

# Classroom 360 Mobile

## Overview

Classroom 360 Mobile is the next generation of SIS K-12 for teachers. The mobile app provides the ability to enter attendance and communication logs. Teachers can also view their class rosters, assignments, grades, attendance, student schedules, and other tools regularly used by teachers on mobile devices.

Classroom 360 Mobile includes some or all of the following, depend on your permissions:

- Class Actions
  - Attendance Entry
  - Add Communication Log entries
- Student Summary views (same as Classroom 360):
  - Announcements (District/School)
  - Assignments
  - Attendance
  - Grades
  - Fees & Billing
  - Student Schedule
- Additional Left-side menu for selected student (same as Classroom 360):
  - Academic History
  - Assignments
  - Attendance
  - Behavior
  - Communications Log
  - Student Details

## Attendance Entry

This function is used by the teachers responsible for daily attendance marking. This feature is designed to work on mobile devices when editing individual student attendance, such as adjusting attendance based on the office sign in/out sheet or scanning.

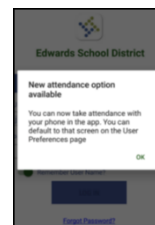
When accessed for the first time on a device, the following message displays; tap **OK** to continue.

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**NOTE:** If a teacher uses multiple devices, the New Option message displays the first time each device is used.

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By default, the Search Student screen displays. You may enter search criteria and tap **Search** to enter attendance student by



student or you can set the User Preferences for this device to default to the My Classes screen to enter attendance by roster instead (see below).

**Student Search**

Academic Year 2019-20


Select School  
Edwards High School

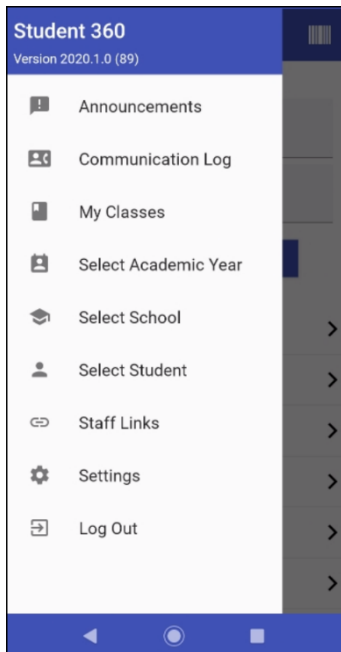
Last Name      First Name


Student #      **SEARCH**

- Barker, Michelle Kay** >  
Grade 11 - Edwards High School
- Brooks, Tazshia Z** >  
Grade 09 - Edwards High School
- Bryan, Savana V** >  
Grade 11 - Edwards High School
- Burger, Carly R** >  
Grade 10 - Edwards High School
- Bynoe, Anna N** >  
Grade 09 - Edwards High School
- Collins, Jeraka R** >  
Grade 11 - Edwards High School

The Select Student screen icons (left to right) include:


-  **Menu** – Click the icon to access the following options.

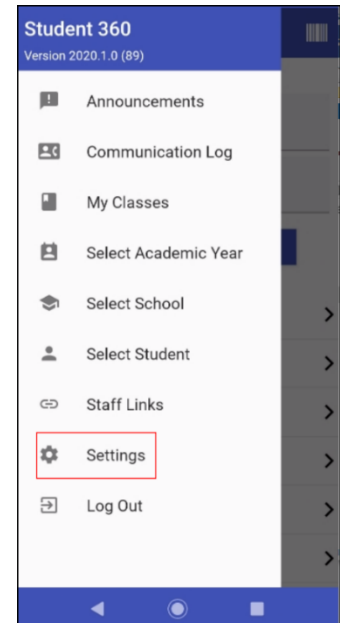


-  **Barcode** – Click the icon on this screen to scan an ID and view Student 360 for the a student.

## Setting User Preferences for Attendance

**NOTE:** User Preferences are specific to the current device. If other devices are used, preferences must be set on each one.

