

Getting Started with SOCRATES Plus Class Attendance Screen

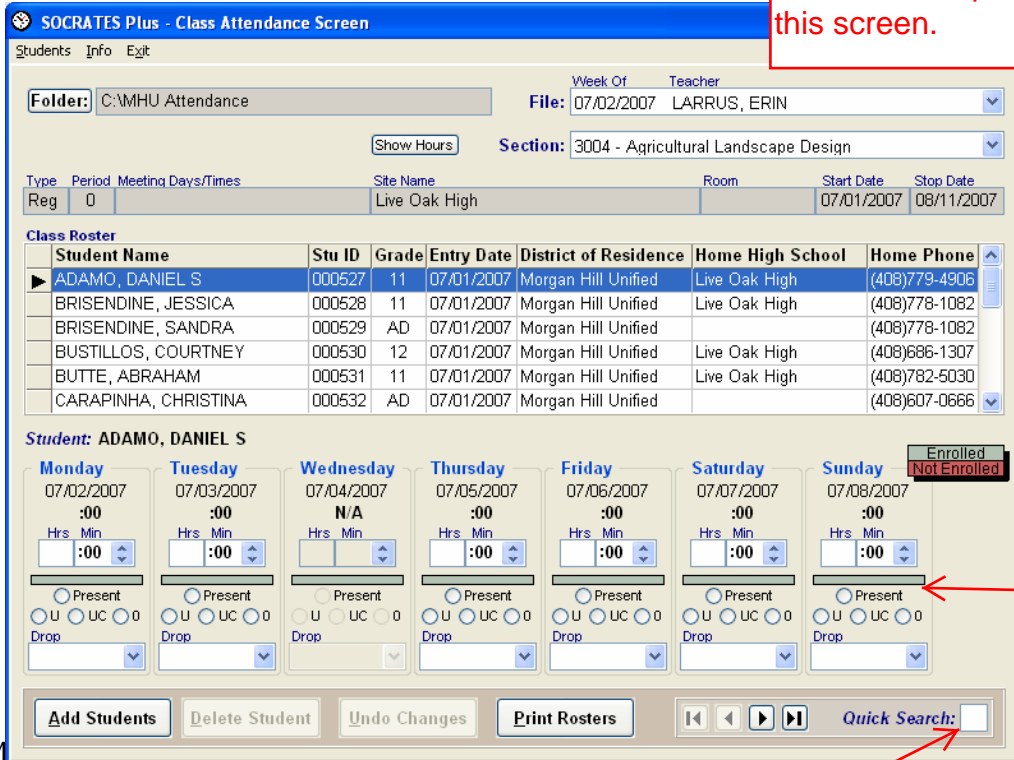


Before you can start inputting attendance, you will need to designate a folder to save the attendance files.

The SocPlus Attendance Program will automatically show a directory for you to choose from.

In this example, the folder created is MHU Attendance.

Highlight your designated folder and click OK



SocPlus will open the attendance files to this screen.

The green bar under the hours/minutes indicate the student is enrolled.

Quick Search enables you to type in the first letter of a last name and go directly to that portion of the roster

SOCRATES Plus - Class Attendance Screen

Students Info Exit

Folder: C:\MHU Attendance File: 07/02/2007 LARRUS, ERIN

Show Hours Section: 07/02/2007 LARRUS, ERIN

Type Period Meeting Days/Times Site Name

Reg 0 Live Oak High

Week Of	Teacher
07/02/2007	LARRUS, ERIN
07/09/2007	LARRUS, ERIN
07/16/2007	LARRUS, ERIN
07/23/2007	LARRUS, ERIN
07/30/2007	LARRUS, ERIN
07/02/2007	STEBNER, SCOTT
07/09/2007	STEBNER, SCOTT
07/16/2007	STEBNER, SCOTT

