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FACULTY HOMEPAGE

ASAP houses your teaching schedule, group and private lesson schedules, tracks teaching hours and helps you stay in touch with, and on top of, your students and schedule.

This is your home page and ‘command central’. From here you can reach every tool in the system.

Employee Detail
Time Period: All Active



Humphrey Bogart
 Instructor [Edit](#)
humphrey@ricks.ma
 WORK: (408) 333-3333
 :
 Groups: [Add more groups...](#)
 Subjects:
 Piano

[Edit My Settings](#)

Schedule
Group Classes
Private Lessons
New Students
Notes & Files
Hours

View By: Date Range
[Export Excel](#)

From: 6/15/2015
To: 6/16/2015

Day	Date	Start	End	Name	Location	Room
Mo	06/15/2015	2:00 PM	3:00 PM	Theater Basics - Greg Penhaligon	Downtown Campus	105

Edit

Here you can update your contact details, bio and a photograph.

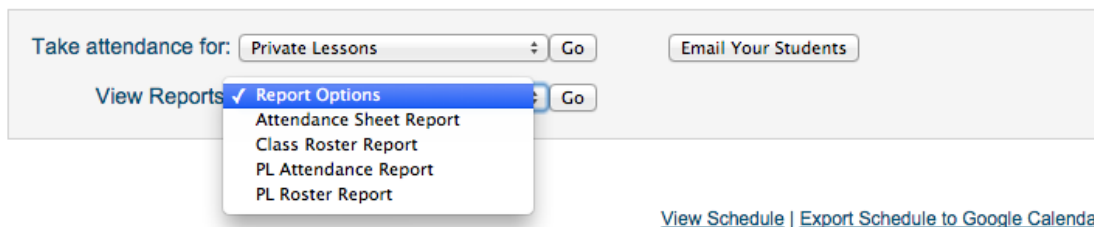
Tab Anatomy

- **Schedule** – your schedule at a glance, automatically showing today’s classes and lessons
- **Group Classes** – shows your current Group Classes
- **Private Lessons** – lists Private Lesson students, lesson duration and those with make-ups (Unscheduled Lessons)
- **New Students** – students who have been assigned to you but may not yet be enrolled.
- **Notes & Files** – Keep Notes for yourself and Files to share with your students
- **Hours** – Your teaching hours. Search by date range. Let admin staff know if something here does not look right.

Edit My Settings

The User Settings page allows you to choose your home page, change your password and opt in to notifications letting you know when you have a new student or class enrollee.

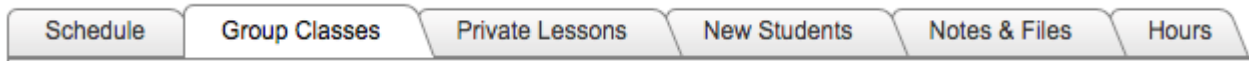
Attendance and Rosters



Also from your homepage, you can take attendance for Private Lessons and Group classes, email your students and run and print reports.

You can also view your schedule in the Calendar or export it to Google Calendar. Please note: this will export, not 'sync', to your calendar so any updates made here will NOT be automatically updated in your Google calendar.

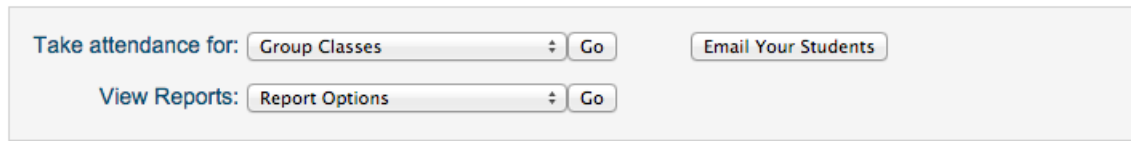
MANAGING GROUP CLASSES



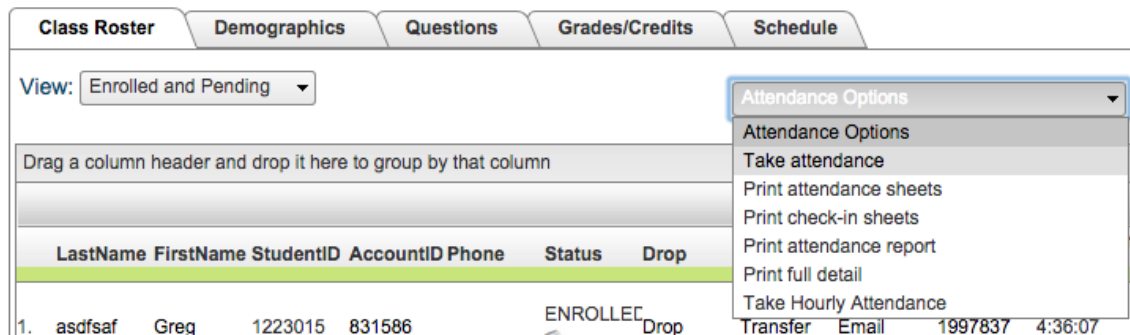
Select the class name from the Event column to go to the Class Details page. Here you can see all students enrolled in your class, their status, anyone on the Waiting List. Read more about managing classes here asapconnected.zendesk.com/hc/en-us/articles/201152476-Guide-for-Teachers-PDF-

How to Take Attendance

From your home page, select Group Classes and click Go to go to the Class Attendance page.



