

ASAP Instructions - Print Roster

The website link is here [ASAP](#)

Our Org. ID is 4429

Your user name is your district email

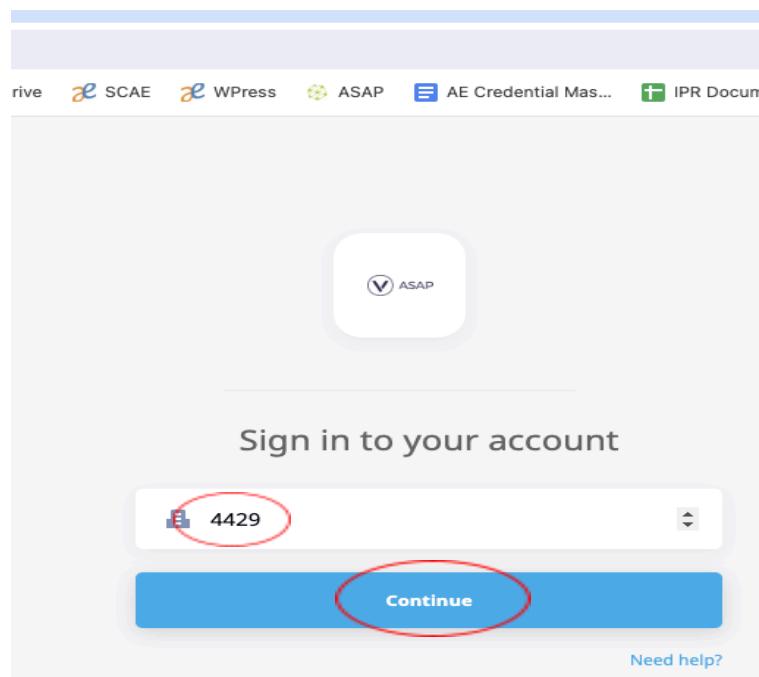
If you do not have an ASAP Account, please request one from Christina Schell, Registrar, cschell@scusd.net.

[Login](#)

[Print Roster](#)

