



## **DAS Web Attendance**

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# Web Attendance

**Hooray!!**

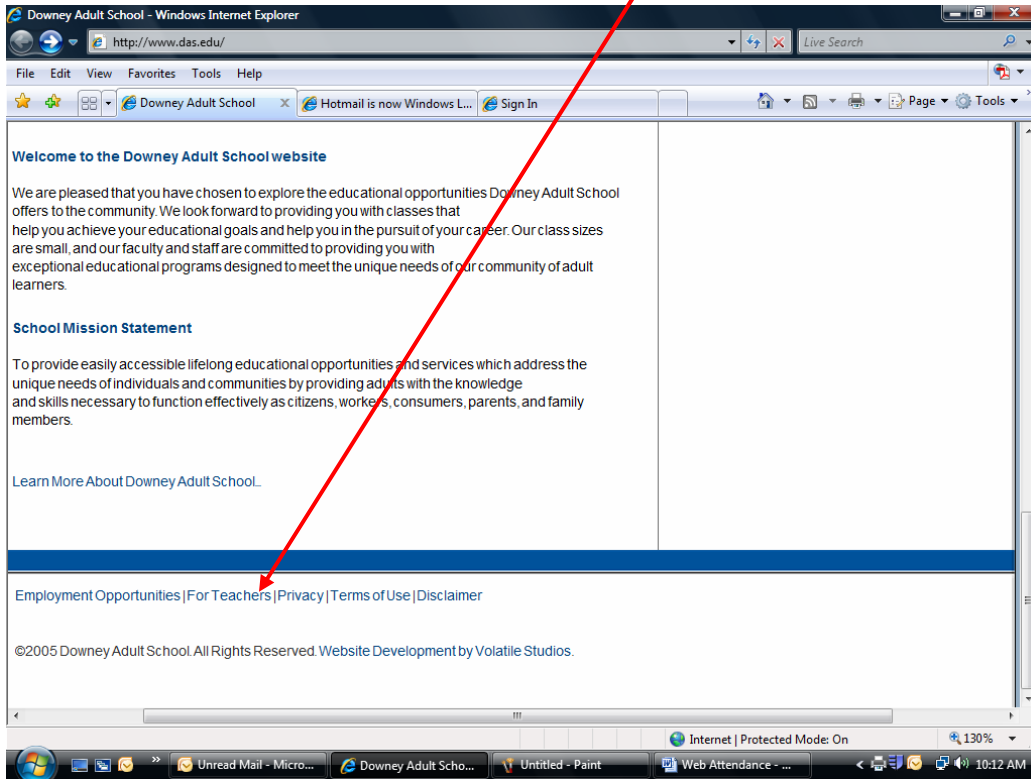
We can now enter our attendance on any computer that is connected to the Web. You can even do it from home!

