



# Chancery SMS

## Past Attendance Training

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## Log onto the System

1. Log onto the System.



The screenshot shows the login page for Chancery SMS. It features a dark blue header with the text "Chancery SMS" in white. Below the header is a light yellow background containing the login fields. There are two input boxes: "User ID:" and "Password:". Below the "Password:" field is a blue "Log On" button and a blue underlined link "Change Password". In the bottom left corner of the yellow area, the version number "7.0.0.5103" is displayed. At the bottom of the page, the Pearson logo is shown on the left, followed by the copyright notice: "Copyright© 1998-2009 Pearson Education, Inc., or its affiliate(s). All rights reserved." and the website address "www.pearsonschoolsystems.com".

Chancery SMS

User ID:

Password:

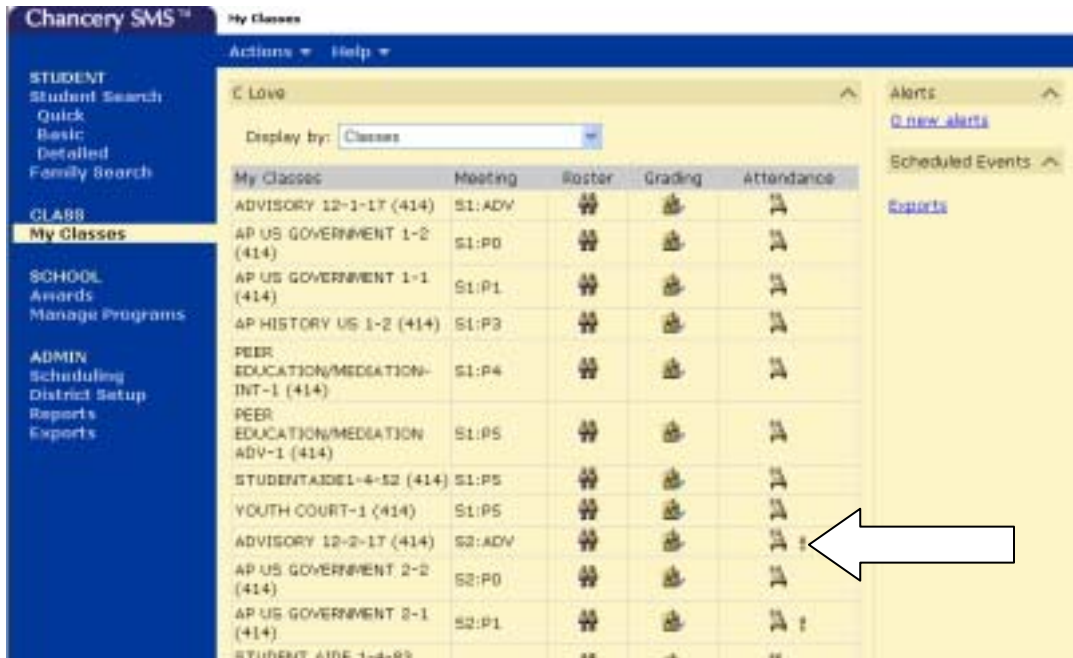
[Change Password](#)

7.0.0.5103

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## Taking Past Student Attendance

2. Search for a class, then *Click* on the **Attendance** icon next to the class you want to take attendance for.



3. *Click* on the **Calendar** icon.

