

[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):

Define School Policies for **milestone** Show/Hide All

Archiving Show

Attendance Show

Barcode Attendance Show

1. Use which letter to DESIGNATE a student ID? The letter will go before the ID. (Page: BcStudentPrefix) (BcStudentPrefix)  
A prefix is used to define different types of items for barcode integration. Students would normally be S but you can use any character. Just make sure that you do not have two types using the same prefix. ONLY CHANGE THIS AFTER VERY CAREFUL CONSIDERATION. S All

2. Use which letter to DESIGNATE a staff ID? The letter will go before the ID. (Page: BcStaffPrefix) (BcStaffPrefix)  
A prefix is used to define different types of items for barcode integration. Staff would normally be T (as in Teacher) but you can use any character. Just make sure that you do not have two types using the same prefix. ONLY CHANGE THIS AFTER VERY CAREFUL CONSIDERATION. T All

Contact Manager Show

Grading Show

Learning Center Show

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

**SP818** (enter search text) STUDENT 15 Select Language

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

Search List Registration Enrollment 15 Staff Assoc Discipline Classes Med Special Programs/Programs TDES Tests Transcripts Cases Profile Dashboard

**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@anytown.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 Crid

Attendance History

No attendance has ever been claimed for this student.

**LEANN REEVES** Independent Study

Staff Association History

Staff Member Start Finish Mig

Reeves, Leann 07/01/2013 present

File Migration: Has no RW file associated.

Student Enrollment History

Track Start Finish Grd Alt Program Grad Reqs

A 07/01/2013 present 10 CB Classroom Based High School General Education

Classes

Class	Room	Instructor	Time	Start	Finish	Credits
Homeroom 10 - McCarthy (8002-HR-SMS)	McCarthy, S	8:00-8:25	01/13/14	05/30/14	0	
Physical Education 10A (2515-P25)	Catahan, C	8:30-9:25	01/13/14	05/30/14	5	
Algebra 1A (2403-1-P25)	Froud, B	9:30-10:25	01/13/14	05/30/14	5	
Biology w/Lab B (IS2003-4-P25)	Schlegel, L	9:30-10:25	01/13/14	05/30/14	5	
English 10A (2131-P55)	Cazwell, B	1:00-1:55	01/13/14	05/30/14	5	
Spanish 2A (2205-3-P55)	Carwiler, 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:

**SP818** (enter search text) STUDENT 18 Select Language

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

Set Badge Background

Current Background

Attendance >>

Reports >>

Administration >>

Federal Attendance Report

**Badges >>**

Archived Overview

Approve Stack

Badges

**Badge Settings**

Load new background.

The file type **MUST** be a PNG

We Recommend:

file measure approximately 1,248x768 pixels

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.

**SP818** (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:

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

## Printing Badges:

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

The screenshot shows the SP SIS Administration interface. The top navigation bar includes links for SITE HOME, ADMINISTRATION, CLASSES, TEACHER PAGES, CMS/BRAIN/NEE/BUZZ, PARENTS - STUDENTS, HELP, and LOG OUT. The ADMINISTRATION menu is expanded, showing options like Attendance >>, Reports >>, Administration >>, Federal Attendance Report, Badges >>, Archived Overview, Approve Stack, Student Info >>, Staff Info >>, Parent Info >>, State Reporting >>, Test Module >>, Transcripts >>, and Website Management >>. The Badges >> option is highlighted. A sub-menu for Badges is also visible, showing options for Load new background, Badges (with a note: 'The file type MUST be a PNG'), Badge Settings, and an Upload button. A file upload dialog is open, showing a 'Choose File' button, 'No file chosen', and an 'Upload' button. A note specifies: '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”.

37		78379	11	<input checked="" type="checkbox"/>	Jaczenith, Larry	A	Modified Independent Study	Milestone IS - HS	Sando, Chris
38		78776	10	<input checked="" type="checkbox"/>	Gonzos, Michael	A	Classroom Based	Sacramento HS - CB	Caswell, Bryce
39		78486	11	<input checked="" type="checkbox"/>	Green, Mark	A	Classroom Based	Sacramento HS - CB	
40		78794	10	<input checked="" type="checkbox"/>	Harrin, Gillan	A	Independent Study		Pedegrikt, Charmaine
41		78725	9	<input checked="" type="checkbox"/>	Hearn, Kevin	A	Independent Study	Milestone IS - K-8	Bridges, Jeremiah
42		78529	12	<input checked="" type="checkbox"/>	Hull, Claire	A	Independent Study	Milestone IS - HS	Chang, Anita
43		78593	10	<input checked="" type="checkbox"/>	Huck, Kellen	A	Independent Study	Milestone IS - HS	Oregon, Tara

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.