## Instructions:

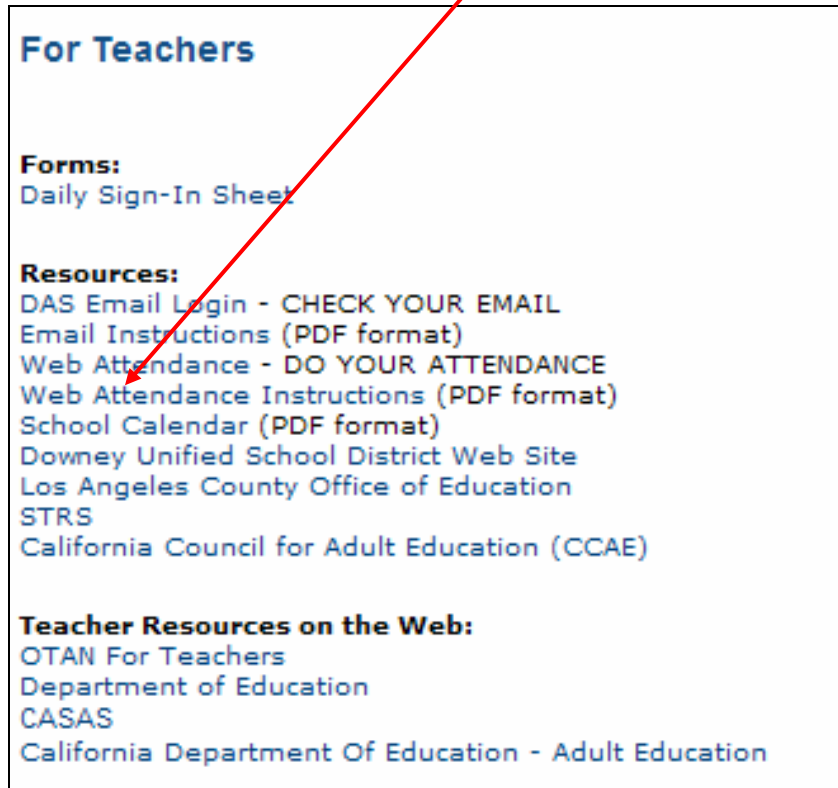
1. Start the internet (**make sure that all pop-up blockers are off.**)
  - a. **See pop-up blocker document if you have trouble.**
2. Type [www.das.edu](http://www.das.edu) in the address bar



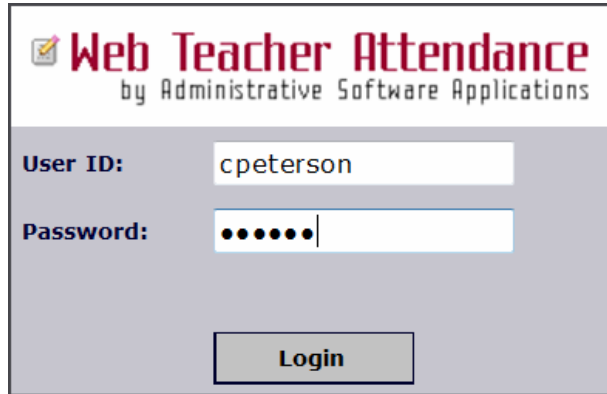
3. Click on “For Teachers” at the bottom of the same page.