From the Class Details page, select an option from the Attendance options dropdown list. Choosing Take attendance will take you to the Class Attendance page.



On the Class Attendance page, choose your date range and, if necessary, choose the course and class. Click the tiny arrow to the left of the class name to expand the class details and check the Present option (or not) for the students.

Attendance

[Go To Hourly Bulk Attendance page](#)

Search by: Bogart, Humphre
Select a course ▼
Enrolled & Pending ▼
Select a location ▼

Select left arrow to display class roster and take attendance.

Class Name	Class Time	Class Date	Dates	Instructor
▼ Theater - Basic Technique THEATER-BASIC	Monday 06:00 PM to 09:00 PM	06/15/2015	06/15/2015 Mon ▼	Bogart, Humphrey

5 students

6/15/2015

Substitute Present
Bogart, Humphrey ▼

#	Student	Status	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Time In	<input checked="" type="checkbox"/> Time Out
				6:00 PM	9:00 PM
1	asdfsaf, Greg	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM
2	Astaire, Fred	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM
3	Davis Jr., Sammy	Enrolled	<input type="checkbox"/>		
4	Gable, Clark	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM
5	Monroe, Marilyn	Enrolled	<input checked="" type="checkbox"/>	6:00 PM	9:00 PM

[Print Attendance Report](#)
[Print Attendance Sheets](#)
[Print Check In Sheets](#)

Take Hourly Attendance

If you are taking attendance based on the number of hours a student spends in a class, use the Hourly Attendance option.

Time periods: Summer 2015
 Course Groups: Theater
 Courses: Theater - Basic Techni...
 Class: [THEATER-BASIC] The...
 Enrollment Status: Enrolled & Pending

Attendance Type: CC
 Week Of: 6/15/2015

[Go to Class Attendance Report](#)

		Default Hours:		Set All To Default	Clear All	<input type="checkbox"/> Set Values by day	Save	Cancel	
STUDENT ID	STUDENT	ENROLLMENT STATUS	MONDAY 6/15/2015	TUESDAY 6/16/2015	WEDNESDAY 6/17/2015	THURSDAY 6/18/2015	FRIDAY 6/19/2015	SATURDAY 6/20/2015	SUNDAY 6/21/2015
1223015	asdfsaf, Greg	ENROLLED							
1336549	Astaire, Fred	ENROLLED							
1617379	Davis Jr., Sammy	ENROLLED							
1625900	Gable, Clark	ENROLLED							
1625903	Monroe, Marilyn	ENROLLED							

Enter the number of hours a student attended on each day. This page allows attendance in weekly increments.

HOW TO ENTER YOUR AVAILABILITY

Go to Private Lessons > Instructor Availability

Pick from the Custom Date Range list or enter a date range for the dates that you are entering availability for.

Instructors Availability
Time Period: All Active

Instructor: Bogart, Humphrey

Select a Date Range: 6/1/2015 12:00:00 AM-8/

Add Custom Date Range
6/1/2015 12:00:00 AM-8/29/2015 12:00:00 AM

Edit Availability

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Overview	Unavailable	Available	Available	Unavailable	Available	Unavailable	Available
Available		1:00 PM 6:00 PM	1:00 PM 4:00 PM		1:00 PM 6:00 PM		9:00 AM 1:00 PM
Break 1							
Exception 1			✗ 6/23/2015 9:00 AM 10:00 PM				
Copy This Day To							

– Days Off

Tuesday, June 23, 2015

TIPS

1. Do NOT change the date range after you have started to enter your availability, as that will erase all availability you’ve just entered.
2. You will not be able to enter a date range which overlaps a range already entered under the Custom Date Range and will get a Conflict Message. If you need to change availability during an existing date range, you will need to select that range and select Edit Availability. For example, if there is already a date range of 6/1/15 to 8/31/15, you will not be able to enter a new date range before 9/1/15.
3. You can enter a range for the full year and enter any vacations from teaching in Exceptions.

Once you’ve entered your availability, you, or administrative staff, can start to build your schedule. It is helpful to open the Schedule (View Schedule) in a separate browser window so you can reference the schedule when finding days and times to teach.


TRACKING YOUR TEACHING HOURS

Using the Hours tab, you can quickly check on the number of hours you are teaching within any date range. You can view these by individual lesson or class in full detail, by meeting date and in summary. Checking accuracy on this page helps both you and school administrators effectively track your teaching.

Schedule
Group Classes
Private Lessons
New Students
Notes & Files
Hours

From: To:

Show by Attendance Hours



Instructor ID	Employee No	Last Name	First Name	Role Type	Pay Rate	Sum Of Hours	Sum Of Total Pay
31487		Bogart	Humphrey	MISSING_		7.00	0.00
31487		Bogart	Humphrey	PRIVATE	25.00	1.50	37.50
31487		Bogart	Humphrey	SECONDRY	55.00	22.50	1237.50

PayRateRole Type	PayRateRole Amount	Effective Start Date	Effective End Date
PRIVATE	\$25.00	3/2/2015	9/30/2015
SECONDRY	\$55.00	5/18/2015	8/28/2015