- 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

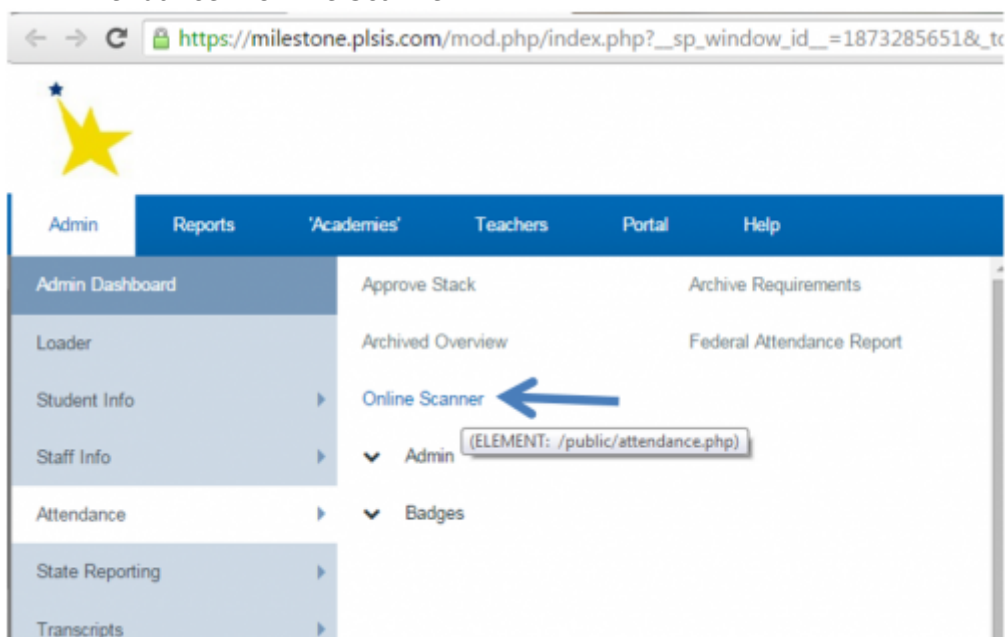


(Note: If you are taking campus attendance, you will need a scanner setup at each entrance and exit to the building.)

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

## Online Attendance through the SIS:

- Go to Admin > Attendance » Online Scanner:



- Enter in the Location ID for the campus:

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. Use which letter to DESIGNATE a student ID? The letter will go before the ID. (Page: BcStudentPrefix) (BcStudentPrefix)

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

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 >>

Management >>  
Instructors

List Classes

SP81S (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

Address: CA Class Registrations: 1

Public Registration: Open

Sort by Name Instructor Code Section Sched Starts Enr Status Bell Period Search: 77 of 77

Code	Section	Room	Starts	Sched	Students	Registration	Reg UnVerif	Verif	Period	Assignments	Curriculum
6002	HR-CC	7	07/15	MTWRF 8:00-8:25	3 OF 20 seats	Open	0	0	HR	0	[Set]
6002	HR-BC		07/15	MTWRF 8:00-8:25	8 OF 20 seats	Open	0	0	HR	0	[Set]