4. Click on “Web Attendance” under Resources.

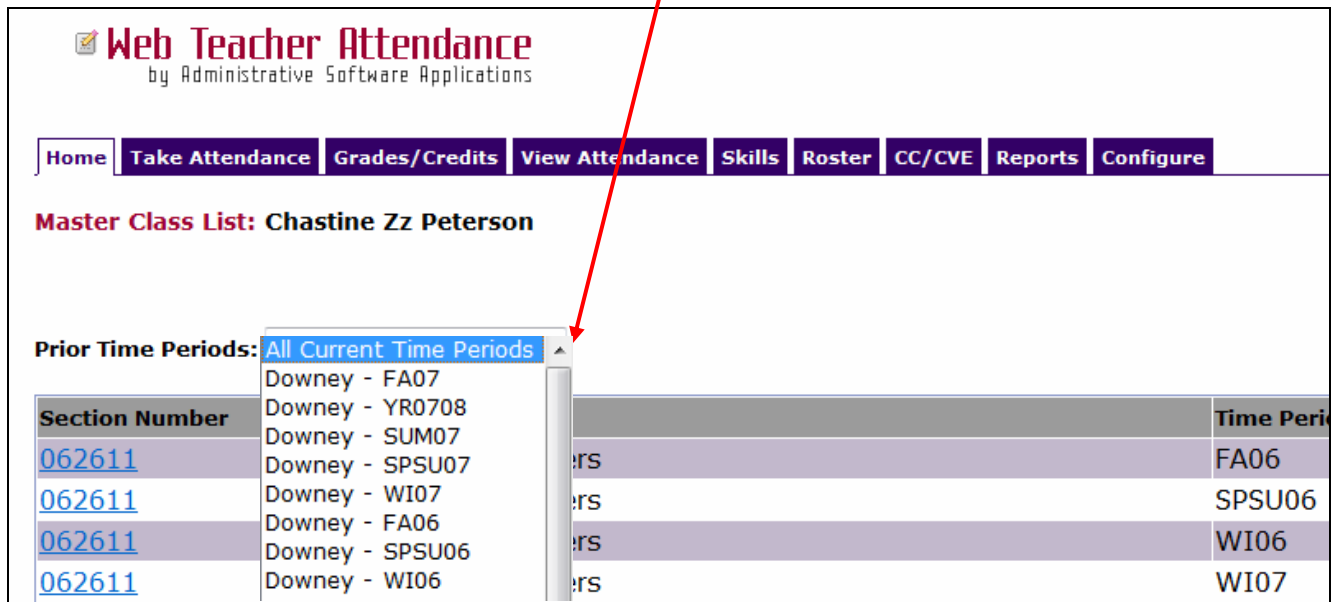


5. At next window, sign in with your attendance User I.D. and password.



The login screen for 'Web Teacher Attendance' by Administrative Software Applications. It features a 'User ID' field with the text 'cpeterson', a 'Password' field with six dots, and a 'Login' button.

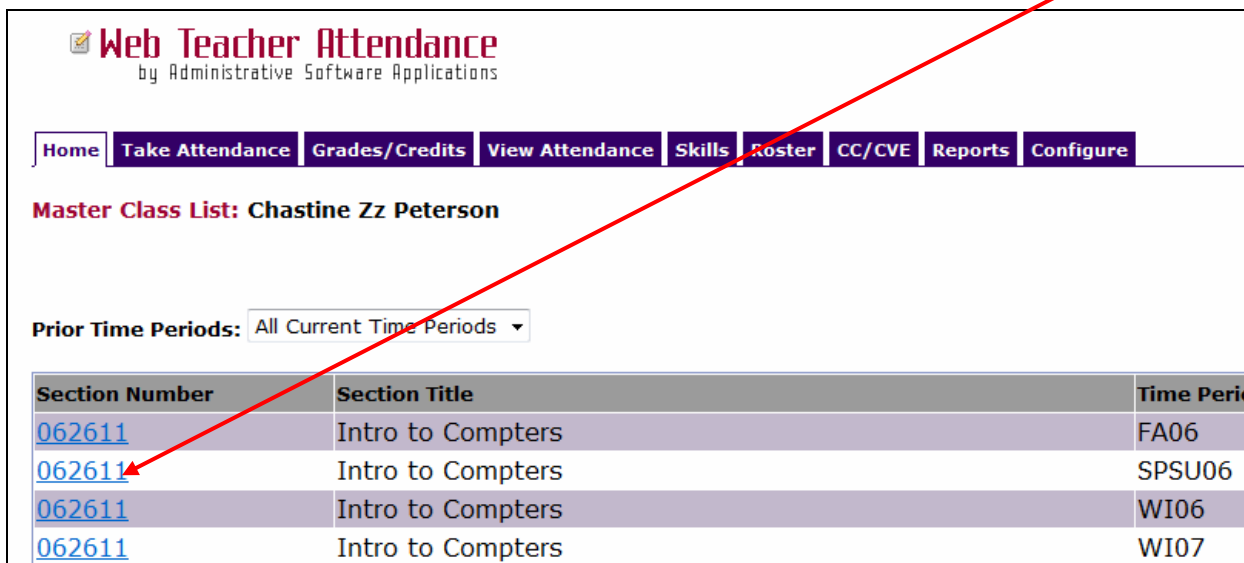
6. Change the time period to the current one.



The dashboard shows a navigation menu with 'Take Attendance' selected. Below it, the 'Master Class List' for 'Chastine Zz Peterson' is displayed. A dropdown menu is open for 'Prior Time Periods', showing 'All Current Time Periods' as the selected option. A red arrow points from the instruction to this dropdown menu.

