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):

| SITE HOME | ADMINISTRATION | 'CLASSES' | TEACHER PAGES | BLUEMOUSE | PARENTS - STUDENTS | HELP | LOG OUT | | |
|------------------|--|-----------------------|-----------------------------|------------------------|--------------------|------|---------------|-----|--|
| Define School P | olicies for <u>milestone</u> | | | | | | Show/Hide All | | |
| Archiving | | | | Show | | | | | |
| Attendance | | | | Show | | | | | |
| Barcode Attendan | ce | | | 🗹 Show | | | | | |
| 1. | | | | | | | | | |
| 1. Use whi | ch letter to DESIGNATE a si | tudent ID? The letter | will go before the ID. (Pag | e: BcStudentPrefix) (B | cStudentPrefix) | | | All | |
| A prefi | 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 types using the same prefix. ONLY CHAINSE THIS AFTER VERY CAREFUL CONSIDERATI | | | | | | | | |
| 2. | | | | | | | | | |
| 2. Use whi | 2. Use which letter to DESIGNATE a staff ID? The letter will go before the ID. (Page: BcStaffPrefix) (BcStaffPrefix) | | | | | | | All | |
| A prefix | 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 n have two types using the same prefix. ONLY CHANGE THIS AFTER VERY CAREFUL CONSIDERATIO | | | | | Т | | | |
| | | | | | | | | | |
| Contact Manager | | | | Show | | | | | |
| Grading | | | | Show | | | | | |
| Learning Center | | | | Show | | | | | |

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

| IOME ADM | NISTRATION 'CLASSES' 1 | TEACHER PAGES BI | LUEMOUSE | PARENT | s - Students | HELI | P LOG O | л | | | | |
|--------------------|-------------------------------------|---|---------------|---------|--------------------|-----------------------|-----------------|-----------------------|-------------|----------|-----------|--------------|
| List Registration | Envolment 19 Staff Assoc Dissipline | Classes Med Special Prop | rams/koomm Ti | Tests | Transcripts | Name Profile | e Dashboard | | | | | |
| | JASON W REEVES Grade: 10 | Age: 15 | 9 🔮 🌘 | LEAN | N REEVES | Independ | dent Study | | | | | |
| - | SSID | Legacy ID None | | Staff A | ssociation Histo | σ 🕨 | | | | | | 1 |
| | Local ID 78824 | | | Staff | Member | | Start | | Finish | | | Mig |
| | Gender M | Birthdate 08/16/1998 | | Ree | res, LeAnn | | 07/01/201 | 3 | present | | | |
| | Home Phone (555) 555-5555 | Student Cell | | | | | File Migration: | Has no RIV file assoc | lated. | | | |
| | E-Illait mystudent@anytown.com | | | | | | | | | | | |
| | Physical Address | Mailing Address | | Studer | t Enrollment His | tory 🍉 | | | | | | <u>@</u> |
| | 445 California Highway | 445 California Highway Rostola, CA 55555 | | Trac | k Start | Finish | Grd Att Program | n | Grad Reqs | | | |
| | Portola, CA 55555 | Portola, CA 50505 | | A 10 | 07/01/2013 | present | 10 CB Classro | om Based | High School | General | Education | |
| | Name | Relation | tship Cell | | | | at cools | Inento Pio Pio | | | _ | |
| | No parent or guardian records | beretrie t | | | | | | | | | | - |
| | Emergency Card | | | Classe | 15 🔻 | | | | | | | <u>•</u> ••• |
| | | | / | Clas | 5 | | | Room Instructor | Time | Start | Finish | Credits |
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| | | | | | sology willab B (| 182003-4.P2 + 0691 | 3) | Schlegel, L | 9:30-10:25 | 01/13/14 | 05/30/14 | 5 |
| ice History | | | | - | Ingelant 10A (213 | 1.2050) | | Caswell, B | 1:00-1:55 | 01/13/14 | 05/30/14 | 0 |
| dance has ever bee | n claimed for this student. | | | | spanish 2A (220) | H3(P08) | | 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 (ente | | STUDENT * | 18 🔡 s | elect Lan | guage V | | | | | |
|---------------------|-----------------------|-------------------|---------------|----------------------|--------------------------------|--|---|------|---------|--|
| SITE HOME | ADMINISTRATION | 'CLASSES' | TEACHER P | AGES | CMS/BRAINHONE | Y/BUZZ | PARENTS - STUDENTS | HELP | LOG OUT | |
| Set Badge Bac | Attendance >> | Reports >> | | | | | | | | |
| Current Backarou | Reports >> | Administration | 00 | Load new background. | ind | | | | | |
| Current backgrou | Admin Dashboard | Federal Attend | ance Report | | The first sector of the sector | and. | | | | |
| | PL S/Report Writer >> | Badges >> | | Badges | ommend: | a PNG | | | | |
| Student Info >> | | Archived Overview | | Badge S | there should | approximately 1,2 be an area of whi | of white @ bottom approximately 1,248x150 pixels) | | | |
| 10 | Staff Info >> | Approve Stack | Approve Stack | | Choose File No | file chosen | Upload | | | |
| 12 | Parent Info >> | | | | | | | | | |
| | State Reporting >> | | | | | | | | | |
| | Test Module >> | | | | | | | | | |
| | Transcripts >> | | | | | | | | | |
| | Website Management >> | | | | | | | | | |

