

Accessing the Teacher Absence Tracking feature in the CCRP

First and foremost, please make sure you are using Mozilla Firefox or Google Chrome.



Before using this application

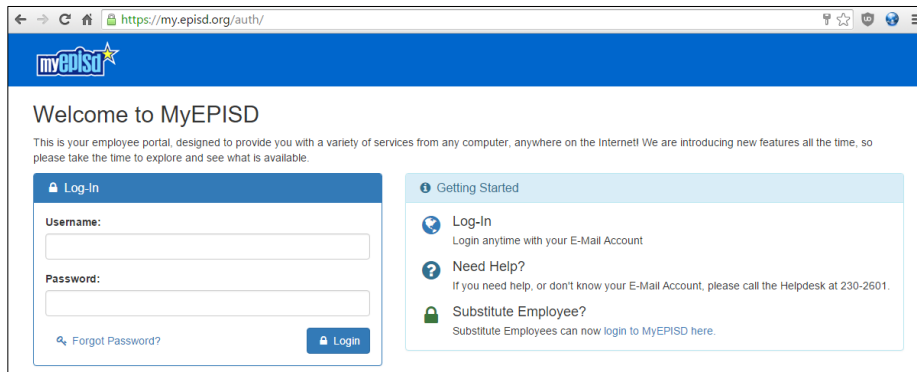
Be sure to make sure your gradebook and absences are up-to-date in TEAMS as it will significantly cut down on the amount of work you may need to do in this application. The purpose of this application is to account for any assignments related to a student absence that may be pending and the documentation requirements for the implementation of Board Policy FEC Local. This application makes it easy to track these absences/assignments, and maintaining your gradebook will keep you from having to duplicate work.

To see Board Policy FEC Local, click the following link:

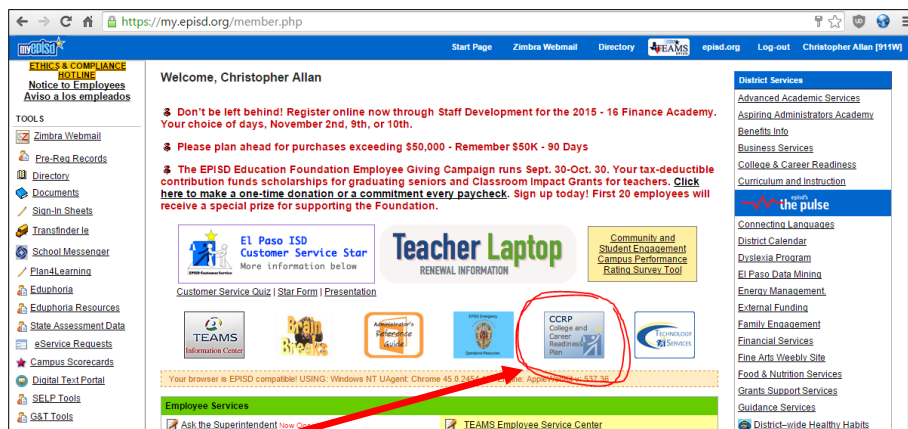
[http://pol.tasb.org/Policy/Download/437?filename=FEC\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/437?filename=FEC(LOCAL).pdf)

Accessing MyEPISD (my.episd.org)

Navigate to <https://my.episd.org/> and Login using your **Username** and **Password**.



Once in MyEPISD, you should see something similar to the following screen:



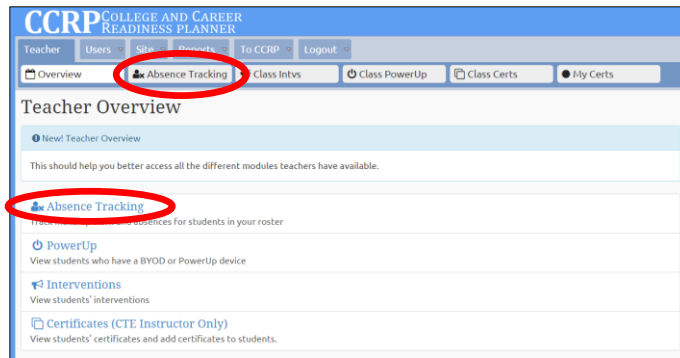
Accessing the CCRP

Click on the **CCRP** icon that is circled in red in the above picture.

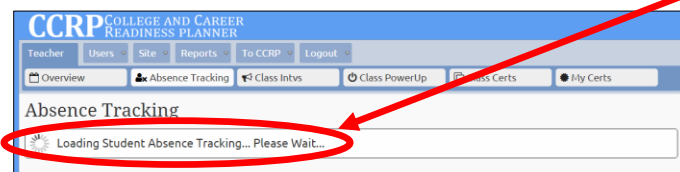
Troubleshooting Problems

Under normal circumstances, you should be immediately logged into the CCRP. If you are not, please attempt to login through the CCRP's interface with your MyEPISD Username and Password in the login prompt. If problems persist, contact Chris Allan at caallan@episd.org using your district e-mail address.

