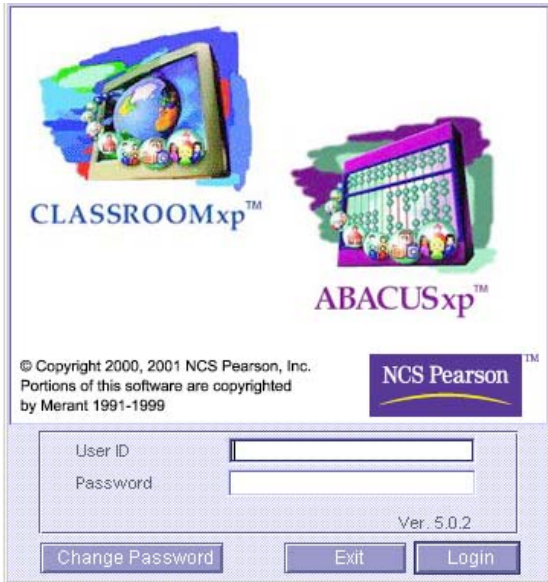


# Login Steps

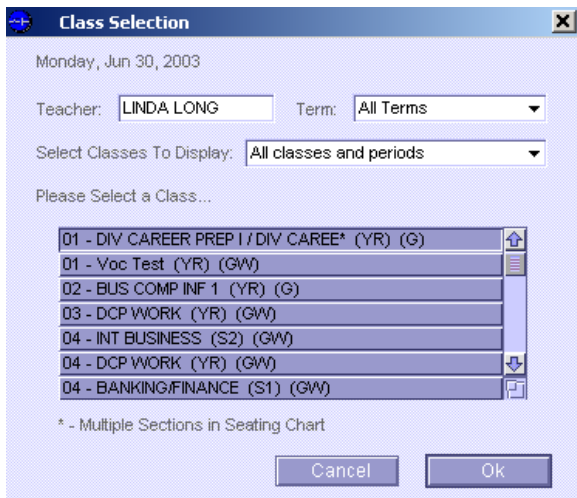
1. Double-click the **CLASSxp** icon. The Welcome Window displays.
2. In the **User Id** field, type your CLASSxp User ID.
3. In the **Password** field, type your password.



# Selecting a Class

The Class Selection screen displays automatically when a teacher logs in to SASIxp Classroom and lists all the classes taught by a teacher. The classes shown are for the term selected in the Term field on this screen. If a teacher teaches more than one class in a period, the classes are combined in one line.

Note: If a teacher has only one class or if your school is not using schedules, the program bypasses the Class Selection screen and automatically displays the seating chart for the selected class.

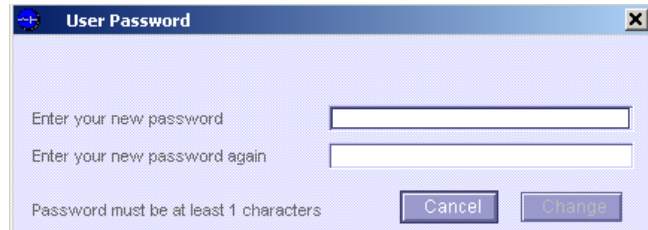


1. From the **Class Selection** screen, click the bar for a class to select it (or double-click the bar).
2. Click **OK** to open the class. You can move up and down through the list of classes by clicking the scroll bar.

# Changing Your Password

Change your password the first time you login and then as required to protect security.

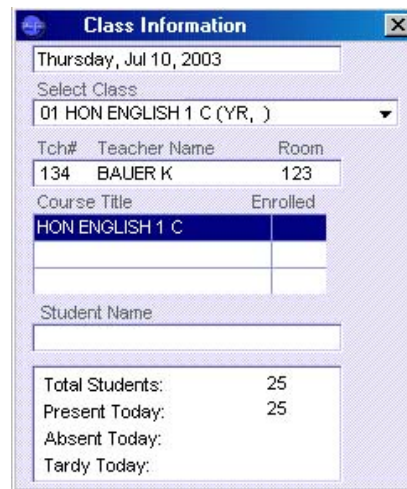
Click **Change Password**. The system displays the User Password window.



1. In the **Enter your new password** field, type a new password.
2. In the **Enter your new password again** field, re-type your new password.