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



- 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":

| Text Color black * | | |
|---|---------------------------------|-------------------|
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| Show School Logo Ves O No | | |
| School Logo Position Text Size: 200 | X Position: 50 Y Position: 200 | |
| Show School Name 🖲 Yes 🔍 No | | |
| School Name Position Text Size: 50 | X Position: 50 Y Position: 100 | Milestone Academy |
| Show School Address # Yes O No | | 123 App Second |
| School Address Position Text Size: 35 | X Position: 275 Y Position: 150 | |
| Show School Year # Yes O No | | 2014 2015 |
| School Year Position Text Size: 35 | X Position: 275 Y Position: 220 | |
| Student name Position Text Size: 25 | X Position: 275 Y Position: 325 | Later States |
| Show Student DOB Text # Yes O No | | 1245 |
| Student DOB Text Position Text Size: 25 | X Position: 275 Y Position: 385 | DOB: 0102/202 |
| Student DOB Position Text Size: 25 | X Position: 350 Y Position: 385 | OTHE T |
| Show Student ID # Yes O No | | |
| Student ID position Text Size: 25 | X Position: 275 Y Position: 355 | |
| Show Grade Text # Yes O No | | |
| Grade Text Position Text Size: 26 | X Position: 275 Y Position: 415 | 12549 |
| Show Grade Level Yes No | | |
| Gradelevel Position Text Size: 25 | X Position: 360 Y Position: 415 | |
| Student Barcode Position Text Size: 100 | X Position: 200 V Position: 625 | |

Printing Badges:

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

| SP 818 (ente | | STUDENT • | 18 📲 🗧 | Select Language V | | | | | | | | |
|------------------|---------------------------------|-----------------|-------------|---------------------|---|-------------------------------------|-----------------|---------|--|--|--|--|
| SITE HOME | ADMINISTRATION | 'CLASSES' | TEACHER P | AGES | MS/BRAINHONEY/BUZZ | PARENTS - STUDENTS | HELP | LOG OUT | | | | |
| Set Badge Bac | Attendance >> | Reports >> | | | | | | | | | | |
| Current Backgrou | Reports >> | Administration | >> | 10 | Load new background | | | | | | | |
| Current Dackgrou | Admin Dashboard | Federal Attenda | ance Report | | au new background. | | | | | | | |
| | PLS/Report Writer >> | Badges >> | Badges >> | | Badges //// meanure Socializate/ 1 248/268 civels | | | | | | | |
| | Student Info >> | Archived Overvi | iew | Badge Setting | there should be an area of | of white @ bottom approximately 1,2 | (48x150 pixels) | | | | | |
| 100 | Staff Info >> Parent Info >> | Approve Stack | | C | hoose File No file chosen | Upload | | | | | | |
| 2 | | | | | | | | | | | | |
| | State Reporting >> | | | | | | | | | | | |
| | Test Module >> | | | | | | | | | | | |
| | Transcripts >> | | | | | | | | | | | |
| | Website Management >> | | | | | | | | | | | |

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".



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



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

Online Attendance through the SIS:

• Go to Admin > Attendance » Online Scanner:

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|---------------------------------|-------------|-----------|------------|---------------|----------------|---------------------------|--------|
| * | | | | | | | |
| Admin | Reports | 'Acade | emies' | Teachers | Portal | Help | |
| Admin Dashb | oard | | Approve S | tack | | Archive Requirements | i |
| Loader | | | Archived C | Verview | | Federal Attendance Report | |
| Student Info | | • | Online Sca | | - | | |
| Staff Info | | • | ✓ Admi | (ELEMENT: /pu | iblic/attendar | nce.php) | |
| Attendance | | • | ✓ Badg | es | | | |
| State Reporti | ing | • | | | | | |
| Transcripts | | • | | | | | |

• 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:

| update: 2017/10/10 | plsis:barcode_attendance | e_administration https://schoolpathways | .com/knowledgebase/doku.php?id=plsis:barcode | e_attendance_administration&rev=150765 | 53512 |
|-----------------------|--------------------------|---|--|--|-------|
| 6:38 | | | | | |

