

# Rediker Software Inc.

## School Administrative Software

### Administrator's Plus Receive Daily Attendance Wizard

#### Introduction

In order to make receiving daily attendance even easier, and to allow more options and flexibility, Rediker Software introduces our new Receive Daily Attendance Wizard.

#### ***Receiving from GradeQuick before the Wizard***

Attendance has always been transmitted from GradeQuick to Administrator's Plus using a common shared folder. After taking attendance, teachers clicked **Send** and their attendance was saved in this shared folder.

#### ***Holding Bins***

Administrator's Plus can now receive attendance from other sources, such as our PDA software and our new Web-based teacher module, APWeb Teacher. The folder formerly known as the **Shared Folder** will forevermore be known as the **Attendance Holding Bin**. All attendance files submitted by GradeQuick, PDAs or APWeb Teacher will go into the attendance holding bin. An Administrator's Plus user will then use this wizard to receive attendance from the holding bin.

#### ***The Wizard & Templates***

In order to perform its magic, the wizard uses templates. A template is simply a collection of specifications, the most important of which are:

- **Where is the holding bin?** Where should the wizard look for the attendance files sent by GradeQuick, PDA's or APWeb Teacher?
- **What attendance should be read?** Daily attendance may come from homerooms or, for schools that do not have homeroom, any class meeting a specific period.
- **Where to put the attendance?** Indicate whether the attendance appears in Daily Code 1 or Code 2.

#### ***Default Daily Attendance Template***

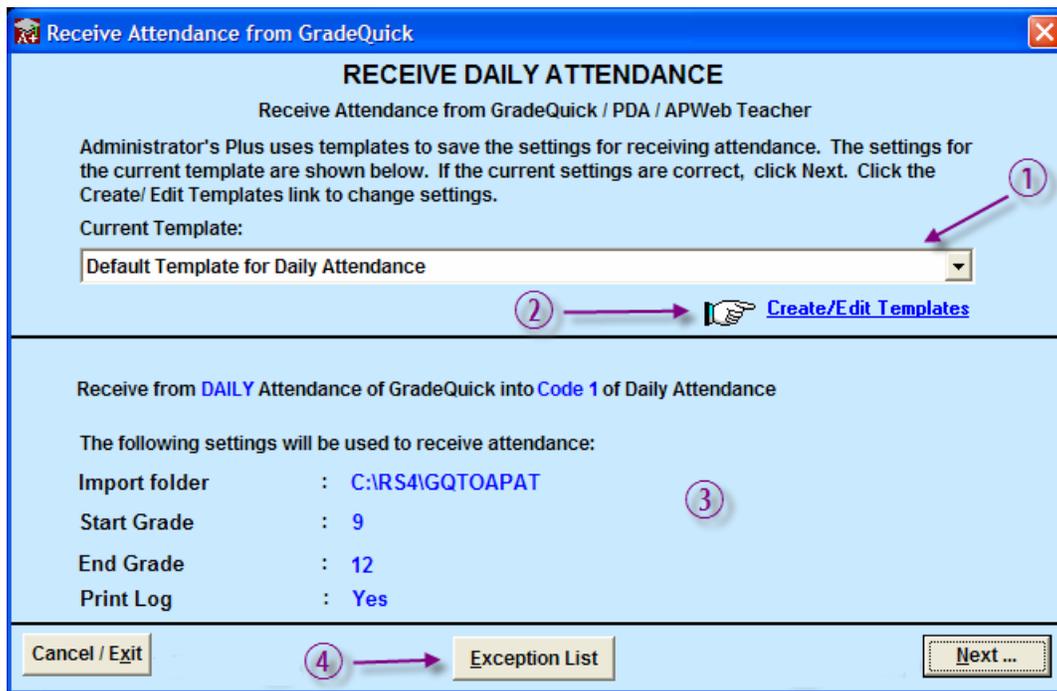
The first time you use this wizard, a Default Daily Attendance Template will be created using any current settings you may have.

#### ***Increased Flexibility when Receiving from Multiple Holding Bins***

The Receive Daily Attendance Wizard allows for greater flexibility when you are receiving attendance from more than one holding bin. For example, GradeQuick allows you to take separate AM and PM attendance, sending each into its own separate holding bin. Using this wizard, you may create a template for receiving AM attendance and another for receiving PM attendance. You can create an AM attendance template to receive from the AM holding bin and send the attendance to Code 1. A PM attendance template will look in the PM holding bin and send the attendance to Code 2. Similar templates could be created for schools who take attendance for certain grade levels at different times of the day, or those who receive attendance for middle and high school classes from different holding bins.

