

Using Teacher Mobile

With TEAMS Teacher Mobile, teachers can use their mobile devices to take classroom attendance or enter limited discipline incident information. Teachers can also view additional information for students scheduled in their classes, including attendance details, report cards, schedules, and contact information. The functionality that can be accessed in TEAMS Teacher Mobile is set by your district.

Note: For more information about configuring TEAMS Teacher Mobile, see the guide *Setting Up Teacher Mobile*.

Logging In

Follow the steps below to log in to Teacher Mobile:

1. Enter your district's link for accessing the Teacher Mobile application. The Teacher Login page is displayed.

Note: Teacher Mobile supports Apple products running iOS 5 or later on iPhone, iPad, or iPad Touch; Android devices running version 3 or newer on smartphones or tablets; Windows Phone 8 or newer; and Safari or Chrome Web browsers.

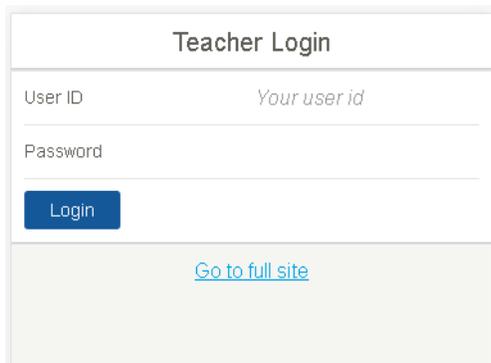


Figure 1: Teacher Login page (partially illustrated)

2. Enter your **User ID**.
3. Enter your **Password**.
4. Tap **Login**. The Home page is displayed, as shown in the following figure.

Note: Clicking the **Go to full site** link will take you to the Login page for the desktop version of TEAMS.

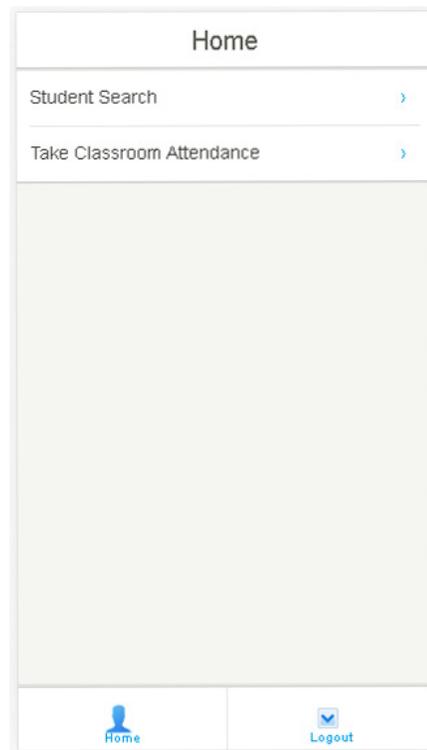


Figure 2: Home page

Note: The  (Home) and  (Logout) icons are displayed on the bottom of each page.

5. You now have the following options:
 - Student Search (see page 2)
 - Take Classroom Attendance (see page 4)

Student Search

On the Student Search page, search results are filtered to return only matching results for enrolled students at your campuses for the current fiscal year. Once a student record is located, the available options depend on how your district has configured Teacher Mobile and whether the student is currently scheduled in one of your classes.

To search for a student, follow the steps below.

1. Tap **Student Search** to display the Student Search page, as shown in the following figure.

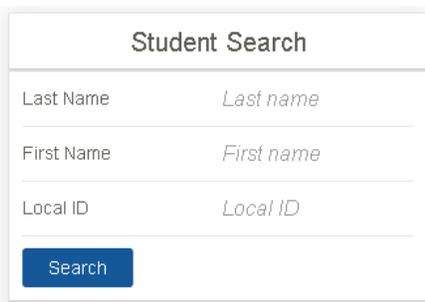


Figure 3: Student Search page (partially illustrated)

2. Complete one or more of the fields below to locate the student.

- **Last Name**
- **First Name**
- **Local ID**

Tip: Name fields use a "Begins with" search, which means you can search with partial information.