| STEE HOME ADMINISTRATION "CLASSES" TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS H Define School Policies for milesione "SCHOOLS"> BlueMouse Classes >> Aliestone IS - HS >> Milestone School >> Sacramento Elem - CB >> Sacramento Elem - CB >> Sacramento Elem - CB >> Sacramento HS - CB >> Sacramento HS - CB >> Sacramento HS - CB >> Instructors Sacramento HS - CB >> Sacr | HEFOL |
|---|---------------|
| Prind Class SCHOOL S*> Archiving COUNSELORS >> Archiving BitueMouse Classes >> Milestone IS - HS >> Milestone IS - HS >> Milestone Classes Milestone School >> 1 1. Use which letter to DE SIGNATE a student ID? The letter will go befor A prefix is used to define different types of items for barcode integra Sacramento HS - CB >> Sacramento Middle - CB >> Instructors 2 2 Issue which letter to DE SIGNATE a staff ID? The letter will go before the ID. (Page: Bc StaffPrefix) (Bc StaffPrefix) Sacramento Middle - CB >> Instructors 2 2 Issue which letter to DE SIGNATE a staff ID? The letter will go before the ID. (Page: Bc StaffPrefix) (Bc StaffPrefix) Sacramento Middle - CB >> Instructors 2 2 Issue which letter to DE SIGNATE a staff ID? The letter will go before the ID. (Page: Bc StaffPrefix) (Bc StaffPrefix) Sacramento Middle - CB >> Instructors HEIP PSTE HOME ADMINISTRATION CLASSES TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HEIP Class Registrations: 1 Class Registrations: 1 Class Registrations: 1 Class Registration: Open Class Registration: Open | nee that y |
| elfine School Policies for <u>milestone</u> *SCHOOLS*>> BlueMouse Classes >> Milestone IS - HS >> Milestone IS - HS >> Milestone IS - K-8>> Milestone IS - K-8>> Milestone Summer School >> Sacramento Elem - CB >> A prefix is used to define different types of items for barcode integra Sacramento Middle - CB >> Sacramento Middle - CB >> Instructors | REPOL |
| COUNSELORS>> Milestone IS - HS >> Milestone IS - K-8 >> Milestone IS - K-8 >> Milestone IS - K-8 >> Milestone IS - K-8 >> Milestone IS - K-8 >> Milestone Summer School >> Sacramento Elem - CB >> Sacramento Elem - CB >> A prefix is used to define different types of items for barcode integra Sacramento HS - CB >> Sacramento Middle - CB >> Instructors 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 3. SITE HOME ADMINISTRATION CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS MELP Management HS - CB ID: 232 Marees Instructor: Reeves, LeAnn Class Registrations: 1 Public Registration: Cpen | HEFOL 1 |
| Nilestone IS - K-8 >> Milestone Summer School >> 1 1. < | the that y |
| Arcode Attendance 1. 1. Use which letter to DESIGNATE a student ID? The letter will go befor Milestone Summer School >> Sacramento Elem - CB >> Sacramento HS - CB >> Sacramento Middle - CB >> Ist Classes 2. 2. 2. 2. Ist classes 2. 2. 2. 2. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 2. 2. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. <td>HE fhat y</td> | HE fhat y |
| 1. 1. Use which letter to DESIGNATE a student ID? The letter will go befor A prefix is used to define different types of items for barcode integra Sacramento HS - CB >> Sacramento HS - CB >> Sacramento HS - CB >> Sacramento Middle - CB >> Instructors Sacramento Middle - CB >> Sacramento Manustration Class Registrations: 1 Public Registrations: 2 Public Registrations: 1 Public Registrations: 2 | REFOL |
| 1. Use which letter to DE SIGNATE a student ID? The letter will go before A prefix is used to define different types of items for barcode integra Secremento HS - CB >> Secremento HS - CB >> Secremento Middle - CB >> Secremento Middle - CB >> Instructors 2. 2. 2. Use which letter to DE SIGNATE a staff ID? The letter will go before the ID. (Page: Bc StaffPrefix) (Bc StaffPrefix) SSTS (enter search text) STUDENT 15 Select Language Instructors SITE HOME ADMINISTRATION 'CLASSES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP Instructor: Revees, LeAnn Class Registrations: 1 Public Registrations: 1 Public Registrations: 1 Public Registrations: 1 | Hite that y |
| A prefix is used to define different types of items for barcode integra Sacramento HS-CB> Management> List Classes 2. 2. 2. 2. Instructors Instructors STE Which letter to DESIGNATE a staff ID? The letter will go before the ID. (Page: Bc StaffPrefix) (Bc StaffPrefix) Sacramento Middle - CB >> Instructors STE HOME ADMINISTRATION YEASES' TEACHER PAGES BLUEMOUSE PARENTS - STUDENTS HELP asse Listing me: Sacramento HS - CB ID: 232 Instructor: Reeves, LeAnn Class Registrations: 1 Queue: Sacramento HS - CB ID: 232 Instructor: Reeves, LeAnn Public Registration: Open | REFOL |
| 2. 2. <t< td=""><td></td></t<> | |
| 2. 2. Use which letter to DE SIGNATE a staff ID? The letter will go before the ID. (Page: Bc StaffPrefix) (Bc StaffPrefix) STS (enter search text) STUDENT< | |
| ass Listing me: Sacrarento HS - CB ID: 232 Instructor: Reeves, LeAnn dress: Class Registrations: 1 Public Registration: Open | LOG OU |
| Instruction Class Registrations: 1 Public Registration: Open | |
| Public Registration: Open | |
| | |
| P 🗃 🕜 🔹 | egistration W |
| t by Name Instructor Code Section Sched Starts Enr Status Bell Period Search: 77 of 77 | |
| meroom 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 Reg Un/Verif: 0 Class Days: 112 Reg Un/Verif: 0 | |
| marcom 11 Casulari (6002-UP DC) [Edit] | |
| 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 Red 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 |
|-----------|--|----------------------------------|-------------|----------|--------|------|
| | Barcod | le Scanne | r (Beta) | | | |
| | Location Ic Loc ID 232 | | | | | |
| \langle | Action present ID: STU78720 Save | > | | | | |
| | (Scans will r if Internet se | not be recorded ervice 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 | |
|--------|-----------|-------------|---------------------|------------|------|--|
| Barcod | e Scanne: | r (Beta) | Reeves, Case Scan S | Auccessful | | |