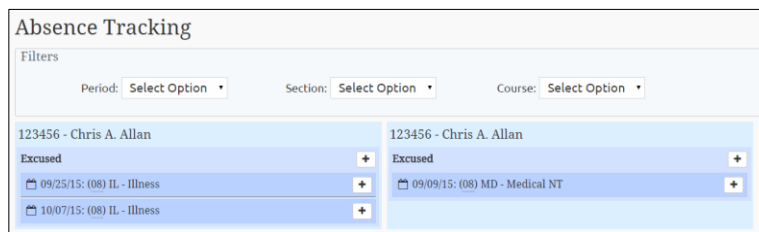
Accessing Absence Tracking



You should see the above screen if you are a teacher. You can then navigate to the “Absence Tracking” feature using either of the options provided on this screen. Usually the first time you enter this on a day it will take 10-20 seconds to load. After that, all load times should be near-instant.



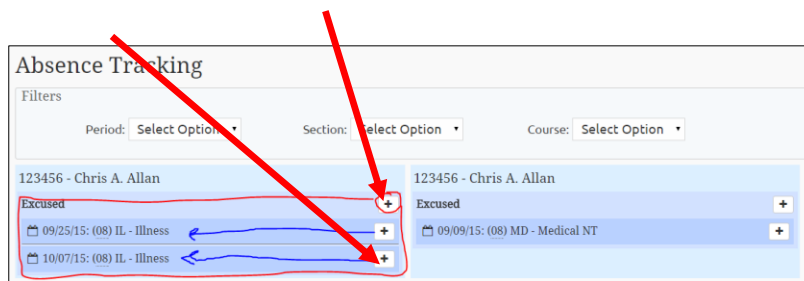
Once it is finished loading, you will see **all students who have an absence/assignment that has not been recorded in the CCRP**. When you record a response to an absence or assignment, that absence/assignment is considered “tracked” and won't show up further. You can then filter down to an individual class period, section, or course code. If available, you will also be able to select the student's home campus.



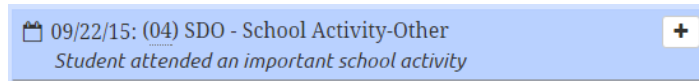
You will see the absences related to each student, as well as the group the absences are under. You will also see assignments if there were any assignments due on the date of absence. Absence groups are (in order of appearance): School-related, Excused, Unexcused. Note that the groups will only show up if there is an absence to see, otherwise they stay out-of-sight.

Inputting Status

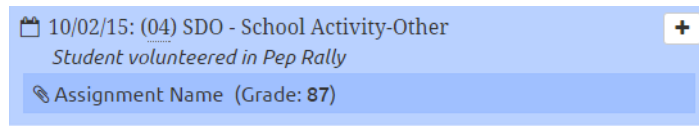
When you have decided to select an assignment status for a student or absence group of students, simply press the “+” button next to the specific student record or student group:



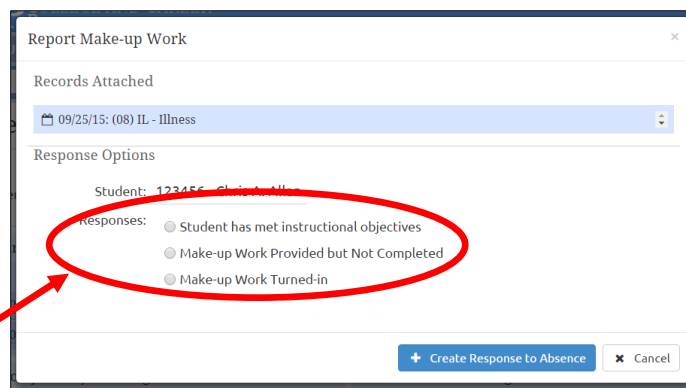
If an absence has an attendance note attached to it, it will look like the following:



If an absence has one or more assignments attached to it, it will appear like the following:



When you click on a add response button, you will get a dialog dropped down to present you with the both the records are you are indicating to respond to, and the response you have selected. If you want to try a different criteria, **hit cancel**.

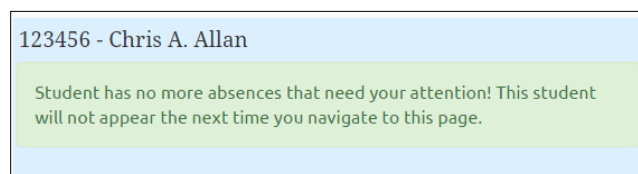


You have three options to input when responding to an absence:

- **Student has met instructional objectives:** This records the absence as tracked and it will no longer appear.
- **Make-up Work Provided but Not Completed:** *Note that this option will leave the absence visible, but will have a small message in red. This records the absence as tracked but will still appear.*
- **Make-up Work Turned-in:** This records the absence as tracked and it will no longer appear.

Don't input a response if the above responses do not suit the situation. Once you hit **Create Response to Absence** the dialog will disappear and the record(s) that you have identified will be removed.

If there are no more records for a particular student, then you will see the following screenshot:



Once you are satisfied with the work you can Logout at any time.

Technical Troubleshooting

If there are any errors during the process of inputting responses or navigating menus/views, please e-mail caallan@episd.org with your district e-mail address detailing the types of problems you are having and any errors that occur.

General Troubleshooting/Feedback

For questions on what to input and when please contact your campus administrator.