

User Reference: Kentucky Attendance

November 2007

The following is a synopsis of the key Kentucky attendance features, including the Attendance Wizard and the Attendance tab.

Attendance Wizard: Searching

Select an Attendance Date. Search by entering Student Information and/or Attendance Information. Attendance information may be searched in one of the following modes:

Check In/Out Time: Allows searching for absent students, including those without a class at the input time.

Period: Allows searching by specific periods of the day within a schedule structure.

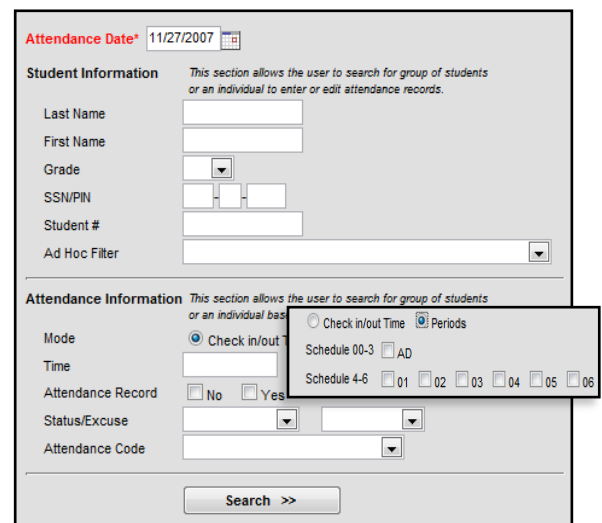
From the **Search Results**, select an editing mode:

Batch & Edit: Double-click an individual's name to view his/her attendance record. To edit an individual's information, refer to the Modifying Individual Attendance section. Highlight multiple students to view/edit their attendance records.

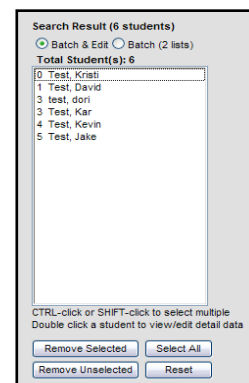
- *Remove Selected* – Removes selected students.
- *Select All* – Selects all students.
- *Remove Unselected* – Removes unselected students.
- *Reset* – Reverts to results before last remove/select action.

Batch (2 lists): Add or remove students to/from the target list by clicking on their name. All students in the target list will be processed together for the same attendance record.

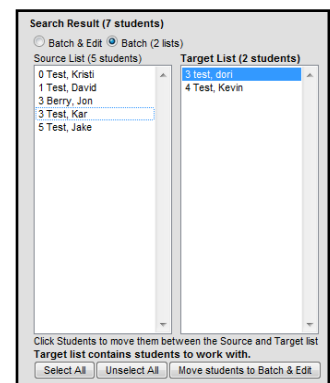
- *Select All* – Moves source list students to target list.
- *Unselect All* – Returns target list students to source list.
- *Move Students to Batch & Edit* – Transfers all students from target list to the Batch & Edit mode.



The screenshot shows the 'Attendance Wizard' search interface. At the top, there is a date field set to '11/27/2007'. Below this are two main sections: 'Student Information' and 'Attendance Information'. The 'Student Information' section includes fields for Last Name, First Name, Grade (a dropdown menu), SSN/PIN, Student #, and Ad Hoc Filter. The 'Attendance Information' section has radio buttons for 'Check in/out Time' and 'Periods'. Under 'Periods', there are checkboxes for 'Schedule 00-3 AD' and 'Schedule 4-6' followed by checkboxes for periods 01 through 06. There are also fields for 'Attendance Record' (Yes/No), 'Status/Excuse', and 'Attendance Code'. A 'Search >>' button is at the bottom.



This screenshot shows the 'Search Result (6 students)' window. It has radio buttons for 'Batch & Edit' and 'Batch (2 lists)'. The 'Total Student(s): 6' is displayed. A list of students is shown: 0 Test, Krati, 1 Test, David, 3 Test, dori, 3 Test, Kar, 4 Test, Kevin, 5 Test, Jake. At the bottom, there are buttons for 'Remove Selected', 'Select All', 'Remove Unselected', and 'Reset'. A note at the bottom says 'CTRL-click or SHIFT-click to select multiple. Double click a student to view/edit detail data'.



This screenshot shows the 'Search Result (7 students)' window. It has radio buttons for 'Batch & Edit' and 'Batch (2 lists)'. The 'Source List (5 students)' contains: 0 Test, Krati, 1 Test, David, 3 Berry, Jon, 3 Test, Kar, 5 Test, Jake. The 'Target List (2 students)' contains: 3 Test, dori, 4 Test, Kevin. At the bottom, there are buttons for 'Select All', 'Unselect All', and 'Move students to Batch & Edit'. A note at the bottom says 'Click Students to move them between the Source and Target list. Target list contains students to work with.'

