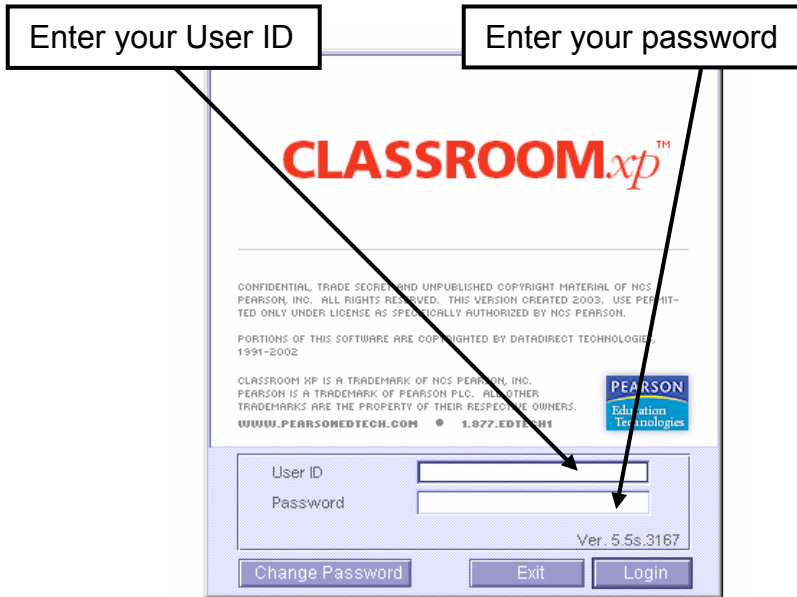


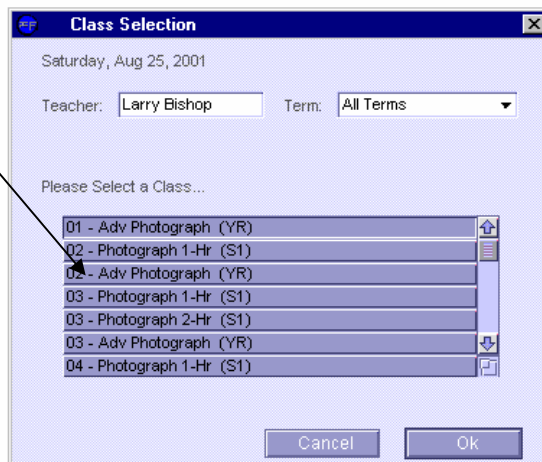
CLASSROOMxp

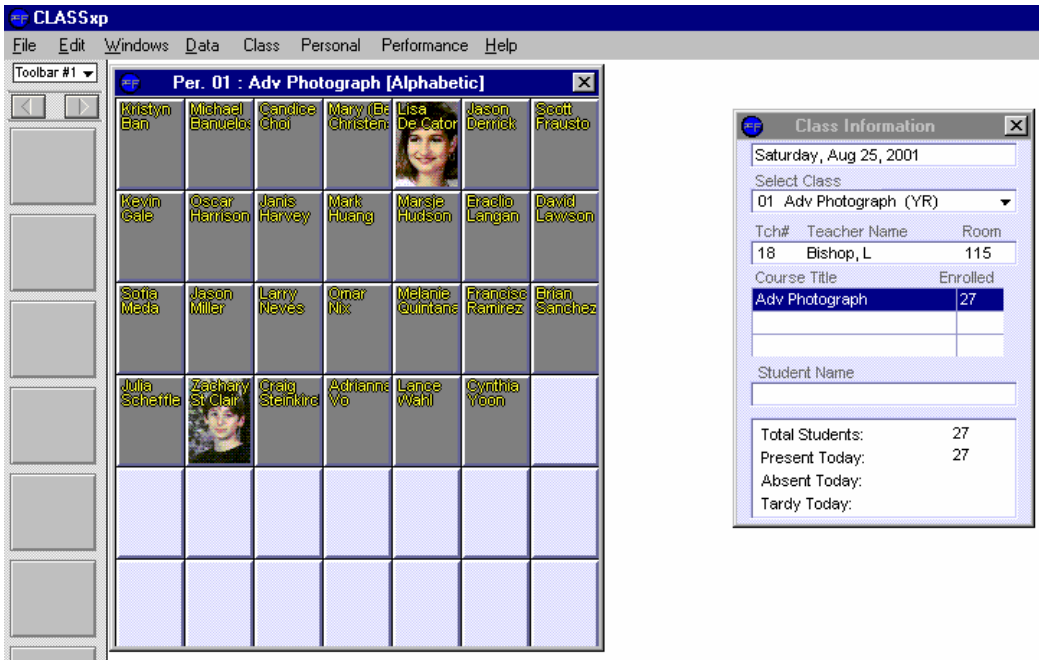
Click on the CLASSROOMxp login icon



Click the Login

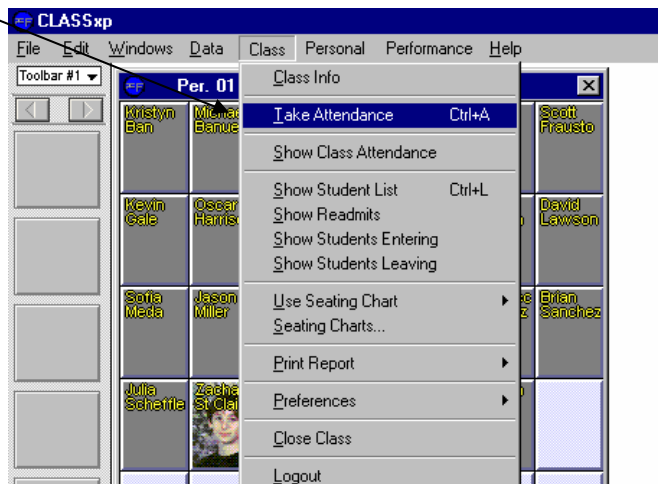
If you are a **secondary teacher**, you will see a screen of the classes you have. Double-click on the class you want to enter. You will then see your seating chart. If you are an **elementary teacher** you will go directly to your class seating chart.





To Take Attendance:

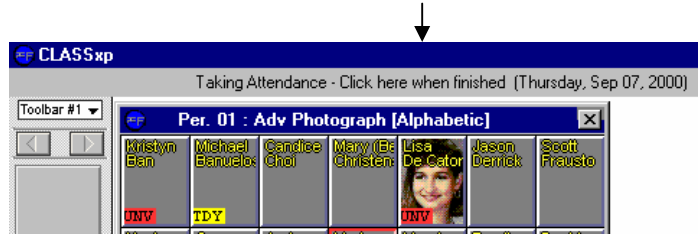
Click on a student to activate the class. Then go to the Class Menu and select "Take Attendance"



Click on the absent or tardy student until you get the correct attendance code. (UNV =Unverified Absence TUC = Truant to Class TDU = Unexcused Tardy)

Kristyn Ban	Michael Banuelos	Candice Choi	Mary (B) Christen	Lisa De Cator	Jason Derrick	Scott Frausto
UNV	TDY			UNV		
Kevin Gale	Oscar Harrison	Janis Harvey	Mark Huang	Marsie Hudson	Eraclio Langan	David Lawson
			UNV	TDY		
Sofia Meda	Jason Miller	Larry Reeves	Omar Nix	Melanie Quintana	Francisco Ramirez	Brian Sanchez
Julia Schertle	Zachary St. Clair	Craig Steinkirch	Ashlanne Vo	Lance Wahl	Cynthia Yoon	

When you are done taking the attendance click on the top bar.



To go to another class (Secondary Only):

Click on the "Select Class" and select the period you would like.

File Edit Windows Data Class Personal Performance Help

Toolbar #1

Per. 01 : Adv Photograph [Alphabetic]

Class Information

Thursday, Sep 07, 2000

Select Class

- 01 Adv Photograph (YR)
- 02 Adv Photograph (YR)
