

[attendance](#), [admin](#)

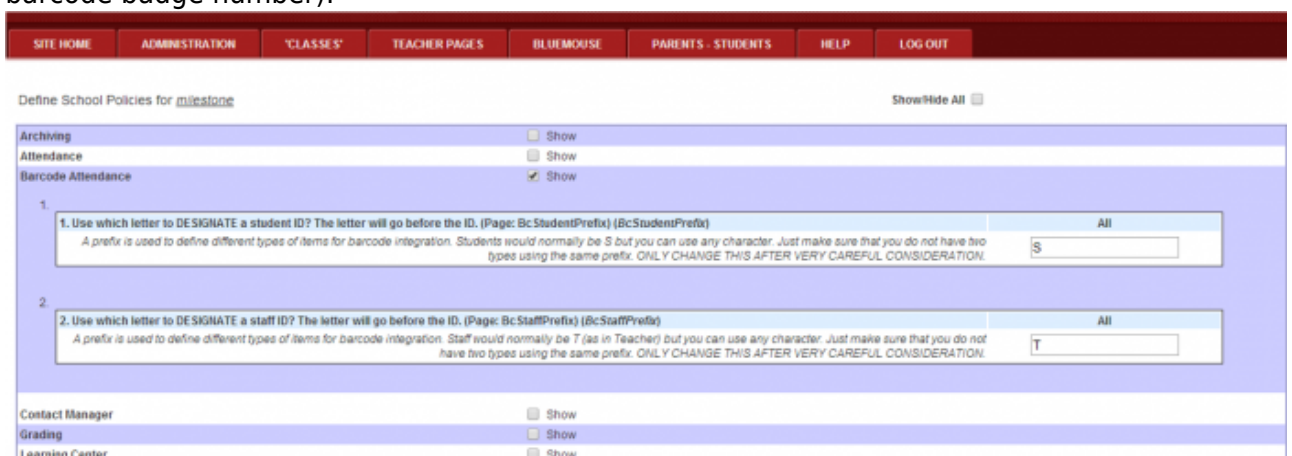
# Barcode / Scanned Attendance - Administration

## 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):



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

The screenshot shows the SP8YS Student Dashboard for Jason W Reeves, Grade 10, Age 15. The 'Classes' section is circled in blue, displaying a table of classes:

Class	Room	Instructor	Time	Start	Finish	Credits
Homeschool 10 - McCarthy (002-HR-GMS)		McCarthy, B	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 P20)		Froud, B	9:30-10:25	01/13/14	05/30/14	5
Biology w/Lab B (JS2003-4 P25)		Schiegel, 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)		Carlander, 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:

The screenshot shows the SP8YS Administration menu with 'Badges' selected. The 'Badge Settings' option is highlighted, and a file upload dialog is open. The dialog text reads: "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)."

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

The screenshot shows the 'Set Badge Background For milestone' page. A blue arrow points from the 'Choose File' button in the previous screenshot to the 'Choose File' button on this page. Another blue arrow points to the 'Edit Layout' button.

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	

Buttons: Cancel, Save, Update

### Printing Badges:

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

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".

**STUDENT** 24

Navigation: SITE HOME, ADMINISTRATION, **CLASSES**, TEACHER PAGES, CMS/BRAIN/HONEYBUZZ, PARENTS - STUDENTS, HELP, LOG OUT

Search filters: Last Name, First Name, Middle Name, Local ID or State ID, Birthdate, Track, Education Program, Primary Class Offering, Teacher of Record, Grade, 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. Select the printing options you want to use for by checking the checkboxes next to the student's name.
- 4. Click "Print Selected"
- \*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 w/ badge backgrounds

#	St #	Lid ID	Grd	Name	Track	Education Program	Primary Class Offering	Teacher
1		78841	9	Alvarez, Derek	A	Independent Study	Milestone IS - HS	Schlegel, Lindsay
2	5558864441	78806	9	Ambrose, Michael	A	Independent Study	Milestone IS - K-8	Bridges, Jeremiah
3		78477	9	Arena, Nicholas	A	Independent Study	Milestone IS - HS	Pellegrini, Charmaine
4	5552891114	78877	11	Azevedo, Lucas	A	Independent Study	Milestone IS - K-8	
5	9587854632	78517	11	Bell, Yandy	A	Independent Study	Milestone IS - HS	Raynolds, Debra
6		78870	9	Blas, Diana	A	Independent Study	Milestone IS - HS	Chikens, Chesse
7		78868	11	Blas, Teraps	A	Independent Study	Milestone IS - HS	Chikens, Chesse
37		78379	11	Goldsmith, Larry	A	Modified Independent Study	Milestone IS - HS	Sands, Chris
38		78776	10	Gonz, Michael	A	Classroom Based	Sacramento HS - CB	Caswell, Bryce
39		78486	11	Green, Mark	A	Classroom Based	Sacramento HS - CB	
40		78794	10	Hardin, Gillan	A	Independent Study		Pellegrini, Charmaine
41		78725	9	Hearn, Kevin	A	Independent Study	Milestone IS - K-8	Bridges, Jeremiah
42		78529	12	Hull, Claire	A	Independent Study	Milestone IS - HS	Chang, Anita
43		78893	10	Hulk, Killen	A	Independent Study	Milestone IS - HS	Olsson, 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.

**Milestone Academy**

123 Any Street  
 Any town, CA 55555  
 2013 - 2014


Reeves, Jason William

Barcode: 578720



- 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.

