

Attendance Management

Presented By
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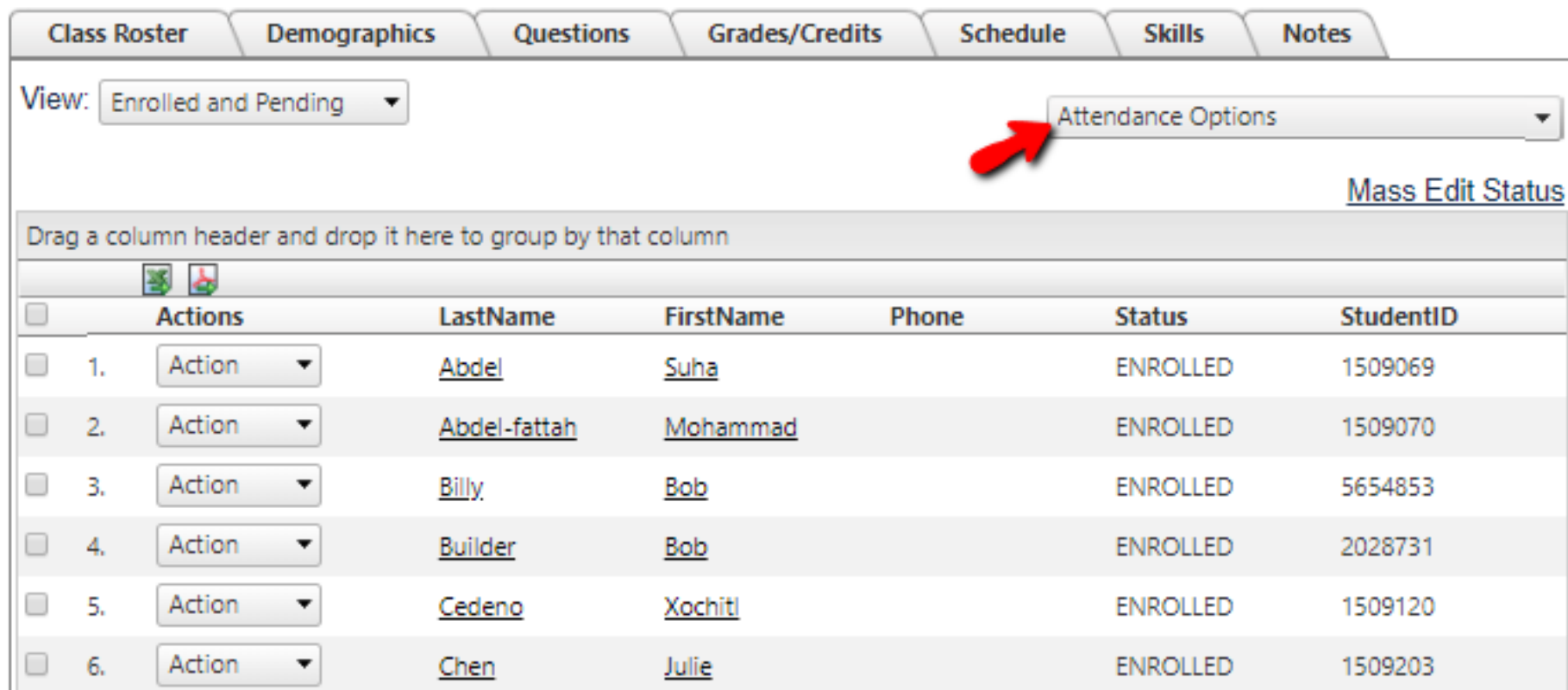
Topics we will cover

- Sign In Sheets
- Ways to take attendance
- Group Classes Tab/Group Attendance
- Emailing Students
- Reporting



Sign In Sheets

- Under Attendance options drop-down menu select Print Check-In Sheets.




The screenshot displays the ASAP user interface with several tabs: Class Roster, Demographics, Questions, Grades/Credits, Schedule, Skills, and Notes. The 'View' dropdown is set to 'Enrolled and Pending'. The 'Attendance Options' dropdown menu is highlighted with a red arrow. Below the tabs, there is a section for grouping columns, followed by a table with columns: Actions, LastName, FirstName, Phone, Status, and StudentID. The table contains six rows of student data.