- 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

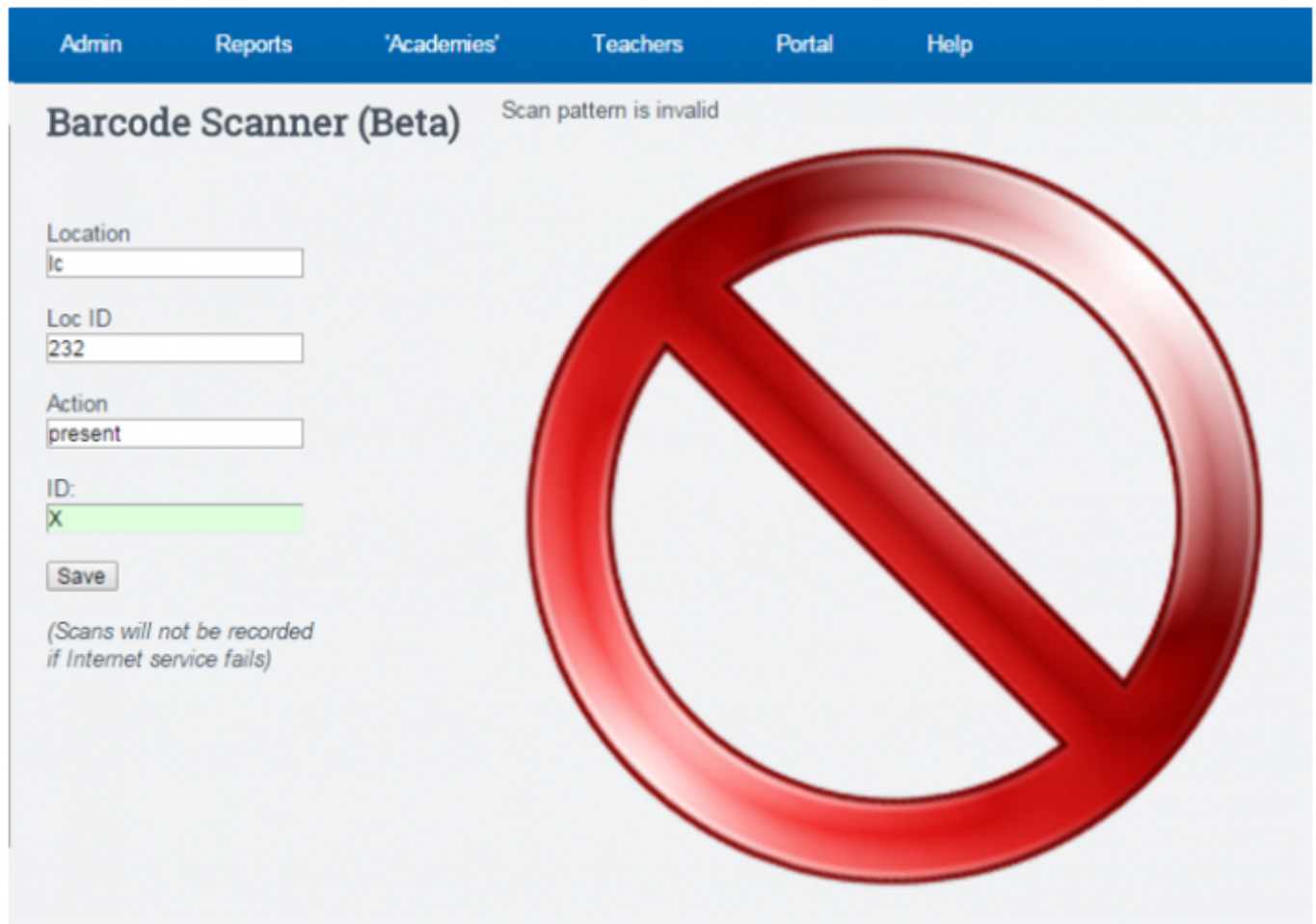
Action

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:

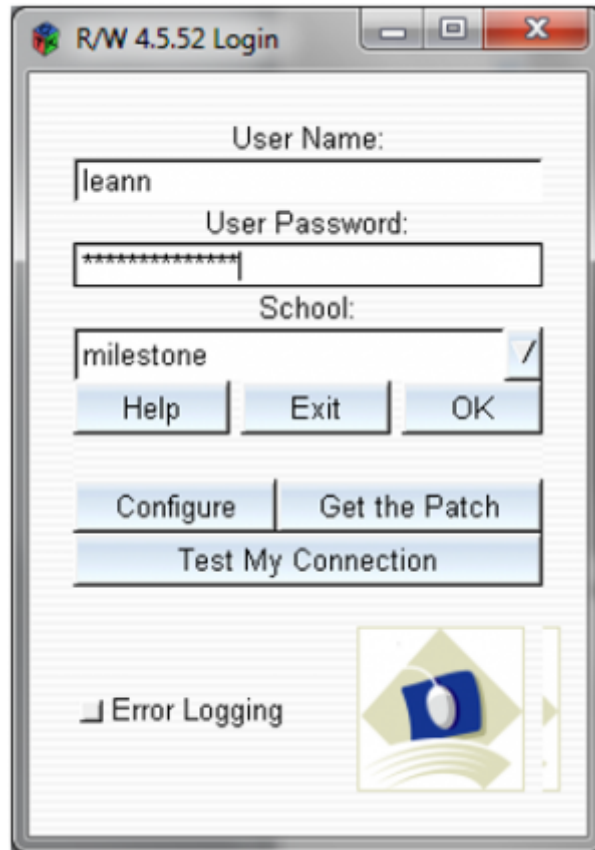


The image shows a web application interface for a Barcode Scanner (Beta). The top navigation bar is blue with links: Admin, Reports, 'Academies', Teachers, Portal, and Help. The main content area has a light blue background. On the left, there are input fields for Location (labeled 'lc'), Loc ID (labeled '232'), Action (labeled 'present'), and ID (labeled 'X'). Below these fields is a 'Save' button. A note below the 'Save' button reads: "(Scans will not be recorded if Internet service fails)". On the right side of the interface, there is a large red prohibition sign (a circle with a diagonal line through it). Above this sign, the text "Scan pattern is invalid" is displayed.

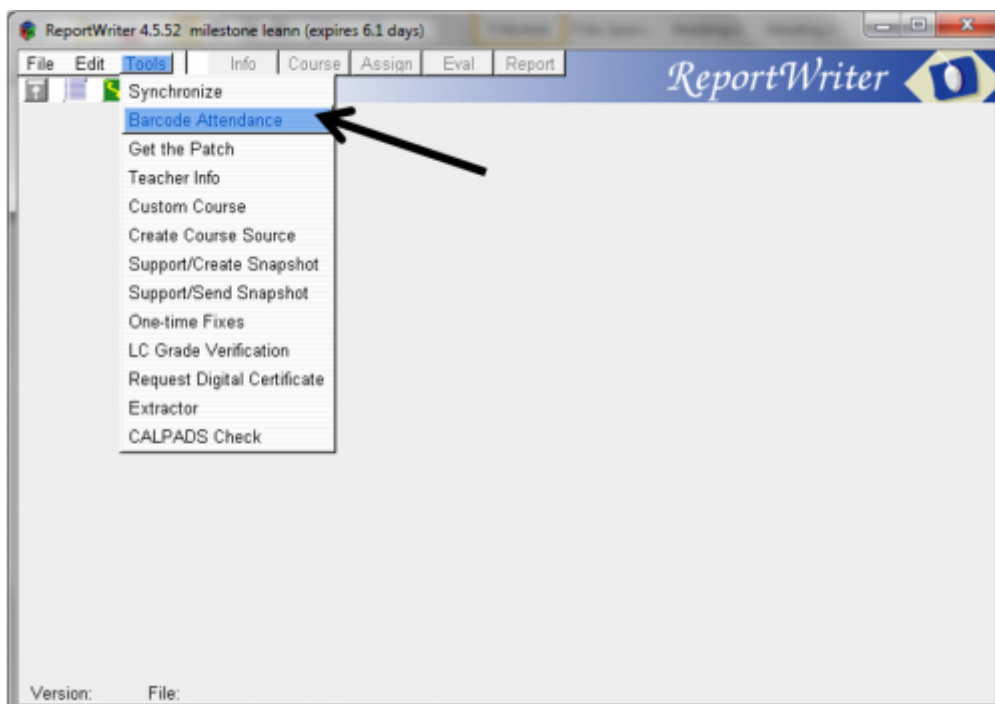
### Offline Attendance through ReportWriter:

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.



