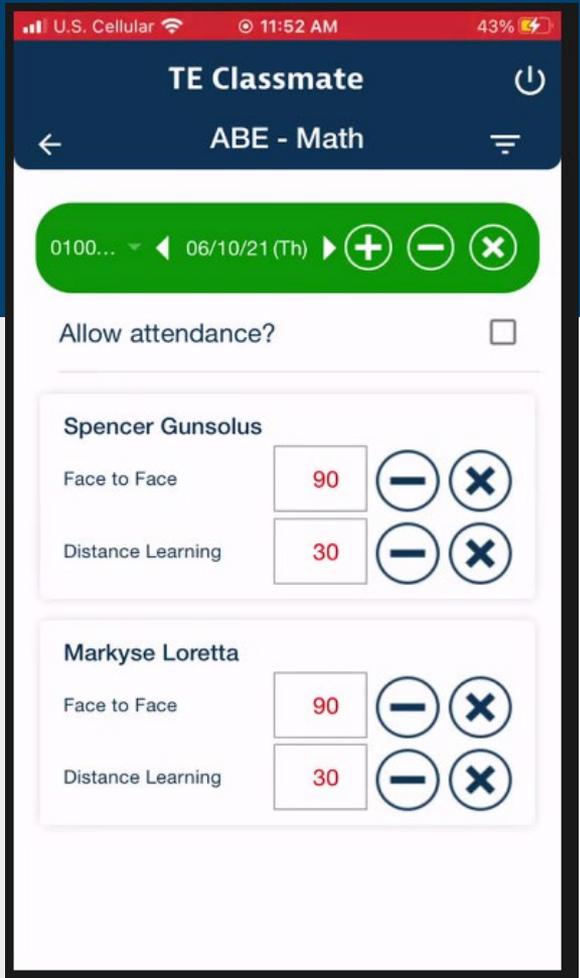


# TE Classmate

Lisa Gard,  
Program Consultant,  
Iowa Dept. of Education  
[lisa.gard@iowa.gov](mailto:lisa.gard@iowa.gov)



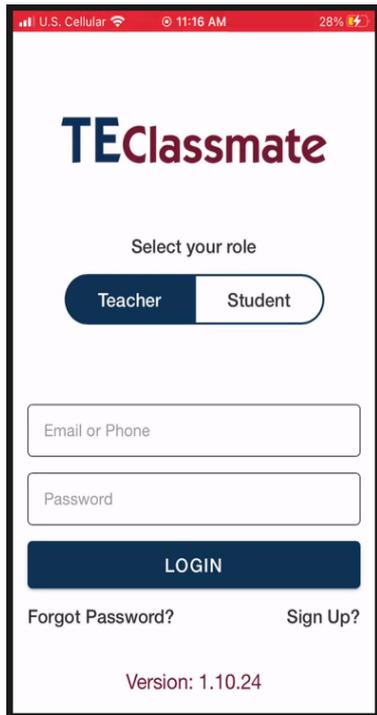
# TE Classmate

- Smartphone app downloaded from Google Play or the Apple App Store
- Simple to use
- Adds attendance directly to TE
- Uses Daily hours
- Before you begin:
  - Must have teacher assigned in functional roles in TE
  - Verify Class Instance setup
    - Define Number of Minutes per class meeting
    - Indicate Face-to-Face or Distance Learning (or both)

# Iowa Pilot

- One of three programs used throughout year
- Three teachers at that program
- Overall the program has about 250 students and 30 classes
- Three teachers successfully used
- Plan to move to all teachers next program year