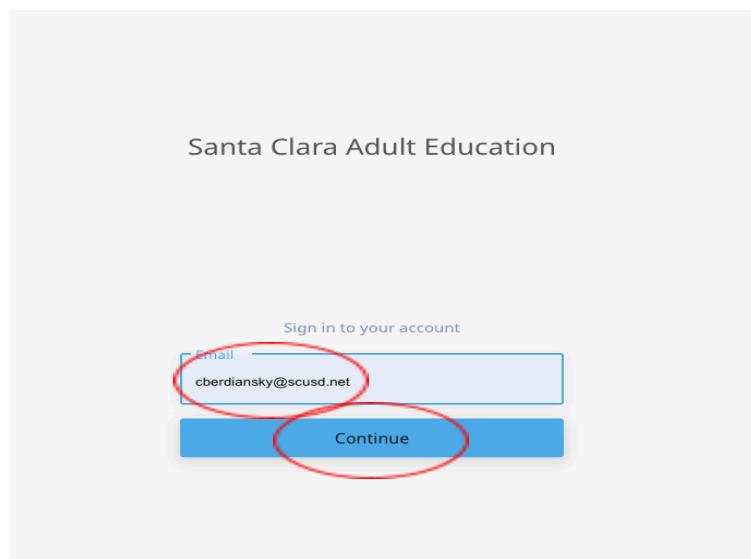
Login

Enter 4429 - Continue



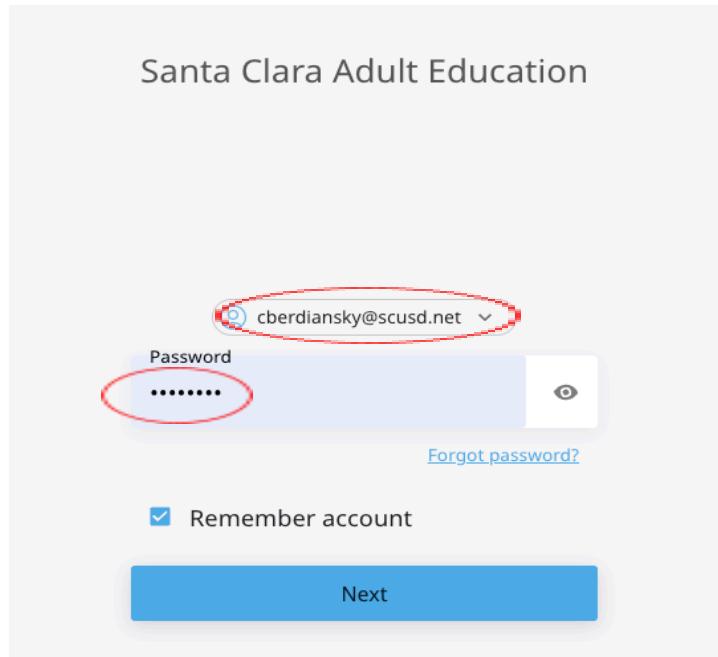
The screenshot shows the ASAP login interface. At the top, there is a navigation bar with links: 'rive', 'SCAE', 'WPress', 'ASAP', 'AE Credential Mas...', and 'IPR Docu...'. Below the navigation bar is a large white box containing the ASAP logo (a stylized 'V' inside a circle) and the text 'Sign in to your account'. Inside this box, there is a form field with a user ID '4429' and a 'Continue' button. The 'Continue' button is highlighted with a red oval. At the bottom right of the form, there is a link 'Need help?'

Enter email address - Continue



The screenshot shows the ASAP login interface. At the top, it displays 'Santa Clara Adult Education'. Below this, it says 'Sign in to your account'. There is a form field for 'Email' containing 'cberdiansky@scusd.net' and a 'Continue' button. Both the 'Email' field and the 'Continue' button are highlighted with red ovals.

Enter your password, then next.



Select Yes or No. **The computer will take a little time to open your account.**



Print Roster

Computer will open to the Employee Detail Page

Santa Clara Adult Education (4429)

Employee Detail

Time Period: All Active

My Settings - Logout

ASAP

Home

Quick Search

Staff Go

Quick Enroll

Reservations

Find

Create

Tools

Configure

View Reports

Switch View

Get Help

ASAP 4

Christine Berdiansky
Administrator [Edit](#)

Staff ID: 50264

cberdiansky@scusd.net

MOBILE: 408 2345592

WORK: 408 4233507

Groups: [Add more groups...](#)

Subjects:

[Edit My Settings](#)

[Availability](#)

Schedule Group Classes New Students Notes & Files Hours

View By: Date Range [Export Excel](#)

From: 1/5/2024 To: 1/6/2024

Day	Date	Start	End	Name	Location	Room
No records to display.						

Take attendance for: Group Classes Go [Email Your Students](#)

View Reports: Report Options Go

Select group classes.

Santa Clara Adult Education (4429)

Employee Detail

Time Period: All Active

Christine Berdiansky
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Staff ID: 50264
cberdiansky@scusd.net
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Schedule **Group Classes** [New Students](#) [Notes & Files](#) [Hours](#)

View By: Date Range [Export Excel](#)

From: 1/5/2024 To: 1/6/2024

Day	Date	Start	End	Name	Location	Room
No records to display.						

Take attendance for: **Group Classes** [Go](#) [Email Your Students](#)

View Reports: [Report Options](#) [Go](#)

It will default to Show Current. If the class has passed, change Show Current to Show History.

Santa Clara Adult Education (4429)

Employee Detail

Time Period: All Active

Christine Berdiansky
Administrator [Edit](#)

Staff ID: 50264
cberdiansky@scusd.net
MOBILE: 408 2345592
WORK: 408 4233507

Groups: [Add more groups...](#)
Subjects:

Schedule **Group Classes** [New Students](#) [Notes & Files](#) [Hours](#)

Show Current [▼](#)

Event	Class Code	Date	Time	Status
Medical Assistant Online Orientation	652301	1/9/2024 - 1/9/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612301	1/16/2024 - 1/16/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652302	1/23/2024 - 1/23/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612302	1/30/2024 - 1/30/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652303	2/6/2024 - 2/6/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612303	2/13/2024 - 2/13/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652304	2/27/2024 - 2/27/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612304	3/5/2024 - 3/5/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652305	3/12/2024 - 3/12/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612305	3/19/2024 - 3/19/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652306	3/26/2024 - 3/26/2024	06:00 PM - 07:00 PM	Active

Select a class.

