

Class

AEMIS



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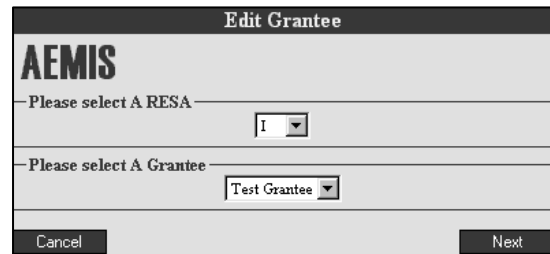


Grantee

To view your grantee (agency handling finances) information:

1. Select Grantee>View Grantee from the menu.

2. An **Edit Grantee** dialog box will display. If you are the Program Administrator or Data Manager for more than one grantee, you will have to select the appropriate RESA and/or grantee from the dropdown lists.



The screenshot shows a dialog box titled "Edit Grantee" with the AEMIS logo. It contains two dropdown menus: "Please select A RESA" with "I" selected, and "Please select A Grantee" with "Test Grantee" selected. At the bottom are "Cancel" and "Next" buttons.

3. With the appropriate grantee selected, click **[Next]**. Clicking **[Cancel]** will return you to the home screen.

4. A **View Grantee** dialog box will display. If the Grantee information needs to be corrected or updated, contact Mendy Marshall <mamarsha@access.k12.wv.us> at the West Virginia Department of Education (304-957-9833, ext. 53501).

NOTE: Grantee information cannot be updated/changed without permission from the West Virginia Department of Education.

Class Site

Create a Class Site

WVABE

Create a Class Site

Class Site Information

* RESA: [dropdown]
* Grantee: [dropdown]
* Site Type: [dropdown]
* Class Site: [text]
Website: [text]
Phone: [text]
Fax: [text]
DO NOT Display Class Site Details Publicly:

Street Address

* Address One: [text]
Address Two: [text]
* City: [text] State: WV
* Zip Code: [text]

Cancel Submit

* indicates a required field

A **class site** is a **physical location** where one or more ABE classes meet. Within AEMIS, these sites are **defined once** and then assigned accordingly to the individual classes.

The Grantee Administrator and/or Data Managers create and edit class sites and classes. Instructors **cannot** create or edit their own class sites or classes.

To **create** a class site:

1. Select **Class Site> Create Class Site** from the menu.

Complete the form provided, including the specification of all required data (as designated by asterisks).

Selecting **DO NOT Display Class Details Publicly** changes the status of the class relative to a class location directory. To search for all ABE-sponsored programs, go to the directory at <<http://www.wvabe.org/location.asp>>. This status determines if the class is or is NOT included in this search. All classes are displayed by default. Grantee Administrators and Data Managers have the ability to change the status of the class relative to a class location directory. Selecting **DO NOT Display Class Details Publicly** while creating a **class site** automatically changes the status of ALL classes created at this class site.



2. Click the **[Submit]** button to save your changes to the database or click **[Cancel]** to return to the home screen. If you clicked **[Submit]**, you will receive a message indicating that the class site was created successfully, click **[OK]** or make another menu choice.

Edit a Class Site

To **edit** a class site:

1. Select **Class Site>Edit Class Site** from the menu.
2. Select the class site you wish to edit from the dropdown list provided. Only class sites in your Grantee(s) are available. If you manage grantees across RESAs, you must designate the RESA.

Edit a Class Site

AEMIS

Class Site Information

RESA: I *
Grantee: Southern Regional Jail - Raleigh *
Site Type: Corrections: Regional *
Class Site: Southern Regional Jail *
Website: http://resa1.k12.wv.us Class Site
Phone: 30422566726
Fax:
DO NOT Display Class Site Details Publicly:

Street Address

Address One: 1200 Airport Road *
Address Two:
City: Beaver *State WW
Zip Code: 25813 *

Cancel Submit

* indicates a required field

3. Edit the class site profile as necessary.
4. Click the **[Submit]** button to save your changes to the database or click **[Cancel]** to return to the home screen. Click the **[Next]** button.

If you erroneously create a class site, refer to the section entitled **Troubleshooting**.

Deactivate Class Site

If classes are no longer being held within a physical location (class site), the class site would need to be **deactivated**. Deactivating a class site will remove the site from the class site dropdown list. If at a later time, the class site becomes active, it can be **activated**. **If you deactivate a class site, all classes being conducted at that class site will not be accessible; however, reports based upon the deactivated class site data can be generated.** Grantee Administrators and Data Managers, not instructors, can activate and deactivate class sites.