# Register TE Classmate User



U.S. Cellular 11:16 AM 28%

## TEClassmate

Select your role

Teacher Student

Email or Phone

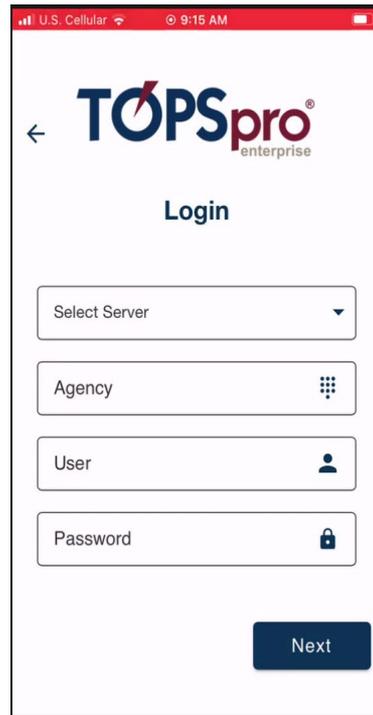
Password

LOGIN

Forgot Password? Sign Up?

Version: 1.10.24

Select Sign Up



U.S. Cellular 9:15 AM

## TOPSpro<sup>®</sup> enterprise

### Login

Select Server

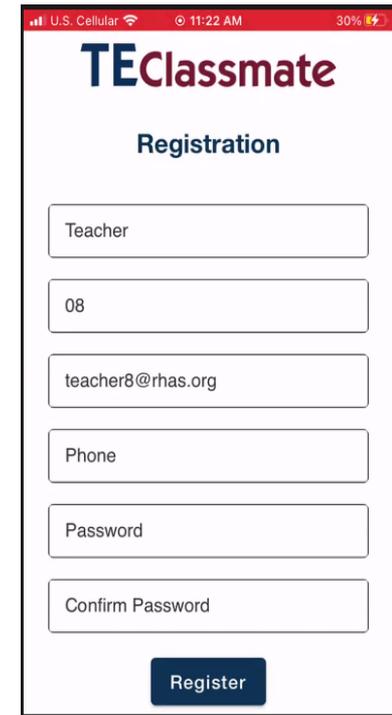
Agency

User

Password

Next

Select Next



U.S. Cellular 11:22 AM 30%

## TEClassmate

### Registration

Teacher

08

teacher8@rhas.org

Phone

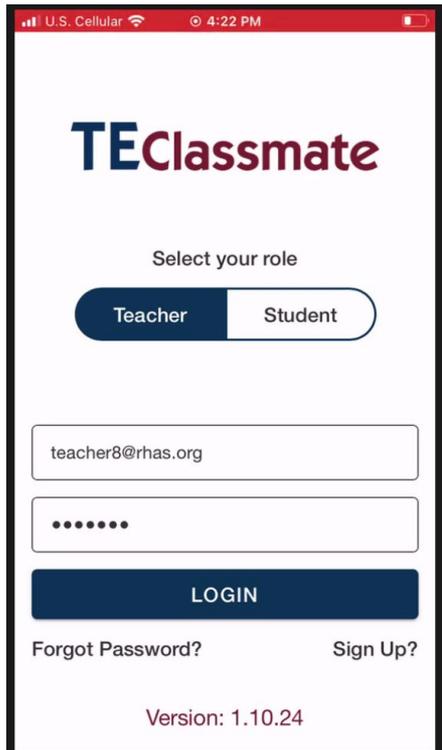
Password

Confirm Password

Register

Select Register

# Login as Teacher



U.S. Cellular 4:22 PM

## TEClassmate

Select your role

Teacher Student

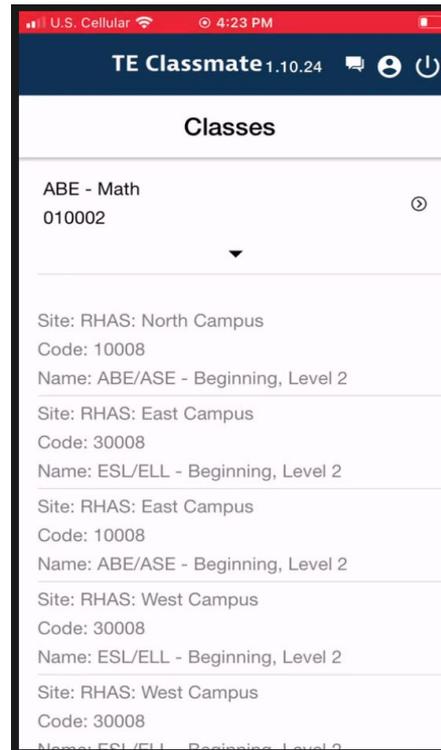
teacher8@rhas.org

.....

