



Aspire

How to use Rapid Entry

High School

Select the School you would like to work with

Carbon High School

Lighthouse High School

Carbon High School

2013 **2014** 2015

Setup Codes

Enrollment	Status	Race	Gender	Advisors	Enroll		
Graduate Seniors							
			Grade:	10	11	12	Total
Active				193	210	172	575
Primary Site of Multiple Sites				8	3	1	12
Part Time							2
Withdrawn				6	1	3	11

Academic Intervention

Assessment Scores

CRT DWA UALPA

Select Attendance

Attendance

Rapid Entry

Track: Sani-Stansbury High School

Add Student(s): Search | Group | Class | Grade Level

A-Tyler Etherington

Phone Log Entries

Add Siblings

drill team

0420-1 Home Study Period: B/3 - Olds, Teigan

Attendance Code: << Select a Code >>

Attendance Date(s): Date Range | Period Range

From 06/04/2010 To

Phone log entry only applies to ALL individual students listed on the left

Add Phone Log Entry

Cancel Save

1. **Track** should already be the school you selected from the previous screen
2. Select the **Attendance Code**
3. Select the **Attendance Date(s)** either by Date Range or Period Range, the date will default to the current date.
4. Add Student(s) From **Search** (individual students), **Group, Class** or **Grade Level**, when adding multiple students the Attendance Code and Attendance Date(s) selected will apply to all students listed on the left side of the screen.
5. If you would like to add a Phone Log, check the box and type in a comment, the comment will apply to **ALL** individual students listed on the left side of the screen, but not the Groups or Classes.

NOTE: When adding individual students you will see two icons to the right of the student names, when clicking on the first icon, you will see all phone log entries for that student. When you click on the second icon, it will add all siblings to the list that are in the same Track.

You can delete a student, group or class by clicking on the red X to the left of the names.

Changing previously entered Attendance Codes

Rapid Entry

Track: Dunbar High School

Add Student(s): [Search](#) | [Group](#) | [Class](#) | [Grade Level](#)

✗ 5600-1 AP Statistics Period: P/3 - Snaps, Ginger

Attendance Code: A: Activity

Where current attendance code is: G: Testing

Attendance Date(s):

From 03/07/2013 To

« Phone log entry only applies to ALL individual students listed on the left
 Add Phone Log Entry

« Cancel Save »

Name Course	Date	Old Code
<input checked="" type="checkbox"/> Anna Mari Beers <input checked="" type="checkbox"/> P/3 AP Statistics	3/7/2013	G
<input checked="" type="checkbox"/> Christy Birks <input checked="" type="checkbox"/> P/3 AP Statistics	3/7/2013	G
<input checked="" type="checkbox"/> Marney Boatman <input checked="" type="checkbox"/> P/3 AP Statistics	3/7/2013	G
<input checked="" type="checkbox"/> Raidan Broberg <input checked="" type="checkbox"/> P/3 AP Statistics	3/7/2013	G
<input checked="" type="checkbox"/> Donalee Dubek <input checked="" type="checkbox"/> P/3 AP Statistics	3/7/2013	G
<input checked="" type="checkbox"/> Nica Harmo <input checked="" type="checkbox"/> P/3 AP Statistics	3/7/2013	G
<input checked="" type="checkbox"/> Cassandra Monoz <input checked="" type="checkbox"/> P/3 AP Statistics	3/7/2013	G

You can change previously entered Attendance Codes by doing the following:

1. **Track** should already be the school you selected from the previous screen
2. Add Student(s) From **Search** (individual students), **Group**, **Class** or **Grade Level**, when adding multiple students the Attendance Code and Attendance Date(s) selected will apply to all students listed on the left side of the screen.
3. Select the **Attendance Code:** (this will be the new attendance code)
4. Select **Where current attendance code is:** (this is the code you are changing), if you do not have a specific code that you are changing, leave this blank and it will change any attendance code for the date or period range you select.
5. Select the **Attendance Date(s)** either by Date Range or Period Range, the date will default to the current date.
6. Click on Preview Students, you will see a date and old code.

If you would like to print the list of students and codes, depending on the browser you are using you would either click on file (IE9) or click on the printer icon (Firefox). **Once you click on save, all information is cleared from the screen.**