Section Number	Section Title	Time Period
<a href="#">062611</a>	Intro to Compters	FA06
<a href="#">062611</a>	Intro to Compters	SPSU06
<a href="#">062611</a>	Intro to Compters	WI06
<a href="#">062611</a>	Intro to Compters	WI07

7. Click on your section number for the class you want to take attendance in.



The dashboard is the same as in the previous step, but the dropdown menu is closed. A red arrow points from the instruction to the first section number '062611' in the table.

Section Number	Section Title	Time Period
<a href="#">062611</a>	Intro to Compters	FA06
<a href="#">062611</a>	Intro to Compters	SPSU06
<a href="#">062611</a>	Intro to Compters	WI06
<a href="#">062611</a>	Intro to Compters	WI07

8. You will see check boxes similar to bubble sheet circles for entering student attendance. Just click instead of bubble.

**Web Teacher Attendance**  
by Administrative Software Applications

Chastine Zz Peterson  
[LOGOUT](#)  
[HELP](#)  
[Change Password](#)

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**Take Attendance for Section: Ms Access** 56 Students

Section: 40610103 - Ms Access Enrollment Status: Active/Newly Enrolled

Section No: 40610103 Days: MTWThF Students with attendance 8/2/2007: 0 Hrs: 00:00

Time Period: SUM07 Program: Computer, Business & Related

Start Time: 10:40:00 AM Class Date: 8/2/2007

Check All Time Reset All Time Save Changes

Student ID	Student Name	Enrollment Status	Tardy	Left Early	Check/Reset	Time in Minutes
6201	Almeida Revero, Lourdes	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	60 60 30
8001		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6601		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6495		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6402		Newly Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8402		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5902		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6720		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6203		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6903		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6203		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. Check each student's box per period of attendance.
10. Click here to check all students for all times and then clear the boxes for students who were not in attendance. This can save you a lot of time.
11. Click here to clear all students for all times if you make a mistake.
- 12. If a student's name is missing from your class, please note the following:**
- An enrollment form must be submitted for a student to be added. If the student's name doesn't appear within a couple of days after submitting the form, let one of the attendance staff know.
- NOTE: Always remember to go back and take attendance on students that weren't there the first time. To avoid having add-ons, wait a week to allow for front office to enroll students.**
13. After entering all attendance, click on *Save Changes* at the top or bottom right side of the page. **If you click on another tab or don't save changes, the attendance you entered is cleared and not counted. You will have to re-enter all the attendance. Be careful!**

**Take Attendance for Section: Ms Access 56 Students**

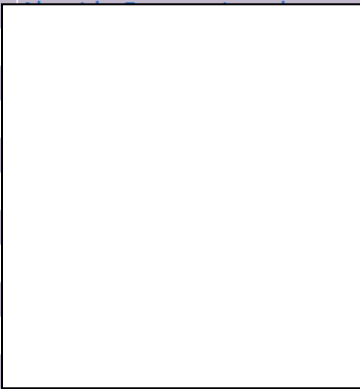











Section: 40610103 - Ms Access Enrollment Status: Active/Newly Enrolled

Section No: 40610103 Days: MTWThF Students with attendance 8/2/2007: 0 Hrs: 00:00

Time Period: SUM07 Program: Computer, Business & Related

Start Time: 10:40:00 AM Class Date: 8/2/2007

[Check All Time](#) [Reset All Time](#) [Save Changes](#)

Student ID	Student Name	Enrollment Status	Tardy	Left Early	Check/Reset	Time in Minutes 60 60 30
6201		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8001		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6601		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6495		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6402		Newly Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8402		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5902		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6720		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6203		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6903		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6203		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

14. Log Out

**While logged in, you can also do the following:**

**Print daily sign-in sheet**

1. Click the *Reports* tab at top right of page

2. Select *1c Daily Sign-in/Sign-out Template* from Reports drop down list.

**Web Teacher Attendance**  
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Home Take Attendance Grades/Credits View Attendance Skills Roster CC/CVE Reports Configure

Reports: [Dropdown Menu]

Parameter: 1a. Attend. Verification by Meeting Date  
2a. Weekly Attend. by Section - Stu's w/Attend.  
3a. Weekly Attend. by Section - All Students

