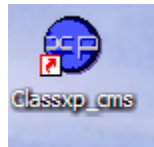
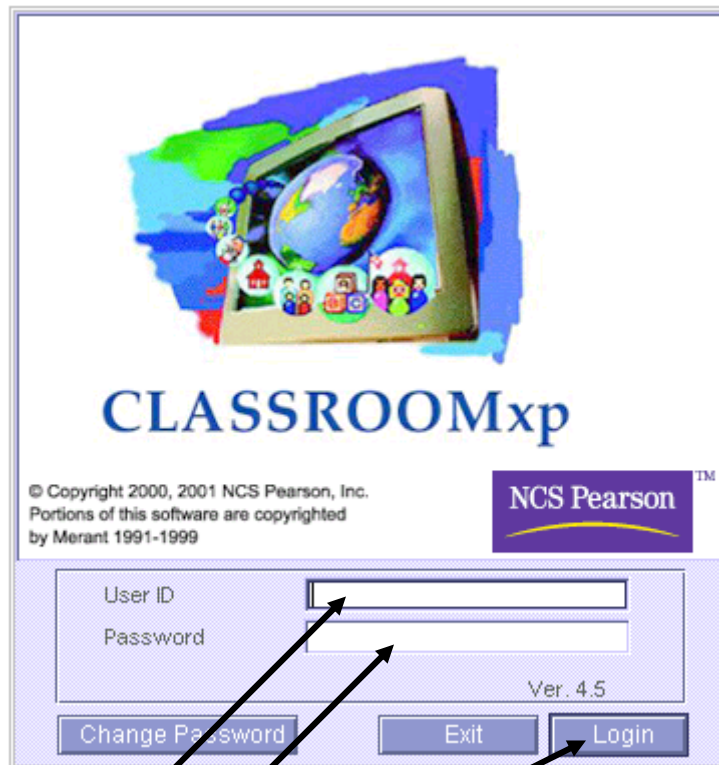


Quick Start Sheet – CLASSROOMxp

When you log in to the CISD network you will find the icon below.
Below it will be the name Classxp_cms



When you click on the icon you will open the attendance portion of the program. The next screen you will see is the CLASSROOMxp log in screen.

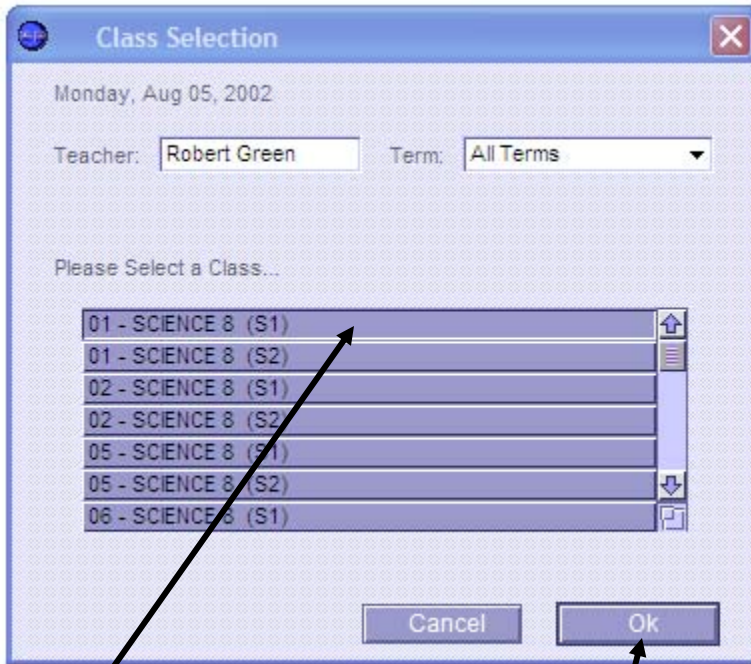


Enter your User ID here

Enter your Password here

Click the Login Button

Once you have logged in you will see a screen that looks like this.

