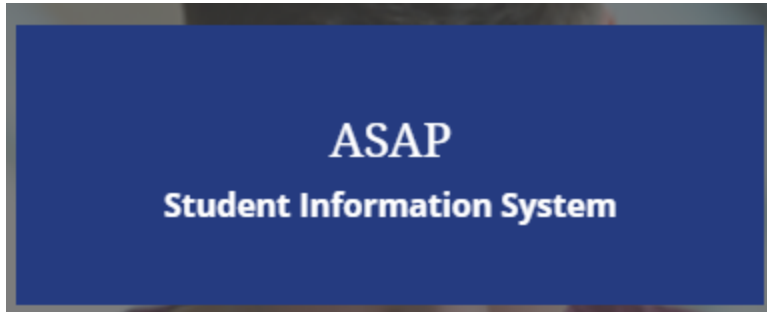


ASAP Attendance Instructions

www.jeffersonadulthood.net

1. Scroll down and click on the link



2. Our organization number is **4839**. You will only need to enter this the first time you log in. Log in with your district username and password.

A screenshot of the ASAP login page. It features the ASAP logo at the top left. Below it are two input fields: "Username:" with the text "fwentw@juhsd.net" and "Password:" with a masked password "*****". A "Log In" button is centered below the fields. At the bottom, there are links for "Forgot your login info?" and "Need help?".


3. Once you are in, you will see your classes.

Sort By:	Name	StartDate	EndDate	StartTime	<input checked="" type="radio"/> A-Z <input type="radio"/> Z-A	
	<u>ESL Beginning High</u>				More Info View Details	
	2120.31 - Serramonte				Enroll Students Edit Class	
	Pillazar, Francisca	5/22/18 - 6/28/18	Tu Th	09:00 AM - 12:00 PM	View Course	
	Enrolled: 46	Pending: 0	Waitlisted: 0	Completed: 0	Ages: 17 - & UP	
	<u>ESL Beginning High</u>				More Info View Details	
	2120.43 - Serramonte				Enroll Students Edit Class	
	Pillazar, Francisca	5/22/18 - 6/28/18	Mo We	09:00 AM - 12:00 PM	View Course	
	Enrolled: 44	Pending: 0	Waitlisted: 0	Completed: 0	Ages: 17 - & UP	

4. Select a class: You will see the class roster as below.

ESL Beginning High

2120.31



When: Tuesday, Thursday 09:00 AM-12:00 PM
5/22/2018 - 6/28/2018
SUMMER 2018

Where: Room 106, Serramonte

Who: Pillazar, Francisca

Ages: 17yr 6mo - & UP

Status: Active - Visible

Credential: No

Fees: 1098

Eligible:

Capacity: 99, Min: 0
Enrolled: 46
Completed: 0
Pending: 0
Waitlisted: 0
Drop/Transfer: 8
Drop-In: 0

I want to: -- Select --

Class Roster Demographics Questions Grades/Credits Schedule Skills Notes

View: Enrolled and Pending Attendance Options

[Mass Edit Status](#)

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

<input type="checkbox"/>	LastName	FirstName	Phone	Status	StudentID	Enrollment Date	Actions
<input type="checkbox"/>	1. ABUAISHEH	RUQIA	(650) 898-9553	ENROLLED	4487237	5/17/2018	Select Action
<input type="checkbox"/>	2. Aguilera	John	(650) 834-7225	ENROLLED	5242269	5/17/2018	Select Action
<input type="checkbox"/>	3. Alanazi	Mohammed	0	ENROLLED	5986145	6/1/2018	Select Action

5. Select Attendance Options drop down menu.

Attendance Options

Attendance Options

- Attendance Options
- Take attendance
- Print attendance sheets
- Print check-in sheets
- Print attendance report
- Print attendance detail report
- Print full detail
- Take Hourly Attendance

- Enter the date- first day of the week and then select the Search button. Once you have done that, click on the pink arrow to see you class attendance sheet.

Change the date to the first day you need to take attendance (9/13/17)

Then click (Search)

The screenshot shows the 'Attendance' page with search filters: '6/7/2018', '6/7/2018', 'All Teachers', 'ESL Beginning H', 'Enrolled & Pending', and 'Select a location'. A 'Search' button is visible. Below the filters, a table lists classes. The first row is highlighted in pink and has a pink arrow pointing to it.

