

TEAMS – What is it?

- Web-based program used to:
 - Take daily attendance
 - Add grades/comments/conduct to grade book

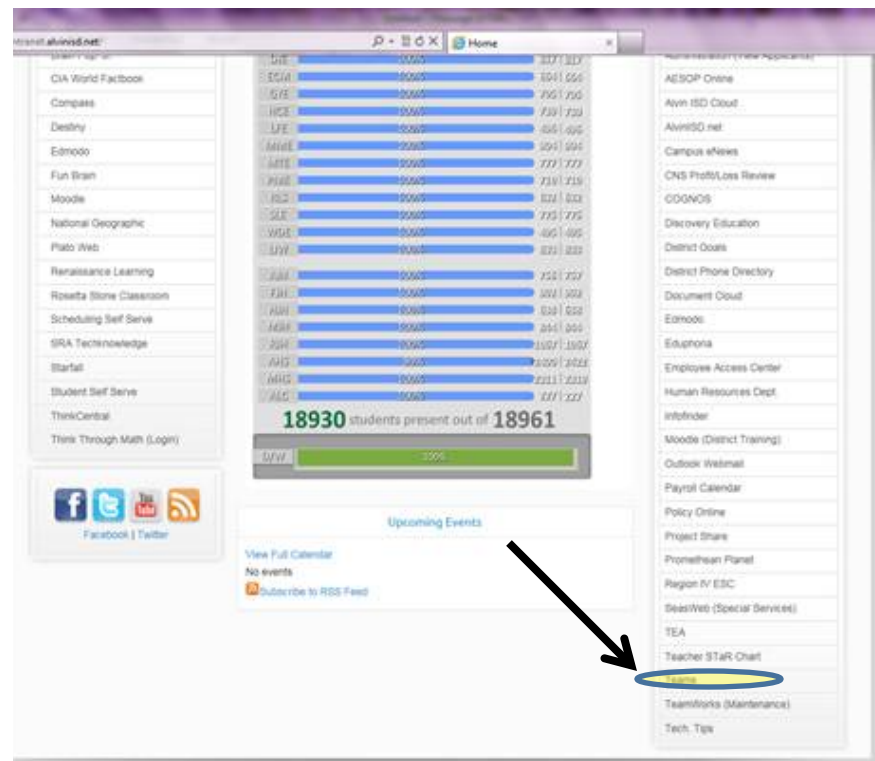
What you will learn in TEAMS

- Login
- Take attendance



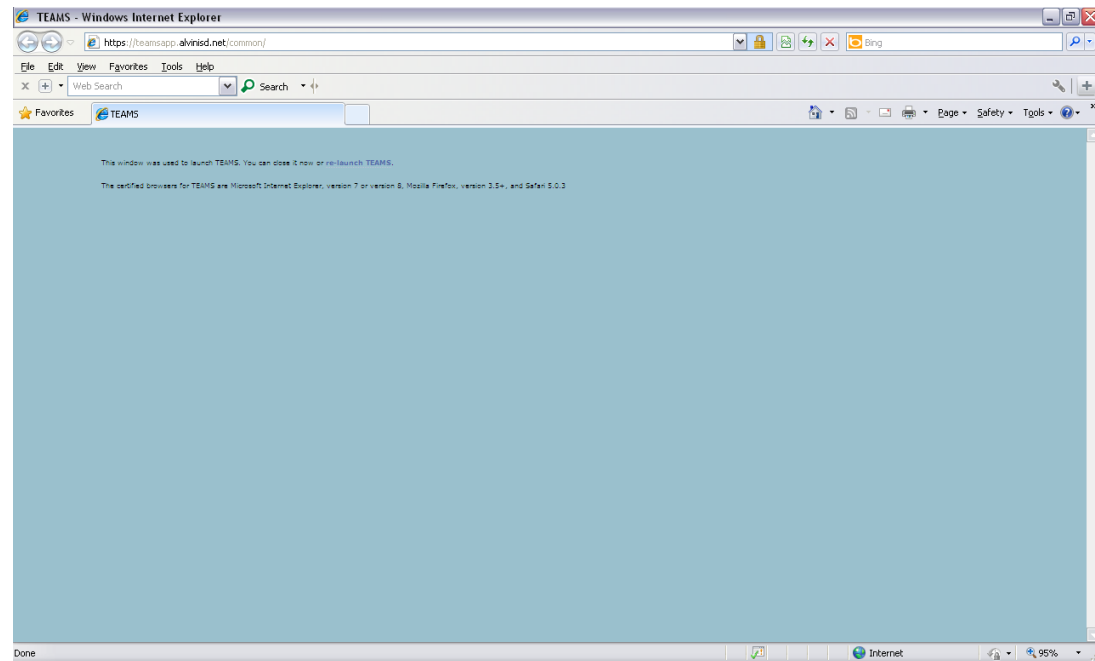
TEAMS

- Open Google Chrome. From the homepage, scroll down until you see “TEAMS” in the menu on the right.
- Click on “TEAMS”



TEAMS - Login

- There should be a 2nd window that opens once you click on “TEAMS”. If you get this page, you will need to click “allow pop-ups” in your browser.





