

Classroom Attendance Entry (CAE) – Teacher Use

Using the CAE program:

The **JMC Classroom Attendance (CAE)** program is used in the classroom as a tool to transfer class attendance and lunch count information to the office computer.

- The **JMC CAE** program should be installed on a networked classroom computer.
- To use the **CAE** program, simply open (double-click) the **JMC CAE** icon.

First-Time Use:

SELECTING THE OFFICE VOLUME:

After opening the **CAE** program, the computer will prompt you to select the office volume containing the JMC data folder.

- Select the correct volume.
- The path to the office data folder will appear on the bottom of the main screen.

If by some chance the office moves the data folder, you may need to click the **Clear Alias button and restart the **CAE** program.

PERSONALIZING THE PROGRAM:

After finding the JMC data folder, the **CAE** program will ask for the selection of the correct instructor name in order to personalize.

- Select the correct instructor name.

REFRESHING CLASS ROSTERS:

Refreshing class rosters is no longer necessary as they are updated every time the **CAE** is started up.

SELECTING THE ATTENDANCE DROP FOLDER:

The **CAE** program needs to know where to send your attendance information.

Your office will provide an **Attendance Drop Folder** on your network for attendance reporting.

1. To select the Attendance Drop Folder, click the **Select Drop Folder** button.
2. A window will appear asking you to select the **Attendance Drop Folder**.
3. Locate the folder and click the **Select “Attendance Drop Folder”** button when your school’s drop folder is selected.

The **CAE** program will then remember where the drop folder is located.

The path to the drop folder will also appear on the main screen.

SETTING A PASSWORD:

Setting a password restricts program use to the individual instructor.

Set Password:

1. To set a password, select the **Set Password** option from the **File** menu.
2. Type in your new password, using up to 8 letters/digits.
3. Press **OK**.
4. Retype the password for verification.
5. If the two entries match, the password is saved.

Change Password:

1. To change a password, select the **Set Password** option from the **File** menu.
2. Type in the old password when asked.
3. Enter the new password, using up to 8 letters/digits.
4. Press **OK**.
5. Retype the new password for verification.

NOTE: Each time the CAE program is opened, the user will be asked for the password.

**The CAE program will not run without the correct password.

Entering Attendance:

DATES:

Each day the CAE program is used, it will attempt to default to the current date.

- If you wish to enter attendance for a different date, click the **Change** button next to the date.

NOTE: If no dates are displayed when the **Change** button is clicked, the office needs to use the **Edit Day Names** option on the office computer.

ATTENDANCE:

1. Select the correct term to be used for attendance entry from the pop-up menu.
(e.g.: Trimester 1)

Once the correct date and term have been selected, attendance may be entered.

2. Click the **Enter Attendance** button.
The class roster for the currently selected period and course will be displayed.
3. To enter attendance for a different class, select the correct period and course from the pop-ups.
4. Mark absent and tardy students by clicking under the correct column in each student's row.

The columns use the following abbreviations:

P = Present **A** = Absent **T** = Tardy

E = Excused **U** = Unexcused

5. If all students are present for the class, click the **Submit This Class** button without making any changes.

NOTE: The only time you need to mark a student Present is if you previously incorrectly marked the student as Absent or Tardy. The CAE program initially assumes students are Present.

6. To save changes when finished, press the **Submit This Class** button and then click the **Done** button or select a different period or course from the pop-ups to enter attendance for another class.

The attendance information will be sent to the Attendance Drop Folder. If you have not yet selected the drop folder, the program will ask you to do so before it sends the attendance information.

Attendance Reports:

NOTE: Recently entered attendance information may not appear on the reports because the attendance information must first be processed by the Office. After the information is processed, it will be available for reports.

Report For A Day:

This report gives attendance information for all students on a particular date.

1. Under the **Reports** menu, select **For A Day**.
**The default selected date is today's date.
2. To obtain an attendance report for a different date, click the **Date** button. A window will appear allowing you to select a different date.
3. After your selection, click the **OK** button.
4. When the correct date is selected, click the **OK** button.

Report For A Student:

This report gives attendance information for a selected student in a selected range of days. Any attendance between the **Start Date** and **End Date** is reported.

1. Under the **Reports** menu, select **For A Student**. A window will appear allowing you to select a student and start/end dates for the report.
2. To select the student for the report, either use the mouse to select the student's name in the scrollable list or type the first few letters of the student's last name -- the list will scroll to the students whose name most closely matches the typed name.
The default-selected **Start and **End** dates are today's date.
3. To set the report's starting and ending dates, click either of the **Date** buttons. A window will appear allowing you to select a different start or end date.
4. When the correct student and dates are selected, click the **OK** button.

Reporting Lunch Counts:

1. From the main screen of the CAE, click the **Lunch Count** button.
2. Enter the lunch count in the lunch count field.
3. Click the **Send** button to submit the lunch count to the office.

Seating Charts:

1. Under the **Edit** menu, select **Seating Charts**.
2. To edit seating charts for a different class, select the correct period and course from the pop-ups.

NOTE: Under some circumstances there may not be a course pop-up menu if one is not needed for that teacher. This could commonly occur at an elementary school.

3. To add a student to the seating chart, drag the student from the students list on the left side of the screen to the seating chart. Once the student has been placed in the seating chart, a check mark will appear next to their name in the student list.
4. To save changes when finished, click the **Save** button.
5. To print a seating chart, click the **Print** button.
6. When finished with editing seating charts, click the **Done** button to get back to the CAE main screen.

SNAP TO GRID:

When the **Snap To Grid** checkbox in the lower left corner of the screen is checked, students will be placed within one of the preset locations within the seating chart. These preset locations fall within a 7-row by 7-column grid, allowing up to 49 students to be placed within a seating chart.

When the **Snap To Grid** checkbox is unchecked, students can be placed anywhere on the seating chart. This would allow for arrangements other than rows and columns, such as a semicircle.

NOTE: By default, the **Snap To Grid** checkbox is checked every time you arrive at the edit seating chart screen.