

Elementary Intervention Application

Instructions for Use

August 20, 2009

Security Levels and Access:

- Teachers
 - Attendance Input
 - Student Information
- Site Nutrition Staff – as assigned
 - Snack Tracker – Site Area
- Site Admins – Principals, Assistant Principals, Principal's Secretaries and as assigned.
 - Attendance Input
 - Student Information
 - Create Classes
 - Assign Teachers to a Class
 - Assign Students to a Class
 - Snack Tracker – Site Area
- Nutrition Warehouse Personnel – as assigned
 - Snack Tracker – Nutrition Area
- Full Admins - as assigned
 - Full access to all areas

Overview of Procedures:

1. Create the Intervention.
2. Create the classes for the Intervention you have created.
3. Assign Teacher(s) for each class.
4. Assign Students to each class created.
5. Take Attendance

Instructions

Log In:

To log in to the Intervention Attendance application, use the same Username and Password you would use to log in to your desktop computer in the morning.

The application is only available from computers within the RUSD Network.

Menu:

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Assign Teachers
Assign Students
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Snack Tracker
Interventions
Reports
Log Out
Help

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 - Record Attendance
 - Print Rosters and Sign-Out Sheets
- Student Information
 - Student, Parent and Guardian, and Emergency Information
- Setup Classes
 - Setup Classes for an Intervention
- Assign Teachers
 - Assign teachers to a Class
- Assign Students
 - Assign Students to a Class
- Snack Tracker
 - Enter Snack and Drink Receipts and Deliveries.
- Interventions

- Create, View and Edit Interventions
 - Close and Re-Open Closed Interventions
- Reports
 - This page is the initial report page. This link opens in a new window (Make sure that your browser allows pop-ups for this application)
- Log Out
 - This link logs you out.
- Help
 - Displays this help PDF.

Teacher Options

Attendance:

1. Select the appropriate Intervention from the drop-down box. Then click on the clipboard or the class name to go to the Intervention Days Screen.

The screenshot shows a web interface for selecting a class and viewing attendance. At the top, there is a dropdown menu with the text "2009 Longfellow After School (38)" and a "Select" button. Below this is a table with two columns: "Class" and "Attendance". The "Class" column contains two entries: "class a" and "class b", both with underlined text. The "Attendance" column contains two icons of a clipboard with a document, one for each class entry.

Class	Attendance
class a	
class b	

2. The Attendance Days Screen (below) enables you to:
 - a. To print a Roster for:
 - i. Current Students
 - ii. Hidden Students
 - iii. All Students
 - b. To print out a Student Sign-Out Sheet.
 - c. The red check mark indicates that at least some attendance has been taken for that day. This will appear even if only 1 student has been marked as attending.
 - d. Click on a date to enter the attendance for that day
 - e. Class information can be viewed in the grey box at the top of the page

Intervention	2009 CastleView H.E.A.R.T.S. (8)
Teacher	Duerr, Bill (196727); Discipline, Dean (41910); Major, Art (154364); Math, Ulyke (99881)
Class	class b
Dates	07/25/2009 to 08/31/2009 Monday, Wednesday, Friday 4:00 PM to 7:00 PM 3.50 Hours
Tally:	Hourly

Click on a day listed below to track attendance. Click on a printer icon to print a roster for Current Students, Hidden Students or All Students.

Week 1		Current	Hidden	All
✓	Monday, July 27, 2009 (5)	Sign-Out Sheet		
	Wednesday, July 29, 2009 (0)	Sign-Out Sheet		
	Friday, July 31, 2009 (0)	Sign-Out Sheet		
Week 2		Current	Hidden	All
	Monday, August 03, 2009 (0)	Sign-Out Sheet		

3. The Attendance Screen
 - a. Attendance may be either Hourly or Daily.
 - i. The hourly attendance maintains the hours a student spends in the intervention each day
 - ii. The daily attendance maintains attendance on a 'present' or 'not present' basis for the intervention each day.
 - iii. The Attendance Type is determined at the time of the creation of the Intervention.
 - b. Screens for the interventions are different in appearance, as shown below.

An Hourly Attendance Screen

Show: Daily Hours:

Show	Student	Present	Hours	Snack	Drink
<input checked="" type="checkbox"/>	Cyrus, Miley (265259)	<input checked="" type="checkbox"/>	<input type="text" value="4.00"/>	<input type="checkbox"/>	<input type="checkbox"/>

A Daily Attendance Screen

Show: Daily Hours:

Show	Student	Present	Snack	Drink
<input checked="" type="checkbox"/>	Granger, Hermione (263383)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- c. The hourly attendance screen shows a Present Check box and Hours. When the present box is checked, the hours are automatically filled in with the standard hours as defined at the time the intervention was created. The hours can be changed on a by student basis as needed.
- d. Sometimes, an hourly attendance intervention may be longer or shorter than the defined standard hours. Changing the Daily Hours in the Daily Hours box at the top of the screen will change the default hours filled in when the present box is checked. Save any attendance you have already entered before changing the Daily Hours.

