

[attendance, admin](#)

# Barcode / Scanned Attendance - Administration

## Overview:

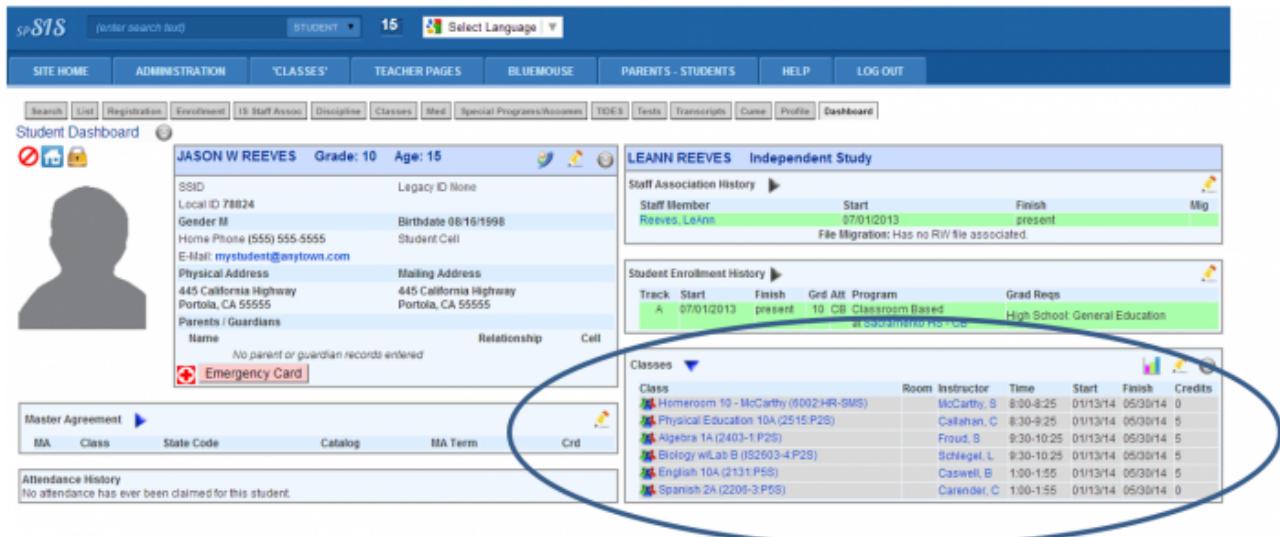
- School Pathways scanned attendance is 100% compatible with all biometric scanning solutions (fingerprint and retina), as well as onsite badge printing solutions.
- Scanning can be done online or offline in case of power and internet outages. Simply synch your ReportWriter software when you are back online to upload the informational attendance.
- 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.

## Setup Process

- Barcode attendance must be setup for your school. Please contact a School Pathways representative to get more information and pricing.
- FOR OFFLINE ATTENDANCE TRACKING: Download ReportWriter software to your computer(s). ReportWriter will need to be installed on each computer which will be receiving the scans.
- Set your number prefix: Administration > Settings » Policies. Click on Barcode Attendance. Set your prefix for both Student ID and Staff ID (this will show at the beginning of each student's barcode badge number):

The screenshot shows the 'Barcode Attendance' setup page within the School Pathways Administration interface. The top navigation bar includes links for SITE HOME, ADMINISTRATION, CLASSES\*, TEACHER PAGES, BLUEMOUSE, PARENTS - STUDENTS, HELP, and LOG OUT. The main content area is titled 'Define School Policies for [milestone](#)' and includes a 'Show/Hide All' button. The page is divided into sections: 'Archiving', 'Attendance', and 'Barcode Attendance'. Under 'Barcode Attendance', there are two numbered input fields: 1. 'Use which letter to DESIGNATE a student ID? The letter will go before the ID. (Page: BcStudentPrefix) (BcStudentPrefix)' with a note about defining items for barcode integration and a text input field containing 'S'. 2. 'Use which letter to DESIGNATE a staff ID? The letter will go before the ID. (Page: BcStaffPrefix) (BcStaffPrefix)' with a note about defining items for barcode integration and a text input field containing 'T'. Below these are sections for 'Contact Manager', 'Grading', and 'Learning Center', each with a 'Show' checkbox.

- Make sure the students are enrolled in at least one classroom based class.



SP/SIS (enter search text) STUDENT 15 Select Language

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

Student Dashboard

**JASON W REEVES** Grade: 10 Age: 15

SSID Local ID 78824 Legacy ID None

Gender M Birthdate 08/16/1998

Home Phone (555) 555-5555 Student Cell

E-Mail: mystudent@mytown.com

Physical Address 445 California Highway Portola, CA 55555

Mailing Address 445 California Highway Portola, CA 55555

Parents / Guardians

Name	Relationship	Cell
No parent or guardian records entered		

**Emergency Card**

Master Agreement

MA	Class	State Code	Catalog	MA Term	Crd
----	-------	------------	---------	---------	-----

Attendance History

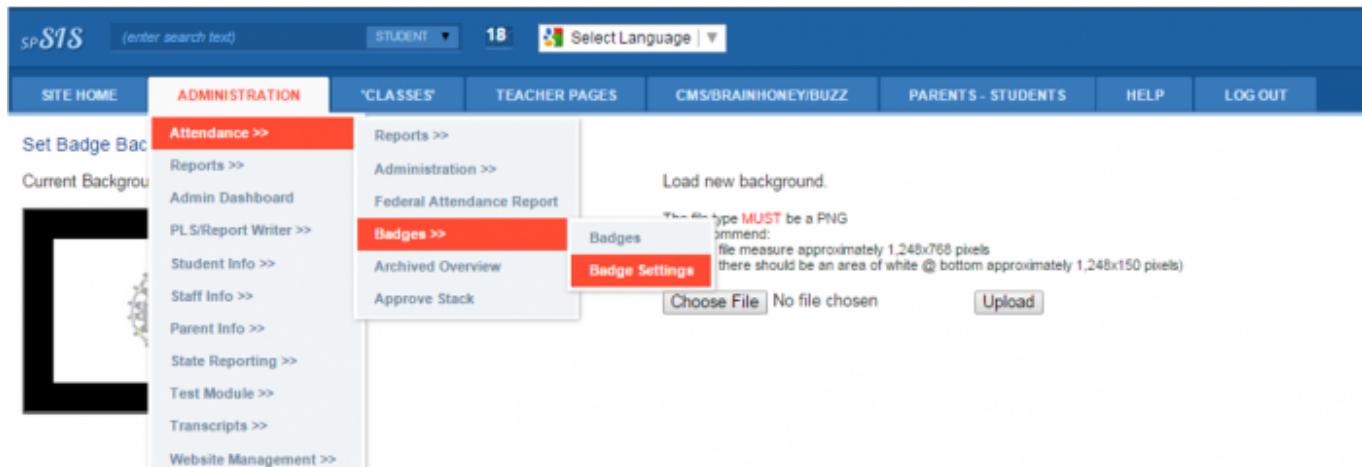
No attendance has ever been claimed for this student.

