IDAttend User Manual
And
Frequently Asked Questions

Overview

Every attempt is made to ensure this manual is up to date but you may find some screen shots and descriptions of functions vary from what you see in IDAttend. If you have any questions or wish something be brought up to date here please let us know.

IDAttend is a student attendance system that, for best results, must know your basic student details, timetable and student subjects. The level of details depends on who is using the system: e.g. Admin, Staff or Teacher.

It is designed to run on your school network and use a Microsoft SQL Server Database or if this is not possible a Microsoft Access database.
A new database needs to be setup each new school year and it is necessary for one administration staff member to be responsible for the IDAttend system. Responsibilities would include keeping student and timetable/subject information up to date.

As per all departmental requirements, IDAttend does not have a direct connection to any school administration system so you need to remember that when a change is made to a student's details in your school administration system the same changes need to be made in IDAttend. This can be done by exporting from your administration system and re-importing details or making changes manually.

If student/class and attendance details are kept up to date then IDAttend can provide very accurate attendance details for your students and staff.

Just as you would not allow your school administration system to be inaccurate you must not allow IDAttend to be become inaccurate with regards to your student details, timetable, student subjects or attendance.

Failure to keep IDAttend up to date with student/timetable changes will result in inaccurate attendance information being produced by IDAttend. It is recommended that the system be updated at least once a week and preferably daily.

<u>While IDAttend has been designed to be as flexible as possible it should be realised that some existing school procedures may need to be altered to make the best use of IDAttend.</u>

School Personnel – Staff training

When installing IDAttend we require more than one staff member (admin staff and/or Teachers) to make uninterrupted time available for system training. This usually involves two to three hours initially. They must have administrator rights on the schools computer system including the use of OASIS (NSW), OneSchool (Qld) MAZE ACT/Vic), EDSAS (SA) and the school's timetable program.

Usual Staff Functions within IDAttend

- **Administration Staff (Daily)**
  Import student details from school administration system.
  Import timetable/student subjects from school timetable system.
  Administer student passes (Late to School/Early Departures)
  Administer Sick Bay and Medications etc. (may be the school nurse)
  Scan roll call attendance if not done by teaching staff.
  Send SMS absence messages if applicable (may involve use of third party applications).
  Enter student absence notes etc.
  Maintain student attendance entries.
  Maintain student excursions.
  Run reports as required (generally Absence Report).

- **Administration Staff (Weekly)**
  Create absence letters.
  Import attendance back into the school's administration system (may be done daily if required).

- **Coordinators/Deputy Principals**
   Run reports as required.

- **Teaching Staff**
  Take attendance daily for their classes.
  Run reports for their classes as required.

- **IT Staff**
  Maintain the IDAttend system/database on the server and workstations.
  Maintain IDAttend Users and access rights.
  Ensure daily backups of the database are carried out.

Initial Workstation Setup

Log into IDAttend.
Under **File** menu **Default Printers** you are able to select the default printer that will be used in IDAttend. This is usually an A4 paper printer (usually a laser printer) for reports. Do not select the student pass docket printer for this option.
If the workstation is also to be used for **student passes** then the docket printer then you should nominate the printer in the **Student Pass Printer** section. The default paper size to use can also be nominated using the Properties button.
If the school logo contains the school name and it would not be required to be printed on the passes then tick the **School Name Part of Logo** option. If two dockets are to be printed and the docket printer does not have a paper cutter then enabling **Wait To Print Second Pass** option will cause the printer to wait till the first docket is torn off and then prints the second one when the OK button is clicked.
If the workstation is also to be used for **visitor passes** then the docket printer then you should nominate the printer in the **Visitor Pass Printer** section, even if the same as the student pass docket printer. The default paper size to use can also be nominated using the Properties button.
If the school logo contains the school name and it would not be required to be printed on the passes then tick the **School Name Part Of Logo** option.

Menu Options, Overview

File: 'Default Reports Printer' 'Log Off', 'Change User Password' and 'Exit'

Student: 'Find (F11)', 'Sort', 'Quick Search (F12)', 'Where Is? (F9)', 'Details', 'Timetable', 'Group Display', and 'Clear Group/Composite Flags'.

Teachers: Depending on what attributes are allocated to teachers some areas under this heading will be greyed out. Common allowed settings for teachers are; **'Find A Class (F7)'**, '**Teacher Timetable (F4)'**, '**Room Timetable'**, **'Individual Student Attendance'**, **'Student Absentee Notes'** and **'Class Absent Report'**.

Lists: 'Class List', **'Period Class List'**, **'Student Lists'**, '**Composite (Photos)'**, **'Class List Format 2** (this section is covered in more details in session # 9)' and **'Class Barcode List'**

Reports: A number of reports are available and will be covered in Session # 11.

Tools: This section is only available for **'System Administrators'**, it includes Schools and database setup etc.

Admin: Under the **'Admin'** heading you will find most of the daily tasks. Most of these are detailed in other sections of this document.

Window: Under this heading the open window are shown.

Help: 'Contents and 'About' are found under this heading.

'Icons' are also available for quick use, **'Search', 'Sort', 'Student Details', 'Find A Class', 'Photo Scan', 'Print ID Card With IDNow' and 'Log Off'.**

Student Details

The Student Details screen can be used to view/change a student's details within IDAttend

To locate a particular student you use the F12 key (Search) and enter either the student's last name, or part thereof. Click Search. F12 may also be used to locate a student by Student ID, Parent Land Line Number, Parent Mobile Number, Parent Email Address.

Students may also be located using the Find function (F11). This method allows for searching via Year, First Name, Home Group, Parent Last Name etc. F11 is a little more work to setup but has a lot more options for location a student.

If the student is found their details will be displayed. If more than one match is found a list of matching students is displayed and you can select the relevant student.

Most of not all of the student details are generally imported from your school Administration System From this screen you can see a list of a student's Subjects, Timetable, Attendance Details, Contact Details and any SMS (text) messages to/from the student's parents.

Any changes you make manually to the student details fields that are imported from you school admin system will be overwritten the next time you do an import of student details.

A number of flag are not overwritten when importing the student details and these can be manually set on a per student basis is need be. These include:

Alert if Absent
Alert If Late To School
Alert If Present At School
Alert If Uniform Violation
Show Late Alert In Student Passes
Check File (may relate to custody issues) and shows if issuing a Leave Pass or Leave Request.

All of these flags have an Action field that will be displayed when an alert is brought up in IDAttend for that student.

The tick boxes on the right are generally manually maintained but may be imported using the Admin/Import/Other Student Information if you have it in a CSV format.
Many of these flags show on a student's photograph on the class attendance screen. And the Lists/Student List report may be used to show those students with the various flags ticked.
Has Laptop (causes a blue dot to appear on the student's photo on the class attendance screen). The Has Laptop flag is automatically maintained by IDAttend if you are using the Laptop Register function in IDAttend.

The **Medical Notes** button allow for the entry of any medical history that may be relevant to the student. There are a number of predefined categories notes can be put into.

The **Student Notes** button allow for the entry of any notes that may be relevant to the student. There are a number of predefined categories notes can be put into.

The **Email Student's Teachers** button is described further down in this manual.

The **Text Message Parent** button is described further down in this manual.

The **Signature** button may be used to capture a student's digital signature and is described further down in this manual.

Not on a Monitoring Card or **On a Monitoring Card** indicates if the student is or is not current on a Monitoring Card. Refer the **Monitoring Card Module** for more information.

More specific details on changing certain details and flags on the Student Details screen are contained elsewhere in this manual.

Buttons
Subjects – Shows a list of subjects that a student is doing along with the date they started and ended in a subject. If the Start and/or End Date is blank then the student is doing that subject from the start of the year till the end of the year. These dates are normally maintained by the Timetable Import function.
Timetable - displays the students timetable on the screen which can be printed.
Attendance – Display all attendance entries for a student. Refer to Edit A Student's Attendance section for more information.
Student Attendance – Displays the Student Attendance report for the student.
Class Attendance – Displays the Class Attendance report for the student.
Student Attendance – Displays the Days Absent report for the student.
Where Is – Shows there the student should be at the current time (if known) based on their timetable.

Contact – This screen shows the student's Family and Emergency Contact Details. These details are normally updated when the Student Details is imported from you Administration System.

The Contact Details screen contains information on about both Family and Emergency Contacts for the student. This information is generally imported with the student's details but may be entered manually if required.

The Relationship field has the number of entries in the list. To see a particular entry just drop down the list and select the contact you wish to view.

Any changes you make to a contact other than Do Not Contact Parent, Mobile Phone To Use, P/W Flag Manually Set and Manually Maintained Contact may be changed back on the next import of student details.

If you which to add a contact that is not imported, then click the New Family Contact or New Emergency Contact button.

You must enter the Relationship and First/Last Name (Name for Emergency Contacts). **Manually entered contacts must have the Manually Maintained Contact box ticked or it will be removed on the next import of student details**.

If text messaging is being used -
Mobile Phone To Use is a field that must have either a P, W or blank. If blank then that parent will not receive a text message. If a P (Personal Mobile) then a Personal mobile number must be entered. If a W (Work Mobile) then a Work mobile number must be entered.
Refer to the Text Message section for information on setting this field.

Note for Qld schools
-The Qld OneSchool Administration System only exports parent details for those parents that have been flagged as residing with the student.
-The order of the Family Contacts is in no particular order from OneSchool.
-Emergency Contacts are in Priority order from OneSchool.
-If you do not maintain which parent is to be contacted via text message in OneSchool then you will need to tick the Do Not Import P/W Flags from OneSchool on the Student Details Import screen

otherwise any changes you make to the Mobile Phone To Use field will be replaced with what is in OneSchool.

-OneSchool only allows for one parent to be nominated to receive a test message. If you wish to also have a second parent receive text messages also, and you are importing the P/W flags from OneSchool, you can add the P or W to that parent and tick the P/W Flag Set Manually option. This will stop it from being overwritten on subsequent imports.

-OneSchool only exports the student's home address. If the postal address is different then, this will need to be entered manually at the top of the screen in the Postal Address fields.

-Mailing Title is not a field in OneSchool. IDAttend will attempt to create one when sending out letters but if one is entered on this screen that is what will be used.

Msg Log – This shows a log of text and email messages and replies relating to a student. This log is not editable. It is for reference only.

Student Attendance Screen

The Student Attendance screen is accessed by clicking on the Attendance button the Student Details screen after you have looked up a student.

This screen contains all of the individual attendance entries for a student. Usually one per period. It may also contain Excursion, and Timetable Variations (red entries)

The term/Semester being viewed may be changed by selection the appropriate Term/Semester at the top.
There is also the option of limiting the entries shown.

Columns include the Date, Day in the timetable cycle, the Period, #Periods the attendance applies to, the Status or attendance for that period.
D = Documented
Doc Date is the date of the documenting letter
T = Parents Phone Call
Tel Time is the time of the telephone call
PP = Parent Present
SMS = Reason has been received by SMS text message for the parent.
E = Reason has been received by SMS text message for the parent.
MC = Medical Certificate has been sighted.
App = The absence has been Approved
LC = Late To Class and may have either A (Approved) or NA (Not Approved). This field will be automatically updated at the time of issuing a Late Pass or may be done by teachers from the Class Attendance Screen.
P N = Parents Notified and is usually updated when sending a letter from IDAttend regarding absences.
Reason/Comment is generally the reason a student was absent or may be some other comment entered, ether by a teacher or admin staff, relevant to the entry being made.
Time In/Out is the Late Arrival or Early Departure time.
Ref # = Internal IDAttend Reference Number.
Exp Code is the Reason code that will be exported to the schools Admin System (L or E) indicated Late or Early Departure. The Reason code for these will vary depending on other settings.
L/E Code is the code associated with Late to School or Early Departure and is dependent on how the Student Pass Reasons have been setup in IDAttend. Refer to this section for more information.
Sig indicates may have SIG in this field and if so indicates that there is an electronic signature on file relating to attendance.
UNJ if ticked indicates that the reason, regardless of it being approved or not, is not Justified. This affects the attendance reason exported from IDAttend.

Entries can be edited by selecting the entries to change and right clicking and selecting the option you want to change it to or the field you want to edit.

Present
Unexplained Absence
Approved Absence
Sick
Medical
Dentist
Holiday
Suspended
Suspended Long Term
Work Experience
Off Campus
Unjustified
School Activity
Sport
Exclusion
Other
In School Suspension
Admin. Appointment
Music
Natural Disaster
Exempt
Attendance Not Expected

Reason/Comment
Toggle Documented (D)
Documented Date
Toggle Parent Telephoned (T)
Telephone Time
Toggle Parent Present (PP)
Toggle Parent Notified (PN)
Time In/Out
Toggle Unjustified (UNJ)
Toggle Medical Certificate (MC)
Toggle SMS (SMS)
Toggle Email (E)
Edit Late/Early Code

Display Update History
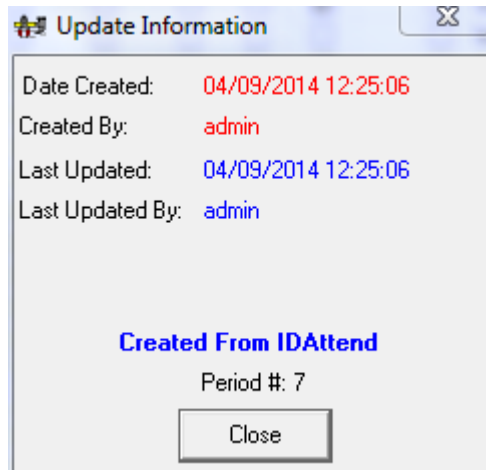
Selecting an attendance type from the list will change all selected entries to that type.

By selecting anything from Reason/Comment down will allow you to edit that section of the selected entries.
Selecting Toggle Documented, Parent Telephoned, Merit Point, Unjustified, Medical Certificate, SMS or Email will toggle the on/off flag for the selected entries.

The last entry in the list is Display Update History.
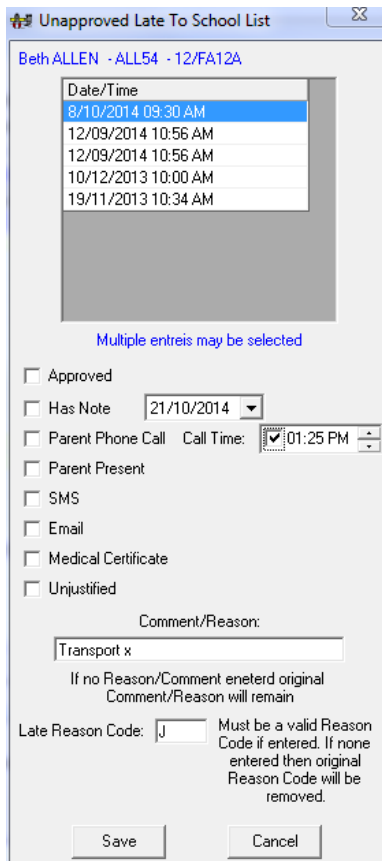Selecting this will show who and when the entry was created and when and who updated it.

The Approved and Unexplained menu items can not be used to alter the type of attendance for a Late To School entry. For these you must use the **Approve Late To School** button. The Toggle and Reason/Comment options may be used for Late To School.

Multiple entries may be selected from the list of Late to School if needed.

The parent contact method must be selected and optionally a Reason entered. If a Reason is entered it will replace the existing Reason/Comment.

The Late Reason code can also be changed if need be and if left blank will remove any existing Late Reason code.
Note: Approving a Late To School will NOT remove an Automatic Detention that may have been assigned if that has been set in Tools/Detention Options.

There is also a **Un-approve Late To School** button. This one does the opposite to the Approve Late To School function.
Note: Un-approving a Late To School will not add an Automatic Detention if that has been set in Tools/Detention Options.

To delete attendance entries you can select any number of entries on the screen and click the **Delete** button. There is no undo function if entries are deleted. If a Late To School entry is deleted it will also delete any automatically generated detention entries as a result of the Unexplained Late To School.

NOTE: Deleting an attendance entry will result in attendance not being known for that student for that day/period/class.
Attendance entries cannot be added from this screen.

Email Student's Teachers

This function may be used to easily send an email to all of student's current teachers based on their timetable. For this function to work the teachers email addresses must be setup in Admin/Class & Subject Maintenance/Teacher List.

An attachment may be included with the email and there is also an optional CC list of email addresses that will also be sent the email.

There is an option to optionally include other teachers to receive the email by clicking on the Additional Teachers To Email button and selecting any you wish to include.

Email Signature rules apply to this email.

Click Send to send the email.

Text Message Parent

The Text Message Parent button on the Student Details screen may be used to send a text message to one of the student's parents.
This button is only visible if text messaging is enabled in IDAttend. One or more of the student's parents must have either a P or W in the Mobile Phone To Use field on the Contact Details screen.

When clicked, if there is more than one parent with a P or W then you will be asked to select which parent to send the message to.

The above screen will pop up with the parent mobile phone number and school name already filled in. Just add the text you wish to send and click the send button.
Refer to the Send Single Text message section in this manual for more information on the other options on this screen.

Student Signature

The **Signature** button on the Student Details screen may be used to capture a student's digital signature, if required, and a Topaz signature pad is attached to the workstation and the Student Signature option is ticked in Admin/Options/Digital Signature Options. The digital signature can be printed on a student's ID Card using IDNow. It is not used anywhere else in IDAttend and cannot be printed or exported.
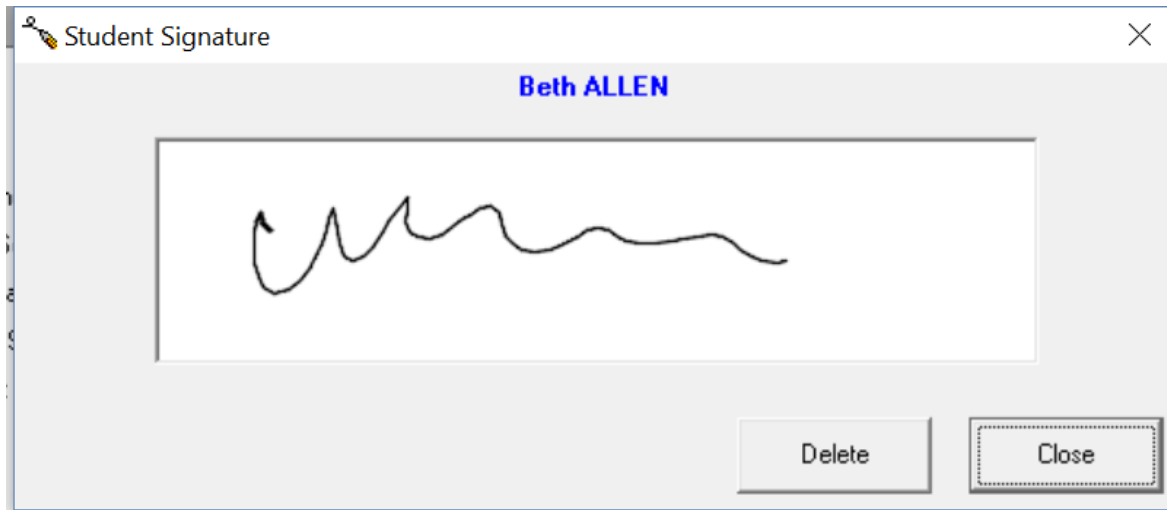
If there currently is currently no signature for the student, there will be an Add button. When in Add Mode the student should sign the signature pad and you can then click Save. The signature will be saved against the student. Only one signature can be stored. If you wish to add a new signature you must first delete the existing one.

