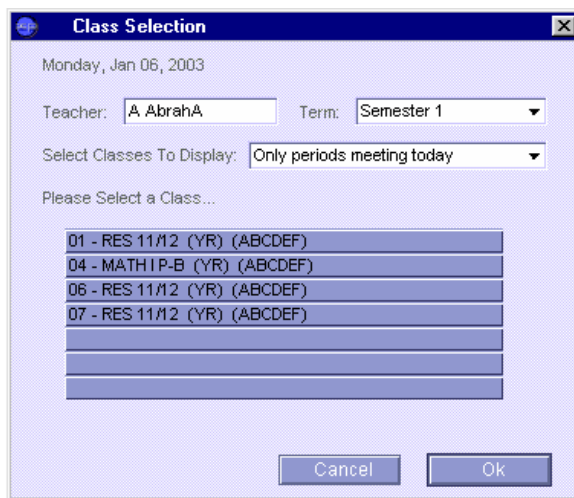


CLASSxp Quick Reference Guide for Teachers

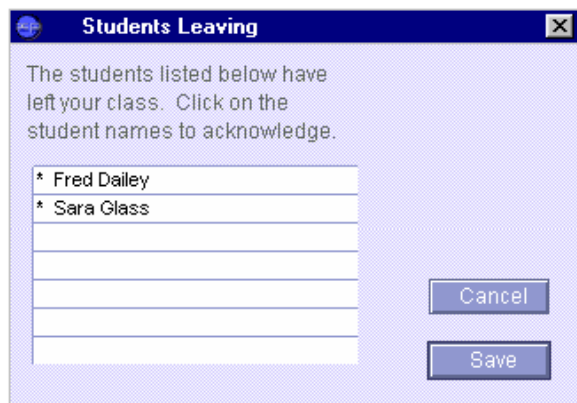
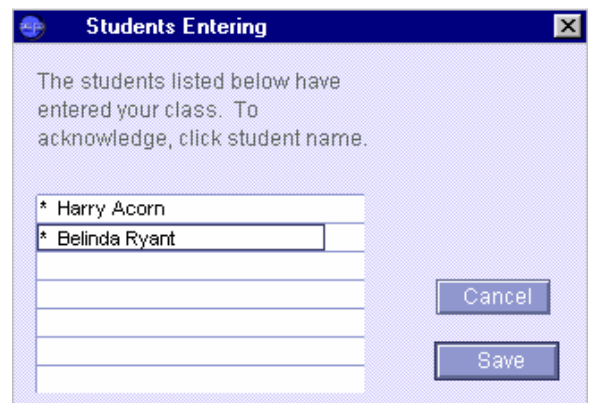
1. Double click on the Classxp icon. Type your User ID and then use the Tab key to space down and enter your password.

Click Login or press the Enter key.



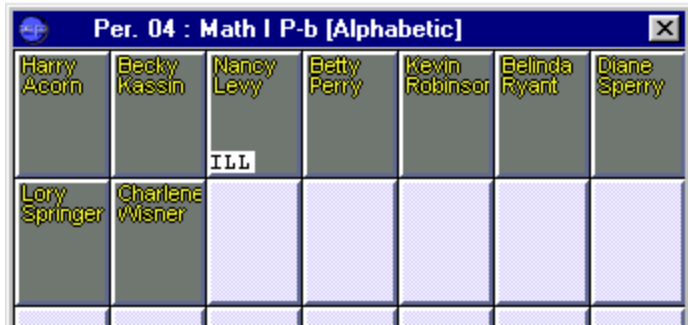
2. Select *Only periods meeting today*. Now select your class, then click OK.

3. If new students are added your class, a Students Entering box will appear. Click on all the student names so that each student has an asterisk beside the student's name. Then click on the Close button.



4. Remove any students that dropped the class. Click on the name of the student(s) leaving (an asterisk appears beside the name) to acknowledge that the student(s) is leaving. Then click on Save, Close.

5. The Attendance Officer may record attendance for students and this absence can not be changed. In this example, Nancy Levy was marked ILL.