Welcome

Login

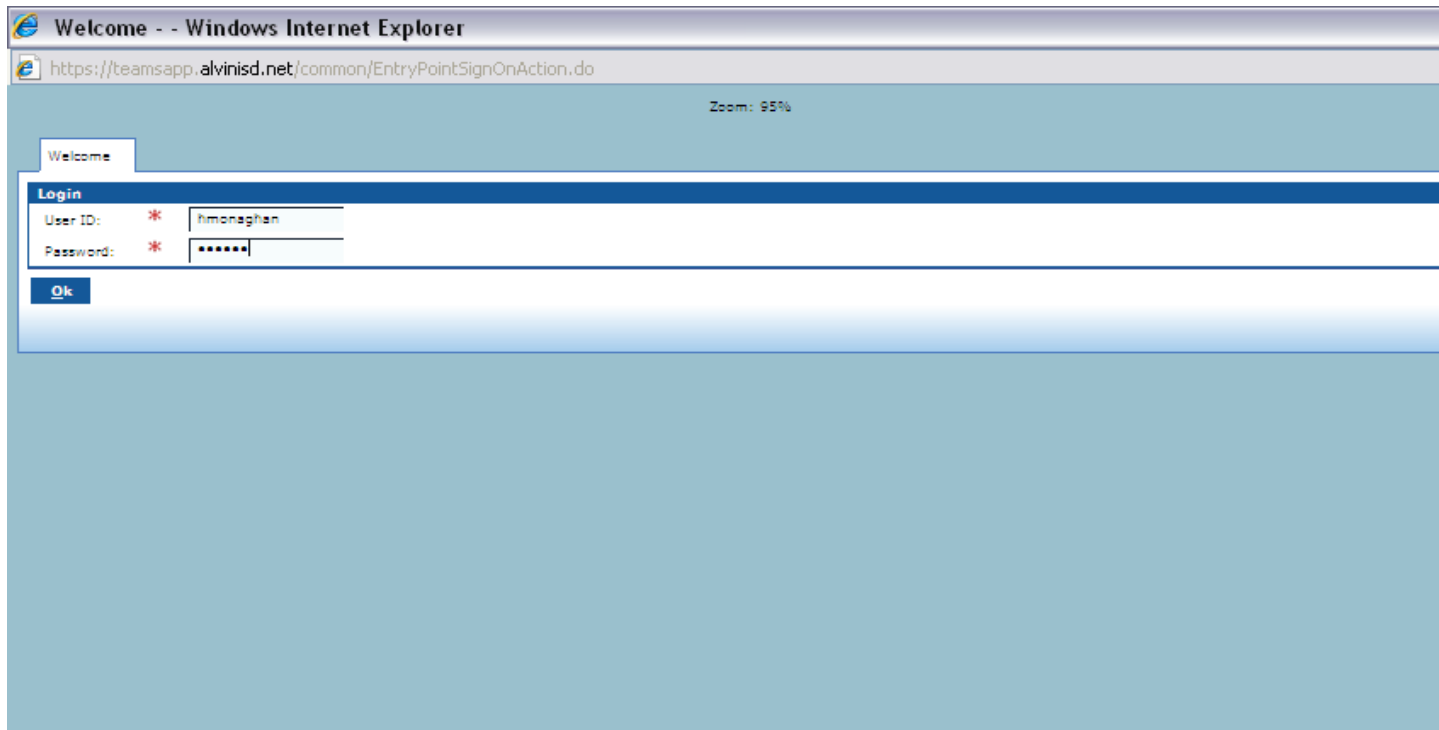
User ID: *

Password: *

Ok

TEAMS - Login

- User ID: First initial + last name
- Password: first + last initial + last 4 of SSN





Zoom: 95%

Home

Help

Homepage

Welcome: Teacher - Elementary School



ALVIN INDEPENDENT SCHOOL DISTRICT

Welcome to the TEAMS Employee Home

Page.

[Expand All](#) / [Collapse All](#)

Teacher Menu

My Reports



TEAMS is a product of Prologic Technology Systems, Inc.

This application requires the Adobe Acrobat Reader. [Adobe Acrobat Reader](#)

TEAMS – Taking attendance

- Click on “Teacher menu”

Homepage

Welcome: Teacher - Elementary School



ALVIN INDEPENDENT SCHOOL DISTRICT


Welcome to the TEAMS Employee Home Page.

[Expand All](#) / [Collapse All](#)

Teacher Menu **My Reports**

TEAMS – Taking attendance

- Click on “Take Classroom Attendance”



The screenshot displays the TEAMS Employee Home Page for Alvin Independent School District. At the top left is the school district logo, and the title "ALVIN INDEPENDENT SCHOOL DISTRICT" is partially visible. The main heading reads "Welcome to the TEAMS Employee Home Page." To the right of this heading are links for "Expand All" and "Collapse All", and a search box labeled "Search". Below the heading, there are two main menu areas. On the left, the "Teacher Menu" is expanded, showing three options: "Take Classroom Attendance" (which is highlighted with a yellow oval and pointed to by a black arrow), "Enter Classroom Grading", and "Maintain Teacher Gradebook Category". On the right, there is a "My Reports" menu with a downward arrow. A small logo is visible in the bottom right corner of the page.

