



Step by step guide to Digital Attendance

- 1) The teacher clicks the link below to the **Attendance site**, enters the **username** and **password** and hits the Login button.

https://cte.inters-dwd.com/AE_Attendance

A screenshot of a web browser displaying the login page for the Indiana DWD Attendance system. The browser's address bar shows the URL "ctetest.inters-dwd.com/AE_Attendance/?_dc=453049514904". The page features the "INDIANA DWD" logo at the top, followed by the heading "Login". Below the heading are two input fields: "UserName" and "Password" (with an eye icon for visibility). Underneath these fields are two buttons: "Login" and "Help". At the bottom of the login section is a larger button labeled "Restore Last Session". The Windows taskbar is visible at the bottom of the screenshot, showing the search bar, taskbar icons, and system tray with the time "8:15 AM 1/30/2023".



2) Click the **Course Name** pull down menu and select the course. **Date** is by default set to the current date. Change it, if needed.

Click the **Select** button.

A screenshot of a web browser displaying the Indiana DWD AE Attendance application. The browser's address bar shows the URL "ctetest.inters-dwd.com/AE_Attendance/index.html?_dc=645715004493". The page has a white background with a blue header area containing "Menu" and "Logout" buttons. Below the header is the "INDIANA DWD" logo. A "Menu" section contains a dropdown menu with "[C1] Digital Attendance Test" selected, and a date field showing "02/01/2023". Below these are "Select", "Admin", and "Help" buttons. At the bottom, the Windows taskbar is visible, showing the search bar, taskbar icons, and system tray with the date "2/1/2023" and time "11:49 AM".



3) **Attendance Roster** opens with the list of students. To Clock in, the student should hit **Clocked out**.

A screenshot of a web browser window. The browser has three tabs open: "InTERS_ABE", "InTERS_Teacher", and "AE Attendance". The address bar shows the URL "ctetest.inters-dwd.com/AE_Attendance/?_dc=453049514904". In the top right corner of the page, there are two blue buttons: "Menu" and "Logout". The main content area displays the title "Digital Attendance Test - 2/1/2023" in bold black text. Below the title is a table with two columns: "Student" and "Status". The table lists six students, all of whom have a status of "Clocked Out".

Student	Status
Harris, Chris	Clocked Out
Heist, Thomas	Clocked Out
Kidd, Olivia	Clocked Out
Kingsley, Julie	Clocked Out
Loos, Jessica	Clocked Out
Rogers, Ann	Clocked Out

The bottom of the screenshot shows a Windows taskbar with a search bar, several application icons (including Edge, File Explorer, and Word), and system tray information showing a temperature of 21°F and the time 11:47 AM on 2/1/2023.

