

Learning Assistance Services Study Group & Workshop Attendance System A Guide For Leaders

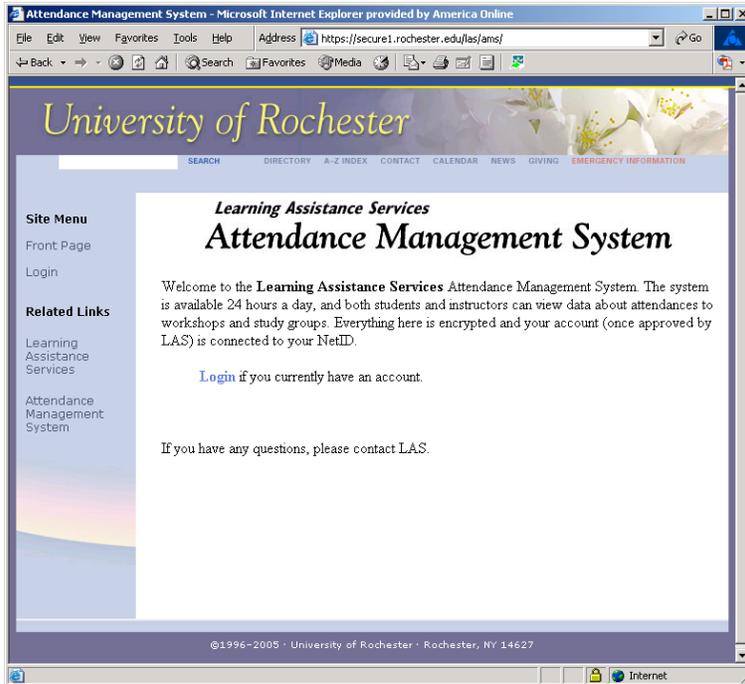
Important things to remember when using AMS:

- 1) We need you to enter the names of ALL of the students assigned to your Workshop section. If students don't attend Workshop the first couple of weeks, please make sure you still add them to your section so that we have an accurate accounting of who is and who is not attending.
- 2) If it seems that someone has switched into your Workshop section part way through the term, continue adding him or her as a Guest each week. This simplifies the bookkeeping done in LAS.
- 3) If you can't find a student's name in the drop down list, your first step should be to ask the student him or herself for their NetID. You can then add the student manually by following the AMS instructions handed out by your instructor. If, for some reason, your student doesn't know their NetID, they can find it by going to <http://www.rochester.edu/it/netid/>
- 4) If you have ANY questions regarding AMS, please contact Rachel Niemer at rachel.niemer@rochester.edu or 273-5975.

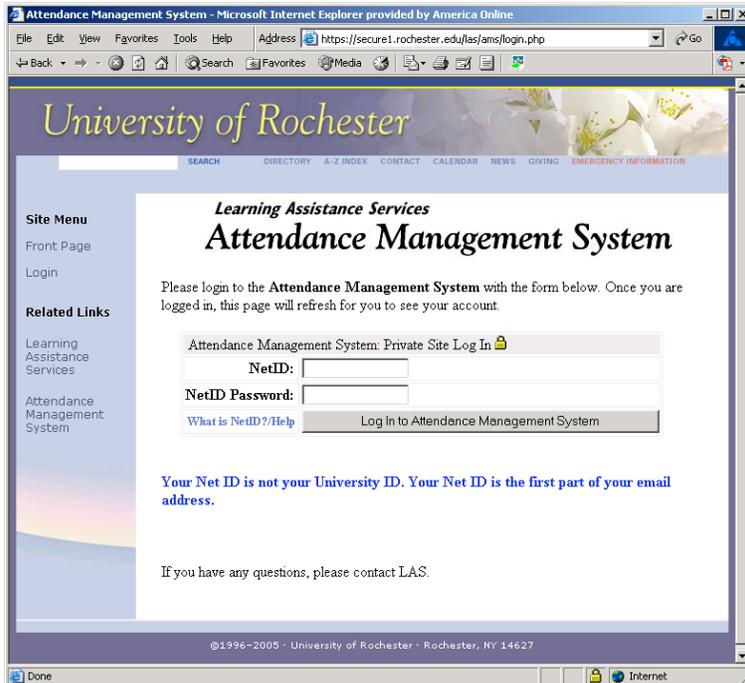
LAS and the Center for Workshop Education are trying to build a mechanism to stay in contact with leaders after they graduate from U of R. In order to help our efforts (and to keep you posted on opportunities to network with people who have been involved with the Workshop program in the past) we are asking all leaders who are on Facebook to join our Facebook group, "University of Rochester Workshop Leaders (current and former)." Also, if you have friends in your Facebook network who have taken Leader Training during their time at U of R, please invite them to join the group. The URL for the U of R Workshop Leader group is <http://www.facebook.com/group.php?gid=92465127546>

Thank you for your attention to these matters and good luck with all of your endeavors this term!

