

Daily Attendance Process

I. Complete the PAUSD Secure Login

(allows access to secure areas of the wireless net)

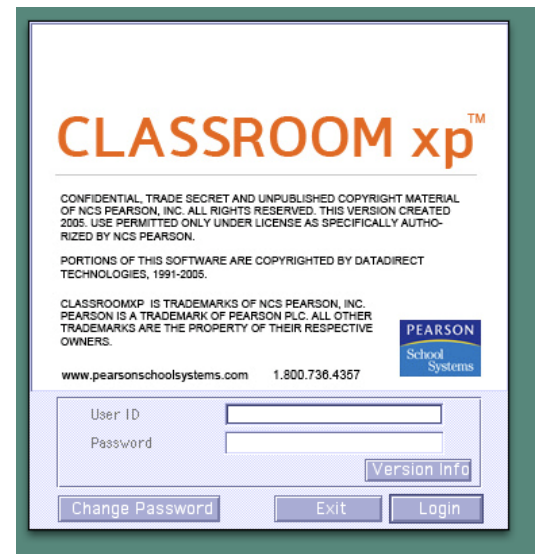
1. Mac users: launch Safari. PC users: launch Internet Explorer.
2. From www.paly.net/stafflinks/attendance, click “PAUSD’s Secure Login”
3. Use your PAUSD email username and password. When you receive “login successful,” you can close the window.
4. Note that this login gives you eight hours of access to secure areas of the network.

II. Log into the SASI Network and ClassroomXP

1. Double-click the ClassXP shortcut on your desktop.
2. Enter your SASI Network username and password. These are the same as your email username and password. Windows users need to enter the user name as YourEmailUserName@ms.pausd.palo-alto.ca.us
3. Don’t check the “Remember this password...” box.
4. Click “Connect”



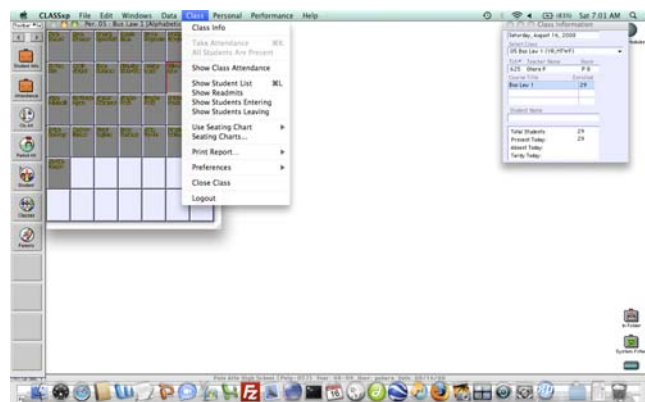
5. At the Classroom XP login screen, enter your SASI username and password.



III. Take Attendance

1. Double-click on a class
2. If students are being added to or dropped a screen will appear.
Acknowledge any students who are entering or leaving your class by clicking on their names.
3. You see a seating chart of students in alphabetical order
4. On the menu bar, select Class > Take Attendance
5. Click on a photo/name.

- An absence code displays. U means unverified absence. T means tardy.
- You may click again to change the absence code; or keep clicking until the reason is blank.



- If the office has already entered a verified absence for a student, the code will display and you cannot change it.
6. When you are finished taking attendance, click the message at the top of the screen: 'Taking Attendance – Click here when finished'
 7. Remember to take attendance even if all students are present. This means click a student on the seating chart, choose "Take Attendance" from the Class menu, then click "Taking Attendance-Click here when finished" near the top of the window

Notes:

- If a student has left your class, the word DROPPED will appear on that photo.
- As you take attendance, totals change in the Class Information window.
- The Take Attendance function works only for the current day.
- Changes after two days must be made in the Attendance Office
- Custom seating charts can be created. Be aware that large-scale SASI seat updates will erase custom seating charts.

Security Reminders:

- 1. Students are not allowed to touch the computer that is used for attendance.**
- 2. When you have taken attendance, log out of ClassXP.**
- 3. Don't check the "Remember this password in my keychain" message on the SASI network login window.**

. Entering or correcting attendance from the previous day

- Log in to CLASSxp.
- Click on the class you want.
- From the Class menu, pull down "Show Class Attendance".
- You will see the attendance history for several days. You will only be able to change attendance from the previous school day.
- Click on the cell that you want to change.
- Choose the option (U, T or P) that you want.
- The change should be reflected immediately.
- If you wish to change attendance for a date several days or weeks prior, go to the attendance office.