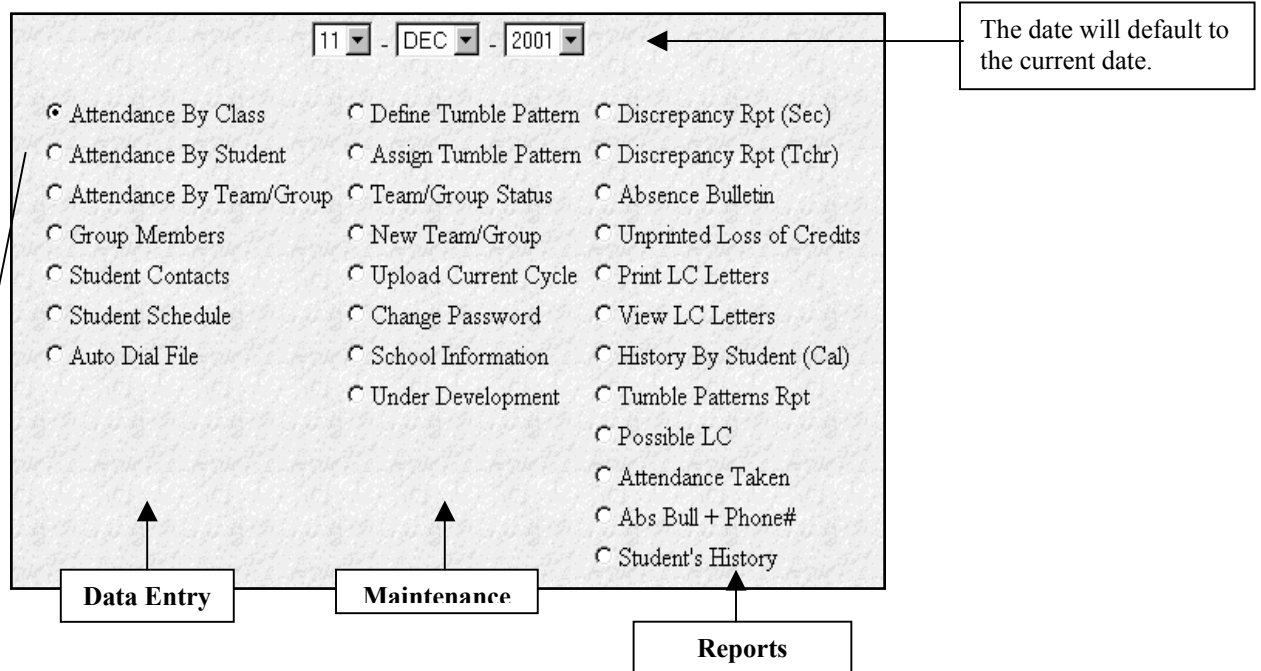


Period by Period Attendance - Secretary

Main Menu

The main menu is viewed after login. You will access all screens that are needed for data entry, maintenance, and reports. If a date other than the current date is required, it can be changed on this screen before proceeding.

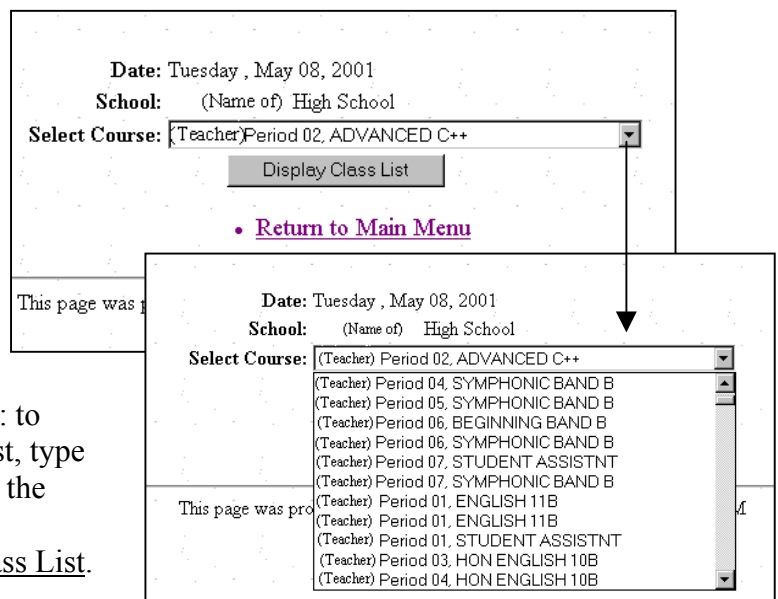


Attendance By Class

The attendance office uses *Attendance by Class* when the teacher is not available (For example, the teacher has a substitute or class coverage etc) and the attendance office has to do the data entry for the classes.