Digital Signature Options

The Digital Signature Option will appear in the Admin/Options menu if the Use Digital Signatures option in Tools/School Setup is enabled.

These options should only be set if a Topaz Signature Tablet has been installed on the computer in question. Each computer with IDAttend can have different settings.
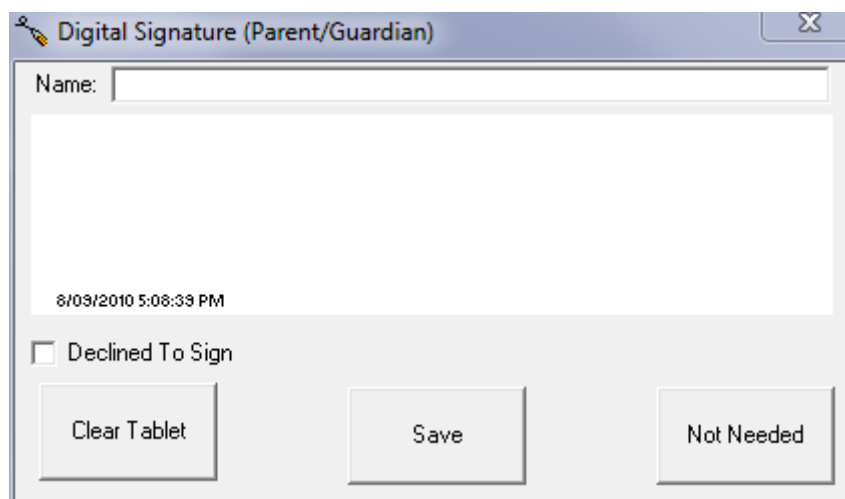
DO NOT enable any options on this screen on which a Topaz signature tablet has been not been installed.

When a Digital Signature is required the Digital Signature window will open and the operator should ask the person to sign the pad. The signature will appear on the pad and on the screen in real time.
If you wish to record the person's name there is a field at the top of the box to enter it.
When the person has finished signing just click the Save button.
If the person signing wishes to do it again just click the Clear Tablet button and have them sign again.
If the person declines to sign then you have the option to click the Declined To Sign option and then click Save.
If for some reason you do not feel a signature is needed you can click the Not Needed button.
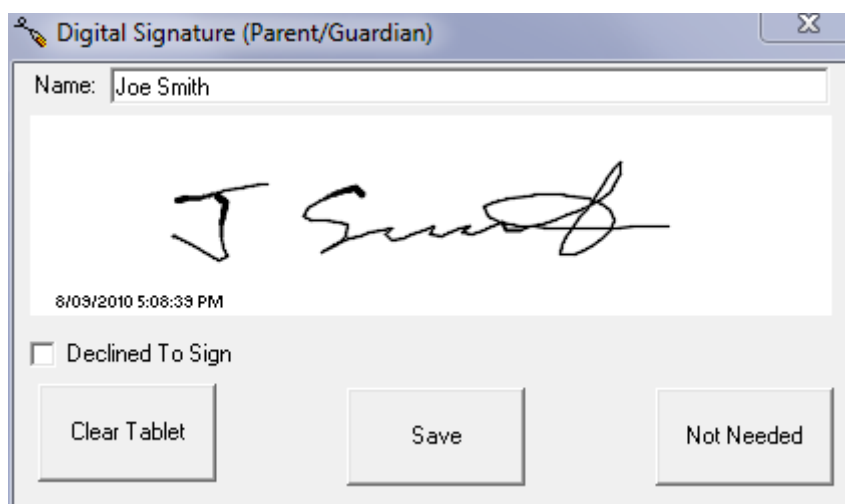
The signature options available are:

Parent/Guardian Signature When Going Home Early – This option is generally only used by Primary Schools but may be activated for high schools if required. Any student issued with a Leave Pass will require a signature from the parent/guardian.

Parent/Guardian Signature When Going Home From Sick Bay – This option requires a signature from the parent/guardian when picking up a student going home from Sick Bay.

Parent/Guardian Signature When Going Home Sick - This option requires a signature from the parent/guardian when picking up a student Going Home Sick (not going home from Sick Bay).

Admin Signature For Medications Given - This option requires a signature from the administration staff member/nurse when medication is given to a student.

Student Signature For Medications Given - This option requires a signature from the student to whom medication has been given.

Student Signature When Items Handed Back – This option requires a signature from the student, or parent if applicable, when items handed in or confiscated are returned.

Visitor Signature – This option requires a signature from any visitors to the school if using the IDAttend Visitor module.

Teachers Picking Up Assignments – This option requires a signature from a teacher when they pick up assignments if using the IDAttend Assignments module.

Students Signature When Items Are Loaned – This option requires a signature from a student when they are loaned items.

Student Signature When Permanent Laptop Assigned – This option requires a signature from a student when they are assigned a permanent laptop.

Student Signature When Casual Laptop Assigned – This option requires a signature from a student when they are assigned a casual laptop.

Student Signature When Laptop Picked Up After Repair – This option requires a signature from a student when they pick up a laptop after it has been repaired.

Staff Signature When Items Are Loaned To Staff – This option requires a signature from a staff member when they are loaned items.

Student Signature On Student Details – This option enables the Signature button on the Student Details screen.

If signatures have been captured in IDAttend then you can recall the signature saved by going to the relevant log screen and double clicking on the signature field where SIG is displayed.
The Medications Log has two signature fields S SIG (Student Signature) and A SIG (Admin Signature).

Student Passes (F5).

This feature can be selected by going to **Admin** menu **Student Passes (F5)**, Once in this screen select either;

- **Late For School** – Issues pass for late arrival (parent copy optional) Marks the student absent for any missed classes up to the point of arrival. May be approved or unapproved.
- **Leave Request** – Issues a leave request for a early departure for verification and signature by appropriate officer. This request is not a Leave Pass. A leave pass is generally issued when the student actually leaves the school by selecting Leave Pass and scanning the Leave Request barcode or entering the student last name and pressing Enter key.
- **Leave Pass** – Issues a leave pass when a student is departing the school early. This pass will also be issued if a Leave Request barcode is scanned. There is an option to enter estimated return time to school, if applicable.
- **Activity Pass** – Issues an Activity Pass when a student is leaving the school as some form of school or class activity. Passes may also be for in school activities if the school desires.
- **Returning To School/Class** – Issues a Return Pass when a student returns from a Leave, Activity, Off Campus, Admin Appointment, Work Experience or 'Timeout' Pass. The student only need scan the pass barcode for the return pass to be issued. The student last name may also be entered for the pass to be issued. This option may also be used for students who have just arrived at school after having gone to Work Experience or Off Campus directly from home and no previous 'Going To' pass was issued. The same applies to Admin Appointments and Timeout where no previous 'Going To' pass was issued. If no previous 'Going To' pass then the system will ask which type of activity the student is returning from. This option is also used when returning from a Lunch Pass. Using this option where no previous 'Going To' pass was issued is not as accurate as the system will make a best guess as to when the student may have gone and will have no idea of the actual time they went to the activity.
- **Uniform Pass** – Issues a Uniform Pass if a student is out of school uniform. Multiple items may be selected.
- **Sick Bay In** – Covered in Sick Bay/First Aid section below.
- **Sick Bay Out** – Covered in Sick Bay/First Aid section below.
- **Spares Out (no more classes)** – Issues a leave pass, allowing a student to leave the school grounds when they have no further classes for the day. This is generally only senior students and IDAttend will check if the student has any further classes before issuing a pass.
- **Lunch Pass** – Issues a lunch pass when students are permitted to leave the school grounds during lunch time.
- **Toilet Pass** – Issues a pass which indicates the time the student requested the pass and has provision for teachers to enter the time the student returned to class. These passes may be quickly scanned using the Returned Passes function. This is optional but allows IDAttend to track students who do not return to class.
- **Scan In/Out –** This option allows students to scan in/out of school. This is generally for senior students. If a student is late for their first scheduled class then a Late Pass will be issued. A second scan for the day will signify that the student is leaving the school grounds. The scan out will only be permitted if the student has no remaining classes for the day. Students may scan in/out multiple times if required although the scan must be 5 or minutes apart. **
- **Spares In (no earlier classes)** – Records the arrival of students who are permitted to arrive at school later than normal if no classes are scheduled for the student prior to the time of arrival. If the student has missed any earlier classes a Late Pass will be issued. **
- **Going Off Campus** – This option is for when students leave the school grounds to go to educational training elsewhere. Eg. TAFE.
- **Going To Work Experience** – This option is for when students leave the school grounds to go to work experience.
- **Going To Admin Appointment** – This option may be used when a student is going to an Admin. Appointment with the Principle, DP, Guidance etc.
- **Going To Music** – This option may be used if a student is going to a music lesson during normal class times or outside school hours. Music Passes can be issued outside school hours.

If issued during school hours, the student will be marked as at music for the balance of the day until a Return to School/Class Pass is issued.

- **Going To Early Music** – This option is for students who have music classes prior to the start of the normal school classes. These students are marked present (at music) up to and including the periods defined in Early Start in System Setup. No return pass is required for these students when they return to class.
- **Going To 'Timeout'** – This option is used to send students to the school's 'Timeout' class or room. The actual name of this room may be set in Tools/School Setup. If the Going To 'Timeout' option is selected then you will be asked to select the teacher who is sending the student to 'Timeout'. The teacher defaults to NONE but one may be selected or a name up to 15 characters may be entered. Click the Details Correct button to complete the process. Students in the 'Timeout' class are added to the 'Timeout' Log. Refer to the 'Timeout' section below for more details.
- **Issue Detention** – This option will only work if either of lunch time detention and/or after school detention has been turned on in Tools/Detention Options. This option is used to send students to either a lunch time or after school detention. You will be asked to select the date of the detention and whether it is a lunch time or after school detention. You may also enter who assigned the detention and must enter the reason for the detention. Who assigned the detention defaults to NONE but may be selected or a name up to 15 characters may be entered. Click the Save button to complete the process. Students assigned to Detention are added to the Detention Log and attendance for the detention session may be taken from the Find Class Screen (F7). Refer to the Detention section below for more details.
- **Early Start** – This option is for students who may have school activities prior to the normal start of school classes. These students are marked present (school activity) up to and including the periods defined in Early Start in System Setup. No return pass is required for these students when they return to class.
- **Going Home Sick** – This option is for students who are going home sick but who have NOT been signed into Sick Bay previously. It is assumed that they are being picked up by a parent.
- **Items Handed In** – This option is for items handed in by students, either voluntarily or confiscated. Items may include mobile phones, iPods, games, jewellery or clothing etc. A receipt is issued to the student and a second receipt is issued that is placed with the items. These items are automatically entered into the Items Handed In Log and may be returned to the student via that function.
- **Late For Class** – This option is for students who require a pass to enter their class when they are late for the class and have been present at school for other classes. The pass will override an unexplained absence from the class if attendance already taken. The pass may be either approved or not approved using the **Has Note** option. **This pass will not be issued if the student does not have a recorded Present or Late To School for the day. If this is the case a Late To School pass should be issued.**
- **Library/Study In** – This option should be used for students that you wish to sign into study classes. The option will check if the student has a current, non-spare, class they are supposed to be in.
- **Library/Study Out** – Signs students out of the study period above.
- **Library/Study In/Out** – This option signs students in/out of a study period but does not validate is the student has a current non-spare class. If the student has already signed in then another scan will sign them out, otherwise it will sign them in.
- **First Aid** – Covered in the Sick Bay/First Aid section below.
- **Loan to Student** – This option allows you to loan itms to a student. Usually uniform items but could be any item setup in Tools/Lists/Student Pass Reasons.
- **Return Items To Student** – This option allows items previously handed in to be returned to the student. It will display a list of unreturned items that have been handed in for that student.
- **Administer Medication** – This option allows you to enter any medication/drugs that you may administer to a student. This function is not supposed to be used in Qld schools as there is a section in OneSchool to allow for this.
- **Music In/Out** – This function allows the selected student to be signed into Music and a subsequent scan of the pass issued or if selected again will signed the student out of music and

back to class. **Music is like other curriculum activities in that a student is signed into music until signed out or returned to class**. **The Student MUST use the Music In/Out option again to sign back into class.** No check are done to ensure the student is entitled to go to music. If used in the Student Managed Passes a regular check should be made of the Admin/Logs/Music Log to ensure only those students entitled to sign in/out of music are doing so. Music In/Out may be outside school hours.

If enabled in Student Managed Passes it is the schools responsibility to check the Music Log regularly to ensure that music students only are using this option and only for the duration of the music class.

- **Sign Into A student Activity** – This option allows a student to be signed into a pre-setup student activity, Tools/Lists/Student Activities. These activities have no affect on the students official attendance. Refer to the Section of Student Activities for more information.

- **Bulk Scan Mode (all the same time/reason**) – This option allows a group of students to be quickly scanned with the same time and reason. Examples would be a late bus or group of students leaving for a school activity

   To select a student scan students ID Card or type letters of surname in '**Student**' box and press '**Enter**' key (or click 'Find'). List of students will be shown, double click on student which brings you back to 'Student Passes' Enter reason by typing or from list (by using number pad). Print pass. Pass options are varied for each option. Printer setting will be saved as each is set up.

   Note: Pass types that allow a student to leave will check to see if the student has actually been marked as being present or arrived in school. The user will be informed if the student has no recorded arrival as school.

Which Options are available is set in Admin/Options/Student Pass Options. These options are different for each workstation. Just tick the options you want display on this workstation. There is also a Master Set that can be saved so that multiple workstations can use it.

Student Managed Passes
There is also an option for Student Managed Passes. These passes are ones that the students manage themselves by scanning a student ID card. Student Managed Passes have a different set of options and these are set in **Admin/Student Managed Passes/Student Managed Pass Options**.
To use the Student Managed Passes function, you need to run this function from Admin/Student Managed Passes/Student Managed Passes. The function can be set to automatically launch into this screen at start-up if set in the Student Managed Pass Options. Great care must be exercised when selecting which pass option you are going to allow students to manage, especially in an unsupervised area.

To exit this screen a password is required. This is either the password of the person that logged into IDAttend, a user with System Admin rights or the Admin password. Students cannot gain access to the rest of IDAttend from this screen and it is not recommended that a keyboard be readily available to students on a workstation running this option.

It is not recommended that this function be used in an unsupervised area.

Sick Bay/First Aid

Sick Bay In - **Admin** menu **Student Passes (F5)**, Scan student ID Card or type student surname and press Enter key then select **Sick Bay In**. List of students will be shown, if more than one match, double click on student which brings you back to 'Student Passes' Enter reason by typing or select from list (by using mouse or number pad). Click Save. If printing a pass then a Sick Bay In pass will be printed.

Sick Bay Out, (F5) – Scan student's Sick bay pass or enter student's last name and press Enter key. Enter reason, i.e. 'Better' 'Taken home' if returning to class, click 'Returning to Class' otherwise IDAttend will assume the student is going home and sign the student out of school. The pass will be printed and have parent sign then pass if required.

First Aid – (F5) - Should be used where first aid, such as ice, has been administered to a student. The option is similar to Sick Bay Out but the student is never signed into Sick Bay. First Aid entries show in the Sick Bay/First Aid Log.

Sick Bay/First Aid Log – Admin/Logs/Sick Bay/First Aid Log (Ctrl+S). The Sick Bay/First Aid Log shows all students who signed into sick bay and or First Aid for the selected date range. Those shown in red, are students still in the 'Sick Bay' and those in black have signed out and those in blue are First Aid students. The Status Column shows where signed out students returned to class or went home. Different days/period can be selected. The log can be printed. Students still in 'Sick Bay' are shown on 'Evacuation Report'. Students can be signed out from this screen. Medical Notes can be added to student details by selecting 'Med Notes'. This allows for a history of medication and ailments associated to student records ('Medical Notes' button changes colour when a note is present on Student details page).

Student records are automatically updated when using the Sick Bay/First Aid options.

Uniform Violation Log

The Uniform Log can be accessed from the Admin/Logs menu (Ctrl+U) and also the Teacher menu if teachers are permitted to assign uniform violations.
Uniform violations may be assigned from either the Student Passes, by teachers in class if permitted and from roll scanning.
The log can display any date range for the year but generally defaults to the current day.

The log shows the Date, Student Details, Year, Period Assigned if assigned by a class teacher, Who Assigned the violation, the Items relevant to the violation along with any comments entered at the time of creating the violation. If the student had a note for the violation, then the violation will have the approved flag ticked. The PN is Parents Notified. This is currently a manual tick but will be automatically ticked when we add the option to send text messages to parents with regards unexplained uniform violations. The Ref # is an internal reference number.

There is an option to show the number of Not Approved violations for each student. This defaults to Year To Date but it can be Term To Date. If using the Parent Notified tick box then you can also use the Since Parent Last Notified option.

If you do not wish to see the number of unexplained violations, then tick the Do Not Calculate Not Approved Count option.

The log can be restricted to a particular student if required, Year Level/s, Campus, House and Approved and/or Not Approved Violations Only.

To delete any uniform entries just highlight the entries to be deleted and click the **Delete** button. Deleting a uniform violation from the log will delete any automatically generated detention entries that may have been assigned because of that violation.

The Add Violation button allows for a Uniform Violation to be added directly from the log.

A Not Approved Uniform Violation may be approved by ticking the **Approved** tick box and clicking the **Save** button. Approving a uniform violation from the log will delete any automatically generated detention entries that may have been assigned because of that violation. Unticking the Approved tick box will NOT create an Automatic detention if that is set in Tools/Detention Options.

The Reprint Pass button may be used to reprint a student's Uniform Pass if need be.

There is a CSV option that allows the contents of the log to exported to a CSV file for use in other applications.

There is a Uniform Report under the Reports menu that can be used to produce a printed version of the log.

Timeout

'Timeout' is a class that some schools assign student to for misbehaviour in class or other issues. The name of the Timeout room may be changed in Tools/School Setup. A short meaningful code for the room may also be specified.
Timeout may be assigned from the Student Passes section or, if enabled in School Setup, may be assigned by teachers from their class attendance screen by right clicking on the student photograph.
If assigned from the Student Passes then the option to enter who assigned them to the room and the reason assigned will be displayed. If assigned from the class attendance screen then the reason assigned must be entered by the teacher.

Note: Students are assigned to the Timeout room for the rest of the day unless signed out either via the Student Passes section or the Timeout Log. It is essential that students returning to class be signed out of the Timeout Room.

Timeout Log

The Timeout Log is available from the Admin/Logs menu (Ctrl+T) and shows all students who are in the timeout room for the selected date range. Those shown in red, are students still in 'Timeout' and those in black are those who have been signed out. Different days/period can be selected. Log can be printed. Students can be signed out from this screen. The name of the 'Timeout' class is determined in Tools/School Setup. The log may be restricted to a particular student if desired. The log as shown may be printed by clicking the Print button.
To sign a student out of the Timeout Room just highlight the student and click the Sign Out button. The time signed out may be altered if required. Students may also be signed out of the Timeout Room via the student passes Return To School/Class option.