- 03 Adv Photograph (YR)
- 04 Adv Photograph (YR)
- 05 Adv Photograph (YR)

Room: 115

Controlled: 27

Student Name: _____

Total Students: 27

Present Today: 24

Absent Today: 3

Tardy Today: 2

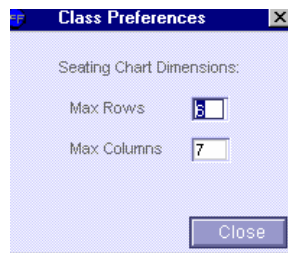
To Change the Seating Chart:

The first time you select a class, the seating chart displays in alphabetical order by student with the chart name *Alphabetic*. This chart always remains in alphabetical order. The user may create an unlimited number of custom seating charts. Custom seating charts may be rearranged in any order and may also exclude specified students from the chart. To create a custom seating chart, select the *Seating Charts* option from the *Class* menu. (More information on creating seating charts is available from your media specialist.)

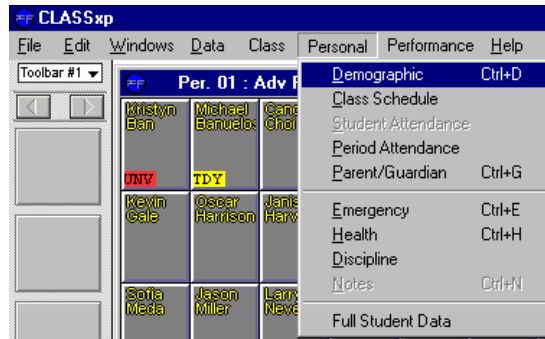
To change the number of rows and/or columns of seats, go to the *Class* menu, down to *Preferences* and then over to *Class*.



Select the number of rows and columns you would like and save. You must then close out of the class altogether and then re-open the class for the new seating chart size to become effective.



To view demographic information about a student, click twice on the student or go to Personal on the menu bar and select Demographic from the choices.



To place student information so it is always on the screen, drag it to your personal message center. This is a good place to store parent's names and phone numbers so that you do not need to open the students demographic information.



To log out of CLASSxp, go to the Class Menu and select Log out.

