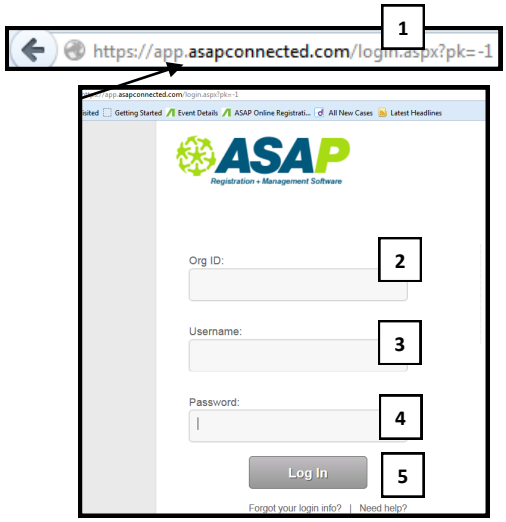
Teacher Guide

This guide is designed to show teachers the primary tasks they will be using in ASAP on a regular basis.

There may be other rights that schools assigns to teachers, and there are other ways to accomplish some of these functions. These instructions are a simple set of steps to help teachers be comfortable logging into the system, understand what they can do when they log in, how to take attendance, print attendance reports and send emails to students.

Logging in

Make sure **1** app.asapconnected.com in the address bar on any internet browser. Type your **2** company ID, **3** Username and **4** Password. Your school administrative staff will provide you with the information for steps 2-4. Click **5** Login.

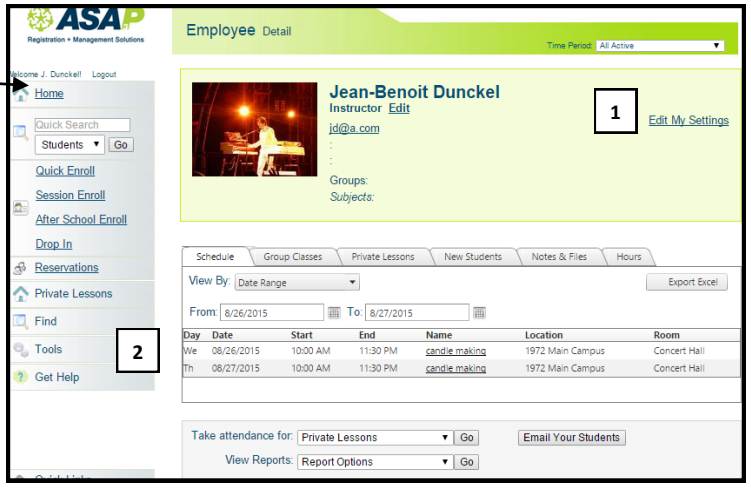


Employee Detail Screen

This is the screen that a teacher will see when logging into the registration system to take attendance. A teacher will always be able to get back to this screen by clicking **Home**.

From this screen, a teacher can reset his/her password by selecting **1** Edit My Settings and resetting the password.

A teacher can also **2** select a current class from the Schedule or the Group Classes tab.

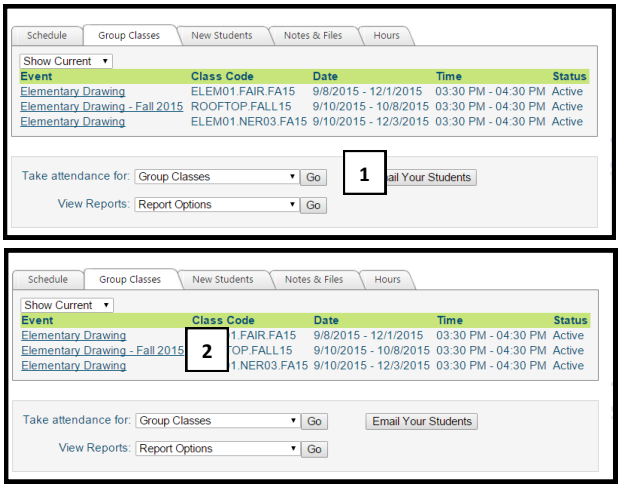


Take Attendance (single class)

