


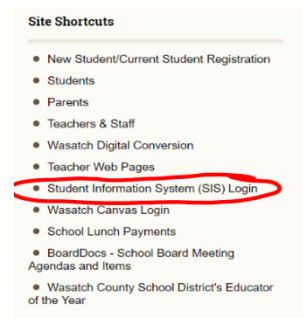
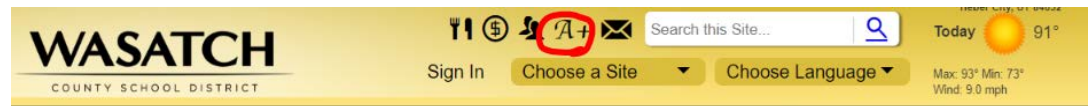
Tech Tips for New Teachers

Student Information System (SIS)

Student Information System (SIS), also called Aspire, is where we take attendance, enter grades, lunch count (in elementary/middle), track and mark citizenship, review student information, and email students and their parental contacts. This page will address taking attendance, taking lunch count, and emailing students and their parental contacts. Your resource for other tasks in Aspire (SIS) include your mentor, your collaborative team, and your building's instructional coach.

Instructions

Go to the school's or district's webpage to find a link to Aspire (SIS). Click on the  icon at the top of the page or the link in the bulleted list on the lower right side of the webpage.



LOG-IN



Use your SIS login (a four-digit number). Your password should be your first initial (capitalized), the first three letters in your last name and the last four digits of your five-digit number.) See your district coach for help in recalling your password.

TAKING ATTENDANCE and LUNCH COUNT

On the *Aspire Home* page, click on the class for which you are taking attendance. Click on **Attendance** to take attendance using an alphabetical class list. Click on **Seating Chart** to take attendance using your seating chart with student pictures in assigned seats.

To take attendance and lunch count through the **Attendance** tab:

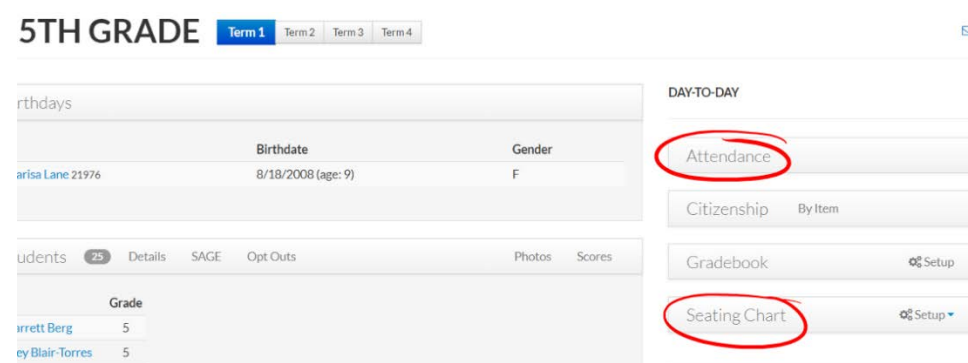
- Click on **Attendance** at the right.
- Mark an **"X"** by absent students and a **"T"** by tardy students.
- Click on **Legend** at the top to interpret codes entered by the office for your students.
- Press **Save** at the bottom of the page (the program will mark all other students as present).
- Click on **Edit Lunch Counts** at the top. A box will pop up. This is where you will enter the number of students (and teachers) eating school lunch (there may be entries for different lunch lines). Press **Save** to finish and close the pop-up.

Class	Unex	Abs	Ex Abs	Tardy	Wed 08/22	Thu 08/23	Fri 08/24	Sat 08/25	Sun 08/26	Mon 08/27	Tue 08/28	Wed 08/29	Thu 08/30	Fri 08/31
Class 1	0	0	0	0										
Class 2	0	0	0	0										
Class 3	0	0	0	0										
Class 4	0	0	0	0										

To take attendance and lunch count through the **Seating Chart** tab:

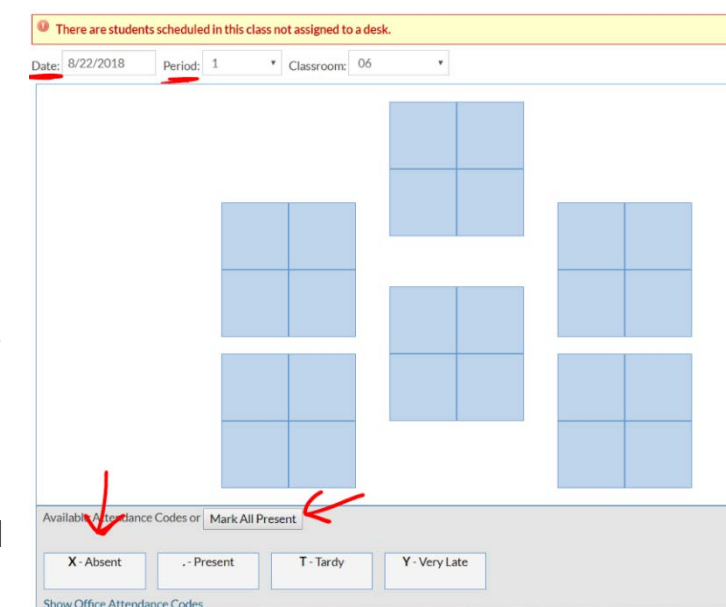
- You will need to go through **Setup** prior to using this method for taking attendance. See the instructions below this section before proceeding.
- Click on **Seating Chart** at the right.

- Be sure that you have selected the current date (and period if you have multiple classes). The default will be the current



date.

- Click on the attendance code needed at the bottom of the page, then click on student photos to mark students absent or tardy. When you leave the page, the remaining students will be marked present. If all are present, click on **Mark All Present**.



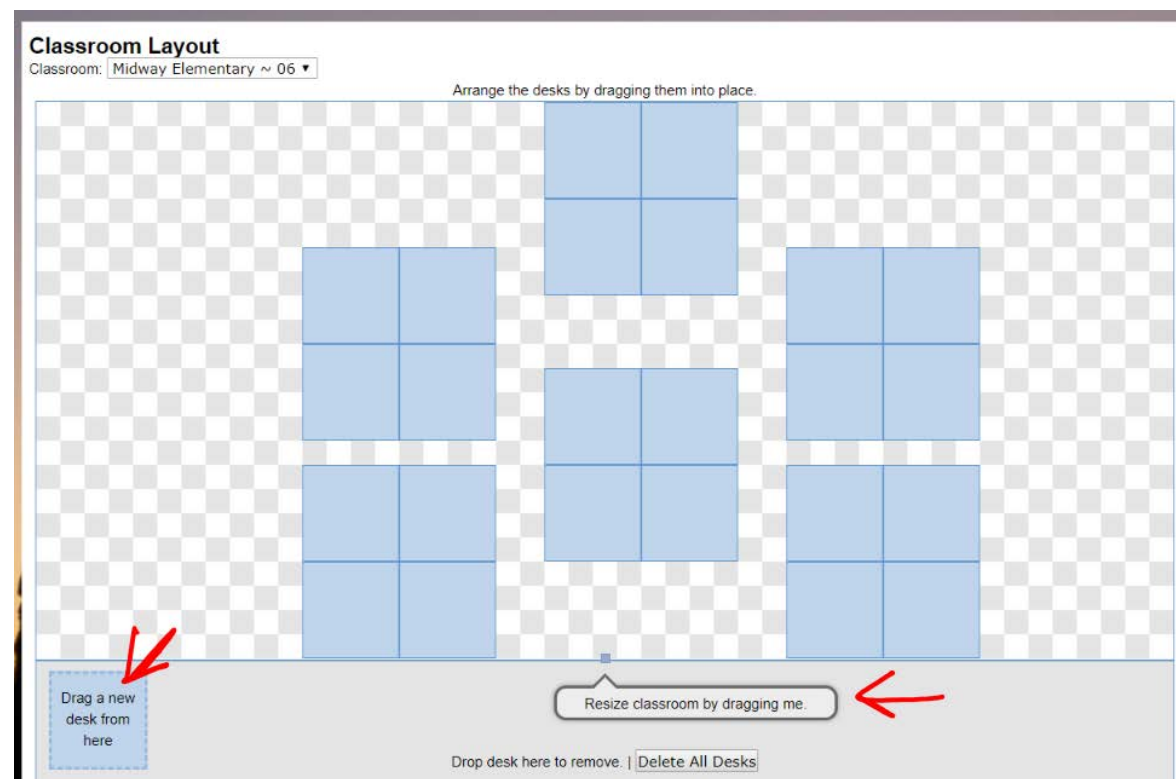
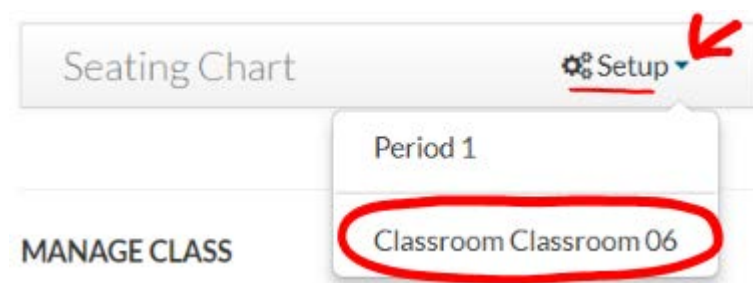
- If you are required to take lunch count, there will be a link at the bottom of this page to do so. Enter the number of students and teachers eating school lunch.