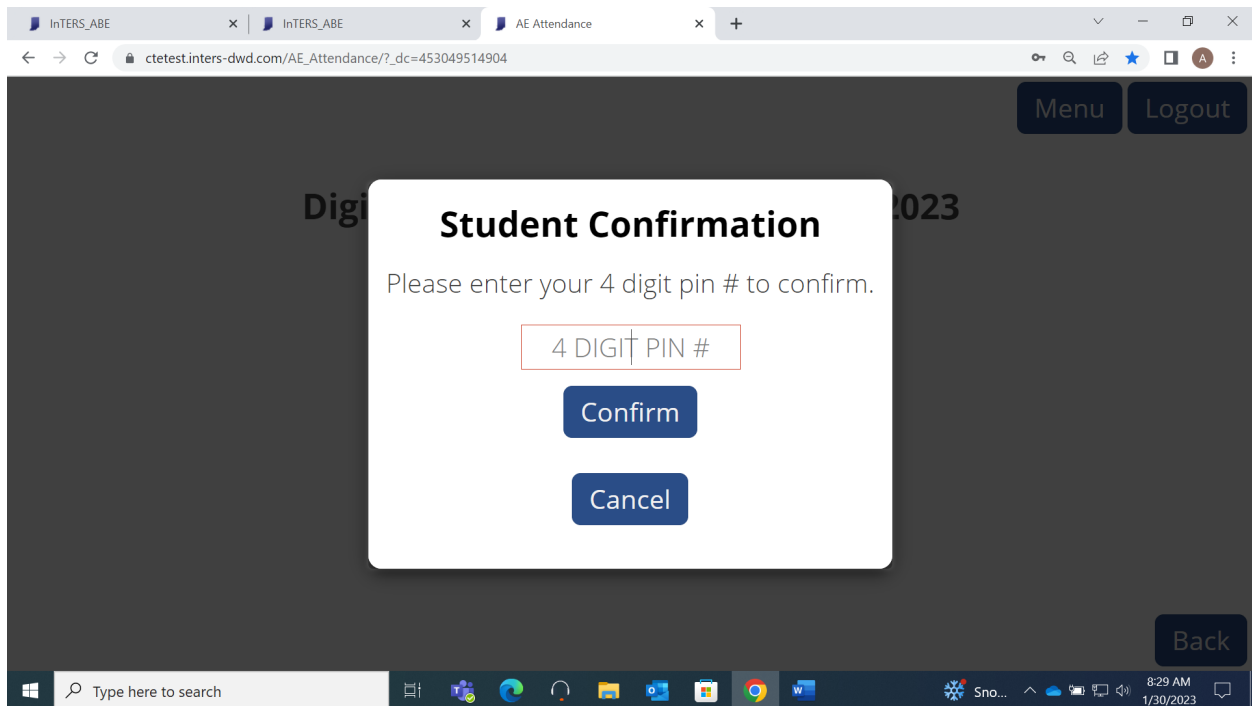


4) The following screen appears when **Clocked out** is clicked.

A screenshot of a web browser window. The browser has three tabs open: "InTERS_ABE", "InTERS_Teacher", and "AE Attendance". The address bar shows the URL "ctetest.inters-dwd.com/AE_Attendance/index.html?_dc=645715004493". In the top right corner of the page, there are two blue buttons: "Menu" and "Logout". The main content of the page is centered and reads "Digital Attendance Test - 2/1/2023" followed by "Chris Harris". Below this text is a large, bright green rectangular button with the text "Clock In" in white. In the bottom right corner of the page, there is a blue button labeled "Back". The Windows taskbar is visible at the bottom of the screenshot, showing the search bar, taskbar icons, and system tray with the date and time "11:53 AM 2/1/2023".



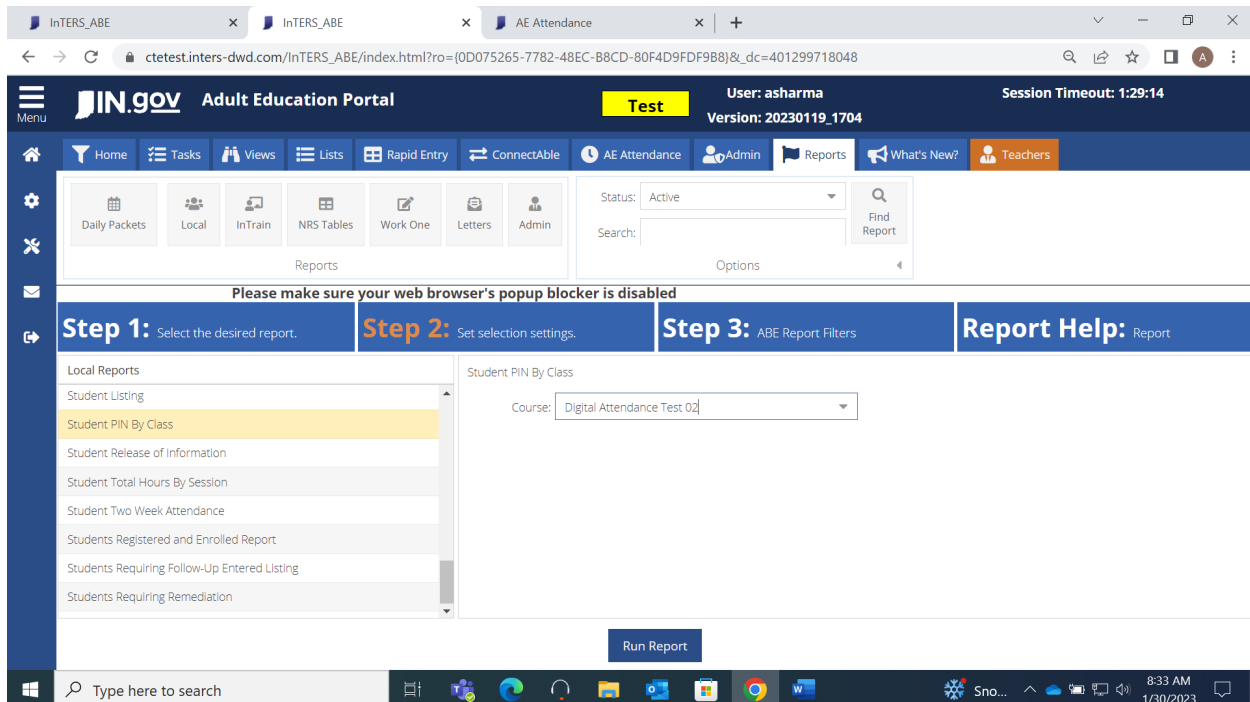
5) Now, when student clicks the **Clock In** button, the student will be prompted to enter the PIN, which is the last 4 of SSN/student ID. The teacher needs to verify the PIN to the student.