Student Name	Stu ID	Grade	Entry Date	District	Home High School	Home Phone
ADAMO, DANIEL S	000527	11	07/01/2007	Morgan Hill Unified	Live Oak High	(408)779-4906
BRISENDINE, JESSICA	000528	11	07/01/2007	Morgan Hill Unified	Live Oak High	(408)778-1082
BRISENDINE, SANDRA	000529	AD	07/01/2007	Morgan Hill Unified	Live Oak High	(408)778-1082
BUSTILLOS, COURTNEY	000530	12	07/01/2007	Morgan Hill Unified	Live Oak High	(408)686-1307
BUTTE, ABRAHAM	000531	11	07/01/2007	Morgan Hill Unified	Live Oak High	(408)782-5030
CARAPINHA, CHRISTINA	000532	AD	07/01/2007	Morgan Hill Unified	Live Oak High	(408)607-0666

Student: ADAMO, DANIEL S

Monday 07/02/2007 :00
Hrs Min :00
Present U UC 0 Drop

Tuesday 07/03/2007 :00
Hrs Min :00
Present U UC 0 Drop

Wednesday 07/04/2007 N/A
Hrs Min
Present U UC 0 Drop

Thursday 07/05/2007 :00
Hrs Min :00
Present U UC 0 Drop

Friday 07/06/2007 :00
Hrs Min :00
Present U UC 0 Drop

Saturday 07/07/2007 :00
Hrs Min :00
Present U UC 0 Drop

Sunday 07/08/2007 :00
Hrs Min :00
Present U UC 0 Drop

Enrolled Not Enrolled

Add Students Delete Student Undo Changes Print Rosters Quick Search:

Maneuver between teacher's attendance weeks using the drop down box

SOCRATES Plus - Class Attendance Screen

Students Info Exit

Folder: C:\MHU Attendance File: 07/16/2007 STEBNER, SCOTT

Show Hours Section: 3004 - Agricultural Landscape Design

Type Period Meeting Days/Times Site Name

Reg 0 Live Oak High

Week Of	Teacher
07/16/2007	STEBNER, SCOTT

Section
3004 - Agricultural Landscape Design
3004 - Agricultural Landscape Design

Student Name	Stu ID	Grade	Entry Date	District of Residence	Home High School	Home Phone
ADAMO, DANIEL S	000527	11	07/01/2007	Morgan Hill Unified	Live Oak High	(408)779-4906
BRISENDINE, JESSICA	000528	11	07/01/2007	Morgan Hill Unified	Live Oak High	(408)778-1082
BRISENDINE, SANDRA	000529	AD	07/01/2007	Morgan Hill Unified	Live Oak High	(408)778-1082
BUSTILLOS, COURTNEY	000530	12	07/01/2007	Morgan Hill Unified	Live Oak High	(408)686-1307
BUTTE, ABRAHAM	000531	11	07/01/2007	Morgan Hill Unified	Live Oak High	(408)782-5030
CARAPINHA, CHRISTINA	000532	AD	07/01/2007	Morgan Hill Unified	Live Oak High	(408)607-0666

Student: ADAMO, DANIEL S

Monday 07/02/2007 :00
Hrs Min :00
Present U UC 0 Drop

Tuesday 07/03/2007 :00
Hrs Min :00
Present U UC 0 Drop

Wednesday 07/04/2007 N/A
Hrs Min
Present U UC 0 Drop

Thursday 07/05/2007 :00
Hrs Min :00
Present U UC 0 Drop

Friday 07/06/2007 :00
Hrs Min :00
Present U UC 0 Drop

Saturday 07/07/2007 :00
Hrs Min :00
Present U UC 0 Drop

Sunday 07/08/2007 :00
Hrs Min :00
Present U UC 0 Drop

Enrolled Not Enrolled

Print Rosters Undo Changes Quick Search:

Maneuver between sections using the drop down box

Absences are denoted by clicking U, UC or 0

SOCRATES Plus - Class Attendance Screen

Students Info Exit

Folder: C:\MHU Attendance File: 07/02/2007 STEBNER, SCOTT

Show Hours Section: 9007 - Agricultural Landscape Design

Type	Period	Meeting Days/Times	Site Name	Room	Start Date	Stop Date
Reg			Ann Sobrato High		07/01/2007	08/11/2007

