

RSC Faculty & the new “RSCNet”

This program is what you will use to

1. **complete attendance**
2. **uncover contact information for your students**

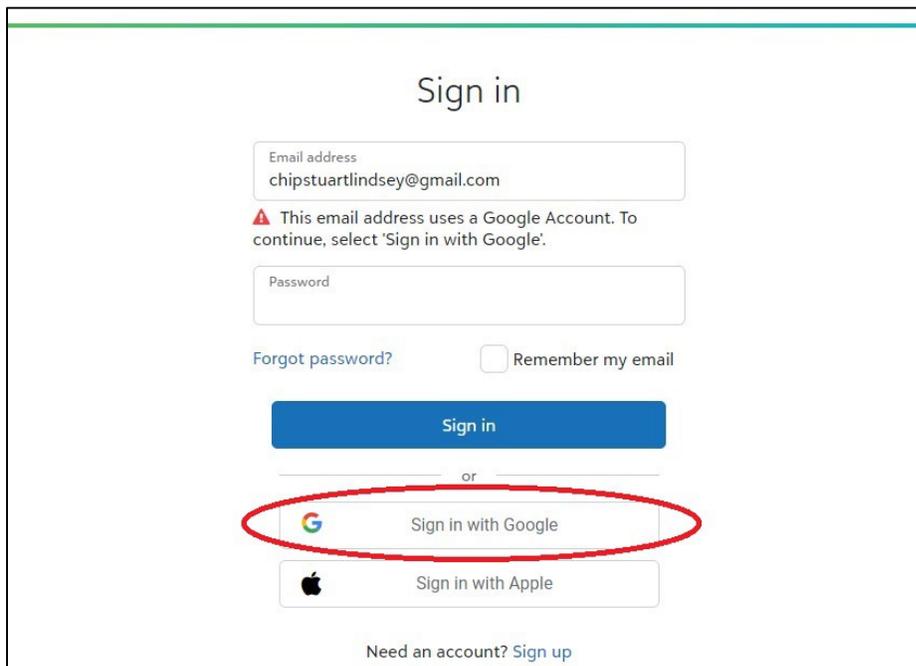
Go to Riversschoolconservatory.myschoolapp.com

Input your Username – your RSC email address.



A screenshot of the RSC login page. At the top, there is a red banner with the letters 'R | S | C' in white. Below the banner is a login form with a text input field labeled 'Username or Email' containing the email address 'J.rscteacher@rivers.org'. A red arrow points to the input field. To the right of the input field is a checkbox labeled 'Remember me'. Below the input field is a red 'Next' button. At the bottom of the form, there is a link that says 'Forgot login or first time logging in?'.

You will then see a sign-in page similar to the one below. You must click “Log in with Google” and follow the prompts.



A screenshot of a sign-in page. The title is 'Sign in'. There is an 'Email address' input field containing 'chipstuartlindsey@gmail.com'. Below it is a warning message: '⚠ This email address uses a Google Account. To continue, select 'Sign in with Google'.'. There is a 'Password' input field. Below the password field are two links: 'Forgot password?' and 'Remember my email' with an unchecked checkbox. There is a blue 'Sign in' button. Below the button is the word 'or'. There are two buttons for social login: 'Sign in with Google' (with a red oval around it) and 'Sign in with Apple'. At the bottom, there is a link that says 'Need an account? Sign up'.

Eventually, your screen should look something like the screen below. It will default to the current date, 9am. You may need to scroll down to see your activity for that day, or use the left and right arrows to move to different dates (see below).

