

## GENESIS ADMINISTRATION - ATTENDANCE PARAMETERS

- I. Introduction to Attendance Parameters**
- II. Setting Attendance Parameters**

## I. Introduction to Attendance Parameters

### Setup→Schools→School Parameters→Basic Parameters

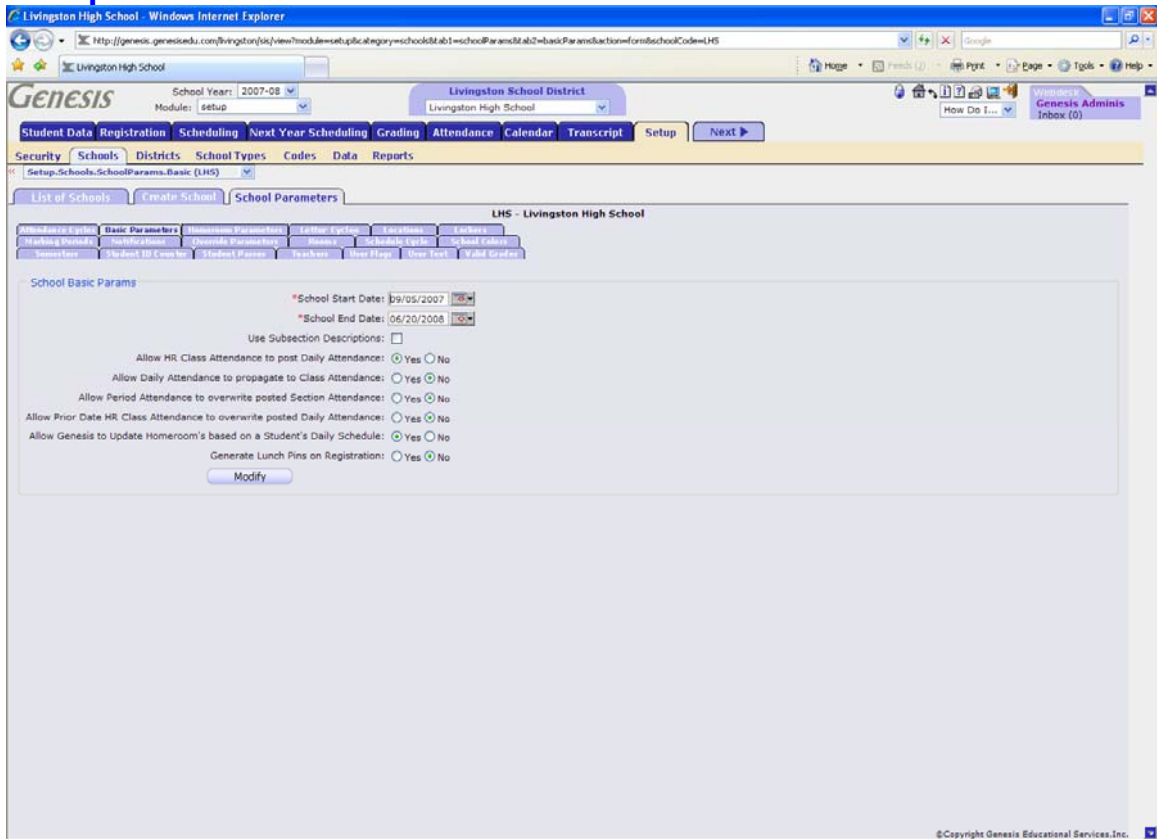


Figure 1 - Example of a populated Setup→Schools→School Parameters→Basic Parameters Screen

### Attendance Parameters

There are a set of parameters on the [Setup→Schools→School Parameters→Basic Parameters](#) screen that control the propagation of Daily to Class and/or Class to Daily Attendance. While these flags are set on a school-by-school basis, the Daily and Class Attendance codes are set for the entire district – this forces all schools in the district who choose to do Attendance code propagation to do it the same way. It enforces conformity to a district policy.

Daily to Class and Class to Daily propagation are independent of one another. Both can occur in the same school.

**CAVEAT: Class to Daily Attendance propagation must be set correctly and conform to NJ State Attendance rules. Daily to Class Attendance propagation is TIME SENSITIVE and cannot be duplicated “after the fact”. It matters what time of day (as understood by the system clock) a Daily Code is posted when that code propagates to Class Attendance.**

## II. Setting Attendance Parameters

### Setup→Schools→School Parameters→Basic Parameters

The screenshot shows the 'Basic Parameters' screen for Livingston High School. The interface includes a navigation bar with tabs for 'List of Schools', 'Create School', and 'School Parameters'. Below this, there are several sub-tabs: 'Attendance Cycles', 'Basic Parameters', 'Homeroom Parameters', 'Letter Cycles', 'Locations', 'Lockers', 'Marking Periods', 'Notifications', 'Override Parameters', 'Rooms', 'Schedule Cycle', and 'School Colors'. A second row of tabs includes 'Semesters', 'Student ID Counts', 'Student Passes', 'Teachers', 'User Flags', 'User Text', and 'Valid Grades'. The main content area is titled 'School Basic Params' and contains the following fields and options:

- \*School Start Date: 09/05/2007
- \*School End Date: 06/20/2008
- Use Subsection Descriptions:
- Allow HR Class Attendance to post Daily Attendance:  Yes  No
- Allow Daily Attendance to propagate to Class Attendance:  Yes  No
- Allow Period Attendance to overwrite posted Section Attendance:  Yes  No
- Allow Prior Date HR Class Attendance to overwrite posted Daily Attendance:  Yes  No
- Allow Genesis to Update Homeroom's based on a Student's Daily Schedule:  Yes  No
- Generate Lunch Pins on Registration:  Yes  No

A 'Modify' button is located at the bottom of the form.

Figure 2 – Basic Parameters Screen

### Set Attendance Parameters

To determine whether Attendance Cycles have already been set up, do the following:

1. Go to the [Setup→Schools](#) screen.
2. Click on the “[School Parameters](#)” (“P”) button for the School for which you are setting up Conduct Attendances. This brings up the [Basic Parameters](#) screen for the selected school and displays all additional Parameters tabs.
3. Set the Parameters. See below for Parameter explanations.
4. Click [Modify](#) to save your changes.

**Allow HR Class Attendance to post Daily Attendance** - The designated HR period serves as the Daily Attendance period. **Class Attendance** taken that period propagates to Daily Attendance.

**Allow Daily Attendance to propagate to Class Attendance** - The Daily Attendance propagates to Class Attendance. The 3 Class Attendance codes embedded in the Daily Attendance code are used to set Class Attendance for the various periods of the day. See the “**Attendance - Attendance Code Administration**” document for details.

**Allow Period Attendance to overwrite posted Section Attendance** changes – Period Attendance is taken and can force the corresponding Course Section Class Attendance code to be updated.

**Allow Prior Date HR Class Attendance to overwrite posted Daily Attendance** changes –HR Class Attendance that is changed for a *prior* date can overwrite the Daily Attendance that had been posted for that day. If set to No, this Daily Code is not overwritten.