

Praxi Homeroom Teacher

How to record your student's
Homeroom Attendance

TRA 2019-2020

LOGIN

You **MUST** log in with the Teacher link you were sent.
You **CANNOT** log attendance from the Parent Portal!



DO IT LIVE! DO IT ONCE! DO IT PRAXI!

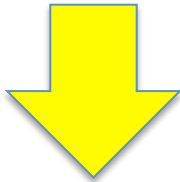
[Forgot your password?](#)

School Id: Staff Id: Password:

IP: 108.90.160.133 - (s2)

 Login

When logged in as Homeroom Teacher, you will initially see this screen. There are many items visible, but you will ONLY need to click on CLASSROOM





The screenshot displays the PraxiSchool interface for School 6641. The top navigation bar includes links for Classroom, Settings, and Logout. The Classroom link is highlighted with a blue background. Below the navigation bar, there is a sidebar on the left labeled 'ANNOUNCEMENTS'. The main content area features an 'Announcements' section with a search bar and a list of updates. The updates include:

- Assign Staff Security from Staff File -- August 14, 2019 (Admin Staff)
- Volunteer Hours -- August 7, 2019 (Admin | Accounting | Registrar)
- **Don't Forget to End Your School Year - INSTRUCTIONS BELOW -- August 1, 2019 (Admin)


From the drop down box, click on the word Classroom.


ANNOUNCEMENTS







 Classroom **Settings** Logout 1079-Mr. Snurd (s2)

Classroom 

Authorized Family

Announcement  Student Homework

Updates since: 07-21-2019 

-  **Assign Staff Security from Staff File -- August 14, 2019** **Admin Staff** 
-  **Volunteer Hours -- August 7, 2019** **Admin | Accounting | Registrar** 
-  ****Don't Forget to End Your School Year - INSTRUCTIONS BELOW -- August 1, 2019** **Admin** 

At the bottom of the screen, you should see your Homeroom and your name as teacher. (We have set up a humorous fictitious teacher and student for this demo!) You can see that this is Mr. Snurd's Homeroom Class. NOW you will click on the Classroom link where you see the yellow arrow.

The screenshot shows the PraxiSchool interface for School 6641. At the top, there are navigation tabs for Classroom, Settings, and Logout. Below these are various icons for home, calendar, and documents. The main navigation bar includes links for Classes, Classroom (highlighted with a yellow arrow), Assignments, Grade Book, Communications, Reports, and Assign Seats. The date 08-25-2019 is displayed in the top right. Below the navigation bar, the current class is identified as 1221 - Homeroom - with the teacher Mr. Snurd. The interface includes a search bar, a table of class details, and a 'Show on Portal' section with various display options.

Grade Book / Classroom

Rounding: 0 places
 Components: Percent
 Calc By: Grade
 Report Card: Both

Marked Components On Card
 Show Only Components On Card
 On I/C Clear Grade
 L/P Desc

Incompletes: No Avg as Zero

Rows: 1 Cols: 5
 Print Lunch Rect

Show on Portal

Hide On Portal
 Score
 Component
 Comments
 Assignment Avg

Weight
 Nbr Grade
 Letter
 GPA
 Incomplete

Assignment Widget Title From:
 N/A Lesson Assignment

Search: Search Classid / Subject / Teacher

(You do not need to click header row.
 After Selected, Press Enter or Tab or Click Out of Search Box)

id	Course	Teacher	Enroll...	Room	Grade	CourseId	Grade Scale	Mon	Tue	Wed	Thu	Fri	Rows	Cols	Comm	Rnd Grd
1221	Homeroom	Mr. Snurd	1		MS/...	1156	TRA Scale	01	01	01	01	01	1	5	Yes	0

FIRST check the date that is marked on the right hand of the screen. Now just above the photo you will see a box that says Mark with a green check.

Click that box and you will see a check mark show up for present right by your student's name.

CLASSROOM

CLASSROOM School 6641

Classroom Settings Logout

1 Mr. Snurd (s2)


08-21-2019

Classes Classroom Lesson Plans Assignments Grade Book Communications Reports Assign Seats

✓ Mark All Present Clear All Attendance Attendance Grid Legend GP1 08-12 thru 10-11 2019-20

Seating Chart Both Grid Discipline Class Info Attendance Lunch Student Communications Seating Chart

Snurd, Morty

	Pres	7	0
	Absent	0	0
	Tardy	0	0

Pos Neg Non

We have now taken attendance for this day. You can see the green check mark beside Morty's name in the blue box.

You are DONE!

The screenshot displays the PraxiSchool Classroom Management System interface. The top navigation bar includes 'Classroom', 'Settings', and 'Logout'. The main menu features 'Classes', 'Classroom', 'Lesson Plans', 'Assignments', 'Grade Book', 'Communications', 'Reports', and 'Assign Seats'. The date '08-19-2019' is highlighted in a red box. The interface shows a 'Mark' section with a green checkmark, 'All' selected, and 'Present' chosen from a dropdown. A 'Clear All Attendance' button and an 'Attendance Grid' link are also visible. The 'GP1 08-12 thru 10-11 2019-20' period is indicated. Below the menu, the 'Attendance' tab is selected, with 'Student' checked. The student profile for 'Snurd, Morty' is shown in a blue box with a green checkmark. The profile includes a photo and the following statistics: Pres 7 0, Absent 0 0, Tardy 0 0, Pos 0, Neg 0, Non 0.

PRAXISCHOOL™
School 6641

1079-Mr. Snurd (s2)

Classes Classroom Lesson Plans Assignments Grade Book Communications Reports Assign Seats

08-19-2019

Mark All Present Clear All Attendance Attendance Grid Legend GP1 08-12 thru 10-11 2019-20

Seating Chart Both Grid Discipline Class Info Attendance Lunch Student Communications Seating Chart

Snurd, Morty ✓

Pres 7 0
Absent 0 0
Tardy 0 0
Pos 0 Neg 0 Non 0

There are several other options for taking attendance by the week instead of daily. I will add more Power Points as I learn the procedures.

Thank you!