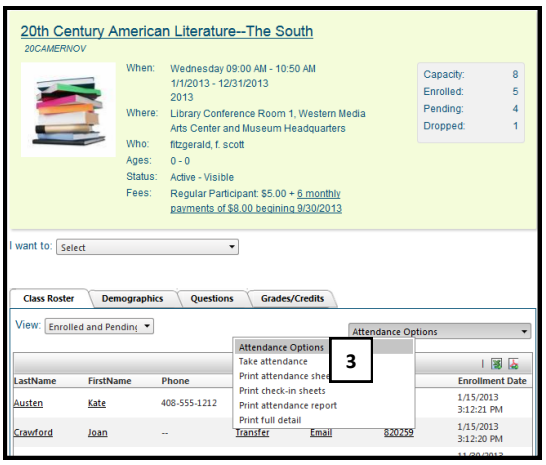
Teachers may navigate to the Class Attendance screen several ways. Each path will end at the same page.

Method **1** from the staff details page, select Go to the right of Take attendance for Group Classes (this takes you directly to the take attendance page). From here, skip ahead to step **4** (next page).

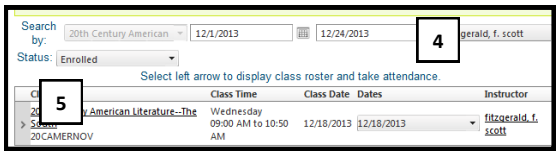
Method **2** from the staff details page, from either the Schedule or Group Classes tab, select a class name. Either of these methods will take the teacher to the class details page for the class where they want to take attendance.



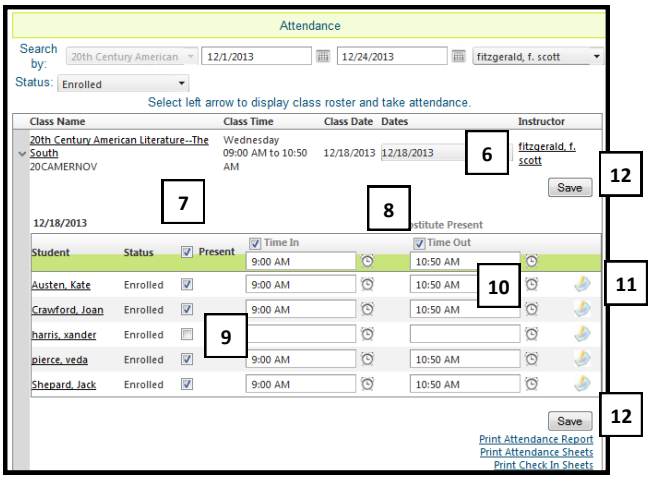
From the Class Details screen, select the **3** Attendance Options dropdown and click take Attendance.



You will be taken to the attendance screen. This screen will give you the current and immediately upcoming dates. If you need to take attendance for historical dates, select an earlier **4** date range here. Click the **5** arrow to the left of the class title to view the students for this class.

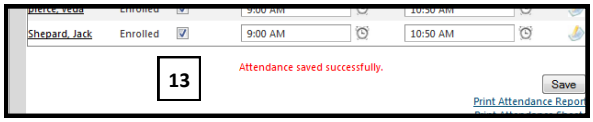


Select the **6** date for which you are taking attendance, select the **7** present tick to select all students for the specified date, select **8** time in and time out (optional) if you want to include these in the record. Remove the **9** present tick for any students who were not present. Edit the **10** time in or time out if these need to be edited for individual students. Add a **11** note to the attendance record, if desired (not common). When finished, click either **12** save button.



You will see a **13** message that will confirm that you saved the attendance.

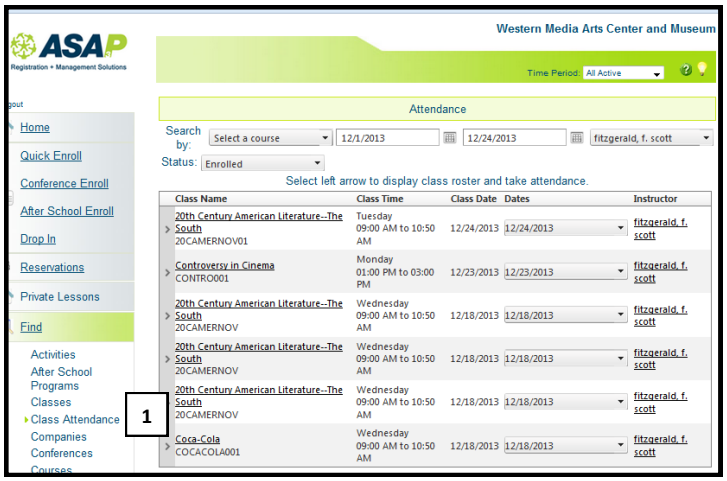
Repeat these steps for all classes for which you want to take attendance.