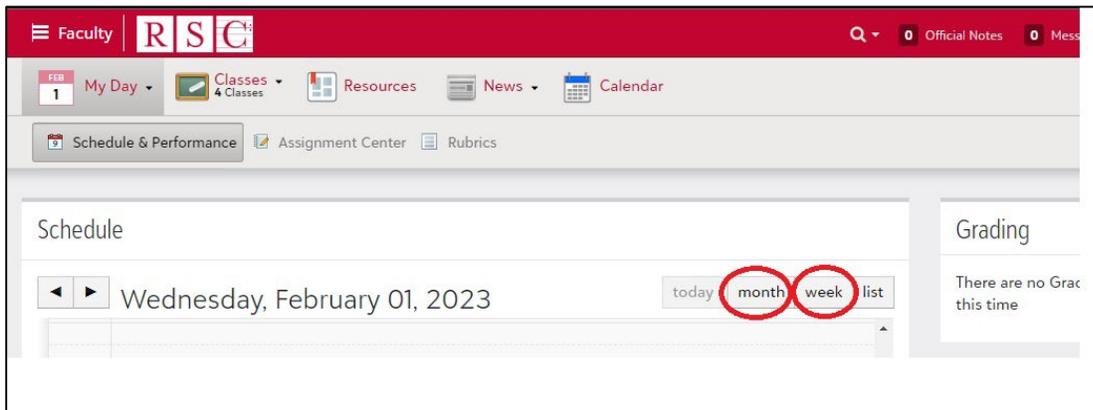
The screenshot displays a faculty schedule interface. At the top, there is a navigation bar with 'Faculty', 'RSC', and user information (Chip Stuart). Below this are tabs for 'My Day', 'Classes', 'Resources', 'News', and 'Calendar'. The main content area is titled 'Schedule' and shows a 'DAY' view for 'Wednesday, October 26, 2022'. A red arrow points to the navigation arrows on the left of the date. The schedule grid shows time slots from 2pm to 8pm. Two classes are visible: 'Piano 60 Minutes - M. Threeson' from 4:00 PM to 5:00 PM and 'Chamber Ensemble - Group Zero' from 6:00 PM to 7:00 PM. The right sidebar contains sections for 'Grading', 'Conduct', 'Find Me Now', and 'Reports'.

This is the **DAY** view. You will notice that lessons, classes, or ensembles that are all adjacent to each other with no breaks in-between will be *stacked*, with the earliest event on top. You can scroll through this stack by clicking on the right or left arrows in each upper corner of the stack (see below). The time of each lesson in the stack will be listed on individual boxes.

This close-up screenshot shows a class entry in a stack view. The class is 'Piano 60 Minutes - M. Threeson' from 4:00 PM to 5:00 PM. The entry is shown in a stack view, with a red circle highlighting the left navigation arrow and another red circle highlighting the right navigation arrow. The class title, time, and duration are clearly visible.

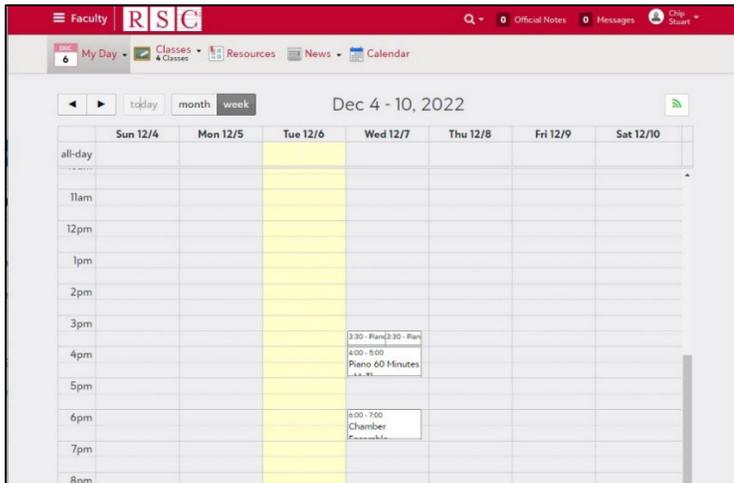
Classes that don't 'abut' other classes will be listed by themselves.