To display a class list:

1. Select *Attendance By Class* from the main menu.
2. Click on the down arrow on the right of the “Select Course” window.
3. Scroll to select the class (HINT: to “jump” to another part of the list, type the first letter of a name and hit the Enter key).
4. Click on the button Display Class List.



The Class List

The attendance secretary's view of the class is similar to the teacher's view. If all students in the class are present, the password should be entered and the list submitted to indicate that attendance was taken for the class. If a student has some variation to report, the drop down list under "present" will display the other three choices. To mark a variation for students in this class, choose the correct status. When complete, scroll to the bottom of screen and type password, and click on the button labeled "Attendance Taken"

NOTE: If the "Attendance Taken" button is not activated with a password, no attendance status will be recorded for the students in the class.

You are taking/changing attendance for: **Tuesday , May 08, 2001**
(If all students are present, scroll to bottom and verify attendance taken.)

Course: **Period 03 HON NSL GOVERN B**

Status	Today Atten	Name	ID	Reason	Sign In	Sign Out	Absent		Late	
							Exc.	Unexc.	Exc.	Unexc.
Present	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Present	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Present	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Present	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Absent	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Excused Late	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Unexcused Late	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Present	?	Student Last, First	#####	N/A	-	-	0	0	0	0
Present	?	Student Last, First	#####	N/A	-	-	0	0	0	0

You are taking/changing attendance for: **Tuesday , May 08, 2001**
(If all students are present, scroll to bottom and verify attendance taken.)

Password:

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Window: 550.02 Version: 1.01

List of attendance choices for teachers

Hot Links to Additional Information

Today's Attendance

Click on the question mark in the "Today Atten" column to display the absence for the day for each class period.

Attendance information that has been entered by the attendance secretary will

also be displayed.

Today Atten

?

?

?

?

Teacher

Secretary

Attendance History Monday, May 7, 2001

Name	Period	Bell Period	Status	Reason For Abs
Last, First	1	1	-EXCUSE	Alternative Educ
	2	2	-EXCUSE	Alternative Educ
	3	3	-EXCUSE	Alternative Educ
	4	4	-EXCUSE	Alternative Educ
	5	5	-EXCUSE	Alternative Educ
	6	6	-EXCUSE	Alternative Educ
	7	7	-EXCUSE	Alternative Educ

Cumulative Absences

Click on the underlined name to activate the hot link to view the calendar of absences for the student.

The Student Name is a hot link to a calendar that will display all absences for a student for the current semester. Attendance history starts in the month that activity was first recorded. The first day in the calendar that shows activity will include the student's name (this will appear only in the first day).

Teacher Entry

Secretary Entry

STUDENT'S ATTENDANCE HISTORY				
December 11, 2001 (as of date)				
November 2001				
Monday	Tuesday	Wednesday	Thursday	Friday
			01	02
05 ●STATUS:Abs REASON: -	06	07 ●STATUS:Pres REASON:Health Room - Excuse	08 ●STATUS:Abs REASON: -	09
12	13	14 ●STATUS:Pres REASON:Death In The Family - Excuse	15 ●STATUS:Abs REASON:Death In The Family - Excuse	16

Student Demographics

Click on the Student ID Number to view student demographic information.

ID	→	<h3>Student Demographics</h3> <p>Name: EMILY LAST NAME</p> <p>Address: STREET NAME ST BETHESDA, MD 20817</p> <p>Home Phone: 301 ### ####</p> <p>Contact Name Relationship Home Work Cell</p>
<u>6 #####</u>		
<u>7 #####</u>		
<u>7 #####</u>		

Attendance By Student

Attendance by Student allows entry of reasons for student absences. Students can be coded for either all day or partial day absences.

1. Select *Attendance by Student* from the main menu.
2. Verify that the date is correct for this absence entry.
3. To select a student, enter *Student ID Number*
4. or part of a *Last Name*. (See examples provided)
5. Click Continue.