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:



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.

| 😽 R/W 4.5.52 Login 📃 💷 💌 |
|--------------------------|
| User Name: |
| leann |
| User Password: |
| **** |
| School: |
| milestone / |
| Help Exit OK |
| Configure Get the Patch |
| Test My Connection |
| L Error Logging |

Go to Tools > Barcode Attendance:

| ReportWrit | ter 4.5.52 milestone leann (expi | res 6.1 days) | - | and in the later. | |
|------------|----------------------------------|---------------|----------|-------------------|--------------------------------|
| File Edit | Tools Info Course Synchronize | Assign | Eval Rej | port | ReportWriter 🕦 |
| | Barcode Attendance | < | | | |
| | Get the Patch | | | | |
| | Teacher Info | | | | |
| | Custom Course | | | | |
| | Create Course Source | | | | |
| | Support/Create Snapshot | | | | |
| | Support/Send Snapshot | | | | |
| | One-time Fixes | | | | |
| | LC Grade Verification | | | | |
| | Request Digital Certificate | | | | the Registre Constraint States |
| | Extractor | | | | |
| | CALPADS Check | | | | |
| | | | | | |
| Version: | File: | | | | |

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|--------------------|
| Location Ic |
| Loc ID 232 |
| Action: present |
| |
| Upload Cancel |
| |

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:

| SITE HOME | ADDREETDATION | | | | | | |
|---|--|------------------------|---------------|----------------|----------------|---|--|
| | ADMINISTRATION | 'CLASSES' | TEACHER F | PAGES | BLUEMOUSE | PARENTS - STUDENT | IS HELF |
| | | Find Class | | | | | |
| ine School Po | licies for miestone | "SCHOOLS">> | | BlueMouse Cl | lasses >> | | |
| ving | | COUNSELORS >> | ۰ I | Milestone IS - | HS >> | | |
| ndance | | | | Milestone IS - | K-8>> | | |
| rcode Attendant | ie . | | | Milestone Sur | mmer School >> | | |
| 1. | h latter to DESIGNATE a c | tudant ID2 The latter | ruil on help | Sacramento I | Elem - CB >> | StudentDrafic | |
| A prefu | is used to define different | types of items for ban | rcode integra | Sacramento I | HS - CB >> | Management>> List | Classes |
| | | | | Sacramento I | Middle - CB >> | Instructors | |
| 2 | | | | | | | |
| | | | | | · · · | neer canguage * | |
| SITE HOME | ADMINISTRA | TION 'CI | LASSES' | TEAC | HER PAGES | BLUEMOUSE | PAREN |
| SITE HOME | ADMINISTRA | пон са | LASSES' | TEAC | HER PAGES | BLUEMOUSE | PAREN |
| ITE HOME ass Listin ne: Sacram | ADMINISTRA | | LASSES' | TEACI | HER PAGE S | BLUEMOUSE | PAREN |
| SITE HOME lass Listin ime: Sacram idress: | ADMINISTRA 9 anto HS - CB ID: 23 | | LASSES' | TEACI | HER PAGE S | BLUEMOUSE Instructor: Class Reg | PAREN : Reeves, Le/ istrations: 1 |
| SITE HOME | ADMINISTRA 9 anto HS - CB ID: 2: | | LASSES' | TEACI | HER PAGE S | BLUEMOUSE Instructor Class Reg Public Reg | PAREN : Reeves, Le/ istrations: 1 istration: Op |
| SITE HOME Class Listin Name: Sacram Address: CA CA | ADMINISTRA | TION YCL | LASSES' | TEACI | HER PAGE S | BLUEMOUSE Instructor: Class Reg Public Reg | PAREN : Reeves, Le/ istrations: 1 istration: Op |
| SITE HOME Class Listin Name: Sacram Address: CA CA Contour by Name Ir | ADMINISTRA | TION YCL | LASSES' | Period | HER PAGES | BLUEMOUSE Instructor: Class Reg Public Reg Search | PAREN Reeves, Le/ istrations: 1 istration: Op |
| SITE HOME Class Listin Name: Sacram Address: CA CA Sort by Name In Iomeroom 12 | ADMINISTRA | TION CL | LASSES' | Period | rfiod HR | BLUEMOUSE Instructor: Class Reg Public Reg Search | PAREN Reeves, Le/ istrations: 1 istration: Op |

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:

11/20

| 1000 | Read Street, 5 King | Manual Stations | - • × |
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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:

| :PSIS (ent | er search text) | STUDENT | S 15 | 🛃 Select Language 🔤 | T | | | | | | les | tMod |
|---------------------------------------|----------------------------------|----------------------|-------------------|---------------------|--------------------|------------|--------|------------|------------|----|---------|------------|
| SITE HOME | ADMINISTRATION | 'CLASSES' | TEACHER PA | GES BLUEMOUSE | PARENTS - STUDENTS | HELP | LOG OU | π | | | | |
| Reserved Studen Waiting List Stude | ts: 0 Curricu ents: 0 Curricu | lum: HS - Physical E | ducation 1 - Stan | dards Based (2005) | 0 | | | •••• | 1 | | | |
| Consumer Ma | ath A (:S1) (Edit) (Set C | unticula) | | | | 1 | *** | | 2 | | | |
| Schedule: MTWR Bell Period: Perio | F 11:20-12:30 d 4 | | | | | Show on MA | Roster | Attendance | ANR | u | Reports | Nevsletter |
| Enrolled Students Reserved Student | ts:0 | | | | Progress Reports | | | Summer Sea | ion | | | |
| Waiting List Stude | ents: 0 Cumcu | ium: Consumeriaa | n (Froud) | | ٢ | | | 00 | | • | | |
| Earth Science | e A (: S1) (Edit) (Set Curr | icula) | | | | 1 | 444 | | - 2 | - | | |
| Schedule: MTWR Bell Period: Perio | F 2:00-2:55 d 6 | | | | | Show on MA | Rodar | Atlandance | ANR | LL | Reports | Nevsletter |
| | | | | | | | | | | | | |

| sp S1S (enter search te | ud) STUDENT | 🛯 🚳 15 🚼 Selec | t Language 🛛 🔻 | | | | | |
|---------------------------|----------------------------------|-------------------|-------------------|--------------------|---------------------|------------------|------------------------------|----------------|
| SITE HOME ADMINIS | TRATION 'CLASSES' | TEACHER PAGES | BLUEMOUSE PARENTS | - STUDENTS HE | LOG OUT | | | |
| Instructor Dash Roster At | and AWR Rep Card AR RC | Reports Admin | | | | | | |
| Assignments and Attend | ance | | | | | | | |
| Earth Science A | | | | Course Code: 2618 | Section: S1 | Mon, Tue, Wed, 1 | Thu, Fri: 2:00 pm-2:55 pm | |
| Sacramento HS - CB | School Year: 2013 - 2014 | | | Start: 06/16/2014 | Transcript Code: 25 | 18 | | |
| Room: | Reporting Period: Summer | Session | | Finish: 07/25/2014 | Credits: 5 Credits | | | |
| Show full calendar | | | May 2014 | | | | | Done Att: |
| | | | | | 1 | 2 | 3 | Lp: 1 Lp: 2 |
| 4 | 5 | 6 | 7 | | 8 | 9 | 10 | Barcode: |
| 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 1 |
| 18 | 19 | 20 | 21 | | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | | 29 | 30 | 31 | • |
| Milestone Academy le | inn / milestone (logout) 6/29/ | 2014 - 8:39:40 pm | | | | | Page: <u>Ac/attendance</u> . | oto LastCo |

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

Last update: 2017/10/10 plsis:barcode_attendance_administration https://schoolpathways.com/knowledgebase/doku.php?id=plsis:barcode_attendance_administration&rev=1507653512 16:38



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).

15/20

Barcode / Scanned Attendance - Administration

| SIS (entr | r search lext) | STUDENT | 15 | Select Language 🛛 🔻 | | | | | TestMode |
|----------------------------------|-----------------------|----------|--------------------|----------------------------|--------------------------------|----------------------|----------------|-----------------|------------------|
| SITE HOME | ADMINISTRATION | CLASSES" | TEACHER PAGES | S BLUEMOUSE | PARENTS - STUDENTS | HELP | LOS OUT | | |
| | | | | | | | | | |
| | | | Warning: There are | e 8 student-days which hav | e not been claimed for attenda | ance prior to this c | laiming range. | | |
| | | | | 1 | Seating | | | | |
| | | | | | Chart | | | | |
| all previously un mational Se | claimed to t All * | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | Save |
| Ramon Laine | Teacher | Consumer | Source | 10 | 11 1120 am 12:30 nm | | Student | Reaves, Jason O | 06/26 Ø p |
| | | | | | | | | | 8505.47 8 |
| | | | | | Back to Tep | | | | |
| turn to Caleor | iar | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | ØEmbedded Files |
| eturn to Caleor | tar | | | | | | | | Save |
| and to Careta | | | | | | | | | - Sale |