You can also click on the **WEEK** button to see your weekly schedule, or the **MONTH** button to see your monthly schedule in the formats below, **but you can only enter attendance in DAY view**

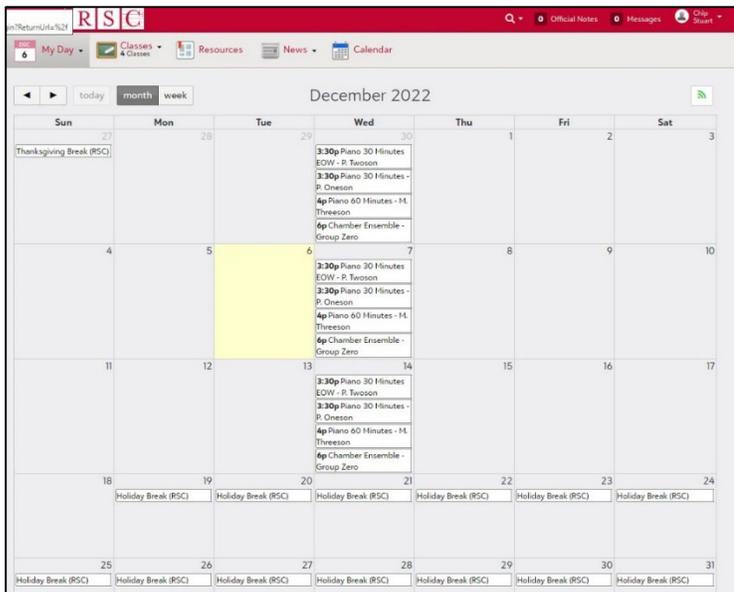


Examples below.

WEEK view



MONTH view



To return to the day view, you need to hover over **MY DAY** in the upper left corner and click on **“Schedule & Performance”** on the dropdown menu. You will be returned to today’s day view.

TAKING ATTENDANCE

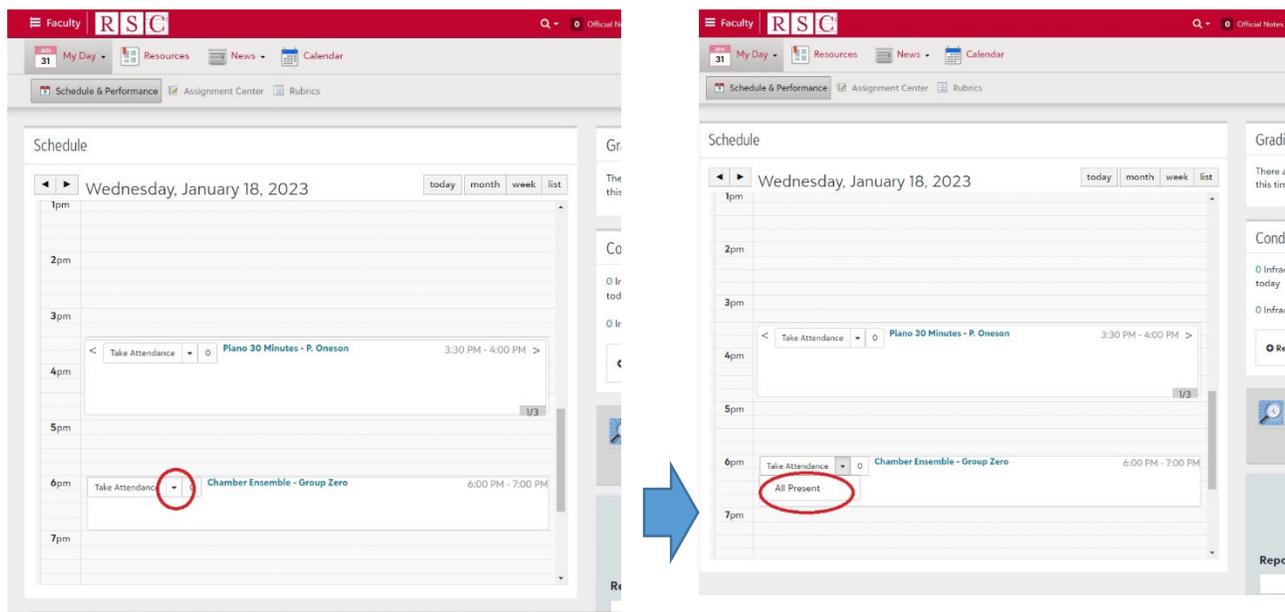
You MUST be on DAY view to record attendance. Week view or Month view will not allow you to take attendance.