**Classes**

Class	Room	Instructor	Time	Start	Finish	Credits
Homeroom 10 - McCarthy (6002-HR-SMS)		McCarthy, S	8:00-8:25	01/13/14	05/30/14	0
Physical Education 10A (2515-P2S)		Callahan, C	8:30-9:25	01/13/14	05/30/14	5
Algebra 1A (2403-1-P2S)		Froud, B	9:30-10:25	01/13/14	05/30/14	5
Biology Lab B (82603-4-P2S)		Schlegel, L	9:30-10:25	01/13/14	05/30/14	5
English 10A (2131-P5S)		Caswell, B	1:00-1:55	01/13/14	05/30/14	5
Spanish 2A (2206-3-P5S)		Carender, C	1:00-1:55	01/13/14	05/30/14	0

## OPTIONAL: Setting up a background for your badges:

If you would like a background for your badges, go to Administration > Attendance > Badges >> Badge Settings:



SP/SIS (enter search text) STUDENT 18 Select Language

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES CMS/BRAINHONEY/BUZZ PARENTS - STUDENTS HELP LOG OUT

Set Badge Bac Current Backgrou

Attendance >>

Reports >>

Admin Dashboard

PLS/Report Writer >>

Student Info >>

Staff Info >>

Parent Info >>

State Reporting

Test Module >>

Transcripts >>

Website Management >>

Reports >>

Administration >>

Federal Attendance Report

**Badges >>**

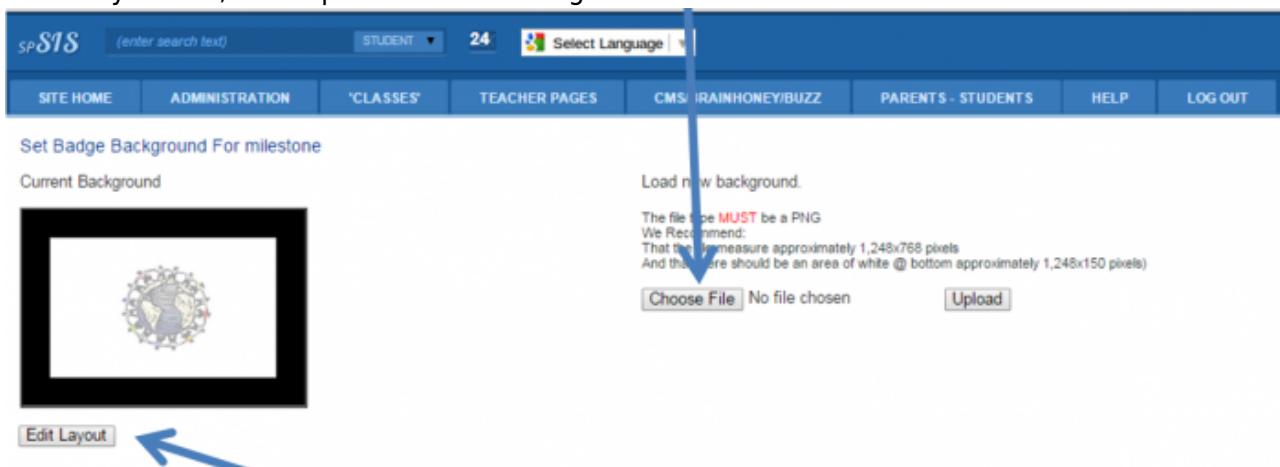
Badges Archived Overview Approve Stack

Load new background.

The file type **MUST** be a PNG  
We recommend:  
That the file measure approximately 1,248x768 pixels  
And there should be an area of white @ bottom approximately 1,248x150 pixels

Choose File No file chosen Upload

1. Choose your file, then upload the PNG image.



SP/SIS (enter search text) STUDENT 24 Select Language

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES CMS/BRAINHONEY/BUZZ PARENTS - STUDENTS HELP LOG OUT

Set Badge Background For milestone

Current Background

Load new background.

The file type **MUST** be a PNG  
We recommend:  
That the file measure approximately 1,248x768 pixels  
And there should be an area of white @ bottom approximately 1,248x150 pixels

Choose File No file chosen Upload

Edit Layout

2. Click on "Edit Layout":
3. Adjust the position and text size as needed. You can click on Update to see your changes. When done, click on "Save":

#### Badge Layout Page

Text Color	black <input type="button" value="▼"/>
Student Picture Position	Text Size: 350 <input type="text" value="350"/> X Position: 700 <input type="text" value="700"/> Y Position: 150 <input type="text" value="150"/>
Show School Logo	<input type="radio"/> Yes <input checked="" type="radio"/> No
School Logo Position	Text Size: 200 <input type="text" value="200"/> X Position: 50 <input type="text" value="50"/> Y Position: 200 <input type="text" value="200"/>
Show School Name	<input type="radio"/> Yes <input checked="" type="radio"/> No
School Name Position	Text Size: 50 <input type="text" value="50"/> X Position: 50 <input type="text" value="50"/> Y Position: 100 <input type="text" value="100"/>
Show School Address	<input type="radio"/> Yes <input checked="" type="radio"/> No
School Address Position	Text Size: 35 <input type="text" value="35"/> X Position: 275 <input type="text" value="275"/> Y Position: 150 <input type="text" value="150"/>
Show School Year	<input type="radio"/> Yes <input checked="" type="radio"/> No
School Year Position	Text Size: 35 <input type="text" value="35"/> X Position: 275 <input type="text" value="275"/> Y Position: 220 <input type="text" value="220"/>
Student name Position	Text Size: 25 <input type="text" value="25"/> X Position: 275 <input type="text" value="275"/> Y Position: 325 <input type="text" value="325"/>
Show Student DOB Text	<input type="radio"/> Yes <input checked="" type="radio"/> No
Student DOB Text Position	Text Size: 25 <input type="text" value="25"/> X Position: 275 <input type="text" value="275"/> Y Position: 385 <input type="text" value="385"/>
Student DOB Position	Text Size: 25 <input type="text" value="25"/> X Position: 350 <input type="text" value="350"/> Y Position: 385 <input type="text" value="385"/>
Show Student ID	<input type="radio"/> Yes <input checked="" type="radio"/> No
Student ID position	Text Size: 25 <input type="text" value="25"/> X Position: 275 <input type="text" value="275"/> Y Position: 355 <input type="text" value="355"/>
Show Grade Text	<input type="radio"/> Yes <input checked="" type="radio"/> No
Grade Text Position	Text Size: 25 <input type="text" value="25"/> X Position: 275 <input type="text" value="275"/> Y Position: 415 <input type="text" value="415"/>
Show Grade Level	<input type="radio"/> Yes <input checked="" type="radio"/> No
Gradelevel Position	Text Size: 25 <input type="text" value="25"/> X Position: 360 <input type="text" value="360"/> Y Position: 415 <input type="text" value="415"/>
Student Barcode Position	Text Size: 100 <input type="text" value="100"/> X Position: 200 <input type="text" value="200"/> Y Position: 525 <input type="text" value="525"/>

## Printing Badges:

If you are going to use badges, you can print them by going to Administration > Attendance > Badges:

SP878
(enter search text)
STUDENT
18
Select Language

SITE HOME
ADMINISTRATION
'CLASSES'
TEACHER PAGES
CMS/BRAINHONEY/BUZZ
PARENTS - STUDENTS
HELP
LOG OUT

Set Badge Bac
Attendance >>
Reports >>
Administration >>
Federal Attendance Report
Load new background.

Current Backgrou
Admin Dashboard
PLS/Report Writer >>
Student Info >>
Staff Info >>
Parent Info >>
State Reporting >>
Test Module >>
Transcripts >>
Website Management >>

Badges >>
Badges
Archived Overview
Approve Stack
Choose File
No file chosen
Upload

This file type **MUST** be a PNG
file measure approximately 1,248x768 pixels
there should be an area of white @ bottom approximately 1,248x150 pixels

1. Choose the students you wish to print (or have printed by a badge printing service). You can limit your search by Education Program, Primary Class Offering, Teacher of Record, Gradelevel, dates enrolled, and/or search by individual student.

You also need to choose your badge style. If you are using backgrounds, make sure the option with "Badge Backgrounds" is chosen!

When finished, choose "Print Selected".

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

Site 813 (Enter search text) STUDENT 24 Select Language

SITE HOME ADMINISTRATION CLASSES TEACHER PAGES CMSBRAINHONEY/BUZZ PARENTS - STUDENTS HELP LOG OUT

Last Name First Name Middle Name Local ID or State ID Birthday Track  
-- All Programs -- All Classes All Staff Primary Class Offering Teacher of Record Grade  
09 thru 12 03 05/15/2015 Reset to today  
05/15/2015 thru 05/15/2015 Reset to today  
2015 - 2016 Actively Enrolled

DIRECTIONS:  
1. Adjust the above filters if necessary and select "Search" to get a list of students.  
2. Select the printing option you want to use from below.  
3. Click "Print Selected" to print the badge for by checking the checkboxes next to the student's name.  
4. Click "Print Selected" to print the badge for by checking the checkboxes next to the student's name.  
\*Please note: When using badge backgrounds, large groups of students may take some time to build.

