Today you're going to learn how to use ASAP to generate a sign-in list for your students. First of all, you're going to go to asapconnected.com. Then it's time to log in. To log in, you may see on top here, something about your agency number. If that is true, your agency number is 4406. Once you've been here a couple time, they probably won't ask you for that again. So you're going to put 4406, then the username that you've been given – probably not mine – and then you're going to put your password. And log in.

So once you're in, you're going to be at your dashboard and typically, you want to find your own class. (Oh yeah! See here? 4406.) So I'm just going to use an example. Over here in your search is where you're going to put your section number. Four digits. And then in order to do a class roster, you don't want to put just "Students." This is not a student number; that is a class number. So you do "Classes" and then Go.

Alright. So in this case, since we haven't started the new semester, I'm going to go back and use an old one. Let's say I'm using Donna Viola's and this is the class. After you put in your number, you're going to see your class here. You can either go to "View Details" if you prefer, or simply click on the class. That will bring up your list of everyone who is in there. Once you see this list, you have in there your "Attendance Options." This is the same place where you would "Take Attendance." However, we are learning how to "Print Attendance Sheets."

Use the "Print Attendance Sheets" because this one simply asks for one signature. If you do "Check-in Sheets" it's going to ask for an "in" and "out" signature, and we are not recording times of students coming in and out. We simply want to know if they attended that day.

So once I've hit "Print Attendance Sheets," what it's going to do is it's going to make a list right here, and these are all of the students that were enrolled in the class. However, we don't really want their phone numbers floating around, so you may notice at the top here, there is a check. It says "Display Student ID instead of Phone No." Please check that one. Once you have it checked, "Filter." Now notice that the student ASAP numbers appear right next to their name. This is very extremely helpful for us because if you have several Marias in your class, if they just write the name "Maria" we will know exactly which one we're talking about based on their Student ID ASAP number.

So once you have this here, all it is to do for you is to hit print. Once it goes to the Print screen, it will give you the gridlines. You don't see the gridlines before, but you'll see them here. And then along the top you'll see the dates – just the dates that your class takes place, and then the list of students. So, under the date, they are going to initial or, in a small way, sign themselves in as having attended for that date.

Once again, if you're wondering how to get the dates in here, you are going to use… right here, manipulate the dates here in order to be able to fill them in. Unfortunately, as I said, the semester hasn't started, so you might have to play around with it a little bit. If you have trouble figuring it out, don't hesitate to call us. Elva, of course, has more knowledge than anyone else in this office, but we can help you figure out how to put your dates in here.

Our requirements this semester for attendance are to, every week, scan, fax, or in some way send us a clear photo of your attendance sheet. These need to come to Elva on Monday and then we will be checking them against the previous week's electronic attendance. So in other words, Monday, we come

to our office, Elva opens up her email and she sees "Oh great, here's all the people who signed in to someone's class." Then, we can look up on the electronic ASAP and see "Oh great! Everyone who signed in also has been marked present." And that of course is the goal. So we really want to be on top of it and make sure everyone's getting it done, and the way we're going to do that is to ask everyone to turn in their sign in sheet on Mondays. Of course before you turn those in, you're going to make sure that you also took attendance online, or that you took attendance on your ASAP app.

Now, your online attendance, remember, is due 48 hours after each class. We can be checking day to day, how many came to your class that day. We can be looking that up within 48 hours. And then Monday, of course, that will be followed up by your scan or your photo or whatever of your sign-in sheets.

 Now, your paper attendance sheets we have collect for our audit. We do have to have the physical attendance sheets. We can use the scans; we have to have the originals. So please send those in monthly. They are due to the San Jacinto office, Continuing Ed. You can send them through interoffice mail, drop them at one of our campuses. Just send them our way. I recommend doing them the 15th of every month with your timesheet. This is just a good monthly routine to get into.

I appreciate you helping us experiment with the best way for everyone, for us to get our attendance recorded, get our attendance apportionment – funding for our program, and to really have a true record of who has been attending your classes.

Alright! Thank you for your help and attention. Bye.