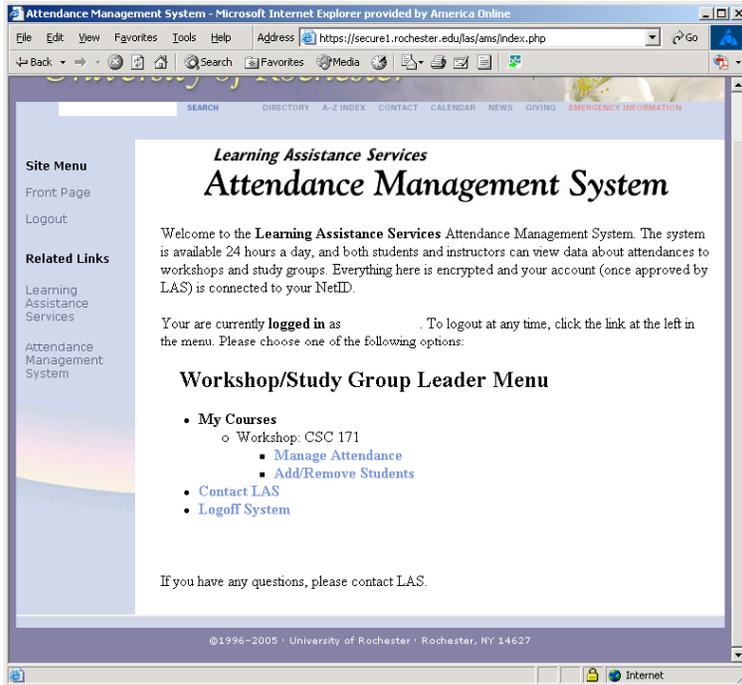
To log in to use the system, you need to use your NetID at the following link:
<https://secure1.rochester.edu/las/ams>



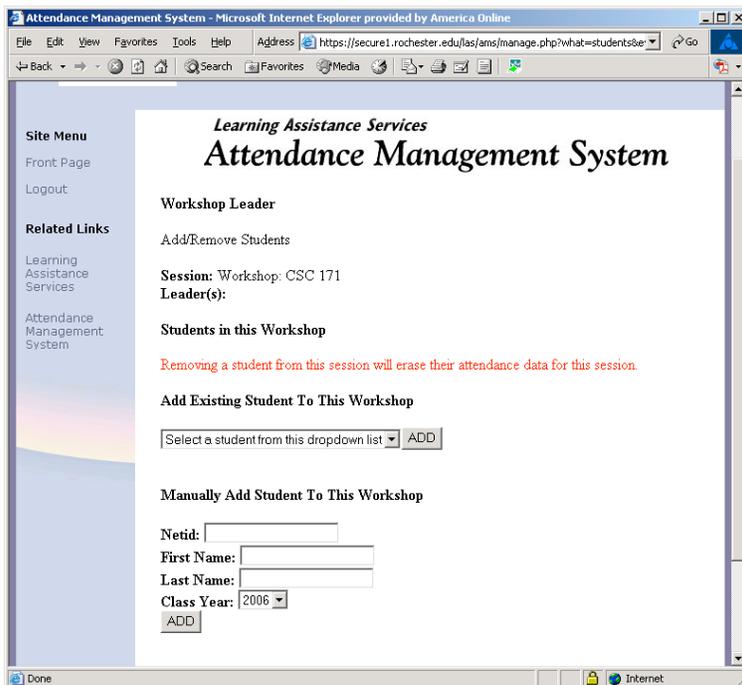
Once you click the **Login** button, you will see a screen that looks like the one below:



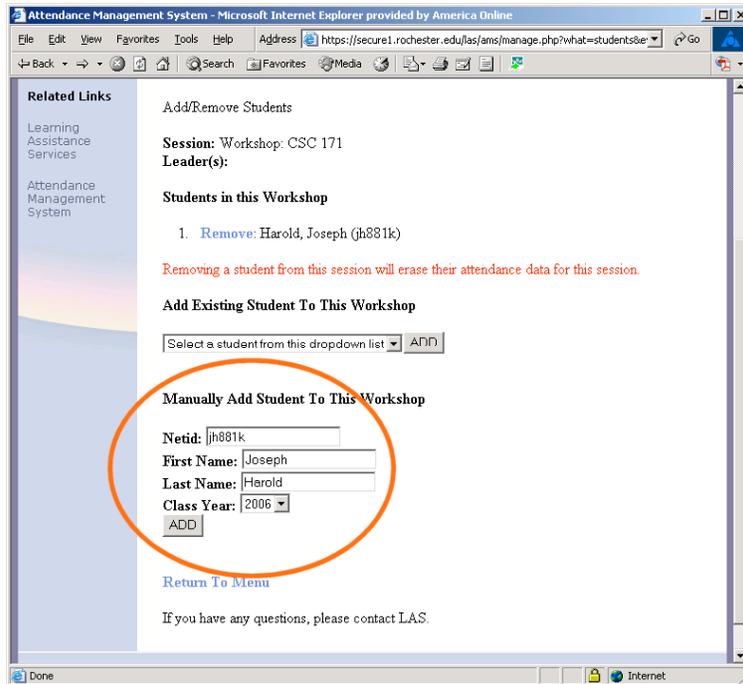
Log in using your NetID (same one you use for HRMS purposes) and password. If you don't have a NetID, you need to get one in order to use AMS. Once you log in, you will see a very basic menu. You may or may not have more than one WS or SG section listed depending on your assignments as a leader.



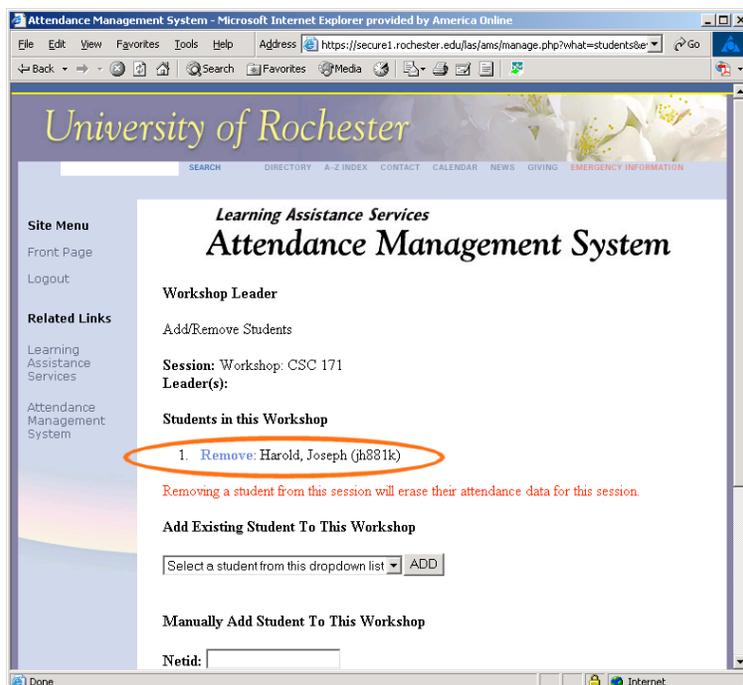
To add students to your session, you should click “Add/Remove Students” for the session you are working on.