	Actions	LastName	FirstName	Phone	Status	StudentID
<input type="checkbox"/>	1. Action	<u>Abdel</u>	<u>Suha</u>		ENROLLED	1509069
<input type="checkbox"/>	2. Action	<u>Abdel-fattah</u>	<u>Mohammad</u>		ENROLLED	1509070
<input type="checkbox"/>	3. Action	<u>Billy</u>	<u>Bob</u>		ENROLLED	5654853
<input type="checkbox"/>	4. Action	<u>Builder</u>	<u>Bob</u>		ENROLLED	2028731
<input type="checkbox"/>	5. Action	<u>Cedeno</u>	<u>Xochitl</u>		ENROLLED	1509120
<input type="checkbox"/>	6. Action	<u>Chen</u>	<u>Julie</u>		ENROLLED	1509203

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ASAP USER CONFERENCE

Sign In Sheets

Time Period: 











Course : Teacher:

Course Group: Class :

Site: From Date:   

☒ Print Daily Sign-In Sheet

☐ Show Student ID

    1 of 1   Export to the selected format  [Export](#)   

Advanced ESL

Class Code 4110.01
Days of week Tu We Th
Time 09:00 AM-11:00 AM
Location ASAP Education Center

ASAP Education Center
Sign - In/Out Sheet
Full Year 19-20

Instructor: Bogart, Humphrey

As the teacher of the above class, I confirm that
the attendance is correct:

Date: _____

#	StudentName	Student Signature In	Time	Student Signature Out	Time
1	Abdel, Suha	_____	_____	_____	_____
2	Abdel-fattah, Mohammad	_____	_____	_____	_____
3	Billy, Bob	_____	_____	_____	_____
4	Builder, Bob	_____	_____	_____	_____
5	Cedeno, Xochitl	_____	_____	_____	_____



Taking Reg. Attendance

Attendance

10/9/2019

10/9/2019

Go To Hourly Bulk Attendance page

Search by:

All Teachers

Advanced ESL

Enrolled & Pending

Select a location

Search

Class Name	Class Time	Dates	Instructor
Advanced ESL 4110.01	Tuesday, Wednesday, Thursday	10/09/2019 Wed	Bogart, Humphrey

Save

s Student(s) currently marked present: 0

19 students

10/9/2019

☐ Substitute Present

Select a substitute

#	Student	Student ID	Status	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Time In	<input checked="" type="checkbox"/> Time Out
1	Abdel, Suha	1509069	ENROLLED	<input type="checkbox"/>	9:00 AM	11:00 AM
2	Abdel-fattah, Mohammad	1509070	ENROLLED	<input type="checkbox"/>		
3	Billy, Bob	5654853	ENROLLED	<input type="checkbox"/>		
4	Builder, Bob B	2028731	ENROLLED	<input type="checkbox"/>		
5	Cedeno, Xochitl	1509120	ENROLLED	<input type="checkbox"/>		
6	Chen, Julie	1509203	ENROLLED	<input type="checkbox"/>		

Taking Hourly Attendance

Time periods:	Full Year 19-20	Attendance Type:	CC
Course Groups:	WIOA ESL/ELL	Week Of:	10/9/2019
Courses:	Advanced ESL	Go to Class Attendance Report	
Class:	[4110.01] Advanced ESL .		
Enrollment Status:	Enrolled & Pending		

Default Hours: ☐ Set Values by day

STUDENT ID	STUDENT	ENROLLMENT STATUS	MONDAY 10/7/2019	TUESDAY 10/8/2019	WEDNESDAY 10/9/2019	THURSDAY 10/10/2019	FRIDAY 10/11/2019	SATURDAY 10/12/2019	SUNDAY 10/13/2019
1509069	Abdel, Suha	ENROLLED							
1509070	Abdel-fattah, Mohammad	ENROLLED							
5654853	Billy, Bob	ENROLLED							
2028731	Builder, Bob	ENROLLED							
1509120	Cedeno, Xochitl	ENROLLED							
1509203	Chen, Julie	ENROLLED							
1509094	Cinn, Amon	ENROLLED							
1509254	Edmondson, Edith	ENROLLED							

