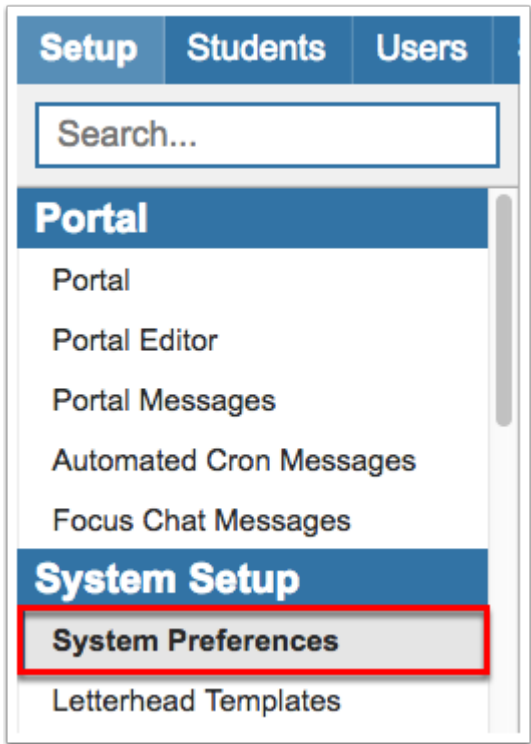


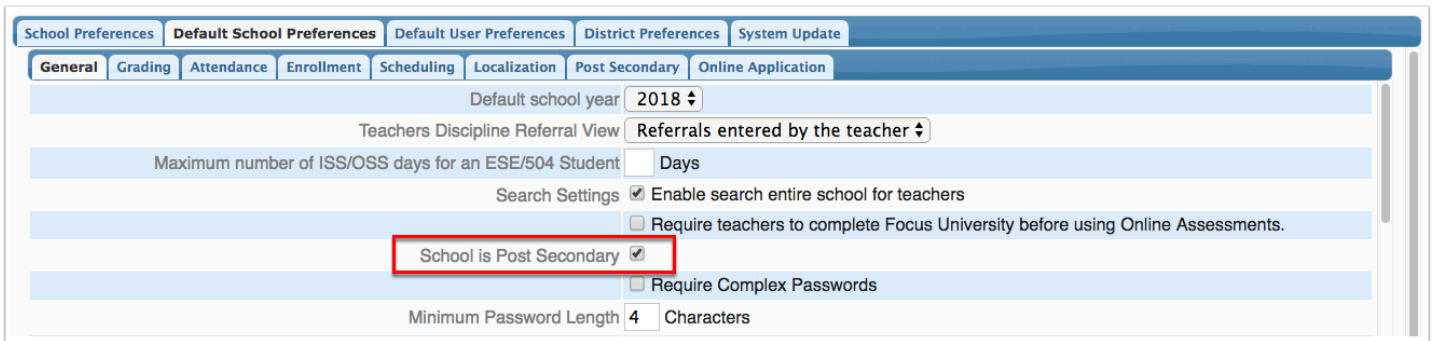
Attendance Scanner System Preferences & Setup

System Preferences

1. Before students can begin scanning themselves in there are some setup considerations that need to be made, starting with System Preferences. From the **Setup** menu, select **System Preferences**.



2. On the **General** tab, locate and enable **School is Post Secondary** by selecting the check box. When complete, click the **Save** button located in the upper right corner of the screen.



3. Click the **Attendance** tab to set the default codes for the attendance scanner via **Default Present/Absent Code for Scanner App**. These codes will be utilized in the Attendance Scanner

Daily Absences job (see the Scheduled Job section for more information), and will affect students' attendance codes. Select the code appropriate to the school(s).

<input checked="" type="checkbox"/> Teachers are allowed to enter more hours than scheduled	<input type="checkbox"/> (No)
<input checked="" type="checkbox"/> Students can have attendance for more than one section in a period (not recommended)	<input type="checkbox"/> (No)
Default Present Code for Scanner App	P – Present <input type="text"/> <input type="button" value="v"/>
Default Absent Code for Scanner App	A – Absent <input type="text"/> <input type="button" value="v"/>
<input type="checkbox"/> Enable smarter Attendance Completion portal alerts	<input checked="" type="checkbox"/> (No)

4. Click to the **Post Secondary** tab to set the final settings.

School Preferences	Default School Preferences	Default User Preferences	District Preferences	System Update
General	Grading	Attendance	Enrollment	Scheduling
Localization	Post Secondary			

Set System Preference settings for the current school.
By default, each school inherits its System Preferences from the "Default School Preferences" in the next tab.
You can override any of the defaults for this school by unchecking the default in the right-most column.