Tech Tips for New Teachers

Student Information System (SIS)

SETTING UP A SEATING CHART

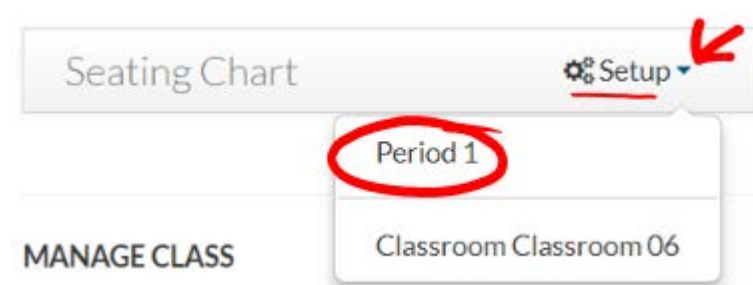
Next to Seating Chart, click on the tiny blue arrow next to Setup to see a drop-down menu. Choose the last item to set up the desk arrangement in your classroom.



You will drag and drop desks (boxes) from the bottom right corner to arrange groups or rows of students to represent the desk arrangement in your classroom. If desired, you select the number or rows and columns to quickly arrange desks in rows. Tip: Arrange the desks to match your view of the class from where you will take attendance so that the students physically closest to you will be at the bottom of the screen. Each box represents one desk or student.

Your desks are now arranged and ready to assign students. Back arrow out of this page and return to your class home page.

The final step is to assign students to the desk arrangement you've created for your room.



- Click on the tiny blue arrow next to **Setup** to see the drop down menu. Choose the class or period for which you will be assigning students to seats.
- Be sure that the date you see at the top right reflects a date for which school is in session (default is the current date). If you have multiple classes, you may need to select the period for

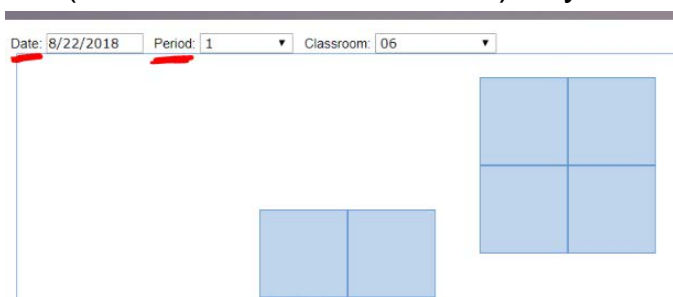


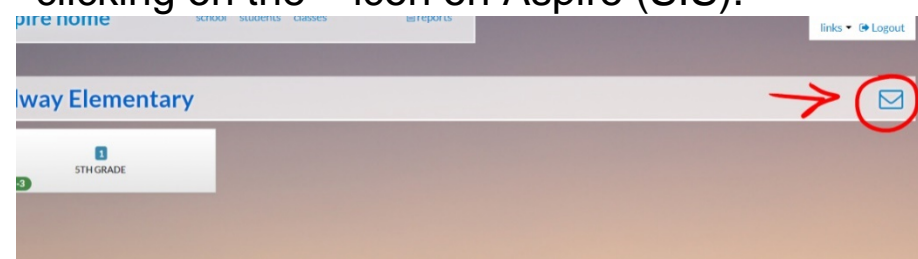
Chart tab (see instructions above).

which you are currently assigning seats.