Available Reports

Student's Dashboard



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 fin | d d |
|-------|--------------------------------------|-------------|-----------------------|--------|-----------------|-----------------|---------------------|---------------------------|----|------------------------|-----|
| | Interpreted Sca | n Events (C | alendar) | | | | | | | | _ |
| 1 m T | Case A. Reeves | | Grade: 12 | | Local ID: 78720 | Studen | t Statewide ID: No | t Assigned | | Race: White | |
| 19 A | 123 Any Street | | Age: 18 | | Gender: M | Date of | f Birth: 12/18/1997 | | | Hispanic or Latino? No | 1 |
| | Anytown, CA 55555 recep cost cost | 5 | Errol Start: 07/13/20 | 15 | Parent(s): John | Parent | | | | Staff: Reeves, LeAnn | 1 |
| | 2000/ 000 0000 | | | | Select | t Year: 2015-20 | 16 • | | | | |
| | | | | | | Print Calendar | | | | | |
| | | | | | | July 2015 | | | | | |
| | | | 5 | м | T | W | T | F | 5 | | |
| | | | | | | 01 | 0.2 | 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 | | | | | |
| | | | 5 | M | T | W | T | F | s | | |
| | | | | | | | | | 01 | | |
| | | | 02 | 03 | 04 | 05 | 06 | 0.7 | 08 | | |
| | | | 09 | 10 | 11 | 12 | 13 | 14 | 15 | | |
| | | | 15 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| | | | 23 | 24 | 25 | 28 | 27 | 28 | 29 | | |
| | | | 30 | 31 | | | | | | | |

Campus Report

Go to Reports > Barcode > Campus Report:

| Admin | Reports | 'Aca | dernies' | Teachers | Portal | Help | | | |
|------------------|---------|------|-----------|----------|--------|---------------------|----|---|-----------------------|
| Create-A-Repor | t | | Attendand | e Report | | Campus Report | ſ, | | |
| Finder | | | Presence | | | S8740 Time Tracking | | Statewide ID: <u>1</u> If Birth: <u>12/18/19</u> | lot Assigned |
| Attendance | | | Scan Acti | vity | | | | 016 • | |
| Barcode | | | | | | | | | |
| | | | | | | | | T | F |
| Crossed Record | Is | • | | | | | | 02 | |
| | | | | | | | | 09 | 10 |
| DS Concepts | | • | | | | | | 16 | 17 |
| Enrollment | | | | | | | | 23 | 24 11:24am - unkno |
| La tronin right. | | - | | | | | | 30 | 31 |
| Export | | • | | | | | | | |
| External Bridgin | g | | | | | | | T | F |
| | | | | | | | | 06 | 07 |
| Scheduler | | - F | | | | | | 13 | 14 |
| | | | | | | | | 20 | |
| School | | • | | | | | | 27 | 28 |
| | | | | | | | - | | |
| 0 | | | | | | | | | |

2025/07/17 12:09

| Admin | Reports | 'Academies' | Teachers | Portal | Help | | | | Type to quick page find | • |
|-----------------------|-----------------|------------------|----------|--------|-------------|---------------------------|---------|------------------------|--|---|
| Campus P | Tresence Report | t for 01/07/2016 | | | | | | | | 4 |
| Name: Uni | Prep - 9-12 1 | D: 232 | | | | Instructor: Reeves, LeArn | | Classes in Session: 59 | | |
| Address: 2045 OH M | internet i | | | | | Class Registrations: 129 | | Students: 32 | | |
| Anytown, C | A 55555 | | | | | Public Registration: Open | | Office Hours: | | |
| Status | Student | | | | Enter/leave | | Classes | | Status Legend | |
| | reora Aph | ey, kossen | | | | | | | Never on campus today. | |
| | 78485 Aku | si, Christian | | | | | | | Cn sampus. | |
| | 78882 And | erson, Christian | | | | | | | · Not an Annual Manna | |
| | 78488 Aye | s, Ashton | | | | | | | Class Attendance Legend | |
| 1 C - 1 | 70517 Del. | Kandy | | | | | | | No Discrepancy, Student absent. | |
| C | 78897 Blad | eck, Scott | | | | | | | Mo Discrepancy, Student present. | |
| C | 75570 Blair | Briana | | | | | | | 🧭 Scanned on campus, Absent in class. | |
| | 71004 Ber | Incerting | | | | | | | Present in class, not scanned on campus. | |
| | Tonor boy | c. comprise | | | | | | | | |
| | 76715 Broc | es, Liy | | | | | | | | |
| | 79576 Brox | in, Thomas | | | | | | | | |
| | 78877 Cale | ca, Pearl | | | | | | | | |
| | 78679 Cas | ey, Janet | | | | | | | | |
| | | | | | | | | | | |

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 | Ma | ademies' | Teachers | Potal | Нер | | | |
|----------------|---------|-----|------------|----------|-------|-------------------|--------------|--------------------------------|---------|
| Create-A Rep | hot | | Attendanc | e Report | Ci | impus Report | i | | |
| Finder | | | Presence | | SE | 740 Time Tracking | \leftarrow | teeves, LeArm trations: 129 | |
| Attendance | | • | Scan Activ | illy. | | (ELEMENT: | /admin/repo | rts/sb740.php) | |
| Barcode | | . • | | | | | | | Classes |
| Crossed Rec | ords | . • | | | | | | | |
| DS Concepts | | . • | | | | | | | |
| Enrolment | | . * | | | | | | | |
| Expot | | 1 | | | | | | | |
| External Brid; | ping | 1 | | | | | | | |
| Scheduler | | 1 | | | | | | | |
| School | | 1 | | | | | | | |
| Staff | | 1 | | | | | | | |
| State/Federal | 1 | 1 | | | | | | | |
| Students | | 1 | | | | | | | |