1. On the student search screen, tap the **Menu** icon  to display the options available if logged in as teacher.
2. Tap **Settings** to establish your preferences *for this device*.
3. Set **Classroom Attendance** preferences.
  - **Display Student Photo** – Defaults to on, only affects the attendance roster.
  - **Default Absence Code for Scanning** – Used for the ID barcode scanning version of attendance. If one is set, you can clear it.
  - **Go to My Classes at Login** – Defaults to off, turn it on to go straight to My Classes at login.
4. Once settings are correct, and tap the **Menu** icon to choose a new option (or tap Log Out).



**NOTE:** If a teacher uses multiple devices, the User Preferences must be set for each device.

## My Class Roster Screen

If User Preferences are set to default to My Classes, the My Classes screen displays a teacher's assigned classes and shows Course name/period, number Enrolled, course ID, Term, and attendance status. The status displays are the same as Classroom 360:

- **Red** – Attendance not taken
- **Half red/white** – Partial attendance entered by office
- **Green checkmark** – Attendance taken
- **Green P icon** – Perfect attendance recorded

 A screenshot of the 'My Classes' screen in the Student 360 app. The title is 'My Classes' and the school is 'Edwards High School'. The screen lists several classes with their enrollment counts and attendance status indicators.
 

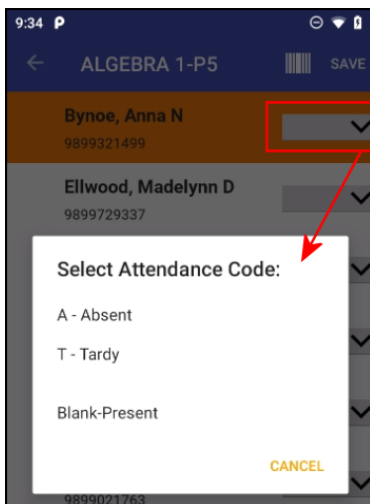
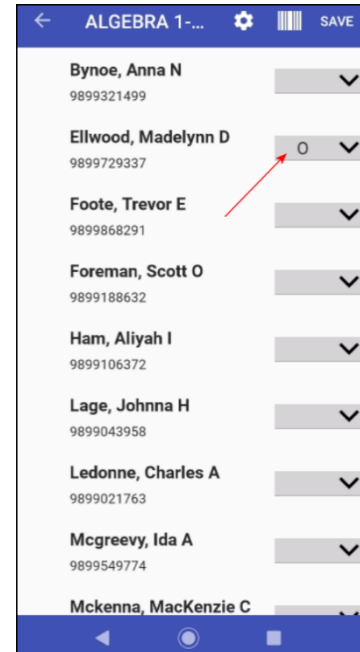
| Standard Subject - P1 | Enrolled | Attendance Status |
|-----------------------|----------|-------------------|
| Enrolled 1            | 1        | Red square        |
| Course S1010-01       |          |                   |
| Term Year             |          |                   |
| GEOMETRY - P2         | Enrolled | Attendance Status |
| Enrolled 11           | 11       | Green checkmark   |
| Course H3010-02       |          |                   |
| Term Year             |          |                   |
| BASIC MATH I/II - P2  | Enrolled | Attendance Status |
| Enrolled 1            | 1        | Green P icon      |
| Course H8301-01       |          |                   |
| Term Year             |          |                   |
| ALGEBRA 1 - P3        | Enrolled | Attendance Status |
| Enrolled 15           | 15       | Red square        |
| Course H3000-07       |          |                   |
| Term Year             |          |                   |
| GEOMETRY - P4 Lunch 3 | Enrolled | Attendance Status |
| Enrolled 10           | 10       | Red square        |
| Course H3010-03       |          |                   |
| Term Year             |          |                   |
| ALGEBRA 1 - P5        | Enrolled | Attendance Status |

## Entering Attendance by My Class Roster

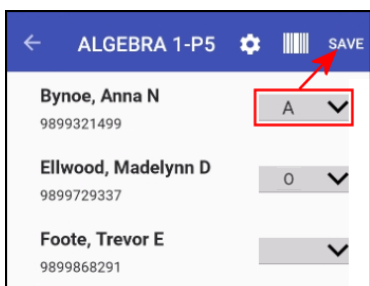
**NOTE:** Student Photos may or may not display depending on Preference settings.