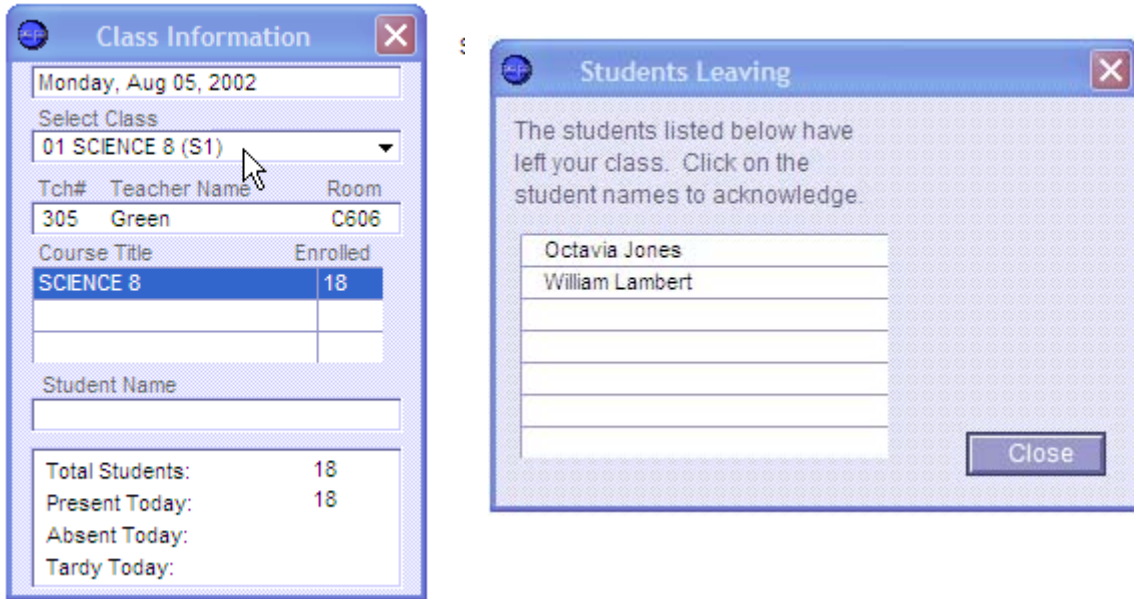


To select a class click on that period then click OK

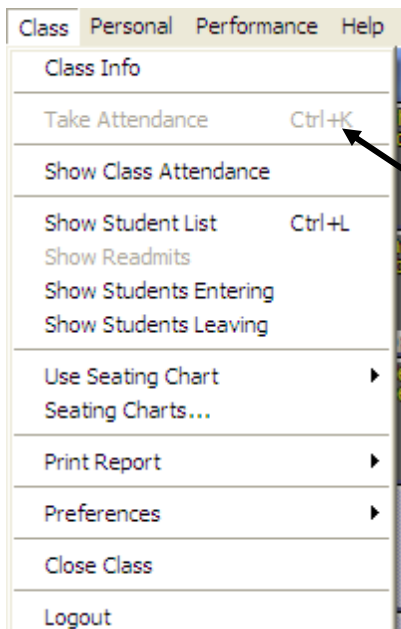
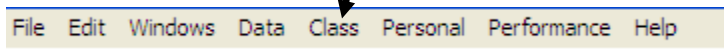
Your class will open up and look like this.

Shasta Aaron	Kevin Aberneti	Amy Alford	Elizabeth Alfred	Jose Cepeda	Heath Crofoot	Jon Doucet
Naudia Eagleton	Henry Frank	Daniel Harris	Mario Hernand	Octavia Jones	William Lambert	Alaina Lewellyn
Lynette Moctezu	Kernesh Norton	James Ogden	Christina Parmer	Daniela Serrano	Ashley Stevens	

Other information you will receive on each class screen will include your class information and also any students who are entering or leaving your class. When you acknowledge changes the names will appear or disappear from your roster.



To take attendance select class from the menu bar or hit Ctrl+K



Once the class menu is open select Take Attendance

Once you have taken attendance clicking on the menu bar will send your report to the attendance office.

Other information, which is available through CLASSROOMxp, includes:

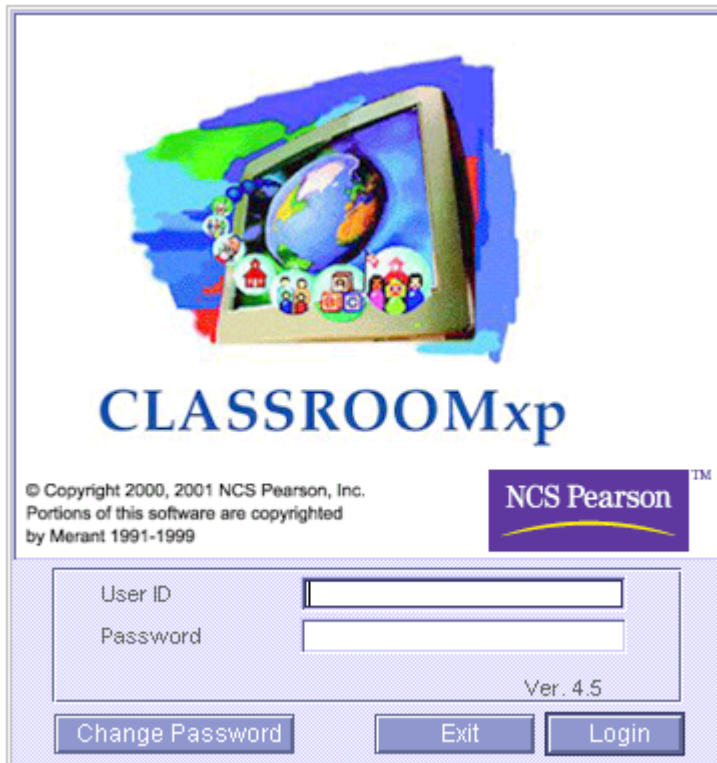
1. Parent contact information
2. Grade information
3. Built in seating chart with pictures

Changing Your SASI password

You will be prompted to change your SASI password **every 45 days**.

You will not be able to progress any farther until this is done.

You will have to select a new password you will not be allowed to change it to the same as your current password.



CLASSROOMxp

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NCS Pearson™

User ID

Password

Ver. 4.5

Change Password Exit Login