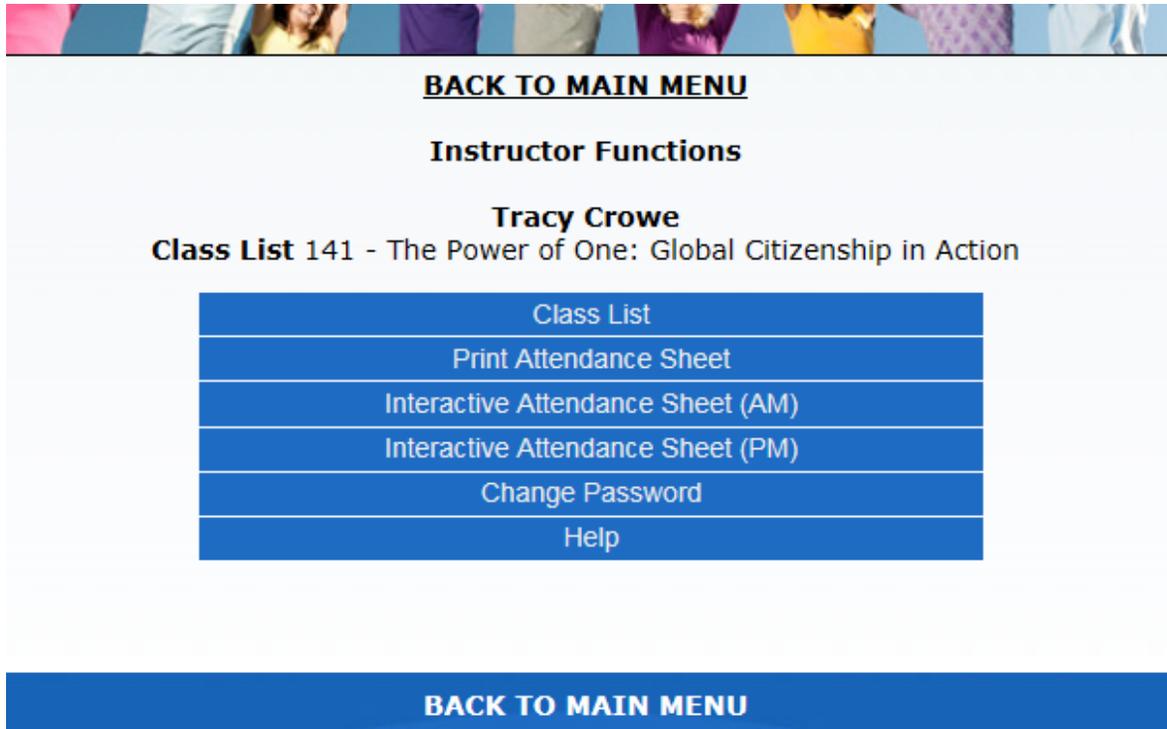


Here is the main menu and its various functions:



The screenshot shows a web interface for an instructor. At the top, there is a banner image with a collage of people. Below the banner, the text reads: **BACK TO MAIN MENU**, **Instructor Functions**, **Tracy Crowe**, and **Class List 141 - The Power of One: Global Citizenship in Action**. A central menu consists of seven blue buttons with white text: **Class List**, **Print Attendance Sheet**, **Interactive Attendance Sheet (AM)**, **Interactive Attendance Sheet (PM)**, **Change Password**, and **Help**. At the bottom of the interface, there is a large blue button with white text that says **BACK TO MAIN MENU**.

**1 – Class List** is a detailed list of your students, including who to call in case of an emergency.

**2 – Print Attendance Sheet** lets you enter the attendance day by day on paper. If you decide to use this method, please follow the instructions from your institution’s representative.

### **3 – Interactive Attendance Sheet (AM)**

We strongly encourage you to use the interactive attendance sheet. Why?

- we get the information as soon as you click “submit”
- in the case of absences, an email is automatically sent to the school board and school representatives
- your job is done in a click, you don’t have to contact us to report missing students.

Let's view a sample of the interactive attendance sheet you will use Monday morning.

1. Select the third function "Interactive Attendance Sheet (AM)"

You are prompted to select a day from the drop down menu, select Monday:

**Interactive Attendance sheet**

Please choose a day:

May 1-5, 2017

**Course:** 158 - La création d'une petite entrep

**Instructor:** Gilles Levasseur

	Student Names	Friday
		A.M.
1	Abou Fayssal, Marc	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	Bouchard, Élysée	<input type="radio"/> Present <input checked="" type="radio"/> Absent
3	Brabant, Marie-Pier	<input type="radio"/> Present <input type="radio"/> Absent
4	Brennan, Faith	<input type="radio"/> Present <input type="radio"/> Absent
5	Caron, Raphael	<input type="radio"/> Present <input type="radio"/> Absent

2. You must select either "Present" or "Absent" for each student on your list.

3. Scroll down the page and select "SUBMIT MORNING ATTENDANCE".

		<input type="radio"/> Absent
9	Depuis, Marie-Pascale	<input type="radio"/> Present <input type="radio"/> Absent
10	Dromaguet, Anabelle	<input type="radio"/> Present <input type="radio"/> Absent

**SUBMIT MORNING ATTENDANCE**

If you leave one or more blank, the system will not let you submit the attendance, and warning message will inform you that all students must have an attendance value.

Once the attendance has been processed, you will see a message in green, below the screen title, confirming it has gone through:

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#### Interactive Attendance sheet

 The attendance has been submitted

Please choose a day:

#### 4 – Interactive Attendance Sheet (PM)

Attendance is required twice a day. Use the (PM) function to submit the afternoon attendance by following the same step mentioned above.

What if a student you reported absent shows up 10 minutes later? You simply go back (steps 1. to 3. above), change the value and submit the attendance. This will automatically send an email to the same responsible people informing them of the change.



You can use the interactive attendance functions on a computer, tablet and smart phone.

***Thank you for using this new application, it will make a world of difference for the staff responsible for the students at school and school board levels. Always remember that 65 % of students are in grade 8 and are aged 13 or 14. All participating students are minors, therefore due diligence is paramount.***

**5 – Change Password** lets you select a password that is easy to remember, an important feature to access your account twice daily to submit the attendance.