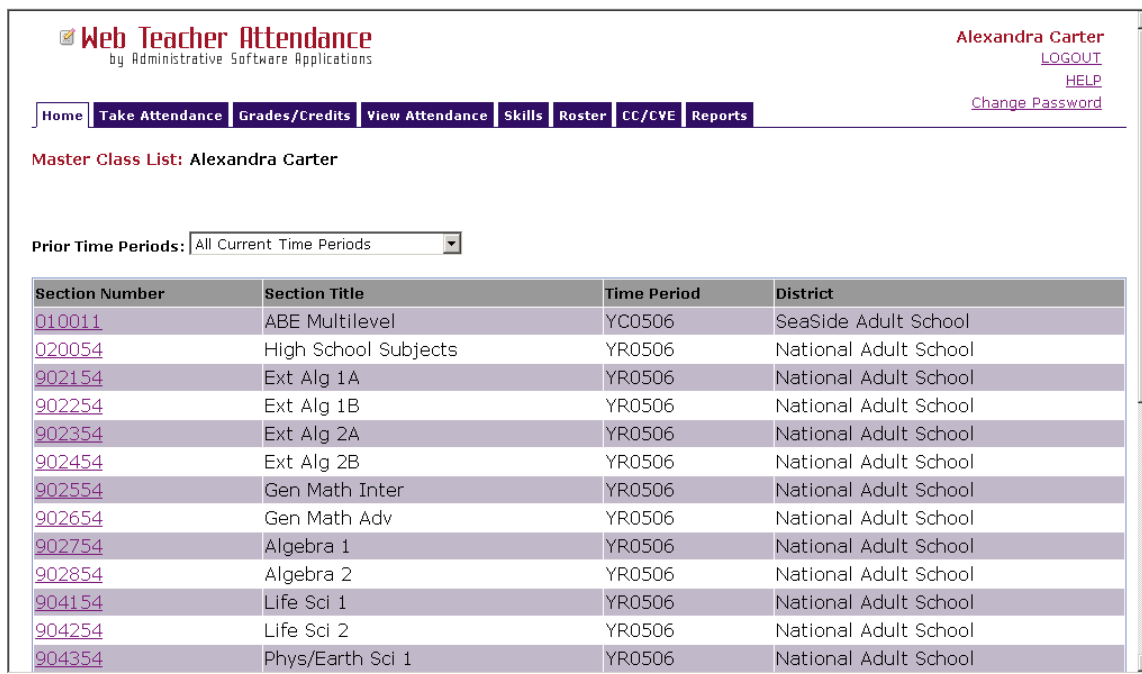


All the screens in Web Teacher attendance will show only the information on classes for the teacher logged in on this session.

Home Tab:

This shows all the sections the teacher is scheduled for in the time periods shown. You can change the time period by clicking on the pull down list and choosing the period you want. If you do NOT see any sections, click on Prior Time Periods and select a Time Period.

Select the section you want to take attendance on by clicking on the section number.



Section Number	Section Title	Time Period	District
010011	ABE Multilevel	YC0506	SeaSide Adult School
020054	High School Subjects	YR0506	National Adult School
902154	Ext Alg 1A	YR0506	National Adult School
902254	Ext Alg 1B	YR0506	National Adult School
902354	Ext Alg 2A	YR0506	National Adult School
902454	Ext Alg 2B	YR0506	National Adult School
902554	Gen Math Inter	YR0506	National Adult School
902654	Gen Math Adv	YR0506	National Adult School
902754	Algebra 1	YR0506	National Adult School
902854	Algebra 2	YR0506	National Adult School
904154	Life Sci 1	YR0506	National Adult School
904254	Life Sci 2	YR0506	National Adult School
904354	Phys/Earth Sci 1	YR0506	National Adult School

Take Attendance:

The students currently enrolled in the section you have selected will show on the Take Attendance list in alphabetical order by Last Name.