BADGE STYLES:  
• One sided  
• Two-sided  
• One sided Multiple  
• Two sided Multiple  
• One sided eight per page  
• One sided eight per page w/ badge backgrounds  
• One sided or badge backgrounds

Student Counts  
141 Enrolled  
2 International-ONLY  
143 Total

#	St #	Lcl ID	Grd	Name	Trck	Education Program	Primary Class Offering	Teacher
6	5558004441	78606	9	Alvarez, Derek	A	Independent Study	Milestone IS - HS	Schlegel, Lindsey
7		78477	9	Ambrose, Michael	A	Independent Study	Milestone IS - K-8	Briggs, Jeremiah
8	5558091114	78677	11	Arevalo, Nicholas	A	Independent Study	Milestone IS - HS	Pellegrini, Charnaine
9	9567854632	78517	11	Azevedo, Louris	A	Independent Study	Milestone IS - K-8	Reynolds, Debra
10		78670	9	Bell, Kandy	A	Independent Study	Milestone IS - HS	Chivers, Cheene
11		78669	11	Bier, Briana	A	Independent Study	Milestone IS - HS	Chivers, Cheene
12				Bier, Tanya	A	Independent Study	Milestone IS - HS	

Print Selected

#	St #	Lcl ID	Grd	Name	Trck	Education Program	Primary Class Offering	Teacher
37		78379	11	Goldsmith, Larry	A	Modified Independent Study	Milestone IS - HS	Sands, Chris
38		78776	10	Gonzo, Michael	A	Classroom Based	Sacramento HS - CB	Caswell, Bryce
39		78468	11	Green, Mark	A	Classroom Based	Sacramento HS - CB	
40		78794	10	Hamlin, Gillian	A	Independent Study		Pellegrini, Charnaine
41		78725	9	Hearn, Kevin	A	Independent Study	Milestone IS - K-8	Bridges, Jeremiah
42		78529	12	Holt, Claire	A	Independent Study	Milestone IS - HS	Cheng, Anita
43		78893	10	Hoek, Kellen	A	Independent Study	Milestone IS - HS	Obregon, Tara

Print Selected

2. These will appear in a .pdf format - you can either print on your own paper, send to a badge printer, or outsource to a badge-printing company.

Milestone Academy



123 Any Street  
Any town, CA 55555  
2013 - 2014

Reeves, Jason William



S78720

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

# Campus Attendance



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

Barcode attendance can be taken either online or through ReportWriter (Offline Attendance).

## Online Attendance through the SIS:

- Go to Admin > Attendance » Online Scanner:

The screenshot shows the Admin dashboard of a web application. The top navigation bar includes links for Admin, Reports, 'Academies', Teachers, Portal, and Help. The left sidebar contains links for Admin Dashboard, Loader, Student Info, Staff Info, Attendance, State Reporting, and Transcripts. The main content area shows links for Approve Stack, Archived Overview, Online Scanner (with a blue arrow pointing to it), Badges, and Admin. A status bar at the bottom indicates the URL: [https://milestone.plsis.com/mod.php/index.php?\\_sp\\_window\\_id\\_=1873285651&\\_tr](https://milestone.plsis.com/mod.php/index.php?_sp_window_id_=1873285651&_tr) and the element: /public/attendance.php.

- Enter in the Location ID for the campus:

The screenshot shows the 'Barcode Scanner (Beta)' form. It has fields for Location (value: lc), Loc ID (value: 232, circled in blue), Action (value: present), and ID (redacted). There is a Save button and a note at the bottom: '(Scans will not be recorded if Internet service fails)'.

You will need to enter in the Location ID (Loc ID) of the campus . To find this in the SIS, go to the list of classes for the Learning Center or the Instructor's class list:

Define School Policies for milestone

Archiving

Attendance

Barcode Attendance

1.

1. Use which letter to DESIGNATE a student ID? The letter will go before A prefix is used to define different types of items for barcode integration

2.

2. Use which letter to DESIGNATE a staff ID? The letter will go before the ID. (Page: Bc StaffPrefix) (Bc StaffPrefix)

Find Class

'SCHOOLS' >>

COUNSELORS >>

BlueMouse Classes >>

Milestone IS - HS >>

Milestone IS - K-8 >>

Milestone Summer School >>

Sacramento Elem - CB >>

**Sacramento HS - CB >>**

Sacramento Middle - CB >>

In Student Profile

Management >>

**List Classes**

Instructors

SPSIS (enter search text)

STUDENT 15 Select Language

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

Class Listing

Name: Sacramento HS - CB ID: 232	Instructor: Reeves, LeAnn	Class
Address: CA	Class Registrations: 1	Stu
	Public Registration: Open	Offi

+ ?

Sort by Name Instructor Code Section Sched Starts Enr Status Bell Period

Search: 77 of 77

Homeroom 12 - Callahan (6002:HR-CC) [ Edit ]		Period HR	
Code: 6002	Starts: 07/15	Students: 3 OF 20 seats	Assignments: 0 Curriculum [ Set ]
Section: HR-CC	Sched: MTWRF 8:00-8:25	Registration: Open	
Room: 7	Class Days: 112	Reg UnVerif: 0 Verif: 0	

Homeroom 11 - Caswell (6002:HR-BC) [ Edit ]		Period HR	
Code: 6002	Starts: 07/15	Students: 8 OF 20 seats	Assignments: 0 Curriculum [ Set ]
Section: HR-BC	Sched: MTWRF 8:00-8:25	Registration: Open	
Room:	Class Days: 112	Reg UnVerif: 0 Verif: 0	

- Click into the ID box so it turns green. This means it is ready for the scan. Scan or manually enter in the student's barcode number:

[Admin](#)[Reports](#)['Academies'](#)[Teachers](#)[Portal](#)[Help](#)

## Barcode Scanner (Beta)

Location

Loc ID

Action

ID:

*(Scans will not be recorded  
if Internet service fails)*

The scanner should submit the number automatically. If you are manually entering the number, hit the “Enter” button.

[Admin](#)[Reports](#)['Academies'](#)[Teachers](#)[Portal](#)[Help](#)

## Barcode Scanner (Beta)

Reeves, Case Scan Successful

Location

Loc ID

Action

ID:

*(Scans will not be recorded  
if Internet service fails)*



This initial scan confirms the student is on campus. The second scan will show the student as off campus. 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:

Admin Reports 'Academies' Teachers Portal Help

## Barcode Scanner (Beta)

Scan pattern is invalid

Location:

Loc ID:

Action:

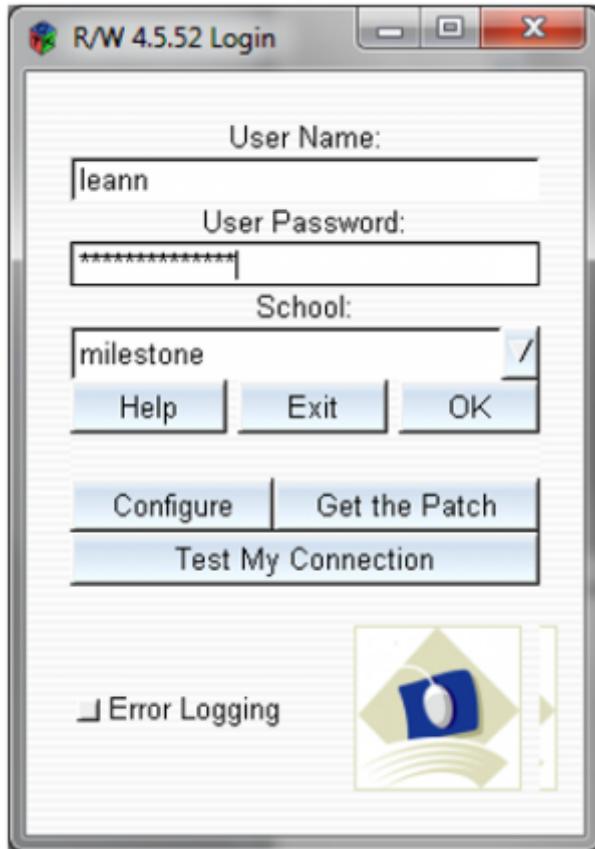
ID:

*(Scans will not be recorded if Internet service fails)*

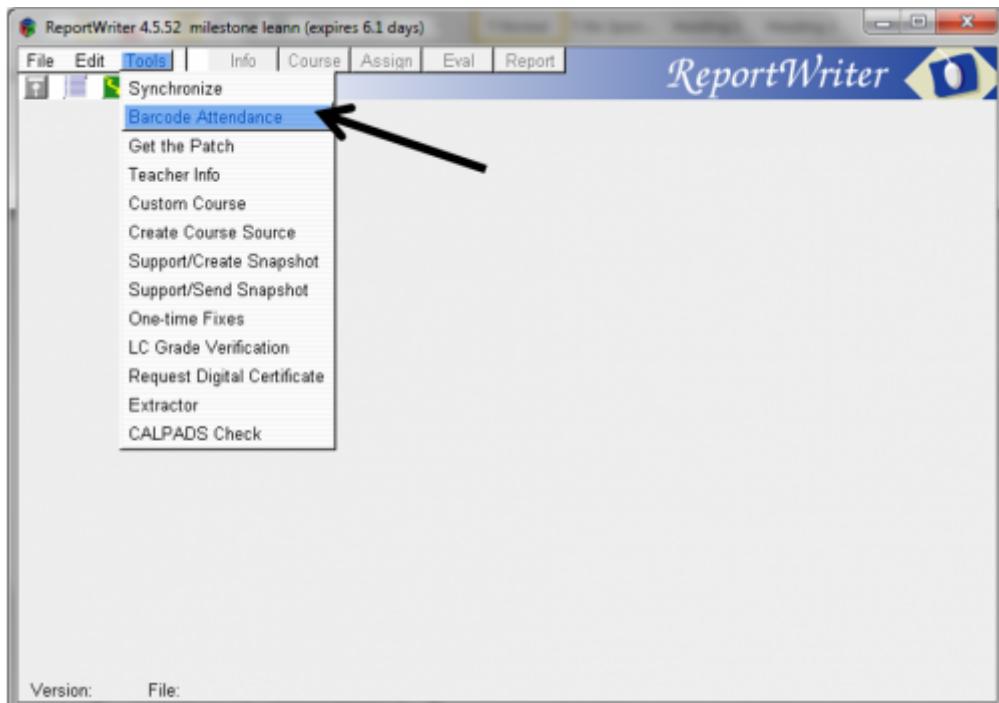


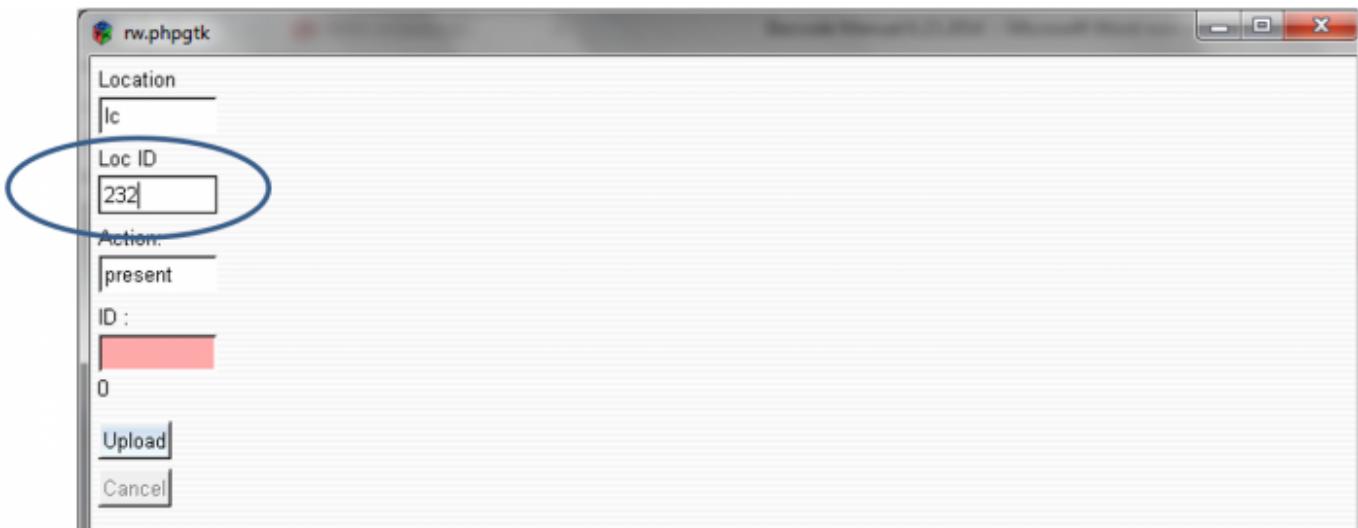
### Offline Attendance through ReportWriter:

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.



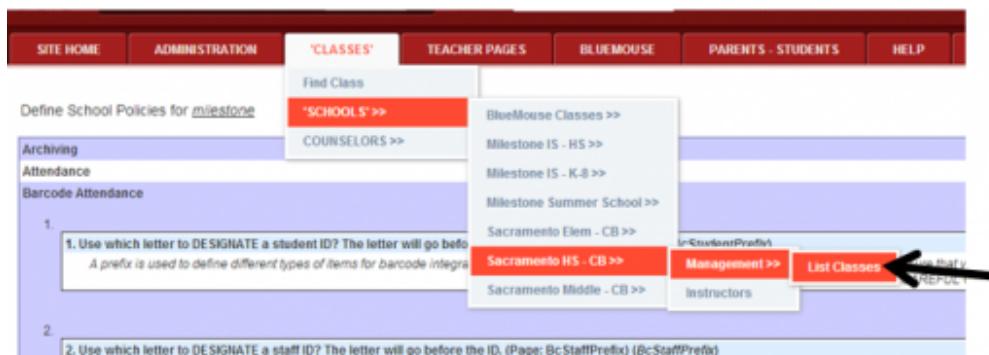
Go to Tools > Barcode Attendance:



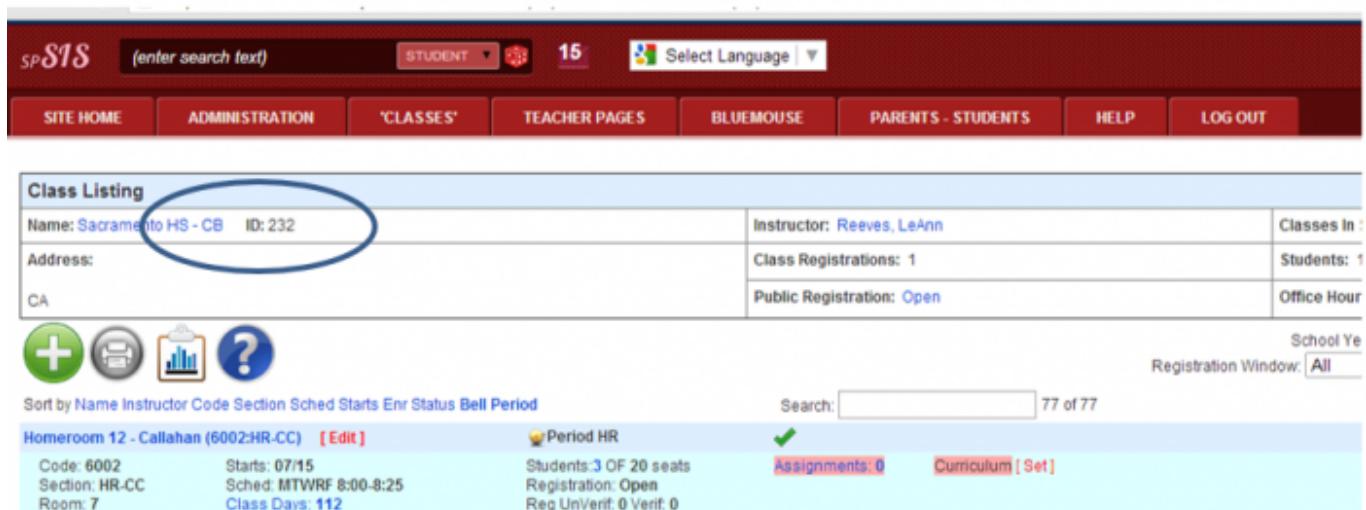


The screenshot shows a window titled 'rw.phpgtk' with a form for barcode administration. The 'Location' field contains 'lc'. The 'Loc ID' field is highlighted with a blue oval and contains '232'. The 'Action' field is set to 'present'. The 'ID' field is red and contains '0'. Below the form are 'Upload' and 'Cancel' buttons.