Daily Hours:

- e. The daily attendance screen shows only a Present Check Box and hours of attendance are **not** maintained. This is defined at the time the intervention is created.
- f. The Snack and Drink Check Boxes may or may not appear, based on whether or not the Snacks are to be tracked by this application. This is defined at the time the intervention is created.
- g. Students may be hidden from the Current Student screen. This is helpful when taking attendance for large classes. A student who has not been attending or will probably not be attending may be hidden from the Current student listing. Hidden students may be viewed by selecting Hidden from the drop down box at the top of the screen. All students (both Current and Hidden) may be viewed by selecting All from the drop down box at the top of the screen. Save any entries before changing the student view type.

Show:

h. Once you have entered your attendance, click the Save button at the bottom of the screen or your entries may be lost.

Student Information:

1. To view student information and emergency contact information, follow the steps below:
 - a. Click on Student Information.
 - b. Select the appropriate Intervention and Class.
 - c. Select a student from the list.
 - d. Click on View Info and the Student Information will be displayed.

Full Admin Options

Creating, Viewing or Editing an Intervention:

1. To create a new Intervention, click on Create an Intervention.

Create an Intervention

- OR -

Edit an Open Intervention

View Closed Intervention Info

-- Select an Intervention --

Edit

View

2. The Intervention Setup Screen will be displayed

School:	Pachappa Elementary School	Begin Date:	8/1/2009			
Intervention Type:	Intersession	End Date:	6/1/2010			
Track:	Traditional	Start Time:	10:00 AM <small>HH:MM AM</small>			
Hours Per Day:	4.5	End Time:	2:30 PM <small>HH:MM AM</small>			
Classroom Days:	120	Closed:	<input type="checkbox"/>			
School Year:	2009					
Intervention Days	Monday <input checked="" type="checkbox"/>	Tuesday <input checked="" type="checkbox"/>	Wednesday <input checked="" type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>
Attendance Type	Daily <input checked="" type="radio"/>	Hourly <input type="radio"/>				
Snacks Tracked?	Yes <input checked="" type="radio"/>	No <input type="radio"/>				
		Save	Cancel			

3. Intervention Setup Fields

- a. School Name
- b. Intervention Type
- c. Track (only Traditional)
- d. Hours per Day
- e. Classroom Days
- f. School Year
 - i. The first year of the school year. e.g. 2009-2010 would be 2009
- g. Begin Date
- h. End Date
- i. Start and end times
- j. Intervention Days
 - i. The days of the week which the intervention will be active.
- k. Attendance Type
 - i. Daily (only marks present or not present)
 - ii. Hourly (Maintains the hours of attendance per day)
- l. Snacks Tracked
 - i. The application has the capability of tracking the snacks and drinks.
- m. All fields are required – once completed, click Save
- n. After the intervention is saved you may add Risk Codes as shown below.

Risk Codes

Use this section to add, view, or remove risk codes for the specified intervention:

Add New Risk Code

Add

Current Risk Codes Defined for this Intervention

Row #	Risk Code	Remove?
1	test risk	Remove

Site Admin Options

Assigning Classes to an Intervention:

1. Once an Intervention is created, the next step is to add classes to the Intervention.
Note: Classes **must** be added before teachers or students can be assigned.
2. To add a class, click on Setup a Class.
3. Select the Intervention from the drop down list.
4. Add the class by entering a class name in the box provided, then click Add.
 - a. The class names may be any name you like. For example: First Grade, Second Grade, etc. or Class A, Class B, etc. or...

Select the intervention and then choose to add, edit, or remove classes.

Intervention:	<input type="text" value="2009 Pachappa Intersession (86)"/>	<input type="button" value="Select"/>
Add a class with class name	<input type="text"/>	<input type="button" value="Add"/>

Current Classes for this Intervention:

[Edit Class](#) [Class Name](#)

Assigning Teachers to Classes:

1. There may be any number of teachers assigned to a Class, but one teacher is the Primary teacher. This is the name which will appear on reports, etc.
2. To assign teachers, first click on Assign Teachers
3. Choose the Intervention and the Class for the teacher assignment, then click Select. The teacher assignment page (below) will be displayed.

Select Intervention	<input type="text" value="2009 Pachappa Intersession (86)"/>
Select Class	<input type="text" value="First Grade (57)"/>
<input type="button" value="Select"/>	

Teachers Assigned to this class (Primary teacher is listed first):

Teacher Name	Primary?	Delete?

Note: To make a secondary teacher, the primary teacher, just click the 'No' link under the primary column.

To assign a teacher to this intervention, enter all or part of the teacher's last name in the box below and click search.

Last name:

OR

User ID:

4. Enter the teacher's last name or the user id (eg: TJones for Tom Jones) then click Search to locate the teacher(s) for the class.