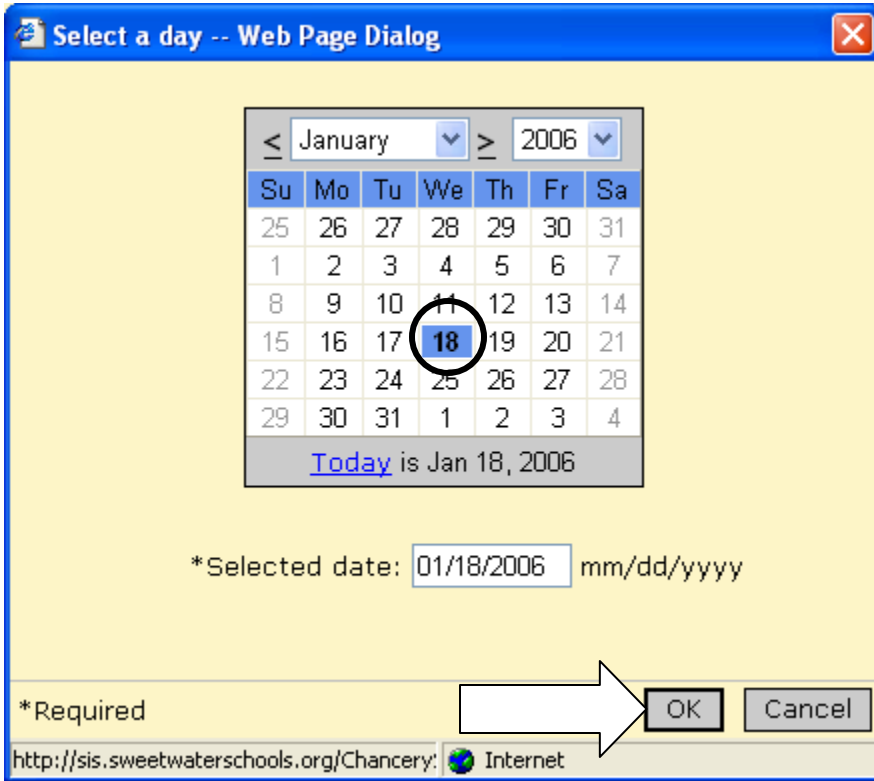
# Past Attendance Training

The screenshot shows a web browser window with the address bar displaying a URL from westwaterschools.org. The page title is "Chancery SMS™" and the breadcrumb trail is "My Classes > Class Attendance". The page content includes a navigation menu with "Roster" and "Attendance" options. The main area shows the date "Wednesday, January 18, 2006" and time "8:55 AM - 9:15 AM". Below this is a table of student attendance records. A white arrow points to the date and time selection area.

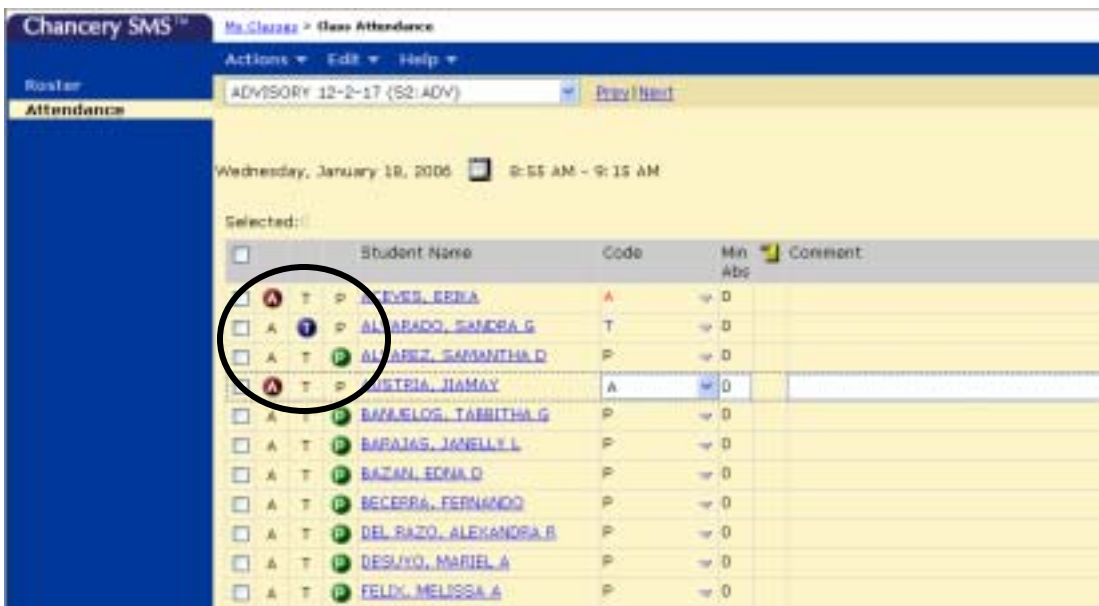
| Selected:                |     | Student Name         | Code | Mn | Abs | Comment |
|--------------------------|-----|----------------------|------|----|-----|---------|
| <input type="checkbox"/> | A T | ACEYES, ERIKA        | P    |    | 0   |         |
| <input type="checkbox"/> | A T | ALVARADO, SANDRA G   | P    |    | 0   |         |
| <input type="checkbox"/> | A T | ALVAREZ, SAMANTHA Q  | P    |    | 0   |         |
| <input type="checkbox"/> | A T | AUSTRIA, JIAMAY      | P    |    | 0   |         |
| <input type="checkbox"/> | A T | BANUELOS, TARRITHA G | P    |    | 0   |         |
| <input type="checkbox"/> | A T | BARAJAS, JANELLY L   | P    |    | 0   |         |
| <input type="checkbox"/> | A T | BAZAN, ERNA D        | P    |    | 0   |         |
| <input type="checkbox"/> | A T | BECEBRA, FERNANDO    | P    |    | 0   |         |