If teachers are permitted to assign students to Timeout then the Timeout Log is also available under the Teacher menu.

There is a button on the log screen that allows you send a text message to the parents of students who have been assigned to Tome Out on the date selected.

This option is only available if text messaging has been setup in IDAttend, and also only uses the contact P/W flags option. Refer to Student Details section for more information on the P/W flags.

Clicking the Process button will display a list of students that messages will be sent to the nominated parents and clicking the Process button on that screen will send the messages.

The P N box will be ticked for those students where a text message has been sent regarding Time Out.

Detention

IDAttend has the functionality to handle both Lunch Time and After School Detention. There can be up to different lunch time detentions. To enable this functionality, you need to turn on the options required in Tools/Detention Options.

Up to 3 Lunch Time and/or one After School Detention may be activated.
If activating Lunch Time Detention. then you must select which lunch breaks are to be activated. If only a single lunch break, then activate Lunch 1 and then select the period in the day that is this break.
By default, each day of the week (timetable cycle) is ticked but you may untick any days where detention is not held.
Detention types setup do not have to occur in different time slots. Eg. L1 may be assigned to Break 1 and call Late Detention for those Late To School. L2 may also be assigned to Break 1 and be called Uniform Detention. The different detention types allows them to be filtered if need be in the Detention Log.
You may change the name of the detention type by calling it something more meaningful for users in the **Detention To Be Know As** area.
There is also an option to nominate which of these detention types will be the default (ticked) when manually assigning a detention.

There are also options to automatically assign students to either Lunch Time or After School Detention if the student has been assigned to the Timeout Class, Arrives Late To School unexplained (no note) or has an Uniform Violation unexplained (no note). These detentions are also created if done by a teacher on the class attendance screen. For the automatic detentions you must select which lunch breaks the detention will apply to.

There are options to allow Lunch Time Detentions to be assigned to the next school day. Lunch Time Detention Is To Be Next School Day (except automatically assigned detentions if assigned prior to the first lunch break). If not enabled IDAttend will default to the current day.
You can also set the number of days in advance for After school Detention that IDAttend will use as the default date.

There are also options to allow teachers to directly send students to either a Lunch Time or After School Detention if they are enabled above.

There is also an option to set the default attendance type that IDAttend will use when the detention entries are created. The options are Unknown, Present & Absent. Unknown is the default and best option to use if you want IDAttend to assign students Absent from a detention to another detention.

Students can be assigned to Detention via the Student Passes screen.

When a student is being assigned to a Lunch Time Detention IDAttend will try and determine when lunch occurs in the timetable and if being assigned prior to this time then they will be assigned to detention that day, unless they already have a Lunch Time Detention, in which case the next school day will used.
If being assigned directly, not automatically because of Late, Uniform or timeout, then the date of the detention may be selected manually from a calendar.

When a student is assigned to detention (not automatically) IDAttend will check to see if the student has any detentions on the selected date/s. If there are it will inform the operator and get confirmation that IDAttend should assign the detention to the next available school day. If multiple lunch period detentions are to assigned then IDAttend will only assign them to days where the student has no pre-existing detentions. IDAttend also checks to see if the student is at school on any day before assigning a detention for that day.

When assigning detentions (not automatic) the user will be presented with a Detention Date screen. Either Lunch or After School detention (if enabled) can be assigned. If Lunch Detention then the lunch break/s to be assigned must be selected. The calendar will default to the date according to the settings in Detention Options.
By default IDAttend will assign the detention for only one day but this may be changed to any number of days if required.

The Default Detention Attendance option allows the school to set the default attendance type. It is best if this option is set to **Unknown** so that IDAttend can probably re-assign absent students to a new detention.

The Re-Assign Students Marked Absent From Detention To Another Detention option, if enabled, will cause IDAttend to create a new detention entry for the next available day if the student is marked absent from the original detention.

If the above Re-Assign option is enabled you can also enable the option to assign students absent from a L2 or L3 detention to a L1 detention. At least the L1 and L2 detention must be enabled for this option to be effective.

By default Teachers and Coordinators in IDAttend do not have the option to assign students to detention from the class attendance screen (right click) but there are options to allow teachers and coordinators to assign students to both Lunch and After School detentions. Allowing teachers automatically gives coordinators the same rights. If only coordinators are given access then teachers do not have access to the function. Note: This does not give them access to the Student Passes function, only from the class attendance screen. Detention can be assigned from the class attendance screen by right clicking on the student or from the Teacher/Coordinator menu.

There is also an option to rename the Lunch and After School Detentions to something more meaningful to the school. The default will be the Lunch period names in System Setup.

Enter the student (either ID or last name) and press the Enter key. The students name will appear in blue.

Select the date of the detention from the calendar. The default will be the current date but IDAttend will make sure that it is a valid school/detention day and that the student is in fact at school that day and does not have another detention for some reason and if that date is not available it will assign the student to next valid day.

Number of detentions default to 1 bat may be changed to another number if needed.

IDAttend can accommodate a set of predefined reasons for detention. These are set in Tools/Lists/Student Pass Reason. Select the Detention option and add in as many reasons as you need. Using the predefined reasons makes it easier to find certain entries in the Detention Log. Additional text may be entered before or after the predefined reason when assigning the detention.

Assigned by will default to the current user but another may be select from the list.

The reason being assigned to detention and who assigned the student there must be entered/selected.

Click the Save to assign the detention.

Detention Log

The detention Log is available from the Admin/Logs menu (Ctrl+D) and shows all students who have been assigned to Detention for the selected date range.
It may be limited to a particular, Detention Period, Campus, Year Level, House and/or student, Reason (based on the Detention Reasons entered in Student Pass Reasons) if required.
There are options to only view a particular detention type (All, Lunch 1, Lunch 2 etc) and/or the attendance type assigned to the detentions. Also Those Not Reassigned Only and Those Reassigned Only.

The **Reminded** column is set from the Class Attendance screen when a teacher right clicks on a student with a D on their photo and selects Student Reminded for the detention.
The **Ref #** column refers to a particular detention. All reassigned detentions will use the same reference number.
The **Orig Date** column shows the original date the detention was assigned to.
The **# Missed** column shows the number of times the student has been marked absent from the particular detention.
The **Reassigned To** column shows the date the attendance has been reassigned to if the student was marked absent from the detention.
The **P Notified** column will be ticked if the Send Text Message To Parents function has been used to notify the parent/s that the student has been assigned a detention.
The PNA column is ticked if the Send Text Message To Parents function has been used to notify the parent/s that the student has been marked Absent from a detention.

To mark a student Present/Absent you just select the entries that you want to mark with the same attendance and right click. Select either Unknown, Present, Absent, Away, Absent – Move To After School Detention, Absent – Referred For Further Action (RFA).

Entries in Black are those where attendance has not yet been taken.
Entries in Blue are those where attendance has been taken and the student was present.
Entries in Red are those where attendance has been taken and the student was absent.

If the Re-Assign Students Marked Absent From Detention To Another Detention option in Detention Options is enabled IDAttend will add a new detention entry to the next available day. IDAttend keeps a count of the number of times a student has missed a particular detention. If IDAttend is set to mark students absent for day if absent for the roll class then if a student has a detention that day then it will be moved to another day, without incrementing the Missed count and the detention will be marked as Away for that detention that day. If the Absent For Day option is not ticked in System Setup then IDAttend does not automatically mark the student as Away from detention. In these cases when the student is marked Absent from the detention the system will check if the student

has been marked at school at any stage and if not will not allow the student to be marked Absent from the detention. In this case you can mark them as Away.

If Absent – Move To After School Detention is selected then the student will be moved to the next available After School detention date.

If Absent – Referred For Further Action is selected then a new detention date will not be assigned.

To change existing detention dates select the entries required and right click and select Change Date. Keep in mind IDAttend can only change the date for a single day at a time. If a single entry is selected then you will have the option to change the Date, Reason and Assigned By fields. Reason and Assigned By cannot be changed if multiple entries are selected.

The Date screen will popup that will allow the changes to be made a required.
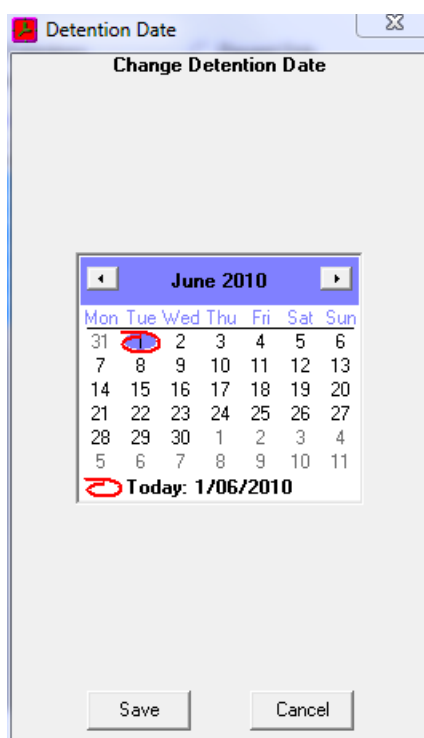
To take attendance from the Detention Log select the entries you wish to take attendance on and right click and select either Unknown, Present or Absent.

To delete a detention entries just highlight the entry/s required and click the **Delete** button. It is important that when deleting an entry you also delete any entries for this event (same Ref #) that occur after the entry being deleted. Refer below for information on how to see these if there are any.

To print the detention log as it is displayed click the **Print** button.

To Refresh the log to see if there are any new entries added just click the **Refresh** button.

There is also a column in the log for the entry of a Seat Number. Some schools like to keep track of what seat a student was assigned to in the detention for the purpose of tracking vandalism. If you wish to use this option then as each student arrived double click on the entry for that student in the log and the Change Date screen will displayed. The seat may be entered on that screen. If a seat is entered the student will automatically be marked as Present. Remove the seat number and the student will go back to Unknown attendance.

There may be a need to see all of the entries for a particular student event (same Ref #). By right clicking on the event you wish to see you can select **Show All Entries For This Event** option. This will change the display so that it is only showing all entries for that one event regardless of all other filter settings.
You can change/delete/mark attendance with these entries as you wish. Once finished just click the **Refresh** button to go back to the previous view of the log.

There is also the option when right clicking on selected students to **Toggle Reminded Flag**. This option is for where a teacher may have reminded those students that they do have a detention at lunch time or whenever. Using this option will tick the Reminded box if it is not ticked or untick it if it is ticked.

The **Print Detention Slips** button may be used to print Detention Slips for students assigned to a detention for any day. This option may be useful as a reminder to students that they have a detention that day. They could be printed off early in the day and given to the roll class teachers to hand out. The slips are printed in Roll Class (Home Group) order.

Print Detention Roll may be used to print a roll for the detention teacher that has provision for students to sign when they attend the detention.

The **CSV File** option may be used to export the displayed detention log to a CSV file for use in other software.

Note: If a student assigned to a detention for the day is marked absent for that day either from the Class Attendance screen or the Daily Absences screen the student will have their detention automatically assigned to the next available day. This will also occur if the student leaves the school early, prior to the detention via the Student Passes screen. Students signed into Sick Bay will also have their detention reassigned but it will be moved back to the original lunch time if they return to class prior to the detention time.
Students who have had their detention assigned to another date because they were absent earlier in the day and arrive at school prior to the assigned detention time will have their detention re-instated for that day.

Special Note: For IDAttend to maintain the log automatically the default Attendance for detentions must be set to Unknown in Tools/Detention Options.

If teachers are permitted to assign detentions then the Detention Log will appear under the Teacher menu also.

There is a button on the log screen that allows you send a text message to the parents of students who have been assigned to detention on the date selected or you can use the Date Is the Date Of Detention option and this will be those students who have a detention on that date.

There is also an option to send a text message to those students absent from detention on the selected date.

This option is only available if text messaging has been setup in IDAttend, and also only uses the contact P/W flags option. Refer to Student Details section for more information on the P/W flags.

Text messages can be sent to parents based on those assigned a detention of the selected date, regardless of when the detention is set to be done. They can also be sent based on the Date of the Detention if that option is ticked.
They can also be restricted to those students only who have been assigned an After School Detention.
There is also an option to send text messages to those parents where a student has been marked Absent from their detention and also only **Those Students Absent From Detention and Reassigned to After School Detention**.

Depending on what option you select you can see what the text message will say in the **Text Message Will Say** area of the screen.
Detention Message Format 2 has a different message wording to suit some schools.

Clicking the Process button will display a list of students that messages will be sent to the nominated parents and clicking the Process button on that screen will send the messages.

The **P Notified** box will be ticked for those students where a text message has been sent regarding a detention.

The **P N A** box will be ticked for those students where a text message has been sent for a student being absent. If the detention was reassigned to another date, then that will be included in the text message sent, and the P Notified box ticked for that date as well.

Items Loaned To Students

This is an option in IDAttend to record the loaning of items to students. Typically, this would be uniform items but can be used for anything loaned to students.

Any number of items can be predefined in Tools.Lists/Student Pass/Other Reasons.

Items can be loaned to students from the Students Passes screen, if that option is turned on in Admin/Options/Student Pass Options.

Multiple items may be selected for the student. If an items are manually entered you must press the Enter key after each one, including the last one.

There is also the option of requiring a student signature, if a Topaz signature tablet is installed and that option is enabled in Admin/Options/Digital Signature Options.

All items loaned are recorded in the Admin/Logs/Items Loaned To Students/Staff Log (Ctrl J)

By default, the log is set to Students Only and Today Only but any date range may be set.

Even if multiple items originally loaned to a student, each item will have its own entry in the log.

Items in Red are those not yet returned and items in Black are items that have been returned.

There is an option to of Items Not Returned Only.
The log may be filtered for a particular student (student ID or Last Name and press Enter key), Campus, Year Levels/s or House.

The PN (Parent Notified) column indicates items where the parent has been notified about items not returned. Please refer to the section further down on sending emails to parents with regards items not returned.

When a student returns an item, select the entry in the log and click the Return button. A screen will be displayed with a list items that were loaned to that student from that 'loan event'. The Date Returned will default to current date and Time will be the current time. Both may be altered if needed. Tick the item/s returned and optionally, any comment you wish to add.
Click the OK button to save the details.

Returned items can also be scanned if the original loan receipt is available.

If the workstation is connected to a receipt printer and Print Receipt option is ticked a return receipt will be printed for the student.

Items can also be Loaned to Students from the Log Screen by clicking on the Loan New Items button.

Enter the Student ID or Last Name of the student and press the Enter Key.
The Date will default to the current date. Dropdown the Calendar to select a different date.

A list of predefined items will be displayed. Select any number of items from the list or type in a item manually it the Items list on the left. If an item is entered manually you must press the Enter key after each item entered.

Click the Save button to save the loan entry.

The Log may be printed by clicking on the Print button. All items displayed will be printed.

The Staff Only option on the Log screen will display a list of items loaned to staff.

To loan items to staff the Log must be in Staff Only Mode.
The staff must have been setup in Staff/Staff Details

The procedure for loaning items to staff is exactly the same as for students except staff can not be loaned items from the Student Passes screen, only the Log screen.

Staff also have a different set of predefined items in Tools/Lists/Student Pass/Other Reasons.

Notifying Parents By Email of Items Not Returned

There is an option to have IDAttend send an email to parents with regards items not returned. This option is not available for Staff.

This function will display the screen above.
The range of students selected will be based on the date range and other filters set on the log screen.

By default, the function will not include items loaned to students in the last 7 days, depending on the date range used on the log screen but may be altered to any number of days.
 If you have a 'Broadcast' email address defined in Email Setup you will have the option to use that as the emails being sent from otherwise the users email address will be used with Office 365.

The option Only Those Items Where Parent Not Notified will be ticked by default. If unticked then any items where the parent has already been notified by this function will be included.

The option Only Those Items Where Parents Have Been Notified selects just those items with the PN filed ticked in the log.

The Addition Email Text box is where you can enter any addition information you wish to be included on the email.
The addition text is saved when the screen is closed.
If the Only Those Items Where Parents Have Been Notified option is selected then you will have a different Addition Email Text as the wording for that may be different.

There is a section that shows basically what the emails will look like. The basic structure is not user changeable.

To send the emails click the Send button.
If the user does not have a 'Signature' setup in IDAttend then they will be informed and the Email Signature button can be used to set one up for the user.

A list of qualifying students will be displayed. You can choose to untick the Process flag for any of them.
Clicking the Process button will send the emails out.

As with all email functions in IDAttend it is recommended that the Email Queue service be setup to help with the sending of emails.
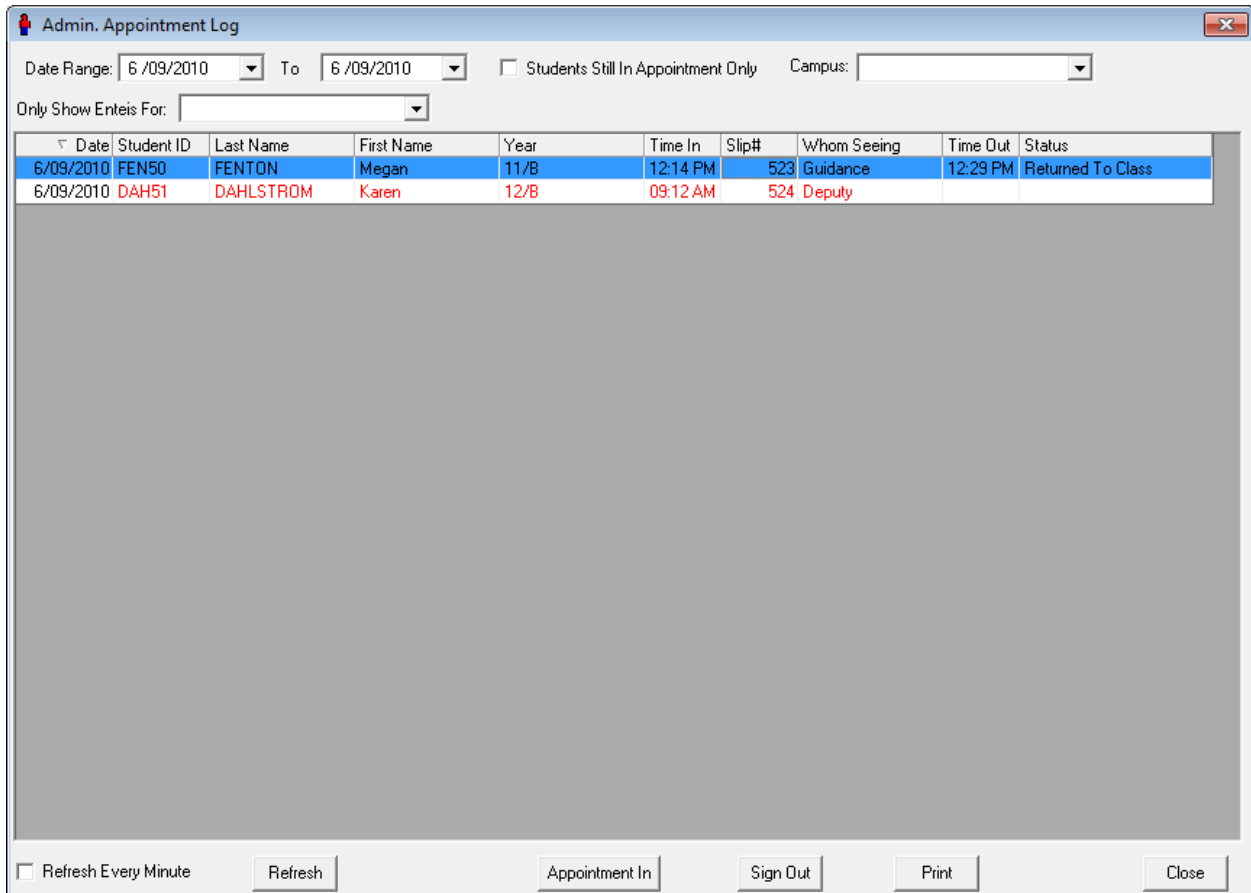
Admin. Appointment Log

The Admin. Appointment Log is available from the Admin/Logs menu (Ctrl+H) and shows all students who have been assigned to an Admin. Appointment for the selected date range. It will also show the time the student returned to class.