You will need to enter in the Location ID (Loc ID) of the campus . To find this in the SIS, go to the list of classes for the Learning Center or the Instructor's class list:

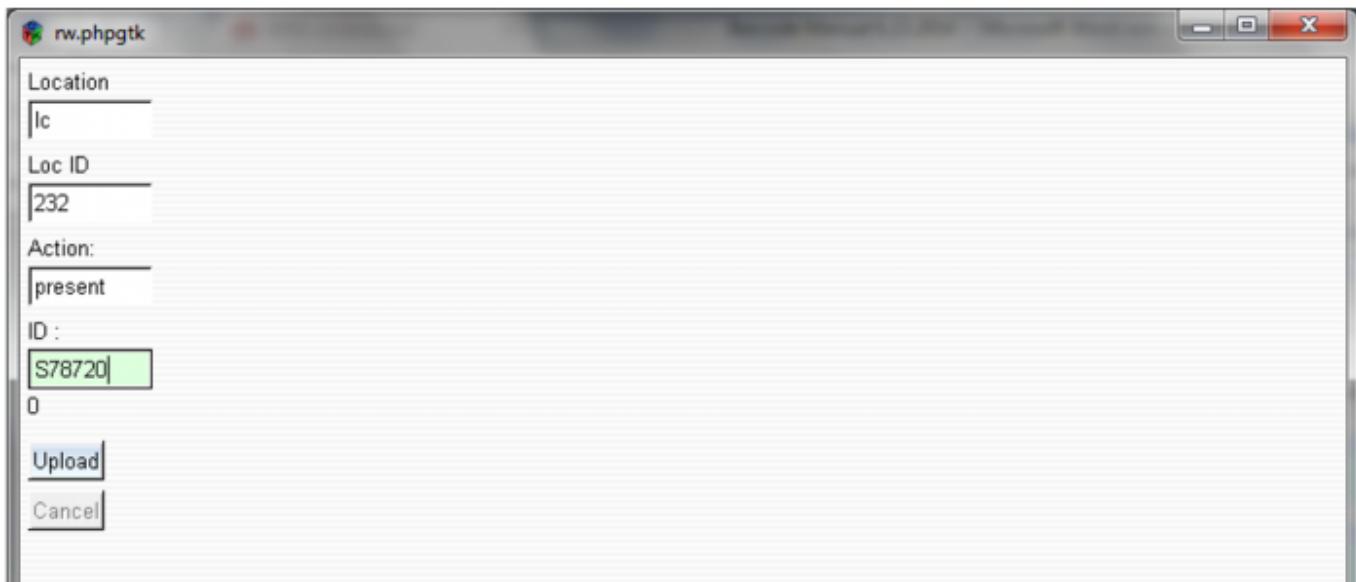


The screenshot shows a navigation bar with 'CLASSES' selected. A dropdown menu for 'SCHOOLS' is open, showing 'Sacramento HS - CB' as the selected option. To the right, a 'Management' menu is open, with 'List Classes' highlighted and a red arrow pointing to it.

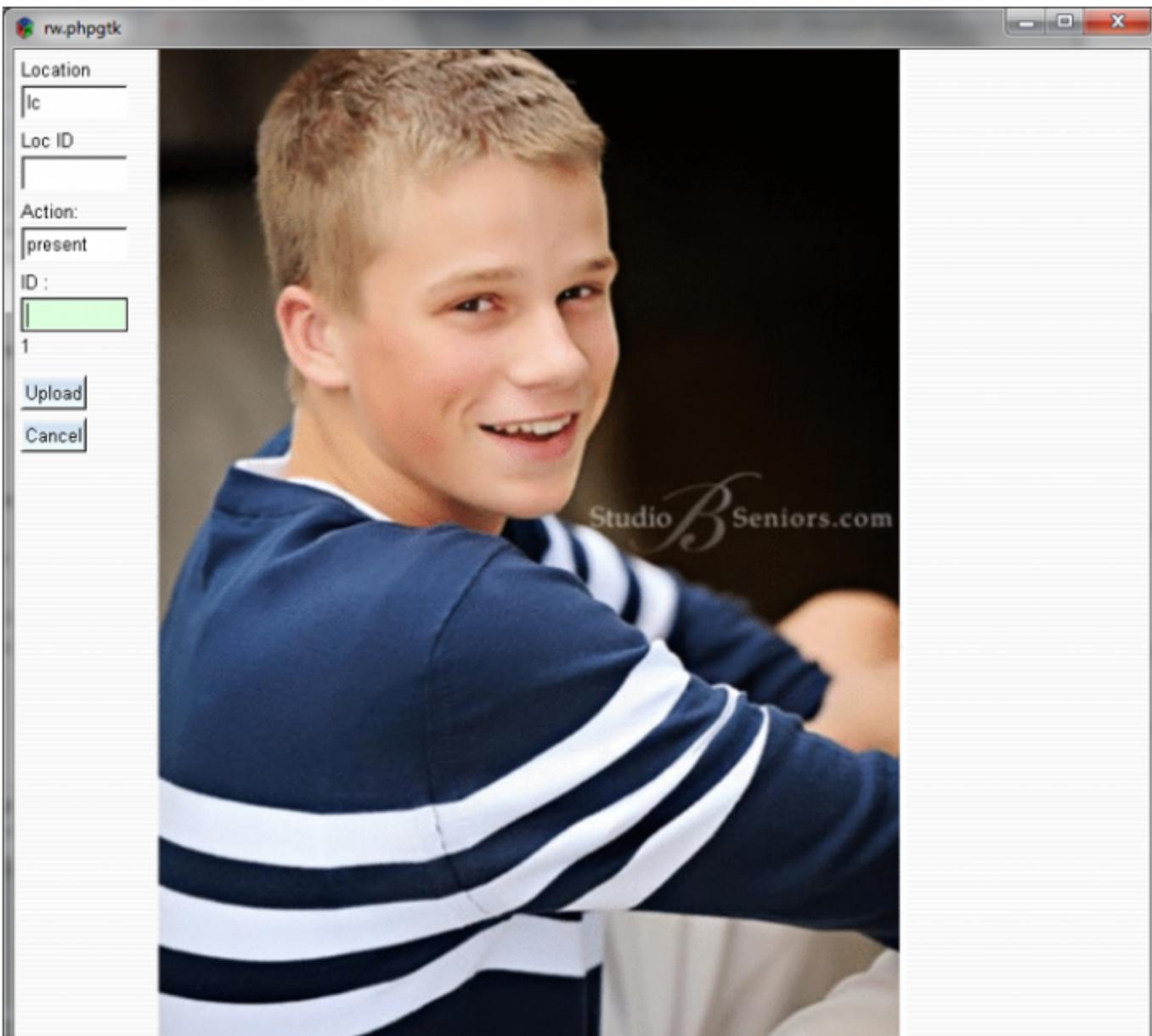


The screenshot shows the SP818 SIS interface. The 'CLASSES' tab is selected. A table for 'Class Listing' shows a row for 'Sacramento HS - CB' with ID 232. The 'List Classes' button in the 'Management' menu is highlighted with a red arrow.

Click into the ID box so it turns green. This means it is ready for the scan. Scan or manually enter in the student's barcode number:



The scanner should submit the number automatically. If you are manually entering the number, hit the "Enter" button.