You may change the Enrollment Status to limit the students to Active/Newly Enrolled or Show All, which will show the completed and dropped students as well. Use the Enrollment Status option to manage your roster to enable you to quickly enter attendance. If a student returns to



class, change the enrollment status button at the top right to Show All and find that student in the roster. Change the enrollment status for that student to ACTIVE. Click Save Changes. Go back to the Enrollment Status dropdown at the top right and change it back to Active/Newly Enrolled to enter Attendance.

Check to make sure you are on the correct Class Date for attendance. You can change to any date within the time range preset by the office. Any previous dates not showing means they are beyond the back days the office allows you to adjust. You will need to run the **Attendance Amendment Record** under Reports (# 1.46), contact Magda Mazzarino to make the adjustments and turn in the report in person. You may *view* previous attendance using the View Attendance tab.

Attendance is taken by simply clicking on a box to insert a check mark for that hour. You can click the button under “Check” to mark all boxes for that one student or click under “Reset” to uncheck those boxes.

You can also take attendance by the hour for all students by clicking the minute’s link under Time in Minutes.

At the top of the column is a button “Check All Time” that will mark all boxes for all students. “Reset All Time” will uncheck all the boxes.

Once you have marked the appropriate boxes for attendance for all students remember to click on the “SAVE CHANGES” button.

Your attendance has now been completed for the selected date.

Web Teacher Attendance
by Administrative Software Applications

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Home | **Take Attendance** | Grades/Credits | View Attendance | Skills | Roster | CC/CVE | Reports

Take Attendance

Section: 902154 - Ext Alg 1A | Enrollment Status: Active/Newly Enrolled

Section No: 902154 | Section Title: Ext Alg 1A
Time Period: YR0506 | Program: HS Under-Umbrella Courses
Start Time: 5:45:00 PM | Class Date: 6/19/2006

Check All Time | Reset All Time | Save Changes

Student ID	Student Name	Enrollment Status	Tardy	Left Early	Check/Reset	Time in Minutes
						60 30 60 30
7615	Cas, Loriannea	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
8667	Cou, Clemontea	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3355	Landor, Melissa J	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Check All Time | Reset All Time | Save Changes

Additional Options:
[Set/View Student Goals](#)
[Student Search](#)
[Print Sign-In Sheet](#)
[Print Weekly Attendance Report](#)



There is access to other information available from this same screen. Click on any student name to see basic demographic information, certificate records and daily attendance listing.

You cannot edit the student information or attendance from this window.

Set/View Student Goals:

Click on the pull down menu for the Goal 1 and Goal 2 to select the correct goal for each student. You can enter a default goal at the top of each column then click "Set All" and that goal will be entered for all students.

Click "Save Changes" before closing screen.

Student Demographics - Section 0105111

Name of Student: Gibbs, Valerie
 Address: 2000 Crystal Spring Rd.
 City, State Zip: San Bruno, CA 94066
 Home Phone: 899-823-4623
 Date of Birth: 3/3/1976
 Email:
 Home School:
 Enrollment Date: 09/07/2002
 Total Regular Attendance: 70:50
 Total CC Attendance: 3:00
 Total CVE Attendance: 0:00
 CC Time:
 CVE Time:

Certificates Records

Time Period	Section Title	Section No	Code	Cert Description	Request Date	Issued Date
FY07	0105111 Landscaping	DCCC		Deuce Certificate	2/28/2007	2/28/2007
FY07	0105111 Landscaping	WCCC		Web Certificate	2/28/2007	
FY07	0105111 Landscaping	CCABC		Certificate of Completion	2/15/2007	

Attendance Records - Section 0105111

Attendance Date	Hours	ADA Type	Attendance Type
12/1/2006	5:10	Regular Adult	
12/5/2006	5:10	Regular Adult	
12/15/2006	5:10	Regular Adult	

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Goals 902154 - Ext Alg 1A

Print Close Save Changes

Student ID	Student Name	Goal 1	Set All	Goal 2	Set All
7615	Cas, Loriannea				
8667	Cou, Clemontea				
3355	Landor, Melissa J	Personal goal		None	

Enrollment Statuses:
 Enrollment Status: Active/Newly Enrolled

Student Search:

Type in any one of the four selections to search for a student. If you know the last name and birth date type both in the fields and click on Search.