3. Tap **Search**.

Note: The system will display a message if too many students match the criteria you entered or if no student matches the criteria you entered.

- If multiple students match the criteria you entered, the Search Results page is displayed, as shown in Figure 4. Proceed to **Step 4**.
- If only one student matches the criteria you entered, the Student page is displayed, as shown in Figure 5. Proceed to **Step 5**.

Tap to go back to the previous page.

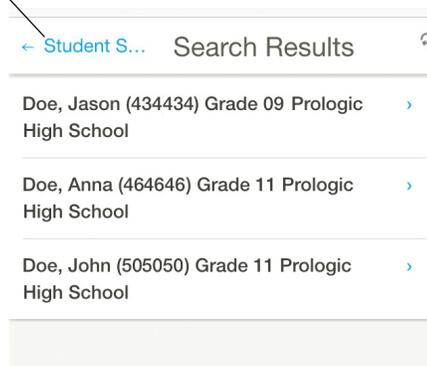


Figure 4: Search Results page (partially illustrated)

4. Tap to select the student. The Student page is displayed.

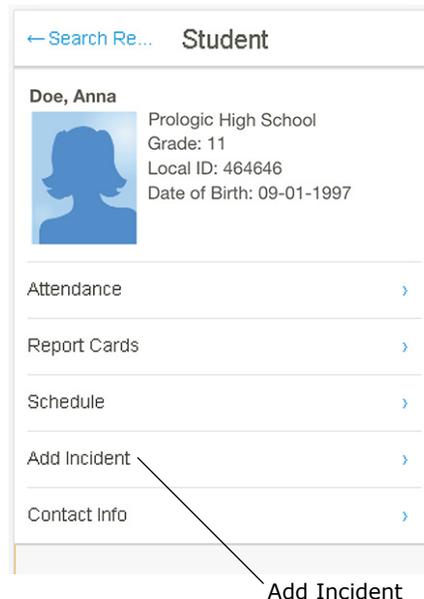


Figure 5: Student page (partially illustrated)

5. You now have the following options:
 - Add Incident (see page 3)
 - Attendance (see page 3)
 - Report Cards (see page 3)
 - Schedule (see page 4)
 - Contact Info (see page 4)

Adding a Discipline Incident

You can enter limited discipline incident information for a selected student enrolled at your campus. Only new discipline incidents can be added, and the selected student is saved as the only student offender.

The entry fields that are displayed are controlled by the setting in the Campus Setup Options function for the Discipline Teacher Notification field. (For more information, see the guide *Setting Up Teacher Mobile*.) Discipline incidents cannot be edited, deleted, or merged using Teacher Mobile.

To add a new incident, follow the steps below.

1. On the Student page, tap **Add Incident** to display the Add Incident page. The version of the page that is displayed depends on how your district has configured options for the campus at which the student is enrolled.

Figure 6: Add Incident page (partially illustrated)

2. Complete the following fields:
 - **Incident Date** (Defaults to current date, but you can change this.)
 - **Incident Time** (Defaults to the current time, but you change this.)
 - **Location Description** (Whether this field is required is controlled by your district.)
 - **Offense** (Whether this field is displayed is controlled by a setting for the campus.)
 - **Disciplinary Action** (Whether this field is displayed is controlled by a setting for the campus.)
3. Tap **Save**. The system displays a message with the incident number and then takes you back to the Student Search page.

Viewing Attendance

The Attendance link for viewing attendance information is only displayed on the Student page if the student is scheduled in one of your classes. Follow the steps below to view attendance.