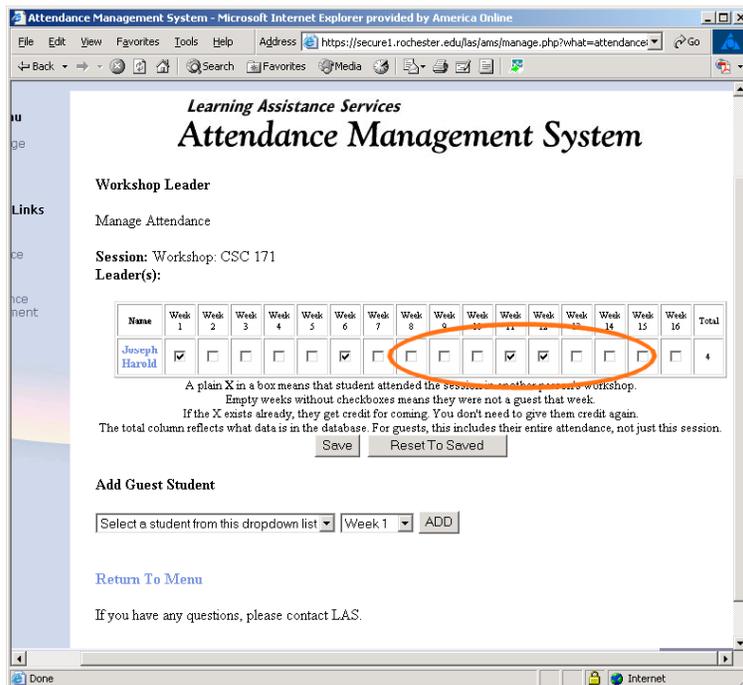
You should preferably simply choose students from the **drop down list**. Only if you do not see the student you are looking for on the drop-down list should you manually add them in. (It is VERY important that you know the student's **EXACT** NetID before adding them into the system if you are going to do so manually. You cannot go back later and change their NetID.) If you do not know their NetID, then do not add them until you have personally clarified this information with them.



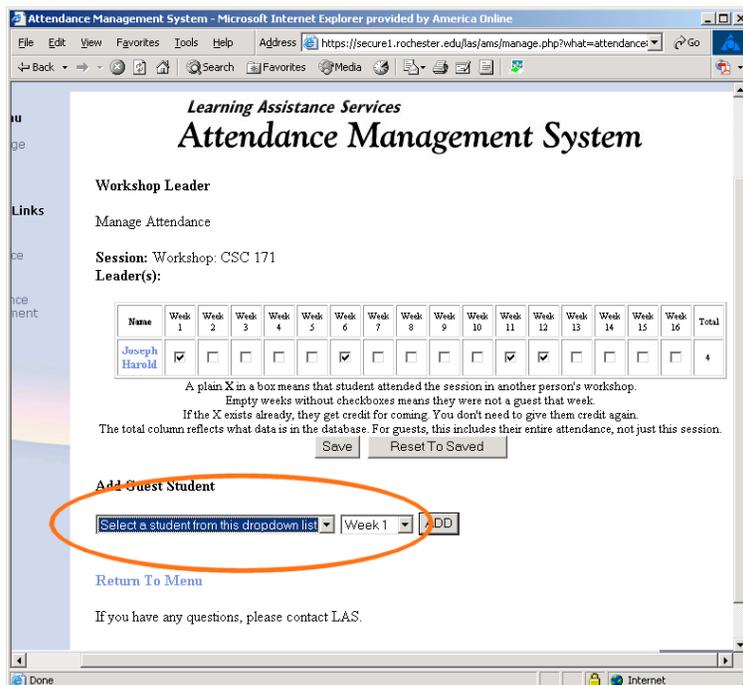
After selecting a name from the drop-down list, click **ADD** and the student will be added into your section. Do this in turn for all of the students who are supposed to be in your WS or SG.



Click **Return To Menu** on the bottom of any page to return to the main menu. At the main menu, you can click **“Manage Attendance”** to mark students as attended or not by week.



Be sure to click **“Save”** after you are done marking students as attended. In general, you will only need to mark a single week’s attendance for each student and then click **Save**. Only WSLs: If you have a guest student from another workshop, you can add them using the **“Add Guest Student”** drop down box.



Only students in **another workshop of the same course** will be in this dropdown list. If they are not in this list but you know they are in the course and have signed up for

another workshop, let the LAS contact person (rniemer@mail.rochester.edu) know of this error. Once added, you will be able to mark as attended that single week that they attended as a guest. If they repeat the guest visit again, you can add them again for the new week.

Once done, click **Save** and log out using the link on the left.

Inactivity over 30 minutes will cause the system to require you to log in once again. Be sure to **SAVE** all work before walking away from the screen.

If you remove a student from your session, their attendance will **NOT** be deleted. But they will no longer be listed on your attendance screen.

If you have questions or problems, please contact LAS (Rachel Niemer, 5-9049, rniemer@mail.rochester.edu).

PLEASE CONTINUE TO MAINTAIN PAPER RECORDS OF WS ATTENDANCE TILL THE END OF THE SEMESTER IN ADDITION TO THE AMS RECORDS.