Submit: 1b. Detailed Attendance by Section (1.42b)  
2b. Cumul.Hrs by Date Range & Sect'n (1.12)  
3b. Weekly Attendance (All Students) (1.42f)  
4b. Weekly Attendance (Active Only) (1.42h)  
5b. Makeup Attendance Report (1.58)  
6b. CC Attendance Report (1.55)  
7b. CVE Attendance Report (1.57)  
8b. CC, CVE, Lab, Makeup Hours (1.42e)  
9b. Weekly Att.-- CC/CVE/Lab/Makeup (1.42g)  
10b. "Yes" on PBA (non-Concurrents) (4.31c)  
11b. List of Absent Students (1.56)  
12b. Class List (3.5b)

Powered by... 1c. Daily Sign-in/Sign-out Template  
2c. Weekly Sign-in/Sign-out Templ.w/Names  
3c. Weekly Sign-in/Sign-out BlankTemplate  
4c. Teacher Manual Attend. Template (1.50)  
5c. Attendance Amendment Record (1.46)  
6c. WorkSite Training Att. Record (1.45)

3. Select class (you can select multiple classes.)

**Web Teacher Attendance**  
by Administrative Software Applications

Chastine Zz Peterson  
[LOGOUT](#)  
[HELP](#)  
[Change Password](#)

Home Take Attendance Grades/Credits View Attendance Skills Roster CC/CVE Reports Configure

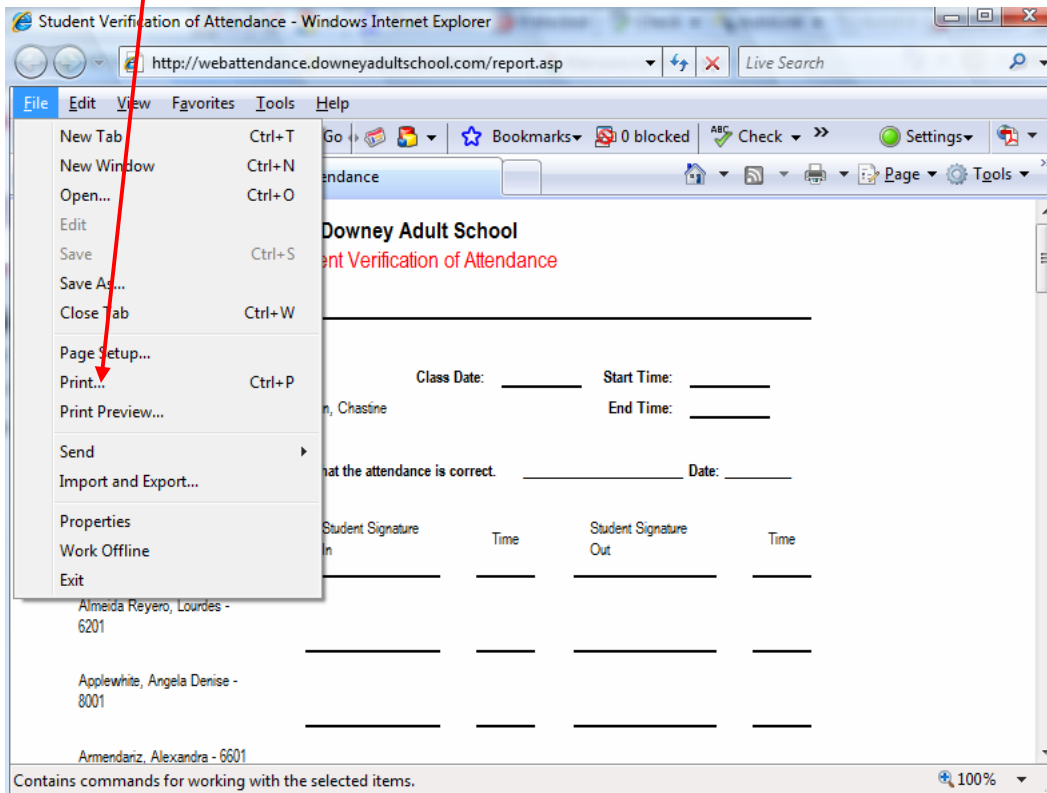
Reports: 1c. Daily Sign-in/Sign-out Template

