

CMS- Attendance - Teachers Taking Daily ADA



This manual is **Under Review**. It may be moved, combined with another manual, or removed entirely without notice.

- Step 1. Go to SpSIS website that is specific to your school <https://xxxxxxx.spsis.com> where the x's are, is where you will type your scope name
- Step 2. Click on CMS- Classroom Management System
You will be required to login using the login credentials sent to you by your school administration.
Once logged in you will see a list of classes you teach. An example of what this page might look like is below.
- Step 3. Click on Attendance to claim attendance.
Your class calendar is color coded. The colors denote the different attendance months at your school. School Pathways uses the term Learning Period which is synonymous with Attendance Period. You will see the word 'Attendance' highlighted in red for any days you can currently claim. If your class meets daily, you will see each day marked with word attendance.
- To Claim Attendance:
 1. Click on the red Attendance for the day you wish to claim (if the word 'attendance' does not appear, it is a day in the future and you cannot claim attendance for future days.)
After you claim for this day, the highlight over the word 'attendance' turns green to signify you have already claimed for this day. You can change the claim until you or the office prints or until the office had locked it. Contact your office to see how long attendance stays open each class period.
 2. Choose is a student is Tardy or Absent by clicking in the box marked P. If present, leave box untouched. The modes cycle through so you can keep clicking to return to the original state.
- Step 4. Save the attendance
After the save, you will see a page that tallies what is being tracked.
ONLY CLICK ON print form if you are required to sign and turn in the paper copy of you attendance. Do not print after each save unless directed by your office.
- Step 5. Print/Sign/Date the attendance claims and send the report to your office

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