LOGIN

Forgot Password? Sign Up?

Version: 1.10.24



U.S. Cellular 4:23 PM

### TE Classmate 1.10.24

#### Classes

ABE - Math  
010002

Site: RHAS: North Campus  
Code: 10008  
Name: ABE/ASE - Beginning, Level 2

Site: RHAS: East Campus  
Code: 30008  
Name: ESL/ELL - Beginning, Level 2

Site: RHAS: East Campus  
Code: 10008  
Name: ABE/ASE - Beginning, Level 2

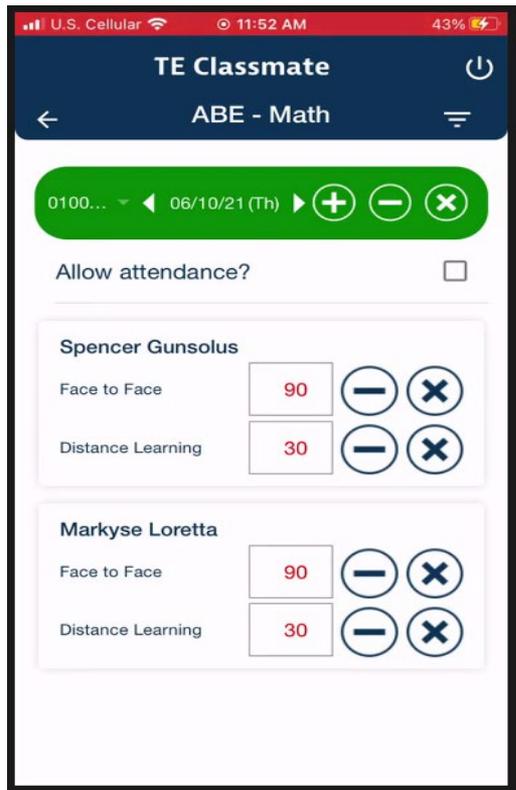
Site: RHAS: West Campus  
Code: 30008  
Name: ESL/ELL - Beginning, Level 2

Site: RHAS: West Campus  
Code: 30008  
Name: ESL/ELL - Beginning, Level 2

The teacher's classes appear. Classes that are no longer in session appear dimmed. Classes in session are editable.

Select the class to see a list of students.

# Update Class Attendance

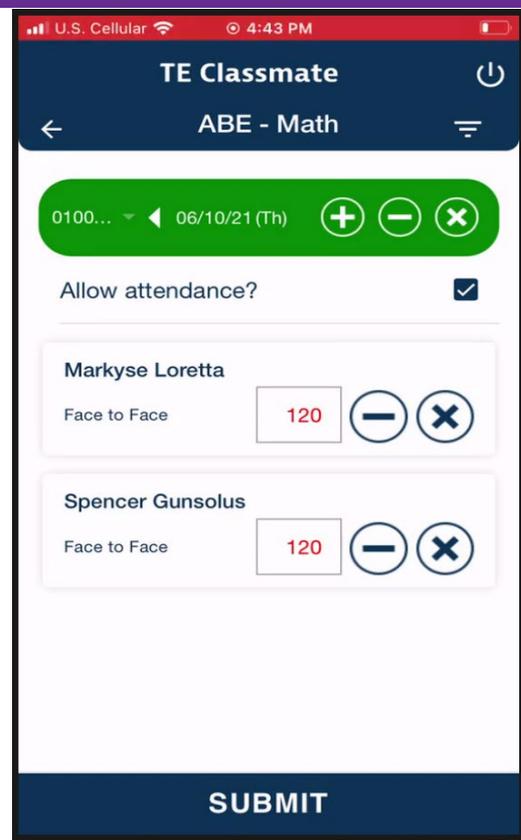


Use back arrow to go back to list of classes. Power button in upper right logs you out. Sort button allows to sort by first and last name.