Parameter	Value	Instructions																																													
District	Downey	Select a district.																																													
Time Period	Summer 07--For New Numbers	Select a time period.																																													
Section	<table border="1"> <thead> <tr> <th>Section No</th> <th>Section Title</th> <th>Teacher</th> <th>Days</th> <th>Pick</th> </tr> </thead> <tbody> <tr> <td>40601011</td> <td>Externship</td> <td>Zz Peterson, Chastine</td> <td>MTWTHFS</td> <td><input type="checkbox"/></td> </tr> <tr> <td>40610103</td> <td>Ms Access</td> <td>Zz Peterson, Chastine</td> <td>MTWTHF</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>40626102</td> <td>Quickbooks</td> <td>Zz Peterson, Chastine</td> <td>TTh</td> <td><input type="checkbox"/></td> </tr> <tr> <td>40629102</td> <td>Internet/ Outlook</td> <td>Zz Peterson, Chastine</td> <td>MWF</td> <td><input type="checkbox"/></td> </tr> <tr> <td>40630101</td> <td>M S Excel</td> <td>Zz Peterson, Chastine</td> <td>MTWTHF</td> <td><input type="checkbox"/></td> </tr> <tr> <td>40650102</td> <td>M S Powerpoint</td> <td>Zz Peterson, Chastine</td> <td>TTh</td> <td><input type="checkbox"/></td> </tr> <tr> <td>40670101</td> <td>M S Word</td> <td>Zz Peterson, Chastine</td> <td>MTWTHF</td> <td><input type="checkbox"/></td> </tr> <tr> <td>40690102</td> <td>Intro To Windows Vista</td> <td>Zz Peterson, Chastine</td> <td>TTh</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Section No	Section Title	Teacher	Days	Pick	40601011	Externship	Zz Peterson, Chastine	MTWTHFS	<input type="checkbox"/>	40610103	Ms Access	Zz Peterson, Chastine	MTWTHF	<input checked="" type="checkbox"/>	40626102	Quickbooks	Zz Peterson, Chastine	TTh	<input type="checkbox"/>	40629102	Internet/ Outlook	Zz Peterson, Chastine	MWF	<input type="checkbox"/>	40630101	M S Excel	Zz Peterson, Chastine	MTWTHF	<input type="checkbox"/>	40650102	M S Powerpoint	Zz Peterson, Chastine	TTh	<input type="checkbox"/>	40670101	M S Word	Zz Peterson, Chastine	MTWTHF	<input type="checkbox"/>	40690102	Intro To Windows Vista	Zz Peterson, Chastine	TTh	<input type="checkbox"/>	Pick one or more sections.  Only 400 sections may be selected at a time, but you may choose ALL SECTIONS if you wish to report on all sections within the time period.
Section No	Section Title	Teacher	Days	Pick																																											
40601011	Externship	Zz Peterson, Chastine	MTWTHFS	<input type="checkbox"/>																																											
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40690102	Intro To Windows Vista	Zz Peterson, Chastine	TTh	<input type="checkbox"/>																																											

