



## Instructions for Using ASAP Web Attendance

**\*\*\* PLEASE MODIFY ACCORDING TO SCHOOL RULES \*\*\***

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 and sign and date each page of the Weekly Attendance report each week.
- Turn in the Audit sheet to insert name/office here by 5:00 PM each Friday
- If you have questions about using Web Attendance, please contact insert name here at insert phone number here.
- If students show up to class and are not listed on the current roster, have the student stop by the front office to register. 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 → arrange for the substitute to obtain a roster or sign-in sheet. Have the substitute take attendance using that form and 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.

**\*\*\* Web Attendance can be found at the following URL \*\*\***

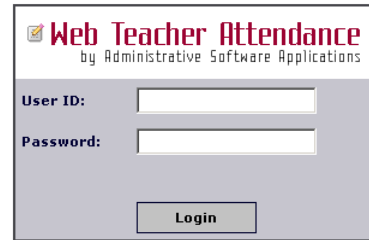
**<http://www.yourschool.org/wta>**

# 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.

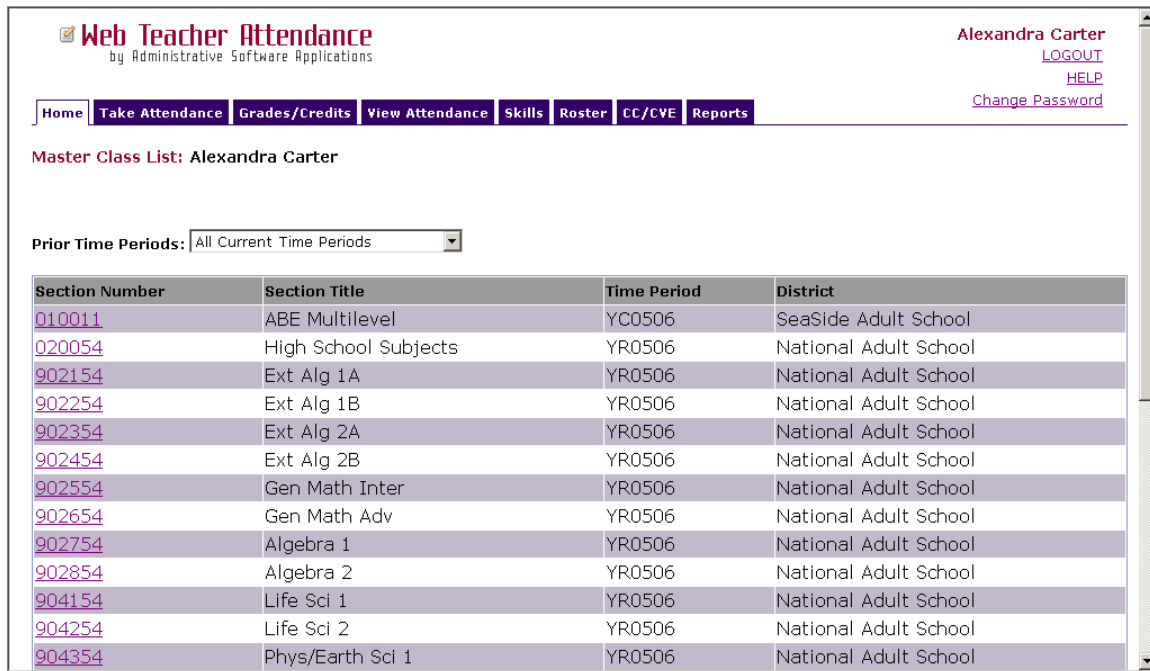


The login window features the title "Web Teacher Attendance by Administrative Software Applications". It contains two input fields: "User ID:" and "Password:". Below these fields is a "Login" button.

## Home Tab

This shows all the sections the teacher is allowed to enter attendance. If you are not allowed to enter attendance for a class but want to view rosters, enter grades, etc., click the Prior Time Periods drop down menu, find and click on the time 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.



The screenshot shows the "Home" tab of the Web Teacher Attendance interface. At the top, it displays the user's name "Alexandra Carter" and links for "LOGOUT", "HELP", and "Change Password". A navigation menu includes "Home", "Take Attendance", "Grades/Credits", "View Attendance", "Skills", "Roster", "CC/CVE", and "Reports". Below the menu, it shows "Master Class List: Alexandra Carter". A "Prior Time Periods" dropdown menu is set to "All Current Time Periods". A table lists available sections with columns for Section Number, Section Title, Time Period, and District.

Section Number	Section Title	Time Period	District
<a href="#">010011</a>	ABE Multilevel	YC0506	SeaSide Adult School
<a href="#">020054</a>	High School Subjects	YR0506	National Adult School
<a href="#">902154</a>	Ext Alg 1A	YR0506	National Adult School
<a href="#">902254</a>	Ext Alg 1B	YR0506	National Adult School
<a href="#">902354</a>	Ext Alg 2A	YR0506	National Adult School
<a href="#">902454</a>	Ext Alg 2B	YR0506	National Adult School
<a href="#">902554</a>	Gen Math Inter	YR0506	National Adult School
<a href="#">902654</a>	Gen Math Adv	YR0506	National Adult School
<a href="#">902754</a>	Algebra 1	YR0506	National Adult School
<a href="#">902854</a>	Algebra 2	YR0506	National Adult School
<a href="#">904154</a>	Life Sci 1	YR0506	National Adult School
<a href="#">904254</a>	Life Sci 2	YR0506	National Adult School
<a href="#">904354</a>	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, contact the office to make the adjustments or to get access to older dates. 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 minutes 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.** You will see the number of students with attendance and total hours.

Your attendance has now been completed for the selected date.

