

Taking Attendance with ClassXP

Logging On and Off

1. You must log on your network drive (I: drive) in order to access the ClassXP program. If your computer is logged on as another user (ex. CJ, AMS,IMS,etc.) you will need to log on as yourself.
 - ***For a machine running Windows 98...***
Click the **Start** button on the taskbar and select **Log off ...**



2. Click “Yes” at the next box asking, “Are You sure you want to log off?”
 - ***Note for computers running Windows 95 you will need to click Start – ShutDown and select Close all programs and log on as a different user.***

➤ *For a machine running WindowsXP....*

1. Click Start, Shutdown, use the drop down menu to select log off...and select whichever option is applicable for however you are currently logged on, click OK.



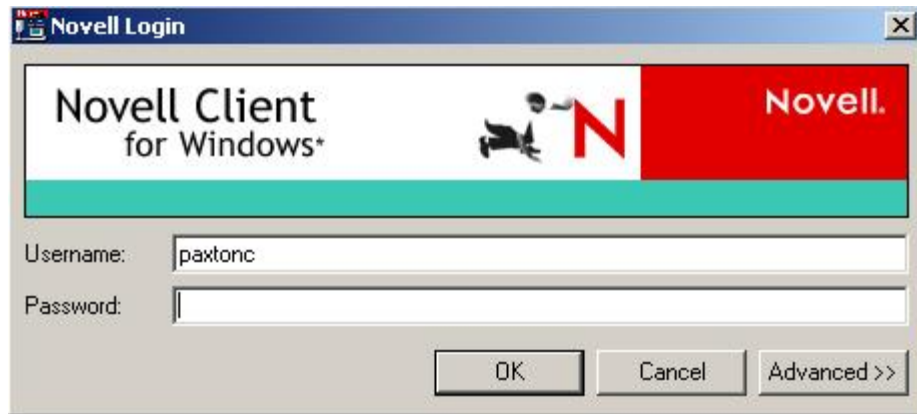
- Select, yes on the next option, asking if you are sure you want to log off the current user.



Depending on how your WindowsXP machine was set up, you may get a windows log in screen that you have to log into. Most likely you can just log in as the Windows screen appears, without a password.

Other options that some of you may be using, is to right click on Network Neighborhood and select Novell Logon, or to select Start, Programs, and Novell Netware logon. These will also work, however they are not the preferred way because they don't actually log you out of your current Novell logon.

3. With any on the above options, a red Novell window will appear. Type **your username** in the username field.



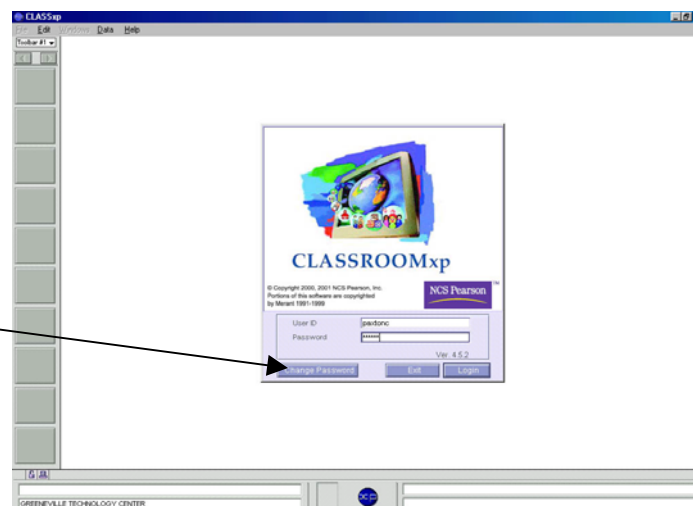
4. You will then need to type in your password.
5. Click on **OK** and let the login process take place.
6. You will need to log off of your network drive when you are not present in your room to keep others from accessing your files. To do this click the **Start** button on the taskbar and select **Log off ...** *Note on computers running Windows 95 you will need to click Start – ShutDown and select Close all programs and log on as a different user.*
7. Click “**Yes**” at the next box asking, “Are You sure you want to log off?”
8. The red Novell window will appear. Just leave this window up for the next user, or log back in with the generic logon usually used for that machine.