- Tap any class to display the class roster.
  - Students' attendance defaults to Present (dropdown blank).
  - If you change nothing and tap **Save**, the class status is updated to **Perfect Attendance**.
  - If office/admin attendance is present (O appears), you change nothing, and you tap **Save**, class status is updated to **Attendance Taken**.
- To enter attendance, tap the dropdown arrow to the right of a student and tap the desired attendance code (or Cancel to abort). Tap the blank to leave it marked as Present.

**NOTE:** Access rights are required for editing existing attendance codes that *you did not enter*. Without access rights, you get a message that the code was entered by an office staff/admin and can't be changed.



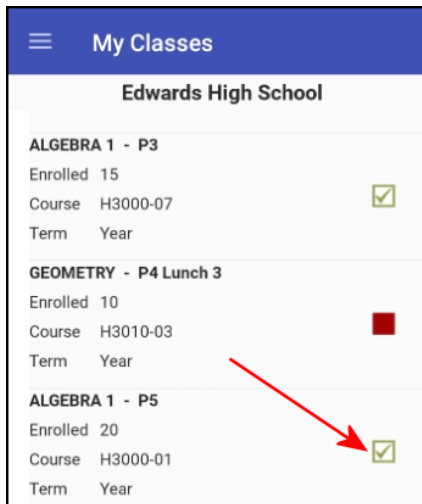
- Once you mark a student's attendance, the dropdown for that student shows the attendance code.



- When attendance for the roster is complete, tap **Save** (top right) to save and return to My Classes.

**NOTE:** Entries are not saved if you tap the Back Arrow on the top left.

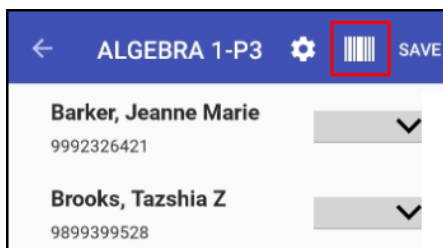
- The status of the class is updated.



6. If a student who was marked absent arrives late, you may update their entry to Tardy quickly using Student Search.

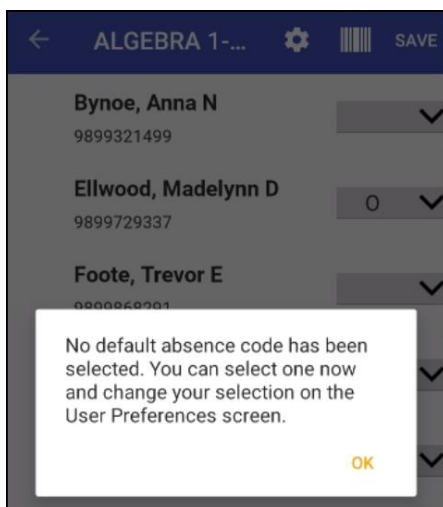
## Barcode Scanning for Mobile Attendance

1. To access barcode scanning, tap the **Barcode** icon on the Class Roster screen.



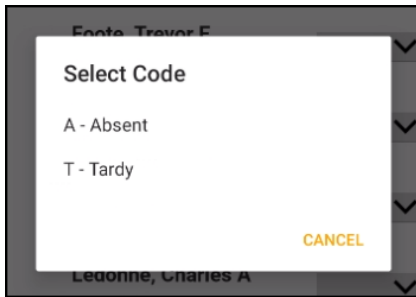
2. On the first use of scanning, the following screen appears if a default absence code hasn't been selected for this device.

**NOTE:** If a code *has* been selected in the User Preferences for this device, this screen does not display; you may go to Preferences to clear the default code for scanning.