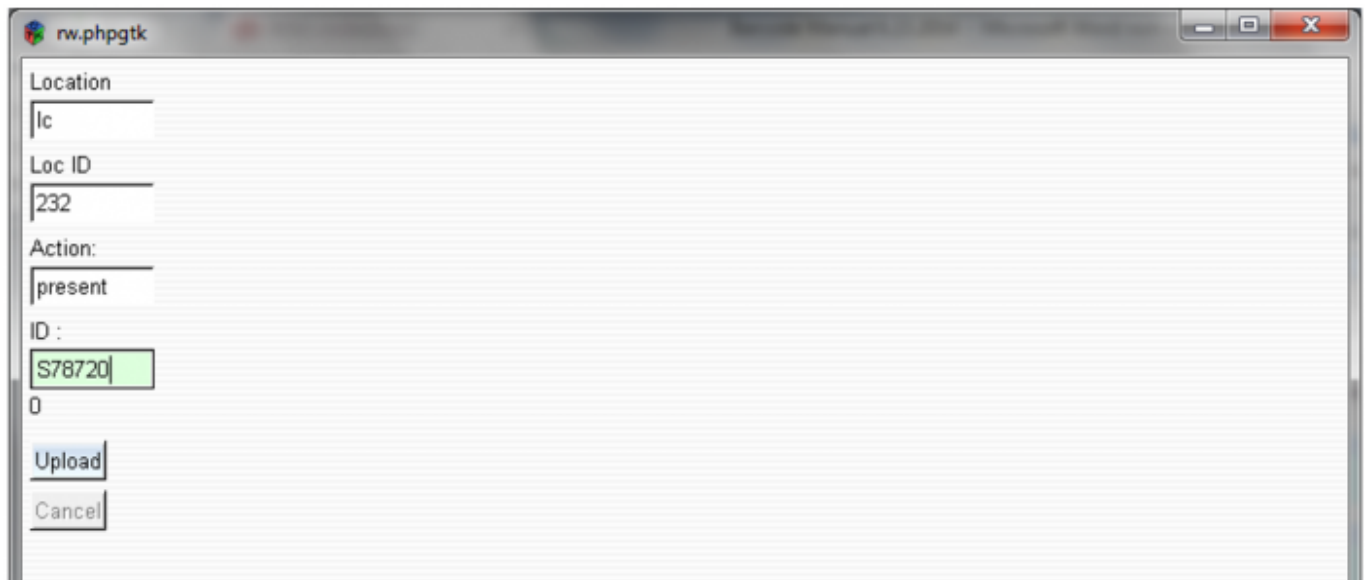


Go to Tools > Barcode Attendance:



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:

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:



rw.phpgtk

Location  
lc

Loc ID  
232

Action:  
present

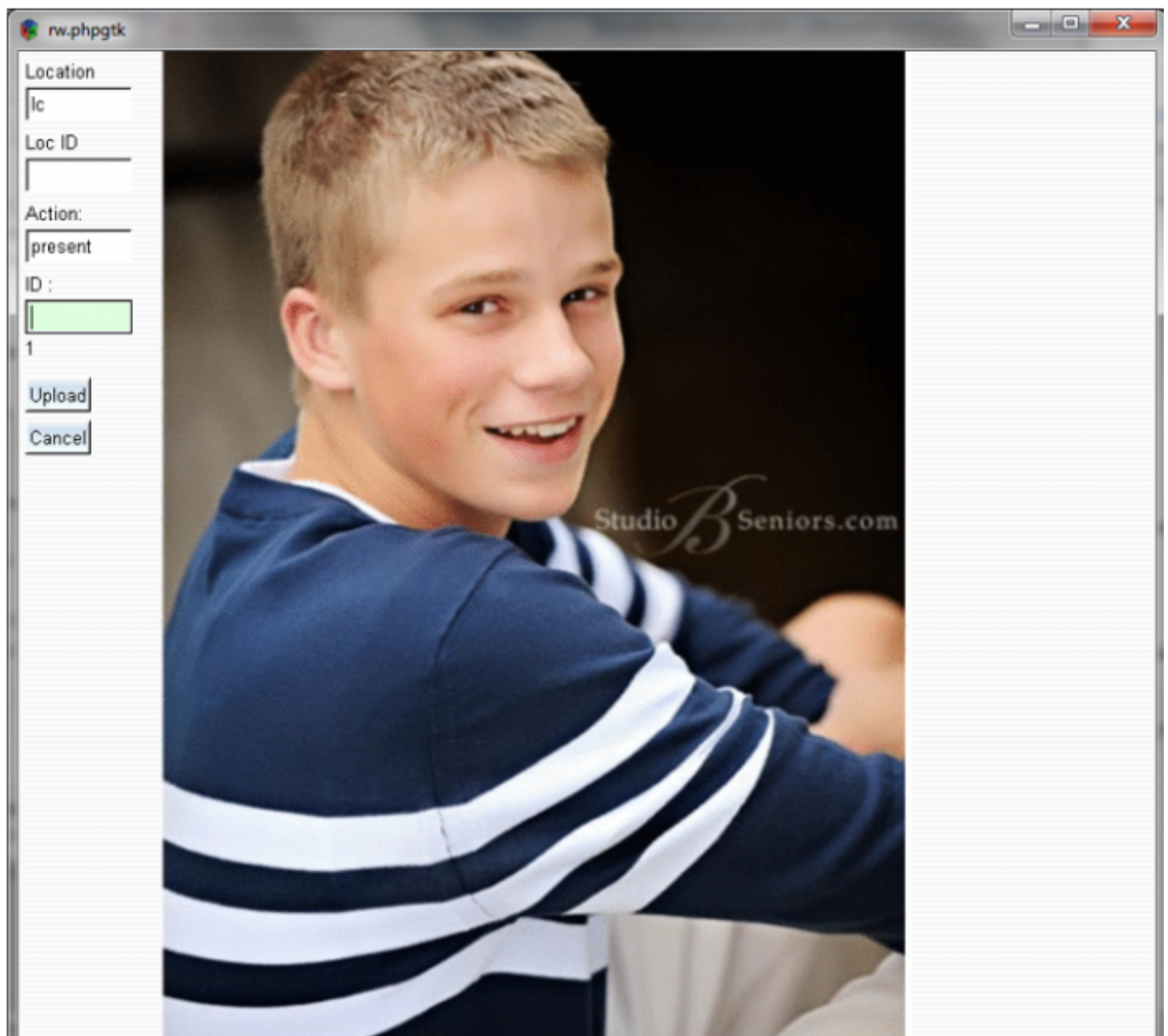
ID :  
S78720

0

Upload

Cancel

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



rw.phpgtk

Location  
lc

Loc ID

Action:  
present

ID :

