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FACULTY HOMEPAGE

ASAP houses your teaching schedule, group and private lesson schedules, tracks teaching hours and helps you stay in touch with, and on top of, your students and schedule.

This is your home page and ‘command central’. From here you can reach every tool in the system.

Employee Detail
Time Period: All Active



Humphrey Bogart
 Instructor [Edit](#)

humphrey@ricks.ma
 WORK: (408) 333-3333

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

Subjects:
 Piano

[Edit My Settings](#)

Schedule
Group Classes
Private Lessons
New Students
Notes & Files
Hours

View By:
Date Range
[Export Excel](#)

From:
6/15/2015
📅
To:
6/16/2015
📅

Day	Date	Start	End	Name	Location	Room
Mo	06/15/2015	2:00 PM	3:00 PM	<u>Theater Basics - Greg Penhaligon</u>	Downtown Campus	105

Edit

Here you can update your contact details, bio and upload a photograph.

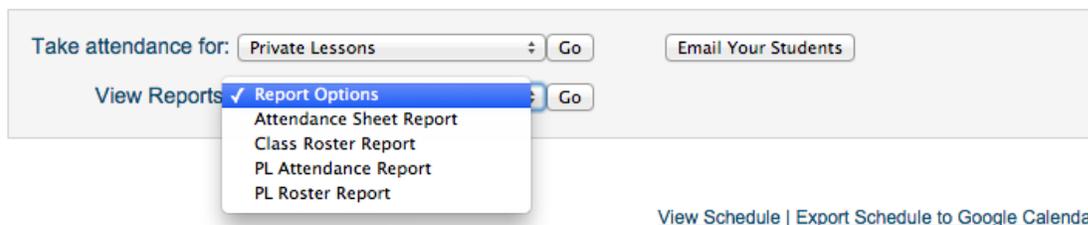
Tab Anatomy

- **Schedule** – your schedule at a glance automatically shows today’s classes and lessons
- **Group Classes** – shows your current Group Classes
- **Private Lessons** – lists Private Lesson students, lesson duration and those with make-ups (Unscheduled Lessons)
- **New Students** – students who have been assigned to you but may not yet be enrolled.
- **Notes & Files** – Keep Notes for yourself and Files to share with your students
- **Hours** – Your teaching hours. Search by date range. Let admin staff know if something here does not look right.

Edit My Settings

The User Settings page allows you to choose your home page, change your password and opt in to notifications letting you know when you have a new student or class enrollee.

Attendance and Rosters



Also from your homepage, you can take attendance for Private Lessons and Group classes, email your students and run and print reports.

You can also view your schedule in the Calendar or export it to Google Calendar. Please note: this will export, not 'sync', to your calendar so any updates made here will NOT be automatically updated in your Google calendar.

How to Enter Your Availability

Go to Private Lessons > Instructor Availability

Pick from the Custom Date Range list or enter a date range for the dates that you are entering availability for.

Instructors Availability
Time Period: All Active

Instructor: Bogart, Humphrey

Select a Date Range: 6/1/2015 12:00:00 AM-8/
Add Custom Date Range
6/1/2015 12:00:00 AM-8/29/2015 12:00:00 AM

Edit Availability

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Overview	Unavailable	Available	Available	Unavailable	Available	Unavailable	Available
Available Break 1		1:00 PM 6:00 PM	1:00 PM 4:00 PM		1:00 PM 6:00 PM		9:00 AM 1:00 PM
Exception 1			X 6/23/2015 9:00 AM 10:00 PM				
Copy This Day To							

– Days Off Tuesday, June 23, 2015

TIPS

1. Do NOT change the date range after you have started to enter your availability, as that will erase all availability you’ve just entered.
2. You will not be able to enter a date range which overlaps a range already entered under the Custom Date Range and will get a Conflict Message. If you need to change availability during an existing date range, you will need to select that range and select Edit Availability. For example, if there is already a date range of 6/1/15 to 8/31/15, you will not be able to enter a new date range before 9/1/15.
3. You can enter a range for the full year and enter any vacations from teaching in Exceptions.

Once you’ve entered your availability, you, or administrative staff, can start to build your schedule. It is helpful to open the Schedule (View Schedule) in a separate browser window so you can reference the schedule when finding days and times to teach.