Take Attendance from Find | Class Attendance (multiple classes on a page)

This is very similar to the instructions for taking attendance above. The difference is that instead of navigating from the Take Attendance option on the Class Details page, you get here by selecting **1** Find | Class Attendance. This page allows a teacher to take attendance for any active class that he/she is associated with.

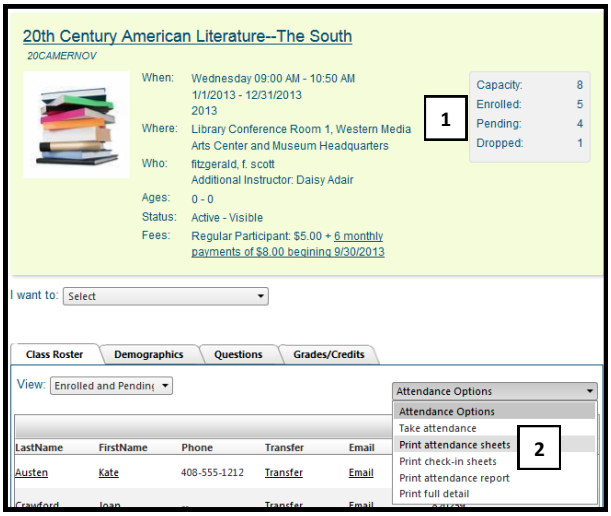
From this page, follow steps 3-11 above for each class for which you are taking attendance.



Other options on the Class Details page

In addition to taking attendance, there are several other things you can do on the Class Details page.

You can see a **1** snapshot of details about the class, including where and when it is happening and the capacity and number of students enrolled.



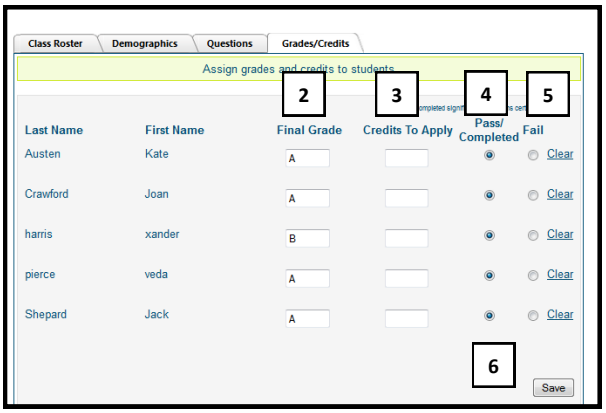
You can also choose to **2** print attendance sheets, check-in sheets, an attendance report and full (student) details for the class. When you choose these, you will see a popup screen that you will be able to print.

Grades and Credits (may not be available at some schools)

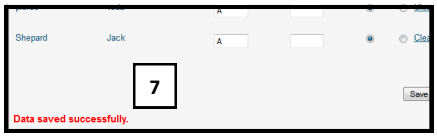
Use these instructions to give grades and credits to students in your classes.

From the Class Details page select **1** Grades/Credits. Enter the **2** final grade and **3** credits (optional) to apply for each student.

Select **4** pass or **5** fail for each student. When finished, click **6** Save.



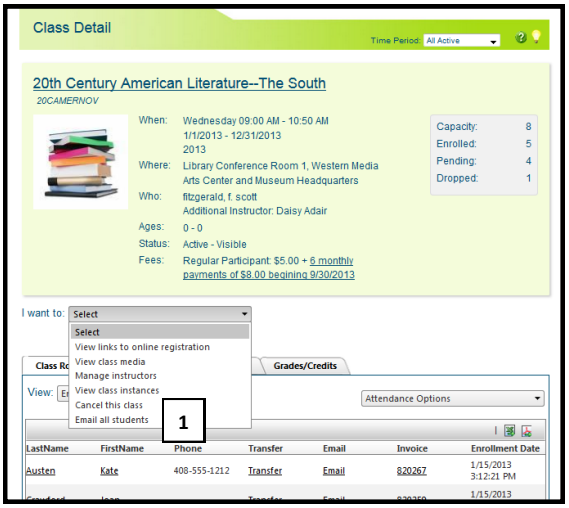
You will see a **7** message confirming that you successfully saved the grades and credits you just entered.