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Group Classes Tab



Bob Barker

Instructor [Edit](#)

Staff ID: 37971

Staff No: STAFFNUMBER

The Man

bob@asa.com

WORK: 123 6548978

:

Groups: [Add more groups...](#)

Subjects:

[Impersonate](#)
[Availability](#)

[Schedule](#) [Group Classes](#) [New Students](#) [Notes & Files](#) [Hours](#)

Show Current ▾

Event	Class Code	Date	Time	Status
Basic Math Skills	Math.01	7/1/2019 - 6/30/2020	08:00 AM - 10:00 AM	Active
English 9	eng9	7/1/2019 - 6/29/2020	04:00 PM - 04:30 PM	Active
ESL - Advanced	ESLAdv.4	7/1/2019 - 6/30/2020	08:00 AM - 10:20 AM	Active
Advanced ESL	4110.01	7/2/2019 - 6/30/2020	09:00 AM - 11:00 AM	Active

Take attendance for: [Group Classes](#) ▾ [Go](#)

[Email Your Students](#)

View Reports: [Report Options](#) ▾ [Go](#)



Group Attendance



Attendance

9/30/2019 10/9/2019 Go To Hourly Bulk Attendance pag

Search by: Barker, Bob Select a course Enrolled & Pending Select a location Search

Select left arrow to display class roster and take attendance.

Class Name	Class Time	Dates	Instructor
Advanced ESL 4110.01	Tuesday, Wednesday, Thursday	10/09/2019 Wed	Barker, Bob

Save

s Student(s) currently marked present: 0

19 students 10/9/2019 ☐ Substitute Present
Select a substitute

#	Student	Student ID	Status	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Time In 9:00 AM	<input checked="" type="checkbox"/> Time Out 11:00 AM	
1	Abdel, Suha	1509069	ENROLLED	<input type="checkbox"/>			
2	Abdel-fattah, Mohammad	1509070	ENROLLED	<input type="checkbox"/>			
3	Billy, Bob	5654853	ENROLLED	<input type="checkbox"/>			
4	Builder, Bob B	2028731	ENROLLED	<input type="checkbox"/>			

Save

[Print Attendance Report](#)
[Print Attendance Sheets](#)
[Print Check In Sheets](#)

Basic Math Skills Math.01	Monday, Tuesday, Thursday	10/08/2019 Tue	Barker, Bob
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Emailing Students

Schedule

Group Classes

New Students

Notes & Files

Hours

Show Current ▾

Event	Class Code	Date	Time	Status
Intermediate Low ESL	030521	8/26/2019 - 12/20/2019	09:00 AM - 11:30 AM	Active
Intermediate Conversation	032701	8/26/2019 - 10/14/2019	12:30 PM - 03:00 PM	Active
Advanced Conversation	033201	8/27/2019 - 10/17/2019	12:30 PM - 03:00 PM	Active
Intermediate Conversation	032702	10/21/2019 - 12/18/2019	12:30 PM - 03:00 PM	Active
Advanced Conversation	033202	10/22/2019 - 12/19/2019	12:30 PM - 03:00 PM	Active

Take attendance for:

Group Classes ▾

Go

View Reports:

Report Options ▾

Go

Email Your Students

[View Schedule](#)

☐ Employee Availability

Emailing Students

is Recipient List :

Step 1 - Select Recipients

Filters - Add Recipients By: Class ▼

Add By Class

☐ Show Completed Classes

Time Period Fall 2019 ▼

Location All Locations ▼

Course Group -- Select Group -- ▼

Course -- Select Course -- ▼

Class ▼

Enrollment Status: All ▼ Add Students

☐ Send emails only to the primary accountholder

Next Step - Compose

Emailing Students

is Recipient List :

Cedeno Xochitl ; Edmondson Edith ; Habash Chuck ; Abdel-fattah Mohammad ; Chen Julie ;
Cinn Amon ; Meyer Abc ; Larrazolo Ernesto Armando ; Marks Larry ; Meyer Joel ;
Testor137 Eric ; Jimenes Enrique ; Abdel Suha ; Ore Gano ; Billy Bob ; Simpson Homer ;
Builder Bob ; Ha Andy ; Marleyb Bobb ;

