

HOW2 X2 @ BARNSTABLE PUBLIC SCHOOLS

www.x2dev.net/barnstable

How to review Class Cuts

There is a function within X2 which reconciles daily attendance to period attendance.

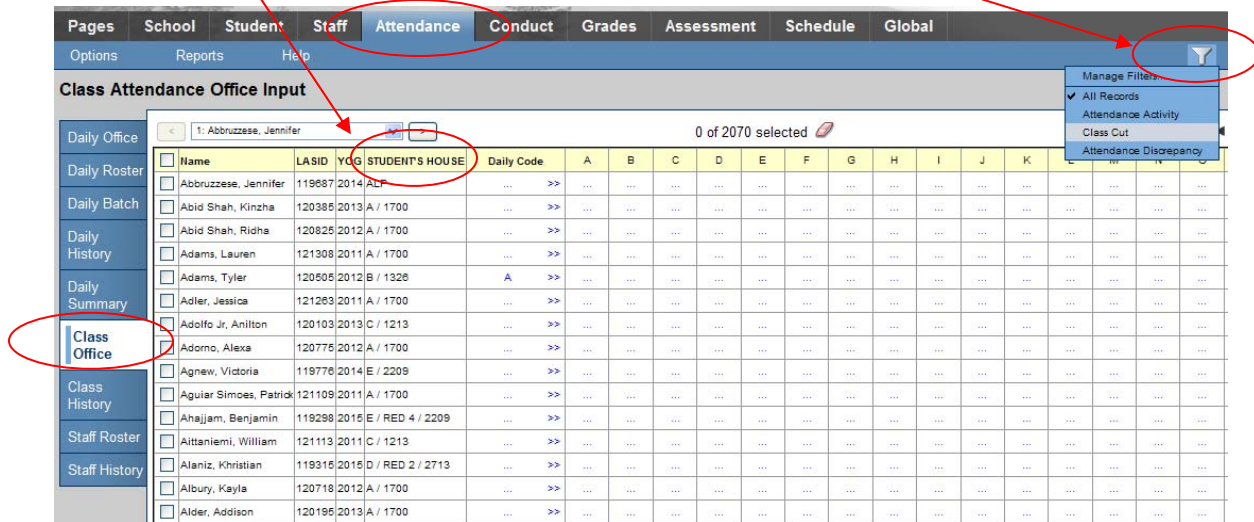
Note: When teachers take attendance, they see the daily attendance for each student (except for the first period of the day, before TGA).

To get a list of all class cuts (i.e. where a student has been marked absent for a period even through they were marked present in TGA):

- Choose the Attendance top tab and the Class Office side tab.
- Under the filter menu select 'class cut'.
- To view or sort by house, click on the column heading 'Student's House'.

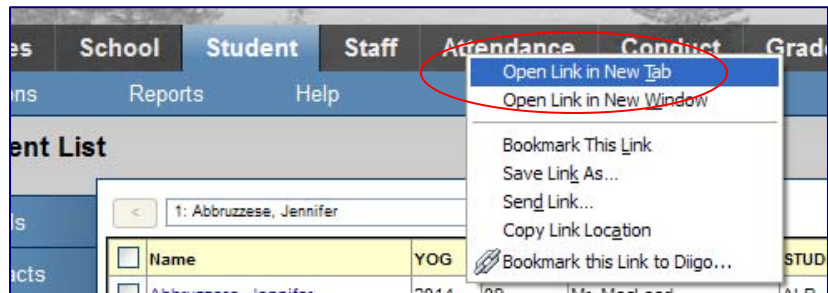
Don't forget:
There are X2 manuals, Quick Start cards, and Online Help for most tasks if you need more help.

Quick tip: Students are assumed to be present so codes are only shown where they are absent.