1

Upload

Cancel

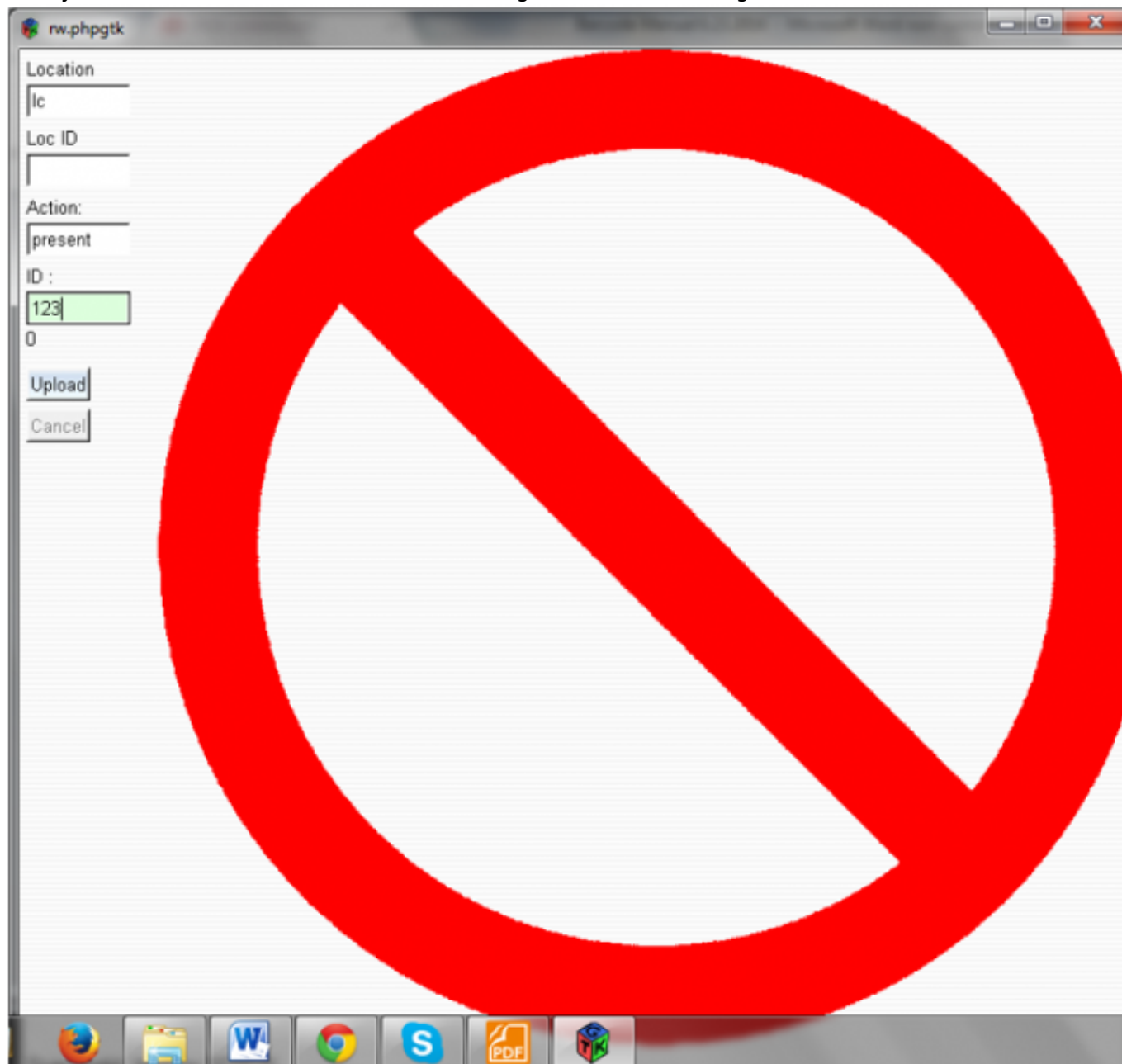
Studio B Seniors.com

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:

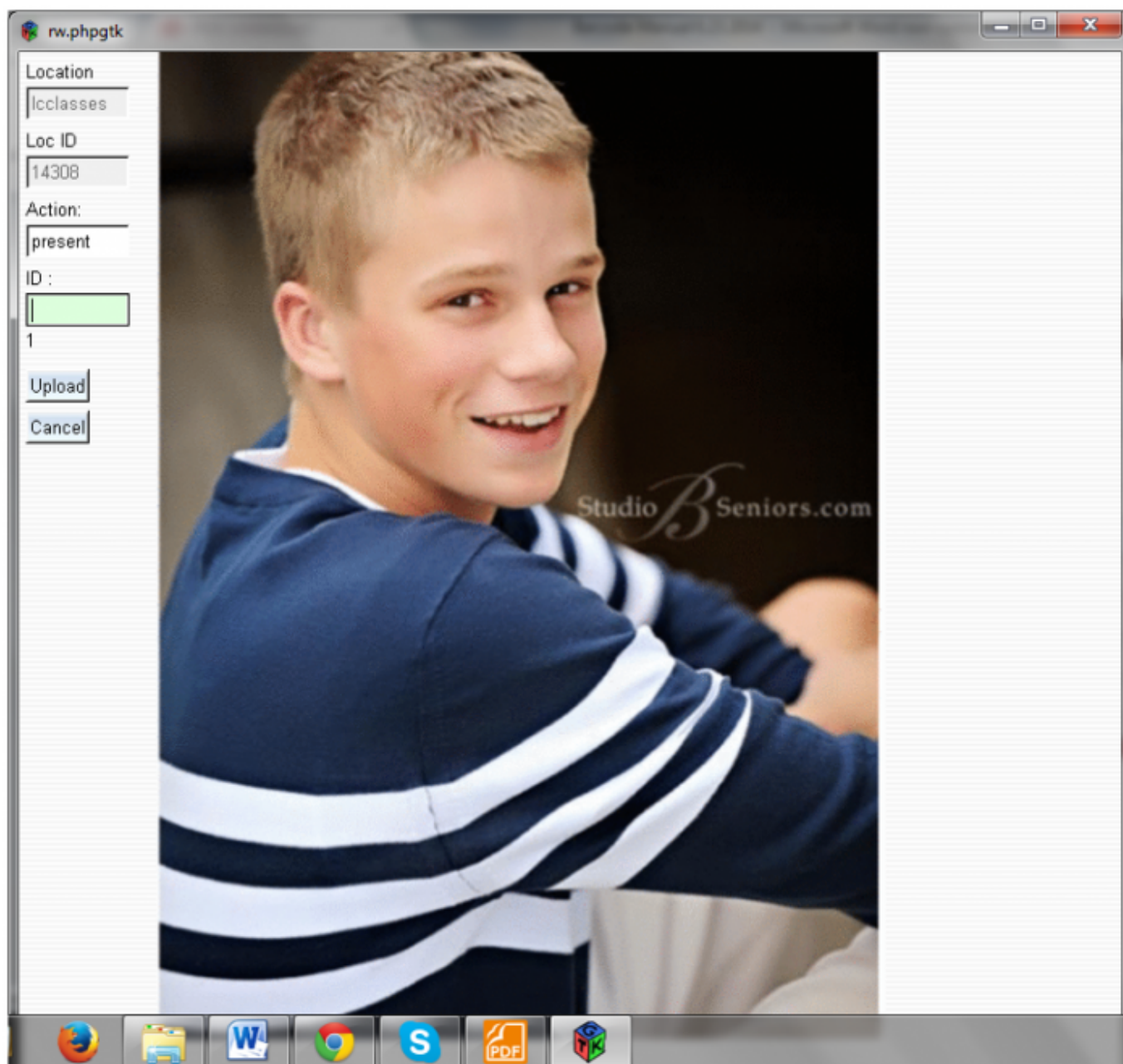
The screenshot shows the SP SIS Administration interface. At the top, there's a navigation bar with links like SITE HOME, ADMINISTRATION, CLASSES, TEACHER PAGES, BLUEMOUSE, PARENTS - STUDENTS, HELP, and LOG OUT. Below this, there's a section for 'Consumer Math A (:S1)' with details like Schedule, Bell Period, and Enrolled/Reserved/Waiting List Students. To the right of this section, there are several icons and links, including 'Attendance', which is highlighted by a black arrow. Below the Consumer Math A section is the 'Earth Science A (:S1)' section, also with similar details and links.