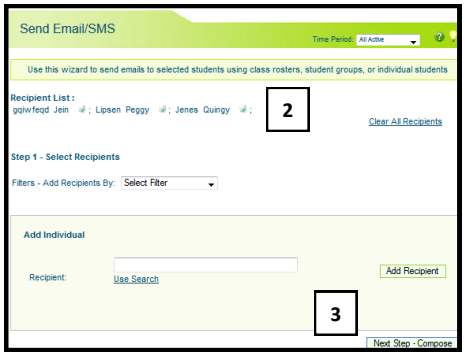
Email students in a class (may not be available at some schools)

Use these instructions to give grades and credits to students in your classes.

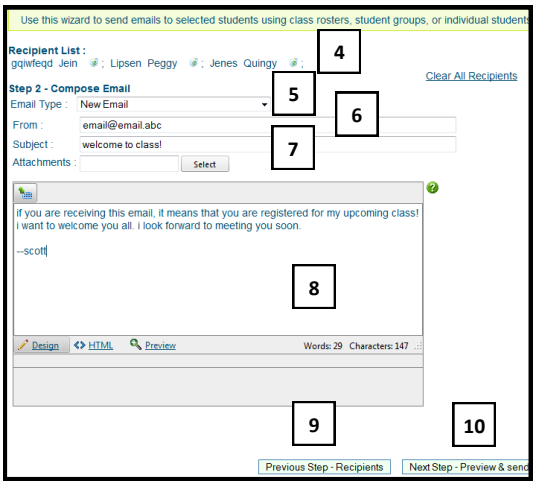
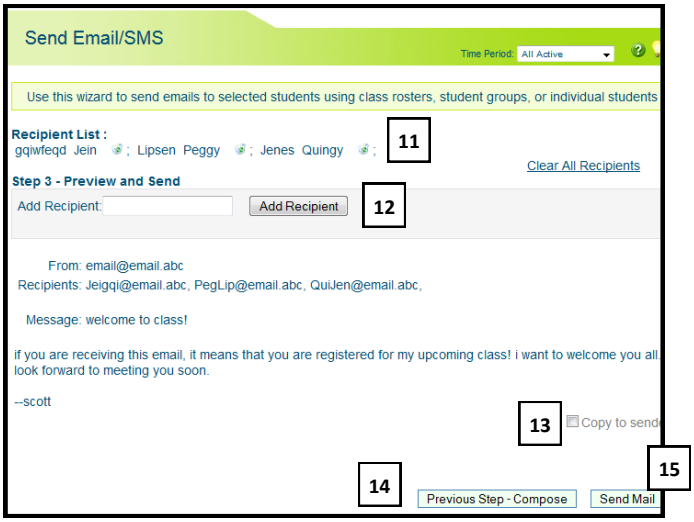
From the class details page, select **1** Email all students from the I want to dropdown.



You will see a list of students in the class that will be sent this email. To delete a student from this list, click the **2** recycle bin to the right of the name. Click **3** Next Step - Compose.



Again, if you need to clear any students from the recipient list, click the **4** recycle bin to the right of the student name. Make sure **5** New Email is selected as Email Type. Type your **6** Email address as the from address. Type the **7** subject and **8** body message for your email. If you need to go back to the recipient list, click **9** Previous Step - Recipients. If you are ready to send your email, click **10** Next Step - Preview & Send.



Again, you have another opportunity to **11** delete students from the recipient list by clicking the recycle bin to the right of the student name(s). If you need to add a recipient to the list, type the recipient name in the **12** Add Recipient text box and click Add Recipient. If you want to send a copy to yourself, click **13** Copy to Sender. If you need to edit anything in your email, click **14** Previous Step - Compose. If you are ready to send the email, click **15** Send Mail. You will be brought to a page that confirms that the emails were sent.