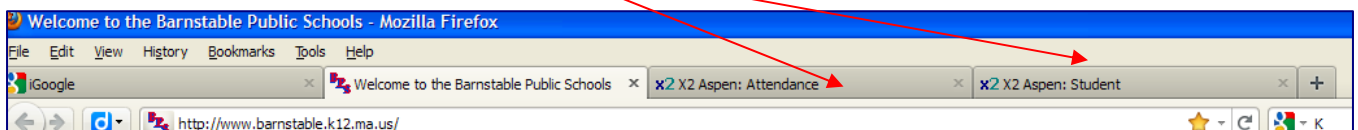


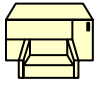
There are further steps required in order to print cut slips / student timetables. At this point it may be useful to have two screens open so that you can see the list of students you are interested in.

To do that right click over the tab you wish to see (either Student for Schedules or Attendance for cut slips) and then select 'Open Link in New Tab'..



Note the two tabs in the browser window.





How to print Student Schedules / Class Cut Slips

To print a student schedule:

- Select the Student top tab.
- Find the student you whose schedule you want to print.
- Select the student and choose the Schedule Side Tab to display the student schedule.
- From the report menu choose the format of schedule you want printed.

Quick Tip:

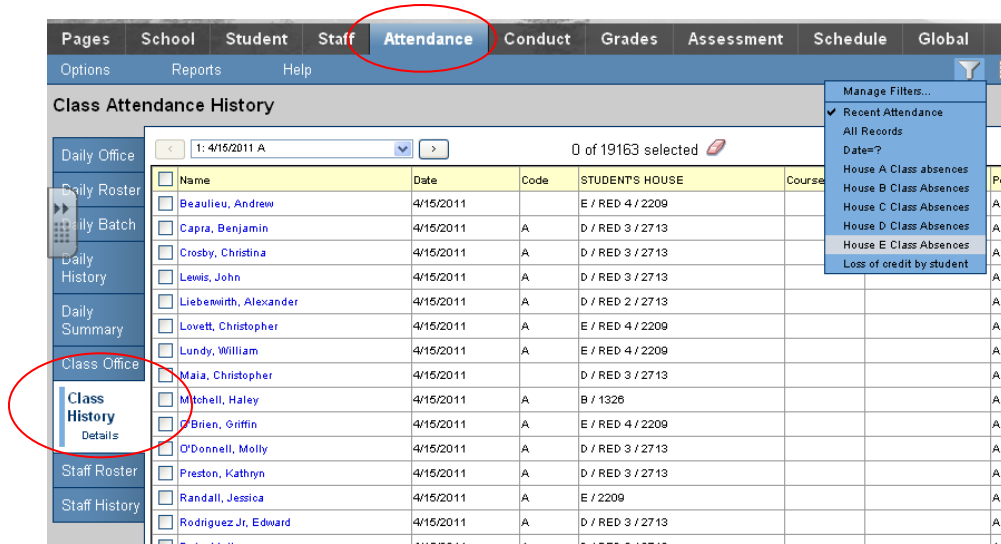
By using 'Ctrl F' you can search the list of students for a name

The screenshot shows a web application interface for viewing a student's schedule. At the top, there are navigation tabs: Pages, School, Student (highlighted), Staff, Attendance, Conduct, Grades, and Assessment. Below these are sub-tabs: Options, Reports (circled in red), and Help. The main header displays "Student List :: 09 - Abbruzzese, Jennifer" with icons for a scale, a medical symbol, and a bell. A left sidebar contains a vertical menu with options: Details, Contacts, Attendance, Conduct, Transcript, and Assessments. The main content area shows a "Time" dropdown set to "S 2" and a table with three columns: "1 - Day 1", "2 - Day 2", and "3 - Day 3". The table contains class information for "A-Period A".

	1 - Day 1	2 - Day 2	3 - Day 3
A-Period A	0405-02 INTENVIRC1 ALTNEU, WARREN 1704	1605-01 FASHDES1C2 FAY, ABBY 1711	

To print cut slips

- Click on the Attendance top tab
- Click on the Class History side tab
- Select the filter for your house from the filter menu (you will then be prompted to enter the date (you can just type: t for today's date). You will then see listed the class absences only on that date and for that house.



- Now select the student for whom you wish to generate cut slips by checking the box next to their name.
- From the options menu select 'Show Selected'. You will then see a list of students for whom cut slips will be generated.
- Under Reports choose Quick report, and select the saved report entitled Class Absences by Student. **NOTE:** Click FINISH (not next)