Deactivate a Class Site

AEMIS

Class Site Information

RESA: 1
Grantee: Southern Regional Jail - Raleigh
Site Type: Corrections: Regional
Class Site: Southern Regional Jail
Website:
Phone: 30422566726
Fax:
Class Site Details Are Publicly Available.

Street Address

Address One: 1200 Airport Road
Address Two:
City: Beaver State: WV
County: Unspecified
Zip Code: 25813

Cancel Deactivate

* indicates a required field

To **deactivate** a Class Site:

1. Select **Class Site>Deactivate Class Site** from the menu.
2. Select the class site to be deactivated from the menu.
3. Click the **[NEXT]** button.
4. The class site profile will display. Click the **[Deactivate]** button to deactivate the class.
5. If you do not want to deactivate the class site, click the **[Cancel]** button to return to the home screen.
6. You will be prompted to confirm the deactivation of the class site. Click **[OK]** or **[CANCEL]** as appropriate.



Activate Class Site

To **activate** a class site:

1. Select **Class Site>Activate Class Site** from the menu.

Activate a Class Site	
WVABE	
Class Site Information	
RESA:	IV
Grantee:	Training
Site Type:	General ABE Facility
Class Site:	Louise Training
Website:	http://resa4.k12.wv.us/
Phone:	
Fax:	
Class Site Details Are Publicly Available. <input type="checkbox"/>	
Street Address	
Address One:	404 Old Main Drive
Address Two:	
City:	Summersville State: WV
Zip Code:	26651
Cancel	Activate
* indicates a required field	

2. Select the class site to be activated from the menu.
3. Click the **[NEXT]** button.
4. The class site profile will display. Click the **[Activate]** button to activate the class. If you do not want to activate the class site, click the **[Cancel]** button to return to the home screen.

5. You will be prompted to confirm the activation of the class site. Click **[OK]** or **[CANCEL]** as appropriate.



Class

Create Class

A **class** in the AEMIS application is an **offering of a Program Type** (i.e., Regular ABE, ESL). It has associated with it a **meeting schedule**, one or more **instructors**, and a roster of **Students**. **Grantee Administrators** and **Data Managers** create classes: instructors do not.

The screenshot shows a 'Create a Class' dialog box. The title bar says 'Create a Class'. The logo 'WVABE' is in the top left. The 'General Information' section has dropdown menus for '*RESA:', '*Grantee:', and '*Class Site:', a text box for 'Website:', and a checkbox for 'DO NOT Display Class Details Publicly:'. The 'Class Information' section has text boxes for '*Class Name:', a dropdown for '*Program Type:', and a text box for '*Starting Date:'. At the bottom are 'Cancel' and 'Next' buttons, and a note '* indicates a required field'.

To **create** a class:

1. Select **Class>Create Class** from the menu. A **Create a Class** dialog box will appear.
2. Complete the General Information and Class Information sections of the form. Click **[Next]**. A Create the Class Schedule Template dialog box will appear.

Selecting **DO NOT Display Class Details Publicly** changes the status of the class relative to a class location directory. A searchable directory of all ABE-sponsored programs is available on-line at <<http://www.wvabe.org/location.asp>>. This status determines if the class is or is NOT included in this search. All classes are displayed by default. Grantee Administrators and Data Managers have the ability to change the status of the class relative to a class location directory.

If a class is NOT open to the public, the class details should NOT be displayed publicly. For example, if a class is being offered in a domestic violence shelter, this class is NOT open to the public and is available only for the shelter's clients.

If a class is **no longer accepting students**, the **class details should not be displayed publicly**. For example, the class may close during the summer months. The instructor would close the class temporarily and open the class in the fall when the class resumes. Classes will NOT have to be recreated at the beginning of a new fiscal year; class information and students will be "rolled over."

If a class moves to a new location, the Grantee Administrator and/or Data Manager will need to change (and possibly create) the class site – **Class>Edit Class**. To edit a class, refer to the **Class** section.

WVABE

Create the Class Schedule Template

Add Class Meeting

*Day: [Dropdown] *Start Time: 800 AM [Dropdown] *End Time: 800 AM [Dropdown] Add

Current Schedule

Day: [Dropdown] Start Time: [Dropdown] End Time: [Dropdown]

Cancel

* indicates a required field

3. To complete the class schedule template for this class, select a day or combination of days from the **Day** drop-down menu list.