Select the attendance date
may 08, 2001 ▾

Enter Student ID Number:

OR

Enter Student Last Name: [%

EXAMPLE:
SM% (Names that start with SM)
%TH (Names that end in TH)
SMITH (Names that are SMITH)

• [Return to Main Menu](#)

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Window: 560.07 Version: 1.01

6. Verify that the student is correct
7. Select *All Day Absence* or *Partial Day Absence*
8. Click Continue.

Date: Tuesday , May 08, 2001
School: (Name of) High School

Student: ▾

All Day Absence
 Partial Day Absence

• [Return to Main Menu](#)

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Window: 560.05 Version: 1.01

Full or Partial Day Absence

A full day absence is coded when the student submits an absence note or that parent verifies the absence. A partial day absence is recorded for students who arrive at school anytime after the first period attendance or who leave school before the end of the day.

All Day Absence

After selecting Attendance By Student and choosing All Day Absence:

1. Set dates for a single day or for several consecutive dates.
2. Select a reason code from the drop down list.
3. Click Save.

ID	Name	Grade	Gender	Ethnicity
6#####	Student - Last, First	10	Female	Afric.Am

Absent from TO

Reason Code Defaults to Sick

[Return to Main Menu](#)

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Window: 560.08 Version: 1.01

Partial Day Absence

After selecting Attendance By Student and choosing Partial Day Absence:

1. Select a reason code from the drop down list
2. Enter time in or time out if needed
3. Select yes or no for each class period.
4. Click Save.

NOTE:

1. Attendance Secretary is unable to change excused/unexcused late as recorded by the teacher.
2. The reason is not saved unless the Yes/No portion of the "Enter Reason" is changed to "Yes".

ID	Name	Grade	Gender	Ethnicity
6. .J	J. M.	12	Female	White

Absence for May 08, 2001
Reason Code Defaults to Sick

Sign in Time: Sign out Time:

Period	Title	Teacher	Curr Status	Enter Reason	Curr Reason	Absent		Late	
						Exc.	Unexc.	Exc.	Unexc.
01	PRECALCULUS B		PRES	No	N/A	0	0	0	0
02	SPANISH 2B		PRES	No	N/A	0	0	0	0
03	ENGLISH 12B		PRES	No	N/A	0	0	0	0
04	EXP TE CON/ETC B		PRES	No	N/A	0	0	0	0
05	PSYCHOLOGY 2		PRES	No	N/A	0	0	0	0
06	CHILD DEV 2B		PRES	No	N/A	0	0	0	0

[Return to Main Menu](#)

(SAVE without Reason Code will remove preexisting reason codes for the selected dates.)

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Window: 560.06 Version: 1.01

Teams and Groups

There are four menu items relating to Teams and Groups.

- Create the group and assign the sponsor (New Team and Group Code)
- Add students to the team / group or modify member status (Group Members)
- Maintain active status (Team/Group Status)
- Report attendance for team or group absences (Attendance by Teams/Groups)

New Team or Group

This screen allows the creation of a team or group by assigning a name and a sponsor. The “Absent Code” will be displayed on a student’s record when an absence is related to the activity.

To create a team or group:

1. Select *New Team/Group* from the main menu.
2. Type in the name of the activity
3. Select the sponsor name from the list (If the sponsor is not part of the school staff, a staff member should be designated as a contact. Ex. The Athletic Director for any athletic team)
4. Select the code for the absence (*Absent Code*) that will appear on the student’s record.
5. Make certain the active status indicator in the column labeled “Active” is set to Y
6. Click Save.

New Team or Group for (Name of) High School			
Activity	Sponsor	Absent Code	Active
(Name of Activity)	(Name of Sponsor)	Alternative Educ	Y
<input type="button" value="SAVE"/>			
Return to Main Menu			
<small>This page was produced by the PL/SQL Agent on July 20, 2001 09:15 AM Window: 570.04 Version: 1.01</small>			

Team/Group Status

If a team or group is no longer functioning, it can be changed to non-active status.

When the team or group becomes active again, it can be reactivated.

1. Select *Team/Group Status* from the Main menu
2. All Teams and Groups will be displayed in a list. To modify the status of a group change the indicator in the column labeled *Active*.
3. Click on Save.

Team/Group Status for Winston Churchill High School			
Activity	Sponsor	Reason Code	Active
Chorus	BARILLO, HONORIO	Chorus	Y
Chorus/Band	HERMAN, CAROLYN	Band	Y

Group Members

The attendance secretary can access all teams and groups in the school. The sponsor (or coach) can access any team or group to which he/she is assigned.

Add students to teams or groups:

1. Select *Group Members* from the main menu.
2. Select the team or group from the drop down list.
3. Select “Add Group Members”.
4. Click the button labeled Enter Students.
5. Enter *Student Number(s)*.
6. Click on Save.