[Clear All Recipients](#)

☐ Send emails only to the primary account holder

Select Send Type Functionality :

Step 1 - Select Recipients

Filters - Add Recipients By:

Add Individual

Recipient:

[Use Search](#)

[Add Recipient](#)

[Next Step - Compose](#)

Attendance Reports

Attendance Reports		
★	Attendance and Enrollment By CourseGroup for Date Range	Attendance and Enrollment By CourseGroup for Date Range. Duplicated and unduplicated student counts.
★	Attendance Detail Report	View/Print detailed class attendance. Includes percentage of attendance by student for "Regular" attendance type.
★	Attendance Sheets	View and print attendance sheets for one or all classes
★	Attendance Summary Report	Summary of total attendance by attendance type within a date range including enrollment counts and unduplicated students. View results by Course Group, Course or Class
★	Check-In Sheets	View & print Check-In/Check-Out sheets by class
★	Class Attendance Summary Report Grid	View/print Class attendance summary records for single or multiple classes
★	Class Enrollments with Total Hours and Home School	Class enrollments with total attendance hours and home school by time period.
★	Missing Attendance Report	Displays list of students and missing attendance for selected criteria
★	Missing Attendance Report By Class	Displays list of classes and missing attendance for selected criteria. Only scheduled days with no attendance will be shown (denoted by an "x" in the Summary report).
★	Printable Attendance Report (Monthly)	View/Print attendance for a class showing all hours per student per day for a month at a time
★	Printable Attendance Report (Weekly, 10 Mtg)	View/print attendance records for single or multiple classes
★	Private Lesson Attendance	Attendance by instructor
★	Private Lesson Attendance Timesheet	This report shows lesson attendance by instructor and day, formatted for printout
★	Single Student Attendance	View and print attendance report by student
★	Total attendance by day per student within date range	Provides the total attendance hours per student within selected course groups by day for an entire date range.

Attendance Reports from Teachers Screen

Attendance

10/9/2019 10/9/2019 Go To Hourly Bulk Attendance page

Search by: All Teachers Advanced ESL Enrolled & Pending Select a location Search

Class Name	Class Time	Dates	Instructor
Advanced ESL 4110.01	Tuesday, Wednesday, Thursday	10/09/2019 Wed	Barker, Bob

Save

s Student(s) currently marked present: 0

7 students 10/9/2019 ☐ Substitute Present
Select a substitute

#	Student	Student ID	Status	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Time In 9:00 AM	<input checked="" type="checkbox"/> Time Out 11:00 AM
1	Abdel-fattah, Mohammad	1509070	ENROLLED	<input type="checkbox"/>		
2	Billy, Bob	5654853	ENROLLED	<input type="checkbox"/>		
3	Builder, Bob B	2028731	ENROLLED	<input type="checkbox"/>		
4	Chen, Julie	1509203	ENROLLED	<input type="checkbox"/>		
5	Edmondson, Edith	1509254	ENROLLED	<input type="checkbox"/>		
6	Marks, Larry	1509056	ENROLLED	<input type="checkbox"/>		
7	Meyer, Abc	1509096	ENROLLED	<input type="checkbox"/>		

Save

[Print Attendance Report](#)
[Print Attendance Sheets](#)
[Print Check In Sheets](#)



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Attendance reports from teachers screen

Time Period: Full Year 19-20 ? Status: Enrolled And Pending

Fiscal Year: All Fiscal Years Teacher: All Teachers

Course: Advanced ESL Class: 4110.01 - 09:00 AM - 11:00 AM

Course Group: All Groups Department: All Departments

Site: All Locations

☐ Print Weekly Report 10/1/2019 12:00 AM

☐ Print Class Summary From Date: 10/1/2019 12:00 AM To: 10/1/2019 12:00 AM

☐ Print Student Att Summary From Date: 10/1/2019 12:00 AM To: 10/1/2019 12:00 AM

☒ 10 Meetings From Date: 10/1/2019 12:00 AM

Date Options: All

☐ Display Age of Students

☐ Show Phone Number

***See Note

*** All Enrollment statuses included.

***See Note

CalAttType: All

Attendance Type: All

Pick one of the Above: Filter

[Click here for article on this report](#)

