

AT SOFTWARE

BASIC USER GUIDE - 2018-2019

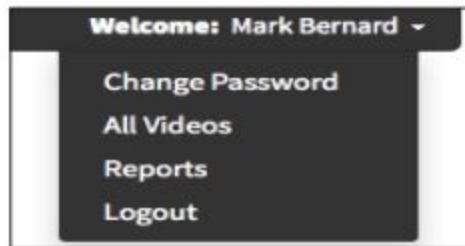
Logging in:

Go to the [CHS Home Page](#).

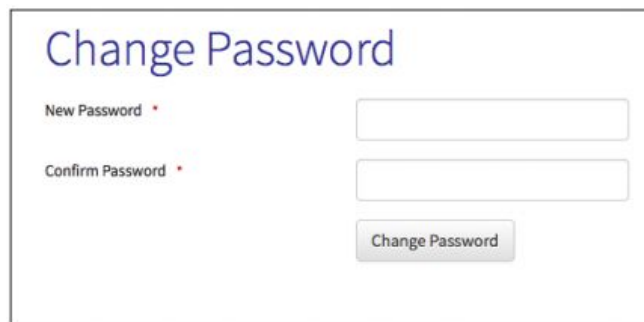
- Go to 'RESOURCES' and then 'Faculty Resources'
- Click on 'AT Software'

To sign in -

- **User ID:** Your CHS Email Address (First.Last@colchestersd.org)
- **Password:** You should have received an email from Enriching Students that includes your user id and a temporary password.
- Once you sign in to AT Software (Enriching Students) you will need to reset your password. At the top right of the page, you will see "Welcome: (your name)." Select that, and a number of options will drop down. Select "Change Password."



- Enter and confirm a "New Password".
- When you are done, click "Change Password" to save.

A screenshot of a "Change Password" form. The title "Change Password" is at the top in blue. Below it are two input fields: "New Password" and "Confirm Password", both with red asterisks indicating they are required. Below the input fields is a button labeled "Change Password".

- If you forget your password click "Forgot Password?" on the bottom of the login screen and Enriching Students will email you.

Dashboard:

The dashboard page displays your weekly schedule, Monday-Friday. From this page you can view appointments for the week and year to date and take attendance; it is the place where you manage your weekly schedule.

To take attendance -

- Click on 'Take Attendance' and list of scheduled students will become available. You will mark students:
 - ★ Present/Active
 - ★ Present/Not-Participating
 - ★ Absent

The screenshot shows the AT dashboard interface. At the top, there is a header with the AT logo, the text "Powered by Enriching Students", and a "Submit Support Ticket" link. Below the header is a navigation bar with icons and labels for "Dashboard", "Scheduling", "Students", "Course", "Block Dates", "Requests", and "Settings". The main content area shows a "Start Date" selector set to "07/17/2017". Below this are five summary boxes for the days 07/17/2017, 07/18/2017, 07/19/2017, 07/20/2017, and 07/21/2017. Each box displays "# Seats All Periods: 15", "Attendees: 0", and "Final Attendance: 0", with a "Take Attendance" button. At the bottom, there are two sections: "Struggling Students" (displaying "There are currently no Struggling Students to display.") and "Upcoming Adjusted Courses" (displaying "There are no Adjusted Courses currently scheduled.>").

- The first thing you see on your dashboard page is your 5-day schedule for the week. Each day has a box that displays your course, the number of available seats for that period, the current number of attendees, and the final attendance.
- If you'd like the week to display from a different starting date, you can click the 'Start Date' icon, and choose the desired day.

Dashboard Scheduling Students Course Block Dates Requests

Start Date **September 2017**

Summary	Su	Mo	Tu	We	Th	Fr	Sa
# Seats Available						1	2
Attendees	3	4	5	6	7	8	9
Final Attendance	10	11	12	13	14	15	16
Take Attendance	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

Summary for: 07/19/2017
Seats All Periods: 15
Attendees: 0
Final Attendance: 0
Take Attendance

Summary for: 07/20/2017
Seats All Periods: 15
Attendees: 0
Final Attendance: 0
Take Attendance

Summary for: 07/21/2017
Seats All Periods: 15
Attendees: 0
Final Attendance: 0
Take Attendance

Struggling Students Upcoming Adjusted Courses

Struggling Students -

Grades from PowerSchool are imported to AT Software every night. Any struggling students will be displayed in this box.