The screenshot shows the 'Assignments and Attendance' page. It includes a table with columns for Course Code, Section, and Dates. Below this, there's a calendar for May 2014. To the right of the calendar, there's a table with columns for 'Att:', 'Log:', 'Lp: 1', 'Lp: 2', and 'Barcode:'. The 'Barcode:' column has a 'Set' button, which is highlighted by a black arrow.

Course Code	Section	Dates
Earth Science A	Course Code: 2618	Section: S1
Sacramento HS - CB	School Year: 2013 - 2014	Start: 06/16/2014
Room:	Reporting Period: Summer Session	Finish: 07/25/2014

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

Test Mode

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 --

Save

#	Teacher	Source	Grade	Time	Student	06/26
1	Reeves, LeAnn	Consumer Math A	11	11:20 am - 12:30 pm	Reeves, Jason	<div><div>✓</div><div>0</div><div>100%</div></div>

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

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

Anytown, CA 55555

Anytown, CA 55555

Parents / Guardians

Name

Relationship

Cell E-Mail

Physical Mailing

Address Address

John Parent

Father

parent.john@mailinator.com

123

Anytown

CA 55555

Siblings

Name

Gender

Home Phone

Cell Phone

E-Mail

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)

Proj

(1001) Language Arts 5 (E-IS1001-

(2701) Economics (2

LEANN REEVES

Independent Study

Staff Association History

Staff Member

Reeves, LeAnn

06

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:

Last update: 2017/09/05 16:35 plsis:barcode\_attendance\_administration [https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode\\_attendance\\_administration&rev=1504629315](https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode_attendance_administration&rev=1504629315)

Admin

Reports


'Academics'

Teachers

Portal

Help

Type to quick page find



**Interpreted Scan Events (Calendar)**  
**Case A. Reeves**  
 123 Any Street  
 Anytown, CA 55555  
 (555) 555-5555

Grade: 12	Local ID: 78720	Student Statewide ID: Not Assigned	Race: White
Age: 18	Gender: M	Date of Birth: 12/18/1997	Hispanic or Latino? No
Enroll Start: 07/13/2015	Parent(s): John Parent	Staff: Reeves, LeAnn	

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 11:24am - unknown	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:

The screenshot shows the 'Reports' menu with the following items:


- Create-A-Report
- Finder
- Attendance
  - Attendance Report
  - Presence
  - Scan Activity
- Barcode
- Crossed Records
- DS Concepts
- Enrollment
- Export
- External Bridging
- Scheduler
- School

A black arrow points to the 'Campus Report' option, which is located under the 'Attendance Report' category.


Admin				Reports	Academics	Teachers	Portal	Help
Type to quick page find								
Campus Presence Report for 01/07/2018								
Name: Univ Prep - 8-12 ID: 232				Instructor: Reeves, LeAnn		Classes In Session: 58		
Address: 2240 Old Highway 1 Anytown, CA 55555 555-555-5555				Class Registrations: 129		Students: 32		
				Public Registration: Open		Office Hours:		
Status	Student	Enroll/Leave	Classes					
	79573 Abney, Kristen							
	79485 Akuni, Christian							
	79862 Anderson, Christian							
	79488 Ayers, Ashton							
	79517 Bell, Kandy							
	79897 Bladeck, Scott							
	79870 Blair, Briana							
	79904 Boyd, Josephine							
	79715 Brooks, Lily							
	79576 Brown, Thomas							
	79877 Caloca, Pearl							
	79879 Casey, Janet							



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	Academics	Teachers	Portal	Help
Create-A-Report		Attendance Report	Campus Report		
Finder		Presence	SB740 Time Tracking		
Attendance		Scan Activity	(ELEMENT: /admin/reports/sb740.php)		
Barcode					
Crossed Records					
OS Concepts					
Enrollment					
Export					
External Bidding					
Scheduler					
School					
Staff					
State/Federal					
Students					

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.

Last update: 2017/09/05 16:35  
plsis:barcode\_attendance\_administration [https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode\\_attendance\\_administration&rev=1504629315](https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode_attendance_administration&rev=1504629315)

SPSIS
(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
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:

SPS

(enter search text)

STUDENT

15

Select Language

TestMod

SITE HOME

ADMINISTRATION

CLASSES


TEACHER PAGES

BLUEMOUSE

PARENTS - STUDENTS

HELP

LOG OUT



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

John Abney	Grade: 3	Local ID: 78098	Student Statewide ID: 4445557771
1	Age: 7	Gender: M	Date of Birth: 02/20/2007
1, CA 12345 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 11:41:35 am	00:00:02

## Scan Activity

Reports > Barcode > Scan Activity:

The screenshot shows the Canvas LMS interface. The top navigation bar includes 'Admin', 'Reports', 'Academics', 'Teachers', 'Portal', and 'Help'. The 'Academics' menu is expanded, showing a list of options on the left and a list of reports on the right. The 'Scan Activity' link is highlighted with a black arrow, and the URL '(ELEMENT: /public/activity\_scan.php)' is shown below it. A blue arrow points to the bottom right corner of the interface.