Classroom Attendance

Attendance Date: * 02-08-2013 Friday

Section Periods

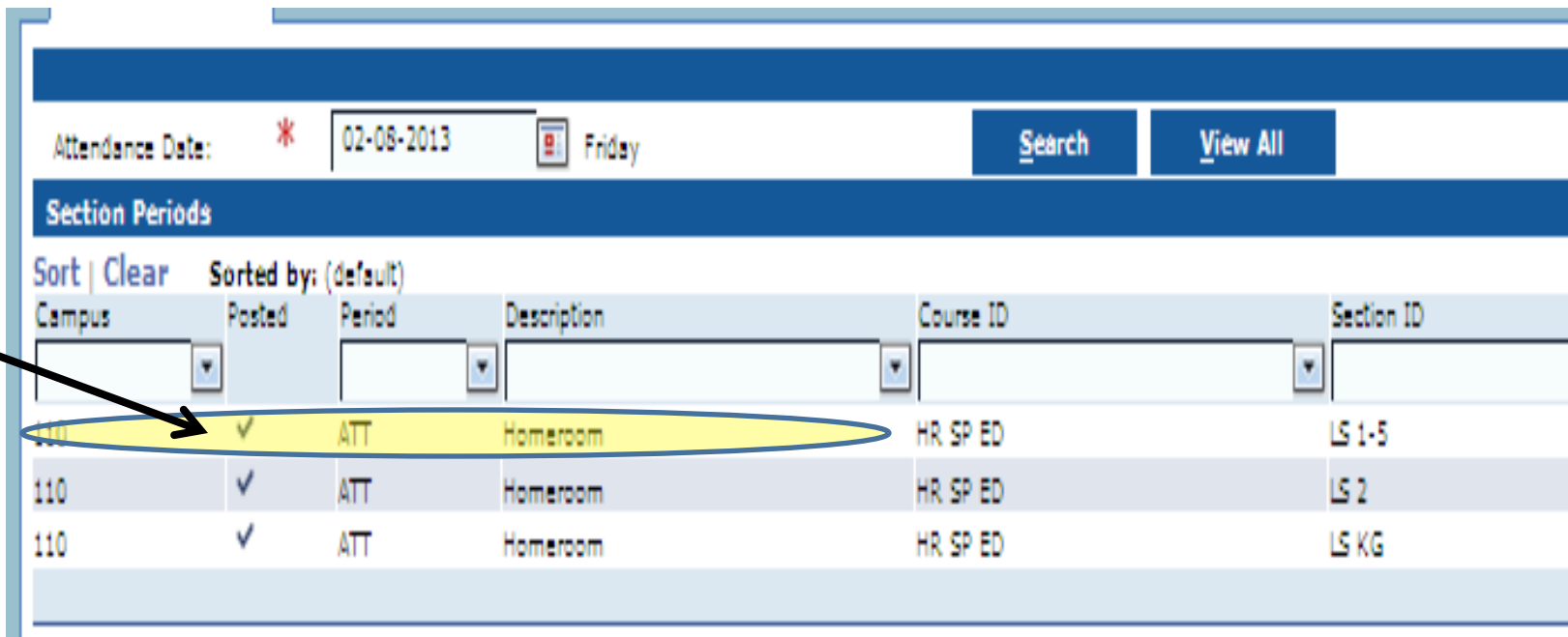
Sort | Clear Sorted by: (default)

Campus	Posted	Period	Description	Course ID	Section ID	Term	Part	Day	Teacher Name	Parent/Child
110	✓	ATT	Homeroom	HR SP ED	LS 1-5	S2	2	T	Monaghan, Heather	
110	✓	ATT	Homeroom	HR SP ED	LS 2	S2	2	T	Monaghan, Heather	
110	✓	ATT	Homeroom	HR SP ED	LS KG	S2	2	T	Monaghan, Heather	

record count: 3 of 3

TEAMS – Taking attendance

- Double click on the class you want to take attendance for



Attendance Date: * 02-08-2013 Friday [Search](#) [View All](#)

Section Periods

Sort | Clear Sorted by: (default)

Campus	Posted	Period	Description	Course ID	Section ID
110	✓	ATT	Homeroom	HR SP ED	LS 1-5
110	✓	ATT	Homeroom	HR SP ED	LS 2
110	✓	ATT	Homeroom	HR SP ED	LS KG

Student Roster

View: Course/Section:

Scheduled Students										
Student Name	P	A	T	Reason	Local ID	G	GL	SCH	Links	
o, Jesus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		133431	M	05	110	<input checked="" type="checkbox"/>	<input type="button" value="P"/> <input type="button" value="D"/> <input type="button" value="S"/> <input type="button" value="A"/> <input type="button" value="G"/>
Dean Petty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		105721	M	03	110	<input checked="" type="checkbox"/>	<input type="button" value="P"/> <input type="button" value="D"/> <input type="button" value="S"/> <input type="button" value="A"/> <input type="button" value="G"/>
on Luis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		129752	M	04	110	<input checked="" type="checkbox"/>	<input type="button" value="P"/> <input type="button" value="D"/> <input type="button" value="S"/> <input type="button" value="A"/> <input type="button" value="G"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		099798	M	05	110	<input checked="" type="checkbox"/>	<input type="button" value="P"/> <input type="button" value="D"/> <input type="button" value="S"/> <input type="button" value="A"/> <input type="button" value="G"/>

record count: 4 of 4

Dropped Students										
Sort	Clear	Sorted by:	Student Name	Drop Date	Local ID	G	GL	SCH	Links	
<input type="button" value="Sort"/>	<input type="button" value="Clear"/>	(default)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

record count: 0 of 0

TEAMS – Taking attendance

- If a student is **present**, you do not need to do anything. If a student is **absent**, click on the “A” button for their name. If a student was **tardy**, click on the “T” by their name.