Struggling Students		
Name	Course	Grade
Martin, Liam	Biology	D+

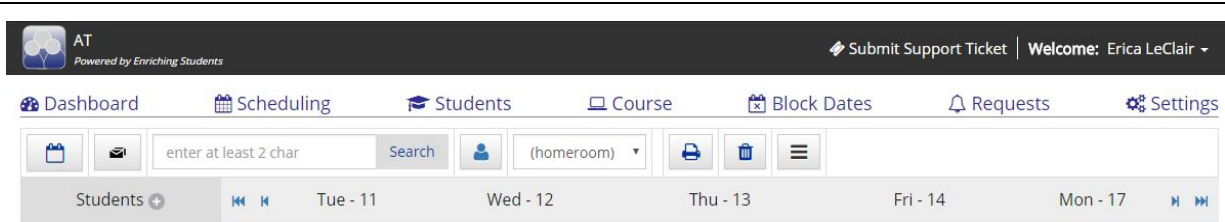
Upcoming Adjusted Courses -

This box displays any upcoming specialized courses you will be offering.

Upcoming Adj. Courses
Course
Bernard-103-Intro to Probability - 8/13/2015

Scheduling Tab:

To get to the scheduling page, select “Scheduling” in the navigation bar.



CHS students are pre-booked for HomeBase on Mondays. The scheduling page displays the schedule of your HomeBase students for a 5 day period of time. This is where you will book your students for AT - Tuesday-Friday.

To schedule students for AT - click the 'Schedule' button on each of the days you wish to schedule them. Choose the 'Department' and 'Course/Teacher' the student needs to see and 'Save' the selection.

- Select 'AT' for the 'Appointment Type'
- Add a 'Comment' if you want to let students know why they are being scheduled
- Choose 'Appt Locked' if you wish to prevent others from changing a student's schedule

Department

- ADMIN
- Art
- Guidance
- Health
- Humanities**
- Library

Courses

- Albright-115-Humanities: 15
- Beaudoin-113-Humanities: 15
- Brady-101-Humanities: 15
- Carter-106-Humanities: 15
- Cole-114B-Humanities: 15
- Deane-108-Humanities: 15

Comment

Appointment Type

AT

Appt Locked

I Want To Overwrite Existing Appts

Start Date: 09/05/201

End Date: 09/05/201

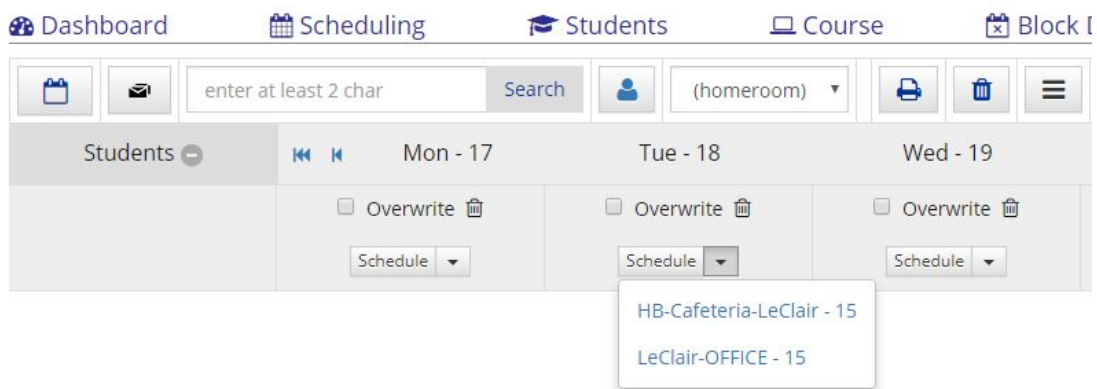
Mon Tues Wed Thur Fri

Save Cancel

Quick Schedule -

The quick schedule feature was designed for a teacher who wants to schedule a student to their own homeroom or teaching class.

- To quick schedule a student, go to the student you'd like to schedule, on the day you'd like to schedule them on. Click the drop-down next to 'Schedule.' This drop-down displays your HB (HomeBase) and teaching course, with the room # and current # of available seats. Click the desired course, and the student will be scheduled.