Admin	Reports	Academics	Teachers	Portal	Help
Create A Report		Attendance Report		Campus Report	
Finder		Presence		SB740 Time Tracking	
Attendance		Scan Activity			
Barcode		(ELEMENT: /public/activity_scan.php)			
Crossed Records					
DS Concepts					
Enrollment					
Export					
External Badging					
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

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Activity Scan Logs

Effective Range

School Year:	2013 - 2014
School Track:	-- All Tracks --
Range:	-- Manually Specified --
Start Date:	06/26/2014 Set To Week
Finish Date:	06/26/2014

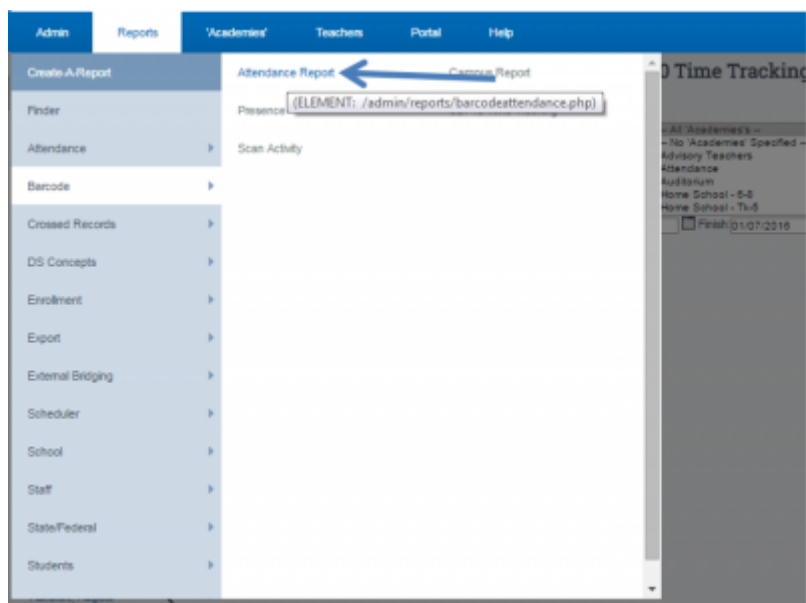
Display Logs

Time Scanned	Source	Source ID	Location	Location ID	Activity	Examine
Thu Jun 26, 2014 - 12:22 pm	students	123	lcclasses	14307	present	
Thu Jun 26, 2014 - 12:06 pm	students	78720	lcclasses	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.



Choose your search criteria, then "Generate Report":

Last update: 2017/09/05 16:35 plsis:barcode\_attendance\_administration [https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode\\_attendance\\_administration&rev=1504629315](https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode_attendance_administration&rev=1504629315)

SPS

(enter search text)

STUDENT

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Select Language

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CLASSES

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PARENTS - STUDENTS

HELP

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### Barcode Attendance Report

#### Restrictions

Classes: -- All Classes --

Teacher of Record: -- All Teachers --

#### Effective Range

School Year: 2014 - 2015

School Tracks: -- All Tracks --

Range: -- Manually Specified --

Barcode Scan Start Date: 03/30/2015

Barcode Scan Finish Date: 05/01/2015

#### Other Options

Barcode Scan Start Time: Any Time

Barcode Scan Finish Time: Any Time

Scheduled Start Date:

Scheduled Finish Date:

Scheduled Start Time: Any Time

Scheduled Finish Time: Any Time

Hide Unscheduled Students: ☐ Only show students who have a scheduled meeting OR a scanned activity

Export: ☐ Export to CSV

Generate Report

Report criteria: All Classes's, All Teachers, All Tracks, Range: Track A, UP 10 (03/30/2015 - 05/01/2015), 2014 - 2015, 03/30/2015 - 05/01/2015  
Generated on: Mon May 18, 2015 - 9:07 am

#	ID	Student Name	Scan Log	Staff Name	Contact Manager Scheduler		03	03	03	04	04	04	04	04	04	04	04	04	04	04	04	04	04	05	
					Time	Status/Note	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17
							Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
1	78696	Abney, John	<input type="checkbox"/>	Brenneman, Kathleen	10:00 am		SA							SA											
2	78673	Abney, Kristen	<input type="checkbox"/>		No Scheduled Days Found																				
3	78567	Abney, Tamara	<input type="checkbox"/>		No Scheduled Days Found																				
4	78455	Aljuri, Christian	<input type="checkbox"/>	Pellegrini, Charmaine	No Scheduled Days Found																				
5	78555	Alberati, Sozan	<input type="checkbox"/>		No Scheduled Days Found																				
6	78566	Alkoto, Jessica	<input type="checkbox"/>		No Scheduled Days Found																				
7	78681	Alkridge, Samuel	<input type="checkbox"/>	Reynolds, Debra	No Scheduled Days Found																				

Milestone Academy

leann / milestone (logout)

5/18/2015 - 9:07:55 am

Page: /admin/reports/barcodeattendance.php

From:

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

Permanent link:

[https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode\\_attendance\\_administration&rev=1504629315](https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode_attendance_administration&rev=1504629315)

Last update: **2017/09/05 16:35**