Click **Change** (or press Enter)

# Changing Class Selection



To change class selection, choose a different class from the **Select Class** dropdown on the **Class Information** screen.

OR

Close the class you're in by selecting **Close Class** from the **Class** menu at the top of your screen. You will be returned to the **Class Selection** screen.

# Taking Attendance

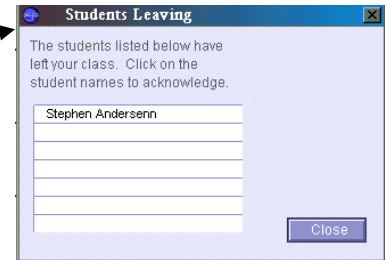
SAS1xp Classroom lets you record student attendance for the current day, class or period. If your school takes period attendance, each period of a block class (a class lasting more than one period) is listed separately and attendance must be taken for each period the class meets.

## BEFORE TAKING ATTENDANCE

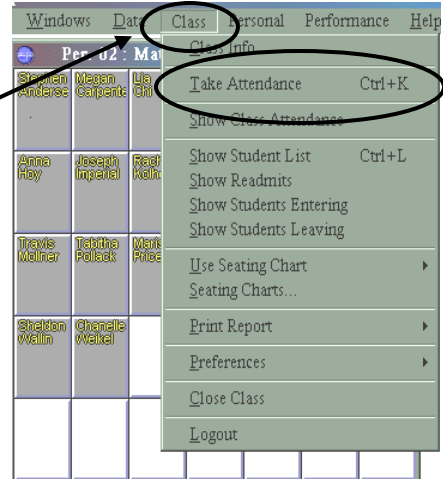
When you open a class, the **Show Students Leaving or Entering** windows appear if there have been changes to your class roster.

To acknowledge an add or drop, do the following:

- **Click once** on a student's name within the Students Entering or Leaving window.
- The students will be marked with a dot as you click on them to show that you have acknowledged them entering or leaving your class.
- Click on the **Save** button. New student names will appear on the seating chart. Students leaving will be dropped from your seating chart.
- Close the window by clicking on the **close** button.



**TO TAKE ATTENDANCE:** Choose **Take Attendance** from the **Class Menu** (or Ctrl+K on your keyboard).



## TO RECORD AN ABSENCE:

**Click ONCE on a student** in the seating chart to mark them absent. The UNV (unverified absence) code appears. If you need to remove the code, click 2 more times.

## TO RECORD A TARDY:

**Click TWICE on a student** in the seating chart to mark them tardy. The TDY (tardy) code appears. Click one more time to remove the code.

## IF ALL STUDENTS ARE PRESENT:

Go directly to **"Click here when finished"**.

## TO SUBMIT ATTENDANCE:

Click at the top of the screen on the words **"Click here when finished"** to submit attendance.

## TO MAKE CHANGES AFTER SUBMITTING ATTENDANCE:

You may make changes to attendance in any class during the current school day by choosing **Take Attendance** from the **Class** menu again. After that, you must contact the office if you made an error.

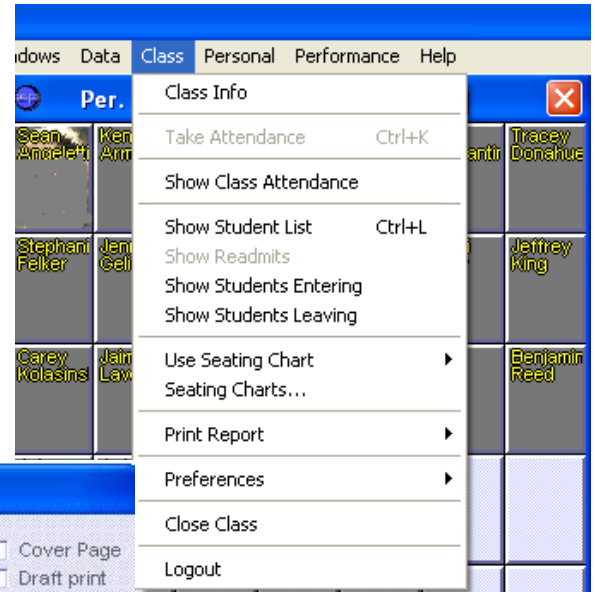
**NOTE:** If the school office has already entered a verified absence for the student, then that absence code displays and you are not able to change it.

