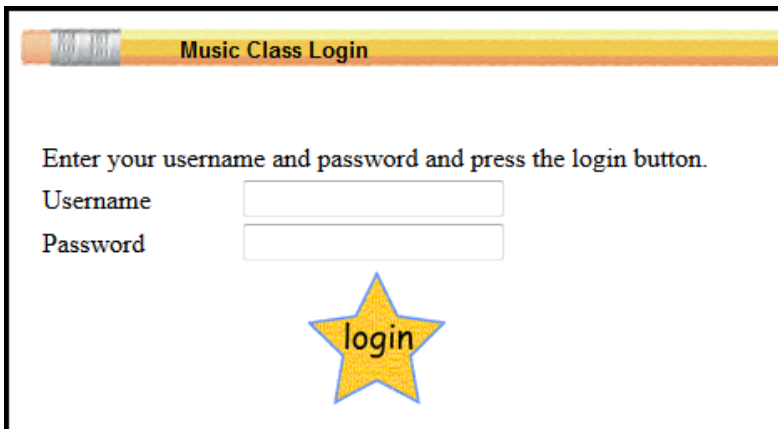


Elementary Music Program – Teacher Option

Log In:

To log in to the **Elementary Music Program** go to the following link:

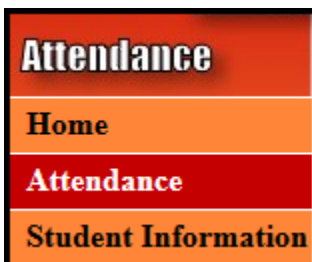
<https://adtools.rusd.k12.ca.us/MusicClass/> Use the same Username and Password you would use to log in to your desktop computer. The application is only available from computers within the **RUSD Network**.



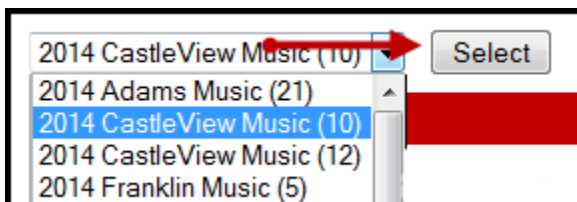
The screenshot shows a web browser window titled "Music Class Login". The page has a yellow header bar. Below the header, there is a text prompt: "Enter your username and password and press the login button." There are two input fields: "Username" and "Password". Below the input fields is a yellow star button with the word "login" written inside it.

Attendance:

1. Click on **Attendance**



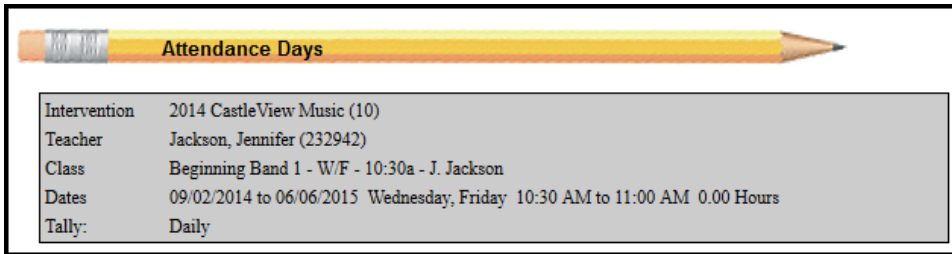
2. Select the appropriate school from the drop down box, and click **Select**.



- Click on the **Class** name link or the clipboard icon



Class information can be viewed in the grey box at the top of page.



- Click on a **date** to enter the attendance for that day.
- Click the checkbox under **Present** if student is present
- Click the checkbox under **Instrument** if student brought their instrument.
- Click the checkbox under **Music** if student brought their music book/sheet.

Student	Present <input type="checkbox"/>	Instrument <input type="checkbox"/>	Music <input type="checkbox"/>
Alvarez, Paul (110010)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carlson, Ryan (110111)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Castillo, Nathan (110112)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Castillo, Thomas (110113)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delgado, Nathan (110114)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evans, Brian (110115)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thomas, Nathan (110116)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thomas, Nathan (110117)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Note you can click the check box next to Present, Instrument, and Music to check or uncheck all students' .



Thomas Middle School (2014/14)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Madison Elementary (2014/14)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Madison Elementary (2014/14)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Madison Elementary (2014/14)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Madison Elementary (2014/14)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Madison Elementary (2014/14)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Saved 12/8/2014 3:50:25 PM

8. Click **Save** at the bottom of the screen once you have entered attendance.
9. Click on the **printer icon** to print a **Weekly Roster**.
10. Click on **Sign-Out Sheet** to print a sign-out sheet for each date.

Week 1 ➡

Wednesday, September 03, 2014 (0) Sign-Out Sheet

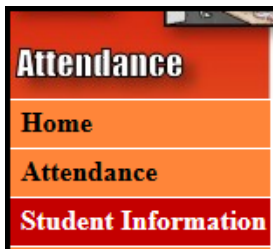
Friday, September 05, 2014 (0) Sign-Out Sheet ←

Student Information:



To view student information and emergency contact information, follow the steps below:

1. Click on **Student Information**



2. Select the appropriate **Intervention** and **Class**
3. Select a student from the list

Select Intervention

Class

[List of student names and IDs]

4. Click on **View Info** and the student's information will be displayed.

Student Information		
Student Name	Yusef Castillo	Student ID 001000
Address	4710 Bannock St Beverly Hills, CA 90210-1011 (310) 209-1111	
Phone #	(310) 209-1111	
Castle View Elementary School		
Intervention Class	Beginning Band 1 - W/F - 10:30a - J. Jackson	
Primary Teacher	Jennifer Nelda Jackson	
Risk Code		Grade 5
Instr. Language		
ESY/Special Ed	False	

Weekly Attendance Reports

1. Click on **Reports**

Reports

Log Out

Help

2. Click on the **School Year**



3. Click on the **Music Class**



Note: Please make sure you look at the **start** and **end** dates when selecting your Music class

Report Music Class Listing				
Name	Sum	Stu	Start	End
Music				
2014 Adams Music (21)	Sum	Stu	11/1/2014	6/30/2015
2014 CastleView Music (10)	Sum	Stu	9/2/2014	6/6/2015
2014 CastleView Music (12)	Sum	Stu	9/2/2014	6/6/2015
2014 Franklin Music (5)	Sum	Stu	9/2/2014	6/6/2015
2014 Franklin Music (6)	Sum	Stu	9/2/2014	6/6/2015

4. Click the drop down under **select a format** and choose **Excel** or **PDF** and click **Export**

		Wednesday			Total
		Hours	Snack	Drink	
Adams, John (100001)	5	1.00	1	0	1.00
Adams, John (100002)	5	0.00	0	0	0.00
Adams, John (100003)	5	0.00	0	0	0.00
Adams, John (100004)	5	0.00	0	0	0.00
Adams, John (100005)	5	0.00	0	0	0.00
Adams, John (100006)	5	0.00	0	0	0.00

5. Click open with **Adobe Reader** or **Microsoft Excel** and click **OK**