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STUDENT SEARCH: Enter one or more search criteria

Last Name: alv
 Any Part of Name:
 Student ID:
 Date of Birth: May 28 1929

Search Clear Form

Add New Student Print

Student ID	Student Name	Date of Birth	Address	City, State Zip	Enrolled in Section?
8624	Alv, Abraham	5/28/1929	2251065 W San Ysidro Blvd	AnyTown CA 77777	No
8634	Alv, Adonisa	5/28/1929	2251065 W San Ysidro Blvd	AnyTown CA 77777	No

1. Student Information

You can select the student you want by clicking on the student name. This will bring up the student demographics screen.



2. Add New Students

Turn in registrations to the office as soon as the student registers, to appear on your roster the following day.

At the bottom of the Take Attendance screen, there are several reports you can print for the section you have open.

1. **Print Sign-In Sheet Report** (has teacher signature space)

This report will print for Monday through Sunday for the week that includes the date you have open for attendance. There is also a daily sign in sheet with sign in/sign out.

2. **Print Weekly Attendance Report # 1.42 f** (has teacher signature space). This report will print for Monday through Sunday for the week that includes the date you have open for attendance. It will show only the students with attendance. The document that you sign and turn in each week is required by the CDE as confirmation of attendance.

Add New Student * Required Field

Student ID No: * - - OR Assign #

Check the Assign # box if you wish to auto-create a unique Student ID Number when the new student is saved. If Assign # is checked the Student ID input boxes are disabled.

First Name: * Middle: Last Name: *

Address:

City: State: Zip:

Home Phone: -

Date of Birth: - -

ADA Type: *

Email:

Enroll?:

Check the above box if you wish to enroll the new student in Section 902154 - Ext Alg 1A

Grades/Credits:

The students currently enrolled in the section you have selected will show on the Grades and Credits list.

You may change the Enrollment Status to limit the students to Active/Newly Enrolled or Show All, which will show the completed and dropped students as well.

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Home Take Attendance **Grades/Credits** View Attendance Skills Roster CC/CVE Reports Topspro Configure

Grades and Credits

Section: 0105112 - Landscaping Enrollment Status: Active/Newly Enrolled

Section No: 0105112 Section Title: Landscaping
Time Period: FY07 Program: Adult Basic Education

Set Midterm Grades To: Set Midterm Credits To: Set Final Grades To: Set Final Credits To:

Student ID	Student Name	ADA Type	Enrollment Status	Certificate Issued Pick	Midterm Grade	Midterm Credit	Final Grade	Final Credit	Citizenship
2326	Bejarano, Mauricio G	Regular Adult	Newly Enrolled	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5871	Gabbay, Yvonne	Regular Adult	Active	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9497	Juarez, Gladis C.	Regular Adult	Active	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9722	Kim, Bong	Regular Adult	Active	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9919	La France, Nicole	Regular Adult	Active	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4020	Test24, Henry	Regular Adult	Active	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Certificate Type:

You can enter the Final Grade and Credit individually for each student.



To request a certificate, choose a Certificate Type from the bottom of the screen. Then click the Pick button for each student. When you are ready to submit the requests, click Save Changes. Once that certificate has been issued, a check will appear in the “issued” box. You may not enter a check into the issued box. To view Certificate Records, click on the student name.

Enter any text you choose into the Citizenship field.

Click “Save Changes” before closing screen.

View Attendance:

This screen will show you the attendance for any week (Monday-Sunday) according to the Class Date that you enter on the screen. You have the option to select Active/Newly enrolled student or All students.