## PRINTING YOUR ATTENDANCE TEACHER VERIFICATION REPORT

At the end of each week, you will need to print and sign your weekly attendance reports.

1. Click the **Class** menu at the top of the screen, and choose **Print Report > Class Attendance**.
2. When the report settings screen appears, choose the following:
  - a. In the **Date** fields, choose the dates that correspond with the beginning & end of the week.
  - b. Make sure you have checked the **Print Tch Verification** box.
  - c. Leave all other settings as is.

Print & sign this report as your official attendance record.

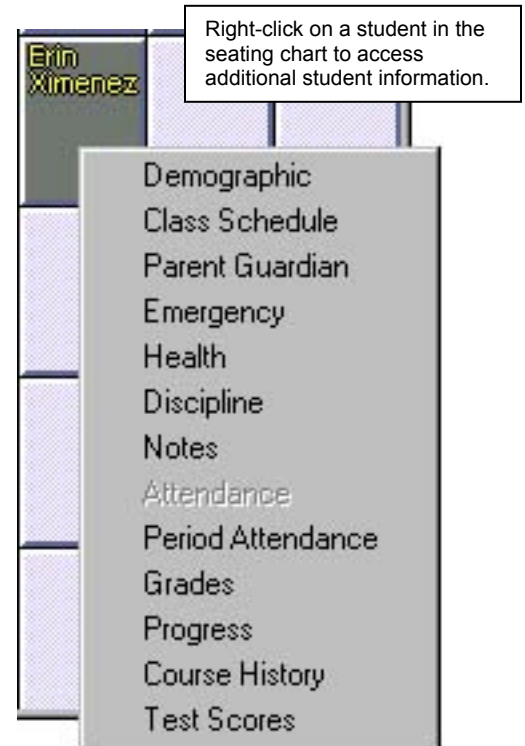
A screenshot of the 'Report Interface' dialog box. It has a title bar 'Report Interface' and a blue header. Below the header, it says 'CLASS ATTENDANCE SUMMARY'. There are fields for 'Generic Report' (dropdown), 'Report ID' (ATP17), and 'Recommended Orientation' (checkboxes for Cover Page, Draft print, Preview). Under 'Enter Parameters for CLASS ATTENDANCE SUMMARY:', there are fields for 'Date' (01/14/02 - 01/19/02), 'YTD Date' (09/04/01 - 01/20/02), 'Section ID' (0708-05), 'Teacher Num' (6 - 6), 'Print Tch Verification' (checkbox), and 'YTD Totals' (B). At the bottom are buttons for 'Setup', 'Custom', 'Save', 'Close', 'Queue', and 'Print'.

## Viewing Other Student Information

You can right-click on any student in your seating chart to view the following:

- Demographic (student information including address, phone, etc.)
- Class Schedule
- Parent Guardian (all student's parent/guardian contact information)
- Emergency (student emergency contacts & medical alerts)
- Period Attendance (the individual student's attendance record)
- Grades
- Course History
- Test Scores

You can also use the buttons on your toolbar to access this information, or highlight a student and select these options from the dropdown menus on the top of the screen. Discipline & Health appear in the menu, but these options are not accessible to teachers because of security settings.



# Student Name and Photo Release Permission

Student names and photos of students may only be used in GISD publications, press releases, or web pages with parent/guardian permission. This includes publication of student names and pictures on websites. Regarding websites, student names, photos of students, audio or video recordings of students, and student work may be published only on official GISD web pages or GISD approved web services, and only with parent/guardian permission as recorded in SASI/ClassXP.