Class Roster

Student Name	Stu ID	Grade	Entry Date	District of Residence	Home High School	Home Phone
BARTON, ROBERT R	000506	AD	07/01/2007	Morgan Hill Unified		(408)776-1255
GOMES, VERA	000507	AD	07/01/2007	Morgan Hill Unified		(408)779-0217
LEE, YVONNE	000508	AD	07/01/2007	Morgan Hill Unified		(408)927-0985
MARISCLAN, JENENETTA P	000509	12	07/01/2007	Morgan Hill Unified	Ann Sobrato High	(408)843-7985
MARISCLAN, SOYLA F	000510	AD	07/01/2007	Morgan Hill Unified		(408)843-7985
MARTIN, KAREN	000511	AD	07/01/2007	Morgan Hill Unified		(408)779-7029

Student: BARTON, ROBERT R

Enrolled Not Enrolled

Monday 07/02/2007 :00
Hrs Min :00
Present U UC O Drop

Tuesday 07/03/2007 :00
Hrs Min :00
Present U UC O Drop

Wednesday 07/04/2007 N/A
Hrs Min
Present U UC O Drop

Thursday 07/05/2007 :00
Hrs Min :00
Present U UC O Drop

Friday 07/06/2007 :00
Hrs Min :00
Present U UC O Drop

Saturday 07/07/2007
Hrs
Present U UC O Drop

Sunday 07/08/2007
Hrs
Present U UC O Drop

Drop a student by using the drop down box and pick a reason that applies

A - Administratively Separated
 C - Child Care Needs
 E - Obtained Employment
 F - Family Issues

SOCRATES Plus - Class Attendance Screen

Students Info Exit

Folder: C:\MHU Attendance File: 07/02/2007 STEBNER, SCOTT

Show Hours Section: 9007 - Agricultural Landscape Design

Type	Period	Meeting Days/Times	Site Name	Room	Start Date	Stop Date
Reg			Ann Sobrato High		07/01/2007	08/11/2007

Class Roster

Student Name	Stu ID	Grade	Entry Date	District of Residence	Home High School	Home Phone
BARTON, ROBERT R	000506	AD	07/01/2007	Morgan Hill Unified		(408)776-1255
GOMES, VERA	000507	AD	07/01/2007	Morgan Hill Unified		(408)779-0217
LEE, YVONNE	000508	AD	07/01/2007	Morgan Hill Unified		(408)927-0985
MARISCLAN, JENENETTA P	000509	12	07/01/2007	Morgan Hill Unified	Ann Sobrato High	(408)843-7985
MARISCLAN, SOYLA F	000510	AD	07/01/2007	Morgan Hill Unified		(408)843-7985
MARTIN, KAREN	000511	AD	07/01/2007	Morgan Hill Unified		(408)779-7029

Student: BARTON, ROBERT R

Enrolled Not Enrolled

Monday 07/02/2007 :00
Hrs Min :00
Present U UC O Drop

Tuesday 07/03/2007 :00
Hrs Min :00
Present U UC O Drop

Wednesday 07/04/2007 N/A
Hrs Min
Present U UC O Drop

Thursday 07/05/2007 :00
Hrs Min :00
Present U UC O Drop

Friday 07/06/2007 :00
Hrs Min :00
Present U UC O Drop
H - Personal

Saturday 07/07/2007 :00
Hrs Min
Present U UC O Drop

Sunday 07/08/2007 :00
Hrs Min
Present U UC O Drop

The remainder of the students possible attendance hours will be zeroed out.

The line under hours/minutes is now red to denote the student is not enrolled

SOCRATES Plus - Class

Students Info Exit

Folder: C:\MHU Attendance

Type Period Meeting Days/Ti
Reg 0

Class Roster

Student Name	ID	Grade	Entry Date
ADAMO, DANIEL S	000527	11	07/01/20
BRISENDINE, JESSICA	000528	11	07/01/20
BRISENDINE, SANDRA	000529	AD	07/01/20
BUSTILLOS, COURTNEY	000530	12	07/01/20