MANAGING GROUP CLASSES



Select the class name from the Event column to go to the Class Details page. Here you can see all students enrolled in your class, their status, anyone on the Waiting List. Read more about managing classes here <https://asapconnected.zendesk.com/hc/en-us/articles/201152476-Guide-for-Teachers-PDF->

How to Take Attendance

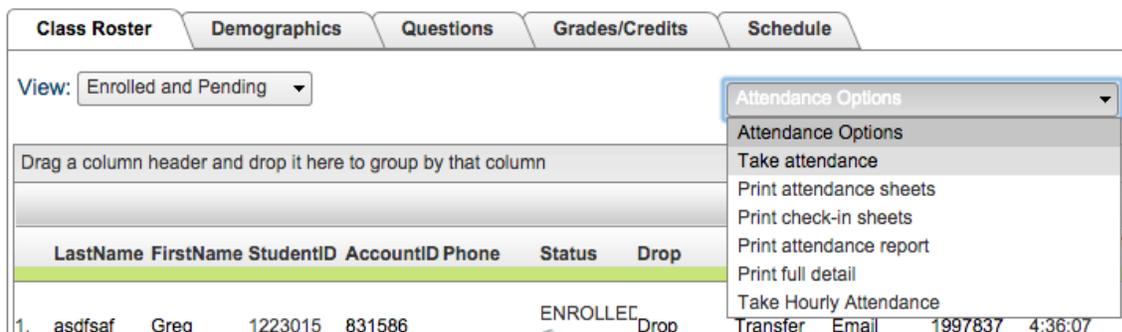
From your home page, select Group Classes and click Go to go to the Class Attendance page.



Take attendance for:

View Reports:

From the Class Details page, select an option from the Attendance options dropdown list. Choosing Take attendance will take you to the Class Attendance page.



Class Roster | Demographics | Questions | Grades/Credits | Schedule

View:

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

	LastName	FirstName	StudentID	AccountID	Phone	Status	Drop			
1.	asdfsaf	Greg	1223015	831586		ENROLLEC	Drop	Transfer	Email	1997837 4:36:07

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

On the Class Attendance page, choose your date range and, if necessary, choose the course and class. Click the tiny arrow to the left of the class name to expand the class details and check the Present option (or not) for the students.

Attendance

[Go To Hourly Bulk Attendance page](#)

Search by:

Select left arrow to display class roster and take attendance.

Class Name	Class Time	Class Date	Dates	Instructor
<input checked="" type="checkbox"/> Theater - Basic Technique THEATER-BASIC	Monday 06:00 PM to 09:00 PM	06/15/2015	06/15/2015 Mon	Bogart, Humphrey

5 students 6/15/2015

Substitute Present
Bogart, Humphrey

#	Student	Status	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Time In	<input checked="" type="checkbox"/> Time Out
				6:00 PM	9:00 PM
1	asdfsaf, Greg	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM
2	Astaire, Fred	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM
3	Davis Jr., Sammy	Enrolled	<input type="checkbox"/>		
4	Gable, Clark	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM
5	Monroe, Marilyn	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM

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

Take Hourly Attendance

If you are taking attendance based on the number of hours a student spends in a class, use the Hourly Attendance option.

Time periods:

Course Groups:

Courses:

Class:

Enrollment Status:

Attendance Type:

Week Of:

[Go to Class Attendance Report](#)

Default Hours: Set Values by day

STUDENT ID	STUDENT	ENROLLMENT STATUS	MONDAY 6/15/2015	TUESDAY 6/16/2015	WEDNESDAY 6/17/2015	THURSDAY 6/18/2015	FRIDAY 6/19/2015	SATURDAY 6/20/2015	SUNDAY 6/21/2015
1223015	asdfsaf, Greg	ENROLLED							
1336549	Astaire, Fred	ENROLLED							
1617379	Davis Jr., Sammy	ENROLLED							
1625900	Gable, Clark	ENROLLED							
1625903	Monroe, Marilyn	ENROLLED							

Enter the number of hours a student attended on each day. This page allows attendance in weekly increments.

