

C.H.A.M.P.S. Web-based Student Attendance System

Attendance procedures for registering and entering
your students daily attendance

Log into Teacher Web Attendance Application

- DOE Username and Password to login
- For “Username” write “central\username”
- Call the help desk to obtain your username and password (718-935-5100)
- Payroll will be approved according to successful logging of attendance

Standard Operating Procedures

- Must enter attendance on a School Computer
(will not work from home)
- Students are pre-populated from ATS system
- Cannot use a MAC computer (must be a PC)

Teacher Home Page

User's name



NYC Department of Education

Joel I. Klein, Chancellor



Welcome Jesse Li!

Season: Winter 2008

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Current season



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Home hyperlink

Contact us at Fitness&Health@schools.nyc.gov if you have any questions.

Student Registration – screen 1



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Search students by last and/or first names

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Season: Winter 2008

Select the Activity and Session that the student will be register into.
Note: If the activity has only one session (AM or PM) and the teacher is only coaching one activity for one session, the session drop down list will be pre-populated with the activity's session and also grayed out.

School:

Last Name: First Name:

The Gender and Session that is available for the Activity.

If you coach more than one activity, please choose an activity from the dropdown list and the student that participates in the selected activity, then click on the select link.

Activity:

Session:

----- current activity setting -----
Gender: Session:

	SCHOOL	LAST NAME	FIRST NAME	DOB	GENDER	GRADE
Select	02M167	BADAMI	AASHKA	05/22/1995	F	06
Select	02M167	BAJANA	ANDREW	11/30/1995	M	06
Select	02M167	BALRAM	AMESH	10/27/1993	M	08
Select	02M167	BARTHLOW	ALESSANDRO	11/20/1994	M	06

Click on "Select" to register the student for the above Activity and Session.

A list of students returned after searching.

Student Attendance – screen 1



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Season: Winter 2008

Activity: 02M167 - Flag Rugby

Session: PM

Get Students

Clear

Attendance Date: 01/03/2008 (mm/dd/yyyy)

Session Start Time: 5:00 PM

Session End Time: 7:00 PM

Select the Activity and Session then click on the "Get Students" button to get the list of registered students.

Once the student list for the activity and session has been retrieved, enter the attendance date and the session start and end times then enter additional info for absent and notes if needed. Click the "Save" button to save the data.

The chosen activity and session.

Activity: 02M167 - Flag Rugby Session: PM

	FIRST NAME	GENDER	ABSENT	NOTES
BADAMI	AASHKA	F	<input checked="" type="checkbox"/>	
BAJANA	ANDREW	M	<input type="checkbox"/>	
BARRY	BOUBACAR	M	<input type="checkbox"/>	late

Save

Student Registration - screen 2



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Season: Winter 2008

School:

Last Name:

First Name:

Once a student is selected, this student will appear on the bottom of the screen. The list of the student will grow as more students are selected. Note: If a student is chosen to be registered to both the AM and PM sessions for the same activity, the student will appear twice on the bottom of the screen with one AM session and another PM session.

Students in the participating activity:

1

SCHOOLDBN	ACTIVITY	SESSION	LAST NAME	FIRST NAME	GENDER	DOB	GRADE	
02M167	Flag Rugby	PM	BADAMI	AASHKA	F	05/22/1995	06	X
02M167	Flag Rugby	PM	BAJANA	ANDREW	M	11/30/1995	06	X
02M167	Flag Rugby	PM	BARRY	BOUBACAR	M	07/02/1995	06	X

1

Contact us at Fitness&Health@school

To delete a student. Click on the "X". Note: A student can only be deleted if there are no attendances associating with the student for that activity.

Student Attendance – screen 2



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Season: Winter 2008

Activity: 02M167 - Flag Rugby

Session: AM

Get Students

Clear

Once the attendance date and student data are saved, the attendance date will appear on the bottom of the screen. The list of the attendance dates will grow as more attendances are entered.

Previous Attendance Date(s):

	<u>SCHOOL DBN</u>	<u>ACTIVITY</u>	<u>SESSION</u>	<u>ATTENDANCE DATE</u>	<u>START TIME</u>	<u>END TIME</u>	<u>STUDENTS</u>
Select	02M167	Flag Rugby	PM	01/03/2008	5:00 PM	7:00 PM	3
Select	02M167	Flag Rugby	PM	01/02/2008	5:00 PM	7:00 PM	3
Select	02M167	Flag Rugby	PM	01/01/2008	5:00 PM	7:00 PM	3

[View Attendance Report](#)

To edit the data for an attendance date, click on "Select".

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Student Attendance – screen 3a

The attendance data (Absent and Notes) can be edited by clicking on the Edit hyperlink. Data will be saved when the Update hyperlink is clicked.

Note: Attendance data is editable within a set date range set upon by the administrators. Once the current date is out of the editable attendance date range, the Edit hyperlink will no longer be visible.

To change the attendance date and session times, make the appropriate changes and hit the "Update Date/Time" button.

Activity: 02M167 - Flag Rugby
Session: PM
Get Students Clear

Attendance Date: 01/03/2008 (mm/dd/yyyy)
Session Start Time: 5:00 PM
Session End Time: 7:00 PM

Activity: 02M167 - Flag Rugby Session: PM

	LAST NAME	FIRST NAME	GENDER	ABSENT	NOTES
Update Cancel	BADAMI	AASHKA	F	<input checked="" type="checkbox"/>	<input type="text"/>
Edit	BAJANA	ANDREW	M	No	<input type="text"/>
Edit	BARRY	BOUBACAR	M	No	late

Update Date/Time

Student Attendance – screen 3b



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After the user clicks on the “Select” hyperlink to edit the attendance data, the user will see the following screen when the current date is no longer within the editable attendance date range.

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[Home](#)

Season: Winter 2008

Activity: 02M167 - Track and Field

Session: PM

Get Students

Clear

Attendance Date: 01/08/2008 (mm/dd/yyyy)

Session Start Time: 5:00 PM

Session End Time: 7:00 PM

Activity: 02M167 - Track and Field Session: PM

	LAST NAME	FIRST NAME	GENDER	ABSENT	NOTES
BACCHUS	USHER	M	No		
BACCHUS	USMAA	M	No		
BARENO	TRENT	M	No		
CABANG	SONIA	M	No		
CANDELARIO	SHERISSA	M	No		
CANDELARIO	SHERITA	M	No		
FONDER	NATALIA	M	No		
GILLIO	MICHAEL	M	No		
WANG	AMY	M	No		
WILLIAMS	ALEXIS	M	No		

Attendance Report



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The attendance report is grouped by School, Activity, and Session. As more attendances are entered, the report will grow side ways. If more than one activity is being taught or the activity is being taught in both the AM and PM sessions, additional reports will be generated. The export is exportable to Excel by clicking on the "Export To Excel" button.

Welcome Jesse Li!

[Home](#)

Season: Winter 2008

School DBN: 02M167

Activity: Flag Rugby

Session: PM

	January		
STUDENT NAME	1	2	3
BADAMI, AASHKA	P	P	A
BAJANA, ANDREW	P	P	P
BARRY, BOUBACAR	P	P	P

A = Absent P = Present

Export To Excel

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