Class Name	Class Time	Dates	Instructor
> ESL Beginning_High 2120.31		06/07/2018 Thu	Pillazar, Francisca

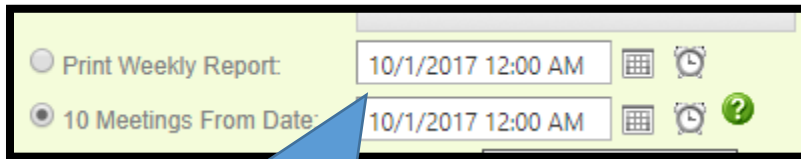
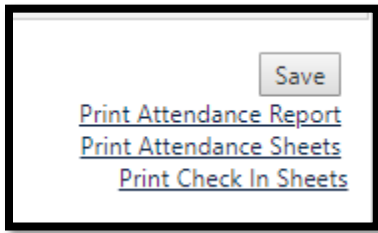
Select left arrow to display class roster and take attendance.

Lastly select the pink arrow

- You can select the box next to Present to select all students and then click on enrolled for those that are absent to uncheck them. Alternatively, you can click on individual students to select them. The time in time out will be the time the class meets which you can edit if you want.

#	Student	Status	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Time In 9:00 AM	<input checked="" type="checkbox"/> Time Out 12:00 PM	
1	ABU AISHEH, RUQIA	Enrolled	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
2	Aguilera, John E	Enrolled	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
3	Alanazi, Mohammed	Enrolled	<input checked="" type="checkbox"/>	9:00 AM	12:00 PM	
4	Aung, Moe M	Enrolled	<input checked="" type="checkbox"/>	9:00 AM	12:00 PM	
5	Bedenok, Antonina	Enrolled	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
6	Brito De Souza, Francielle	Enrolled	<input checked="" type="checkbox"/>	9:00 AM	12:00 PM	
7	Canas, Rina	Enrolled	<input checked="" type="checkbox"/>	9:00 AM	12:00 PM	
8	Canto, Sonia E	Enrolled	<input checked="" type="checkbox"/>	9:00 AM	12:00 PM	

8. When finished, scroll to the bottom to save your report. Then select Print Attendance report.



Select: Print Weekly Report and change the date for the week you want the report for. Sign the report and submit to Anita in the office.

Site: All Locations Display Age of Students

Print Weekly Report: 6/1/2018 12:00 AM Show Phone Number

Print Class Summary From Date: 6/1/2018 12:00 AM To: 6/1/2018 12:00 AM *** See Note *** All Enrollment statuses included.

Print Student Att Summary From Date: 6/1/2018 12:00 AM To: 6/1/2018 12:00 AM *** See Note

10 Meetings From Date: 6/1/2018 12:00 AM CalAttType: All

Date Options: All Attendance Type: All

Pick one of the Above: Filter ***Note: Enrolled and Pending ALSO includes anyone with attendance.

1 of 2 Export to the selected format Export Print

ESL Beginning High Jefferson Adult Education
AttendanceSheet
 SUMMER 2018





Class Code 2120.31
 Days of week Tu Th
 Time 09:00 AM-12:00 PM
 Instructor Pillazar, Francisca
 Location Serramonte Department All Departments

#	StudentName	06/05	06/07	06/12	06/14	06/19	06/21	06/26	06/28	Total1	ClsTot
1	ABU AISHEH, RUQLA									00:00	00:00
2	Aguilera, John									00:00	00:00
3	Alanazi, Mohammed			03:00						03:00	03:00

9. To print out a sign in sheet for your students to sign:

Go back to Attendance Options and choose: *Take hourly attendance*. This sheet is the easiest one to use for sign-in purposes

- Attendance Options ▾
- Attendance Options
- Take attendance
- Print attendance sheets
- Print check-in sheets
- Print attendance report
- Print attendance detail report
- Print full detail
- Take Hourly Attendance ←

	STUDENT	ENROLLMENT STATUS	MONDAY 6/4/2018	TUESDAY 6/5/2018	WEDNESDAY 6/6/2018
4487237	ABU AISHEH, RUQIA	 ENROLLED			
5242269	Aguilera, John	 ENROLLED			
5986145	Alanazi, Mohammed	 ENROLLED			
5960851	Aung, Moe	 ENROLLED			