 ASAP

Employee Detail

Time Period: All Active

Christine Berdiansky
Administrator [Edit](#)
Staff ID: 50264
cberdiansky@scusd.net
MOBILE: 408 2345592
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[Edit My Settings](#)
[Availability](#)

Schedule Group Classes New Students Notes & Files Hours

Show Current [▼](#)

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Medical Assistant In-Person Orientation	612301	1/16/2024 - 1/16/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652302	1/23/2024 - 1/23/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612302	1/30/2024 - 1/30/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652303	2/6/2024 - 2/6/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612303	2/13/2024 - 2/13/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652304	2/27/2024 - 2/27/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612304	3/5/2024 - 3/5/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652305	3/12/2024 - 3/12/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612305	3/19/2024 - 3/19/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652306	3/26/2024 - 3/26/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612306	4/2/2024 - 4/2/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652307	4/9/2024 - 4/9/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612307	4/30/2024 - 4/30/2024	06:00 PM - 07:00 PM	Active
Medical Assistant Online Orientation	652308	5/7/2024 - 5/7/2024	06:00 PM - 07:00 PM	Active
Medical Assistant In-Person Orientation	612308	5/14/2024 - 5/14/2024	05:30 PM - 06:30 PM	Active
Medical Assistant Online Orientation	652309	5/21/2024 - 5/21/2024	05:30 PM - 06:30 PM	Active
Medical Assistant In-Person Orientation	612309	5/28/2024 - 5/28/2024	06:00 PM - 07:00 PM	Active

Event

Class Code

Date

Time

Status

Medical Assistant In-Person Orientation

612301

1/16/2024 - 1/16/2024

06:00 PM - 07:00 PM

Active

Medical Assistant Online Orientation

652302

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06:00 PM - 07:00 PM

Active

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06:00 PM - 07:00 PM

Active

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3/12/2024 - 3/12/2024

06:00 PM - 07:00 PM

Active

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06:00 PM - 07:00 PM

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06:00 PM - 07:00 PM

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Medical Assistant In-Person Orientation

612306

4/2/2024 - 4/2/2024

06:00 PM - 07:00 PM

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05:30 PM - 06:30 PM

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Medical Assistant In-Person Orientation

612309

5/28/2024 - 5/28/2024

06:00 PM - 07:00 PM

Active

See Student List.

My Settings - Logout

 **ASAP**

 Home

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ASAP 4

Santa Clara Adult Education (4429)

Class Detail

Time Period: All Active

Medical Assistant In-Person Orientation

612301



When: Tuesday 06:00 PM-07:00 PM
1/16/2024 - 1/16/2024
Win-Sp 24

Where: Room A Main Office, Santa Clara Adult Education

Who: Berdiansky, Christine

Ages: 18 - 999

Status: Active - Visible

Credential: No

Fees: Regular Student: \$0.00

1098 No

Eligible:

Capacity: 18, Min: 2
Enrolled: 9
Completed: 0
Pending: 0
Waitlisted: 0
Drop/Transfer: 2
Drop-In: 0

I want to: -- Select --

Class Roster **Demographics** **Questions** **Grades/Credits** **Schedule** **Skills** **Notes**

View: Enrolled and Pending

Mass Edit Status

Drag a column header and drop it here to group by that column

	Actions	LastName	FirstName	Phone	Status	Paid	Email
<input type="checkbox"/>	1. Action	Carpio barrera	Rosario				
<input type="checkbox"/>	2. Action	Cordero	Ariadna				
<input type="checkbox"/>	3. Action	Drago	Micaela				
<input type="checkbox"/>	4. Action	Espinosa	Andrea				
<input type="checkbox"/>	5. Action	Kochwan	Sonoma				

See Student List. Select one of these, excel or .pdf  Your roster will download for printing.

Santa Clara Adult Education (4429)

Class Detail

Time Period: All Active

Medical Assistant In-Person Orientation

612301



When: Tuesday 06:00 PM-07:00 PM
1/16/2024 - 1/16/2024
Win-Sp 24

Where: Room A Main Office, Santa Clara Adult Education

Who: Berdiansky, Christine

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Class Roster **Demographics** **Questions** **Grades/Credits** **Schedule** **Skills** **Notes**

View: Enrolled and Pending

Attendance Options

Mass Edit Status

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	Actions	LastName	FirstName	Phone	Status	Paid	Email
<input type="checkbox"/>	1. Action	Carpio barrera	Rosario				
<input type="checkbox"/>	2. Action	Cordero	Ariadna				
<input type="checkbox"/>	3. Action	Drago	Micaela				
<input type="checkbox"/>	4. Action	Espinoza	Andrea				
<input type="checkbox"/>	5. Action	Kochwan	Seanna				

Quick Links

Last Class
Last Student
Last Invoice