Date: Wednesday, July 25, 2001
School: (Name of) High School
Team / Group: Chess Club
 Add Group Members
 Modify Group Member Status

[Return to Main Menu](#)

This page was produced by the PL/SQL Agent on July 23, 2001 03:58 PM
Window: 590.02 Version: 1.01

New Member(s) of Chess Club

Student Number
1
2
3
4
5
6
7
8
9
10

[Return to Main Menu](#)

If a student number is entered incorrectly, (student does not belong to the school, or the number is missing a digit etc) there will be an error message after the save, which will prompt the user to go back and correct the error. The correct student numbers will be saved.

Modify Group Member Status

If a student is no longer active in a team or group, or if a student is no longer a member of the group, their status can be set to non-active.

To modify status of students for a team or group:

1. Select *Group Members* from the main menu.
 2. Select the team or group from the drop down list
 3. Select “Modify Group Member Status”
 4. Click the button labeled Enter Students.
 5. Change the indicator in the *Active* column to No for any student who is not currently participating in the activity.
 6. Click on Save.
- (Note: if the entire activity is inactive, the team or group should be marked as non-active under the Team and Group Status)

Status of Members of Chess Club

ID	Name	Grade	Active
#####	Student Last,First	10	YES
#####	Student Last,First	10	YES

[Return to Main Menu](#)

This page was produced by the PL/SQL Agent on July 23, 2001 03:58 PM
Window: 580.04 Version: 1.01

Reporting Team and Group Absences

1. Select the date of the absence on the main menu.
2. Select *Attendance by Team/Group* from the main menu.
3. The date selected on the main menu will be displayed. Enter the dismissal time (00:00), and change the indicator to Yes for each *Bell pd* that the team or group will miss.
4. Indicate which students will be involved for this activity. If all students will be dismissed, leave the *Attend* indicator as the default of Yes.

The BALTIMORE will be out of school on DEC 12, 2001

The BALTIMORE will be dismissed at

The BALTIMORE will miss BELL period(s)

Bell pd	Bell pd	Bell pd	Bell pd	Bell pd	Bell pd	Bell pd	Bell pd	Bell pd	Bell pd
1	2	3	4	5	6	7	8	9	10
No ▾	No ▾	No ▾	No ▾	No ▾	No ▾	No ▾	No ▾	No ▾	No ▾

Members of BALTIMORE

Attend	Abs Exists	ID	Name	Grade	Sign In	Sign Out
Yes ▾	-	<input type="text"/>	<input type="text"/>	09	<input type="text"/>	<input type="text"/>
Yes ▾	-	<input type="text"/>	<input type="text"/>	09	<input type="text"/>	<input type="text"/>

Student Contact

Local school personnel can enter contact information for students.

1. Select *Student Contacts* from the main menu.
2. Select the student from the list of student names. (HINT: to “jump” to another part of the alphabet, click in the Student window and type the first letter of the student’s name)
3. Select view, modify, or enter new information.
4. Enter information into the fields provided.
5. Scroll to the bottom of the page and click SAVE.

Date: Tuesday, May 08, 2001
School: (Name of) High School

Student:

View or Modify Contact Information
 Enter New Contact Information

Contact information for Student - Last, First - ID # - Grade
(For Corrections, scroll to bottom of page and click SAVE.)

Delete this contact:	NO ▾
Primary Contact:	No ▾
Relationship:	MOTHER ▾
Title:	Mrs ▾
Last Name:	Jane ▾
First Name:	Smith ▾
Home Phone:	999-999-9999 ▾
Work Phone:	333-333-3333 ▾
Cell Phone:	222-222-2222 ▾
email:	<input type="text"/>

Notes

Student Schedule

1. Select *Student Schedule* from the main menu.
2. Enter either the student ID # or the first part of the student's last name.
3. Click Continue.

Date: Friday, June 08, 2001
School: High School

Enter Student ID Number:
OR
Enter Student Last Name:

EXAMPLE:
SM% (Names that start with SM)
%TH (Names that end in TH)
SMITH (Names that are SMITH)

• [Return to Main Menu](#)

4. Select the student from the drop down list of names.
5. Click to select the student
6. Click Continue.
7. Click Return to Main Menu when finished reviewing the student's schedule.

Date: Tuesday, May 08, 2001
School: (Name of) High School
Student:

• [Return to Main Menu](#)

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Window: 110.04 Version: 1.01

NOTE: An asterik by teacher's name indicates attendance has been taken.