Modifying Individual Attendance

The attendance editing screen displays and functions similarly in the Attendance Wizard and the student Attendance tab. To modify information on a student's attendance tab, select the appropriate date. To modify a record within the Attendance Wizard, double-click the student's name from the Batch & Edit mode of the Search Result list.

Attendance Wizard and Attendance tab display features:

EHO – Remaining Education Enhancement Opportunity time.

Scheduled minutes – The number of minutes the student is scheduled for the selected day.

Attendance Editor Columns:

Absent – Minutes the student was absent for the period. These are automatically calculated but not saved to the database.

Action – Time of Check In/Out.

Attendance Code – The selected attendance code and its mapping.

Comments – Click and type comments within this column.

Class/Period Detail Table:

Period – Clicking a Period auto-populates Check In/Out times.

Start – Clicking a Start time auto-populates Check Out time.

End – Clicking an End time auto-populates Check In time.

Duration – Total minutes of the period.

Present – Total minutes the student was present for the period. These are automatically calculated and saved to database.

Attendance, Status and Excuse – Attendance codes for the period.

Course – Course the student is scheduled in for the period.

Highlighting: Highlighted fields should be properly changed and saved.

Yellow – Indicates that the attendance record is unknown.

Pink – Indicates that the student is missing a Check In or Check Out action.

Clear here to remove all attendance records without a check in/check out action – This link removes all records that do not have both a Check In and a Check Out entry.

NOTE: If there are multiple Check In/Out actions within one period, the comments from the last check out will be saved to the Attendance table.

Attendance Information
 Date: 11/21/2007 EHO: 10.000 Scheduled Minutes: 360

Absent	Action	Attendance Code	Comments
60	out 08:15 AM	BUS: Denied Busing	
	in 09:15 AM	Status: A Excuse: U State Code: 0	
225	out 10:15 AM	FT: Field Trip	
		Status: A Excuse: X State Code: 0	

Check Out: Check In: Attendance Code:

- Type 1100 for 11:00 AM
- Click the period name or start/end time to auto set check out and check in time
- Click the comments table cell to add comments for each check in/check out action.

Class/Period Detail

	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course
BS	06:00 AM	07:00 AM	60		** Non-instructional Period			
BS2	07:00 AM	07:15 AM	15		** Non-instructional Period			
HR	08:00 AM	08:15 AM	15					CO040-132 Computer Applications
1	08:15 AM	09:15 AM	60	0	BUS: Denied Busing	A	U	AP063S1-14 AP Calculus
2	09:15 AM	10:15 AM	60					BU033S1-15 Adv. Model Office
3	10:15 AM	11:15 AM	60	0	FT: Field Trip	A	X	BU037-16 Economics
4	11:15 AM	01:00 PM	105	0	FT: Field Trip	A	X	AP061S1-17 AP Biology
5	01:00 PM	02:00 PM	60	0	FT: Field Trip	A	X	EL107-18 Studyhall First Semester
AS1	02:00 PM	02:15 PM	15		** Non-instructional Period			
AS2	02:10 PM	03:30 PM	80		** Non-instructional Period			

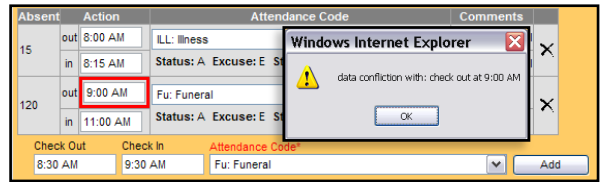
Class/Period Detail

	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course
BS	06:00 AM	07:00 AM	60		** Non-instructional Period			
BS2	07:00 AM	07:15 AM	15		** Non-instructional Period			
HR	08:00 AM	08:15 AM	15	0	WEA: Weather	A	E	CO040-132 Computer App
1	08:15 AM	09:15 AM	60	0	WEA: Weather	A	E	AP063S1-14 AP Calculus
2	09:15 AM	10:15 AM	60	0	WEA: Weather	A	E	BU033S1-15 Adv. Model O
3	10:15 AM	11:15 AM	60	0	WEA: Weather	A	E	BU037-16 Economics
4	11:15 AM	01:00 PM	105	0	WEA: Weather	A	E	AP061S1-17 AP Biology
5	01:00 PM	02:00 PM	60	0	WEA: Weather	A	E	EL107-18 Studyhall First S
AS1	02:00 PM	02:15 PM	15		** Non-instructional Period			
AS2	02:10 PM	03:30 PM	80		** Non-instructional Period			

Unknown attendance record. It's probably marked by teachers.
 Attendance records without a check in/check out action.
 Must set check in/check out action for yellow/pink cells before saving.
[Clear here to remove all attendance records without a check in/check out action.](#)

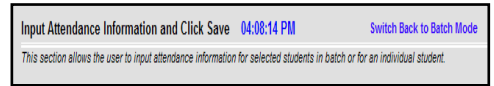
Conflicts:

If a new Check In/Out time is added that conflicts with an existing record, a red outline of the conflict and a warning box will appear.