1. On the Student page, tap **Attendance** on the Student page to display the Attendance page. Attendance information is listed in reverse chronological order and includes the following information:
 - Date
 - Day of the Week
 - Absence or Tardy code for each date
2. **Optional.** Tap a date to drill down to the Attendance Detail page with the following information for the date:
 - Day Code
 - Period
 - Course Long Description
 - Absence or Tardy Reason
 - Whether the absence or tardy was excused or unexcused
3. Tap the link in the upper left corner to navigate back through the previous pages, or click  to go back to the Home page.

Viewing Report Cards

The Report Cards link for viewing report card information is only displayed on the Student page if the student is scheduled in one of your classes. Follow the steps below to view report cards.

1. On the Student page, tap **Report Cards** to display the Report Card page, which lists the following information for each of the student's scheduled courses:
 - Course
 - Section
 - Long Description
 - Teacher
 - Day/Period
 - Room Number
 - Current running grade average if today's date falls within a grading cycle or the grade that is posted

Note: Dropped courses are displayed at the bottom of the list.
2. **Optional.** Tap a course to drill down to grades for it.

Note: Grades in black text are posted grades. Grades in red text are the running average.

3. **Optional.** To drill down to course assignments for a grading cycle, tap the **Assignments** link. Assignments are grouped by assignment categories.

4. **Optional.** For each assignment, you can tap the **Details** link to display a popup box that includes the following information:

- Grade Value
- Grade Note, if applicable
- Max Value
- Grade Scale
- Class Average

Note: Whether the class average is displayed is controlled by a setting in the Campus PSS Setup Options function.

- Assignment Date
- Due Date
- Count
- Assignment Note, if applicable

Note: If the teacher has saved an attachment for the assignment, it is not accessible in Teacher Mobile.

Note: You may need to swipe down the box to view assignment note information.

5. Tap **Close** to close the Details box.
6. Tap the link in the upper left corner to navigate back through the previous pages, or click  to go back to the Home page.

Viewing Schedule Information

The Schedule link is only displayed on the Student page if the student is scheduled in one of your classes. Follow the steps below to view a student's schedule.

1. On the Student page, tap **Schedule** to display the Schedule page, which lists the following information.

- Term-Day-Period
- Course long description
- Teacher Name
- Room Number

Note: The Schedule page lists class records with status = S (scheduled) or F (finalized) where the start date is today or before today or the first day of a term. D (dropped) and W (withdrawn) records will also show if end date is today or a future date.

2. Tap the **Student** link in the upper left corner to navigate back to the Student page, or click  to go back to the Home page.

Viewing Contact Info

The Contact Info link is only displayed on the Student page if the student is scheduled in one of your classes. Follow the steps below to view a student's schedule.

1. On the Student page, tap **Contact Info** to display the Contacts page. The following information is displayed if it has been saved for a contact in TEAMS:

- Contact Name
- Contact Type
- Relationship
- Phone Numbers, and whether they are flagged as Private

Note: Phone numbers are links that you can tap to call the contact.

- Email addresses, and whether they are flagged as Private
- Whether the contact can pick up the student
- Whether the student Resides with the contact
- Whether the contact is an emergency contact
- If a value is saved in the Custody Order field for the contact, the text that your district has configured for display in the header above Student entry functions is also displayed on the Contacts page.

2. Tap the **Student** link in the upper left corner to navigate back to the Student page, or click  to go back to the Home page.

Take Classroom Attendance

To take attendance in Teacher Mobile, follow the steps below.

1. On the Home page, tap **Take Classroom Attendance**. One of the following pages is displayed:

- **Class roster page:** If the current time falls within a class period on the current day code, the Course page is displayed with the class roster for the current class period. Proceed to **Step 2**.
- **Choose Section page:** If it is not during a current class period, more than one periods fall within the current time, or you teach more than one class and they are not connected, the Choose Section page is displayed with a list of your current course sections. Tap a section to display its Course page with the class roster and then proceed to **Step 2**.

Note: Depending on how attendance options have been set up for your campus, some sections may not be listed on the Choose Section page because of rules for reporting attendance or attendance lock out times.

