

# Attendance in the PLS



**Fix Me!**: It looks like we haven't added screenshots to this manual yet. Don't worry, we'll have some helpful visual aids soon!

## I. Taking Attendance for the Entire LP

Attendance in the PLS is primarily taken for Independent Study. Ed Code states that IS attendance cannot be taken until on or after the last day of the learning period. This is the default policy in the SIS. (To take attendance daily, see II. Taking Attendance Daily)

Method 1: Note: This method will claim attendance for all students on your roster.

- Step 1. Go to your roster. (Teachers>PLS/Student Roster)
- Step 2. On or after the last day of the LP, click on the Att icon for the correct LP.
  - All attendance days in the LP are represented.
  - Using the term "Claim" means the attendance was saved. You will know when attendance has not been saved when there is a white border around the colored boxes.
- Step 3. Click the colored boxes to change them to absent claims, continue clicking to cycle back to present. Continue until your claims are correct for each box.
- Step 4. Click Save.
  - Once the claim has been saved, color will flood the entire box.
- Step 5. Click Print Form when you are sure that everything is correct.

**Note: Clicking Print will lock this attendance from future changes!** To make changes after clicking Print you will have to contact the office to request an authorization code.

- Step 6. Sign and Date the printed copy and submit it to your office.

Note: You can also claim attendance for individual students by expanding their folder, clicking Reports, and clicking the Att icon for the correct LP in the box on the right.

## II. Taking Attendance Daily

Note: You must change a policy in the SIS for this function to be available. To change the policy:

- Step 1. Go to Admin>Settings>Policies
- Step 2. Click on the Show box for Attendance.
- Step 3. Find the Policy "Allow ATTENDANCE to be taken in the FUTURE?" and click Skip Checks.
- Step 4. Click Set Preferences.

To take attendance daily for all students on your roster:

- Step 1. Go to your roster

- Step 2. Click on the Att icon for the current LP(if you hover over the LP Att icon, you will see the date range).
- Step 3. Each day of attendance for the LP is represented on the page. Teachers should only take attendance for days current or past. Only days that are not in the future will be pre-filled with default attendance codes.

Note: In the example, 5/02 is available for claiming attendance, and 5/03 is not. You can tell if that attendance has been claimed by whether or not there is a white border around the box. The attendance in the example image has not been claimed or saved.

- Step 4. Click on the boxes for the day you are claiming to change the default code from present, tardy, absent, etc. Keep clicking to cycle back to present.
- Step 5. Click save to save the claim.

Note: This page will update to a synopsis of the claim. **DO NOT CLICK PRINT!!** Printing will lock the entire LP's attendance. You will have to call for an authorization code every time you want to make a change. Wait until the last day of the LP to print the form.

- Step 6. Click back.

Note: You can also claim daily attendance for individual students by expanding their folder on the student roster, clicking Reports, and selecting the correct LP Att icon.

### III. Barcode Attendance

#### A. Overview

- School Pathways scanned attendance is 100% compatible with all biometric scanning solutions (fingerprint and retina), as well as onsite badge printing solutions.
- Scanning is usually done offline in case of power and internet outages. Simply synch your ReportWriter software when you are back online to upload the informational attendance. You can also scan online through the SIS, but it is not recommended if you do not have a stable internet connection because if you lose internet, the scans will not be recorded.
- Informational attendance can currently be tracked for students and staff in many situations such as campus attendance, class attendance, and field trip attendance. School Pathways is currently developing parent attendance and assets management.
- SB740 Funding: Most charter schools are required to spend 80% of their funding on students, and can only spend 20% on administrative overhead. Most of the time, these schools have to count building costs as administrative overhead. Tracking time that students spend at the campus receiving instruction allows schools to deduct building costs as education delivery costs (in the 80% column), rather than as administrative costs. Coordinate with your auditors for the specifics of how to do this. Our SB740 report provides the raw data for this process.
- Attendance taken with this software can only be used for advisory purposes, as the California Department of Education requires ADA attendance to be taken by the teacher.
- To view a list of suggested scanners and badge printers, go to Help > Recommendations > Hardware in the SIS menu.

