

ATTENDANCE – CONFIGURING ATTENDANCE CHECK-IN

- I. The Attendance Check-In Screen
- II. Configuring Attendance Codes for Use with Check-In

- I. The Attendance Check-In Screen

The screenshot displays the 'Attendance Logic' interface. At the top, there are navigation tabs for 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next...'. Below these are sub-tabs for 'Daily Attendance', 'Codes', 'Cards', 'Letters', 'NJ ASSA', 'Register', 'Auto Dialer', 'HR Attendance', 'Global Conn.', 'Check In', and 'Reports'. The main search area is titled 'Please enter your Student ID or Last Name' and contains a text input field with 'DAILY' entered. To the right of the input field are 'Search' and 'Clear' buttons. Below the input field is a numeric keypad (0-9) with a 'Back' button, followed by an alphabetic keypad with letters Q through M. At the bottom of the screen, there is a 'Student Information' section with a small photo of a man, and the following details: Student ID: 504495, Student Name: Daily, Ed, Grade Level: 12, Gender: Male, and Today's Attendance: -. To the right of this information is a large blue 'Check In' button. The footer of the page includes '©Copyright Genesis Educational Services' and 'Internet'.

Figure 1 – Top Portion of the new Attendance→Check-In screen

Attendance Check-In

The Attendance Check-In screen provides a streamlined, quick way to check tardy students into school. The top portion of the screen is used to select the student – either by their student id or by their last name.

If the student's ID cards contain a barcode of their ID #, a barcode scanner can be used to quickly read the number and locate the student's record. A touch screen will alternately allow administrators (or students) to select letters or numbers, and perform the search, directly on the screen.

The bottom portion of the screen displays the student(s) who match the search criteria (e.g. last name) entered – or scanned – into the field at the top. A simple "Check-In" button checks in the selected student. See the procedure below. Optionally, a student pass can be printed to permit the student to walk to their classroom.

This provides a highly streamlined check-in – or checkout – process. However before Attendance Check-In will work, you must configure the Attendance Codes that you wish to work with it. Configuration is simple: you must set a flag in each of the few codes you wish to work with the Check-In mechanism.

II. Configuring Attendance Codes for Use with Check-In

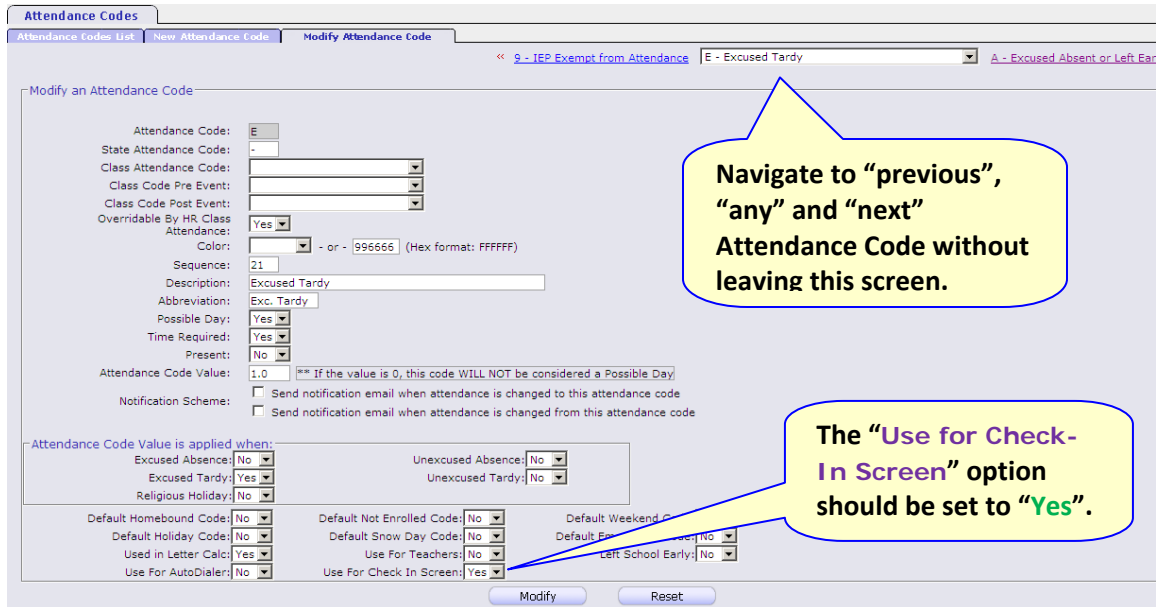


Figure 2 – The Attendance→Codes→Modify Attendance Code Screen

Configuring Attendance Codes for Use with Attendance Check-In

Before Check-In can be used, at least one Attendance Code must be configured to work with it. This is a simple process: a flag has been added to all Attendance codes to indicate whether or not each should be used with Check-In. When this flag is set to yes, the code is included in the set available for check-in. In addition, to make configuring the codes easier, "previous", "any", and "next" navigation controls have been added to the Attendance→Codes→Modify Attendance Code screen.


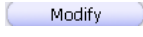
Procedure to Configure Attendance Codes for Use with Check-In

1. Go to the Attendance→Codes→Attendance Code List screen. Note the new "Check-In" column identifying the codes already set to work with Attendance Check-In.

New "Check-In" column identifies which codes are flagged to work with Attendance Check-In.

Seq	Attendance Code	State Code	Class Code	Class Code After	Class Code Prior	Check in	Possible Day	Auto dialer	Value	Code Description	Color
0	-	-					Yes		1.0	Present	
0	W (Weekend Code)	W					No		0.0	Weekend	
1	P						Yes		1.0	Present - Attendance Update	
2	1	1					Yes	✓	1.0	Absent - Full Day	
3	2	2					Yes		1.0	Absent - Never Attended	
4	3	3					No		0.0	Religious Holiday / Take Your Child to Work	
6	5	5					Yes	✓	0.5	Absent - Half Day (Unexcused)	
8	7 (Homebound Code)	7					Yes		0.0	Home Instruction	
9	8 (Not Enrolled Code)	8					No		0.0	Not on Roll	
11							Yes		0.0	IEP Exempt from Attendance	
							✓		1.0	Excused Tardy	
							✓		1.0	Excused Absent or Left Early	
							Yes		1.0	In-School or ICE Suspension	
							Yes		1.0	Out of School Suspension	
							✓		1.0	Tardy (Unexcused)	
							Yes		1.0	Funeral Day	
							Yes		1.0	Field Trip	
							Yes		0.0	College Visit	
31	M	1					No		1.0	Community Service	
99	X (Holiday Code)	X					No		0.0	Holiday	

Figure 3 – The Attendance→Codes→Attendance Code List Screen

2. Locate a code you wish to configure for use with Check-In. Click on the icon to modify this code. This brings up the **Attendance→Codes→Modify Attendance Code** screen for that code.
3. Locate the “Use for Check-In Screen” parameter at center bottom of this screen. Set this flag to “Yes”. **Use For Check In Screen: Yes** 
4. Click  to save your change(s).
5. If you wish to modify another code, use the “previous”, “any” or “next” controls at upper right to select a different Attendance Code and repeat steps 3 to 5.