- Specify the **Start Time** and the **End Time** for that day or combination of days.
- To add the **Class Meeting** to the class schedule template, click **[Add]**.

A Class may meet at multiple times in a single day (i.e., class lasts 4 hours on Monday, from 10-12, then 1-3, allowing a lunch break); as a result, you will have to schedule the same day(s) with various start/end times.

AEMIS

Edit Instructor Schedule Template

Day	Start Time	End Time
Monday	08:00am	11:00am
Monday	12:30pm	03:30pm
Tuesday	08:00am	11:00am
Tuesday	12:30pm	03:30pm
Wednesday	08:00am	11:00am
Wednesday	12:30pm	03:30pm
Thursday	08:00am	11:00am
Thursday	12:30pm	03:30pm
Friday	08:00am	11:00am
Friday	12:30pm	03:30pm

Add Class Meeting

Letter: [Dropdown] Instructor: [Dropdown] Day: [Dropdown]

Start Time: [Dropdown] End Time: [Dropdown]

Add

Instructor	Day	Start Time	End Time	
Barrett, Michael A.	Monday	800 AM	1100 AM	X
Barrett, Michael A.	Monday	1230 PM	330 PM	X
Barrett, Michael A.	Tuesday	800 AM	1100 AM	X
Barrett, Michael A.	Tuesday	1230 PM	330 PM	X
Barrett, Michael A.	Wednesday	800 AM	1100 AM	X
Barrett, Michael A.	Wednesday	1230 PM	330 PM	X
Barrett, Michael A.	Thursday	800 AM	1100 AM	X
Barrett, Michael A.	Thursday	1230 PM	330 PM	X
Barrett, Michael A.	Friday	800 AM	1100 AM	X
Barrett, Michael A.	Friday	1230 PM	330 PM	X

Cancel Submit

- Repeat step 3 until the class schedule template is complete.
- To delete one of the class meetings from the class schedule template, click the **X** next to the appropriate meeting time.

Microsoft Internet Explorer

By proceeding the class schedule, as entered, will be saved to the database. Are you sure you wish to continue?

OK Cancel

8. When the class schedule template is complete, click the **[Next]** button. You will be prompted to confirm the class schedule. Click **[OK]** or **[Cancel]** as appropriate.

Important: Schedule actual instructional hours; do not include lunch breaks or planning time.

PRIOR to logging attendance for any given month, make sure the class schedule template is correct. If the schedule has changed, edit the schedule PRIOR to logging attendance.



As soon as a log attendance screen is open for any month, the schedule is saved for that month.

In order to make changes to a month's schedule that has been saved, changes must be made on a daily basis. To make daily schedule changes, refer to the section entitled Schedule Exceptions.

Schedule Instructors for the Class

To **schedule** instructors for the class:

1. Select the first letter of the instructor's last name from the **Letter** dropdown menu list.
2. Select an instructor from the **instructor** dropdown menu list.

Edit Instructor Schedule Template					
Class Schedule			Add Class Meeting		
Day	Start Time	End Time	Letter	*Instructor	*Day
Monday	600 PM	900 PM			Monday
			*Start Time	*End Time	
			600 PM	900 PM	Add
Current Instructor Schedule					
Instructor	Day	Start Time	End Time		
Crow, Bryan	Monday	600 PM	900 PM		
Cancel			Submit		
* indicates a required field					

The dropdown list includes only those instructors who have completed the pre-service requirements associated with the program type selected when the class was created during step 2.

3. Select the appropriate day or combination of days from the **Day** dropdown menu list. Specify the **Start Time** and **End Time** for this instructor and click **[Add]**.

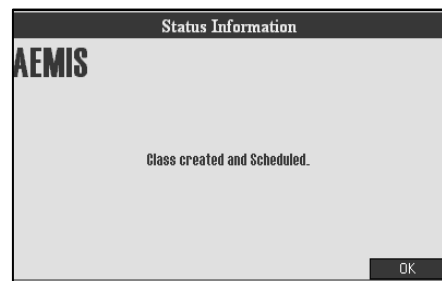
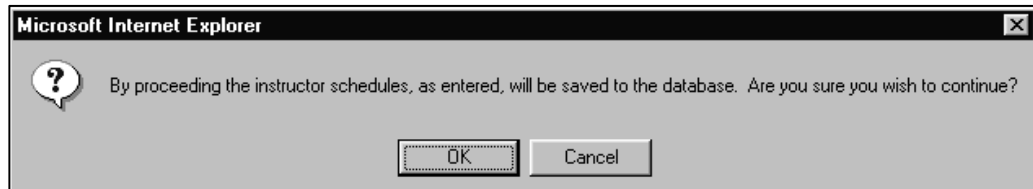
You will be able to schedule **instructors** only for the days/times specified in the **Class Schedule** (step 3).