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4. Click on, or Type in the **date** you want to take attendance for the selected class.
5. Click **OK**.

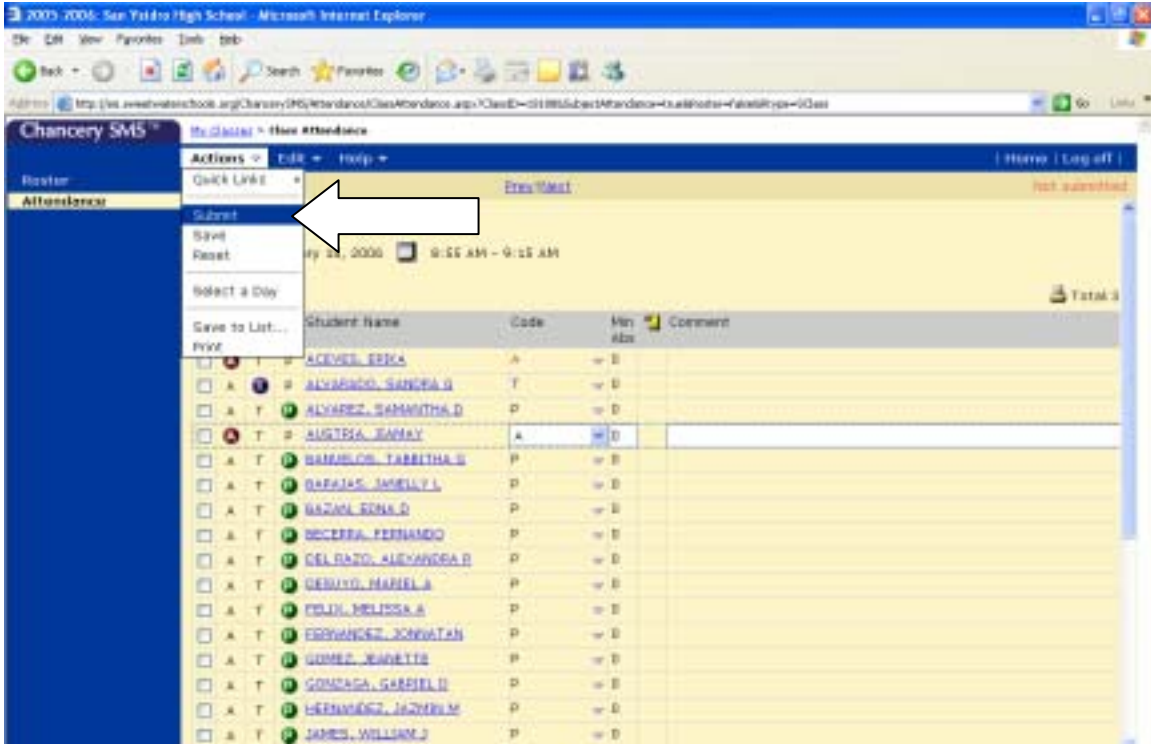


6. Make any necessary changes to attendance for the class.



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7. To submit changes go to **Actions >> Submit**



8. Note that your changes to attendance have been submitted.