There are options to restrict the log to a Campus, only Those Students Still In Appointment.

The log can also be restricted to a particular Admin. Appointment person/department based on the options setup in Tools/Lists/Student Pass Reasons for Admin. Appointments.
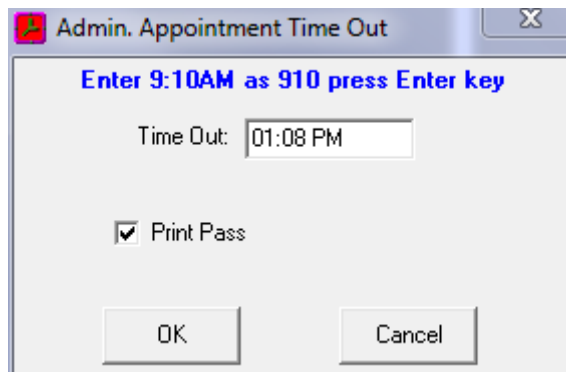
The log may be used by those that are seeing the students to see who is there, who should be there and who will be there.

To sign a student out of an Admin. Appointment from the log screen just highlight the student and click the Sign Out button. The time signed out may be altered if required. Students may also be signed out of an Admin. Appointment via the student passes Return To School/Class option.

Students may also be signed into an Amin. Appointment from the Log screen by clicking on the Appointment In button.

Enter the Student's name or ID and press the Enter key.
The Date and Time will default to the current Date and Time but may be altered if need be.
Next click the Whom Seeing field and a list will pop-up with the various options that have been defined in Tools/Lists/Student Pass Reasons for Admin. Appointment. Select one.
Click the Save button.

Daily Absences (F3).

This feature can be selected by going to **Admin** menu **Daily Absences** or clicking **(F3)**.
This screen is used to enter absences over any date range in the school year. It will overwrite existing attendance data with a warning, except Unexplained Absences.
All IDAttend absence types may be used from this screen.
Each school should use only relevant absence types applicable to their Administration System.
The Daily Absences function can also be used to pre-enter a phone call from a parent to say that their student will be late for school that day.

Once in this screen select either, scan the student ID Card or enter part of or the full student surname and press the Enter key.
The **Absent From** and **To** dates may be altered to suit, The default is the current date.
The **Periods From/To** that the will be /was absent may be selected for example P1 to P6 (the default is the entire day).
If the absence is an ongoing one for an entire day over a date range then the **Every** option may be used to select every Monday, Tuesday, Wednesday, Thursday or Friday. If using this option then the start and end dates must fall on the day selected.

'Absence Type' allow you to change an absence type (the default is Approved). Reason text may be optionally entered.

There is also the option to scan Late Passes signed by parents from this screen by enabling the **Returned Late/Uniform Pass** option.

Student records are automatically updated when using these options.

Important Note: If entering an absence for a date range and the absence is for all periods in each day after day one then you should tick the All Periods After Day 1 option. The reason for this is that in many school timetables the number periods for each day varies and if this is the case in your school and the end period (based on the To Date) is not the maximum period for any of the days in between the dates then IDAttend will only enter the absence on each day up to the period specified for the To Date.

The **Every** dropdown list allows you optionally select the day that the absences will only apply to for the date range selected. If using this option and for example the day selected is Wednesday then the Start and End Dates must be a Wednesday. While any date range for the school year may be used it is recommended that this function only be used up to a term/semester in advance as the student/s may change the day etc that they go and this would require manually deleting the attendance for these students from the point of the change.

The Keep All Settings For This Session option may be used to keep the last used date range, periods, absence type and comment even though the student is different.

The **Default To Last Student Entered** option may be used if you have multiple but different absences to enter for the one student. It saves you having the enter the student first each time.

Student Will Be Late To School Arriving At – This option is used for recording phone calls from parents to say that their student will be late for school that day.

⊙ Will Be Late For School. Arriving At | 11:00 AM |

If selected you should enter the expected time of arrival at school. The time should be entered the same as all times in IDAttend. 09:00 AM should be entered at 0900 and press Enter, 1:30PM should be entered as 130 and press Enter. When the student does arrive at school to get a Late Pass IDAttend will look up the details of any prior call and entered them for you. If the student arrives more than 30 minutes after the expected time of arrival the passes function will inform the operator.

There are options to indicate that a **Parent Telephoned** (optionally with the time of the call), a **Note/Documentation** (the note date can be altered if need be) has been handed in or that the **Parent is Present, was via SMS or Email**.

Note: The Daily Absences screen will, with a warning, overwrite existing attendance entries previously entered for the date range entered. If you are unsure what will be overwritten you can say no to the Overwrite and click the Student Attendance button to see what will be overwritten.

Select Multiple Students – This button allows you select multiple students that the selected options will apply to.
If using this option you will first need to select the date range and periods the absences will apply to. The Every day option may also be used.
Select the absence type, comment etc. All options available may be used.
Click the Select Multiple Students button.

You will then be able to select multiple students based on Year, Class, single student or Student Group. Once all students have been selected click the Save button and the settings selected will be applied to each student. If any students cannot have the absence type applied because of existing attendance entries a list of these students will be shown. These will need to be done on a one off basis once it has been determined that you wish to change their existing absence types.
Note: Once you have selected the students you want you should click the Save button before trying to select a different group or the originally selected students will be lost.

The Daily Absences function should not be used for student excursions. The Admin/Excursions/Camps function should be used.

Printing Class Lists

This function of the system allows you to the printing of Class lists with or without photographs. Remember once set up the defaults will be kept.

Go to **List** menu **Class Lists** – in this screen you are able to print lists with or without photographs including **'Classes', 'Excursions'** and **'Timetable Variation'**

- Select the **Photo Size** required. The size used is determined by how many students are in a class and what other options are printed on the list.
- Small photographs with 2 blocks printed under each student, student barcode and teacher signature blocks will fit approximately 30 students per page for the class.
- Select with **'Border'** if required around photograph
- Select **'Print Photos In Grey Scale'** if large images are used (helps save toner)
- You can select what is printed under each student photograph can be selected. By default Student Name (First/Last) is selected.
- Border colour and width can then be changed if required
- Text colour can be selected
- Tick **'Include Student Barcode'** if required
- Tick 'Include Class Barcode' and/or **'Include Uniform Barcodes'** if required and
- **Barcode Type** should be selected (use Code 128A unless you have a reason to use some other type of barcode)
- **Barcode Width** should be 22 mm
- Then personalise the rest of the form with page number, **Day Blocks** (from weekending) or **Fortnight Blocks**, **Note Blocks**, **Teacher Signature Blocks** (recommended). You may set a

short code next to the Day Blocks that will be meaningful to help teachers identify what block is what.
If required a **Left Margin** (e.g. 10mm) can be set.

Instructions printed at the top of each list may be set. There is a default.

To print just your Roll Classes select the roll class period from the **Only Period** drop down list.

To print class lists for a teacher who is absent, select the teacher from the **Teacher** drop down list and then select the day that they will be absent. The date next to the day will default to the date of that day in the current week. If printing is usually for 2 weeks worth of attendance then you can optionally enable the send date which will default to 7 days later. If the second date is enabled then two single day blocks will be printed.

Print **Preview** can then be viewed and checked prior to printing. Depending on the available print memory you can print directly from this page or return to the **'Class List'** screen and select print. It is **NOT** recommended to print class lists from the Preview screen as the preview will send each page a bitmap and many printer drivers cannot handle the complexity of this and drop photographs towards the end of the page.

Remember, **Whole Years**, **Home Groups** and **Roll Call** classes can be printed by selecting these fields and not limiting the search criteria in other fields.

To save your settings as your defaults click the **Save Settings** button.

Excursions

This function of the system allows you to control Excursions and Camps. If required you can take attendance depending on your admin policy.

Go to **Admin** menu **Excursions/Camps** and click on **'New'** art the bottom right of the screen. Then populate the screen fields.

- **'Date From'** to **'Date ending'**
- **'Description'** is the name of the Camp or Excursion
- **Year** MUST be entered and **Home Group** can be entered if required. This will initially limit the student selection list to those in the entered year/HG.
- A separate **'Class'** can be selected, if applicable, from the dropdown box
- **'Period From'** and '**Period To**' must be selected from the drop down lists and is based on the start and end date of the excursion and the entered year level. The default is all periods.
  Note: If the excursion is over multiple days then a Red tick box will appear under the period lists.

By default, it will be ticked which means that every period on subsequent days will be included as part of the excursion.
If, for example, your excursion does not start in the First period of the day and the box is ticked the first day will be from the start period till the end of the day and subsequent days will be all periods of the day and the last day will be from the First period till the End period selected.
If the box is unticked then only those periods between the Start and End periods will be included on all days of the excursion.

- A **'Teacher'** can be assigned if appropriate
- **'Frequency'** can be adjusted if activity is conducted more than once.
- Select **'School Camp'** if the excursion is a school camp.
- Select '**Off Campus Activity**' if the excursion is to another educational institution.
- Select '**School Activity**' if the excursion is for some form of organised school activity.
- Select **'Sport'** if the excursion is a school sporting activity.
- Select **'Exams'** if the excursion is a school exam activity.
- Select **'Non Reportable'** if the excursion is something where the attendance should not be sent back to the school's administration system.

Frequency – The default is **Once Only**. If the excursion is more than one day in duration, and you wish to be able to mark the attendance each day then you should select Daily from the Frequency dropdown list.

The **Weekly**, **Fortnightly** and **4 Weekly** options should only be used if the excursion will only occur on the day of the nominated start date and only on that day every Week, Fortnight or 4 Weeks respectively.

If the excursion will re-occur on a particular day each week of the date range selected then you should select **User Defined** and in the **Days** field enter 1 for Monday, 2 for Tuesday etc. If multiple days in the week then, for example, 3,4 can be entered for Wednesday and Thursday.

Unless Once Only is selected separate excursion entries will be created on the selected days. Each will be a separate excursion once created. Adding or deleting students in one will have no effect on the others. The same applies if the excursion is deleted.

When creating a new excursion there are two extra buttons on the screen.

Create Home Group Based Excursions – This option will select all students in the nominated year level and add them to a new excursion for each Home Group (Roll Group) with the excursion name being that which has been entered plus the Home Group name. Eg. Year 7 Excursion – 07ABC

All of the students in Home Group 07ABC would be added to the excursion. All Home Groups within the nominated year level will have their own excursion created.

This may be handy on days where regular classes are suspended for a particular event and you wish to mark the students based on their Home Groups.

Create Home Group/Period Based Excursions – This option will select all students in the nominated year level and add them to a new excursion for each Home Group (Roll Group) for **EACH** period in the day with the excursion name being that which has been entered plus the Home Group name. Eg. Year 7 Excursion – 07ABC – Period 1

All of the students in Home Group 07ABC would be added to the that excursion. All Home Groups within the nominated year level will have their own excursion created for each period or each day. This may result in many excursions being created. Each may be marked for each period of the day.

This may be handy on days where regular classes are suspended for a particular event and you wish to mark the students based on their Home Groups.

Both of the above options have multiple warnings before the excursions are created and students assigned to them.
Be certain that either of the above options are what you want before using them.

Before proceeding ensure that your excursion date range and periods are correct as assigning students to the excursion will overwrite some attendance entries, Present and Unexplained. If you make a mistake with the date range or period range this attendance will be lost and cannot be undone.

Once the excursion details are correct click **'Save/Students'.**
The student selection screen will appear. Depending on the Year/Home Group/Class selected for the excursion it will have limited the list to students who fall into the selected year level and/or selected class and/or entered Home Group.

If no students are displayed, then you just need to tick the year level(s) or select a class etc and click the **Find** button. Students may also be entered on at a time by using the Student ID or Name option. Just enter the student name required and press the Enter key.
Multiple year levels may be ticked along with the other filter options to restrict the list displayed.

You can then click **'Select All'/'Deselect All'** and save. Number of Students is shown at the bottom of the screen. You can also select individual students by 'Clicking' on the student and holding the **'Ctrl'** key down or using the **'Shift'** key.

The **Retrospective Excursion. Do NOT add any students who have an unexplained absence** option should only be ticked if adding students to an excursion that has already taken place and you do NOT wish to include any students, who may have been selected, to be included if they have an unexplained absence during the excursion. An example of this would be an a part day excursion but some students were absent from Roll Call and obviously did not turn up prior to the excursion and therefore should not be included.

There is also a button on the screen that allows you to **Copy Students From Another Excursion**. If used just select the excursion and those students will be assigned to the new excursion.
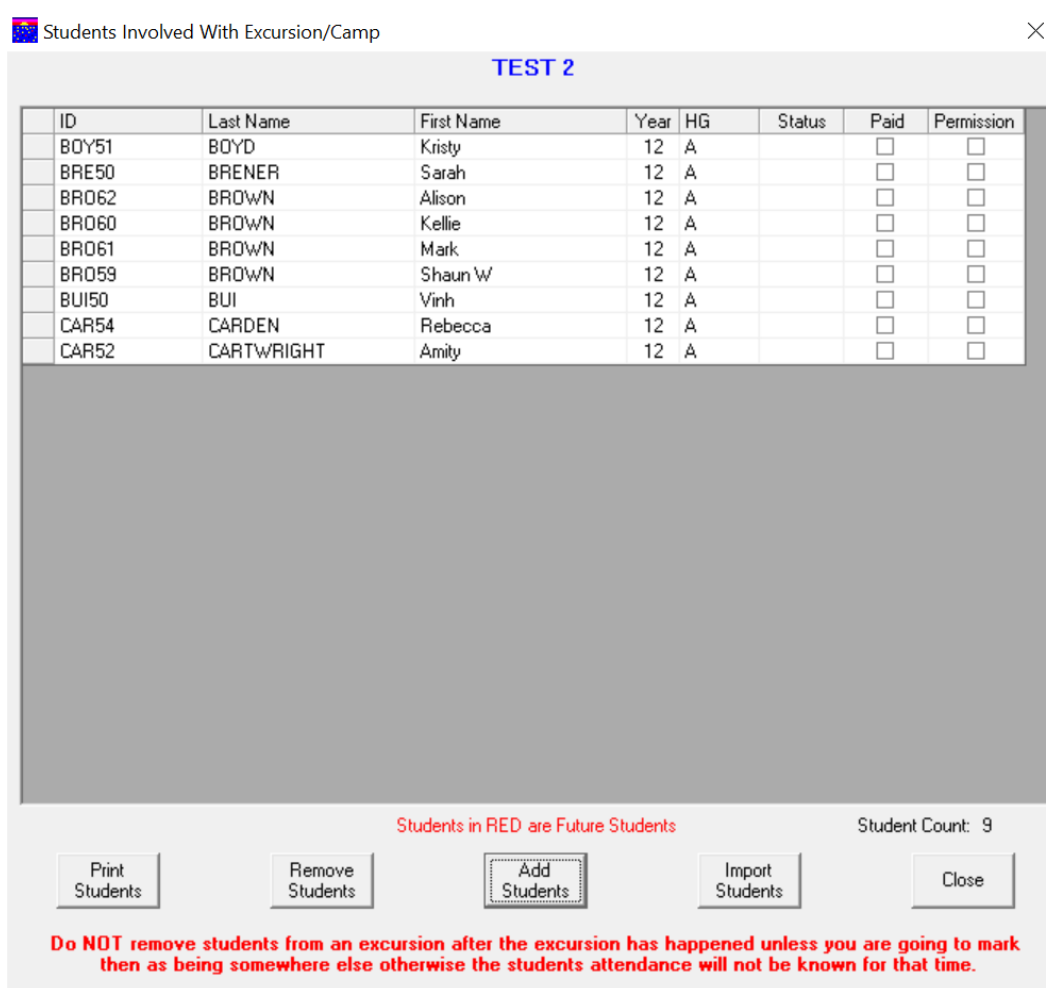
If the students are part of a pre-entered Student Group, then that group may be select from the **Student Group** dropdown list.

If the students are part of a pre-entered Student Activity flagged as an excursion activity, then that activity may be select from the **Student Activity** dropdown list. This option is only available when adding excursion students.

Click **'Save'** and another screen will show the students in the Excursion or Camp. At this stage you can **Add** or **Remove** more students. Adding students returns you to the previous screen.

Note: Once you have selected the students you want you should click the Save button before trying to select a different group or the originally selected students will be lost.
Once the students have been saved the list of students on the excursion will be displayed. You can click on the Add button to add more students to the excursion.

There are two tick boxes next to each student. **Paid** and **Permission**. If you wish to record this information you can tick the appropriate tick boxes for those students. When clicking the **Close** button you will be asked if you want to save the tick boxes. Click Yes.

NOTE: Ticking the Paid and or Permission tick boxes applies the ticks to ALL student's in excursions of the SAME NAME regardless of when they occur during the year. If you have created multiple excursions with the same name for each day, then ticking these boxes for one will tick them for those students in the others. Keeping your excursion names unique is important otherwise they may be considered part of an earlier excursion.

At any time, you can go into **Admin** menu, **Excursions** and double click on the excursion or click the Save/Students button to view, add to or remove students from the excursion. You can also print a list of the students on the excursion from this screen.

By default, IDAttend will mark all students on excursions as having been **Present** for the excursion. Attendance for the excursion can be altered if need be by using the **Class Attendance (F8)** function to mark a student absent from the excursion. (Select the appropriate date and then select the excursion from the Excursion dropdown list) or double click on the blue excursion entry in the display class list.

While you can remove a student from an excursion it is best not to do so after the excursion has taken place as this will delete all attendance for that student for those periods of the excursion, leaving classes not marked or only partially marked. The assumption then would be that the student was present for the day when in fact they may not have been. It is best to mark the student absent from the excursion which will also mark them absent from their normal classes but will allow teachers to mark them present in their normal classes should the student attend those classes.

Timetable Variations

Admin/Timetable Variations

The purpose of this function is to allow for timetable variations of students from their normal classes. These variations could be for activities such as office duties, yard duties, assigned to another class for that day, out or even irregular classes that occur during a student's normal classes.

