

Minutes Verification Quick Reference DOC (Home> My Home> Reports> Minutes Verification & Override)

From Home, navigate to MY HOME> Reports> Minutes Verification and Override

The screenshot shows the website interface for Altamont Elementary 2012-2013. The top navigation bar includes links for HOME, ATTENDANCE, HELP, and LOGOUT. Below this is a search bar and a secondary navigation bar with links for Classes, Search, Campus, Reports, Missing Students, Actions, Account, and Messages. The 'Reports' link is highlighted with a red box. On the left sidebar, there are links for MY HOME, CURRICULUM MAPS, MY REPORTS, PREFERENCES, and STUDENT VISITS. The main content area shows a 'MY HOME' section with a list of reports: Course List Report, Elementary Report Card, My Home/Period Attendance Report, Daily Roster, and Minutes Verification and Override. The 'Minutes Verification and Override' link is highlighted with a red box.

Click the Search button

The screenshot shows the website interface for Altamont Elementary 2012-2013, specifically the search options for 'Minutes Verification and Override'. The top navigation bar includes links for HOME, ATTENDANCE, HELP, and LOGOUT. Below this is a search bar and a secondary navigation bar with links for Classes, Search, Campus, Reports, Missing Students, Actions, Account, and Messages. The 'Reports' link is highlighted with a red box. On the left sidebar, there are links for MY HOME, CURRICULUM MAPS, MY REPORTS, PREFERENCES, and STUDENT VISITS. The main content area shows a 'MY HOME' section with a search form. The 'School Year' is set to 2012-2013. The 'Dates' are set to View Minutes From 7/1/2012 To 6/30/2013. The 'Students' section has radio buttons for All (selected) and Select Students. A 'Search' button is highlighted with a red box.

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Navigate to the Minutes Verification & Override Screen using the above mentioned navigation path

1. Make sure the current school year is selected.
2. Under Students, the radio button should be set to 'All'.
3. Search (this will take a minute or so to run)
4. Print the report, verify it, date it, sign it and return it.**

**Tip: Clicking on the column headings will allow you to sort the report. For instance, you may want to sort by course name to group all like courses rather than trying to verify this alphabetically by student last name.

Classes Search Campus Reports Missing Students Actions Account Messages

MY HOME

School Year: 2012-2013

Dates: View Minutes From 7/1/2012 To 6/30/2013

Students: All Select Students

Search

Found 217 Students

Start Date	End Date	Student ID	Student Name	Course Department	Course ID	Course Name	State Course	Teacher	Total Planned	Potential	Actual	Weight	Potential Override	Actual Override	Weight Override
09/06/12	01/24/13	69631		Physical Education	58034 (S:2-P:4)	PE 4	58034		3150	1470	1410	1.00			
09/06/12	06/22/13	68880		Physical Education	58031 (S:2-P:10)	PE 1	58031		3270	1860	1680	1.00			
09/06/12	06/22/13	66662		Physical Education	58034 (S:3-SUPP)	PE 4	58034		3270	1860	1620	1.00			

Start & End Dates

Most students will have a start date of the first day of school (or the start of the class). Most students will show an end date of the last day of school (or the last day of the class for semester/quarter long courses). Variations in these dates are caused by schedule changes, incoming or exiting students. Any student that sat in your class should be on this roster.

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Course ID

This is our Local Course Code. It is used to pair up with the State Course Code. In some cases they match. The course section and period also display here (if applicable).

State Course

This course code is used to link our local course code. They are subject and sometimes grade specific. If you are interested, a list can be found here: <http://www.p12.nysed.gov/irs/courseCatalog/home.html>.

Teacher

You should only see your name here.

Total Planned

This is the total number of planned minutes for the course. They should be pretty consistent from student to student per subject. This number is not influenced by a student's enrollment in a course or school. It is the total number of minutes a course is planned to be in session per section.

Potential

This is the total number of minutes a course could have met had the student been there every day/period up to the current date. This too will be pretty consistent from student to student as most students began class on the same day and will complete it on the same day. Variations will occur due to student enrollment in a course as described under **Start & End Dates**.

Actual

This is the actual number of minutes a student was considered to be present in a class. Total Planned, Potential, & Actual will only be the same if a student has perfect attendance at the end of the year. Most students will show a variation in Actual vs. Potential.

Weight

This reflects the total amount of responsibility the teacher has for this particular student in this particular class. In most situations you will see the number 1, representing 100% responsibility.

Potential, Actual, and Weight Override

These fields are still being discussed as to how they might be used to more accurately represent our data.