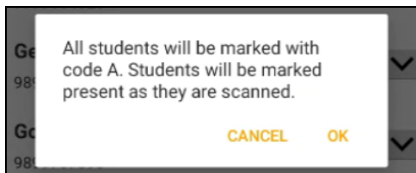


3. Tap **OK** to select the code (or Cancel to abort).

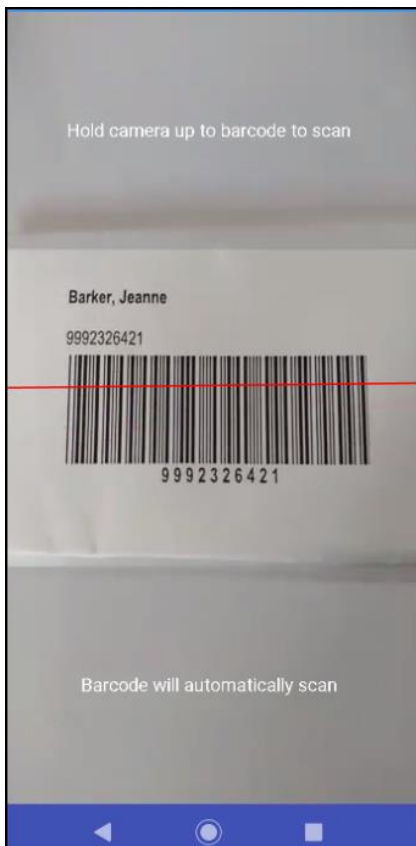
**NOTE:** The default code is applied to **unscanned** students, so to start with, all students are marked with this code (absent/tardy) until they are scanned indicating they are present.



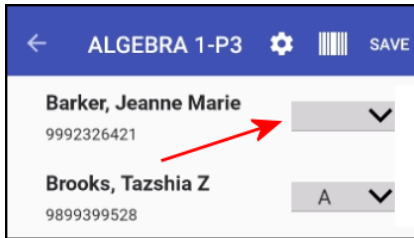
4. Tap the desired absence code (or Cancel to abort).



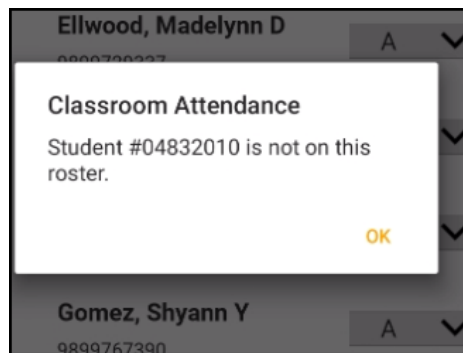
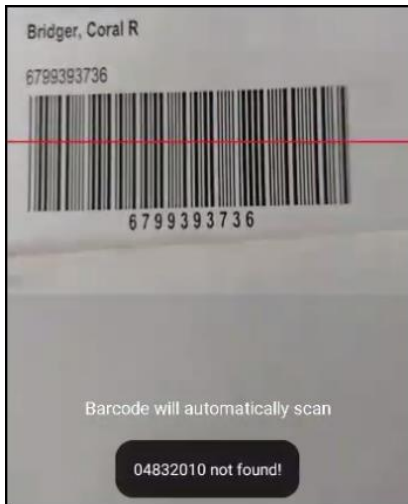
5. Tap OK to accept the absnt code specified (or Cancel to abort).
6. Scan a student's barcode.



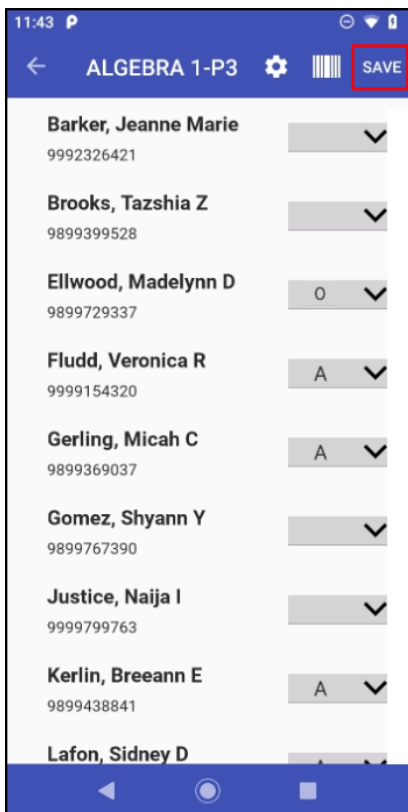
If the scan is successful, a beep sounds and the roster is displayed with the scanned student marked present (blank) with all unscanned students marked with the default code.



