

## Teacher Assist – Getting Started

### ***ALERT Screens that MAY pop up when you login.***

At this point a Teacher Alerts and Follow-up box may pop up indicating that there are active Alerts/Follow ups for you on this date. Click **OK** to view the alerts/Follow ups window, or click **Cancel** to ignore. The alert above will continue to pop up every 30 minutes until the “Complete Date” is entered. Alert Screens will be discussed later.

### ***Class Change Notification Screen***

A Class Change notification also may pop up. This screen displays any additions or withdraws from your class. It displays the class, student and a message that says “Left class” or “New to class”. Check the “**Read?**” column to indicate that the change has been read. Once checked, that student no longer appears. **Check All** is available to expedite the process.

The screenshot shows a window titled "Class Changes Notification" with a search field for "Activity Date" set to "08-JUN-2004" and a "Query" button. Below is a table with columns: Class, T, P, Student Name, Message, Adm. Date, Effective D..., and Read?. The table lists 10 entries for "INTEGRATED MATH 1A(02)" and "INTEGRATED MATH 1A(03)" with messages like "Left class" or "New to Class". A "Check All" button is located at the bottom right of the table area, and an "Ok" button is at the bottom center.

Class	T	P	Student Name	Message	Adm. Date	Effective D...	Read?	
INTEGRATED MATH 1A(02)	1	0	03	Lewis , Diana	Left class	30-JAN-2004	05-JAN-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(02)	1	0	03	Hill , Brandon	New to Class	05-JAN-2004		<input type="checkbox"/>
INTEGRATED MATH 1A(02)	1	0	03	Lewis , Diana	New to Class	30-JAN-2004	24-FEB-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(02)	1	0	03	Coleman , Joshua	Left class	04-SEP-2002	18-FEB-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(02)	1	0	03	Green , Juan	Left class	25-MAR-2004	25-MAR-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(02)	1	0	03	Bombadil , Alma	Left class	17-MAR-2004	11-MAR-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(02)	1	0	03	Lewis , Diana	Left class	30-JAN-2004	04-MAR-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(03)	1	0	04	Carter , Thomas	Left class	09-SEP-2003	25-FEB-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(03)	1	0	04	King , Gabriela	Left class	15-SEP-2003	31-MAR-2004	<input type="checkbox"/>
INTEGRATED MATH 1A(03)	1	0	04	Hill , Christian	Left class	01-AUG-2003	31-MAR-2004	<input type="checkbox"/>