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6) The teacher can pull the student's PIN by going to **Reports**→**Local**→**Student PIN by Class**→
Enter the Course.



The screenshot displays the Indiana Adult Education Portal interface. The browser address bar shows the URL: `ctetest.inters-dwd.com/InTERS_ABE/index.html?ro=(0D075265-7782-48EC-B8CD-80F4D9DFD9B8)&_dc=401299718048`. The portal header includes the IN.gov logo, "Adult Education Portal", a "Test" button, user information "User: asharma", "Version: 20230119_1704", and "Session Timeout: 1:29:14". The navigation menu contains "Home", "Tasks", "Views", "Lists", "Rapid Entry", "ConnectAble", "AE Attendance", "Admin", "Reports", "What's New?", and "Teachers". The "Reports" section is active, showing a search bar with "Status: Active" and a "Find Report" button. A warning message states: "Please make sure your web browser's popup blocker is disabled". The report selection process is shown in three steps: "Step 1: Select the desired report.", "Step 2: Set selection settings.", and "Step 3: ABE Report Filters". Under "Local Reports", "Student PIN by Class" is selected. The "Student PIN by Class" configuration area shows a "Course:" dropdown menu with "Digital Attendance Test 02" selected. A "Run Report" button is located at the bottom of the configuration area. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the time "8:33 AM 1/30/2023".



7) The student enters the PIN and gets Clocked In.

A screenshot of a web browser window. The address bar shows the URL "ctetest.inters-dwd.com/AE_Attendance/index.html?_dc=645715004493". The page title is "Digital Attendance Test - 2/1/2023". There are "Menu" and "Logout" buttons in the top right corner. Below the title is a table with two columns: "Student" and "Status". The table lists six students, all with a status of "Clocked In". At the bottom of the screenshot is a Windows taskbar showing the search bar, taskbar icons, and system tray with the date and time "11:55 AM 2/1/2023".