Display Program Number on Test History	<input type="checkbox"/>	<input type="checkbox"/> (Yes)
Calculate Total Clock Hours from Course History	<input type="checkbox"/>	<input checked="" type="checkbox"/> (No)
School Uses Attendance Scanner App	<input checked="" type="checkbox"/>	<input type="checkbox"/> (Yes)
Attendance Scanner grace period before start of class	15 <input type="text"/> minutes	<input checked="" type="checkbox"/> (15)
Attendance Scanner grace period after start of class	5 <input type="text"/> minutes	<input checked="" type="checkbox"/> (5)
Attendance Scanner grace period before end of class	5 <input type="text"/> minutes	<input checked="" type="checkbox"/> (5)
Attendance Scanner grace period after end of class	15 <input type="text"/> minutes	<input checked="" type="checkbox"/> (15)
Require Attendance Scanner check out to receive hours	<input type="checkbox"/>	<input checked="" type="checkbox"/> (No)

a. School Uses Attendance Scanner App: This preference allows users to set specific options at the section level of courses, which enables the Attendance Scanner App via the iDevice to register the section and record attendance.

b. Attendance Scanner grace period before start of class: Select a number here to set the amount of time a student is allowed to check in before a class begins and still be considered on time without gaining any additional hours. By default this is set to 15 minutes.

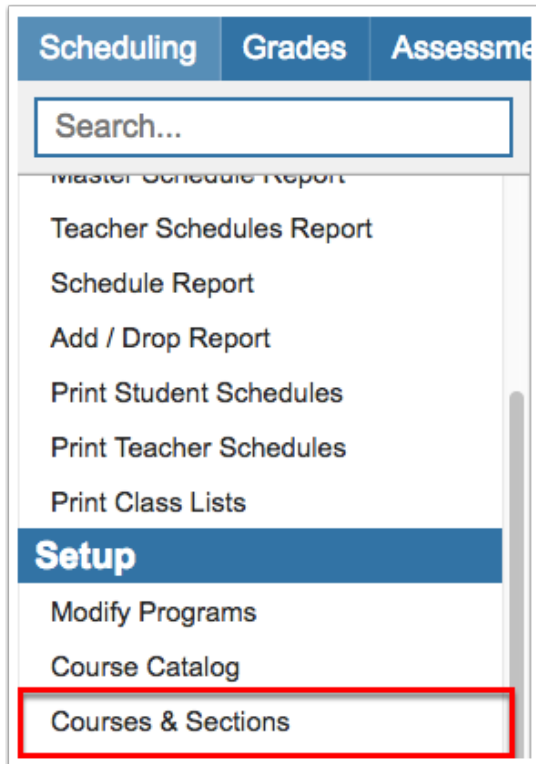
c. Attendance Scanner grace period after start of class: Select a number here to set the amount of time a student can check in after the class start time and still be considered on time. By default this is set to 5 minutes.

d. Attendance Scanner grace period before end of class: This preference takes effect if a student checks out before the exact time the class ends. The check out will be considered the end of class without having any hours or minutes subtracted. By default this is set to 5 minutes; select a number from 0-15 from the pull-down.


e. Attendance Scanner grace period after end of class: This preference takes effect if a student checks out after the class has ended. The check out will be considered the end of class without gaining extra hours. By default this is 15 minutes; select a number from 0-15 from the pull-down.

Courses & Sections Setup

1. In addition to the system settings, the Section of the applicable courses must be set up. From the **Scheduling** menu, select [Courses & Sections](#).