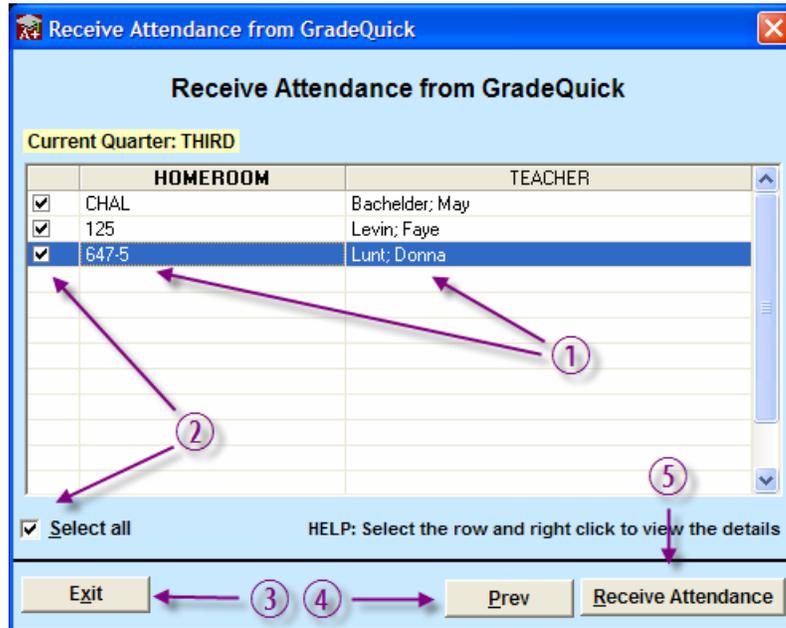
## Using the Receive Daily Attendance Wizard

1. Right-click the Administrator's Plus background, choose **Enter** and then select **Daily Attendance**.
2. Select the appropriate attendance calendar (and rotation day/period for period attendance).
3. Choose **Receive from GradeQuick**. The **Receive Daily Attendance** screen appears.



- ① This drop-down shows which template you currently have selected.
- ② Click here to create new templates or edit existing ones (for more on creating/editing templates, see page 4).
- ③ This area shows the properties of the current template, including which attendance is being received, where the holding bin is located, the start and end grade included and whether a log will be printed when the attendance has been received.
- ④ This button allows you to generate a Teacher Exception List once the attendance has been received. The Exception List shows you a list of teachers for whom attendance has not been received.

- ① This list shows the homeroom/classes and teacher for each valid attendance file in the designated holding bin. You can sort either column by clicking the column header.
- ② Clicking the checkboxes allows you to select or deselect the homerooms/classes which will be included. Checking the Select all box allows you to select all Homerooms at once.



- ③ Select this to exit the Receive Daily Attendance Wizard.
- ④ Click here to return to the previous screen.
- ⑤ This button begins the import of the selected homerooms/classes. If you have chosen to print a log, the log will appear in a report viewer.

## Creating/Editing Templates

To create or edit templates, select  [Create/Edit Templates](#). The **Create/Edit Templates** screen appears.



- ① This is the list of existing templates. The Owner column indicates the owner of that template. Templates may only be edited or deleted by the Supervisor, Assistant Supervisors or the template Owner.
- ② Click here to add a new template.
- ③ Selecting this button allows you to edit the highlighted template.
- ④ This button allows you to delete the highlighted template.

Clicking on Add or Edit opens the **Create a New Template** or **Modify a Template** screen (shown on the next page). The only difference between these screens is that the Modify screen does not allow you to enter a template name.

## Creating/Editing a Daily Attendance Template

Receive Attendance from GradeQuick

**Receive Attendance: Modify a template**

Template Name: Afternoon Import

Description: Afternoon import of daily attendance

Daily Attendance  Period Attendance

Receive from: DAILY Attendance of GQ into: Code 1 of Daily Attendance.

Import Path: C:\RS4\GQTOAPAT

Start Grade: 9

End Grade: 12

Print Log:  Yes  No

Exit Save

- ① Enter a name and description for the template. Notice that the Template Name is greyed out in the example. This is because this is the **Modify a Template** screen and not the **Create a New Template**.
- ② Since you have selected the Enter Daily Attendance program, the Daily Attendance radio button is pre-selected.
- ③ Use these drop-downs to select whether you are receiving homeroom or daily attendance files, and in which code field (Code 1 or Code 2) you wish the attendance to appear.
- ④ Select the location of the attendance holding bin, Start Grade and End Grade. Select whether or not you wish to display a log when the attendance has been received.

## ***Period Attendance and the Attendance Import Wizard***

The Receive Period Attendance Wizard is accessed by right-clicking the Administrator's Plus background, then choosing Enter ⇨ Period Attendance. Once you choose the rotation day number, you can then select Receive Attendance and the Wizard opens. The Receive Period Attendance Wizard is identical in function and appearance to Daily Attendance, except for the Creating/Editing a Period Attendance Template screen.

You are given two different options as to which periods' attendance you wish to receive. Use the radio buttons to select whether you are receiving attendance for the current period or all periods. If you choose to receive attendance from the current period, you can have it placed in that period in the student record, the daily attendance record (if your school receives daily attendance from a first-period class instead of homeroom) or both.



The screenshot shows a light blue rectangular window. On the left, under the heading "Receive From:", there are two radio buttons: "Current Period" (which is selected) and "Multiple Periods". On the right, under the heading "Destination:", there is a list box with two items: "Current Period (A)" (which is selected and highlighted in blue) and "DAILY ATTENDANCE (HOMEROOM)".

If you are receiving multiple periods, use the check boxes to indicate which periods.



The screenshot shows a light blue rectangular window. On the left, under the heading "Receive From:", there are two radio buttons: "Current Period" and "Multiple Periods" (which is selected). On the right, under the heading "Destination:", there is a list box with four items: "Period A", "Period B", "Period C", and "Period D". Each item has a checked checkbox to its left. The list box has scroll arrows on the right side.