4. Repeat steps 1 & 2 for all instructors assigned to this class.



When scheduling instructors, only schedule actual instructional hours. Do not include breaks or lunch time.

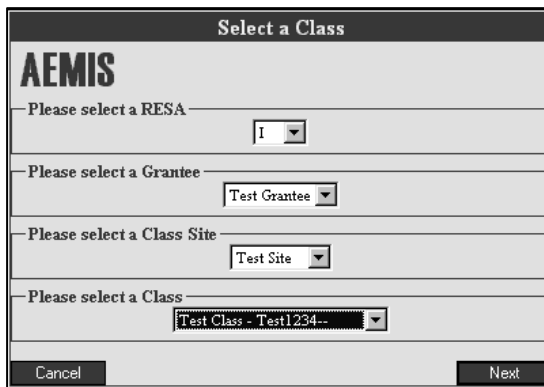
5. After scheduling all instructors for the class, click **[Submit]**. You will be prompted to confirm the instructor schedules. Click **[OK]** or **[Cancel]** as appropriate. Clicking **[Cancel]** will save the class; however, NO instructors will be assigned to the class. Prior to being able to utilize the class within AEMIS, instructors MUST be assigned. If you click **[OK]**, you will receive a message indicating that the class was created and scheduled. Click **[OK]** or make another menu choice.



If you erroneously create a class, refer to the section entitled **Troubleshooting**.

Edit Class

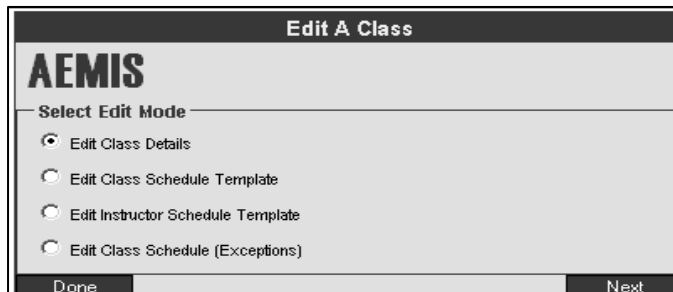
Once a class has been created by the Grantee Administrator/s and Data Manager/s, the instructor can edit the class.



To **edit** a class:

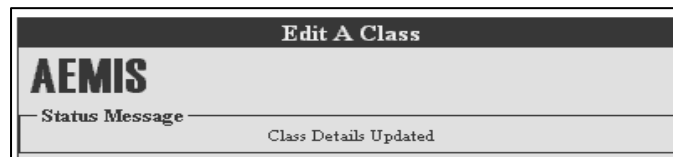
1. Select **Class>Edit Class** from the menu. A **Select a Class** dialog box will appear.
2. Select the class you wish to edit using the dropdown lists provided. Click **[Next]**, an **Edit A Class** dialog box will appear.

3. Select an item to edit by clicking the appropriate radio button next to the item. After making your selection, click **[Next]**.



4. Edit the class as necessary, following the steps outlined in the previous section (**Class** section).

5. After editing any of the various components of the class (i.e., details, schedule, instructors), you will receive a confirmation message. After receiving the confirmation message, continue editing the class as necessary.



6. For additional information regarding the “Edit Class Schedule (Exceptions)” option, refer to the **Schedule Exceptions** section of this guide.
7. When you have finished editing each component of the class, click **[Next]** or make another menu choice. Clicking **[Done]** returns you to the AEMIS home screen.

Schedule Exceptions

At times it may be necessary for you to **edit the class schedule template** to remove one or more class sessions due to inclement weather, absence of an instructor, addition of one or more class sessions, and/or the need to alter the meeting times for specific class sessions.