2. From the Courses & Sections screen, click the appropriate **Program** from the displayed list.


Courses & Sections

SIS ERP

Setup
Students
Users
Scheduling
Grades
Asse

11 Programs

Subject

Adult Basic Education
Aircraft Powerplant Mechanic
Applied Cybersecurity
Computer Systems Information Technology
Cosmetology

3. Next, click the **Course** from the displayed list.

Emergency Medical Technician

Emergency Medical Technician Title	EMT Short Name	W170213 Vocational Program Number	<input type="text"/> Total Hours for Program
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11 Programs

Subject

Adult Basic Education
Aircraft Powerplant Mechanic
Applied Cybersecurity
Computer Systems Information Technology
Cosmetology
Emergency Medical Technician
Fire Fighter I/II

2 Courses

Course	Course Num
<u>BASIC HEALTHCARE WKR</u>	HSC00032
<u>EMT</u>	EMS01590
+	

4. Click the **Section** from the displayed list. When the section is selected, additional information is listed at the top of the screen.

BASIC HEALTHCARE WKR HSC00032: Evening - MTWH - 1335 - LIEFELD

List Students in this Section List Unfilled Requests in this Section **Search** Copy Delete

LIEFELD, [Redacted] 2-107 Display Room Optional Evening Period MTWH Meeting Days Full Year Marking Period 35 Seats IEP Seats ESOL/ELL Seats 1335 Short Name Full Year Course History Term

☒ Takes Attendance ☒ Uses Attendance Scanner ☒ Graded ☒ Affects GPA None Gender Restriction - Grade Level(s) blank for all gradelevels A-F Grading Scale Pass / Fail Standards Grading Scale A-Shift Calendar None Choose Parent Section

Store Category: N/A Store Internal: ☒

Co-Teachers History Florida Vocational/WDIS

11 Programs	2 Courses	3 Sections
Subject	Course	Section
Adult Basic Education	BASIC HEALTHCARE WKR	HSC00032 Evening - MTWH - 1335 - LIEFELD
Aircraft Powerplant Mechanic	EMT	EMS01590 Evening - MTWH - 2335 - Liefeld
Applied Cybersecurity	+	Evening - MTWH - 3335 - Liefeld
Computer Systems Information Technology		+

5. In order to use the Attendance Scanner for the selected section, the **Takes Attendance** and **Uses Attendance Scanner** check boxes must be selected.

LIEFELD, [Redacted] 2-107 Display Room Optional Evening Period

☒ Takes Attendance ☒ Uses Attendance Scanner ☒ Graded

Store Category: N/A Store Internal: ☒

a. Takes Attendance: Allows an attendance record to be kept on this particular section.

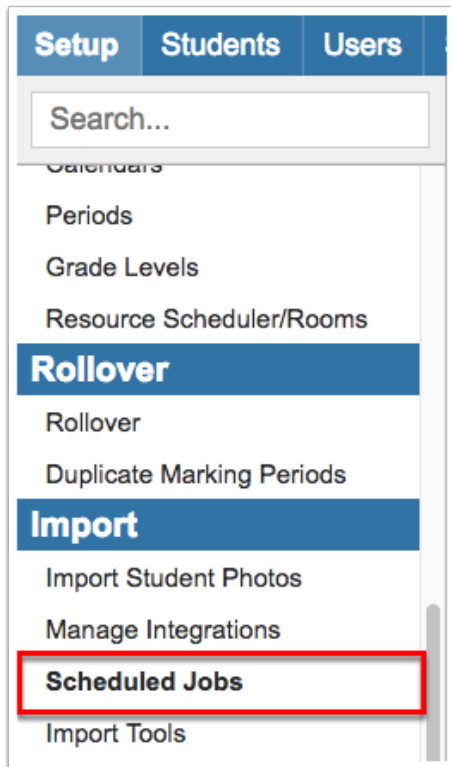
b. Uses Attendance Scanner: Allows the App to recognize the section. Additionally, the [Scheduled Jobs](#) linked to the Attendance Scanner looks for this preference to function properly.

💡 If sections are already established it may be more efficient to pull the [Master Schedule Report](#) and activate these preferences on the applicable sections from that report.