You can enter attendance for today’s date or earlier dates, but **you cannot record attendance in advance on future dates.**

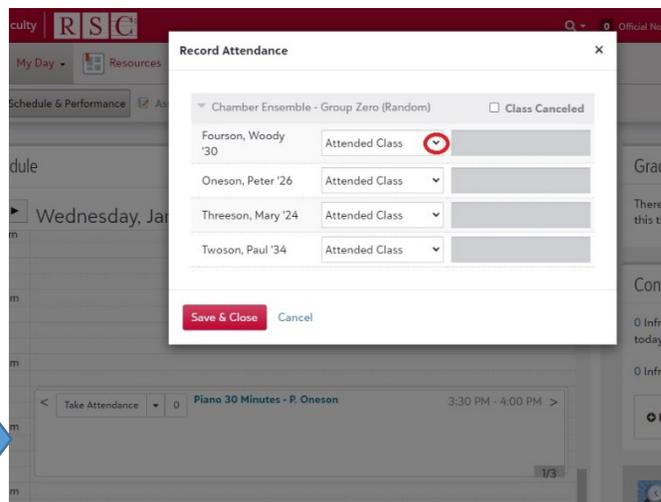
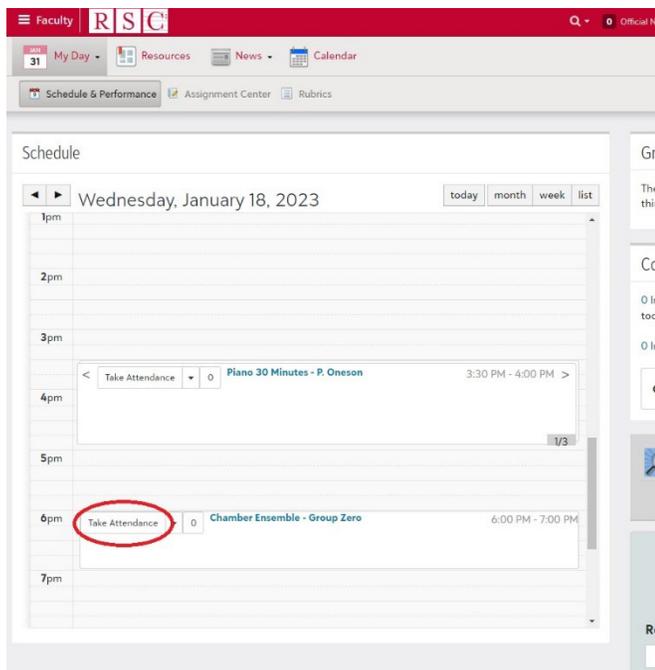
Once you enter attendance and save it, it is locked, and you’ll be unable to make a change. However, we will be ‘unlocking’ all entries which indicate an absence (for whatever reason) at the beginning of a week for the previous week, so you should be OK to indicate make-up lessons, once they are completed.

To enter attendance, go to the **DAY** view.

For lessons or ensembles listed separately, not in a stack, you can simply click the down arrow to the right of “Take Attendance” and click All Present. This will record the student(s) in this lesson/ensemble as present on this day, whether it be a private lesson or group of students (see the two screenshots below).



If you need to record an absence and the corresponding code for the reason for the absence, click on “Take Attendance” and replace “Attended Class” with the appropriate code for the absence. Click “Save and Close”



If this is an ensemble or class, you can select which students to mark as present by clicking on “Take Attendance.” Each student will default to “Attended Class,” but you can click on the down arrow by each student and enter an absence code. Then click “Save and Close.”

Absence Codes:

Weather – enter this if the lesson was cancelled due to weather. Make-up lesson required.

Holiday – enter this if the lesson was missed due to its falling on a holiday, such as MLK Day. Make-up lesson required.