Taking Attendance

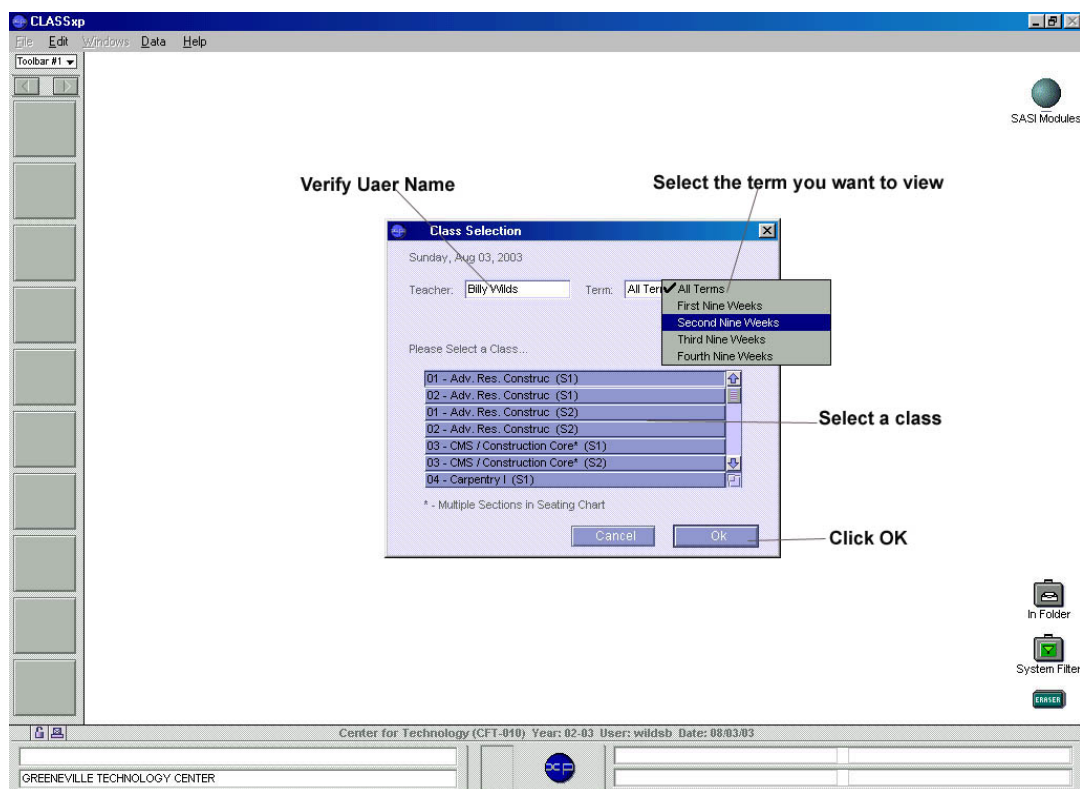


1. Click on the ClassXP icon on your desktop.
2. In the ClassXP login screen that appears, **type** your userID (last name first initial) and your password. **NOTE**: The first time you log in your password is set to password. You will need to type password in the Password box and click on Change Password. You will then be allowed to select your own password. **This step only needs to be completed the first time you log into ClassXP, or if you want to change your password. Once this is complete, continue with the steps below.**

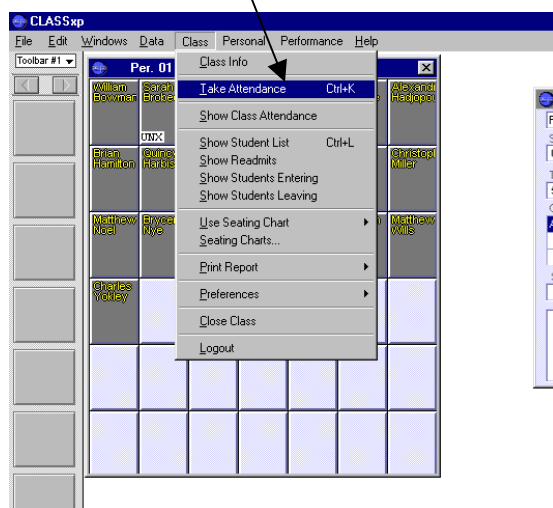
Change Password



3. Click **Login**. Your classes will appear.
4. Verify the **User Name**, Select a **Term to View**, and select a **Class** you wish to view and click **OK**. Your Class will appear.



5. On the **Menu Bar**, select the class you want to record attendance for. You will need to take attendance in your **first** and **fifth** period classes.
6. From the Class menu select **Take Attendance**.