## B. Set Up Process

Note: Barcode Attendance must be set up for your school by School Pathways. Contact us for information and pricing.

- Step 1. If you are going to do scanning through ReportWriter, download ReportWriter to all computers that you will be receiving scans on. (If you are only going to scan through the SIS proceed to Step 2).
- Step 2. Go to Admin>Settings>Policies.
- Step 3. Click on the Show box for Barcode Attendance.
- Step 4. Set your prefix for both Student ID and Staff ID. These prefixes will appear at the beginning of each student/staff barcode badge number.
- Step 5. Make sure all students are enrolled in at least 1 classroom based class.

## C. Setting Backgrounds on Badges

Note: This is optional.

- Step 1. Go to Admin>Attendance>Badges>Badge Settings
- Step 2. Choose your file and then upload the PNG image.
- Step 3. Click on Edit Layout
- Step 4. Adjust the position and text size as needed. You can click Update to see your changes.
- Step 5. Click Save.

## D. Printing Badges

- If you are going to use badges, you can print them by going to Admin>Attendance>Badges>Student Badges or Staff Badges.

Student Badges:

- Step 1. Choose the students you want to print. You can limit your search by Education Program, Primary Class Offering, Teacher of Record, Gradelevel, dates enrolled, and or search by name.
- Step 2. Choose your badge style. (If you are using backgrounds, make sure to choose that option.)
- Step 3. Click Print Selected. The badges will appear in .pdf format. You can print them yourself, send to a badge printer, or a badge printing company.

Note: The number at the bottom of the barcode follows the following format: letter or letters are the prefix you set earlier in the policies area. This alerts the staff whether they are a student or a staff member. This numbers are the student's local ID number. Staff Badges:

- Step 1. Choose the Staff members you want to make badges for. You can narrow your search by Primary Class Offering or by Job Classifications.
- Step 2. Select your Badge style.
- Step 3. Click Print Selected. Badges will appear in .pdf format. You can print them yourself, send to a badge printer or a badge printing company.

## E. Campus Attendance

Note: If you are taking campus attendance, you will need a scanner set up at each entrance and exit to the building.

For Barcode Attendance with ReportWriter:

- Step 1. Log into ReportWriter to begin a claim for any student. You will need to complete two initial synchs - one to download the software, the second to download all student pictures and information.
- Step 2. Click Tools tab>Barcode attendance.
- Step 3. Enter the Location ID of the campus. To find this go to the list of classes for the Learning Center or the Instructor's class list.
- Step 4. Click into the ID box, it will turn green. This means it is ready for the scan. Scan or manually enter the student's barcode number.
- Step 5. The scanner should submit the number automatically. If you are manually entering the number, hit the "Enter" button.
  1. The student's picture will show, allowing you to confirm this is indeed the student. If you have speakers on your computer, it will also speak the student's name.
  2. The number underneath the ID box shows how many students are waiting to upload to the SIS. The system automatically uploads this information approximately every 60 seconds if you are online. You may also manually upload this information by clicking on the "Upload" button.
  3. This initial scan confirms the student is on campus. The second scan will show the student as off campus.
  4. If a "bad scan" is completed (such as an unreadable barcode or an invalid student number), the system will alert with a loud noise and a big 0 with a line through it:

Scanning with the SIS:

- Step 1. Go to Admin>Attendance>Online Scanner
- Step 2. Enter the Location ID of the campus. To find this go to the list of classes for the Learning Center or the Instructor's class list.
- Step 3. Click into the ID box, it will turn green. This means it is ready for the scan. Scan or manually enter the student's barcode number.
- Step 4. The scanner should submit the number automatically. If you are manually entering the number, hit the "Enter" button.

— Last Updated by [Alexandria Barbato](#) on 2016/03/29 21:31

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<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

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Last update: **2017/01/19 21:33**