To enter a re-assignment you must first call up the student that you wish to make the entry for. This can be done by entering either the **Student's ID** or last name, or part there off, into the Student ID field and pressing the Enter key. If only one matching student is found then their full name will be displayed in blue on the screen. If multiple matches are found then a list will be displayed allowing you to select the correct student. If you wish to select students using any other criteria then you must use the **Find** button.

There are two options for assigning students to Variations.

Option 1. Date Range

Select the date range and for the selected period range. The default is the current date and full period range. Alter these as you need to.

Assign a meaningful. This does not have to unique.

Next assign a **Teacher** or person who will be responsible for the student during this variation. You can select an entry from the existing list of teachers or type anything meaningful, up to a length of 10 characters.

By default IDAttend DOES NOT mark the student/s assigned to a variation as being present for that activity. They can be marked Present/Absent if required from the F7/F8 screen by selecting the date and selecting the appropriate Variation Class and clicking the Display button. Mark as if a normal class and **Save**.

There is an option at the bottom of the screen and if ticked it will mark the students as Present when the Save button is clicked.

The **Every** dropdown list allows you optionally select the day that the variation will only apply to for the date range selected. If using this option and for example the day selected is Wednesday then the Start and End Dates must be a Wednesday. While any date range for the school year may be used it is recommended that this function only be used up to a term/semester in advance as the student/s may change the day etc that they go and this would require manually deleting the attendance for these students from the point of the change.

Multiple Students may be selected by clicking the Multiple Students button.
Selection of students is the same as that used in Daily Absences and Excursions.
The Date Range, Periods and other details must be entered prior to clicking the Multiple Students button.

Option 2. Single Day
Select this option and the date applicable. The default is the current date.
A list of the students classes will be displayed.

Once the student has been selected the classes that this student has will be displayed for the current date. If the date is not correct it can be changed by clicking on the arrow to the right of the date and selecting date you require from the pop-up calendar. The classes will change to those of the selected date.

Select the classes that you wish to re-assign by clicking on the **Re-assign** check box for the class. Next enter the code of the activity that you wish to assign the student to. These codes should be meaningful and no longer than 15 characters, Eg OD for office duties, , YRD for yard duties etc.

Next enter the **# Periods** involved, if different from the default. The default is the number of periods currently assigned to this class. The number must be between 1 and the number of periods for the class.

Next assign a **Teacher** or person who will be responsible for the student during this variation. You can select an entry from the existing list of teachers or type anything meaningful, up to a length of 10 characters.

If two or more consecutive classes are involved then each must be varied in the same manner as the first one. When finished just click on the **Save** button to save the variations.

Students who have been marked as re-assigned will show up in their normal class **'Class Display'** with a **'VAR'** icon on their photograph. Teachers need to take no further action with these students with regards to their attendance for these periods.

Note:
If a variation is entered and the variation class code is the same as a regular class then that student will be added to that class when attendance is taken.
Variations cannot be for part of one period. For example, if a student is marked as being assigned to Office Duty for a period and then half way through the period the student returns to their class a decision needs to be made as to which they attended. The teacher may mark them as either present or late for the class. If they are marked as late then the student will only be credited with the user defined percentage of attendance for late classes.

If, on the other hand a student is assigned to Office Duty during a 2 period class and returns to their class after the first period then the Office Duty entry can be amended using the Find Class/Class Display attendance screens, if Attendance has been taken, otherwise it should be amended in the Student Attendance details for the student for this class to reflect only one period for the sick bay entry. When the student arrives at their class the teacher should mark them as present but only for the number of periods there.

There is also an option to view any timetable variations for wither the Admin menu or there is a button on the Timetable Variations screen.

All Variations entered will be displayed for the date range selected. The list may be printed or if you need to delete any variations, highlight the entries required and click the Delete button.

<center>**Reports**</center>

In IDAttend select **'Reports'** to view a list of reports. Please note that all report settings saved are on a per user basis.

Student Attendance Report -
Absence Report – Select the Term/Semester or the Date range you are after or **'Today Only'**. This report can show the whole school, individual years, home groups and individual students. You may select which type of absences are shown on the report.

You have the option to select different type of absents or **'All Absences'**

Days Absent Report – Again select the date range required for the report and year and/or Home Group. You can select the number of days absent required to search on for example '1' or '3'. The report allows for **'Individual Days'**, **'Total Days Absent Only'** or a **'Summary'**. You can preview and then print the report or save as a CSV File.

Daily Attendance Report - This report shows period by period absences for a single day only. The report may be used to show which students have been present in the day but also missed one or periods unexplained (possible truants).

Late Report - This report will produce a list of students who have been marked as late as well as whether it was an approved late or not. The report may be run for either '**Late For School Report'** or **Late For Class Report'**.
The '**Late For School Report'** is only valid if the Student Passes, Late To School function is used.

Student Attendance Report - This report shows the number of periods per class using the date range selected, the number of periods marked present, not approved absences, approved absences. It also shows the percentage of attendance for each class. Classes where attendance is unknown, students are assumed to be present for the percentage of attendance. Students on Work Experience, Off Campus etc. (Curriculum absences) are regarded as Present.
There are 2 percentage columns. %1 is the percentage of attendance based on the number of periods present and %2 regards approved absences as present. %1 is the more accurate figure.

There is also the option to restrict the report for example to only show those students who have a percentage of attendance of 80% or less. Use the option in this example as per below.

Class Absence Report – This report shows class absences for a given date range. It may be for a particular teacher and/or individual class. The report shows all absences, or unexplained only, from individual classes over the selected date range. The report has a number of grouping options.

Daily Percentage Of Attendance Report
This report calculates the number of students present for each day for both Male and Female Students and calculates an overall percentage of attendance per day for the date range selected. There is also a Days Of The Week option which will show the average percent of attendance for each day in the timetable cycle.
This report may be either printed or exported to a CSV file

Days Absent Report

This report will show the number of students with a user defined More/Less days absent.
It can be based on either a number of periods absent in a day or absent for all periods in a day.
The report may also be limited to Unexplained or Truant absences only.
The report can show either each student's individual days absent or a total number of days absent.

Evacuation Report

This report can quickly generate a list of students grouped by either year or Roll Group and whether they are present or not as at the date/time specified. Any student, where it is not known if they are present or not, will be assumed to be present.
If a student pass/receipt printer is connected to the computer IDAttend will give you the option to print the report to the receipt printer. This is generally much quicker than to a laser printer. If printing to the receipt printer you also have the option to only print those students that are absent, which is generally a smaller list.

Students Present Report

Similar to the evacuation report in that it is based on a particular date/time.
It will show a list of those students present and group them by the option selected.

Classes Where Attendance Not Taken

This report will show any classes, for the date range selected, that IDAttend considers have not been marked. The report also takes into account any Substitute or Supervision teachers that have been entered in the Class Teacher Substitute/Supervision function.
This report also has the ability to email the report to those teachers if required.
There is also an option in School Setup to have this report run each time a teacher logs into IDAttend.
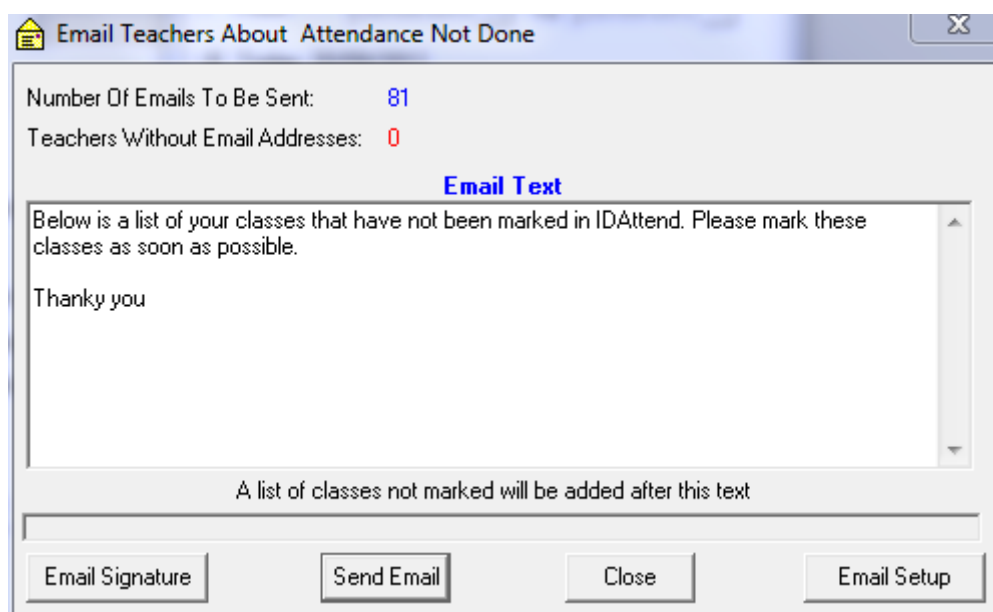
If using the email option an email will be sent to each teacher with the Email Text setup in the box and listing the classes that the teacher has not marked.
Normal email signature rules apply to this function.

All reports are first previewed on the screen (Preview button) and may be printed from the preview screen if desired. A few reports have a CSV File export option.

**Class Attendance Recording
(Electronic Roll)**

IDAttend opens with this screen if the option to do so is enabled. A calendar is displayed allowing for selection of classes on different dates. The current date is the default. There are two ways of finding a class either by filling in the details at the top right hand side of the screen with Display photographs (large or standard size), Period, Teacher, Excursion and Timetable Variation for an individual class or selecting the **'Find'** button for a list of classes. The **'Clear'** button will clear the search fields.

Clicking the Find Button with the Teacher Code field blank will show a list of all of the classes for the selected day. If any Substitute or Supervision classes have been entered in the Class Teacher Substitute/Supervision function then these classes will show the Sub/Sup teacher as well have either the Sub or Sup box ticked and the original class teacher listed.
Excursions will show in the list in Blue and any Timetable Variation Classes will show in Red.

In the Class Display screen you are also able to view and adjust a class history for a selected number of days, for example 5, 10, 20, up to a full term (None is the default, which displays the student photos). Attendance can also be adjusted by right clicking a individual entry and selecting a entry. A **'Legend'** button at the bottom right side of the screen once clicked will show a description of the attendance codes.

Once the selected class is found, double **'click'** on it to display the class attendance screen. **'Class Attendance For** *Day Date***'** screen shows the student photograph with a green **P** indicating that the students are present for that class (P is the default). It is up to the person taking attendance to left click on the photograph to mark the student absent **UA** (if a mistake is made, another **'click'** on the student photograph will reverse the absent record. There is an option in Teacher Options to have the attendance screen default to ? instead of a P. If this option is turned on then each student must

be clicked on once for Present and twice for Unexplained Absence. By right clicking on a photograph you may also mark the student as **Late For Class (Approved)** or **Late For Class (Not Approved)**.
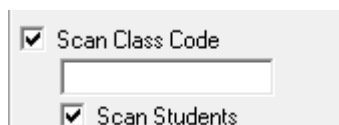
Once the **'Save'** button is pressed the operator is then advised that attendance has been saved. **'Cancel'** button returns you to the **'Find'** screen without saving any details.

Taking Attendance by Scanning a Class List

To take attendance by scanning a class roll open the **Find Class** screen or click the F7 key. By enabling the scanning options below attendance can be scanned into IDAttend using the same screen that teachers use to take attendance (refer previous section for more details).
Ensure that the Scan Class Code and also Scan Students options are enabled.

Select the date that the attendance applies to (the current date is the default)
Scan the class code at the top of the class list.
If the class is found then the student photographs for that class will be displayed.
By default all students will be present (P) unless some previous attendance has been entered for the student.
Scan the students who are absent from the class. Their attendance will change to a red UA (unexplained absence). If a student is canned who is on some other for of pre-entered activity then the scanning the student as absent will not change the attendance.
If you have scanned the wrong student as being absent then scan them again and their attendance will change to P.
Scan the Save Details barcode on the class list to save the attendance.

Class Teacher Substitute/Supervision

This function is under the Admin/Class & Subjects Maintenance Menu.
The purpose of this function is to allow for the entry of Substitute or Supervision teachers for any class. This may be done beforehand or retrospectively.

The default date on this screen is the current date but you can select either Tomorrow, Yesterday or any date range you want. If more than a single day you may find the list will take some time to load as there may be many thousands of classes to be displayed.

Click the Display Classes button to display the list of classes for the date range selected.

In IDAttend the definition of a **Substitute** teacher is one that has come from outside the school and a **Supervision** teacher is one that is internal to the school.

To mark a class as having either a Substitute or Supervision teacher all you need do is tick the relevant box for that class. The two options are mutually exclusive so you cannot tick both. Optionally you may also enter who the Supervising or Substitute teacher is. The maximum length is 50 characters for this but if a Supervising teacher then you should enter the teacher code of the that teacher rather than a name. If that is done then that class will show up for that teacher on the Find Class screen. This screen will also show whether is is a Substitute Teacher (Sub) or Supervision Teacher (Sup) and also show the Original Teacher of the class.

Once any changes have been made just click the Save button.
Any entries that have a Substitute or Supervision teacher will be highlighted in Red.

To remove a class that has had a Substitute or Supervision teacher just untick the option that is currently ticked and Save the Changes.

If using the Classes Where Attendance Not Taken report then the Substitute or Supervision teacher will be the one responsible for the class's attendance rather than the original teacher. On this report if the class has a Substitute or Supervision teacher this will be indicated on the report along with the Original Teacher's teacher code.
This also applies to the email function of this report.

Any classes that do not have a Substitute/Supervision Teacher entered will basically show on the report with no teacher.

Student Groups

IDAttend has the option of creating Student Groups for those students where there is no other grouping available as class, year or roll group. Eg Sports teams, music groups, bus route groups etc.
Most reports have the option of selecting a Student Group to report on and the Broadcast Text and Email functions also have the option of selecting a Student Group to send messages to.

Student Groups may be setup/maintained from the Admin/Student Groups menu option.

Teachers and Coordinators in IDAttend may also be given access to maintain student groups in Tools/Teacher Options.

Please note: Student Groups and the students in them are common to all users of IDAttend. Do not delete or edit a group you did not create or are responsible for.

Dropdown the Group Name list and select the group you want to view or edit.

To Create a new student group, click the New Group button.
Just type in a unique name for the student group.
If the group is relating to bus transport, then tick the This Is A Bus Group option other do not tick it.
The Broadcast Text Message function in IDAttend has the option under, Student Group, of selecting just a single bus group, All Bus Groups or Excluding All Bus Groups.
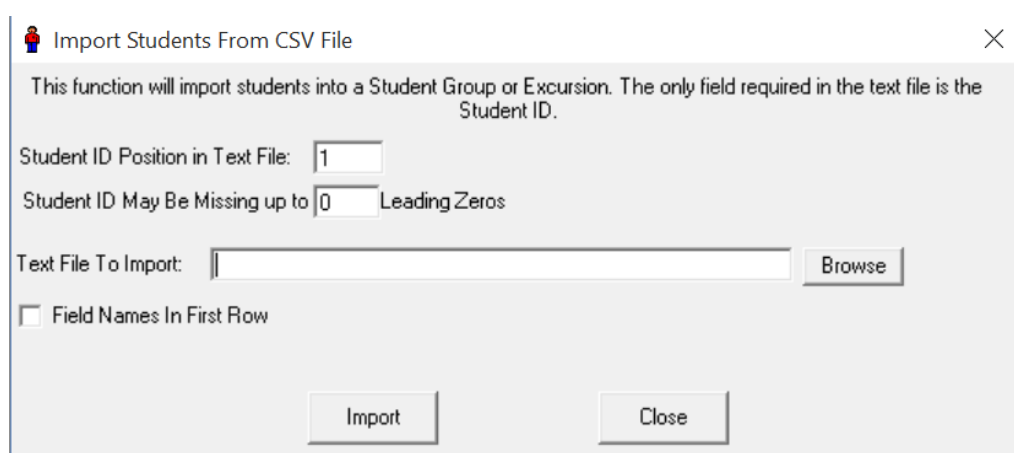
There are two ways to add students to a group.
Click the Add Students button and the Student Select screen will be displayed. This is the same selection screen as used for excursions, multiple students for Daily Absences etc.
You may use this screen to select students by any number of methods including one at a time and including other student groups.
Once you are have selected your students you should click the Save button on the selection screen. They will be added to the new student group.

There is also the option of Importing the students from a CSV file.

The only field that is required in your CSV file is the Student's Student ID

Enter the position or column that contains the student ID (the first column is 1)
Browse to the location of your CSV file by clicking on the Browse button.

If the CSV file contains column headers or field names you should tick the Field Names In First Row

Click Import.

The import function will check to see if each student in the CSV file is already inj the group. If they are they will not be added a second time.
Once the import is complete the students will be displayed in the group.

You can add more students to any group at any time using the above two methods.

You can also remove the **selected students** (highlighted) from the group by clicking on the Remove Student/s button.

You can print a list of the students in the group by clicking the Print button.

If you need to delete a student group, select it from the Group Name list and click the Delete Group button. There is no undo if you delete the wrong group.

Note: Only Active students can be added to a group. Inactive students are still recorded in the group but will not be displayed or selected when a Student Group is used in IDAttend.

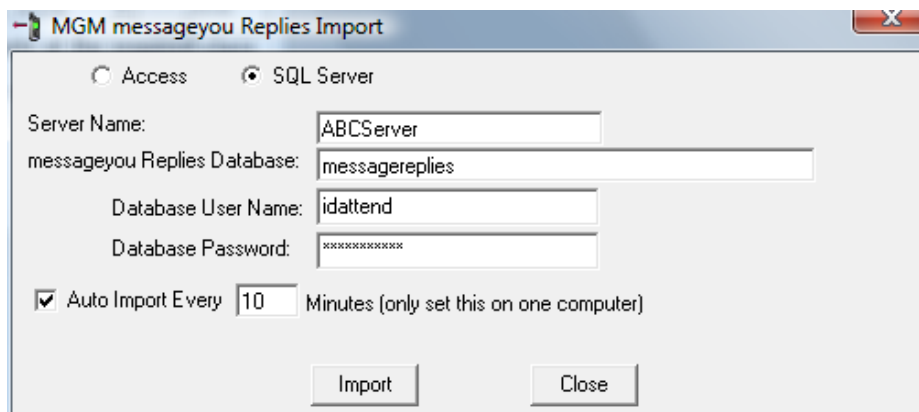# Import SMS Replies from MGM messageyou

Step One: If using the MGM messageyou SMS notification system to notify parents of unexplained absences and late arrivals then the messageyou system will automatically pick up absences from IDAttend at the predefined times setup in messageyou.

Once SMS replies are received these need to be processed using the messageyou reply module to identify the type of absence that applies to the unexplained absences.
Once this is completed the replies need to be imported in IDAttend.

To complete this task IDAttend has a dedicated function that will import the information and update the attendance.

The function is under the Admin/Notify Parents/MGM messageyou/Import messageyou SMS Replies or click the button on the toolbar.

Details of the messageyou database etc should have already been entered. If not please contact messageyou support.

Click the **Import** button.

The information processed in messageyou will be imported into IDAttend and most if not all attendance entries will be updated based on the imported information.