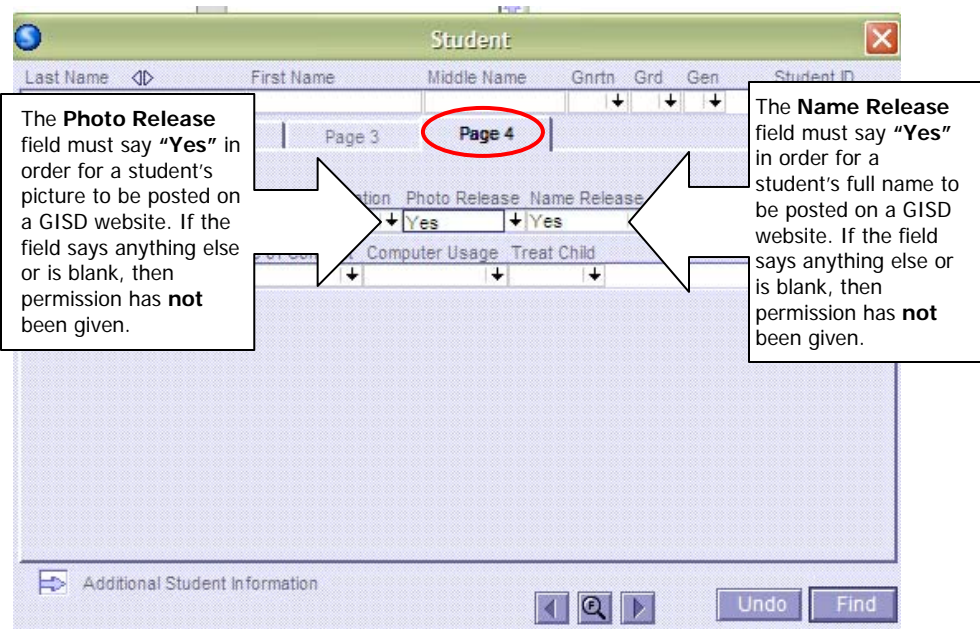
The person wishing to use or post student photos or names must verify in SASI/ClassXP that parent/guardian permission has been given. The permission information in SASI/ClassXP is based on the student's registration form, which is updated by the parent or guardian at the beginning of every school year. The following student information may be used in GISD publications, press releases, or posted on official GISD web pages or GISD approved web services, with parent permission required as indicated in the chart below.

Category	Description	Parent Permission as shown in SASI
Student Names	Full Name	Name Release Required
Student Photos	Large group photos – students not individually identifiable	Photo Release Not Required
	Identifiable photos of students – without names	Photo Release Required
Student Photos with Names	Identifiable photos of students – with names	Photo Release and Name Release Required

**Alternative forms of permission, whether they be verbal or written in any form, are not acceptable substitutes for permission given on the student registration form.** If a parent changes his or her mind and wants to grant name or photo release permission, the parent must come to the school and indicate permission on the student registration form, and the permission change must then be documented in SASI prior to the student's information being used in GISD publications, press releases, or posted on official GISD web pages or GISD approved web services.

A parent's verbal or written request to remove a student photo or name from a website should be complied with as soon as possible. The parent who wishes to revoke name or photo release permission should then come to the school and indicate this on the student registration form and the change should be documented in SASI/ClassXP.

**Permission for posting student names and pictures can be determined by looking at Page 4 of a student's demographic information in SASI or ClassXP.**

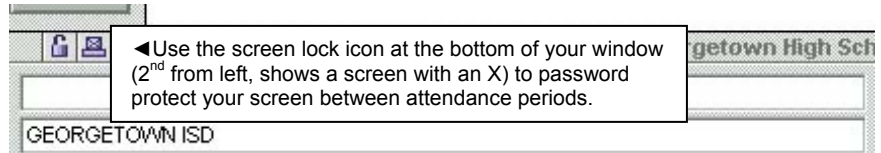


# Security Measures

When you are not using ClassXP, you have the following options:

1. **Close completely** by choosing **File > Quit**.
2. **Log out** (leaves the application running, but returns to the login screen) by choosing **Class > Logout**.
3. **Lock your screen** (leaves the application running, but locks the screen until you enter your password).

Options 3 is the best choice for a secondary campus taking period attendance, since you do not have to restart the application to return to CLASSROOMxp and take attendance for the next period.

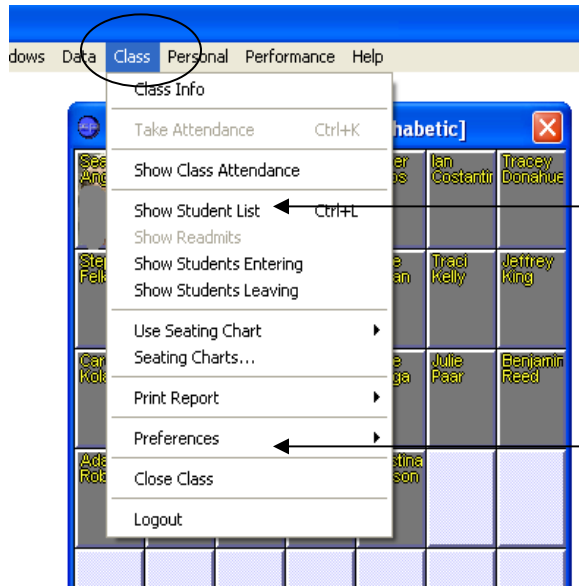


The following are some other security measures you can take to ensure that your students' data remains protected from unauthorized users.