May, 2015

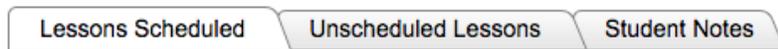
5

MANAGING PRIVATE LESSONS



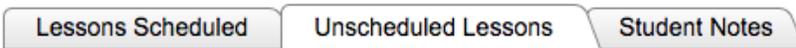
Select the time period. Click on a lesson in the Event column and go to the Private Lessons Details page. Here you can view your lesson schedule, take attendance, cancel or reschedule a lesson. This page also shows you lesson details, how many are scheduled, how many you have taught and, if you're taking attendance, the status of each lesson.

If your school has enabled these settings, you may have options to Cancel a Lesson (creating an Unscheduled Lesson) and then Reschedule that lesson. You may also assign a substitute to one of your lessons.

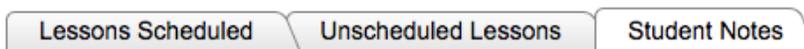


Check the box next the lesson(s) you want to adjust

- **Cancel Lessons** – remove these lessons from the schedule and put them in Unscheduled
- **Add Lessons** – add a lesson 'paying' with an Unscheduled Lesson
- **Reschedule Lessons** – reschedule each selected lesson on this page
- **Change Instructor** – select a substitute instructor



This page shows all your unscheduled lessons. Click the link beside each one to reschedule that lesson.



Use this section to keep notes about lessons, reasons for makeups or cancellations, tardiness, etc.. Remember that the student has the right to see every piece of information that the school keeps, including your notes.

How to Take Attendance

You can take Attendance from your home page and from the Private Lesson Details page. Please note you can only take attendance in the past, i.e. for lessons that you have already taught.

From your home page, select Private Lessons and click Go to go to the Attendances page.

Expand the lesson by clicking on the small arrow on the left of the student's name. Most of us select the Attended option at the top of the page and then go and adjust as necessary. If the payroll period has already been processed, you will see Processed in the Status column and no changes will be permitted to the attendance types.

Private Lessons: Humphrey Bogart

From: To:

Status:

Lesson	Student	Attendance	Payroll Status
> Monday 12:00 PM 5/25/2015	Kirsten Moore	Student absent (Excused, no Makeup) ▾	
> Tuesday 2:00 PM 5/26/2015	Harry Barry	Both present ▾	
> Tuesday 4:00 PM 5/26/2015	Brennen Johnson	Both present ▾	
> Wednesday 12:00 AM 5/27/2015	Armando Papik	Student absent (Unexcused) ▾	
✓ Friday 9:30 AM 5/29/2015	asdsda asdfdsa	Both present ▾	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Lesson Theater Basics - Music School Campus - Spring 2015 - 60 Min Lessons <input type="text" value="5/29/2015"/> <input type="button" value="Calendar"/> <input type="text" value="9:30 AM"/> <input type="button" value="Clock"/></p> <p><input type="checkbox"/> Substitute Present <input type="text" value="Bogart, Humphrey"/></p> <p>Note <input style="width: 100%;" type="text"/> <input type="button" value="Update"/></p> </div>			
> Monday 12:00 PM 6/1/2015	Kirsten Moore	Both present ▾	
> Monday 2:00 PM 6/1/2015	Greg Penhaligon	Both present ▾	
> Monday 12:00 PM 6/8/2015	Kirsten Moore	Both present ▾	
> Monday 2:00 PM 6/8/2015	Greg Penhaligon	Student absent (Excused, add Makeup) ▾	
> Monday 14:00:00 6/15/2015	Greg Penhaligon	Student absent (Excused, add Makeup) ▾	

To take attendance from the **Private Lesson Details page**, click on the edit icon next to Attendance and select the one of the types.

<input type="checkbox"/>	#	Schedule Date	Start Time	End Time	Attendance	Notes
<input type="checkbox"/>	1	Monday, June 01, 2015	2:00 PM	2:30 PM	None entered	 Notes
<input type="checkbox"/>	2	Monday, June 08, 2015	2:00 PM	2:30 PM	None entered	 Notes
<input type="checkbox"/>	3	Tuesday, June 09, 2015	4:00 PM	4:30 PM	Both	Notes
<input type="checkbox"/>	4	Monday, June 15, 2015	2:00 PM	2:30 PM	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input checked="" type="checkbox"/> Select </div>	Notes
<input type="checkbox"/>	5	Tuesday, July 28, 2015	4:00 PM	4:30 PM	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> Both present </div>	Notes
<input type="checkbox"/>	6	Tuesday, August 04, 2015	4:00 PM	4:30 PM	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> Student absent (Excused, add Makeup) </div>	Notes
<input type="checkbox"/>	7	Tuesday, August 11, 2015	4:00 PM	4:30 PM	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> Student absent (Excused, no Makeup) </div>	Notes
<input type="checkbox"/>	8	Tuesday, August 18, 2015	4:00 PM	4:30 PM	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> Student absent (Unexcused) </div>	Notes
<input type="checkbox"/>					<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> Instructor absent (No Makeup) </div>	Notes
<input type="checkbox"/>					<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> Instructor absent (Add Makeup) </div>	Notes
<input type="checkbox"/>					<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> Jury lesson </div>	Notes
<input type="checkbox"/>					<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <input type="checkbox"/> None entered </div>	Notes