Upload Current Cycle

The current attendance cycle must be uploaded to the mainframe every week. The process is very simple to do.

1. Select *Upload Current Cycle* from the main menu.
2. Set the date for the attendance cycle.
3. Click Continue.
4. A success message will be displayed to indicate that the attendance information has been uploaded.

Note: this process may take a few minutes.

Select the last day of the attendance cycle you are uploading

Date: Monday, May 14, 2001
School: (Name of) High School

This page was produced by the PL/SQL Agent on July 30, 2001 10:38 AM
Window: 910.02 Version: 1.01

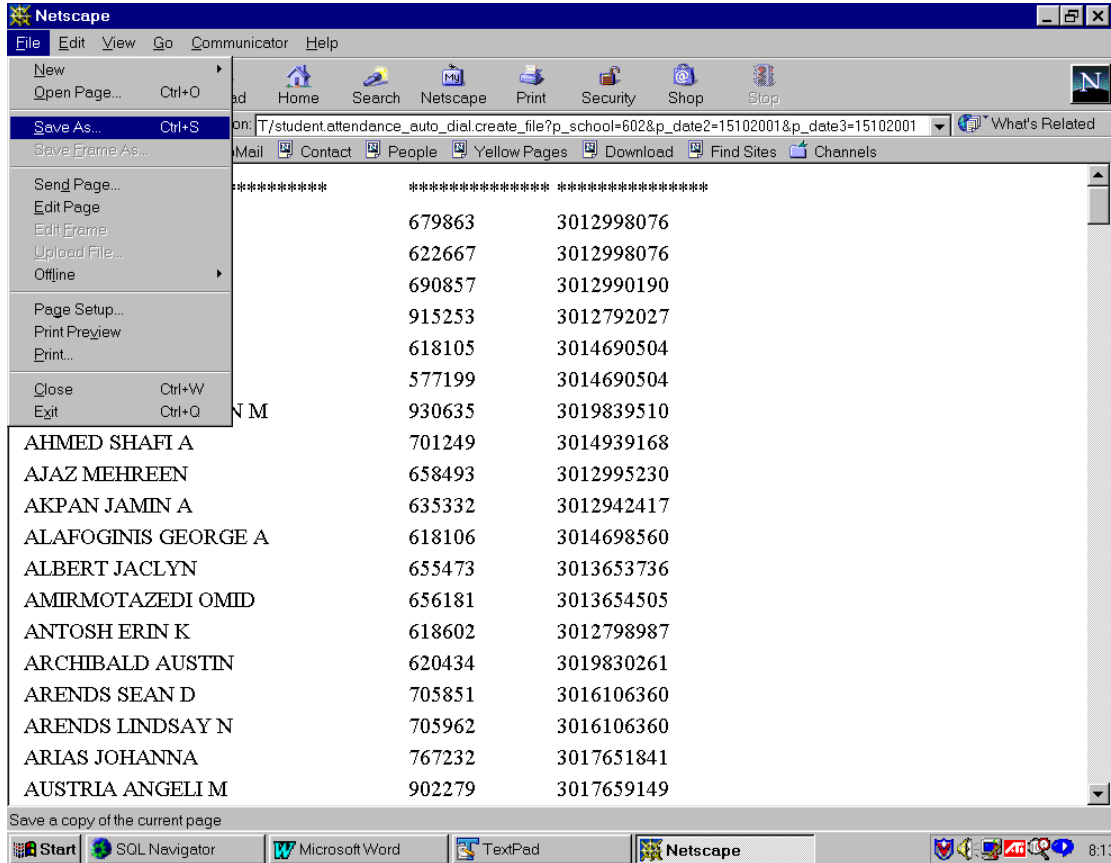
School Information

1. Select School Information from the main menu.
2. Enter or correct information as needed.

School Information	
School Number	815
Type	HS
Name	John F. Kennedy High School
Principal	Dr. Sheila M. Dobbins
Phone Number	301-929-2100
Street Number	1901
Street	Randolph Road
City	Silver Spring
State	MD
Zip	20902