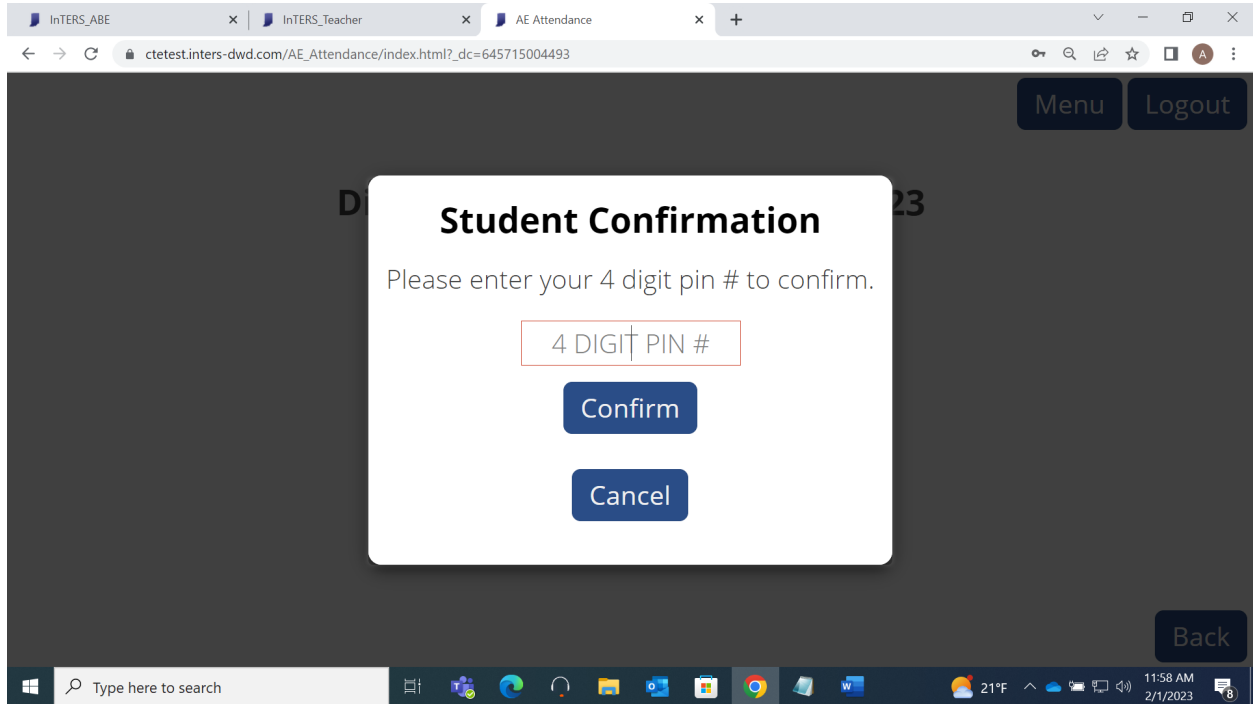
Student	Status
Harris, Chris	Clocked In
Heist, Thomas	Clocked In
Kidd, Olivia	Clocked In
Kingsley, Julie	Clocked In
Loos, Jessica	Clocked In
Rogers, Ann	Clocked In

Every time the student needs Clock in or Clock Out, would need to enter the PIN.



8) **To Clock out**, the student needs to already have clicked **Clocked In**, which then leads to **Clock out** button. The student will be prompted to enter the PIN and gets clocked out.

A screenshot of a web browser window. The browser has three tabs open: "InTERS_ABE", "InTERS_Teacher", and "AE Attendance". The address bar shows the URL "ctetest.inters-dwd.com/AE_Attendance/index.html?_dc=645715004493". In the top right corner of the page, there are two blue buttons: "Menu" and "Logout". The main content of the page is centered and reads "Digital Attendance Test - 2/1/2023" followed by "Chris Harris". Below this, there is a large black rectangular button with the text "Clock Out" in white. In the bottom right corner of the page, there is a blue button labeled "Back". The Windows taskbar is visible at the bottom of the screenshot, showing the search bar, taskbar icons for various applications, and the system tray with the date and time "11:57 AM 2/1/2023".



InTERS_ABE | InTERS_Teacher | AE Attendance

ctetest.inters-dwd.com/AE_Attendance/index.html?_dc=645715004493

Menu Logout

Student Confirmation

Please enter your 4 digit pin # to confirm.

