

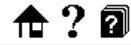
# Star\_Student Teacher Portal

## Roster and Attendance

### Access Student Demographics

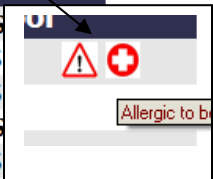
By clicking on the Roster link beside a desired class the teacher is provided a class roster. Each student enrolled in the class is listed. Student demographic information may be accessed by clicking on the student name. Important medical alerts and other alerts will be indicated in the right hand column beside student's name. Information on the alert can be read by holding the cursor over the alert icon, or double clicking on the icon.

#### Class Roster



Course: 112CHS Section: 001 Name: ENGLISH 10 [Customize](#)

| Student Name                              | ID#      | Grade | Homeroom | Cluster | Counselor | School |
|---|----------|-------|----------|---------|-----------|--------|
| <b>BLAINE, MATTHEW</b>                    | CHS07022 | 10    | 103      | 02      | POTTER    | CHS    |
| <a href="#">CARNEY, CHRISTOPHER</a>       | CHS07020 | 10    | 103      | 03      | POTTER    | CHS    |
| <a href="#">FELTON, DAVID</a>             | CHS07010 | 10    | 103      | 02      | TANNER    | CHS    |
| <a href="#">KINNON, JENNIFER</a>          | CHS07005 | 10    | 104      | 02      | TURNER    | CHS    |
| <a href="#">RAJA, JAMES</a>               | CHS07004 | 10    | 104      | 03      | WESTON    | CHS    |
| <a href="#">REYNOLDS, CHRISTINE MARIE</a> | CHS07015 | 10    | 104      | 02      | WESTON    | CHS    |
| <a href="#">SMITH, MARY JANE</a>          | CHS07009 | 10    | 104      | 03      | WINTRING  | CHS    |



Note: Special Education Students are shown in Bold.



\*Note: by clicking on the envelope the teacher's email will open to send a message to all contacts for this class that have email in the system.

## Student Summary

The student summary screen will appear when you click on a student name.

### BLAINE, MATTHEW CHS07022

| Contact Information   |                             | Emergency Information |
|---|-----------------------------|-----------------------|
| MR/MS MIKE AND MARY BLAINE (PARENTS)                            |                             | (732)-                |
| 27 MAIN STREET<br>CENTURY CITY, NJ 09009 <a href="#">Map It</a> |                             |                       |
| (732)555-2595   |                             |                       |
| Work #1: (732)-   |                             |                       |
| Work #2: (732)-   |                             |                       |
| Cell: (732)-  |                             |                       |
| Fax: (732)-   |                             |                       |
| School  | Grade Level                 | Sex                   |
| CENTURY HIGH SCHOOL 10  |                             | M                     |
| Homeroom  | Counselor                   | Cluster Code          |
| 103   | POTTER                      | 02                    |
| Special Education   | Birthdate                   | Age                   |
| 013   | Wednesday, February 12 1992 | 17                    |
| Current Schedule Information                                    |                             |                       |
| Generic Alert   |                             |                       |
| Medical Alert   |                             |                       |



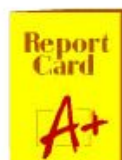
Home



Schedule



Interim



Grades



Transcripts

You can access more information about the selected student by clicking on the icons at the bottom of the Student Summary screen:

**Home:** displays more student contact information

**Schedule:** displays selected student's schedule

**Interim:** displays the most recent posted grades for this student

**Grades:** displays grades up through the previously posted grading period

**Transcripts:** displays student academic history

## Taking Attendance

To take attendance click on the attendance link by the appropriate class

**\*\*Elementary Teachers will Click on the link beside Homeroom**

| Teacher Schedule  |    |       |       |     |            |                |      |       |      | Customize              | About                      |
|---|----|-------|-------|-----|------------|----------------|------|-------|------|------------------------|----------------------------|
| Name: COSTER, FRANK Department: ENGLISH Homeroom: <b>101 9TH GRADE HOMEROOM 101</b> |    |       |       |     |            |                |      |       |      |                        |                            |
| School  | PD | Start | End   | Sem | Course     | Sec Name       | Room | Days  | Load |                        |                            |
| CHS   | 01 | 08:00 | 08:40 | FY  | 112CHS 001 | ENGLISH 10     | 101  | MTWRF | 8    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 02 | 08:45 | 09:25 | FY  | 108CHS 002 | ENG 9 HONORS   | 101  | MTWRF | 5    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 02 | 08:45 | 09:25 | FY  | 109CHS 002 | ENGLISH 9      | 101  | MTWRF | 11   | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 03 | 09:30 | 10:10 | FY  | 115CHS 002 | ENGLISH 11     | 101  | MTWRF | 9    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 04 | 10:15 | 10:55 | FY  | DUTY       | LUNCH          |      |       | 0    |                        |                            |
|   | 05 | 11:00 | 11:40 | S1  | 120CHS 001 | SAT VERB PREP  | 101  | MTWRF | 3    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 05 | 11:00 | 11:40 | S2  | 120CHS 002 | SAT VERB PREP  | 101  | MTWRF | 2    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 06 | 11:45 | 12:25 | FY  | DUTY       | PREPARATION    |      |       | 0    |                        |                            |
|   | 07 | 12:30 | 13:10 | FY  | 108CHS 001 | ENG 9 HONORS   | 101  | MTWRF | 1    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 07 | 12:30 | 13:10 | FY  | 109CHS 001 | ENGLISH 9      | 101  | MTWRF | 9    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 08 | 13:15 | 13:55 | FY  | 122CHS 002 | CREATIVE WRITE | 101  | MTWRF | 8    | <a href="#">Roster</a> | <a href="#">Attendance</a> |
|   | 09 | 14:00 | 14:40 | FY  | 122CHS 001 | CREATIVE WRITE | 101  | MTWRF | 0    | <a href="#">Roster</a> | <a href="#">Attendance</a> |

A list of students will appear. Beside each student is a drop down box used to indicate the student's attendance status.

## Post Class/Period Attendance

9:46:49 A.M.

Date to post:

Class: 112CHS-001 (ENGLISH 10) Period: 01 Teacher: COSTER, FRANK

Quick Link: Click a student name to quickly move to that area of the page.  
[BLAINE, M](#) [CARNEY, C](#) [FELTON, D](#) [KINNON, J](#) [RAJA, J](#) [REYNOLDS, C](#) [SMITH, M](#)

| Student Name                              | ID       | Grade | Sex | Age | Monday, May 11 | Time | Type | YTD Abs | YTD Tdy |
|---|----------|-------|-----|-----|----------------|------|------|---------|---------|
| <a href="#">BLAINE, MATTHEW</a>           | CHS07022 | 10    | M   | 17  | Present        |      |      | 0       | 0       |
| <a href="#">CARNEY, CHRISTOPHER</a>       | CHS07020 | 10    | M   | 16  | ABSENCE        |      |      | 4       | 0       |
| <a href="#">FELTON, DAVID</a>             | CHS07010 | 10    | M   | 16  | Present        |      |      | 0       | 0       |
| <a href="#">KINNON, JENNIFER</a>          | CHS07005 | 10    | F   | 15  | ABSENCE        |      |      | 5       | 0       |
| <a href="#">RAJA, JAMES</a>               | CHS07004 | 10    | M   | 14  | Present        |      |      | 0       | 0       |
| <a href="#">REYNOLDS, CHRISTINE MARIE</a> | CHS07015 | 10    | F   | 15  | Present        |      |      | 2       | 0       |
| <a href="#">SMITH, MARY JANE</a>          | CHS07009 | 10    | F   | 15  | Present        |      |      | 0       | 0       |

Total Row Count in Report - 7  
Note: Special Education Students are shown in Bold.

If a student is tardy or absent, select the correct designation. Repeat for each student that is absent or tardy. Then click on Submit Class/Period Attendance button. Year To Date(YTD) tardy and absences are updated realtime.

It will then indicate that the change has been submitted to the database.