If any replies are not able to be processed because of invalid data, incorrect Student ID etc. then the IDAttend Message Log will be displayed with all of the unprocessed replies highlighted in red. These will need to be investigated manually. If a reply is dealt with manually and resolved then the Processed box for that reply must be ticked in order for IDAttend to consider the reply dealt with.

Individual Student replies to SMS messages may be seen by looking up the student (F12) and clicking on the SMS Msgs button.
The entire SMS message replies may be viewed using the Admin/Notify Parents/SMS Messages Log.

This function may be repeated as many times as required during the day.
The process may also be automated to occur every X minutes on one computer. If the auto import option is set it must be done on one computer only and when new replies are imported the number of unprocessed replies will be displayed at the bottom of the screen on that computer.

Clicking the button on the IDAttend toolbar will display the message log to enable further processing of the replies.

NOTE: Outgoing messageyou SMS messages are not stored within IDAttend.

Student Assignments

These functions may be accessed via the Admin/Assignments menu and also the Teacher menu. IDAttend has the option to allow students to hand in assignment to Admin for later collection by teachers or may be used directly by teachers to record when students hand in assignments.

There are two way of dealing with assignments.

Assignments Due Register
There is an option is IDAttend to pre-enter assignments due by students.
This function is available via Admin/Assignments/Assignments Due Register and Teachers/Assignments Due Register.
The register may be entered by either Admin and/or teachers.

To add a new assignment to the register click the Add button.
A blank line will appear at the end of the grid.
Enter the Assignment Name then the select the Teacher that the assignment is due for.
Next select the Class the assignment is due for. The Class list is based on the classes of the selected teacher.
Up to 3 Draft Due Dates may be entered and the Final Due Date. All dates should be entered as (dd/mm/yyyy format).
All fields except for Draft Dates are mandatory.
When done click the Save button.

To edit a particular assignment just click on the field and enter the details you want to change or select the appropriate teacher/class.

The currently selected assignment may be deleted by clicking the Delete button.

If required you may restrict the list of assignments due based on a teacher and/or class by selecting them from the Teacher/Class dropdown lists as well as the selected term/Date Range.
The Assignments Due screen will default to the current school **Term**.

The Assignment Due Register also has the option of printing out a list of assignments due per student for distribution to the students and/or emailing the assignments due to the students' parents.

To print the lists for students just click the Preview button. Assignments will be printed per student based on the assignments displayed in the Assignments Due Register.

To Email the assignment list to each students parents click the Email To Parents button.
This email function has a separate Email Subject/Signature option to all other email functions.
These must be setup before the emails can be sent.
There is no list of students displayed or further email options for this function.

To set the Subject/Signature options click on the button.

Click the Save button to save your changes.

The Assignment Due Register also has the option of printing student assignment/Assessment cover sheets.
To do this, click the button at the top of the screen.

If no criteria is entered all Assignments/Assessment cover sheets will be printed.
The printing may be filtered by Teacher and/or Assignment or restricted to a particular student for reprint purposes.
By default sheets are printed for all versions to be handed in (Due Dates) but only those versions that have a due date will actually be printed. Any version can be unticked so it is not printed.
The printed cover sheets contain the assignment details and due date for each one. A separate page is printed for all versions of the assignment.
A Student and Assignment barcodes are printed at the bottom to allow for easy scanning of the assignments when handed in by students.
There are both Preview and Print options on this screen.

The format of the cover sheets is fixed and not changeable by the school at this point in time.

Hand In Assignments

The Hand In Assignments function is available from the Admin/Assignments/Hand In Assignments menu option.

Begin by entering either the student's ID or Surname in the **Student** field. If using surname then if more than one matching entry a list of matching students will be displayed. Select the entry required from the list.

IDAttend will then check to see if the student has a assignment due, based on previously entered Assignments Due. If entries are shown in the Known Assignments Due list just select the entry and all of the relevant details will be added for you.

To add or alter an extension date for the student to hand in the assignment just double click on the Ext Date cell for that student and enter the date that the assignment is expected to be handed in by.

You cannot add or alter an extension date and Hand In an assignment at the same time. Its one or the other.

If you wish to print a receipt for the student then you can tick the **Print Receipt** option. This function does not print where an extension date was added or altered. For this function to work you must have specified a receipt printer in the File/Default Printer/Student Pass option.
Click the **Save** button.

If the assignment is not listed in the Known Assignments list then you will need to select the **Teacher** that the assignment is for, then the **Class** the assignment is for. The Class list is based on the classes the selected teacher teaches the student. If only one class is relevant, then IDAttend will select it for you.

Click the **Save** button.

Print Receipt – If the print Receipt option is enabled then IDAttend will print two receipts. One for the student, and one that should be attached to the assignment.

Hand In Assignment from the Class Attendance right click option for a student
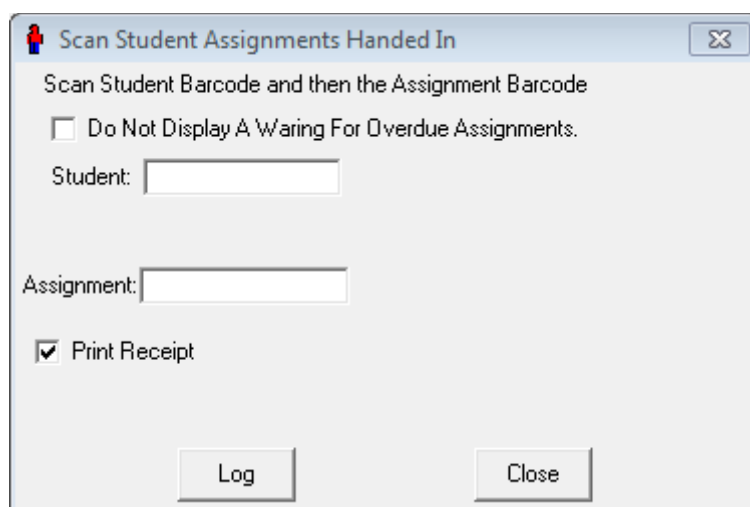This option can be used when you right click on a student and select Hand In Assignment.
It will default to the student you right clicked on and will fill in the Teacher/Class details if they are relevant.
The screen is exactly the same as the Hand In Assignments screen above. When you save an entry the screen automatically closes and returns to the Class Attendance screen.
All of the same functionality is available.

Scan In Assignments
The Hand In Assignments function is available from the Admin/Assignments/Hand In Assignments menu option.

The Scan In Assignments function is for use with the Assignment/Assessment Cover Sheets.
When an assignment is handed in by a student you first scan the Student barcode at the bottom of the cover sheet. The student's name will be displayed. You then scan the Assignment barcode. The system will then validate that the assignment is valid and which version of the assignment has been handed in.
If the assignment version due date has passed, then a warning will be displayed to the user asking if they want to accept it or not. This function can be stopped if you tick the Do Not Display A Warning For Overdue Assignments. This option if only for where assignments were handed in on the date due but may not be scanned in till the next day.
There is also a check to see if the assignment version has been handed in previously.

If you wish to print a receipt for the student, then you can tick the **Print Receipt** option. This is turned on by default. For this function to work you must have specified a receipt printer in the File/Default Printer/Student Pass option.

If all details scanned are correct then the details will be saved and the screen reset ready for the next scan.

If you need to have a look at the Assignments log you can click the Log button to open the log.

This screen need not be closed if you need to do something else within IDAttend.

Hand In Class By Class (Teacher menu)

There is a function under the Teacher menu to allow teachers to quickly mark off which students have handed in assignment by class or add/edit an extension date that the student may have been given.

The Teacher field will default to the logged in teachers code or it can be selected from the list.
If there is only one outstanding assignment for that teacher then the Class and Assignment will be selected for you. If not then select the class and the assignment applicable.

The Date Assignments Handed in will default to the current date but may be altered by dropping down the calendar and selecting a different date.
Just tick box in the Handed In column for the students who have handed in assignments that day. If you tick the wrong student untick them and tick the correct one.

To add or alter an extension date for the student to hand in the assignment just double click on the Ext Date cell for that student and enter the date that the assignment is expected to be handed in by.

You cannot add or alter an extension date for a student already marked as having handed in an assignment.

You cannot mark a student as having handed in an assignment and add or alter an extension date for a student already marked as having handed in an assignment. Its one or the other.

Click the Save button to save the information.

If you have ticked the wrong student and saved it, you can bring the class list back up and untick that student, which will delete the entry from the Assignments Log.
Note: You must be the IDAttend user who originally ticked the entry to untick it.

Anytime a teacher logs into IDAttend the panel at the bottom on the IDAttend screen will indicate if the teacher has any assignment to pick up from Administration.

| | 1 assignments awaiting pickup... | 15/02/2010 | 10:25 PM |

Assignments Log
Admin/Assignments menu
The assignments Log contains a list of all assignments that have been handed in and also serves
as the teacher assignment pickup log.

The list defaults to the current school Term but another term may be selected.
The list may be restricted to a particular teacher or class by selecting them from the drop down lists.
The list may also be restricted to a particular student if need be. Enter the Student ID or Name and
press the Enter key.

Assignments in Red are those which have not been picked up by the teacher.
Assignments in Black are those which have been picked up.
The first User column is the user who accepted the assignment from the student.
The second User column is the user who handed the assignment to the teacher.
Both the in and out of assignments are time stamped.
If there is a SIG in the Sig column this indicates that there is a teacher signature associated with the
pickup of the assignments. This option is only valid if the Electronic Signature option is enabled in
both Tools/School Setup and the Assignments Pickup option is enabled in the Admin/Electronic
Signature Options

The displayed list may be printed by clicking the **Print** button.

Due to audit requirements there is no delete function on this screen.

Assignments Not Handed In

This function is available from the Admin/Assignments and also the Teacher menus.

The function may be used to show which students have not handed in assignments. For this function to work assignments must be entered into the Assignments Due Register and all assignments handed in recorded via the Hand In Assignments function.

The screen defaults to the current school term/semester and may be restricted to a particular teacher and/or class and may also be restricted to a particular student if desired.
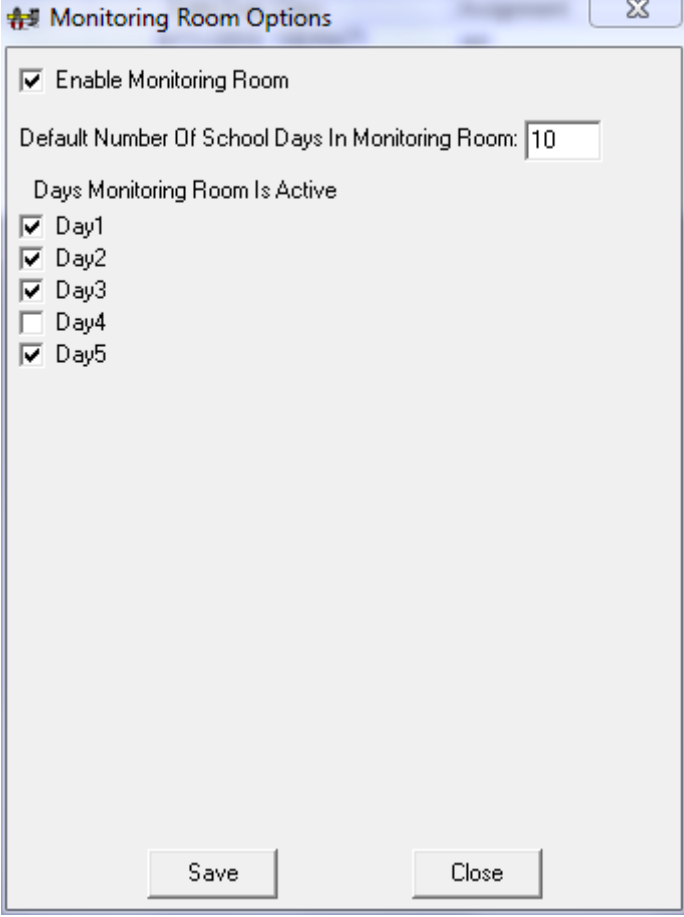
The list may be printed if required via the Print button.

If the Monitoring Room function has been enabled (refer below), there is a button on the screen to Assign Students to the Monitoring Room. Any students assigned to the monitoring room will have the date assigned in the MR Date column.

Monitoring Room Module

The Monitoring Room Module is designed to allow teachers to assign students to it for failure to complete assignments, assignments handed in but not up to standard or students who fail to reach set standards during the term of the assignment period. Students assigned to the monitoring room can have their attendance for each day assigned to the room.
The monitoring room module can be enabled from the Tools/Monitoring Room menu option.

To enable the Monitoring Room module just tick the Enable Monitoring Room option.
You must also enter the default number of days that students are assigned to the monitoring room.
By default the monitoring room is enabled for each day of the timetable cycle but if the room is not run on certain days in the cycle that may be unticked.

Monitoring Room Log

Admin/Assignments and Teacher menus

The Monitoring Room Log shows all of the students who have been assigned to the Monitoring Room.
The default date range is the current day but may be any date range required.
The log may be restricted to a particular teacher, class, Year, House or student if required.
There is also the option to only display those students still in the Monitoring Room (not yet signed out).

Students in Black are those where attendance for the day in the Monitoring Room has not be entered.
Students in Red are those that have been marked Absent from the monitoring room on that day.
Students in Blue are those students who have been marked Present in the monitoring room for that day.

Students may be assigned to the monitoring room from either the Assignments Not Handed in screen or by clicking the Add Students button on the Monitoring Room Log.

If assigning students from the Assignments Not Handed in Screen then select the students you wish to assign and click the Assign To Monitoring Room button.

By default the attendance for a student in the Monitoring Room is set to Unknown but may be changed to either Present or Absent by selecting the appropriate option when right clicking on the selected students.

Entries in Black are those where attendance has not yet been taken.
Entries in Blue are those where attendance has been taken and the student was present.
Entries in Red are those where attendance has been taken and the student was absent.

If marked absent from the room the entries do not roll on as in the Detention module.

Entries displayed may also be filtered by the attendance.

A window will be displayed at allows the user to enter the start date that the student will be assign to the room. Depending on the default number of days, set in Monitoring Room Options, that a student is assigned to the monitor room the end date will automatically be set taking into account the days that the monitoring room is active. The end date may be altered if necessary.

As the students are being assigned from the Assignments Not Handed In screen there is no need to enter the Students, Teacher, Class or Assignment involved.
Click the Add Selected button to assign the students.

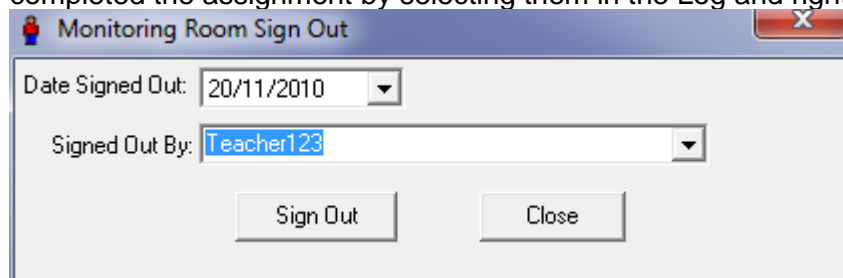If assigning students from the Monitoring Room Log click the Add Students button.

The Add Students To Monitoring Room screen will be displayed.
Enter the student's last name or student ID and press the Enter key.
The Students name will be displayed on the screen.
The Start Date will default to the next school day but may be changed as needed. The End Date will be set according to the Monitoring Room options but may be altered to suit.
Teacher must be entered or selected from the list.
Class may be optionally entered if required.
The Assignment that the student has been assigned to the room for must be entered.
Click the Add Student button.

If more than one student is to be assigned then enter the next student. The date/teacher/class/assignment details from the previous will remain on the screen but may be altered to suit.
When done click the Close button.

When students are assigned to the monitoring room there is an entry added for each day that they will be there so that attendance can be taken for each student for each day. If the student is assigned for 10 days then there will be 10 entries for the student.

Students may be Signed Out of the Monitoring Room if they have achieved the required standard or completed the assignment by selecting them in the Log and right clicking and selecting Sign Out.

The Monitoring Room Sign Out window will be displayed.
The Sign Out Date will default to the current date and the teacher signing them out must be entered or selected from the list.
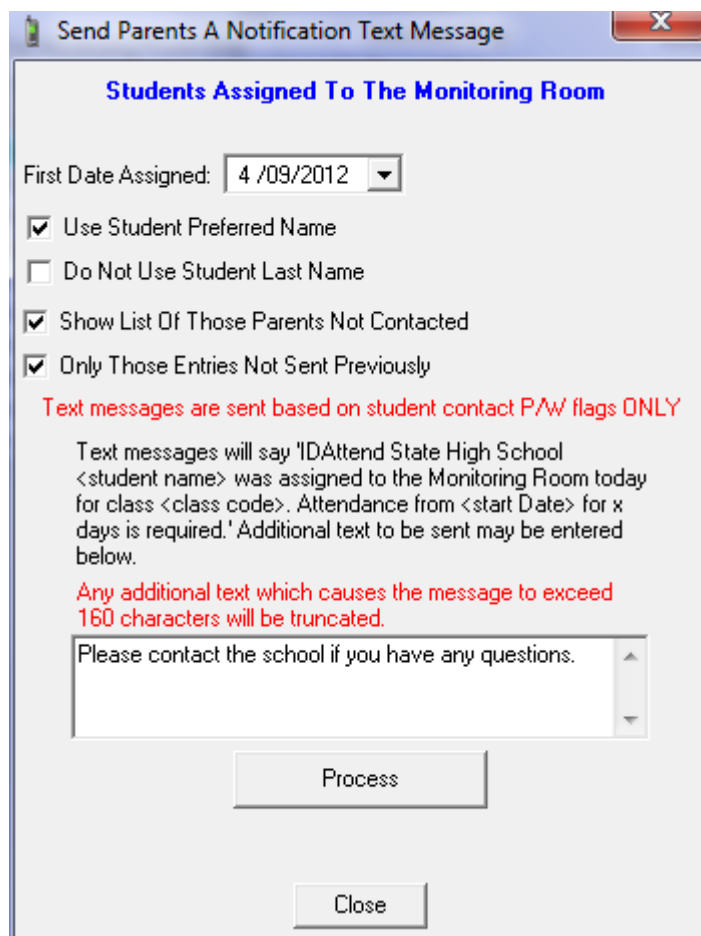
All entries for that student for that assignment will have the sign out details added to them.

If an incorrect student has been signed out of the room then you can right-click on that student's entry and select Remove Sign Out.

To take attendance on the Monitoring Room just select the students that are present right-click and select Present. The same may be done for those students who are absent.
The attendance for any student may be altered by right clicking and selecting that appropriate attendance.

To print the log just click the Print button.

There is a button on the log screen that allows you send a text message to the parents of students who have been assigned to the monitoring room as at the date selected.

This option is only available if text messaging has been setup in IDAttend and also only uses the contact P/W flags option. Refer to Student Details section for more information on the P/W flags.

Clicking the Process button will display a list of students that messages will be sent to the nominated parents and clicking the Process button on that screen will send the messages.

Attendance Letters To Be Sent To Parents

IDAttend has the functionality to process and send out attendance letters to parents.
This process use Microsoft Word to do a mail merge with a previously created Word merge document or template. There is a sample letter in the \IDAttend\Sample Letter folder on the server where IDAttend is located.