Select class to change class. Select date to change date. For entire class, use plus and minus signs to add or subtract minutes. The X sets the minutes to 0.

For each student, use plus and minus signs to add or subtract minutes. The X sets the minutes to 0.

# Submit to Save



Check Allow attendance to have the Submit button appear.

Unsubmitted attendance appears in red.

Click Submit to save Class Attendance. The screen returns to the list of classes.

# Attendance appears in TE

Attendance Source:

Week: ◀ 06/07/2021 - 06/13/2021 ▶ Print & Sign

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<span>Sorted by Name</span>	06/07/2021	06/08/2021	06/09/2021	06/10/2021	06/11/2021	06/12/2021	06/13/2021
5297733 / Spencer Angelica Gunsolus				120			
6447283 / Markyse Loretta				100			
5600397 / Gailton Angelica Susanna							

Third student had exited class and does not appear in TE Classmate.

# Class Setup in TE

## Organization>Classes>Instances>Edit

**Intensity**

**Total Class Duration in Minutes:** 120

**Class Schedule:**

N/A     Friday  
 Monday     Saturday  
 Tuesday     Sunday  
 Wednesday  
 Thursday

**Distance Learning Duration in Minutes:** 30    **Collect Distance Learning Attendance (interface setting):** Yes

**Estimated Total Hours per Class/Term:** 62    **Estimated DL Hours per Class/Term:**

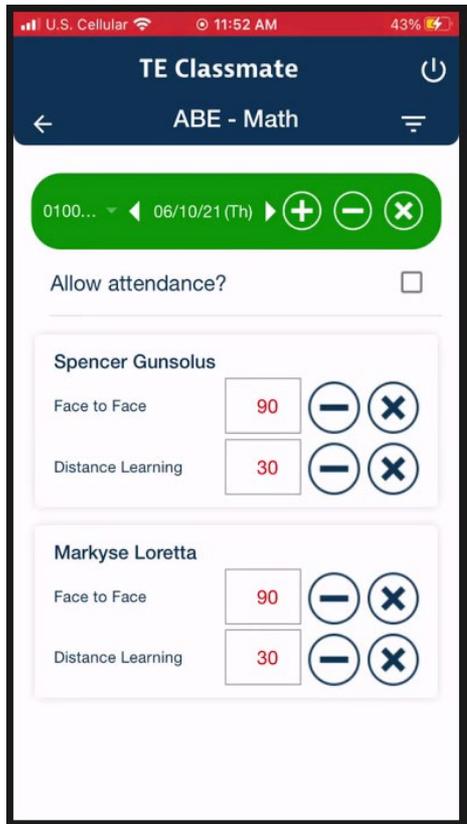
**Total Class Duration in Minutes** is the default setting for each class.

**Collect Distance Learning Attendance (interface setting)** must be set to **Yes** for distance learning tracking.

**Distance Learning Duration in Minutes** is the default setting for each class.

Distance Learning + Face to Face = Total Class Duration

# Distance Learning Class Attendance



Distance Learning + Face to Face = Total Class Duration

# Questions?



*Assessment (CASAS eTests Online and Paper)*



*TOPSpro Enterprise Accountability Software*



*National External Diploma Program*



*Workforce Skills Certification System*



*Live Facilitated Training*



*QuickSearch Online Curriculum Materials Database*

*Connect with Summer Institute participants, use [#casassi2021](#) to share!*

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