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.

| SP SIS (ente | r search i | text) | STUDENT | 15 | 🚼 Select Language 🔻 | | | |
|----------------------|------------|------------------|-----------|-------------|-----------------------|-----------------------|----------|---------|
| SITE HOME | ADMIN | ISTRATION | 'CLASSES' | TEACHER PAG | ES BLUEMOUSE | PARENTS - STUDENTS | HELP | LOG OUT |
| | | | | | SB 740 St | dent Asset Use Report | | |
| | | | | St | art: 06/26/2014 | sh: 06/26/2014 🛅 View | Students | |
| Sacramento HS - CB | Т | otal Time: 00:11 | 1:55 | | | | | |
| Abney, John | ् | Time: 00:11 | 1:55 | | | | | |
| Reeves, Jason | | | | | | | | |
| Not present on any o | ampus | | | | | | | |
| Abney, Kristen | ् | | | | | | | |
| Abney, Tamara | | | | | | | | |
| Akuni, Christian | | | | | | | | |
| Alcala, Jessica | | | | | | | | |
| Aldridge, Samual | | | | | | | | |

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:

| sp 818 | (enter search text) | STUDENT | STUCCHT 👔 15 🔮 Select Language 🔻 | | | | | | | | | | |
|---|-------------------------------|--|----------------------------------|-----------|---------------------------------------|---------------------------------|----------------|----------|--|--|--|--|--|
| SITE HOME | ADMINISTRATION | 'CLASSES' | TEACHER PAGES | BLUEMOUSE | PARENTS - STUDENTS | HELP | LOG OUT | | | | | | |
| Campus Attendance 06/26/2014 - 06/26/2014 | | | | | | | | | | | | | |
| <u>.</u> | John Abney | n Abney Grade: 2 Age: 7 | | L G | ocal ID: <u>78698</u> Sender: M | Student State Date of Birth: | 1 | | | | | | |
| 10 | 1, CA 12345 (555) 555-5555 | A 12345 555-5555 Enroll Start <u>06/16/2014</u> | | | Parent(s): Abner Abney Sarah Abney | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | Interpre | eted Scan Events (List) | | | | | | | | |
| Center | | Scan | n | | Scan Out | | Time On Campus | | | | | | |
| Sacramento H | IS - CB | 06/26/ | 14 11:47:35 am | | 06/26/14 11:59:28 a | m | | 00:11:53 | | | | | |
| Sacramento HS - CB | | 06/25/ | 14 11:41:34 am | | 06/25/14 11:41:36 a | 00:00:02 | | | | | | | |

Scan Activity

Reports > Barcode > Scan Activity:



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

| sp 818 | (enter search text) | STUDENT | 👔 15 🚼 s | elect Language 🛛 🔻 | | | | |
|------------------------------|-------------------------|-----------|---------------|--------------------|--------------------|------|---------|--|
| SITE HOME | ADMINISTRATION | 'CLASSES' | TEACHER PAGES | BLUEMOUSE | PARENTS - STUDENTS | HELP | LOG OUT | |
| Activity Scan Effective R | Logs ange | | | | | | | |
| | School Year: 2013 - 201 | 14 • | | | | | 1 | |

| 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 | 9 |
| Thu Jun 26, 2014 - 12:06 pm | students | 78720 | Icclasses | 14307 | present | ୍ |
| Thu Jun 26, 2014 - 11:59 am | students | 78698 | Ic | 232 | present | e, |
| Thu Jun 26, 2014 - 11:47 am | students | 78698 | lc | 232 | present | ୍ |
| Thu Jun 26, 2014 - 11:41 am | students | 78698 | Ic | 232 | present | e, |
| Thu Jun 26, 2014 - 11:41 am | students | 78698 | Ic | 232 | present | ् |
| Thu Jun 26, 2014 - 11:37 am | students | 78720 | Ic | 232 | present | Q |

Attendance Report

Go to Reports > Barcode > Attendance Report.

This report shows an overview of the scanned attendance claims.

| Admin Reports | Vicademies' Teachers Portal Help | |
|-------------------|--|---|
| Create A Report | Attendance Report | 🗘 Time Tracking |
| Pinder | Presence (ELEMENT: /admin/reports/barcodeattendance.php) | |
| Altendance | Scan Activity | - No 'Academies' Specified - Advisory Teachers |
| Barcode | • | Auditorium Home School - 6-6 |
| Crossed Records | - b | Home School - Tu-6 |
| DS Concepts | | |
| Enrolment | - F | |
| Export | - P | |
| External Bridging | | |
| Scheduler | | |
| School | | |
| Staff | | |
| State/Federal | | |
| Students | | 1000 |
| | | * |

