

Using SASIxp Classroom

Login

Double click the CLASSxp icon located on the desktop.

Type in the User ID and password provided by the administrator.

Press Enter or click the Login button in the bottom right corner of the screen.

A list of the available classes should appear on the screen.

Attendance

Start this after the tardy bell.

Double click the Attendance class. This is the only class that can be used to take attendance each morning.

A seating chart and class information window will appear on the screen.

Click Class on the menu bar.

Click Take Attendance from the options displayed.

The menu bar at the top of the screen should have a message indicating attendance is being taken for the class. The date will also be displayed.

Click only on the students who are not present. The default reason is NC. This will be updated in the office after the parents are phoned.

If a mistake is made, click the student again and the NC will disappear.

After all students that are absent have been marked, click the menu bar where it says

Click Here When Finished.

The options File, Edit, Data, Class, ect. will appear on the menu bar again.

The office will make the needed calls to the parents and update the attendance. If a student is tardy the office will code this in SASI. **Do not** change any attendance during the day.

Checking attendance

Click the student whose attendance needs to be checked.

Click Personal on the menu bar.

Click Student Attendance from the list of options.

The student's attendance history will be displayed on the screen.

OR

Right click the student and choose Student Attendance from the options.

Changing classes

In the Class Information window, click the down arrow in the select class box.

Click the class needed.

The seating chart on the left of the screen will update to reflect that class.

Adding Seating charts

A new seating chart should be created for each class. This will enable the teacher to drag and drop students to reflect the correct seating order.

Click Class on the menu bar.

Click Seating Charts.

A window with a list of available seating charts for that class will appear on the right side of the screen.

Type the name for the seating chart in the Charts Name dialog box.

Click the Add option on the right of the window.

A blank seating chart will appear on the left side of the screen.

Click the Student List option on the right of the window.

Drag and drop the appropriate students to the seating chart on the left side of the screen.

Drag and drop students to different seats during the year as changes are made.

Close the Student List window by clicking the X in the upper right corner.

Close the Seating Chart window by clicking the X in the upper right corner.

The seating chart created will be available in that section only. Create additional seating charts in all other sections.

The Alphabetical seating chart cannot be changed.

Class Grading

Change to the class that the grades need to be checked.

Click Performance on the menu bar.

Click Class Grades from the options.

Click Grades, Progress, or Cancel depending on the task to perform.

Click Grades, progress reports are not tracked in SASI.

The screen will display the class grades, comments, and absences for that section only.

Click Close in the bottom right corner to close the window.

Student Grades

Click once on the individual students name.

Click Performance on the menu bar.

Click Student Grades from the options.

The screen will display the student's grades for each sections they are scheduled in.

Click Close in the bottom right corner to close the window.

Student Demographics

Click once on the individual student name.

Click Personal on the menu bar.

Click any feature from the options.

OR

Right click the student name and choose the feature to use.

Logout

Click File on the menu bar.

Click Quit at the bottom of the list.

Never use the X in the upper right corner to close SASIxp Classroom.