

ATTENDANCE – USING THE GENESIS AUTO DIALER FUNCTION

- I. Introduction to the Genesis Auto Dialer Function**
- II. Generating an Extract for the Auto Dialer**
- III. Configuring a Daily Attendance Code for the Autodialer**

I. Introduction to the Genesis Auto Dialer Function

Genesis supports the extracting of student information (name, phone number, etc.) for inclusion in files to be exported from Genesis with the intent for them to be uploaded into a third party Auto Dialer.¹

The Auto Dialer functionality in Genesis allows you to export files in a variety of different formats. These files are stored on your local system (e.g. the PC on your desk) – a file dialog is displayed to allow you to store the file where you would like to place it. You must then upload the file into your Auto Dialer as per the instructions that come with the Auto Dialer.

Currently Supported Auto Dialer File Formats

Currently there are 6 supported Auto Dialer file formats. This set includes:

1. Type 1 – Format for US Netcom auto dialers or auto dialers accepting the same format files.
2. Type 2 – Format for School Messenger auto dialers or auto dialers accepting the same format files.
3. Type 3 – Format for Connect-ED auto dialers or auto dialers accepting the same format files.
4. Type 4 – Format for School Messenger 2 auto dialers or auto dialers accepting the same format files.
5. Global Connect – Format for uploading to Global Connect
6. US Netcom 2 – Format for US Netcom 2 auto dialers or auto dialers accepting the same format files.

Additional formats are added from time to time.

Using the Genesis Auto Dialer Function

The remainder of this document describes how to use the Auto Dialer function to generate extract files that can then be uploaded to your Auto Dialer and also how to configure daily Attendance Codes so that they will trigger the inclusion of student information in the generated extract file.

¹ Genesis does not supply Auto Dialer hardware and does not directly upload files into auto dialers.

II. Generating an Extract for the Autodialer

Attendance→Auto Dialer

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar

Daily Attendance | Codes | Cards | Letters | NJ ASSA | Register | Auto Dialer | HR Attendance

<< Attendance.Auto Dialer >>

Extract Auto Dialer Data

Select Format: Type 1 (US Netcom)

Select Schools:

- Piscataway High School
- Conackamack Middle School
- Quibbletown Middle School
- T. Schor Middle School
- Arbor Elementary School
- M.L. King Elementary School
- Eisenhower Elementary School
- Grandview Elementary School
- Knollwood Elementary School
- Randolphville Elementary School
- Charter School
- Sent Other District / Piscataway Pays
- Out - Of - District Schools

Attendance Date for extraction: 11/14/2007

Select a Student List (Optional):

Click to extract for all attendance codes:

Click to prefix a 1 before number:

Attendance Codes used for extraction: 1) 1 - Absent - Full Day (unexcused)

Create

Figure 1 – The screen is used to generate extracts which can then be uploaded into your autodialer

The Auto Dialer Screen

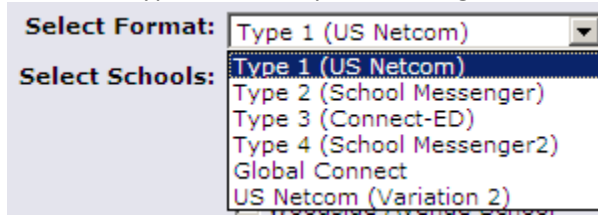
The screen is used to generate and download files to be uploaded – by you – to your auto dialer hardware. You can extract students in three ways:

- Based on the daily Attendance Code the student receives on a given date (e.g. 'Absent' 'today').
- Students on a selected Student List
- All Students.

Before you can use the Auto Dialer function to extract students based on their daily Attendance codes, you must configure the Attendance Codes for use by the Auto Dialer. This is discussed in Section III below.

Procedure to Extract a File to Send to the Autodialer

1. Navigate to the **Attendance**→**AutoDialer** screen
2. Select the type of extract you wish to generate.



3. Check off the school or schools for which to generate the extract.
4. Select the Attendance date. This field defaults to “today”. If you are generating the extract for students who are absent ‘today’, you do not need to change this field.
5. Optionally, select a specific list of students for whom to generate an autodialer extract file.
6. Optionally:

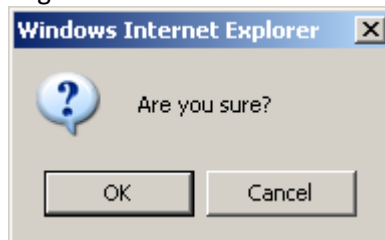
- a. If you wish to extract for all Attendance Codes, click the checkbox.