SocPlus now allows changes to be made using the attendance screen

Click on Students and choose change selected student information

Add new students using the student option and choosing - add students

Add Students

First Name Init Last Name

Entry date: 09/04/2007

Grade level: 9 10 11 12 Adult

Add Quit

Change Student Information

First Name Init Last Name

JESSICA BRISENDINE

Home phone: (408)778-1082

Grade level: 9 10 11 12 Adult

Change Quit

SOCRATES Plus - Class Attendance Screen

Students Info Exit

Folder: C:\MHU Attendance

Week Of Teacher
File: 07/23/2007 MYRVOLD, PAUL

Show Hours Section

Site Name
James Boys Ranch

ID	Grade	Entry Date	Distr
502	12	07/02/2007	Sant
504	12	07/02/2007	Sant
486	11	07/02/2007	Sant
EYLER, JEAN PAUL H	000497	12	07/02/2007
FONG, ALLEN	000558	12	07/02/2007
GUTIERREZ, RICARDO	000493	11	07/02/2007

Student: AHMAD, ALI

Monday	Tuesday	Wednesday	Thursday
07/23/2007 4:00	07/24/2007 4:00	07/25/2007 4:00	07/26/2007 4:00
Hrs Min 4 :00	Hrs Min 4 :00	Hrs Min 4 :00	Hrs Min 4 :00
<input checked="" type="radio"/> Present <input type="radio"/> U <input type="radio"/> UC <input type="radio"/> 0	<input checked="" type="radio"/> Present <input type="radio"/> U <input type="radio"/> UC <input type="radio"/> 0	<input checked="" type="radio"/> Present <input type="radio"/> U <input type="radio"/> UC <input type="radio"/> 0	<input checked="" type="radio"/> Present <input type="radio"/> U <input type="radio"/> UC <input type="radio"/> 0
Drop	Drop	Drop	Drop

Change Thursday's default time for this section

Change time from 4:00 to 4 :00

NOTE: All students with Thursday attendance of 4:00 will receive the new time.

Change Quit

Add Students Delete Student Undo Changes Print Rosters Quick Search:

Hours can be changed by clicking on the wrench tool

Please note this will change all student hours for that particular day

SOCRATES Plus - Class Attendance Screen

Students Info Exit

Folder: C:\MHU Attendance File: 07/30/2007 MYRVOLD, PAUL

Show Hours Section: 7020 - Welding

Type Period Meeting Days/Times Site Name Room Start Date Stop Date
 Reg M-F, 8:00am - 12:00pm James Boys Ranch 07/02/2007 06/13/2008

Class Roster

Student Name	Stu ID	Grade	Entry Date
AHMAD, ALI	000502	12	07/02/2007
CHQUITO, JUAN	000504	12	07/02/2007
DURAN, RAYMUNDO	000486	11	07/02/2007
EYLER, JEAN PAUL H	000497	12	07/02/2007
	58	12	07/02/2007
	93	11	07/02/2007

Attendance Hours

Section 7020
Week of 07/30/2007

	Hours	Minutes
High School	200.00	200 hrs, 00 min
Adult	0.00	0 hrs, 00 min
Total	200.00	200 hrs, 00 min

OK

4:00 4:00 4:00 4:00
 Hrs Min Hrs Min Hrs Min Hrs Min
 :00 :00 :00 :00
 Present U UC 0
 Drop

Add Students Delete Student Undo Changes Print Rosters Quick Search:

SocPlus will show the hours earned for a specific week of the section currently being worked on - click Show Hours

SOCRATES Plus - Class Attendance Screen

Students Info Exit

Folder: C:\MHU Attendance File: 07/02/2007 STEBNER, SCOTT

Show Hours Section: 9007 - Agricultural Landscape Design

Type Period Meeting Days/Times Site Name Room Start Date Stop Date
 Reg Ann

Class Roster

Student Name	Stu ID	Grade
BARTON, ROBERT R	000506	AD
GOMES, VERA	000507	AD
LEE, YVONNE	000508	AD
MARISCLAN, JENENETTA P	000509	12
MARISCLAN, SOYLA F	000510	AD
MARTIN, KAREN	000511	AD

Print Rosters

Sections to select: 9007 - Agricultural Landscape Design

Show week of 07/02/2007 through week of 07/23/2007

Format of total hours: 123.50 (hours and hundredths) 123:30 (hours and minutes)

Print Quit

Wednesday 07/04/2007 N/A
 Hrs Min

Present U UC 0
 Drop

Add Students Delete Student Undo Changes Print Rosters Quick Search:

Print Rosters by clicking on Print Roster - from this point you can choose which weeks you want to print