Excused Absence – Enter this if one of the two allowed student absences per year. Make-up lesson required

Teacher Absence – Enter this if you needed to be absent. Make-up lesson required.

Unexcused Absence – Enter this if the student missed the lesson, and this was in addition to two allowed absences and/or you were given less than 24 hours notice. No make-up required.

Not Scheduled – for dates without lessons, such as every other week, or weeks prior to a prorated lesson schedule. No make-up required.

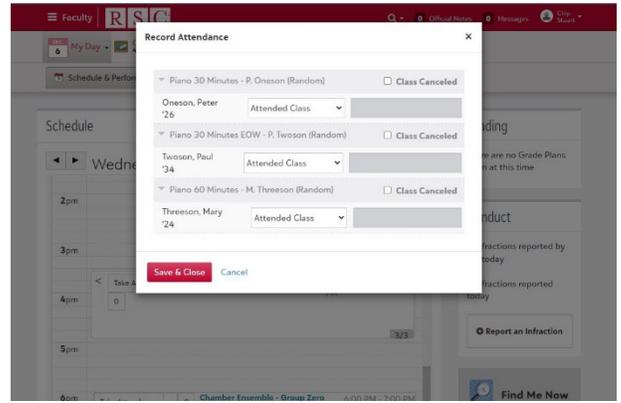
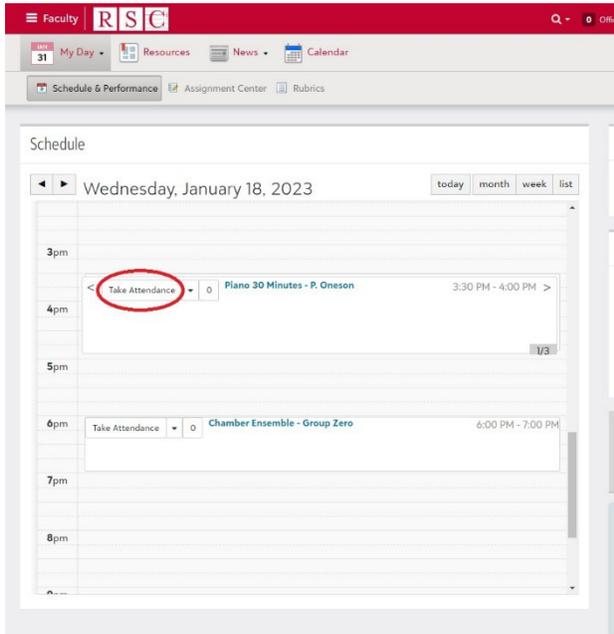
Lessons/Ensembles/Classes in a Stack:

Here you have a couple of options:

If every student in the stack was present, you can simply click the down arrow and then click “All Sections Present” (see below). Done!