Before editing the sample letter to suit your school requirements it is necessary to carry out the following in order to create a merge source file for Word to attach to the letter template.

To create the merge file you must first go to Admin/Notify Parents/By Letter/Create Student

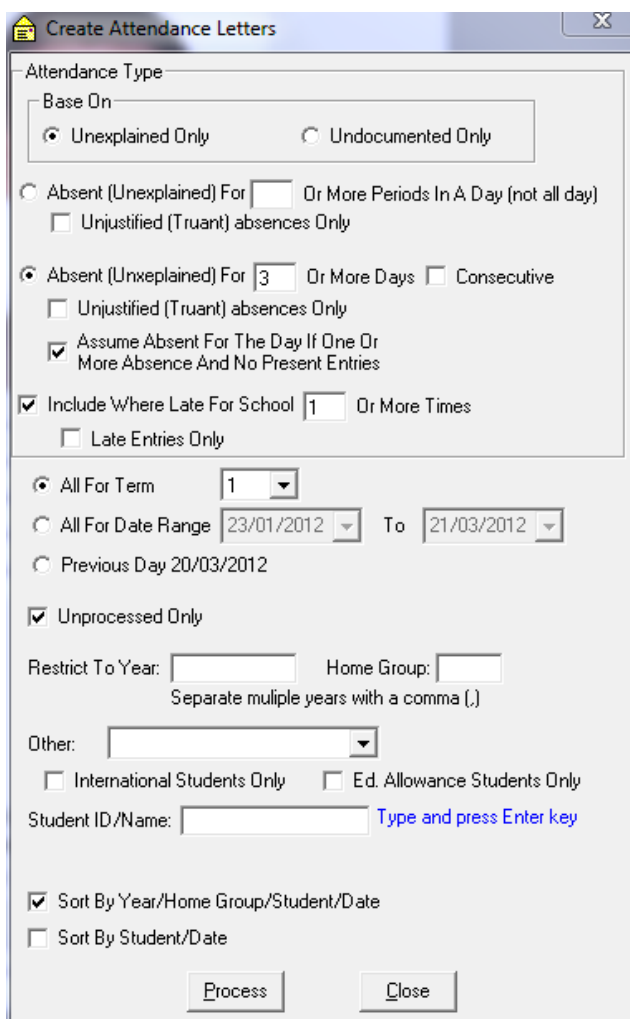Attendance Letters or click the [icon] button on the toolbar.
By default the system will look for students who have been absent (unexplained) for x days for the defined date range. E.g. 3 Days. The default date range is the current term/semester. You may alter the date range to suit.
The Consecutive option may be enabled if desired. This will cause the search to only include those with x days absences that are consecutive.
There is the option to include student with unexplained late to school entries. There is also an option to limit the search to only late entries.
Normally the **Unprocessed Only** option should be enabled otherwise any absences used previously for a letter will be included.
You may also limit the processing to a particular Year or Home Group if desired.

Click the **Process** button.
IDAttend will search for the absence entries as specified. This may take a few minutes depending on the date range selected.

Once the search is complete and matching entries found IDAttend will display a list of the students and addresses for each day's absence. This allows you to review the entries that will be output for the merge

Next you must select the entries you wish to use for the merge with your Word letter. The **Select All** button may be used to select all entries. The **Shift** and **Ctrl** keyboard keys may be used to select/deselect entries if desired.

By default only those entries with complete address details will be included in the processing. There is an option to include entries with no address details if you wish. This allows you add those details directly to the letters before printing although it is preferable to have all contact details up to date in IDAttend.

The Merge File Path/Name must be entered. This is the path where IDAttend will output its comma delimited merge data source file. **This is NOT the path to your Word merge template**. The **Browse** button may be used to set this path. The file may be located on a network or local drive. IDAttend will remember this path/name for future use.

The sample letter provided only has room on the page for up to 15 absences per student without going to a second page. Whatever limit you have on your letter this must be entered in the **Maximum Days Output Per Student**.

For the initial setup of the Word merge document you do not need to enter the path at this stage.

Click the **Processed Marked** button. The merge data source file will be created at the path specified. Once complete the Proposed Letter Recipients screen will close.

To connect this merge data source to the sample merge template you should first open the sample document in Microsoft Word. Depending on your version you may be asked if you wish to run the SQL commands embedded in the document. If you are setting up the document for the first time then you should answer No. The document should then open in Word without performing the merge.

Older versions of Word may require you to connect to the data source file. If this is the case then browse to and select the merge data source file created in the process above.

If not already enabled you should enable the Merge toolbar in Word (View menu/Toolbars).

Click the Data Source button the toolbar and browse to and select the merge data source file created in the process above.

Alter the document heading to suit your schools requirements. The word of the letter may also be modified as desired but car must be taken with the special merge fields denoted by << >>. Do not un-link or delete these fields unless you find a need to do so.

Save the changes made to the template. You may also use the Save As option to save the document with a more meaningful name.

Once the letter template is complete you can now do the merge with the data source file. This is generally done using the Merge button on the Merge Toolbar. It is best to use the Merge to New Document option.

In Word 2010 select the Mailings menu and click the Finish and Merge button and select Edit Individual Documents.

You may be asked what to do by Word with the screen similar to that below.
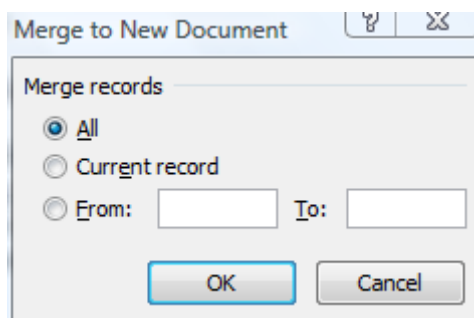
Select All and OK.

A new document will be created which contains all of the letters with all of the merged details.

If any errors are shown then there is an issue with the merge fields on the merge template document.

It is best to review a few of the letters before printing them.

Once printed you may close the merged letters in Word. If you wish you may Save the letters first for future reference if desired.

Close the merge template document.

For future merges from IDAttend you can now enter the path to the word template you normally use. There is also the option to have IDAttend attempt to launch Word using this document once processing is complete. Some schools security settings to do not allow IDAttend to launch Word. In this case you will have to run the merge manually.

	ID	Student Last Name	Student First Name	Year	Date	Missed	Late	Parents	Address	Suburb
	GIL52	Gilbee	Mellissa-Jane Gilbee	11/C	1/08/2008	1				
	GIL53	Gill	Gene Gill	11/C	29/07/2008	1				
	GOW51	Gowans	Marnie Gowans	11/C	1/08/2008	1				
	HIN51	Hinz	Bronwyn Hinz	11/C	1/08/2008	1				
	HUT50	Hutchison	Christopher Hutchiso	11/C	29/07/2008	1				
	HUT50	Hutchison	Christopher Hutchiso	11/C	1/08/2008	1				
	KAY51	Kay	Nathan Kay	11/C	1/08/2008	1				
	LEE02	Lee	Susan Lee	11/D	25/07/2008	1				
	LEE02	Lee	Susan Lee	11/D	1/08/2008	1				
	LYO50	Lyons	Sarah Lyons	11/D	25/07/2008	1				
	MAG01	Maguire	Andrew Maguire	11/D	1/08/2008	1				
	MAH51	Mahon	Rhyce Mahon	11/D	1/08/2008	1				
	MAR56	Marshall	Tanya Marshall	11/D	1/08/2008	1				
	MAR12	Martin	Catherine Martin	11/D	1/08/2008	1				
	MCI50	McIntyre	Callan McIntyre	11/D	25/07/2008	1				
	MIL54	Mill	Kathryn Mill	11/D	29/07/2008	1				
	MOR06	Morel	Nathan Morel	11/D	1/08/2008	1				
	MOR54	Morris	Dayna Morris	11/D	1/08/2008	1				
	OSM51	Osment	Anna Osment	11/E	1/08/2008	1				
	OVE50	Overton	Kate Overton	11/E	29/07/2008	1				
	OVE50	Overton	Kate Overton	11/E	1/08/2008	1				
	PAG03	Page	Anthony Page	11/E	1/08/2008	1				
	PRO01	Proposch	Claire Proposch	11/E	1/08/2008	1				
	RAM50	Ramsden	Matthew Ramsden	11/E	29/07/2008	1				

Merge File Path/Name: C:\IDAttend\Demo\Absence merge.Txt   [Browse]

☑ Launch MS Word Using Document: C:\IDAttend\Sample Letter\Sample Merge Letter.doc   [Browse]

Entries Selected: 0

☐ Allow Entries With No Address Details

Maximum Days Output Per Student: 20   [Select All] [Deselect All] [Process Marked] [Print List Of Marked] [Close]

Ready To Learn Module

The Ready To Learn module in IDAttend is designed to enable teachers to select pre-defined categories that apply to a student. The module is primarily designed to enable teachers to report negative class behaviour or attitudes of students. It can also be setup to report positive behaviour. The options or categories available to teachers are predefined by the schools administration. If these options are not setup you will not be able to use the module. The name of the module may have been changed by Admin.

There are also points associated with each option selected (a positive or negative number) that makes it easy to see who are the worst offenders and who, perhaps, may need some sort of extra help etc.

It is important that if a school elects to make use of the Ready To Learn Module that someone monitors what is being entered by teachers and keep an eye on your 'high flying' students and take whatever action deemed necessary to try and overcome issues student may be having.

The Name of the module may be altered in Tools/School Setup to something that is perhaps more meaningful to the school.

The options that are made available to the teachers can be set in Tools/Lists/Ready To Learn Options

Clicking the Add button will add a new row to the grid.
A sort number must be entered beginning with 1.
The Option Name must be entered. Try not to make them too long.
Either Positive or Negative must be ticked for each entry made.
The number of points to assign to each option, while not mandatory, is a good idea if you want to be able to quick see those students that are accumulating a lot of entries from teachers.

When done just click the Save button.

Entries may be deleted by selecting those you wish to delete and clicking the Delete button.

If you decide to change an entry that has been in use by teachers all existing student entries that use that option will also be changed to reflect the new entry.
Deleting an entry from the list will NOT delete those student entries that were associated with it.

The Ready To Learn Module is available to all class teachers from the class attendance screen. Right click on the student's photograph that you want to add an entry for and select Ready To Learn, or the name that it have been changed to.
There is no Admin menu option for this function as it is designed to be used inj the class room by teachers.

All teachers need do is tick the appropriate option/s available and optionally add a short comment and click the Save button.
If teachers feel there are categories missing that they would like to use you will need to see the Administration persone responsible for the module to have them added.

There is also a Ready To Learn Log available from the Admin/Logs menu or you can use the Ctrl A shortcut assigned to the log.

The Ready To Learn log may be set to any date range for the year and can be filtered by a Single Student, A Campus, Year Level/s, House Code and/or Teacher.
You can also filter it by just a single Category if desired.
By default it will include both Positive and Negative entries but you have the option to show on Positive or Negative entries.

There is also the option to show only the total points of each student by ticking the Student Total Only option.

There is also the option of showing Teacher Total Only

The Log may be sorted by any coulumn by click in the column header. Clicking again will toggle between Ascending and Descending.

Any number of entreis can be deleted by selecting those you want to delete and click the Delete button. Delete is not available if either of the Totals Only options is selected.

The log may be printed by clicking on the Print button.

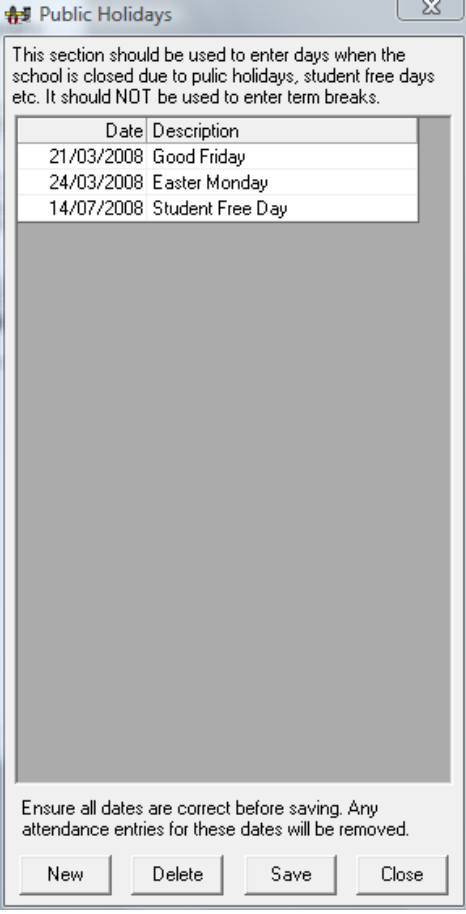The log may also be exported to a CSV file if required by click on the CSV File button.

The Refresh button will reload the log based on the default sort option.

Holiday Dates

IDAttend can record the days when there student free days and public holidays.
This function is under the Tools/Holiday Dates menu.
This function should not be used to record term breaks as IDAttend is aware of these.

To enter a date click the **New** button.
Enter the date in dd/mm/yyyy format. Also enter a brief description of the holiday.
Enter as many dates as you wish. They may be in advance or retrospectively

You must ensure that all dates entered are correct before clicking the Save button.
When saved IDAttend will delete any attendance for the date/s entered and prevent IDAttend from taking attendance on these dates.

Visitor System

Signing Visitors In – (the IDAttend system also allows for pre-registration of visitors) – go to **Admin/Visitors** menu **Visitor In(Ctrl+I)** which brings up the visitor entry screen. The computer defaults to date and time. Fill in Visitor details (system will not allow blank fields) and time on site (default is 1 hour). Tick whether pre-entry or not. Take photo by ticking 'Print Photo on Pass', this will allow for connection to camera/webcam. Click on '**Capture from Web camera**' and follow third party prompts. Tick **'Print Pass'** and select pass format 1 or 2 (Portrait or Landscape). Upon saving pass will be printed.

If the visitor is one that has previously been entered into the visitor system then you can click the **Previous Visitors** button. A list of all previous visitors will be displayed. The list may be narrowed but entering any part of the name and or company and clicking the **Find** button. If more than one matching entry select the one required and click the **Select** button.

The visitor details will be entered into the visitor screen along with the last used photograph (if taken). A new photograph may be linked to this visitor is desired by clicking on the **Capture From Web Camera** button.

This screen may be used to remove previous visitors who are unlikely to ever visit the school.

Signing Visitors Out – go to **Admin/Visitors** menu **Visitor Out (Ctrl+O)** Use Barcode wand to scan pass and sign visitors out.

Admin/Visitors menu **Visitor Log (Ctrl+E)** – shows in red visitors still on site and in black those signed out. Different days/period can be selected. Log can be printed. Visitors on site show on 'Evacuation Report'

If a visitor has left but not signed out then they may be signed out from the system by selecting the entry in the log and clicking the **Sign Out** button. A window will pop up requesting the approximate time the visitor left. The default time will be the estimated time of departure. If a different time then enter the time as hour and minutes. Eg. 1:12 PM would be 112 and press the Enter key. Click the **OK** button. The visitor will now be signed out.

Setup and Send SMS Text Messages To Parents Regarding Student Absence and Broadcast Text Messages

IDAttend may be used to send SMS text messages to parents with regards to daily absences. The system uses third party SMS providers to send the messages. The absence details are either sent to a website or emailed to the SMS provider by IDAttend depending on the provider you have chosen. The school needs to setup an account with the provider of their choice before this option can be used.

Providers we currently have interfaces for are:
SMSGlobal
SMSCentral
Infoways
MessageMedia

If you require information on setting up an account please contact us and will can provide the contact information.
If you have a current provider for whom we do not have an interface please contact us and we will see if we can provide one.

Once your account has been established the appropriate interface can be enabled in IDAttend.

NOTE: It is important that before enabling any SMS notification in IDAttend that you ensure that attendance data in IDAttend is accurate. It is also important to ensure that all excursions and other student off campus activities are pre-entered in IDAttend or absence notifications may be sent to parents who may not appreciate such oversights on the part of the school.

Any of the above text message providers may be used to send text messages direct from IDAttend and any text replies from parents are also returned directly to IDAttend.
It is the school's responsibility to setup an account with provider of their choice directly or via one of the deals that various regional groups have setup. It is also the responsibility of the school to ensure that the service provided by the provider chosen will best suit the schools needs and departmental requirements. **IDAttend Pty Ltd accepts no responsibility for the non-delivery of messages which is outside our control**. **IDAttend is not directly associated with any text message provider or supplier, nor do we benefit financially from messages you send.**

Before you can use the text message interface you need to setup an account with the relevant provider. some offer both Pre-paid and Post Paid accounts. Pricing per message will need to be discussed with them.

If you want the ability for parents to notify the school of absences, via text message, prior to an absence message being sent out that day then you will have to arrange with provider to have a fixed text message reply number. This is available but at an extra cost per month. Parents can then be informed of the fixed number for their use. If a fixed number is not setup then you must advise the parents not to use the last message from the school sending number as a method of informing the school of absences prior to receiving an absence message that day as the message will not likely be received by the school.

IDAttend will send messages to which ever parents are nominated mobile telephone numbers.
If these numbers are not stored in IDAttend the it will not be possible to send messages to those parents.

IDAttend provides the option for parents to not receive SMS messages. This is done on the Student Contact Details screen for the selected parent. Tick the Do Not Contact Parent box and Save the contact details.

It should be remembered regardless of which contacts will receive messages there must be a mobile number associated with that contact.

Once you have setup an account with an SMS Provider you need to select that provider in Tools/School Setup
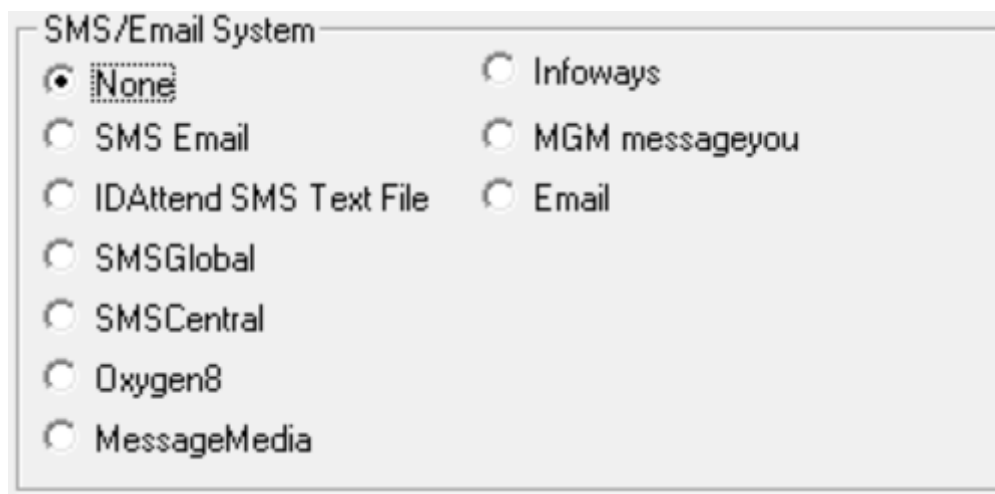
Click the Save button

Go to the Help menu and click on the <provider name> Setup Instruction option. This will give you all of the information you need to setup IDAttend for that provider.