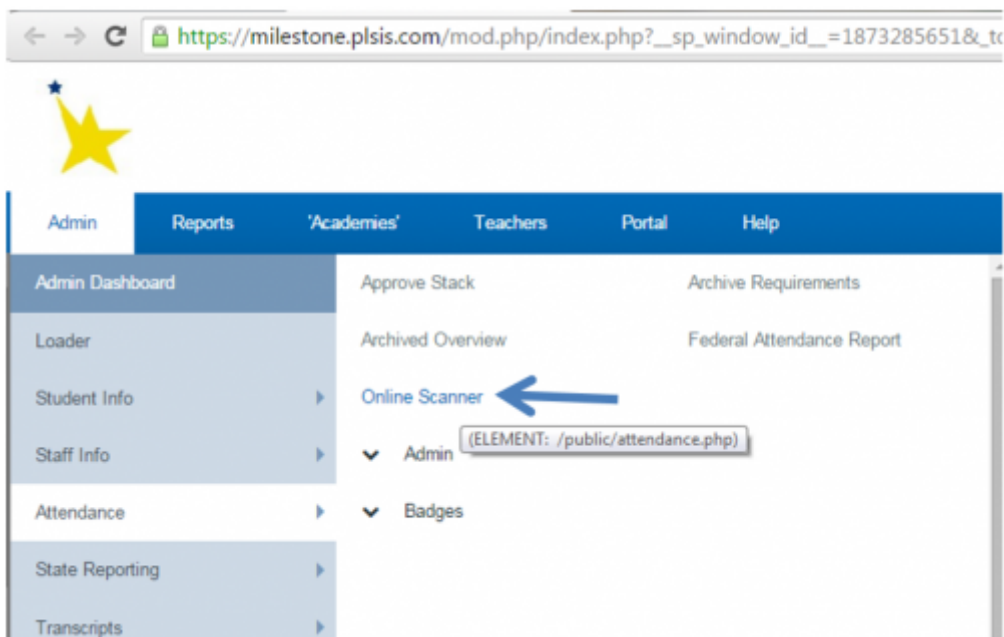
# Campus Attendance

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

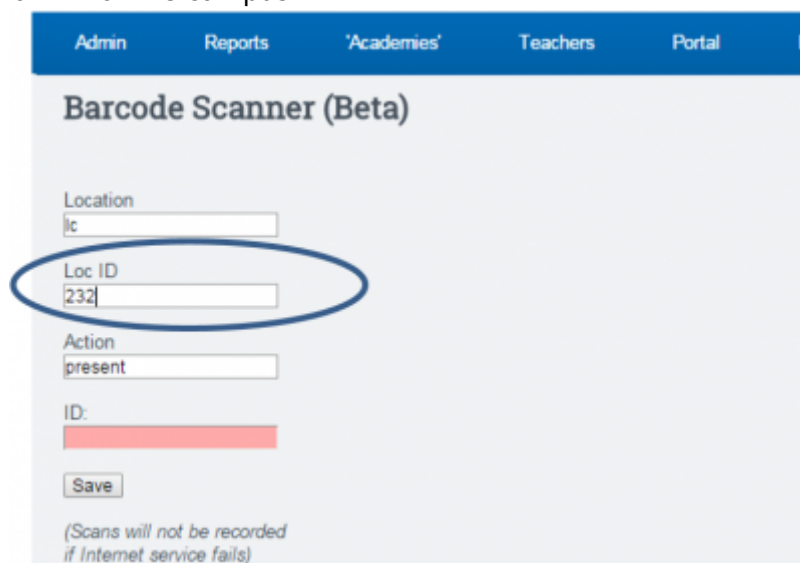
Barcode attendance can be taken either online or through ReportWriter (Offline Attendance).

## 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:

The screenshot shows the 'CLASSES' menu with the following options: '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 >>', and 'List Classes'. An arrow points to the 'List Classes' option.

The screenshot shows the 'Class Listing' page with the following information:

- Search bar: (enter search text)
- Navigation tabs: SITE HOME, ADMINISTRATION, 'CLASSES', TEACHER PAGES, BLUEMOUSE, PARENTS - STUDENTS, HELP, LOG OUT
- Class Listing Table:

Name: Sacramento HS - CB	ID: 232	Instructor: Reeves, LeAnn	Class Registrations: 1
Address: CA			Public Registration: Open
- Registration Window: 77 of 77
- Class Listings:

Homeroom 12 - Callahan (6002:HR-CC)	Period HR	Assignments: 0	Curriculum [Set]
Code: 6002 Section: HR-CC Room: 7	Starts: 07/15 Sched: MTWRF 8:00-8:25 Class Days: 112	Students: 3 OF 20 seats Registration: Open Reg UnVerif: 0 Verif: 0	
Homeroom 11 - Caswell (6002:HR-BC)	Period HR	Assignments: 0	Curriculum [Set]
Code: 6002 Section: HR-BC Room:	Starts: 07/15 Sched: MTWRF 8:00-8:25 Class Days: 112	Students: 8 OF 20 seats Registration: Open 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