To **Edit** the Class Schedule (**Exceptions**):

1. Select **Edit Class Schedule (Exceptions)** from the **Edit A Class** dialog box and click **Next**.
2. A **Class Schedule Exceptions** calendar will display.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01 Modify
02 Modify	03 Class Meets 6 hours Modify	04 Class Meets 6 hours Modify	05 Class Meets 6 hours Modify	06 Class Meets 6 hours Modify	07 Class Meets 6 hours Modify	08 Modify
09 Modify	10 Class Meets 6 hours Modify	11 Class Meets 6 hours Modify	12 Class Meets 6 hours Modify	13 Class Meets 6 hours Modify	14 Class Meets 6 hours Modify	15 Modify
16 Modify	17 Class Meets 6 hours Modify	18 Class Meets 6 hours Modify	19 Class Meets 6 hours Modify	20 Class Meets 6 hours Modify	21 Class Meets 6 hours Modify	22 Modify
23 Modify	24 Class Meets 6 hours Modify	25 Class Meets 6 hours Modify	26 Class Meets 6 hours Modify	27 Class Meets 6 hours Modify	28 Class Meets 6 hours Modify	29 Modify
30 Modify	31 Class Meets 6 hours Modify					

3. Using the dropdown menu in the upper right corner of the calendar, select the appropriate month.

4. To **edit** (modify) the schedule for a specific day, click **Modify**.
5. A **Detailed Daily Class Schedule** dialog box will display.
6. To add an additional class schedule, click **Add** in the **Class Schedule** section of the dialog box. Complete the **Add Daily Class Schedule** dialog accordingly and click **Submit**. You will return to the **Detailed Daily Class Schedule** dialog box.

7. To **Delete** or **Edit** an existing class schedule, click the radio button next to the appropriate class schedule. Click **Delete** to delete the session. Click **Edit** to edit the schedule selected.

Before you can log attendance for a student, it is first necessary to log attendance for the instructor. As a result, adjust the **instructor Schedule** to correspond to the **Class Schedule**. Update the **instructor Schedule** following the same steps used to update the **Class Schedule**.

It IS recommended that schedule exceptions be completed for sessions that require additional hours/days. It is NOT necessary to delete or shorten class sessions, unless the change is for a long period of time. In which case, you would update the **Class Schedule Template**.

Make sure all schedule exceptions are completed PRIOR to setting the schedule for a given month (opening log attendance).



Opening the **log attendance** dialog box for a specific month **sets** the schedule. Alterations in the schedule after **setting the schedule** (opening log attendance) will not be taken into account on the ABE 300A calendar. However, additions/alterations made to the schedule **WILL** be taken into account on the attendance roster, even after the schedule has been **set/opened**.



A schedule change DOES NOT erase attendance – for the instructor or student. If you log attendance for an instructor (i.e. 3 hrs) and then remove that day from the schedule prior to updating the instructor's attendance (i.e. 0 hrs), the instructor attendance will be reflected on the ABE 300A.

Close/Open Class



Closing a class in AEMIS prevents users from enrolling new students. Existing ABE 400A/B forms can be edited and attendance can be logged.

Select a Class

AEMIS

Program Year: 2007 *
RESA: I *
Grantee: Southern Regional Jail - Raleigh *
Class Site: Southern Regional Jail 1058 *
Class: SRJ - 51074-2007-4563 *

Cancel Next

To **close** a class:

1. Select **Class>Close Class** from the menu.
2. Select the class site you wish to close, using the dropdown menus. The dropdown menus include all of the **open** classes assigned to the User; previously closed classes will not be available. Click **[Next]**.
3. A **Close This Class dialog box** will appear. If this is the class you wish to close, click **[Submit]**. You will be prompted to confirm the closure of the class. Click **[OK]** or **[Cancel]** as appropriate. If you select **[OK]**, a **Status Information** dialog box will appear.
4. If this is **NOT** the class you wish to close, click **[Cancel]** to return to the home screen.

Close This Class

AEMIS

General Information

RESA: I
Grantee: Southern Regional Jail - Raleigh
Class Site: Southern Regional Jail

Class Information

Class Name: SRJ
Class Number: 51074-2007-4563
Program Type: Regular ABE
Starting Date: 07/01/2006

Cancel Submit

Microsoft Internet Explorer

Are you sure you wish to close this class?

OK Cancel

Status Information

AEMIS

Class Closed.