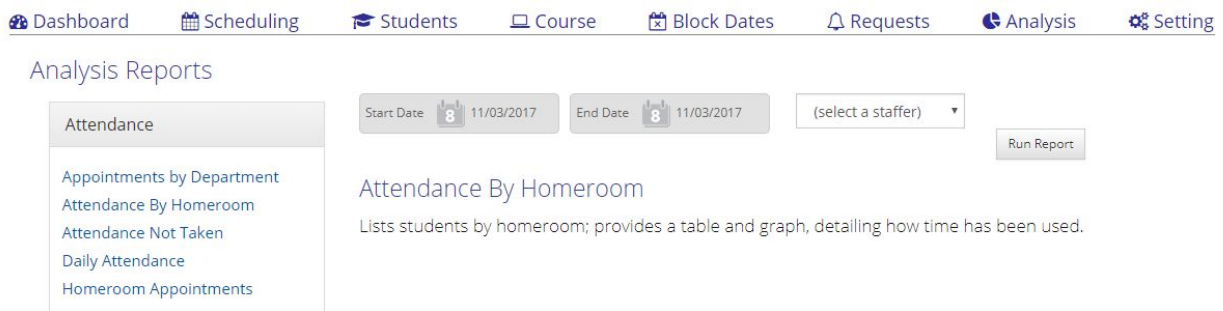


Analysis Tab:

Checking Student Attendance -

To check student attendance select "Analysis" in the navigation bar.

- Under the Attendance box click 'Attendance by Homeroom'
- Using the 'select a staffer' drop-down - select yourself
- Choose start and end dates
- Run Report



OR

Students Tab:

To check student attendance select “Students” in the navigation bar.

- Using the drop-down menu under ‘Homeroom Staffer’ select your name. A list of your HomeBase students will be listed.
- Click the ‘Student Profile’ button next to each student’s name. This allows you to check attendance and how students are using their AT.
- If you notice one of your HomeBase students has 8-10 absences, notify Erica (A-K) or Chad (L-Z). It’s important to remind students that AT is credit bearing (.25) and impacts GPA.

Dashboard Scheduling Students Course Block Dates Requests Settings

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Homeroom Staffer
Emery, Timothy

search by name Search

Show my rostered students Manage Roster Tags

View Profile	Name	Email Address	Grad Year	Counselor
Student Profile	Benoit, Riley	riley.benoit@colchestersd.org	2020	
Student Profile	Beridze, Zakir	zakir.beridze@colchestersd.org	2020	
Student Profile	Berthiaume, Gabrielle	gabrielle.berthiaume@colchestersd.org	2020	

Creating Groups of Students for Targeted Instruction/Enrichment -

Under the ‘Students Tab’ you can create (“tag”) groups of students for targeted activities or instruction.

1. Click the box next to “Show my rostered students.”
 2. Using the alphabetical range (A-Z), select a letter and the student names in that range will pop up.
 3. Under ‘Students Not Assigned to Me’, in the ‘Enter One Tag’ note how you will ‘Tag’ this group. Keep it simple (e.g. “Alg1” or “Mindfulness”).
 4. Click on the names you want in this group.
 5. Repeat steps 2-4 for other students (use the same exact tag).
- You can create multiple tags for different groupings.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Show my rostered students [Manage Roster Tags](#)

Students Assigned to Me	
Name	Tags

Students Not Assigned to Me	
Add	Name
<input type="text" value="Enter One Tag"/>	

Course Tab:

Click on the 'Course' tab in the navigation bar. This is where you can set up specific activities during AT (e.g., Post-Election Discussion) and modify the number of students that attend.

[Dashboard](#) [Scheduling](#) [Students](#) [Course](#) [Block Dates](#) [Requests](#) [Settings](#)

Set Default Appt Type	
Course Name	Default Appointment Type
HB-Cafeteria-Leclair	HomeBase <input type="button" value="Save"/>
Leclair-OFFICE	AT <input type="button" value="Save"/>

Staffer's Course	
Course Name Leclair-OFFICE	Max # Students 15
Default Appt. Type (select) ▼	Course Room Cafeteria
Period AT ▼	Block Self-Scheduling <input type="checkbox"/>
Optional Description <input type="text"/>	
Repeats (none) ▼	Adjusted Date: <input type="text"/>
Summary: One Day	
<input type="button" value="Save"/>	

- Under 'Staffer's Course' rename the activity.
- Modify the 'Max # of Students'.
- Include an 'Optional Description'
- Pick specific dates (you can set up repeated slots)
- Save!

Remember to check the dates on the AT Flex Calendar and the CHS Faculty Calendar.

AT Software RESOURCES -

For more information on Enriching Students Software see the:

- AT Handbook

There are also videos available on the Dashboard. Under 'Welcome: ...' click on the drop-down menu and select 'Videos'.