Choose your search criteria, then "Generate Report":

| sp 878 (enter search t | NO STUDENT | 24 🛃 Select | Language V | | | | | | | | | | | | | | | | | | | | |
|--|---|-----------------------------------|---------------------------------|-------|---------------|-------|-----------|-------|-----------------|-------|----------|-------------|------------------|----------|----------------|----------------|-----|-----------|-----------|-----|-------------|----------------|--------|
| SITE HOME ADM | ISTRATION CLASSES | TEACHER PAGES | CMS/BRAINHONEY/BUZZ | z | P | RENT | s - st | UDENT | s | HEL | , | U | DG OUT | | | | | | | | | | |
| Barcode Attendance Report Restrictions | | | | | | | | | | | | | | | | | | | | | | | |
| Classe | All 'Classes's | * | | | | | | | ٦ | | | | | | | | | | | | | | |
| Teacher of Recor | a - All Teachers 🔹 | 1 | | | | | | | 1 | | | | | | | | | | | | | | |
| Effective Range | | - | | _ | _ | _ | | _ | _ | | | | | | | | | | | | | | |
| School Yes | r: 2014 - 2015 · | | | | | | | | ٦ | | | | | | | | | | | | | | |
| School Trac | c - All Tracks Y | | | | | | | | 1 | | | | | | | | | | | | | | |
| Rang | - Manually Specified - | , | | | | | | | 1 | | | | | | | | | | | | | | |
| Barcode Scan Start Dat | < 03/30/2015 T Set | To Week | | | | | | | 1 | | | | | | | | | | | | | | |
| Barcode Scan Finish Dat | 05/01/2015 | | | | | _ | | _ | 1 | | | | | | | | | | | | | | |
| Other Options | | | | _ | _ | | _ | _ | - | | | | | | | | | | | | | | |
| Barcode Scan Start Tim | e: Any Time 🔹 | | | | | | | | ٦ | | | | | | | | | | | | | | |
| Barcode Scan Finish Tim | e: Any Time 🔹 | | | | | | | | 1 | | | | | | | | | | | | | | |
| Scheduled Start Dat | | | | | | | | | 1 | | | | | | | | | | | | | | |
| Scheduled Finish Dat | K | | | | | | | | 1 | | | | | | | | | | | | | | |
| Scheduled Start Tim | e Any Time • | | | | | | | | 1 | | | | | | | | | | | | | | |
| Scheduled Finish Tim | Any Time * | | | | | | | | 1 | | | | | | | | | | | | | | |
| Hide Unscheduled Student | c Only show students who have | a scheduled meeting OR a st | anned activity | | | | | | - | | | | | | | | | | | | | | |
| Espo | t: Export to CSV | | | | | | | | 1 | | | | | | | | | | | | | | |
| Report orberia: All 'Classes's, All Te Generated on: Mon May 18, 2015 - (| schera, All Tracka, Range: Track A: LP 10 (07 am \ | 0 (03/30/2015 - 05/01/2015), 2014 | - 2015. 03/30/2015 - 05/01/2015 | | | Gen | erate | Repor | t | | | | | | | | | | | | | | |
| | Scan | Contact Ma | nager Scheduler 00 | 3 0 | 3 04 | 04 | 04 | 04 | 04 04 | 04 | 04 | 04 | 04 04 | 04 0 | 04 0 | 4 04 | 04 | 04 | 04 | 04 | 04 | 04 0 | 4 05 |
| # ID Student Nam | Log Staff Name | Time | Status/Note Mk | on Tu | 1 01 10 We | d Thu | 03 Fri | Mon 1 | 07 08 Tue We | d Thu | Pri | 13 Mon 1 | 14 15 Tue Wed | 16 Thu I | 17 2 7ri Ma | 0 21 00 Tue | Wed | Z3 Thu | 24 Fri | Mon | Z6 Tue 1 | Z9 3 Wed Ti | hu Fri |
| 1 78696 Abney, John | Brenneman, Kathleen | 10:00 am | 5 | A | | | | SA | | | | SA | | | 5 | A | | | | SA | | | |
| 2 78673 Abney, Kristen | | No Schedu | led Days Found | | | | | | | | | | | | | | | | | | | | |

| | Milestone Academy Teann / miestone (Logout) 🛛 5/162015-9 07:55 am 🖉 🐺 Page: Administratorial Darcedenties danse a | | | | | | | | | | | e a ha | |
|----|---|-----------------|----------------------|--------------|--|--|--|--|--|--|--|--------|--|
| 7 | 78681 Albridge, Sen | ual Reynolds, | Debra No Scheduk | d Days Found | | | | | | | | | |
| 6 | 78568 Alcola, Jessic | | No Scheduk | d Days Found | | | | | | | | | |
| -5 | 78855 Albereti, Soze | n 🛄 | No Scheduk | d Days Found | | | | | | | | | |
| 4 | 78485 Akuni, Christia | n 📄 Pellegrini, | Charmaine No Scheduk | d Days Found | | | | | | | | | |
| 3 | 78567 Abney, Tama | • 🔲 | No Scheduk | d Days Found | | | | | | | | | |
| 2 | 70673 Abney, Kriste | | No Scheduk | d Days Found | | | | | | | | | |

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