

Frequently Asked Questions - ClassXP
(to be addressed by District personnel)

*How will ClassXP be used in rooms that do not have a computer, such as gym, cafeteria, band room?

Class lists can be generated. The attendance will have to be entered into the computer. In the future, Personal Data Assistants (PDA's) may be implemented.

*At what time in the period should attendance be taken? Should attendance be taken more than once per period?

Attendance can be taken more than once to catch stragglers. Timing is up to the district.

*If ClassXP is keeping track of attendance, is there still the need for teachers to write referrals for cutting or tardiness?

District administrators will advise.

*Will there still be the need to generate a building-wide absence list?

It depends on its purpose and is a district decision.

*How will teachers take attendance when the local network is down?

On paper and then enter in computer when network is back up.

*How many "period" absences constitute an "all-day absence."

District administrators will advise.

*If the state does not require the attendance report from the school until the end of the semester or year, why does it have to be reported by teachers on a moment by moment basis?

To locate students who have cut classes for disciplinary and security reasons. In addition, the state may require period attendance records in the future to document the district's attendance policy.

*Will teachers be able to access other records about their students; i.e., grading, scheduling, discipline, health, or parent guardian.

Yes this is possible. Administrators must make a decision on how many records teachers can view or change.

*What cost is attached to Class XP? Does it vary by district.

Yes, please refer questions to Noelle Zamow at x1244.

Notes

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(to be addressed by your SASI coordinator)

*How can a district create its own codes for different types of absences; i.e., music lessons, field trip, nurse, counseling and can these codes be added to ClassXP?

Yes. Attendance Setup Atom. Your SASI Coordinator can assist you.

*Can a teacher change a student's attendance if that student comes in late after the initial attendance has been taken in ClassXP?

Yes. Attendance can be taken any number of times per period.

*Can the two parts of an inclusion class be merged into one class, or do the two teachers each need to take attendance for their own part of the class?

Unfortunately, if two courses are combined into one class, each teacher will have to log in and take attendance for their part of the class. The courses must remain separate for grading purposes.

*Can SASI generate a list of students who have cut classes or who have come late to class 3 times?

Yes, with a report from the Period Attendance atom.

*How will substitute teachers use the system if teachers need to log in with their own password?

Substitutes can be given a sub ID for the day they need it. This ID can access the teacher's classes for attendance purposes.

*Will teachers need to take and report attendance for Integrate Pro anymore?

No. Any class attendance for report cards and progress reports will come directly from SASI. In fact, any attendance imported from InteGrade Pro will overwrite SASI attendance.

*Can ClassXP show teachers which students are going to be absent from class due to field trips, illness, music lessons ahead of time?

The attendance officer can add this information to a student's record in SASI. It will show on the teacher's screen in ClassXP.

*What report can show the administrators and the attendance officer which teacher(s) have or have not taken attendance?

Yes, in the SASI Classes atom, CLS01 Tch Not Taken Attend. Teachers must remember to go through the "taking attendance" process even if all students are present on a particular day.

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