Click to extract for all attendance codes:

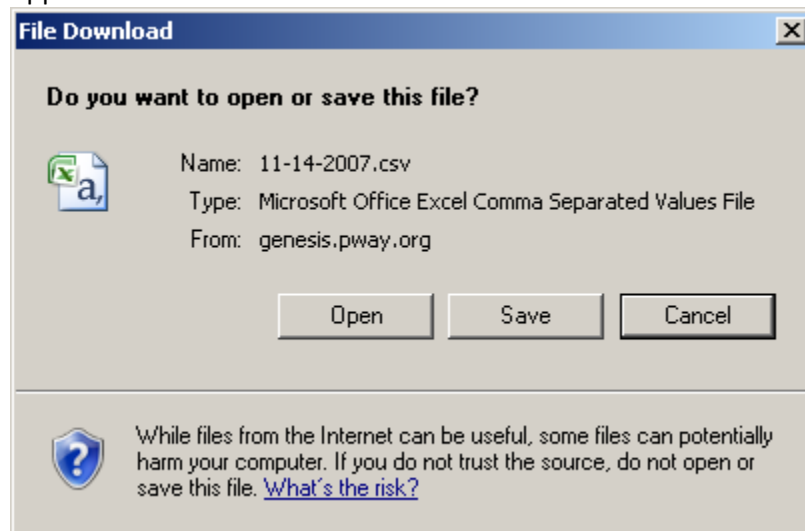
- b. If you wish to prefix a ‘1’ before each telephone number, check the “” checkbox.

Click to prefix a 1 before number:

7. Click the “**Create**” button to generate the extract file. A verification dialog will appear:



8. Click **OK** to proceed and create the extract or click **Cancel** to abandon the operation. A file dialog will appear:



9. Click **Save** to save the file to your local computer for upload to your Auto Dialer. Click **Cancel** to the operation. Click **Open** to view the file (not recommended).

10. Upload the saved file to your Auto Dialer per instructions for the Auto Dialer (this is beyond the scope of Genesis).

III. Configuring a Daily Attendance Code for the Auto Dialer

A. The List of Daily Attendance Codes

The list of currently defined Attendance Codes for your district can be found on the [Attendance→Attendance Codes→ Attendance Codes→Attendance Codes List](#) screen.

[Attendance→Attendance Codes→ Attendance Codes→Attendance Codes List](#)

Seq	Attendance Code	State Code	Class Code	Class Code After	Class Code Prior	Possible Day	Value	Code Description	Color
0	-	-				Yes	1.0	Present	
0	W (Weekend Code)	W				No	0.0	Weekend	
1	P	-				Yes	0.0	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	9	9				Yes	0.0	IEP Exempt from Attendance	
21	E	-				Yes	1.0	Excused Tardy	
22	A	1				Yes	1.0	Excused Absent or Left Early	
23	I	-				Yes	1.0	In-School or ICE Suspension	
26	O	1	AB			Yes	1.0	Out of School Suspension	
27	T	-				Yes	1.0	Tardy (Unexcused)	
28	D	1				Yes	1.0	Funeral Day	
29	F	-				Yes	0.0	Field Trip	
30	V	1				Yes	0.0	College Visit	
31	M	1				No	1.0	Community Service	
99	X (Holiday Code)	X				No	0.0	Holiday	
100	S (Snow Day Code)	-				No	0.0	Snow Day	
101	Q (Emergency Code)	-				No	0.0	Emergency Closure	

Figure 2 - The [Attendance→Attendance Codes→Attendance Codes→Attendance Codes List](#) screen displaying the currently defined set of Attendance Codes

The List of Attendance Codes

The list of Daily Attendance Codes can be located on the [Attendance→Attendance Codes→Attendance Codes→Attendance Codes List](#) screen. These are all the daily Attendance Codes you have configured in your District. Each Code is separately configured for whether or not it should trigger the sending of student information to the Auto Dialer. **Section II. B.** below describes how to configure each Code for use by the Auto Dialer.

The document entitled “**Attendance – Attendance Code Administration**” contains additional, detailed information about how to configure daily and class Attendance Codes in Genesis.

B. Configure a Code to Trigger the Autodialer

[Attendance](#)→[Attendance Codes](#)→[Attendance Codes](#)→[Modify Attendance Code](#)

The screenshot shows the 'Modify Attendance Code' screen. The 'Use For AutoDialer' flag is currently set to 'No'. A yellow callout box points to this flag with the text: 'The "Use for Autodialer" flag causes the code to trigger the student's information to be sent to the autodialer.'

Figure 3 – The [Attendance](#)→[Attendance Codes](#)→[Modify Attendance Code](#) screen

Configuring a Daily Attendance Code for the Autodialer

A daily Attendance code is used to “give” a student their attendance information for one school day. There is a “**Use for the auto-dialer**” flag on each code. A student receiving a code with the “**Use for the auto-dialer**” code set to “**Yes**” has their contact information added to the “Auto Dialer extract” file when the Auto Dialer function is used.

Procedure to Configure a Daily Attendance Code to Trigger the Student’s Information to the Autodialer

1. Navigate to the [Attendance](#)→[Attendance Codes](#) screen
2. Locate the Attendance Code you wish to trigger the Auto Dialer. Click the “**Modify**” icon corresponding to that Code.
3. Locate the “**Use for the auto-dialer**” flag at the bottom of the screen. Set this flag to “**Yes**”.

Use For AutoDialer: **Yes** ▼

4. Click “**Modify**” to save your change.
5. Repeat steps 2 to 4 for additional daily Attendance Codes.