**Web Teacher Attendance**  
by Administrative Software Applications

Alexandra Carter  
[LOGOUT](#)  
[HELP](#)  
[Change Password](#)

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 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 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 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 but you can make a change to the ADA type on the attendance listing.

Change the ADA type to the correct ADA type on the first day of attendance and it will automatically change it for the following dates.

Be sure to click on “Save Changes” before closing the 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	Issue 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	

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.

Web Teacher Attendance - Microsoft Internet Explorer

**Web Teacher Attendance**  
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Goals 902154 - Ext Alg 1A

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.

You have two options from this screen:

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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

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 up the student demographics screen. If you make any changes remember to on “Save Changes” before closing screen.

Student Information \* Required Field

Student ID No: 3355  
First Name: \* Melissa Middle: J Last Name: \* Landor  
Address: 1422 Mayhews  
City: Mountain View State: California [CA] Zip: 94043  
Home Phone: (650) 245-8533  
Date of Birth: January 5 1985  
ADA Type: \* Regular Adult  
Email: lbrown@asacentral.com  
Enroll Date: 06/28/2006  
Home School: [Alternative Ed]  
CC Time:   
CVE Time:   
Goal 1: Personal goal  
Goal 2: None  
Total Regular Att: 15:00  
Total CC Att: 0:00  
Total CVE Att: 0:00

bring  
click

## 2. Add New Student

Click on “Add New Student” button to enter a new student and enroll them in your class.

Either type in the Student ID number or click on Assign # for ASAP to assign the next number.

You have the option of leaving the “enroll” checkbox unchecked to simply add a new student without enrolling them in your section.

Remember to click on “Save Changes” before closing screen.

Add New Student \* Required Field

Student ID No: \*  -  -  OR  Assign #  
Check the Assign # box if you wish to auto-create an 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

Print Close Save Changes

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 (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** (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. This document that you sign and turn in each week is required by the CDE as confirmation of attendance.

## 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.

**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: **Save Changes**

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

Certificate Type:

If most of your student will be getting the same grade/credit you can Set Midterm Grades and Set Midterm Credits to enter a default grade/credit for each student. You can then click on any students grade/credit and make a change. This can be done for either the Mid Term or Final Grade and Credit.

The other option is to enter the grade and credit individually on each line for that 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.

**Web Teacher Attendance**  
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Alexandra Carter  
[LOGOUT](#)  
[HELP](#)  
[Change Password](#)

[Home](#) [Take Attendance](#) [Grades/Credits](#) [View Attendance](#) [Skills](#) [Roster](#) [CC/CVE](#) [Reports](#)

**View Attendance**

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

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

Student ID	Student Name	ADA Type	Enrollment Status	Monday 6/19/2006	Tuesday 6/20/2006	Wednesday 6/21/2006	Thursday 6/22/2006	Friday 6/23/2006	Saturday 6/24/2006	Sunday 6/25/2006
7615	Cas, Loriannea	Regular Adult	Active	3:00						
8667	Cou, Clemontea	Regular Adult	Active	3:00						
3355	Landor, Melissa J	Regular Adult	Active	1:00						
1316	Parker, Alan	Regular Adult	Active							

**Print**

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## Skills

Skills must be set up in ASAP for them to be available on this screen.

There is a listing of all skills that can be seen by clicking on the Skills List button at the top right of the screen.

You can enter the skill level attained one student at a time by clicking on “Enter Skills”. Use the tab key to move from field to field. You can change the student from this screen as well. You can enter skills for entire class at once using the main page by entering it as a default at the top of each skill column. If most of the students will be receiving the same level you can enter the default for all students and then make changes to the students that are receiving a different level.

You can also send emails to students from this screen. If a student has an email address, you will be able to check the box by their Student ID. After selecting students, click the Email button at the top right.

This will open the form shown to the right. Enter a Subject and a brief message. When ready, click Send Email. Watch for error messages or problems with delivery. Please beware of text and content to avoid triggering spam rules.

If you made any CC or CVE selections, remember to click “Save Changes” before closing screen

## CC / CVE

This screen is where you will enter the CC or CVE attendance. The students marked CC/CVE will show on the listing here.

To enter the same CC/CVE attendance hours for all the students you can enter the Default Hours and click “Set All to Default”. You may then go to any student and make changes to their actual hours if different from the default.

The other option is to enter the hours individually for each student and each day. Click the Clear All Time button if you want to remove all the hours you entered.

Click the Print Weekly Attendance Report at the lower left of screen if you are ready for the report to be submitted.

As always, click “Save Changes” before closing screen.

## Reports

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

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> <p>ALL SECTIONS <input type="checkbox"/></p>	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="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	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.

**Web Teacher Attendance**  
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First Last  
[LOGOUT](#)  
[HELP](#)  
[Change Password](#)

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

**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	<a href="#">Entry</a> <a href="#">Update</a> <a href="#">Test Scores</a>
5871	Gabbay, Yvonne	Active	57:50	<a href="#">Entry</a> <a href="#">Update</a> <a href="#">Test Scores</a>
9497	Juarez, Gladis C.	Active	43:30	<a href="#">Entry</a> <a href="#">Update</a> <a href="#">Test Scores</a>
9722	Kim, Bong	Active	40:50	<a href="#">Entry</a> <a href="#">Update</a> <a href="#">Test Scores</a>
9919	La France, Nicole	Active	5:10	<a href="#">Entry</a> <a href="#">Update</a> <a href="#">Test Scores</a>
4020	Test24, Henry	Active	10:20	<a href="#">Entry</a> <a href="#">Update</a> <a href="#">Test Scores</a>

**Print**

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## 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 hc  
**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 activities  
 Met other family goal  
 Met personal goal  
 Other

**Community:**  
 Achieved U.S. Citizenship skills