Submit

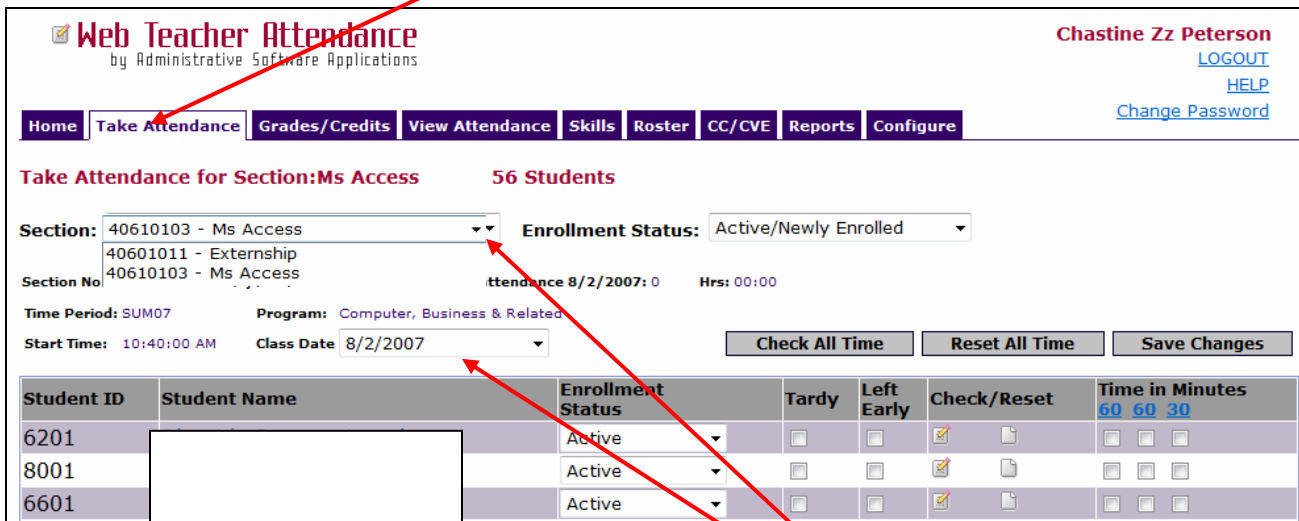
4. Click on *Submit*

5. Click on **Print**



## Print Attendance for the Week (print at end of week)

1. Click the **Take Attendance** tab



2. Select your class from drop down list in **Section** area.

3. Ensure that a date from the week you want printed is selected from **Class Date**. If you are printing for the current week, you do not have to change date.

4. Click **Print Attendance Report (weekly)** at bottom left of page.

The screenshot shows a web application interface. At the top, there is a table with student records:

7422		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8222		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8085		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6623		Newly Enrolled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student count per hour							0	0	0

Below the table are three buttons: **Check All Time**, **Reset All Time**, and **Save Changes**.

**Additional Options:**

- [Set/View Student Goals](#)
- [Student Search](#)
- [Print Sign-In Sheet \(daily\)](#)
- [Print Sign-In Sheet \(weekly\)](#)
- [Print Attendance Report \(weekly\)](#)

At the bottom left, it says "Powered by..." followed by the logo for "Administrative Software Applications".

5. Print page(s) from icon or file menu

The screenshot shows a Windows Internet Explorer browser window. The address bar shows the URL: <http://webattendance.downeyadultschool.com/report.asp>. The page title is "Attendance for the Week of 07/30/2007 (Students with Attendance) - 40610103".

The browser's File menu is open, showing options like "New Tab", "New Window", "Open...", "Edit", "Save", "Save As...", "Close Tab", "Page Setup...", "Print...", "Print Preview...", "Send", "Import and Export...", "Properties", "Work Offline", and "Exit". A red arrow points from the "Print..." option in the File menu to the printer icon in the browser's toolbar.

The main content of the page is titled "Downey Adult School" and "07/30/2007 (Students with Attendance) - 40610103". It includes a table with columns for "Class Duration", "Teacher", and "Print Date".

Class Duration	Teacher	Print Date
10:40a- 1:10p	Zz Peterson, Chastine	08/02/2007

Below this table is a section titled "the attendance is correct." with a "Date:" field. Underneath is a grid for the week of 7/30 to 8/5, 2007, with columns for each day and rows for time slots (10:40a- 1:10p and 6:00p- 9:00p). Checkmarks are visible in the 10:40a- 1:10p slots for Mon, Tues, Wed, Thurs, and Fri.

**Remember to staple, sign, and submit your attendance to the office. You can print another copy for your records, but it is not necessary.**