Attendance Types

The type you select will determine whether the lesson is included in your recorded teaching hours and pay check.

Type	Behavior
Both Present	Recorded as teaching hour, appears in Hours tab
Student Absent (excused, Add Makeup)	Adds an Unscheduled Lesson, does NOT go to Hours tab
Student Absent (excused, No Makeup)	Recorded as teaching hour, appears in Hours tab
Student Absent (unexcused)	Recorded as teaching hour, appears in Hours tab
Instructor Absent (excused, No Makeup)	Does NOT appear in Hours tab
Instructor Absent (excused, Add Makeup)	Adds an Unscheduled Lesson, does NOT appear in Hours tab
Jury Lesson	Recorded as teaching hour, appears in Hours tab
None Entered	Does NOT appear in Hours tab

If an 'Add Makeup' code is selected, that lesson will disappear from the schedule and an Unscheduled Lesson will appear in the top data box.

Theater Basics

Primary Instructor: [Humphrey Bogart](#) [edit](#)
Student: [Greg Penhaligon](#)
Schedule: Mo from 2:00 PM to 3:00 PM
Start Date: 6/1/2015
End Date: 9/7/2015
Location: Downtown Campus
Room: 105 [edit](#)
Status: ENROLLED [edit](#)
Invoice: [1711785](#)

Scheduled Lessons: 14
Unscheduled Lessons: 1
Completed Lessons: 2
Lessons Remaining: 12
Attended Hours: 1
Attendance Taken: 2

Add Makeup from June 15

[Export Excel](#) [Export PDF](#)

[Lessons Scheduled](#) [Unscheduled Lessons](#) [Student Notes](#)

[Cancel Lessons](#) | [Add Lessons](#) | [Reschedule Lessons](#) | [Change Instructor](#)

[Show All Lessons Scheduled](#) ▾

<input type="checkbox"/>	#	Schedule Date	Start Time	End Time	Attendance	Notes	Instructor
<input type="checkbox"/>	1	Monday, June 01, 2015	2:00 PM	3:00 PM	Both	Notes	Bogart, Humphrey
<input type="checkbox"/>	2	Monday, June 08, 2015	2:00 PM	3:00 PM	Student absent (Excused, no Makeup)	Notes	Bogart, Humphrey
<input type="checkbox"/>	3	Monday, June 22, 2015	2:00 PM	3:00 PM	None entered	Notes	Bogart, Humphrey
<input type="checkbox"/>	4	Monday, June 29, 2015	2:00 PM	3:00 PM	None entered	Notes	Bogart, Humphrey

TRACKING YOUR TEACHING HOURS

Using the Hours tab, you can quickly check on the number of hours you are teaching within any date range. You can view these by individual lesson or class in full detail, by meeting date and in summary. Checking accuracy on this page helps both you and school administrators effectively track your teaching.

Schedule
Group Classes
Private Lessons
New Students
Notes & Files
Hours

From: To:

Instructor Summary

Show by Attendance Hours



Instructor ID	Employee No	Last Name	First Name	Role Type	Pay Rate	Sum Of Hours	Sum Of Total Pay
31487		Bogart	Humphrey	MISSING_		7.00	0.00
31487		Bogart	Humphrey	PRIVATE	25.00	1.50	37.50
31487		Bogart	Humphrey	SECONDRY	55.00	22.50	1237.50

PayRateRole Type	PayRateRole Amount	Effective Start Date	Effective End Date
PRIVATE	\$25.00	3/2/2015	9/30/2015
SECONDRY	\$55.00	5/18/2015	8/28/2015