To print this report, click Print button at bottom of screen.

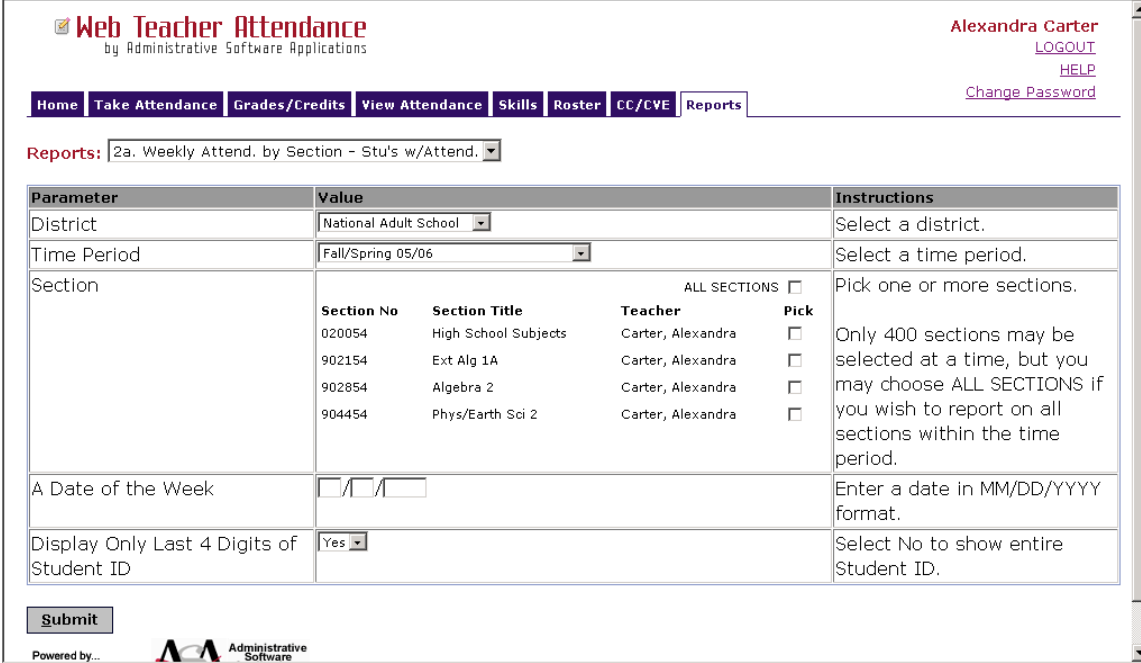
Roster:

From this screen is easy to check for a student address or phone number. You can click the Print button to get a printout of the students.



Reports:

From this screen, you will be able to run reports for the sections that show for the teacher logged into the attendance program.




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Home Take Attendance Grades/Credits View Attendance Skills Roster CC/CVE Reports

