CTE Roll Verification

In Encore enter the Secondary Grade Book. In the lower left hand corner click CTE Verification.

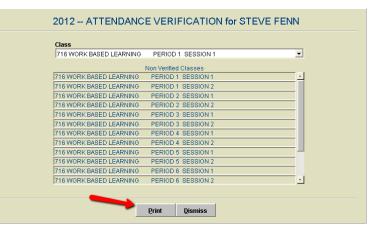
If you do not have the Roll Verification button, please notify your CTE Coordinator.

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S	tudent Progress Maintenanc	e	Reports
	for FENN, STEVE		Class Attendance Totals
			Class Detail Scores Report
			Class List by Gender
			Current Grades List
Get Started	Record Evidence	Report Progress	ESL Listing
Attendance	Assessments	Current Grades	Grade Tracking Form Individual Current Scores (All Classes)
Preferences	Scores	Student Scores	Midterm Verification
			Missing Scores Letter
Preference Roll	Assessment Boll	Mittann Gradaa	Missing Scores List
Positive Attendance		Term End Grades	NetSupport Export Utility
			Positive Attendance
Fines and Fees	Grade History	Utilities	Standardized Test Results
Student Fines	Midterm History	Homework	Student Bus Info
Class Fee Entry	Term End History	Student Information	Student Demographic Export Utility
Class Fee Entry	Term End History	Student information	Student Demographic List
Other	Scores History	Email Guardian	Student Detail Scores
Interventions		Email Missing	Student Detail Scores (Inactive)
Incervencions			Student Detail Scores (Transfers)
		Survey	Student Failing Letter Student Grids/Lines
			Student Interventions Report
		Service Requests	Student Indervendons report
		service, kurdoente	Student Listing
CTE Verification			Student Status Report
			Student Usercode List
Math Recommendation			Students by Percentage
			Teacher Class Rolls
		Exit	Term Grade Verification

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	Non Verified Classes	
716 WORK BASED LEARNING	PERIOD 1 SESSION 1	
716 WORK BASED LEARNING	PERIOD 1 SESSION 2	
716 WORK BASED LEARNING	PERIOD 2 SESSION 1	
716 WORK BASED LEARNING	PERIOD 2 SESSION 2	
716 WORK BASED LEARNING	PERIOD 3 SESSION 1	
716 WORK BASED LEARNING	PERIOD 3 SESSION 2	
716 WORK BASED LEARNING	PERIOD 4 SESSION 1	
716 WORK BASED LEARNING	PERIOD 4 SESSION 2	
716 WORK BASED LEARNING	PERIOD 5 SESSION 1	
716 WORK BASED LEARNING	PERIOD 5 SESSION 2	
716 WORK BASED LEARNING	PERIOD 6 SESSION 1	
716 WORK BASED LEARNING	PERIOD 6 SESSION 2	

That will give you the Attendance Verification Screen. In the green area labeled Non Verified Classes you will see a list of classes you need to verify. To verify them you'll need to click on the pull down arrow in the white area above, labeled Class.

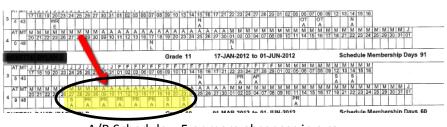
Select the class you would like to verify and click print. (Remember Session 1 is Semester 1 and Session 2 is Semester 2)



Your roll will come up and you can look through them to see if you have any students who need to be corrected. If you do not have any students that need to be corrected in that class, you do not need to print the roll. (Save a tree) Only print those rolls with students in them that need correcting. Once your cursor is on your roll the gray bar will show up and you can click print.

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Verify Dismiss	24-MAY-2012	Davis School District	Page 1
	07-57-32 AM	Attendance Verification	Ar. Ver
	SYRACUSE HIGH SCHOOL 716	STEVE FENN - 2012	~~~
		Nbr 1938 Cip Code 32.5902 Period 7	Sem 1
	GLAUSER SPENCER A	Grade 12 12.4EP.2011 to 12.JAN.2012	Subsclute Membership Days 75
	Teacher Dectronic Verification:	Total Absences 0 Tota	i Membership Days 75
	Dectronic Ventication:		

Once you have printed your rolls and circled the absences (five consecutive days absent if you're on an A/B block, ten consecutive days if you're on a seven period block) then you can give them to the CTE secretary if you're at a High School or your attendance secretary if you're at a Jr. High. When they have changed the absences code (HW, SX, or TK)* they will notify you so you will know your able to verify them. <u>REMEMBER YOU CANNOT VERIFY YOUR ROLLS UNTIL THE</u>



A/B Schedule – 5 or more absences in a row.

NEXT TO LAST DAY OF THE SEMESTER!

In fact, the Verification Screen will not appear until that time. Once you have verified first semesters roll, the verification screen will disappear until the next to last day of second semester when you'll be able to verify your rolls again.

*HW-Homework, SX-Suspended Homework,

or TK-Truant Homework. These codes mean you have given them the opportunity for homework. They do not have to accept that opportunity; just that it is available to them.

The day before the end of semester you can verify your rolls. Follow the previous instructions to verify your rolls. This time when your roll come up simply click the "X" in the red box in the upper right corner of the roll screen. This will close your rolls. You do not need to print them again.

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	CLARES, STREET & Particle Control of Contr	Real 9 (2007) 10 (2007) 10 (2007)	Brinnick Wenkenship Days 75

The first time you verify you roll's, you will be setting your password. What you enter now, will be your verify password for the entire year. You will have to enter your new password twice (to confirm password). If you set your password 1st semester and go to verify your rolls 2nd semester and realize you have forgotten it. Notify your CTE coordinator, they can reset your password.

Electronic Attendance Verification	
Usercode JFROST	
Verification Password	
Confirmation Password	
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Verify Dismiss	



After you have confirmed your password for the first time, you will only see one box for a password.

Notice that when you start to verify your rolls, the classes drop from the green area labeled Non Verified Classes. Be aware, they remain in the white pull down area the entire year.

When you have completed the first semester, the only classes remaining in the green Non Verified Classes box should be session 2.

Class			
716 WORK BASED LEARNING	PERIOD 7	SESSION 1	_
	Non Verified	Classes	
716 WORK BASED LEARNING	PERIOD 1	SESSION 2	·
716 WORK BASED LEARNING	PERIOD 2	SESSION 2	
716 WORK BASED LEARNING	PERIOD 3	SESSION 2	
716 WORK BASED LEARNING	PERIOD 4	SESSION 2	
716 WORK BASED LEARNING	PERIOD 5	SESSION 2	
716 WORK BASED LEARNING	PERIOD 6	SESSION 2	
716 WORK BASED LEARNING	PERIOD 7	SESSION 1	
716 WORK BASED LEARNING		SESSION 2	
716 WORK BASED LEARNING		SESSION 1	
716 WORK BASED LEARNING	PERIOD 8	SESSION 2	
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2012 ATTENDANCE VERIFICATION for STEVE FENN
Class 🗸
Non Verified Classes
Print Dismiss

Once you complete second semester, the green Non Verified Classes box should be empty.

Congratulations! You have verified your rolls.