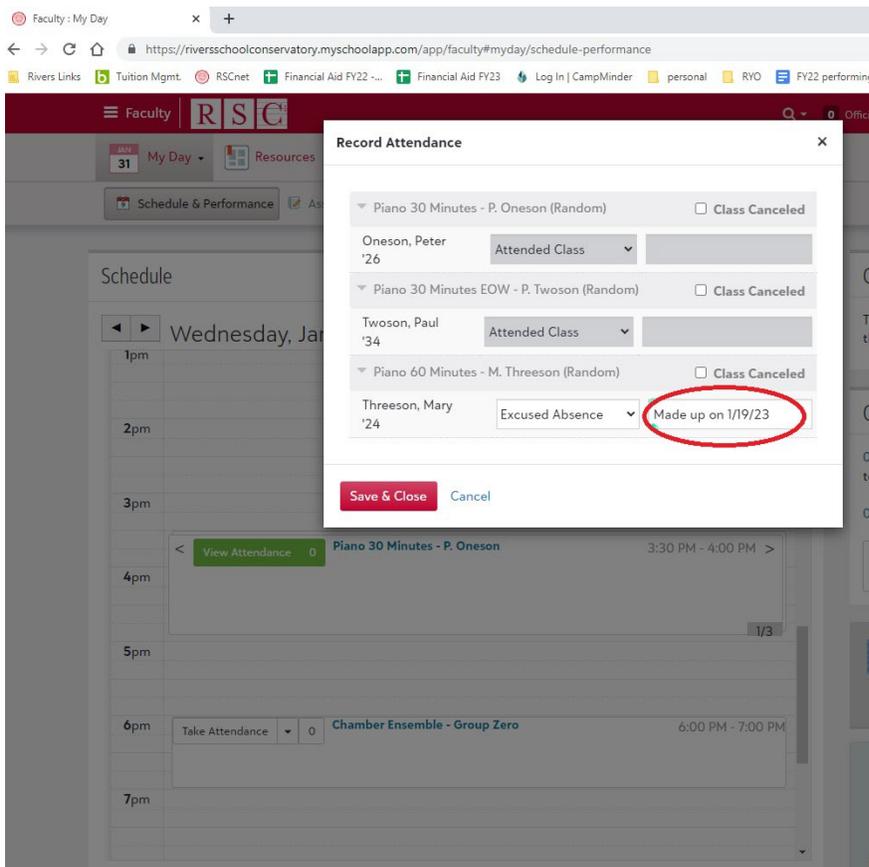
The screenshot shows a faculty dashboard with a red header bar containing 'Faculty', 'R S C', and navigation icons for 'Official Notes', 'Messages', and 'Chip Stuart'. Below the header is a navigation bar with 'My Day', 'Classes', 'Resources', 'News', and 'Calendar'. The main content area is titled 'Schedule' and shows a calendar view for Wednesday, October 26, 2022. A class entry for 'Piano 60 Minutes - M. Threeson' is highlighted, with a dropdown menu open for 'Take Attendance'. The dropdown menu lists several options, with 'All Sections Present' circled in red. Other options include 'Take Attendance for Piano 30 Minutes - P. Oneson only', 'Take Attendance for Piano 30 Minutes EOW - P. Twoson only', 'Take Attendance for Piano 60 Minutes - M. Threeson only', 'Mark All Present for Piano 30 Minutes - P. Oneson only', 'Mark All Present for Piano 30 Minutes EOW - P. Twoson only', and 'Mark All Present for Piano 60 Minutes - M. Threeson only'. The right sidebar contains sections for 'Grading', 'Conduct', 'Find Me Now', and 'Reports'.

If you need to enter absence information, click “Take Attendance” and enter “Attended class” for the appropriate students. For the absent students, click the down arrow for the dropdown menu and enter the appropriate absence code for the others (see below).



How to Record Make-up Lessons

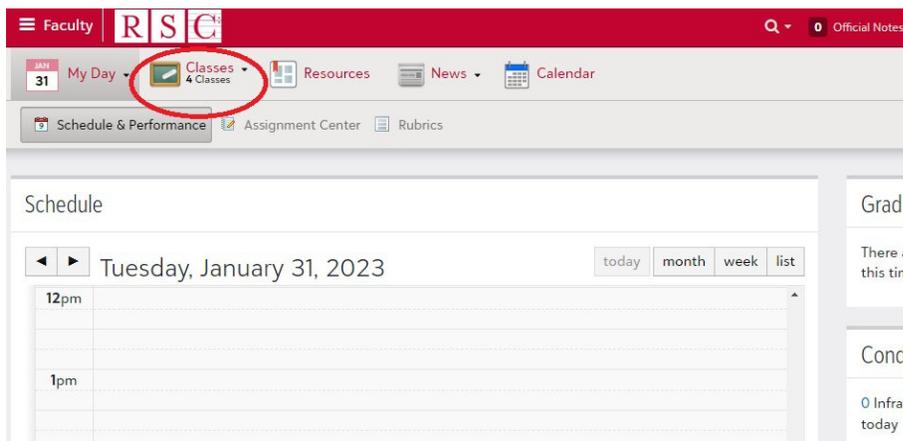
To enter a make-up date for an excused lesson, you go that day's view in Day View, and click "View Attendance" on the stack or single lesson/class. You will see the lesson(s) listed. To the right of every entry is a comments field. If the student attended as scheduled, this field will be dimmed out. But for students with an absence code, the field will be white, and you can type in it. Here is where you will enter the make-up date for this particular lesson on this particular day. (see below) Click Save & Close.