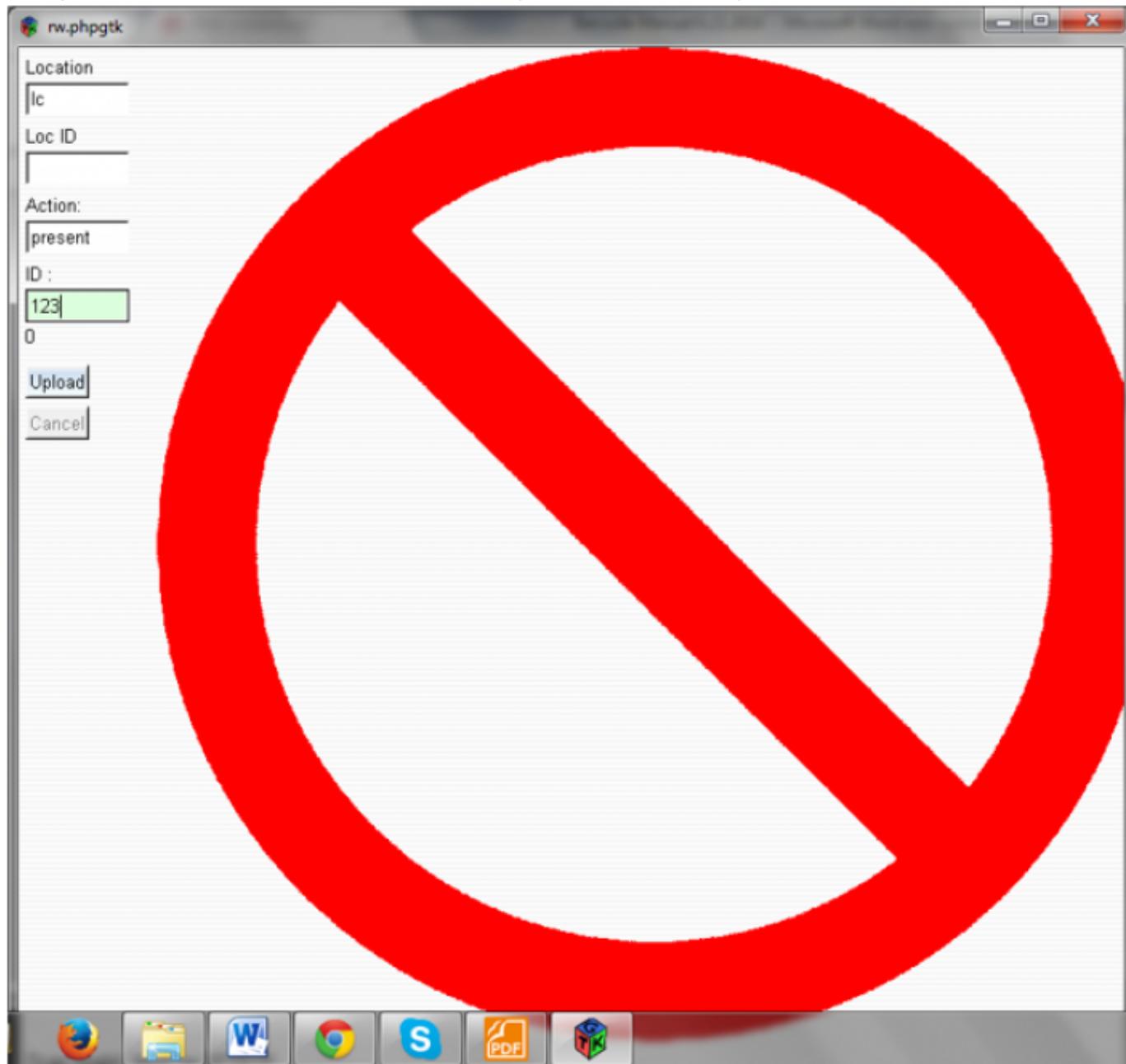


The student's picture will show, allowing you to confirm this is indeed the student. If you have

speakers on your computer, it will also speak the student's name.

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.

This initial scan confirms the student is on campus. The second scan will show the student as off campus. 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:



## Class Attendance

There are two ways to set class attendance:

1. Find the class ID and input manually into the box (from the Instructor's Class List, click on the

class name).

2. Go to the class Attendance and click the “Set” button:

SP318 (Enter search text) STUDENT 15 Select Language | TestMode

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

Reserved Students: 0 Waiting List Students: 0 Curriculum: HS - Physical Education 1 - Standards Based (2005)

Schedule: MTWRF 11:20-12:30 Bell Period: Period 4

Enrolled Students: 1 Reserved Students: 0 Waiting List Students: 0 Curriculum: Consumer Math (Fraud)

Progress Reports Summer Session

Show on MA Roster Attendance AWR LL Reports Newsletter

Consumer Math A (:S1) (Edit) (Set Curricula)

Schedule: MTWRF 11:20-12:30 Bell Period: Period 4

Enrolled Students: 1 Reserved Students: 0 Waiting List Students: 0 Curriculum: Consumer Math (Fraud)

Progress Reports Summer Session

Show on MA Roster Attendance AWR LL Reports Newsletter

SP318 (Enter search text) STUDENT 15 Select Language | TestMode

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

Instructor Dash Roster Attendance AWR Rep Card All RC Reports Admin

Assignments and Attendance

Earth Science A		Course Code: 2618	Section: S1	Mon, Tue, Wed, Thu, Fri: 2:00 pm-2:55 pm
Sacramento HS - CB	School Year: 2013 - 2014	Start: 06/16/2014	Transcript Code: 2618	
Room:	Reporting Period: Summer Session	Finish: 07/25/2014	Credits: 5 Credits	

Show full calendar

May 2014

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Done

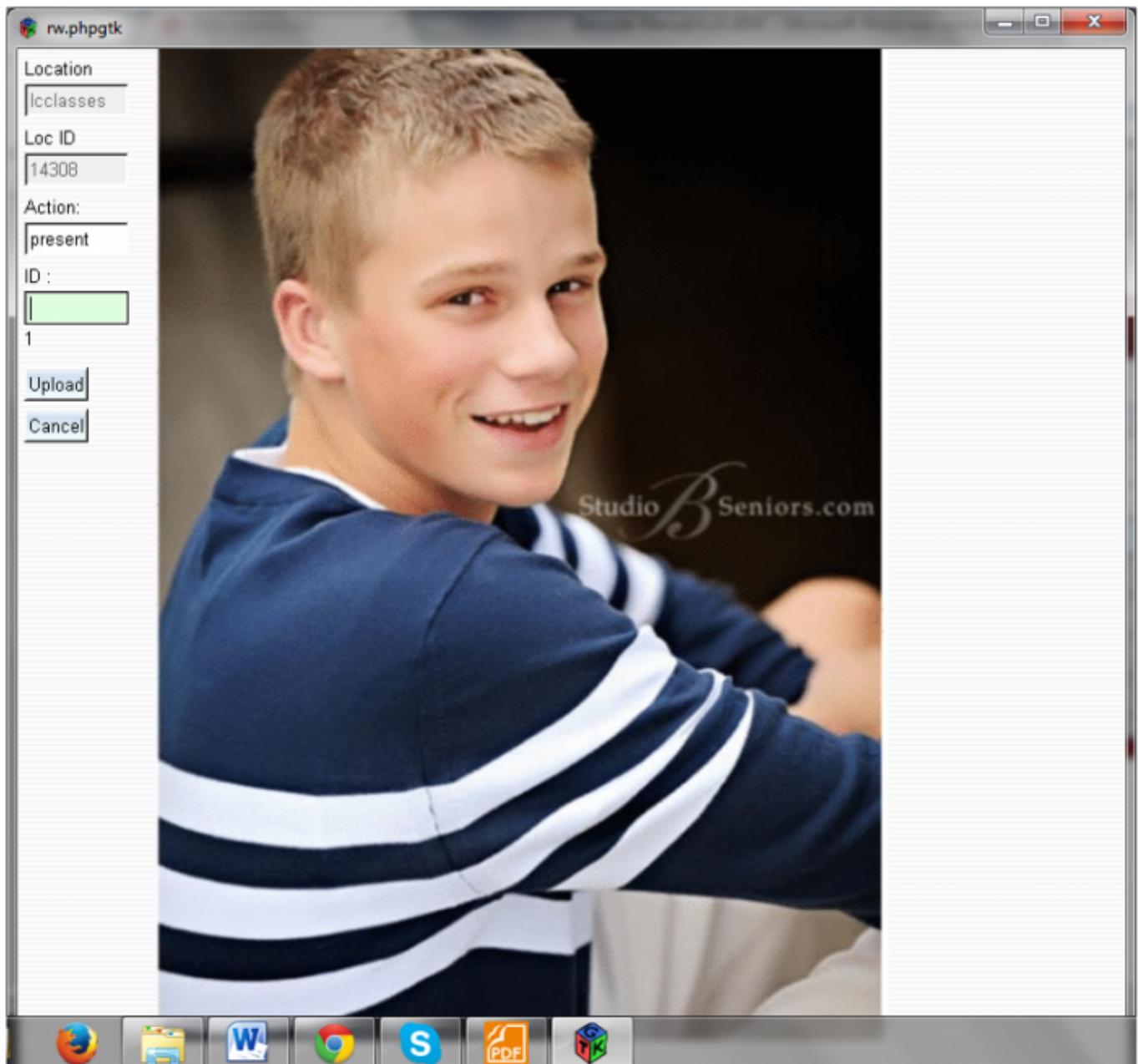
Alt:

Log:  Lp. 1  Lp. 2

Barcode:  Set

Milestone Academy | [learn.milestone](#) (logout) | 6/29/2014 - 8:39:40 pm Page: [Attendance.php](#) LastCode

Scan the student or manually enter the student's number:



As with the campus attendance, the first scan shows the student in the class, and the second scan shows the student out of class.

Once a student has been scanned into the class, a barcode symbol will show in the teacher's attendance for the day. This will help the teacher decide whether to claim the student with ADA Present Attendance. There is also an icon that will show the student as either on campus (green circle) or off campus (red circle with line through it).

SPSIS (enter search text) STUDENT 15 Select Language | TestMode

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

Warning: There are 8 student-days which have not been claimed for attendance prior to this claiming range.

Seating Chart

Set all previously unclaimed to... Informational -- Set All --

#	Teacher	Source	Grade	Time	Student	Save
1	Reeves, LeAnn	Consumer Math A	11	11:20 am - 12:30 pm	Reeves, Jason 	08/26 

Back to Top

Return to Calendar

Embedded Files

Return to Calendar Save

## Available Reports

### Student's Dashboard

Admin Reports 'Academies' Teachers Portal Help

Search List Registration Enrollment IS Staff Assoc Discipline Classes MA Med Special Programs/Accomm TOMS Sports/Clubs

Student Dashboard

CASE A REEVES		Grade: 12	Age: 18
SSID	Legacy ID None		
Local ID 78720			
Gender M	Birthdate 12/18/1997		
Home Phone (555) 555-5555	Student Cell		
E-Mail:			
Physical Address	Mailing Address		
123 Any Street	123 Any Street		
Anytown, CA 55555	Anytown, CA 55555		
Parents / Guardians			
Name	Relationship	Cell	E-Mail
John Parent (Lives With)	Father	parent.john@mailinator.com	123 Anytown, CA 55555
Siblings			
Name	Gender	Home Phone	Cell Phone
John Student (Lives With)	M	(555) 555-5555	(555) 555-

Credit Computation Progress 2015 - 20

Seq	Student	GLTch	Proj
1	Reeves, Case	12	Reeves, LeAnn (leann) (1001) Language Arts 5 (E-IS1001- (2701) Economics (2

LEANN REEVES Independent Study

Staff Association History

Staff Member Reeves, LeAnn 08 File Migration: H

Student Home Room

Class

Student Enrollment History

Track Start Finish GrdAttProc

Directly above the student's picture, there will be a scanned attendance icon. Green Arrow means on campus, Red Arrow means off campus. Click on the icon for more detailed information:

Admin Reports 'Academies' Teachers Portal Help Type to quick page find

Interpreted Scan Events (Calendar)

	Case A. Reeves	Grade 12	Local ID: 78720	Student Statewide ID: Not Assigned	Race: White
	123 Any Street	Age: 18	Gender: M	Date of Birth: 12/18/1997	Hispanic or Latino? No
	Anytown, CA 55555	Enroll Start: 07/13/2015	Parent(s): John Parent		Staff: Reeves, LeAnn
	(555) 555-5555				

Select Year: 2015-2016 ▾

Print Calendar

July 2015						
S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015						
S	M	T	W	T	F	S
			01			
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Campus Report

Go to Reports > Barcode > Campus Report:

Admin Reports 'Academies' Teachers Portal Help

Create-A-Report Attendance Report Campus Report 

Finder Presence SB740 Time Tracking

Attendance Scan Activity

Barcode

Crossed Records

DS Concepts

Enrollment

Export

External Bridging

Scheduler

School

Print

Logout

Milestone Academies

https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode\_attendance\_administration

Printed on 2026/02/12 11:05

Campus Presence Report for 01/07/2016

Name: Univ Prep - K12 ID: 232  
Address: 2345 Old Highway 1 Anytown, CA 65555  
Phone: 555-555-5555

Teacher: Reeves, LeAnn  
Class Registrations: 129  
Public Registration: Open  
Classes in Session: 59  
Students: 32  
Office Hours:

Names	Status	Enter/Leave	Classes
70872 Abney, Kristen	Never on campus today.		
70845 Aluni, Christian	On campus.		
70862 Andersen, Christian	Not on campus anymore.		
70438 Ayers, Ashton			
70817 Bell, Kandy			
70497 Blaizek, Scott			
70870 Blair, Briana			
70804 Boyd, Josephine			
70715 Brooks, Lily			
70276 Brown, Thomas			
70877 Calica, Pearl			
70878 Casey, Janet			

Status Legend:  
▶ Never on campus today.  
▶ On campus.  
● Not on campus anymore.  
Class Attendance Legend:  
 No Discrepancy, Student absent.  
 No Discrepancy, Student present.  
 Scanned on campus, Absent in class.  
● Present in class, not scanned on campus.

This report shows all students on the campus and in classes for the day and site chosen. Please refer to the legend for details on all the icons. These icons are each unique in design and can be used with the colorblind disability.

## SB740 Time Tracking

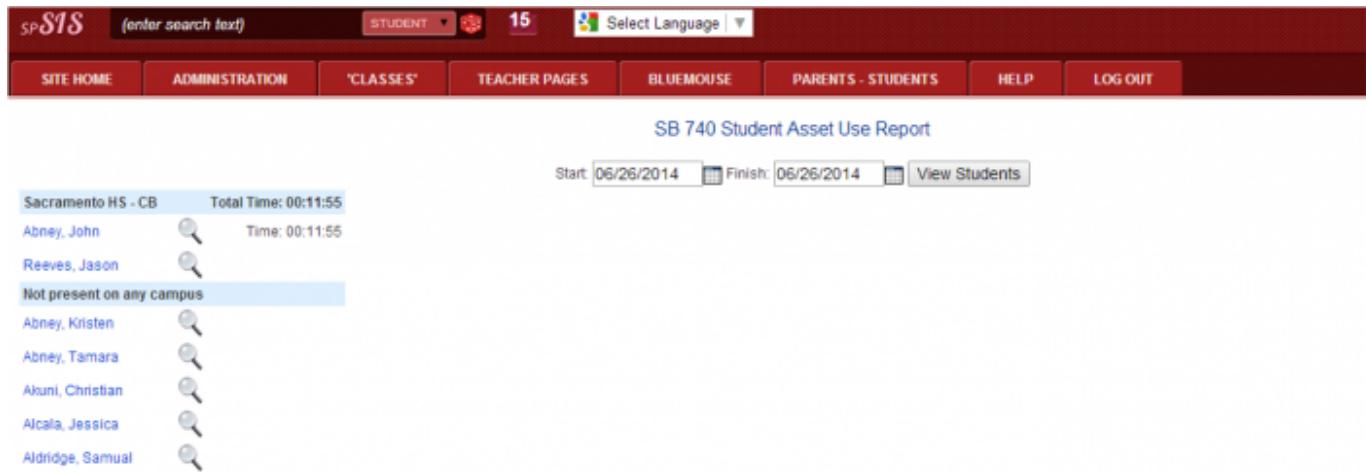
Go to Reports > Barcode » SB740 Time Tracking:

Admin Reports Academies' Teachers Portal Help

Create-A-Report	Attendance Report	Campus Report
Finder	Presence	SB740 Time Tracking <span style="color:red">◀</span>
Attendance	Scan Activity	
Barcode		
Crossed Records		
DS Concepts		
Enrollment		
Export		
External Bridging		
Scheduler		
School		
Staff		
State/Federal		
Students		

(ELEMENT: /admin/reports/sb740.php)

**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.



SPIS (enter search text) STUDENT 15 Select Language

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

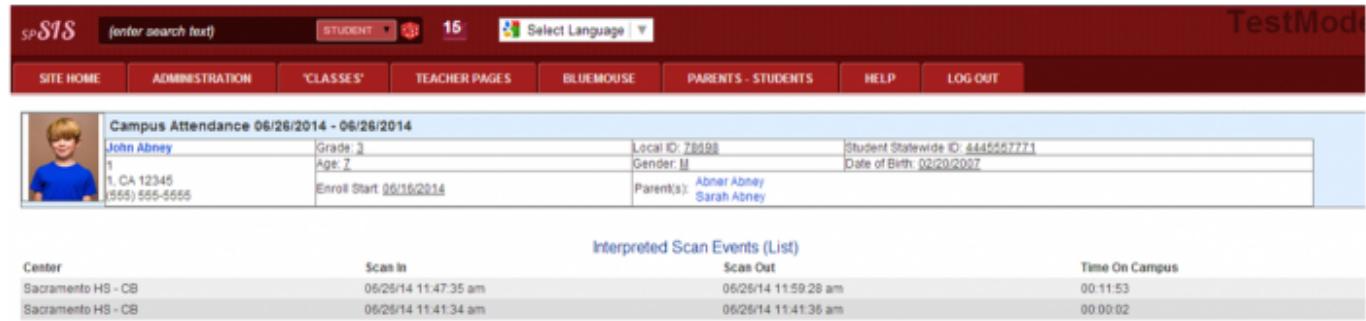
SB 740 Student Asset Use Report

Start: 06/26/2014 Finish: 06/26/2014 View Students

Sacramento HS - CB Total Time: 00:11:55

Student Name	Total Time
Abney, John	Time: 00:11:55
Reeves, Jason	
Not present on any campus	
Abney, Kristen	
Abney, Tamara	
Akuni, Christian	
Alcala, Jessica	
Aldridge, Samuel	

This report shows the actual amount of time spent on campus for each student. Click on the Magnifying Glass icon for a more detailed view of the time tracked:



SPIS (enter search text) STUDENT 15 Select Language TestMode

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

Campus Attendance 06/26/2014 - 06/26/2014

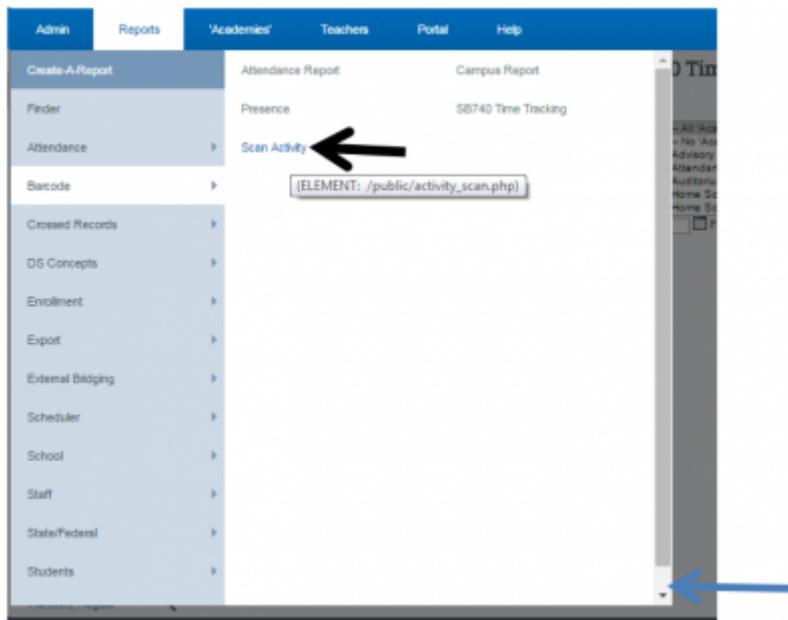
Student Photo	Grade	Local ID	Student Statewide ID
John Abney	2	7819	4445557771
1	Age: 7	Gender: M	Date of Birth: 02/20/2007
1. CA 1234F (555) 555-5555	Enroll Start: 06/16/2014	Parent(s): Abner Abney Sarah Abney	

Interpreted Scan Events (List)

Center	Scan In	Scan Out	Time On Campus
Sacramento HS - CB	06/26/14 11:47:35 am	06/26/14 11:59:28 am	00:11:53
Sacramento HS - CB	06/26/14 11:41:34 am	06/26/14 11:41:36 am	00:00:02

## Scan Activity

Reports > Barcode > Scan Activity:



Admin Reports 'Academies' Teachers Portal Help

Create-A-Report Attendance Report Campus Report

Finder Presence SB740 Time Tracking

Attendance Scan Activity

Barcode Crossed Records ELEMENT: /public/activity\_scan.php

DS Concepts Enrollment Export External Bidding

Scheduler School Staff State/Federal Students

This report will show raw results of all scan activity during the time period selected.

SPSIS (enter search text) STUDENT 15 Select Language

SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP LOG OUT

**Activity Scan Logs**  
**Effective Range**

School Year:	2013 - 2014
School Track:	-- All Tracks --
Range:	-- Manually Specified --
Start Date:	06/26/2014 <input type="button" value="Set To Week"/>
Finish Date:	06/26/2014 <input type="button" value=""/>

Time Scanned	Source	Source ID	Location	Location ID	Activity	Examine
Thu Jun 26, 2014 - 12:22 pm	students	123	lclasses	14307	present	
Thu Jun 26, 2014 - 12:06 pm	students	78720	lclasses	14307	present	
Thu Jun 26, 2014 - 11:59 am	students	78698	lc	232	present	
Thu Jun 26, 2014 - 11:47 am	students	78698	lc	232	present	
Thu Jun 26, 2014 - 11:41 am	students	78698	lc	232	present	
Thu Jun 26, 2014 - 11:41 am	students	78698	lc	232	present	
Thu Jun 26, 2014 - 11:37 am	students	78720	lc	232	present	

## Attendance Report

Go to Reports > Barcode > Attendance Report.

This report shows an overview of the scanned attendance claims.

The screenshot shows the SPSIS Admin interface. The top navigation bar includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The 'Reports' menu is open, showing sub-options like 'Create-A-Report', 'Finder', 'Attendance', 'Barcode', 'Crossed Records', 'DS Concepts', 'Enrollment', 'Export', 'External Bridging', 'Scheduler', 'School', 'Staff', 'State/Federal', and 'Students'. The 'Attendance' option is highlighted. A blue arrow points to the 'Attendance Report' link. The URL in the browser address bar is /admin/reports/barcodeattendance.php. The right side of the screen shows a 'Time Tracking' sidebar with options like 'All Academies', 'No Academies Specified', 'Advisory Teachers', 'Attendance', 'Auditorium', 'Home School - 5-6', 'Home School - 7-8', and a checkbox for 'Finish: 01/07/2016'.

Choose your search criteria, then "Generate Report":

From:

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

Permanent link:

[https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode\\_attendance\\_administration](https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode_attendance_administration)

Last update: **2017/10/10 16:50**