2. By default, students on the Course page are marked as Present (PRS). Their names and the PRS code are displayed in black text. You have the following options for marking attendance:

- To mark a student as absent, tap the row once. The student's name and the absence code (ABS) are displayed in red text.
- To mark a student as tardy, tap the row twice. The student's name and the tardy code (TDY) are displayed in yellow text.

Tip: You can tap the row to cycle through the selections for a student's attendance. If you have marked a student as absent or tardy and would like to change the selection to Present, tap the row until PRS is displayed for the student and the code and the student's name are displayed in black text.

Note: You may need to swipe down the page to view all students.

A sample configured roster is shown in the following figure.

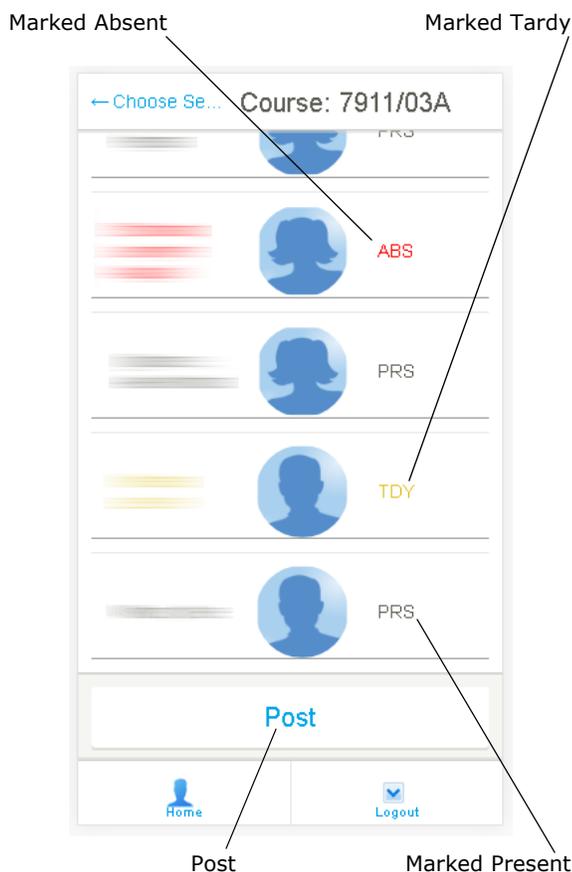


Figure 7: Class Roster with an absence and a tardy indicated

3. When you are ready to post, tap **Post**. The Post Course page is displayed with a summary of attendance counts for you to review, as shown in the following figure.

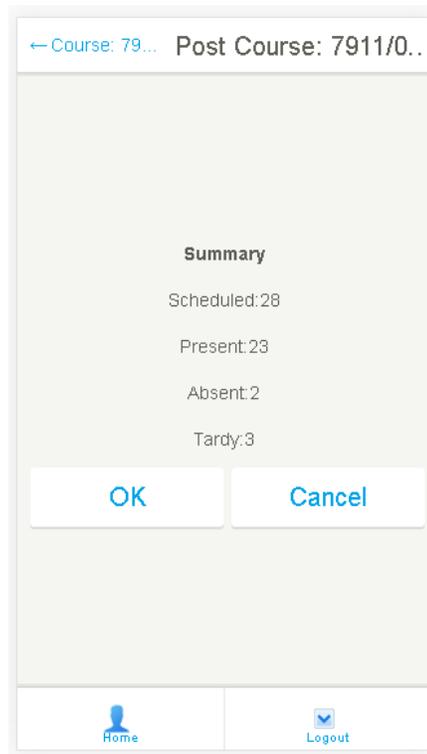


Figure 8: Post Course page with attendance summary

4. You now have the following options:

- Tap **OK** to save the attendance records. The Choose Section page is displayed, and the section you just posted has dropped off the list.
- Tap **Cancel** to not post the attendance records. The Course page is displayed and you can modify any selections as necessary.