4 DIGIT PIN #

Confirm

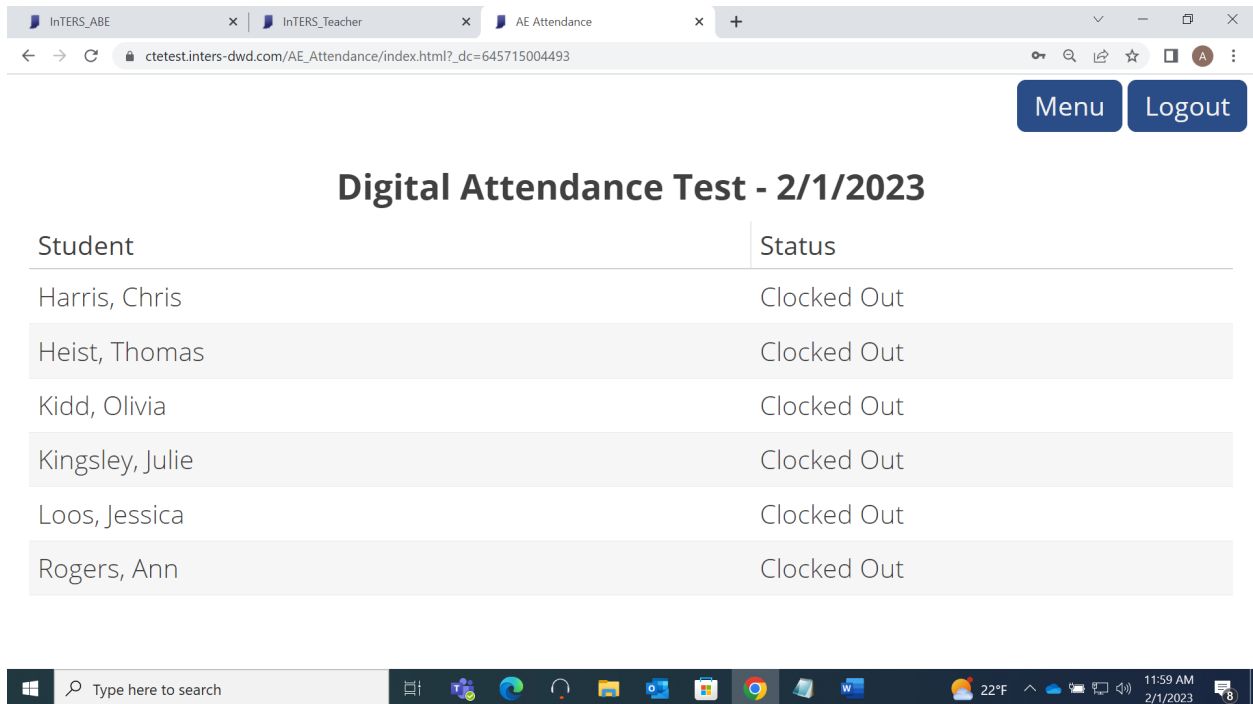
Cancel

Back

Type here to search

21°F 11:58 AM 2/1/2023

9) The student gets clocked out.



The screenshot shows a web browser window with three tabs: 'InTERS_ABE', 'InTERS_Teacher', and 'AE Attendance'. The address bar shows the URL 'ctetest.inters-dwd.com/AE_Attendance/index.html?_dc=645715004493'. The page content includes a 'Menu' and 'Logout' button in the top right corner. The main heading is 'Digital Attendance Test - 2/1/2023'. Below the heading is a table with two columns: 'Student' and 'Status'. The table lists six students, all of whom are 'Clocked Out'. At the bottom of the screenshot is the Windows taskbar, showing the search bar, taskbar icons, system tray, and the date/time '11:59 AM 2/1/2023'.

Student	Status
Harris, Chris	Clocked Out
Heist, Thomas	Clocked Out
Kidd, Olivia	Clocked Out
Kingsley, Julie	Clocked Out
Loos, Jessica	Clocked Out
Rogers, Ann	Clocked Out

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10) The teacher will login to Inters. Click the **Attend Sync** button to pull the attendance in.