OK

To **open** a class:

1. Select **Class>Open Class** from the menu.
2. Select the class site you wish to open, using the dropdown menus. The dropdown menus include all of the **closed** classes assigned to the User; open classes will not be available. Click **[Next]**.
3. An **Open This Class** dialog box will appear. If this is the class you wish to open, click **[Submit]**. You will be prompted to confirm the opening of the class. Click **[OK]** or **[Cancel]** as appropriate. If you clicked **[OK]**, a **Status Information** dialog box will appear. Click **[OK]** or make another menu choice to continue.
4. If this is NOT the class you wish to open, click **[Cancel]** to return to the home screen.

Log Attendance/Contact Hours

AEMIS
 printer friendly version

Class Information

Resa IV

Class Name 2009 test

Grantee Fayette County Schools

Class Number 20-2009-5589

County Fayette

Program Type Regular ABE

Class Site Fayette Institute of Technology

Start Date 07/01/2008

Class Schedule

Month May PY 2009

Values in Red indicate the number of hours the class is taught for on that day

May 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01	02
03	04 6.0	05	06	07	08	09
10	11 6.0	12	13	14	15	16
17	18 6.0	19	20	21	22	23
24	25 6.0	26	27	28	29	30
31						

Instructor Attendance

System will automatically calculate contact hours for disabled (special learning needs) students

Instructor	M 04	M 11	M 18	M 25	Total	Instructor
	0	0	0	0	0.00	

Use Vertical Scroll Bar to view entire page -->

Student Attendance

Students who are in need of an Entry assessment can not have attendance hours logged for them and are not listed.

Student	M 04	M 11	M 18	M 25	Proxy	Total	Student
	0	0	0	0	N/A	0	

To **log** Attendance/Contact Hours:

1. Select **Class>Log Attendance/Contact Hours** from the menu.
2. A **Select a Class** dialog box will display. Select the class in which you want to log attendance/contact hours from the dropdown lists. Click **[Next]** to continue. Clicking **[Cancel]** will return you to the home screen.
3. An **ABE 300 Form** will display.
 - a. **Class Information** displays information recorded when the class was created.
 - b. **Class Schedule** displays the number of instructional hours available based upon the class schedule.
4. Select the **Month** you wish to enter attendance/contact hours from the dropdown list. The month and program year defaults to the **previous** month (based upon the date of the computer you are utilizing).

5. All of the instructors scheduled to provide instruction for this class will be displayed in the **Instructor Attendance** section of the form. Log the daily attendance of the instructors accordingly.
 - a. AEMIS automatically generates the **dates of attendance** based upon the month/program year selected and the class schedule. Attendance can be recorded only for these days. If the schedule changes, edit the class accordingly. If you delete a class meeting from the class schedule and have recorded attendance for those days, the days will not display on the ABE 300 form; however, the attendance is recorded accordingly on the ABE 300A.
 - b. If you record more instructional hours than the class is scheduled, you will receive an error message. AEMIS will not allow the recording of more instructional hours than the class is scheduled for any given day. Click **[OK]** to continue.
 - c. Record instructor attendance prior to recording the student attendance. If the number of contact (attendance) hours recorded for a student on any given day exceeds the number of attendance hours recorded for the instructor(s), you will receive an error message. AEMIS will not allow the recording of more student contact hours than there are instructor attendance hours. Click **[OK]** to continue.

6. All of the students enrolled in the class will be displayed in the **Student Attendance** section of the form. Log the daily attendance (contact hours) of the students accordingly.



- a. ***By selecting Documented Disability on the student's ABE 400A, AEMIS knows to generate 1.5 contact hours on the ABE 300A for every instructional hour the student attends. Therefore, record only actual instructional time when recording the student's contact hours.***
- b. If a class meeting is canceled and rescheduled, or if a student "makes up" a class, check with your local administrator for procedures as to how to record the student's attendance. For example, some DHHR sponsored classes allow students to "make up" a missed day during the instructor's planning time. In this case, the attendance would be recorded according to local policy.
- c. It may be necessary to utilize the scroll bar on the right side of the Attendance section of the form to view all of the students enrolled in the class. **There may be two scroll bars: one within the AEMIS screen and the Internet Explorer scroll bar.** To view all of the students, you will want to utilize the scroll bar within the AEMIS screen.

7. To jump to a student's 400A or B from the log attendance screen, click the "A" or "B" link near their name at the end of their attendance row. By clicking "A" or "B" the attendance data **is saved** and you are automatically taken to the student's 400A or B.
8. Click the **[Save]** button to save your changes, or click **[Cancel]** to return to the home screen.

AEMIS System Administrator



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