Student Name	P	A	T
[Redacted] No, Jesus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Redacted] y Dean Petty	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
[Redacted] an Luis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Redacted]	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

TEAMS – Taking attendance

- When you are finished, click “Post”

The screenshot displays the TEAMS interface for taking attendance. At the top, it shows 'View: | Class Roster in List View' with a dropdown arrow. Below this is a section titled 'Scheduled Students' with a table. The table has a header 'Student Name' and three rows of data: 'o, Jesus', 'Dean Petty', and 'an Luis'. A blue rectangular box is overlaid on the table. Below the table is a row of four buttons: 'Post', 'Cancel', 'Print', and 'Quick Print'. The 'Post' button is highlighted with a yellow circle, and a black arrow points to it from the left. Below the buttons is a section titled 'Dropped Students' with 'Sort | Clear' and 'Sorted by: (default)'. Below this is a table with a header 'Student Name' and one empty row.

TEAMS – Taking attendance

- Click “OK”

Tardy Students

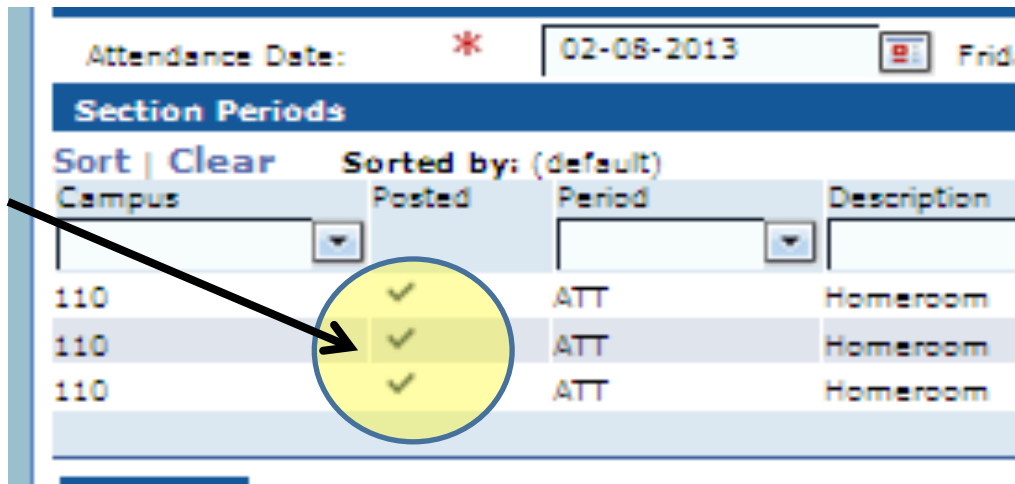
Sort | Clear Sorted by: (default)

Student Name	Local ID	Tardy Reason

Ok Cancel

TEAMS – Taking attendance

- When you are finished, your class(es) should have a green check mark next to it/them.



The screenshot shows the TEAMS attendance interface. At the top, the 'Attendance Date' is set to 02-08-2013 (Friday). Below this is a 'Section Periods' table. The table has columns for 'Campus', 'Posted', 'Period', and 'Description'. The 'Posted' column contains green checkmarks for three rows, indicating that attendance has been taken for these sections. A blue circle highlights the checkmarks, and an arrow points to them from the left.

Campus	Posted	Period	Description
110	✓	ATT	Homerroom
110	✓	ATT	Homerroom
110	✓	ATT	Homerroom

TEAMS

- When you have finished taking all of your attendance, just close the internet.
- You are finished!