The screenshot shows a web browser window with three tabs: 'InTERS_ABE', 'AE Attendance', and 'InTERS_Teacher'. The address bar shows the URL: `ctetest.inters-dwd.com/InTERS_Teacher/index.html?ro={1332F80E-0C89-4FE4-AD53-44B2DC817D63}&_dc=322785896939`. The page header includes the IN.gov logo, 'AE Teacher Portal', a yellow 'Test' button, 'User: Ecrites1!!', and 'Session Timeout: 1:29:41'. Below the header is a 'Course List' section with a 'Term' dropdown set to '20222023' and a 'Refresh Grid' button. A menu contains 'Attendance', 'Test Entry', and 'Attend Sync' (highlighted in yellow). Other buttons include 'Release Notes' and 'Road Map'. A table below shows one record:

Course Code	Name	Teacher	Location	Start Date	End Date	Total Hours	Issues
C1	Digital Attendance Test	Crites, Emily	DWD Testing Center	01/01/2023	04/16/2024	0	

The bottom of the screenshot shows a Windows taskbar with the search bar, system tray, and taskbar icons. The system tray shows the date and time as '12:01 PM 2/1/2023' and the temperature as '22°F'.



11) The next screen will be **Attendance Sync Screen** on the teacher's Inters .

The teacher will then

- Select the **Course**.
- Click the **Search** button.
- Accept the attendance for the whole class using **Accept All** button / Use **Action** column (which is the very first column in the table on this screen) to accept/reject the individual's attendance.
- Hit the **Save** button.

The attendance of the students gets recorded, once accepted by the teacher.

The screenshot shows the 'Attendance Sync' interface in a web browser. The browser tabs include 'InTERS_ABE', 'AE Attendance', and 'InTERS_Teacher'. The address bar shows the URL: 'ctetest.inters-dwd.com/InTERS_Teacher/index.html?ro=(1332F80E-0C89-4FE4-AD53-44B2DC817D63)&dc=322785896939'. The interface includes a search filter for '2023 [C1] Digital Attendance Test' and dates from '02/01/2023' to '02/01/2023'. There are buttons for 'Search', 'Save', 'Print', 'Export to Excel', and 'Close View'. Below the filters, there are buttons for 'Clear All', 'Accept All', 'Set Blank Times', 'Time', and 'Class Hours Limit (CAP): 0'. The main part of the screen is a table with the following columns: Action, Student #, Name FL, Attendance Date, Time In, Time Out, Hours Atte..., Status, Adjusted, and Capped. The table contains 12 records, with the first six showing 'PENDING' status and the last six showing 'ACCEPTED' status. The Windows taskbar at the bottom shows the date and time as 12:04 PM on 2/1/2023.

Action	Student #	Name FL	Attendance Date	Time In	Time Out	Hours Atte...	Status	Adjusted	Capped
Accept		Ann Rogers	2/1/2023	11:55:15 AM	11:59:47 AM	0.25	PENDING	No	No
Accept		Chris Harris	2/1/2023	11:54:23 AM	11:59:00 AM	0.25	PENDING	No	No
Accept		Jessica Loos	2/1/2023	11:55:07 AM	11:59:40 AM	0.25	PENDING	No	No
Accept		Julie Kingsley	2/1/2023	11:54:57 AM	11:59:30 AM	0.25	PENDING	No	No
Accept		Olivia Kidd	2/1/2023	11:54:43 AM	11:59:23 AM	0.25	PENDING	No	No
Accept		Thomas Helst	2/1/2023	11:54:35 AM	11:59:12 AM	0.25	PENDING	No	No
Do Nothing		Ann Rogers	2/1/2023	11:35:46 AM	11:37:47 AM	0.25	ACCEPTED	No	No
Do Nothing		Chris Harris	2/1/2023	11:34:42 AM	11:37:00 AM	0.25	ACCEPTED	No	No
Do Nothing		Jessica Loos	2/1/2023	11:35:36 AM	11:37:40 AM	0.25	ACCEPTED	No	No
Do Nothing		Julie Kingsley	2/1/2023	11:35:26 AM	11:37:30 AM	0.25	ACCEPTED	No	No
Do Nothing		Olivia Kidd	2/1/2023	11:35:14 AM	11:37:20 AM	0.25	ACCEPTED	No	No
Do Nothing		Thomas Helst	2/1/2023	11:34:55 AM	11:37:00 AM	0.25	ACCEPTED	No	No



12) To **Log out** of the Attendance or to open the **Menu**, Teacher will be prompted to enter the PIN, which is the last 4 of teacher's id.