7. Click a student that was not present when the bell rang. As you click on a student's name, you will scroll through the list of absence codes, select the code that applies. (See separate list for an explanation of codes) If you keep clicking it will bring you back to no notation on that student, which means they are present.

Per. 01-02 : Adv. Res. Construc [Alphabetic]						
ew	Christopl Brother	Sean Cox	Freddie Dean	Brenen Franklin	Larry Hicks	James Hurd
		ABI	TDY	EXC		
el	Vinnie Morris	Jason Rochest	Joe Wall			

8. Once you are done taking attendance, click the gray bar above the seating chart that says, **"Taking attendance...click here when finished (today's date)"** and you are finished with attendance for that class. NOTE: You must click on this bar for the attendance to be sent to the office. If you have 100% attendance, you still need to open the file and click on this bar to indicate perfect attendance.

CLASSxp

Taking Attendance - Click here when finished [Friday, Sep 06, 2002]

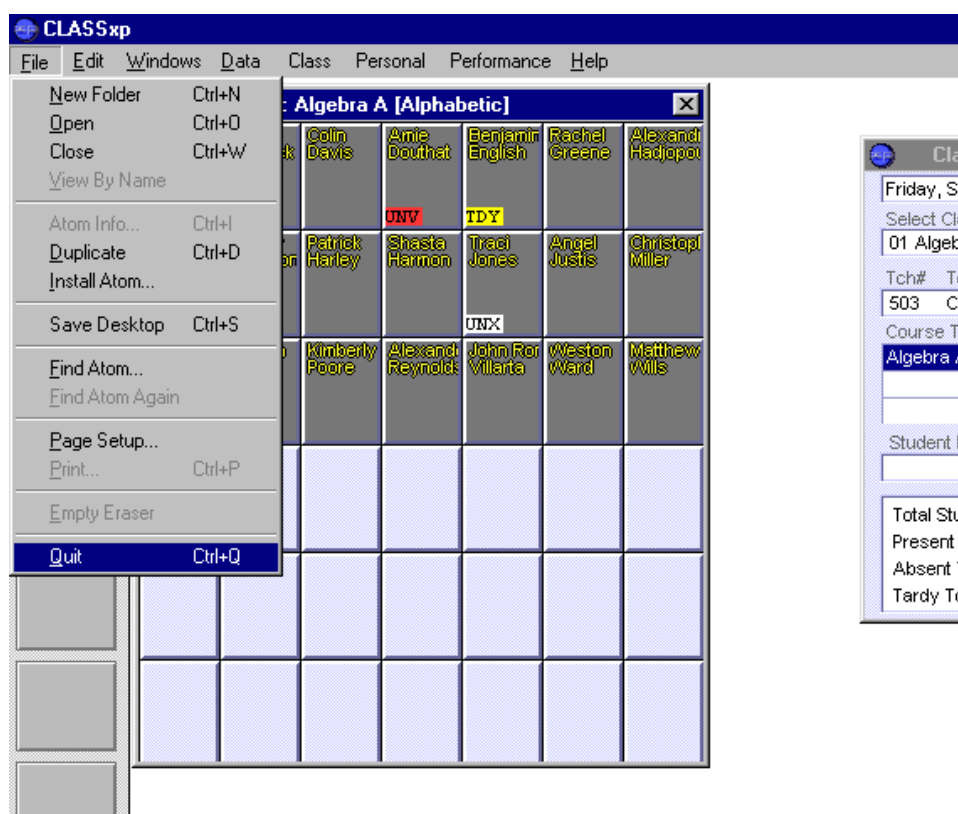
Toolbar #1

Per. 01 : Algebra A [Alphabetic]						
William Bowman	Sarah Brobeck	Colin Davis	Amie Douthat	Benjamin English	Rachel Greene	Alexand Radjopot
	UNX		UNV	TDY		
Brian Hamilton	Quincy Harbison	Patrick Harley	Shasta Harmon	Traci Jones	Angel Justis	Christopl Miller
				UNX		

When finished with attendance,
Click Here

Note Attendance should be submitted by 8:45 for the am session and 12:00 for the pm session.

9. After attendance has been submitted you will need to exit ClassXP until the next time you need to access the program. **To Exit, select Quit from the File menu.**



Note Never use the X to exit the ClassXP program.

Note A password box will appear if you leave the program idle for 5 min. To reenter, just enter your password.

If you just want to exit the attendance feature, but remain in CLASSXP, click on the small globe in the upper left hand corner of your screen.