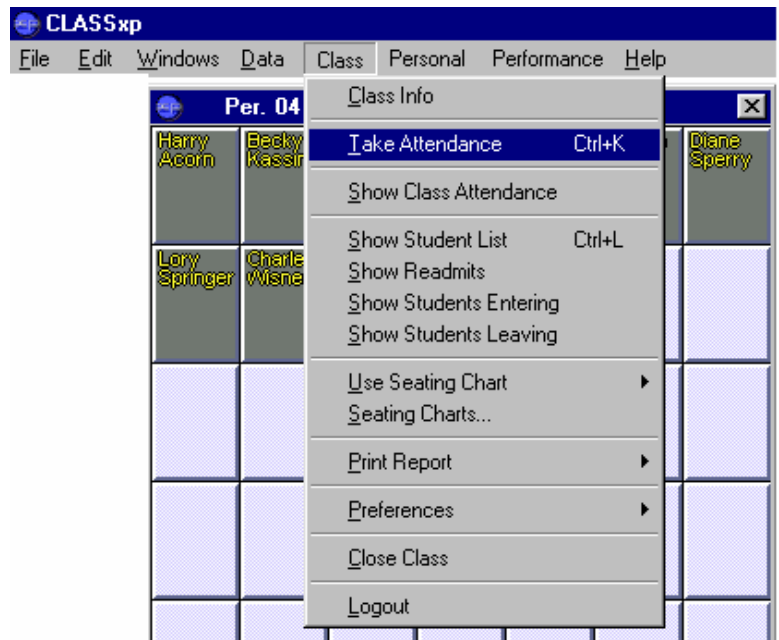
6. To take attendance:

a). Click on Class in the Menu Bar & select Take Attendance

b). Click on a student who is absent. When you click, you will toggle or switch between two choices:

- UNV - unverified
- TUN - tardy unexcused

c). When you have finished taking attendance, click on the title bar that states "Taking Attendance-Click here when finished."



d). *** Very Important *** When you have perfect attendance, you still must perform the above 3 steps so that the system records the attendance for that period.

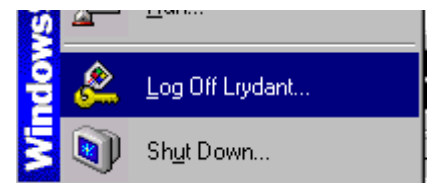
Important points to remember....

Machine Freezes - Can't access CLASSxp

If you are in CLASSxp and your machine freezes, you will use Control-Alt-Delete to close the program.

If you are unable to open CLASSxp and get the error message that you are still connected, you will need to log off your computer and log back on:

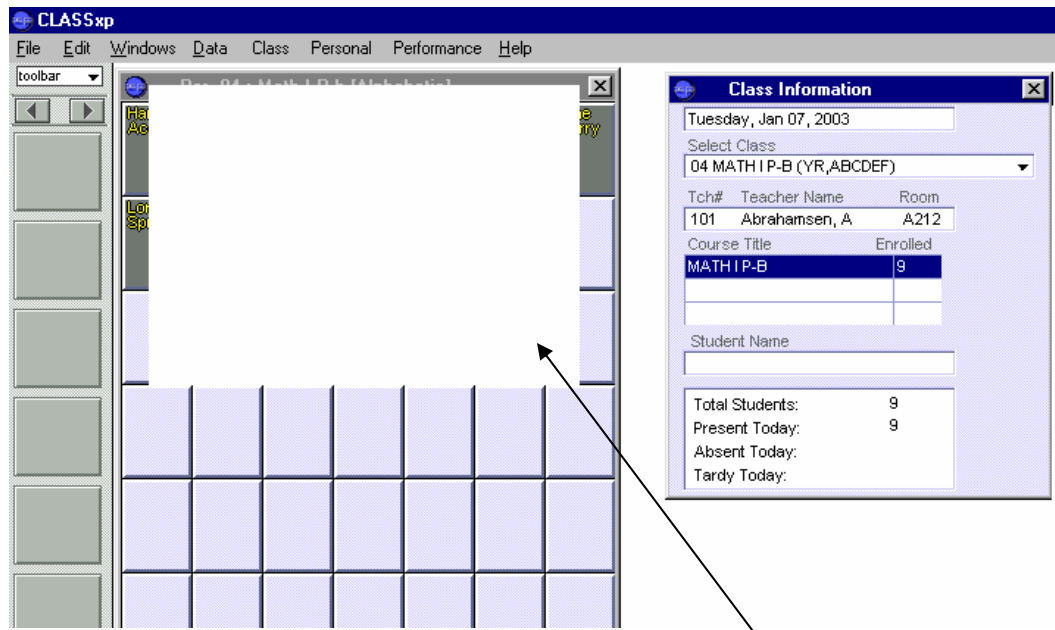
1. Go to Windows Start and select Log Off
2. A message will appear asking "Are you sure you want to log off?" Click Yes.
3. This action will take you back to the original login screen. Enter your password and you will be logged back into the system. You should be able to access CLASSxp.



Losing the picture on the screen

What happens when the screen window appears to be losing some of the information? This is usually a result of low memory.

1. Minimize the window by clicking on the minimize box (upper right-hand corner).
2. Then restore the window and this should correct the problem



Timed-out Process

CLASSxp is designed to close to a locked screen when the program is not used after a certain number of minutes.