Reports: 2a. Weekly Attend. by Section - Stu's w/Attend. ▾

Parameter	Value	Instructions																				
District	National Adult School ▾	Select a district.																				
Time Period	Fall/Spring 05/06 ▾	Select a time period.																				
Section	<table border="1"><thead><tr><th>Section No</th><th>Section Title</th><th>Teacher</th><th>Pick</th></tr></thead><tbody><tr><td>020054</td><td>High School Subjects</td><td>Carter, Alexandra</td><td><input type="checkbox"/></td></tr><tr><td>902154</td><td>Ext Alg 1A</td><td>Carter, Alexandra</td><td><input type="checkbox"/></td></tr><tr><td>902854</td><td>Algebra 2</td><td>Carter, Alexandra</td><td><input type="checkbox"/></td></tr><tr><td>904454</td><td>Phys/Earth Sci 2</td><td>Carter, Alexandra</td><td><input type="checkbox"/></td></tr></tbody></table> ALL SECTIONS <input type="checkbox"/>	Section No	Section Title	Teacher	Pick	020054	High School Subjects	Carter, Alexandra	<input type="checkbox"/>	902154	Ext Alg 1A	Carter, Alexandra	<input type="checkbox"/>	902854	Algebra 2	Carter, Alexandra	<input type="checkbox"/>	904454	Phys/Earth Sci 2	Carter, Alexandra	<input type="checkbox"/>	Pick one or more sections. Only 400 sections may be selected at a time, but you may choose ALL SECTIONS if you wish to report on all sections within the time period.
Section No	Section Title	Teacher	Pick																			
020054	High School Subjects	Carter, Alexandra	<input type="checkbox"/>																			
902154	Ext Alg 1A	Carter, Alexandra	<input type="checkbox"/>																			
902854	Algebra 2	Carter, Alexandra	<input type="checkbox"/>																			
904454	Phys/Earth Sci 2	Carter, Alexandra	<input type="checkbox"/>																			
A Date of the Week	<input type="text"/> / <input type="text"/> / <input type="text"/>	Enter a date in MM/DD/YYYY format.																				
Display Only Last 4 Digits of Student ID	Yes ▾	Select No to show entire Student ID.																				

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Select the report you want from the pull down menu. The criteria for that specific report will come onto the screen.

You need to make a selection for any field that has a pull down menu or check boxes to pick from. In the example above, you would need to select:

1. The District (from pull down)
2. The Time Period (from pull down)
3. The section number (check the pick box)
4. Date in the week (enter the actual date)
5. Display last 4 digits on Student ID (select yes or no)

Click the “Submit” button at lower left when you have finished your selections. Once the report is on the screen it will give you the option to print it.

** We suggest printing each section individually.



TOPSpro:

This page will allow you to complete the TOPSpro Entry and Update records and view CASAS test results for each student.

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TOPSpro

Section: 0105112 - Landscaping Enrollment Status: Active/Newly Enrolled

Section No: 0105112 Section Title: Landscaping
 Time Period: FY07 Program: Adult Basic Education **Print**

Student ID	Student Name	Enrollment Status	Total Attendance Hours (Regular)	TOPSpro Action Status
2326	Bejarano, Mauricio G	Newly Enrolled	0:00	Entry Update Test Scores
5871	Gabbay, Yvonne	Active	57:50	Entry Update Test Scores
9497	Juarez, Gladis C.	Active	43:30	Entry Update Test Scores
9722	Kim, Bong	Active	40:50	Entry Update Test Scores
9919	La France, Nicole	Active	5:10	Entry Update Test Scores
4020	Test24, Henry	Active	10:20	Entry Update Test Scores

Print

Powered by...

Entry Record:

Click on the Entry Record for the student. Any existing demographic information will already show on the Entry Record. Fill in missing fields, including but not limited to Instructional Level and the Skill Levels. Click Save Changes. You can select a new student by clicking the drop down at the top of the screen.

Update Record:

Click on the Update Record for the student. Fill in all required fields. In the Learner Results boxes, mark all that apply by using the CTRL key to select multiple options in each group.

TOPSpro Student Update: Section 0105112-Landscaping * Required Field

Student: Bejarano, Mauricio G **Print** **Close**

Student ID No: 2326
Student Name: Bejarano, Mauricio
Address: _____
City: _____ **State:** _____ **Zip** _____
Home Phone: (____) ____ - ____
Date of Class Update: ____/____/____
Status (Mark One): Retained Left No Show or did not attend at least 12 ho
Progress (Mark highest): In Program Completed Advanced

LEARNER RESULTS (Mark all that apply)

Work: Got a job Retained job Met work-based project goal Entered job training Entered apprenticeship

Personal/Family: Increased involvement in children's education Increased involvement in children's literacy related activitie Met other family goal Met personal goal Other

Community: Achieved U.S. Citizenship skills