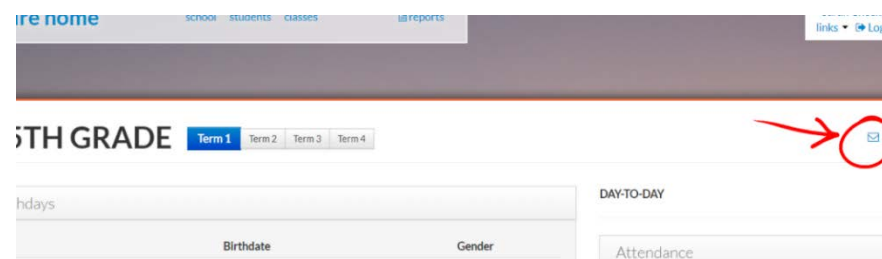
- You will now see the desk arrangement that you created earlier with your students' photos at the bottom. (If the date does not reflect a day for which school is in session, you will not see the seating arrangement.)
- Drag and drop the student's photos into the seating chart to assign seats, or you may click on **Assign Students Randomly to Desks** at the bottom of the page. To remove individual students, you can drag them back to the bottom, or click on **Remove All Students From Desks** to clear the whole page. Once all students have been assigned to a desk, you are ready to take attendance from the class homepage from the **Seating**

EMAILING STUDENTS AND PARENTAL CONTACTS THROUGH SIS

You can quickly email students and/or their parental contacts either individually or in bulk through Aspire (SIS). You can do this by clicking on the icon on Aspire (SIS).

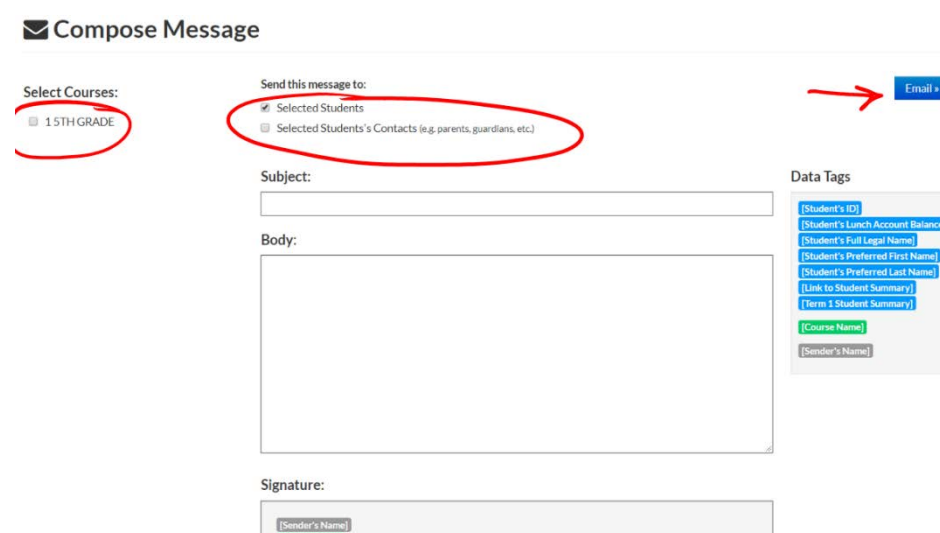


From the **Aspire Home**



From the **Classroom Home**

- If you plan to email students and/or parental contacts from multiple classes at once, you may wish to use the icon found on the **Aspire Home** page. You will see the email icon in other places in Aspire (SIS) such as in your gradebooks and on student information pages.
- Select the class(es) you plan to email. When emailing from the **Classroom Home** page, you will also see students listed below the class. You will select students to email and deselect those you do not want to email. Select **Student Contacts** and or **Selected Student's Contacts** (eg. parents, guardians, etc.)
- Fill in the subject and body of your email. Press the blue **Email** button at the top right.



Do you still need help?
Call the Help Desk (4444) or contact the