Auto Dial File

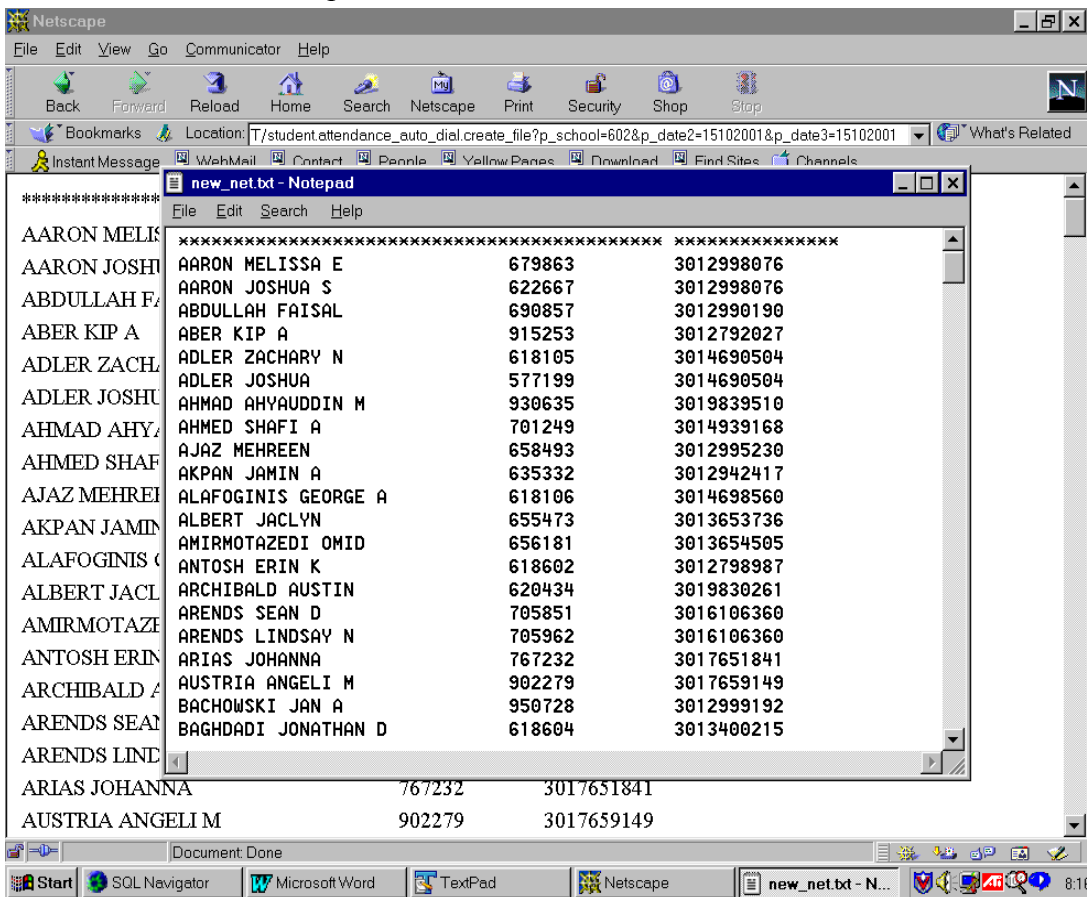
1. Use Netscape. Select Auto Dial File from Period by Period Attendance main menu and click Continue.
2. Save the results as a text file -- *filename.txt*



The screenshot shows a Windows desktop environment. In the foreground, a 'Save As...' dialog box is open, displaying a file list and a file name field containing 'new_net.txt'. The file list includes files like 'attendance_auto_dial.pkb', 'Net1.txt', 'Net2.txt', and 'Net3.txt'. The 'Save as type' is set to 'All Files (*.*)'. In the background, a Netscape browser window is visible, showing a page with a URL containing '&p_date2=15102001&p_date3=15102001'. The browser's address bar also shows 'Find Sites' and 'Channels' buttons. The taskbar at the bottom contains icons for Start, SQL Navigator, Microsoft Word, TextPad, Netscape, and the active 'Save As...' dialog. The system tray shows the time as 8:1.

ADLER JOSHUA	577199	3014690504
AHMAD AHYAUDDIN M	930635	3019839510
AHMED SHAFI A	701249	3014939168
AJAZ MEHREEN	658493	3012995230
AKPAN JAMIN A	635332	3012942417
ALAFOGINIS GEORGE A	618106	3014698560
ALBERT JACLYN	655473	3013653736
AMIRMOTAZEDI OMID	656181	3013654505
ANTOSH ERIN K	618602	3012798987
ARCHIBALD AUSTIN	620434	3019830261
ARENDS SEAN D	705851	3016106360
ARENDS LINDSAY N	705962	3016106360
ARIAS JOHANNA	767232	3017651841
AUSTRIA ANGELI M	902279	3017659149

3. Get the saved file in notepad and delete the first line of asterisks.



4. Re-save the file without the asterisks. Your file can now ready for your voicemail system.

