


Class XP Help Sheet

Taking Attendance in Class XP

- From the **Apple** menu, choose **Class XP**
- Login to Novell
- Login to Class XP
- Choose class 00 - HOMEBASE - and click **OK**
- From the **Class** menu, select **Take Attendance** (or press -k)
- Select **AM**
- Click on absent students to mark them UNV (unverified) - the office will fill in lame excuses later (see below for codes)
- Click the bar at the top of the screen when finished to **stop taking attendance**
- From the **Class** menu, select **Logout** (or see below to do other fun things with ClassXP)
- Click the **Exit** button to quit Class XP

Class XP Information

- You must take attendance even if all students are present.
- Class XP will inform you when you have a new student in class when you open that class from the opening screen. You will not be getting notes from the office about the addition of new students.
- The grading portion of Class XP is not installed, but the district is looking into implementing it.
- PLEASE do not leave yourself logged in to Class XP after 4:00. The office needs to run file utilities and all users must be logged out for these utilities to run. Please exit Class XP at the end of the day!
- PLEASE do not let students take attendance - it is too easy to access sensitive information.

Other Stupid Class XP Tricks

- Choose the **Class** menu then **Close Class** to select other classes to play with.
- Absent students will show up as soon as attendance is taken in homebases - reasons for being absent will be added by the office and you will see them in real time on your class screen. (ILL-sick, TDU-tardy under 15 min., TUC-tardy over 15 min., APT-appointment, TUF-truant all day, TDE-tardy excused, SUS-suspended, ABE-absent excused)
- Double-click on a student to access student information - click on tabs at the top of the window to access more information.
- Click on buttons in the tool bar on the left to access health, attendance, schedules and other information for students.
- Use arrows at the bottom of windows to scroll through students.
- Use magnifying glass tool at bottom of windows to find students.
- Create custom views of students (seating charts) by going to the **Class** menu then select **Seating Charts**. See Steve for more information on building custom views. No, seating charts cannot be printed with student pictures - that would be TOO cool, so of course we can't do it.

ONLY TAKE ATTENDANCE FOR HOMEBASE!!!