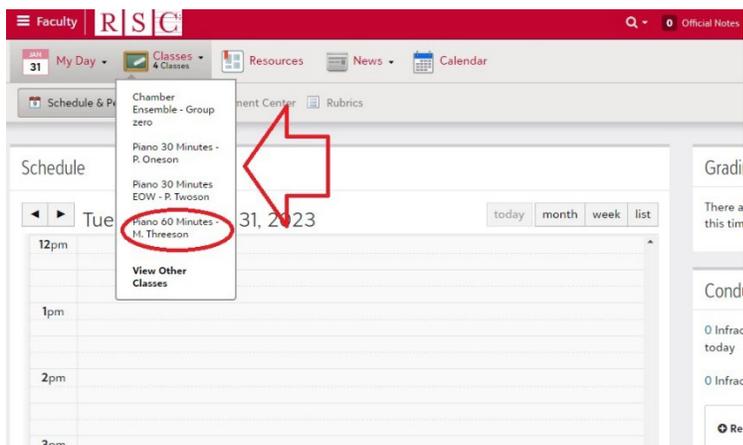
But be careful! Once you click Save & Close, the record will be locked, and you will need to contact Taylor or Lindsey who can unlock it for you. So please type carefully and check your typing before saving and closing!

How to access your students' contact information

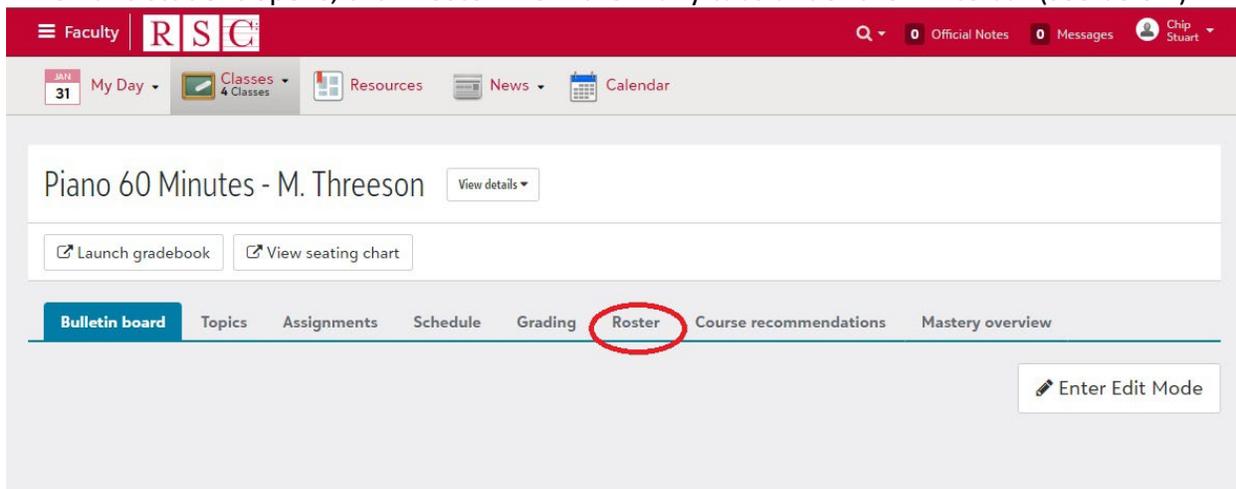
Look for the Classes tab at the top, right under the red bar. Hover over this.



You'll see your various students. Click on the student you want.



When this student opens, click 'roster' from the many tabs under the white bar (see below).



You'll see some info in a white box. Click the three dots at the bottom of this box and select 'view profile' for more information (see below). All information we have in the database on this student will then appear in the new window. Remember, you can always click "My Day" in the upper left corner and then "schedule & performance" to return to the first screen.