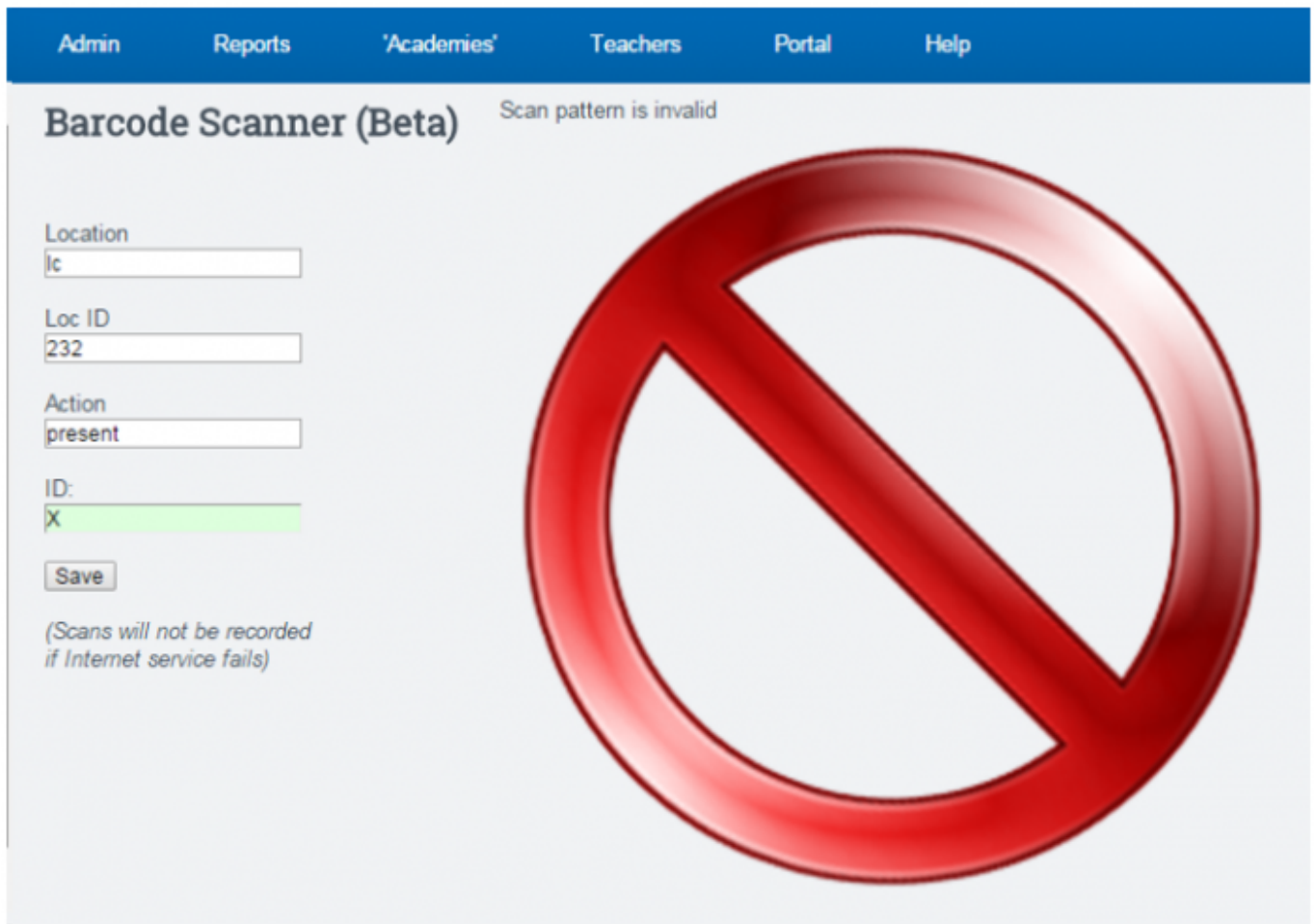
Action

ID:

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

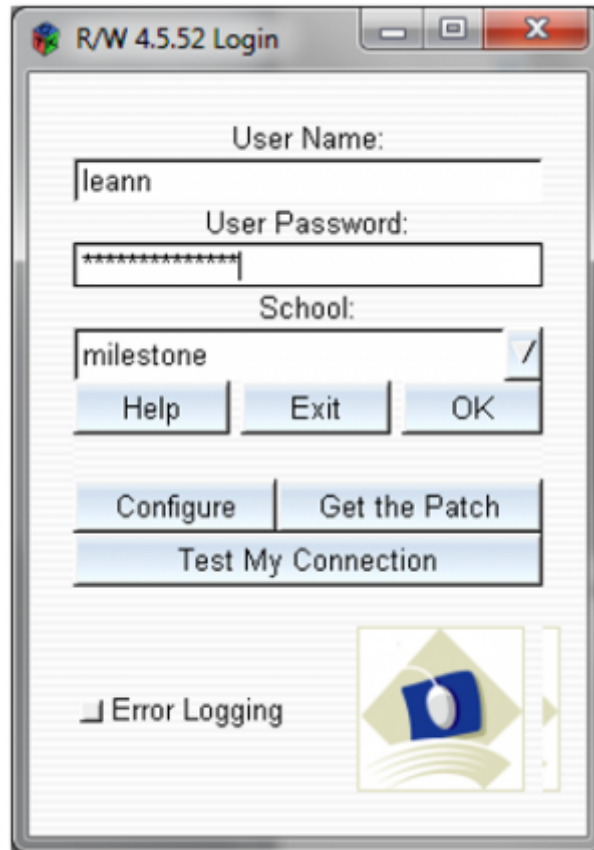


This initial scan confirms the student is on campus. The second scan will show the student as off campus. If a “bad scan” is completed (such as an unreadable barcode or an invalid student number), the system will alert with a loud noise and a big 0 with a line through it:

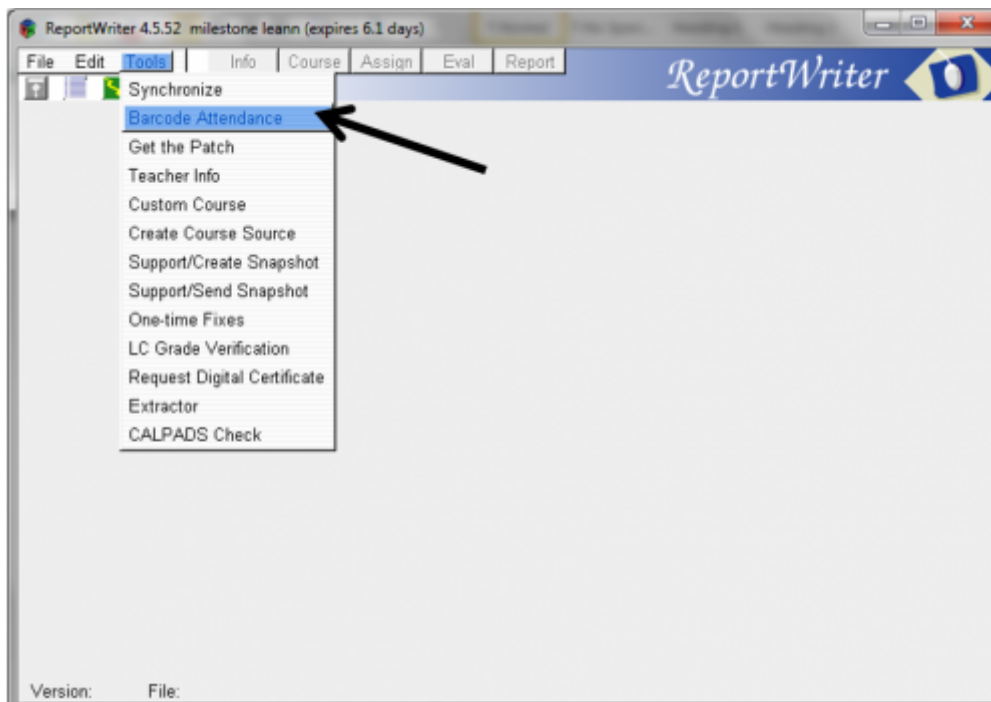


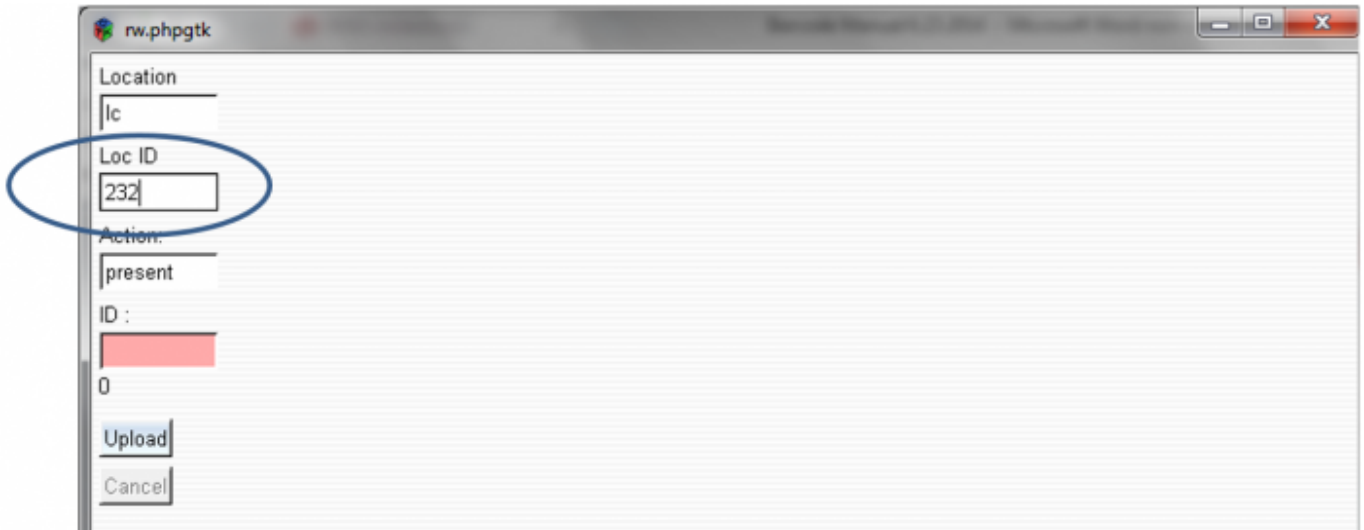
### Offline Attendance through ReportWriter:

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.

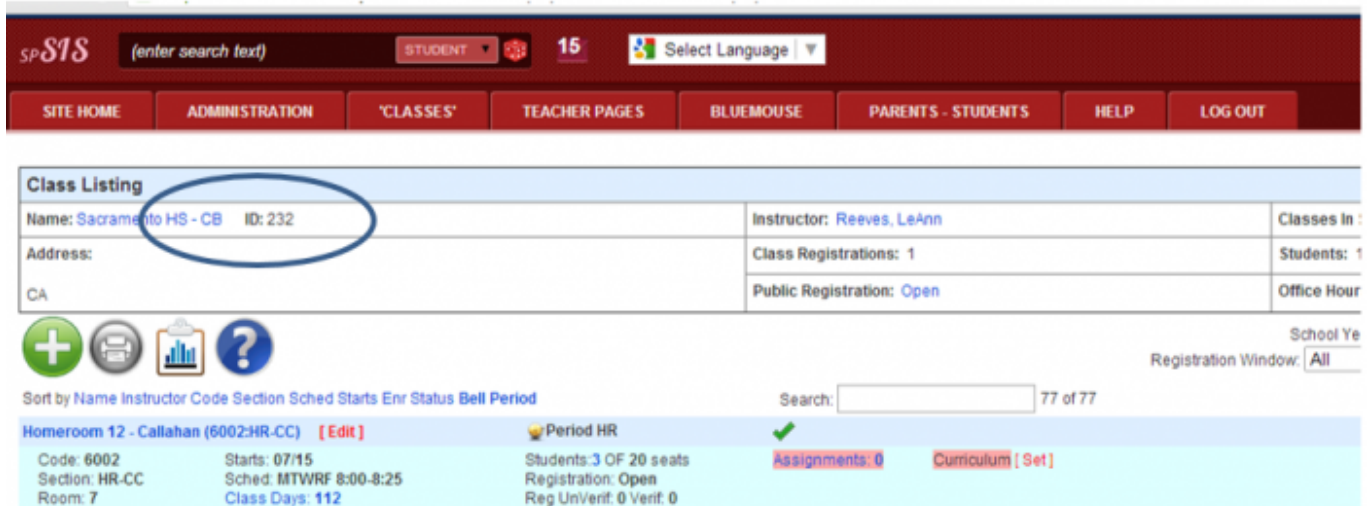


Go to Tools > Barcode Attendance:

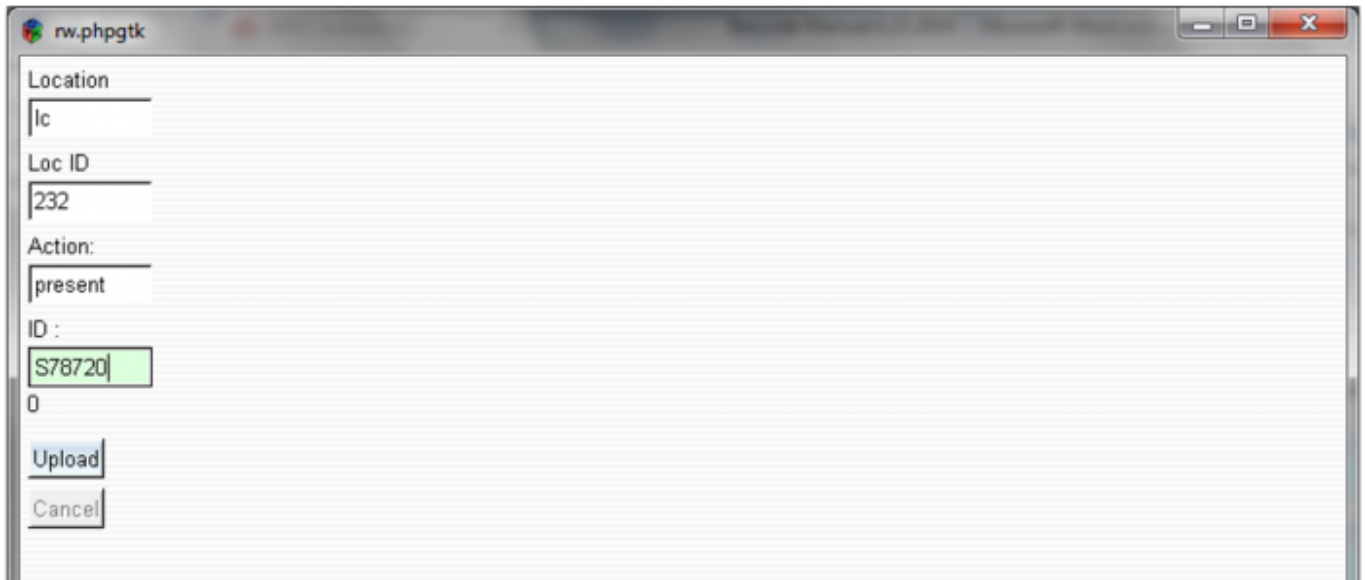




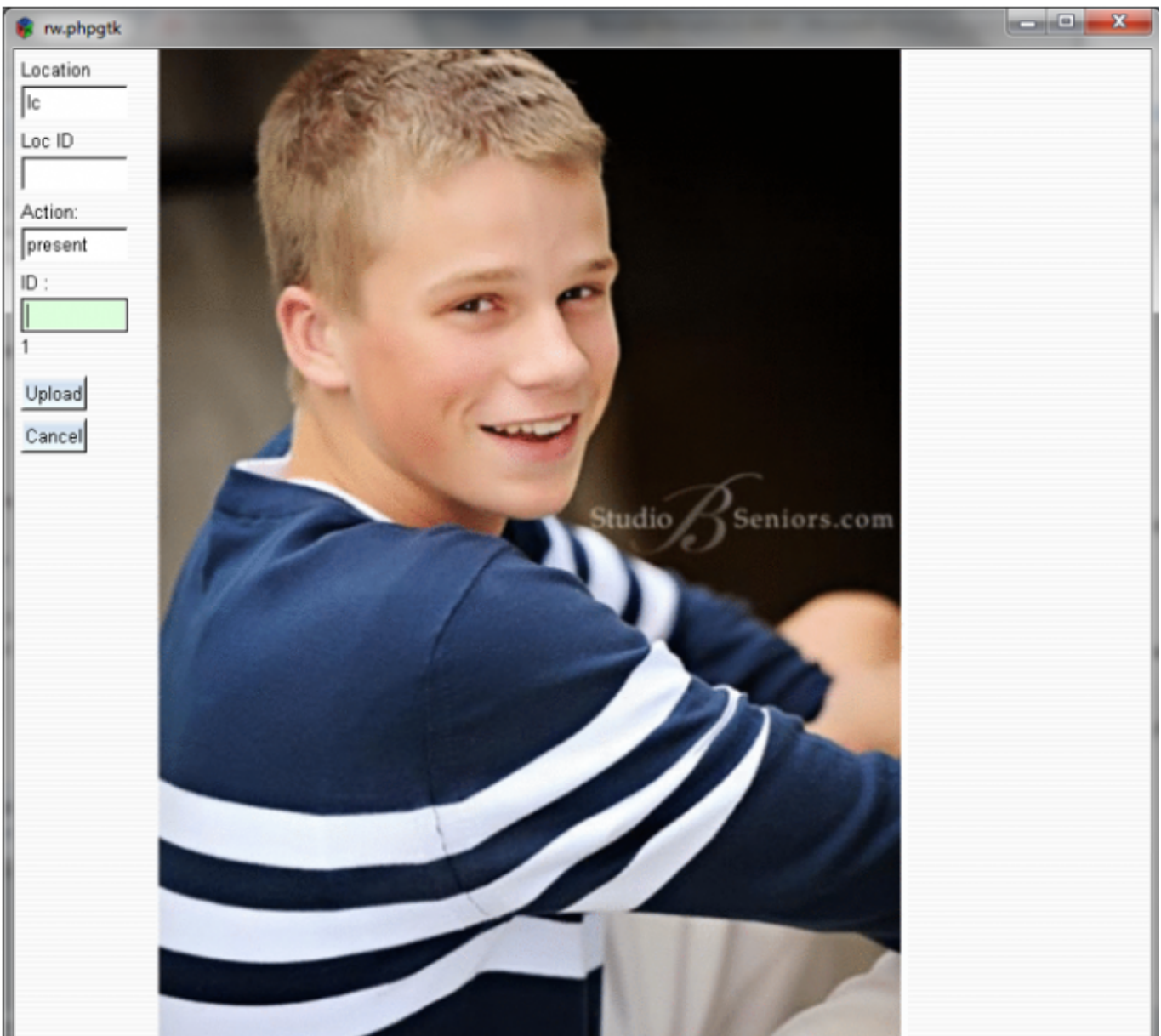
You will need to enter in the Location ID (Loc ID) of the campus . To find this in the SIS, go to the list of classes for the Learning Center or the Instructor's class list:



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:



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

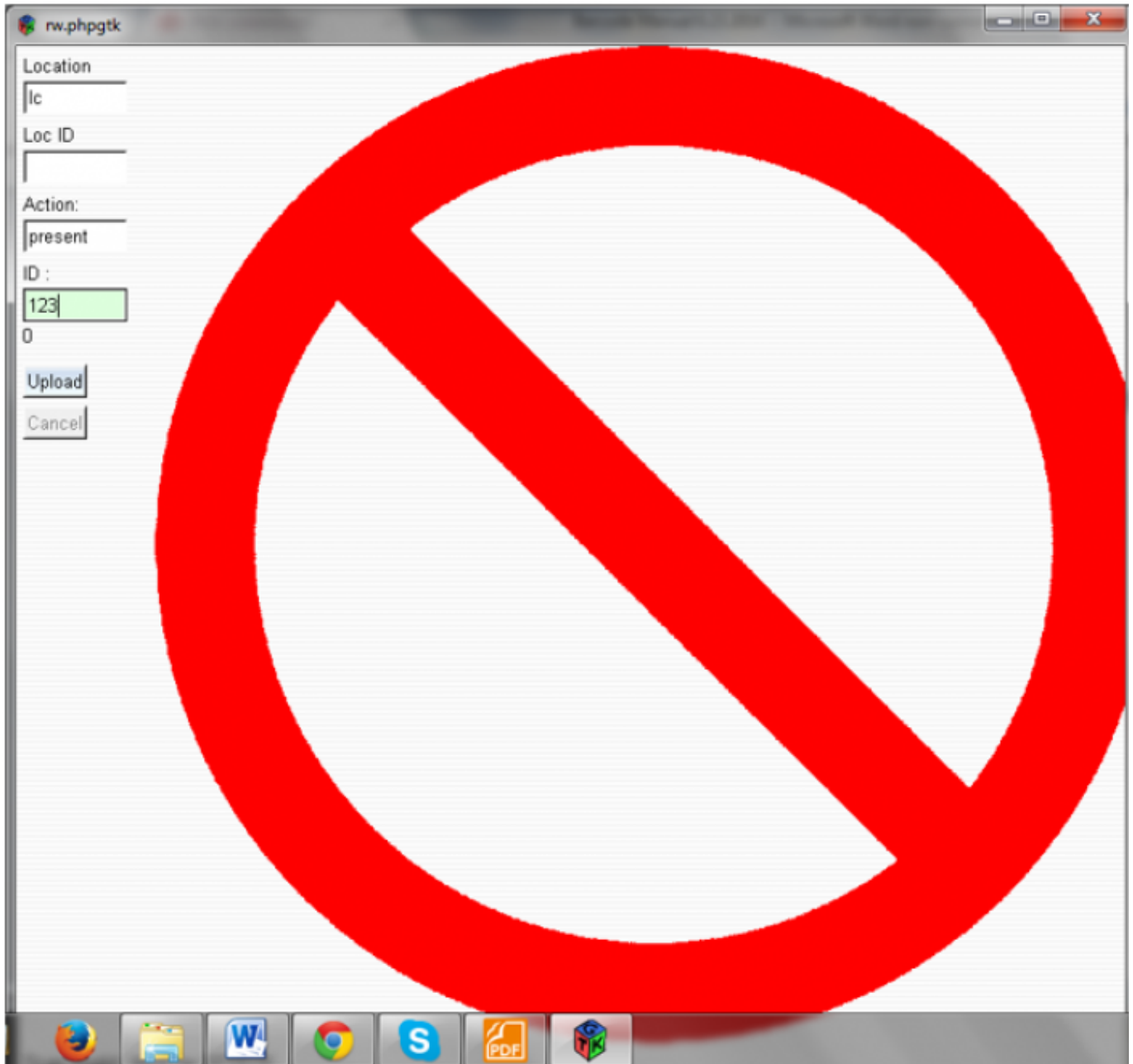


The student's picture will show, allowing you to confirm this is indeed the student. If you have

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:

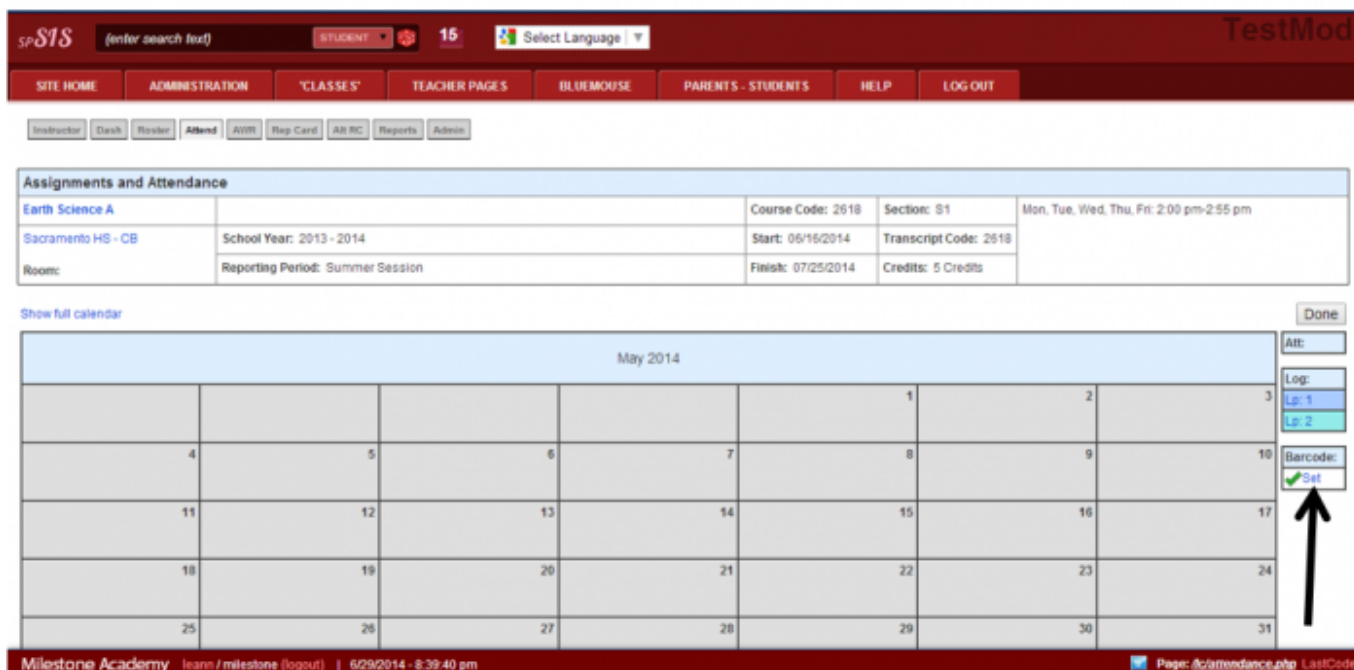
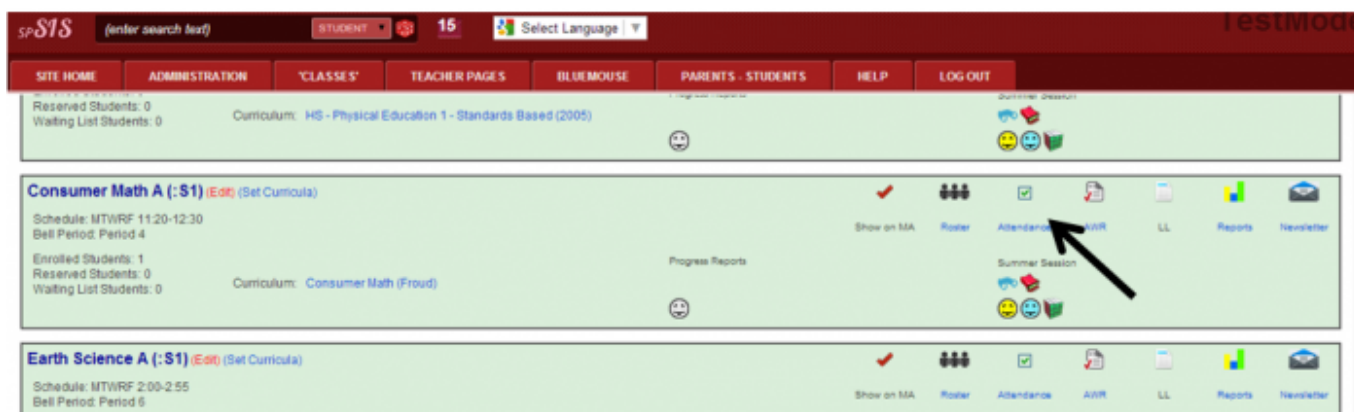


## Class Attendance

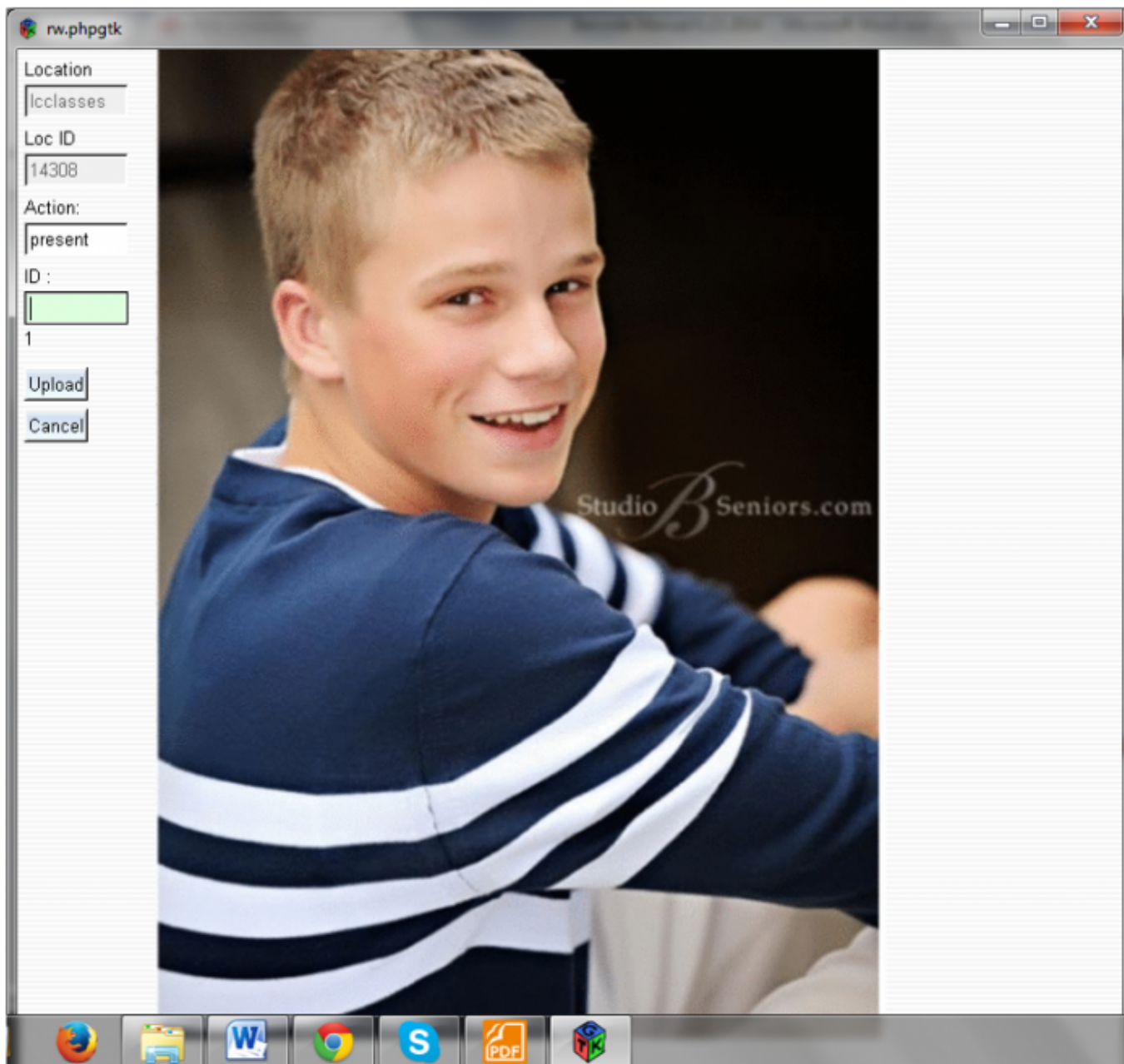
There are two ways to set class attendance:

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:



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 --

#	Teacher	Source	Grade	Time	Student	06/26
1	Reeves, LeAnn	Consumer Math A	11	11:20 am - 12:30 pm	Reeves, Jason	 

Return to Calendar

Return to Calendar

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 Legacy ID None  
 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 Physical Mailing Address Address  
 John Parent Father parent.john@mailinator.com 123 Anytown -- CA 55555  
 (Lives With)  
 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 GrdAttPro

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**  
123 Any Street  
Anytown, CA 55555  
555-555-5555

Grade: 12	Local ID: 75720	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

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	

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

Milestone Academy

Statewide ID: Not Assigned  
Date of Birth: 12/18/1997  
2016

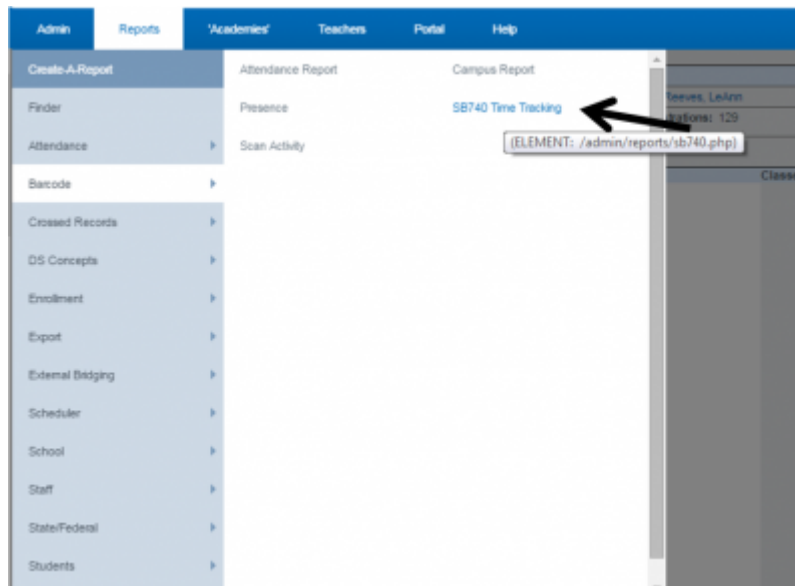
T	F
02	03
09	10
16	17
23	24 11:24am - unknown
30	31

T	F
06	07
13	14
20	21
27	28

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:



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 (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:

SP SIS (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
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 11:41:36 am	00:00:02

## Scan Activity

Reports > Barcode > Scan Activity:

Admin Reports 'Academics' Teachers Portal Help

Create-A-Report Attendance Report Campus Report

Finder Presence SBT40 Time Tracking

Attendance Scan Activity (ELEMENT: /public/activity\_scan.php)

Barcode

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

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

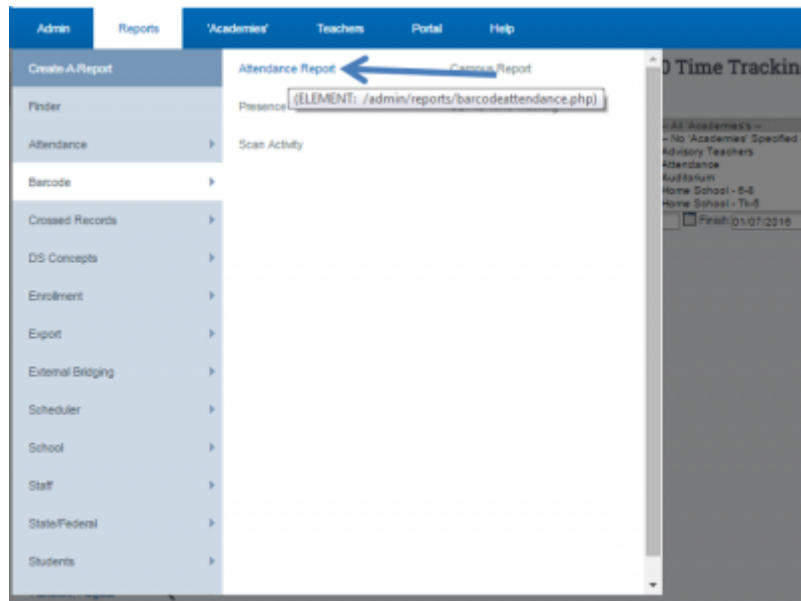
Display Logs

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.



Choose your search criteria, then "Generate Report":