Assigning Students to Classes:

5. To assign students to a class, first click on Assign Students
6. Choose the Intervention and the Class for the student assignment, then click Select. The student assignment page (below) will be displayed.
7. To assign a student, enter the Last Name or the StudentID in the box provided, then Click Search
8. The Edit button features
 - a. Choose a Student
 - b. Click the Edit Button to
 - i. Edit the grade level
 - ii. Set the Risk Code
 - iii. Set the language
 - iv. Set the ELD Level
 - v. Set ESY/Special Ed

Select Intervention	2009 Pachappa Intersession (86)																																												
Class	First Grade (57)																																												
<input type="button" value="Select"/>																																													
<p>Students currently assigned to this intervention:</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div> <p style="text-align: center;"><input type="button" value="Edit"/> <input type="button" value="Delete"/></p>	<div style="border: 1px solid gray; padding: 5px;"><p>To assign a student to this intervention, enter all or part of the student's last name or SASI PermID in the box below and click search.</p><p>Last name or PermID: <input style="width: 150px;" type="text"/></p><p style="text-align: center;"><input type="button" value="Search"/></p></div> <table border="1" style="width: 100%;"><thead><tr><th>Student</th><th>Student ID</th><th>School</th><th>Assign</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Student	Student ID	School	Assign																																								
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Nutrition Admins, Site Admins and Site Nutrition

Snack Tracker:

Snack Tracker									
2009 MtView After School (78) ▼					Select				
Sent from Nutrition		Received at Cafeteria			Total Served		Unused		
Snack	Drink	Snack	Drink	Snack	Drink	Snack	Drink	Snack	Drink
Thursday	9/10/2009								
Tuesday	9/15/2009								
Thursday	9/17/2009								
Tuesday	9/22/2009								

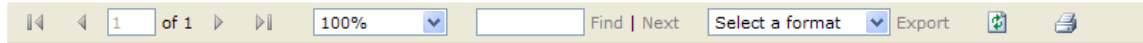
1. Nutrition Services Admins:
 - a. Will have access to the Sent From Nutrition *Snack and Drink* fields **only on the day the Snacks and Drinks are sent.**
2. Site Admins and Site Nutrition Admins:
 - a. Will have access to the Received at Cafeteria *Snack and Drink* fields **only on the day the Snacks and Drinks are received.**
3. The Total Served and Unused fields are calculated fields based upon the Snack and Drink fields marked on the attendance screen.

Intervention Reports

All of the new reports in the new intervention system are considered drill down reports; this means that there are additional links that open to additional reports. The report navigation should be easy to follow.

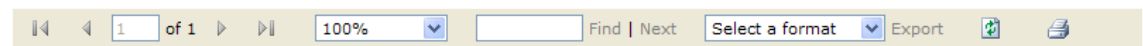
Below is a brief description of how the report viewer tool bar works.

Report Tool Bar:



1. Move directly back to page 1
2. Move back one page
3. Move forward one page.
4. Move all the way to the last page.
5. This controls the page size.
6. Find | Next This allows you to find values in the report.
7. Export You can use this to export the report to Excel or PDF.
8. This is the refresh button; this will regenerate the current report.
9. Print button; print the report directly to the printer.

Initial Report Page:



Reports are available in the following years:

School Year
2009

Begin by clicking on a year above.

The 2009 represents the fiscal year 2009-10.
Click on a year to list all the interventions for that year.

Report Intervention Listing Page:

The page below shows all the available interventions. They are grouped alphabetically by the intervention type: After School, H.E.A.R.T.S., and Intersession.

Report Intervention Listing

Name	Sum	Stu	Start	End	EL	SpEd	Open	Snacks
After School								
2009 Adams After School (56)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Alcott After School (57)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Beatty After School (81)	Sum	Stu	9/1/2009	11/18/2009	0	0	Open	
2009 Bryant After School (58)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 CastleView After School (59)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Emerson After School (60)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Franklin After School (61)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Fremont After School (62)	Sum	Stu	9/8/2009	11/18/2009	0	0	Open	
2009 Harrison After School (63)	Sum	Stu	9/9/2009	11/18/2009	26	0	Open	Tracked
2009 Hawthorne After School (64)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Highgrove After School (65)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Highland After School (66)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Hyatt After School (67)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Jackson After School (69)	Sum	Stu	9/8/2009	11/18/2009	0	0	Open	Tracked
2009 Jefferson After School (70)	Sum	Stu	9/9/2009	11/18/2009	0	0	Open	Tracked
2009 Kennedy After School (71)	Sum	Stu	9/9/2009	11/18/2009	5	0	Open	Tracked

There are four sub reports on this page, click on the desired line, to display the report for that school.

Report Link Column	Report Name	Description
Name (School Name)	Attendance Report	A detailed student report, by class name, attendance week, student last name, first name. With counts of hours per day and snacks and drinks.
Sum	Class Summary	A matrix report by class name and attendance date. Each cell reports the student counts.
Stu	Student List	This report lists the students by grade, last name, first name. It contains the total days attended and the initial enter date.
Snacks	Snacks and Drinks Report	This report is available to any intersession where the snacks and drinks are tracked. This report will display the quantities of snacks and drinks send form nutrition, received at the cafeteria, total served (at the school) and the unused counts. If the unused counts are blank, then more snacks and drinks were served than received.