Attendance Wizard ONLY features:

Switch Back to Batch Mode – Reverts to Check In/Out editing mode.



Attendance Wizard: Entering Attendance Information

The student(s) for whom attendance records should be entered must be selected in the Search Result area. There are several modes available for entering and saving attendance records for those students:

Check In/Out: This mode is for entering an attendance event that results in a partial-day absence.

Batch Check In/Out (Multiple Days): This mode allows entry of partial-day attendance event that is repeated across multiple days.

Daily (Whole Day): This mode allows entry or removal of full-day attendance events.

For Check In/Out and Batch Check In/Out (Multiple Days) modes:

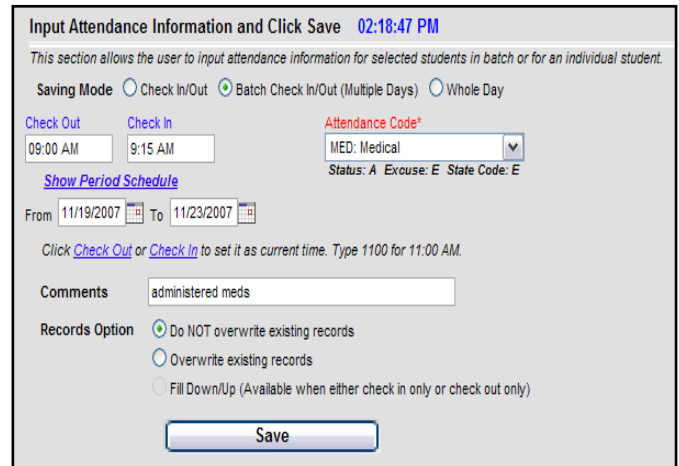
1. Enter a date range (for Batch Check In/Out mode only).
2. Enter *Check Out* and/or *Check In* times by:

- Entering times manually.
- Clicking *Check Out* and/or *Check In* – This inserts the current time.
- Clicking *Show Period Schedule* – This link opens a dialog box where period times appear. To enter times, select the appropriate Schedule and
 - Click on the period to set Check Out and Check In times for one period**OR**
 - Click on a Start time to fill Check Out and/or an End time to fill Check In.

To save times and close the dialog box, click the red X or *Close Period Schedule* link.

3. Select an *Attendance Code*. This is required. Add comments as desired.
4. Choose a *Records Option*, either to add to existing records or to completely overwrite existing records.

5. Save. A *Saving Results* dialog box will display which attendance records were saved successfully. Attempts to save new records that conflict with existing records are displayed. If the overwrite option was chosen, overwrites are also displayed. To view/modify the attendance of a student displayed within the dialog box, select the *Move to Search Result* link or click the red X to close the Saving Results dialog box.



Click start/end or name to auto-set time

	Schedule 00-3	Schedule 4-6	
	Start	End	Duration
01	07:30 AM	09:00 AM	90
02	09:00 AM	10:00 AM	60
03	10:00 AM	11:00 AM	60
04	11:00 AM	12:30 PM	90
05	12:30 PM	01:30 PM	60
06	01:30 PM	02:45 PM	75

Saving Results

Status	Students
Success	1
1 Test, David	
	Move to search result.
Conflict	1
0 Test, Kristi	
	Move to search result.
Overwrite	0

For **Daily (Whole Day)** mode:

1. Enter a *Start Date* and *End Date*.
2. Select an *Attendance Code* (required). Add comments as desired.
3. Choose an attendance action:
 - *Add Attendance* – Creates a present attendance record for all periods in the selected date range.
 - *Delete Attendance* – Removes all attendance records for all periods within the selected date range.
4. Choose a *Records Option*, either to add to existing records or to completely overwrite existing records.

Input Attendance Information and Click Save 02:27:36 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode Check In/Out Batch Check In/Out (Multiple Days) Whole Day

Start Date: 11/19/2007 End Date: 11/20/2007 Attendance Code*: InS: In School Suspension
Status: A Excuse: X State Code: S

Add Attendance Delete Attendance
• Create attendance records for all periods.

Comments: served in-school suspension

Records Option Do NOT overwrite existing records
 Overwrite existing records
 Fill Down/Up (Available when either check in only or check out only)

Save

5. Save. A *Saving Results* dialog box will display which attendance records were saved successfully. Attempts to save new records that conflict with existing records are displayed. If the overwrite option was chosen, overwrites are also displayed. To view/modify the attendance of a student displayed within the dialog box, select the *Move to Search Result* link or click the red X to close the Saving Results dialog box.