If the scan doesn't find the student in the current roster or experiences an error reading the barcode, a buzz sounds with an error message on the scan screen and on return to the roster.

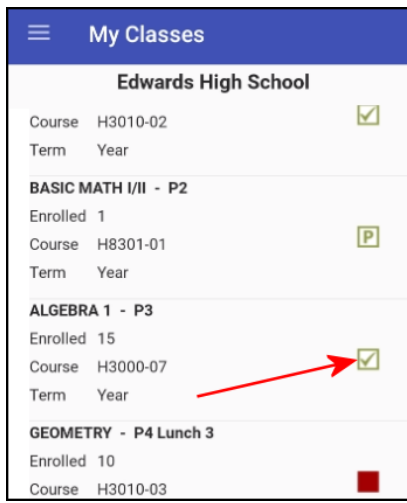


When you are done scanning, only **unscanned** students are marked with the default code selected.



7. Tap **Save** to save the changes and return to My Classes with the class status updated.

**NOTE: Entries are not saved** if you tap the Back Arrow on the top left.

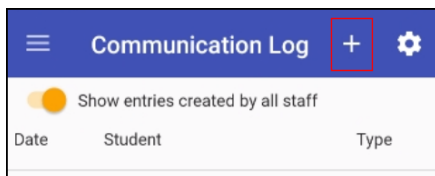


8. If a student who was marked absent arrives late, you may update their entry to Tardy quickly using Student Search.

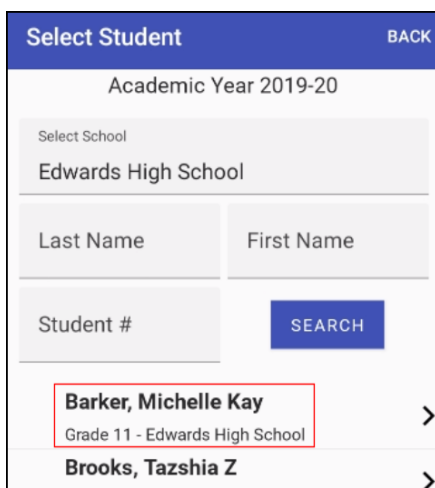
## Communication Log Entries

You may view existing Communication Log entries you created and possibly entries by other staff (depending on access rights and Preference settings).