***Note: Enrolled and Pending ALSO includes anyone with attendance.

1 of 1 Export to the selected format Export

Advanced ESL

Class Code 4110.01

Days of week Tu We Th

Time 09:00 AM-11:00 AM

Instructor Barker, Bob

Location ASAP Education Center

ASAP Education Center

AttendanceSheet

Full Year 19-20

Department All Departments

#	StudentName	10/01	10/02	10/03	10/08	10/09	10/10	10/15	10/16	10/17	10/22	Total1	ClsTot
1	Abdel-fattah, Mohammad				02:00	02:00	02:00					06:00	06:00
2	Billy, Bob		02:00		02:00	02:00						06:00	06:00
3	Builder, Bob		02:00		02:00	02:00						06:00	06:00
4	Chen, Julie		02:00		02:00	02:00	02:00					08:00	08:00
5	Edmondson, Edith		02:00	02:00	02:00	02:00						08:00	08:00
6	Marks, Larry		02:00	02:00	02:00							06:00	06:00
7	Meyer, Abe		02:00	02:00	02:00	02:00						08:00	08:00
TOTAL ATTENDANCE												48:00	48:00

As teacher of the above class, I confirm that the attendance is correct.

TOTAL SIGNATURE

DATE

Missing Attendance Reports

- Missing attendance reports
- Sort by class or by student

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Missing Att. By Class



ASAP Reporting - Missing Attendance Report

Time Period: Status:

Course: Teacher:

Course Group: Class:

Site: Report Type:


From Date: To Date:

Event ID	Event CD	Course Name	Time Period Cd	Instructor Name	Schedule Date	Site Name	Department Name
1471650	4110.01	Advanced ESL	FY1920	Barker, Bob	10/10/19	ASAP Education Center	
1471651	Math.01	Basic Math Skills	FY1920	Barker, Bob	10/01/19	ASAP Education Center	
1471651	Math.01	Basic Math Skills	FY1920	Barker, Bob	10/03/19	ASAP Education Center	
1471651	Math.01	Basic Math Skills	FY1920	Barker, Bob	10/07/19	ASAP Education Center	
1471651	Math.01	Basic Math Skills	FY1920	Barker, Bob	10/08/19	ASAP Education Center	
1471651	Math.01	Basic Math Skills	FY1920	Barker, Bob	10/10/19	ASAP Education Center	
1471671	4110.05	Advanced ESL	FY1920	Jefferson, Thomas	10/01/19	ASAP Education Center	
1471671	4110.05	Advanced ESL	FY1920	Jefferson, Thomas	10/02/19	ASAP Education Center	

Missing Att. By Student







ASAP Reporting - Missing Attendance Report

Time Period:  Status:

Course: Teacher:

Course Group: Class:

Site: From Date:   To:  

Drag a column header and drop it here to group by that column

Customer ID	First Name	Last Name	Instructor	Event Cd	Attendance Date	Event ID	Course Group Name	CourseGroupID	Note
961015	Bobb	Marleyb	Bob Barker	4110.01	10/01/2019	1471650	WIOA ESL/ELL	13360	
1508955	Andy	Ha	Bob Barker	4110.01	10/01/2019	1471650	WIOA ESL/ELL	13360	
1508959	Chuck	Habash	Bob Barker	4110.01	10/01/2019	1471650	WIOA ESL/ELL	13360	
1508996	Enrique	Jimenes	Bob Barker	4110.01	10/01/2019	1471650	WIOA ESL/ELL	13360	
1509029	Ernesto Armando	Larrazolo	Bob Barker	4110.01	10/01/2019	1471650	WIOA ESL/ELL	13360	
1509048	Bob	Barker	Thomas Jefferson	4110.05	10/01/2019	1471671	WIOA ESL/ELL	13360	
1509056	Larry	Marks	Bob Barker	4110.01	10/01/2019	1471650	WIOA ESL/ELL	13360	
1509069	Suha	Abdel	Bob Barker	4110.01	10/01/2019	1471650	WIOA ESL/ELL	13360	

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Questions?



Contact Info

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