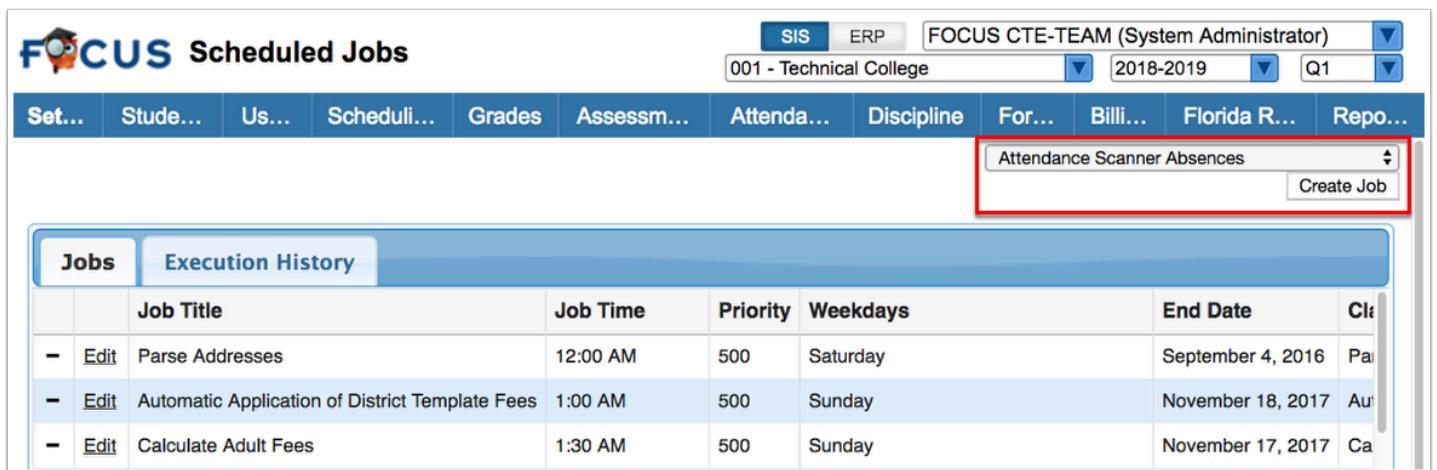
Scheduled Jobs

1. In utilizing the Attendance Scanner App, a specific scheduled job needs to be set up. This job looks for sections that are marked as using the attendance scanner app, locates the enrolled

students and marks everyone absent. The attendance code will update as the students sign in. To begin setting up the schedule job, from the Setup menu, select [Scheduled Jobs](#).



2. In the top right corner of the resulting screen, select **Attendance Scanner Absences** from the pull-down. Once selected, click **Create Job**.



3. After clicking **Create Job**, a new screen displays with additional options such as Run Time, Priority, etc.

Attendance Scanner Absences

Run Time
Any : Any AM

Weekdays
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Priority
If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

End Date
If set, this is the last day the cron job will run.

E-mail address
The results of the cron job will be sent to this address.

4. The **Run Time** determines when the job will begin. Note that 12:00 am is the start of a new day. If you select **Any**, the job will run every hour or quarter hour.

Attendance Scanner Absences

Run Time
Any ✓ Any AM

Weekdays
☐ Monday ☐ Tuesday ☐ Wednesday

Priority

5. Select the **Weekdays** you would like the job to run.

Attendance Scanner Absences

Run Time

Any : Any AM

Weekdays

☒ Monday
☐ Tuesday
☒ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Priority

If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

6. Establish the **Priority**. 500 is the highest priority that can be set. If two jobs have been scheduled to run on the same day and time, the Priority set will determine which job runs first.

Attendance Scanner Absences

Run Time

Any : Any AM

Weekdays

☒ Monday
☐ Tuesday
☒ Wednesday
☐ Thursday
☒ Friday
☐ Saturday
☐ Sunday

Priority

If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

400

End Date

If set, this is the last day the cron job will run.

7. Enter an **End Date** to determine the last day the scheduled job should run. This feature was designed for other scheduled jobs, but if the Attendance Scanner will not be used after a specific date, the date can be entered here.

Attendance Scanner Absences

Run Time

Any : Any AM

Weekdays

☒ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Priority
If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

400

End Date
If set, this is the last day the cron job will run.

10/31/2019

E-mail address
The results of the cron job will be sent to this address.

8. Enter an **E-mail address** here to establish a user who will receive notifications of the scheduled job's results once the job is complete.

Attendance Scanner Absences

Run Time

Any : Any AM

Weekdays

☒ Monday ☐ Tuesday ☒ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Priority
If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

400

End Date
If set, this is the last day the cron job will run.

10/31/2019

E-mail address
The results of the cron job will be sent to this address.

user@focus.com

9. When finished, click the **Save** button.