1. To add an entry, tap **Menu > Communication Log**.

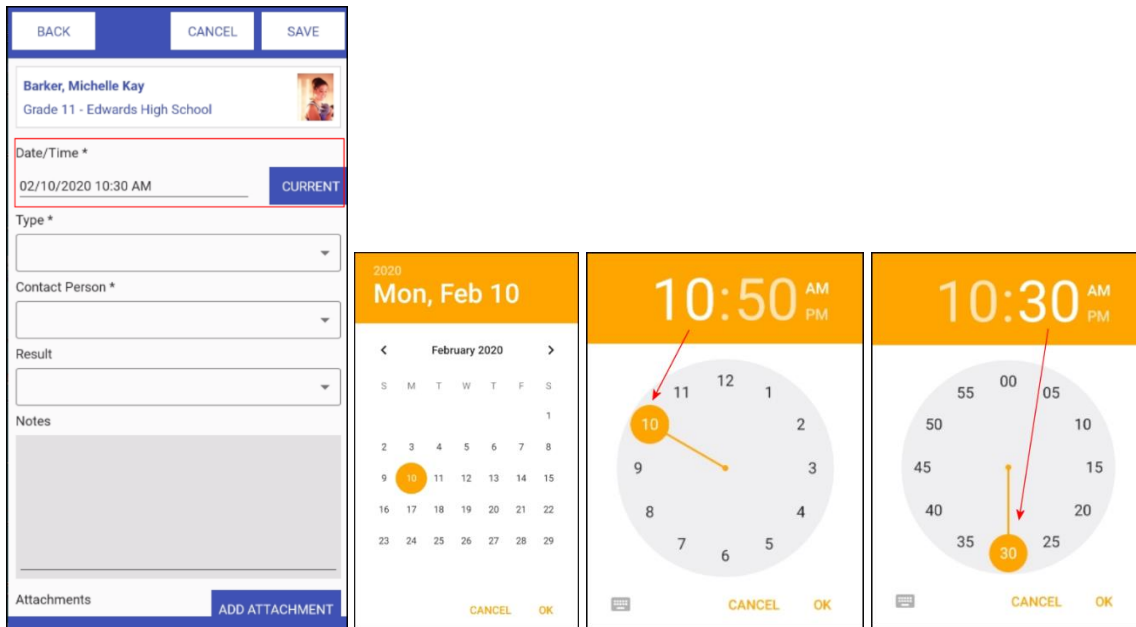


2. Click the **+** icon at the top of the screen.



3. Scroll to and tap the name of a student in one of your classes (or search by name or student #).

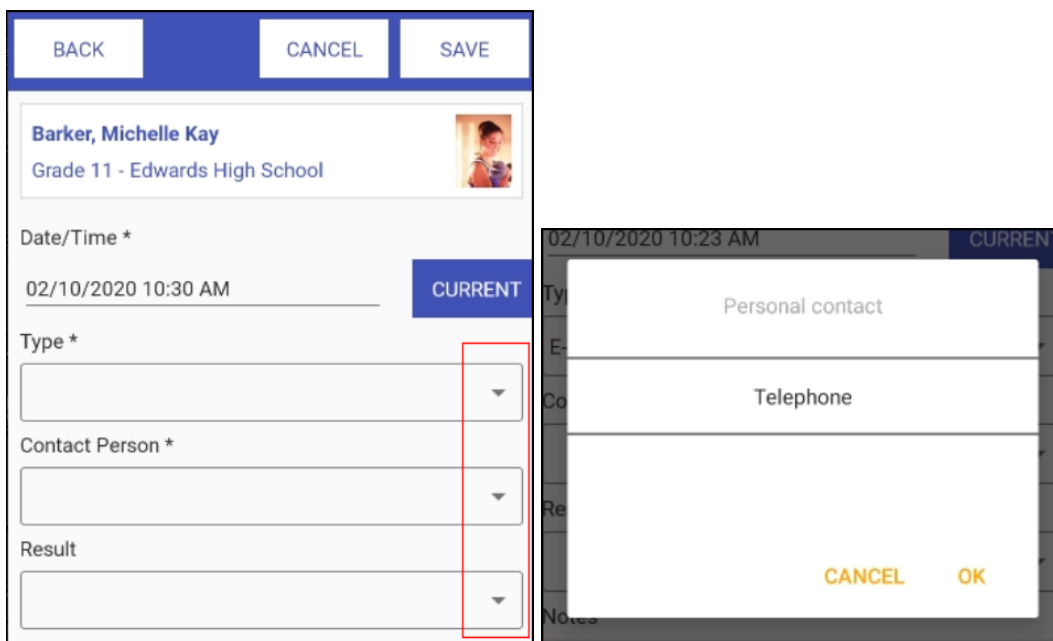




- The current Date/Time is entered by default. You may finish creating the record then click **Current** to change the date/time to when you completed the entry. If desired, you may tap the field to type the date/time of the contact or tap the field and edit as follows:


Tap the **date** and click **OK**. Drag the hour indicator to the desired hour and click **OK**. Drag the minute indicator to the desired minute and click **OK**.

- Tap each field and where a dropdown list is attached, swipe up/down to select an appropriate entry, and tap **OK**.



- Enter a **Note** describing the contact.
- If desired, tap **Add Attachment** to navigate to and append a file.

BACK CANCEL SAVE

**Barker, Michelle Kay**  
Grade 11 - Edwards High School 

Date/Time \*  
02/10/2020 10:30 AM CURRENT

Type \*  
Telephone

Contact Person \*  
Father

Result  
Tutoring

Notes  
Recommended tutoring to catch up with class after hospitalization.

Attachments ADD ATTACHMENT

8. Tap **Save** to record the contact in the **Communication Log**.

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