1. **NEVER** allow a student or anyone else to take your attendance OR access student information using ClassXP.
2. Change your password the first time you log in and periodically after that.
3. Always log out or lock your screen when you are away from your desk, even for a moment.
4. Do not write your password down on paper, even in your desk.
5. Always log out of the network when you leave for the day (only teachers have access to the ClassXP icon through their Novell network login – it does not remain on the computer when you logout).

# Using Class Menu Functions

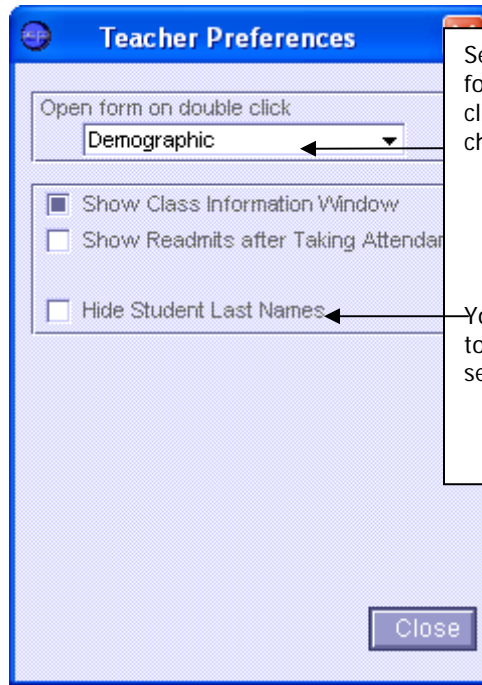
To use the Class Menu functions, select **Class** on the menu bar.



To view a list of students in a class, select **Show Student List**.

To select default settings for ClassXP, select **Preferences > Teacher**.

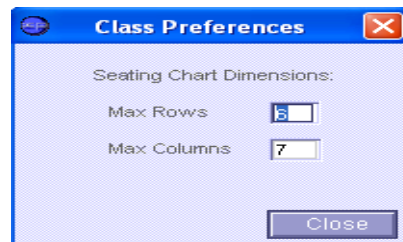
Choose whether or not the Class Information window should display automatically.



Select which student information form will open when you double click on a student in the seating chart.

You can also select whether or not to display student last name on the seating chart.

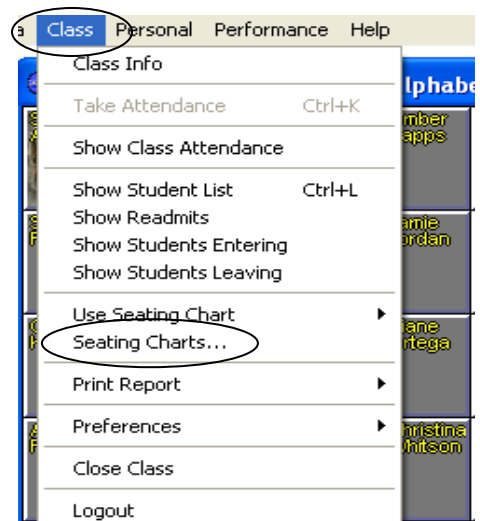
To set the seating chart size, select **Class > Preference > Class**.



## Creating Seating Charts

You may create up to 7 different seating charts for a class. The default seating chart is **Alphabetical**. Your system administrator may require you to take attendance only on the Alphabetical seating chart. The Alphabetical seating chart cannot be rearranged or removed. You can rearrange and move students on any additional seating charts you create. Any changes you make to a seating chart are automatically saved.

To create a seating chart select **Class > Seating Charts** from the menu bar.



The most efficient way to create a seating chart is to duplicate an existing chart, and add/delete/rearrange students.

- a. Highlight name of seating chart to duplicate.
- b. Type in name of new seating chart you are creating.
- c. Click on duplicate.
- d. A duplicate of your alphabetical seating chart will appear. Click and drag students to rearrange them on the new seating chart.