Once an SMS Provider has been set in IDAttend the functions to send text messages is via the 5 mobile phone buttons at the top of IDAttend on the Toolbar.

The function of each button is: (from left to right)

Send Absence Text Messages
Get incoming messages (MGM messageyou only)
SMS/Email Log
Send Single Text Message
Send Broadcast Text Messages

All Text and Email messages sent and received via IDAttend are recorded in the SMS/Email Log. Each student also has a Msg Log (Student Details screen) will all SMS/Email messages sent/received relating to that student.
Messages that have been marked as Processed cannot be deleted from IDAttend.

Note:
Parent To Send Message To.
By default this is set to Use P/W Flags. This is the preferred method of sending text messages as it allows up to 4 contacts per student to receive a text message. By default, Mother's Personal Mobile is used but if no mother then the father and so on.

These flags (P, W or Blank) can be set on an individual basis for each student if need be by looking up the Student Details and clicking on the Contact button.

If the Mobile Phone To Use is set to P then the contacts Personal mobile will be used.
If the Mobile Phone To Use is set to W then the contacts Work mobile will be used.
If the Mobile Phone To Use is Blank then that contact will not be sent a text message.

If this information is imported, OneSchool, then any changes you make will be overwritten/removed on the next import unless you tick the P/W Flag Set Manually Option for that contact. This allows you to add the P or W or have blank, in effect overriding what is imported in this regard.

There is also an option, Do Not Send Absence Text/Emails For This Student Option.
This option can be ticked if the parent/s have advised the school they do not want to ever receive absence text messages with regards this student. They will still receive Broadcast text messages.

Please keep in mind that all siblings have their own family contacts, they or may not be the same for each sibling. Changing one does NOT change the contact information for the others.

Sending Absence text messages

To do this click on the [button icon] button on the toolbar.

Select the date that the absences apply to. The default is the current date.
You also need to select the Period that will be used to determine if the students are absent or not. This will generally be the roll class. If you have different campus's that use different period names for the roll class then you may select up to two addition periods. **Do not** select two or more periods for the same campus or year levels.
There is an option to either send the messages for those student who have been marked absent and have not yet arrived at school. If selected then messages will only be sent to those students who have not yet arrived at school. If this option is not selected (ticked) then the messages will be sent for those students absent from the nominated period regardless of where they have subsequently arrived at school.
The message will contain the school name, as set in System Setup, along with the absence date, and student name. Extra text can be added to the message to indicate what you would like the parents to do once they receive a message. (Reply and/or call the school). Keep it short. Keep in mind the 160 character text message limit per text message. If you text message length exceed 160 characters it will require two, or more, message parts to send the message, at twice the price. Keeping the school name short in Tools/System Setup helps, Use SHS instead of State High School, not including the student surname also helps.

If the option to **Include Students Who Were Late To School (unexplained)** is enabled then you should enter any relevant extra text to be sent with the message.

The **Unexplained Absence As At Period** must be selected from the drop down list. This would normally be the roll call period. If you do not wish IDAttend to say in the message that the student has been recorded as absent from school and rather absent from the period selected then enable the **Period Absence Rather Than Absent From School** option. Up to 3 periods may be selected if your roll class period has different names for different year levels. If using the **Period Absence Rather Than Absent From School** option then you also have to option to Include Period Start Time in the message.

The Do Not Include Students Who May Not Yet Arrived Due To Spares option may be used to tell IDAttend to exclude those students who have not yet arrived, but marked absent at the roll class, due to have spare periods. This option will only works if the Late Start option for the selected period is ticked for the students' year level. If enabled this option is based on the current time when sending the messages. If the student has not arrived for their first class after the roll class then the message will be sent. If using this option it is advised that you send the messages again every hour or two with the **Only Those Entries Not Yet Sent** option enabled.

Only Those Entries Not Yet Sent should normally be enabled. If not any previously sent entries for that day will be sent again.

The students selected may be filtered using the **Other** and **Campus** drop down lists if required.

The **Use Student Preferred Name** option will use the student's preferred name, if available, rather than the first name.

The **Do Not Use Student Surname** option will only send the student's first/preferred name.

The **Show List Of Those Parents Not Contacted** option, if enabled, will display a list of those students who were not contacted due to missing or invalid mobile phone numbers or contact settings in the student Contact Details.

Show List Of Those Parents Not Contacted Because Student Has Arrived At School, Has Spares or Late Request. If ticked this option will show a list of any students who were not sent a text message because of any of these reasons.

Do Not Include Students Who May Have Other Events Later In The Day (Excursion, School Activity etc). This is optional and if ticked, will not send a text message to those students, who for example, have an excursion from Period 1 but where supposed to be present for the roll class prior but were not. Many schools have this issue where the student does not go to the roll class prior to other events that follow. It helps save on the parent phone calls saying 'but they went on the excursion'…

When ready click the **Process** button.

IDAttend will search for all students who have been marked absent for the period selected and have as yet not been recorded as arrived at school, if applicable. If the option to include students who were late to school is enabled then IDAttend will include those who were late (unexplained).

A list of qualifying students, based on the options set, whose parent/s have a valid mobile number and a P or W in the, Contacts, Mobile Phone To Use field, will be displayed. This allows you to see how many student parents will be sent a text message with the option to not send them if you feel something is not right.

By default all entries are selected to be processed. The list should be quickly reviewed to ensure those students absent are valid. If for some reason one or more students are not valid you may 'un-tick' the process button for any students you require. The **Select All** and **Deselect All** button may be used if required.

If a student is away for a valid reason and you are aware of it you may tick the Approved option for that student and also enter a reason/comment.

Entries for students who where late to school will have the Late box ticked.

Click the **Process** button to send out the SMS text messages.

The time to process the students will depend on the provider used, network/email/internet speed. It should normally be no more than a minute or 2. Parents should receive the SMS message within a few seconds of the processing being completed.

Once the messages have been sent a list of student parents who did qualify to receive a text message but did not dues to no mobile number or opted out of the text message scheme will be displayed if that option has been selected (recommended). This list can be printed if desired.

SMS messages should normally only be sent once per day but if desired may be sent multiple times in a day.

Any students who have had a Late Request entered from the Daily Absences screen and have not yet arrived and the text messages are sent prior to their expected arrival time, the student entry will not be included. If the student does not arrive at school at all the entry will be eligible for sending if the time is 60 minutes or more after their expected arrival time.

There is an All Periods option that allows a text message to be sent for students who have been marked Unexplained in one or more of their classes. This option is designed to be sent at the end of the school day. It assumes that a 'normal' absent from school text message was sent earlier in the day and those all day absence students will not be included in this list.
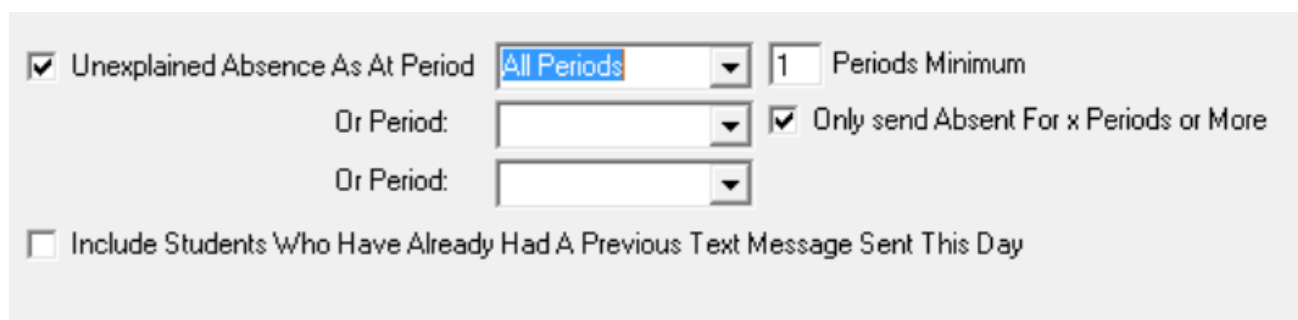
This is also an option of All Periods

This option is designed to allow text messages to be sent at the end of the day where a student was present earlier in the day but skipped one or more periods during the day.

There is also an option to set the minimum number of periods that they must have missed before they will be included in the list. The default is 1.

There is also an option of the text only saying that the student was absent for x periods or more during the day rather than listing each period name, which may exceed the 160 character single message limit.

By default, only those who have not previously been sent an absence text message are included but you may include them again by ticking that option. It is suggested you keep in mind some parents may be annoyed if they receive multiple text messages about a student per day.

Parent Replies

SMS/Email replies from parents will normally be delivered directly to IDAttend. When there are replies to be actioned there will be a notification of the number on the IDAttend Status Bar.

98 unprocessed SMS replies

If there are relies to be processed the click on the [button] button on the toolbar. This will display the SMS Messages Log. By default it is set to show incoming messages for the current/term/semester in descending date/time order (most recent at the top).

When messages come in IDAttend will attempt to match the sending mobile number to a student in the database. If a match is found then the student ID will be associated with the number. If more than one matching student is found then the word **'Multiple'** will be in the ID field. If no ID is displayed the IDAttend was unable to find a match to the sending mobile number.

IDAttend will also try to determine if the reply relates to a Late To School.

Unprocessed entries are in red and processed entries are in blue.

To process a reply you can either double click on the entry in the list, or click the **Daily Absences** button. This will display the **Daily Absences** screen with the student details already filled out. SMS ticked and the text message in the Reason/Comment field. Just select the absence type that applies, e.g. Sick (default), alter the date range if needed and click the Save button. The entry in question will be marked as processed. If the entry is believed to be a Late To School entry then IDAttend will process it as such.

If the entry had multiple students associated with it then you will be asked to select the student the entry applies to first.

Note: IDAttend will check to see if the absence is in fact a Late To School. If so it will tick the Approve Existing Late To School Entry flag. If this is the case then the absence type is irrelevant.

Alternatively you may click the Student Attendance button which will display the Individual attendance screen for that student. You may alter the attendance to suit if desired. If any alterations are made using this method you will need to click the Processed option for that reply in the message log.

Continue to process each message depending on the reply received.

Note: Some parents will reply a day or two after the original message was sent. Care must be taken to ensure that you are altering attendance for the correct date. IDAttend will try to determine the actual absence date but may not always be able to do so if there are multiple unexplained days' absence for the student.

Some parents may have received multiple absence text messages but the reply is only for one of the students but the wording may indicate it relates to all of the siblings. It is best if parents reply to each one separately but you need to be aware they may not.
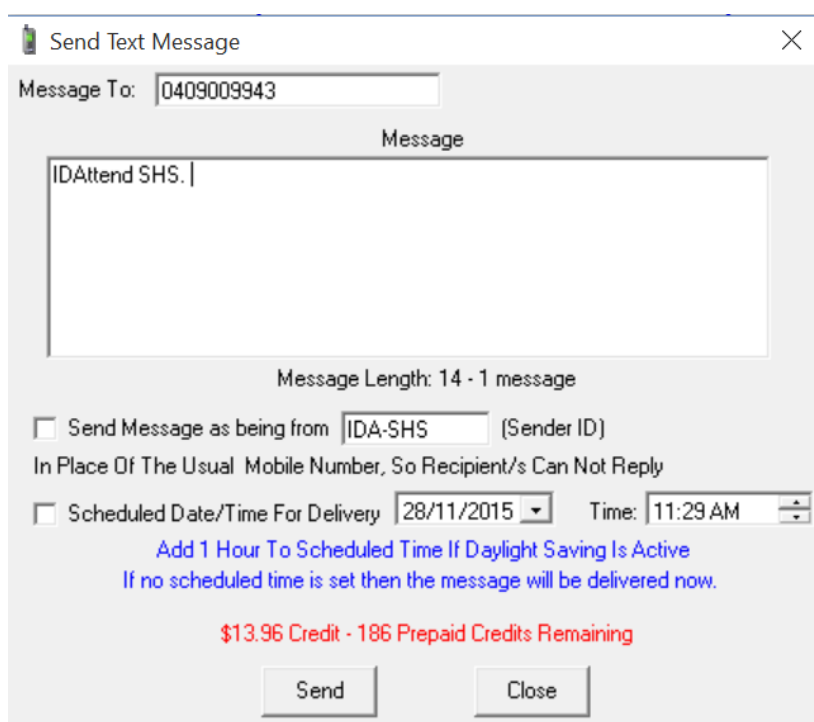
There is the option of right clicking on a reply and selecting **Reply To Text Message**. This will display a reply box with the phone number to send to already added and the school name in the message box, ready for the reply message to be entered.
The school name will already have been added as part of the message. There is also a display of the message length and how many message parts will be required to send it.

There is also the option of sending the message as being from 'NoReply' as set in the SMS Setup screen. If enabled parents will not be able to reply to the message as there will be no reply number. There is also the option of scheduling when a message should be delivered to the parent/s. If used you can set the date and time you want to message to be delivered. If this option is used the message will be sent now but will not be sent out by the SMS Provider until the date/time set. It should be kept in mind that with most providers it is very difficult and time consuming for them to delete these scheduled messages before they are sent. Make sure you have every intention for them to be sent before sending them.

The Schedule option is not available if using OXYGen8 as your text message provder.

Once done just click the **Send** button.

The Send Single Text Message function is also available from the button on the Toolbar if required.

This same screen is also used if the Send Text Message To Parent button is used on the Student Details screen. The selected mobile phone number will be entered for you.

It is also used if the send Text Message function is used on the Staff Details screen.

The Message Log also has sections to show text messages that were sent out through IDAttend. By default the message log shows the replies but you can select the outgoing message options at the top of the log screen to display the outgoing messages as well.

For all supported SMS providers, **except SMSGlobal and Oxygen8**, the delivery status for the messages sent will be displayed. The usual status is Delivered, Rejected or Failed.
Delivered indicates the message has been delivered to the intended mobile phone.
Rejected may indicate there the mobile phone account of the parent is in some sort of dispute with the mobile phone provider etc.
Failed would most likely be because the phone number is invalid or that number is no longer in use.
A blank status indicates the message delivery status has not yet been reported.
SMSGlobal do not offer this functionality via IDAttend.

Note: To have the delivery status shown on the sent messages you must turn this option on in Admin/Notify Parents/SMS Setup and only on the computer that picks up the replies.

Each student has their own Msg Log button on their Student Details screen.
This log has all of the display options of the main message log but only relate to that student.

Sending a Broadcast Text message

click the [icon] button on the toolbar.

This function is not relevant is using MGM messageyou as these applications they their own broadcast functionality.

IDAttend may be used to send a broadcast text message to all or selected parents if required. This may be to notify parents that school will be closed for any reason, school is as normal etc. The message may be targeted to particular year levels, Home Group, class or an excursion, student group etc if required.

You must select the provider that will be used to send the messages. The options are IDAttend SMS Text File or Send Via SMS (default). The option selected will depend on the provider you have previously setup. IDAttend will remember the selection made for future use.

If you wish to limit the messages to a particular year level enter it in the Year field. Do not put a leading zero on the year. If multiple year levels, then separate them with a comma.

If the message is for a particular class then select it from the Class dropdown list.

If the message is with regards an excursion then tick the date box next to the excursion label and select the Start Date of the excursion from the dropdown calendar. Then select the excursion from the excursion list.

There is an option to only send to those students who Use Bus Transport. This flag is set in the Student Details for those students who travel to school on busses. This flag must be ticked manually for each student.

The Student Group dropdown list allows to select any Student Group that has been setup in IDAttend. Refer to the Student Groups section in this manual.
The second last item in the list is All Bus Groups. This may be useful if you have created a number bus route Student Groups but wish to send the text message to all of them at once.
The last item is the list is Exclude All Bus Groups.
These options similar to the Student Uses Bus Transport option above but offers more flexibility in that you can target just a single Bus Student Group if the need arises.
Adding a student to a Student Group Bus Group does **NOT** automatically tick the Student Uses Bus Transport box on the Student Details screen.

There is also an option to Exclude Those Students Who Use Bus Transport.
This allows for different text messages to be sent to parents with regards those that travel on busses and those that do not in the event of a school closure or evacuation.

There is also an option to Exclude Students In Certain Classes. If used each class should be separated with a comma.
There is also an options to Exclude Students In Certain Home Groups (Roll Classes). If used each Home Group should be separated with a comma.
Both of the above options can be turned on or off without losing the list that has been entered.

There is also an option of **Only Those Student Currently Present On School Grounds**. This option is intended to be used is text messages are being sent to parents with regards the school closing due to Natural Disaster or similar.
This option will slow down the sending process as it must check if the qualifying students are in fact still at school based on their attendance information. Please keep in mind that Excursions set to School Activity, Exams and Non-Reportable are considered to be on school grounds in IDAttend, as is the School Activity student pass.
Do not use this option if sending out a text message based on an excursion.

The Class, Excursion, Student Group and Student ID can NOT be used with each other. You can only select one of these 4 options.

Enter the message text as required. You should include the school name in the message as IDAttend will not automatically add it.
It is important that you keep the message length to 160 character or less. The message length is displayed under the text box.
Once the message has been entered you should click the **Send** button.

A list of qualifying students will be displayed. Qualifying students are those where IDAttend has a valid mobile phone number for the parents/guardians in the student Contact details.

By default the message will be sent to all displayed. You may un-tick the Process box for any students you do not wish to send the message to.

If when sending text messages and an error occurs you will be shown a list of those not sent and the reason why.

There is also the option of sending the message as being from 'NoReply' as set in the SMS Setup screen. If enabled parents will not be able to reply to the message as there will be no reply number.

There is also the option of scheduling when a message should be delivered to the parent/s. If used you can set the date and time you want to message to be delivered. If this option is used the message will be sent now but will not be sent out by the SMS Provider until the date/time set. It should be kept in mind that with most providers it is very difficult and time consuming for them to delete these scheduled messages before they are sent. Make sure you have every intention for them to be sent before sending them.

The Schedule option is not available if using OXYGen8 as your text message provder.

Sending a Broadcast Text message From Outside The School

The following section is for instructions on how to send a text message to all parents from a Principal's laptop to inform parents of school closures etc. out of school hours.

On the Send Broadcast Text Message screen is a button labelled Export CSV Numbers Only To CSV File

This function will export (based on the screens' selection criteria) the phone numbers of the students to a CSV file. This is envisaged to be a USB drive. Only the parent mobile phone numbers are exported to the file, no names or any other identifying information.
It is recommended that this process be done at least once a week to keep the numbers up to date. Each phone number should only appear in the CSV file once regardless of the number siblings assigned to that number.

Most SMS Providers have a website you can log into and have the option to send a text message based on an imported CSV file.
Each provider has a different way of handling this and each school should make their own arrangements to familiarise themselves with this process before the need arises.

The Principle should also be made aware of the login username/password for the provider.

Email Setup

In order for IDAttend to be able to send emails it must know your email server details. To do this click on the Email Setup button.

Enter your outgoing and incoming email server details.
IDAttend also supports SSL for both outgoing and incoming emails. If your school requires this then tick the SSL options required and ensure the ports are correct.
The normal ports for email are

Non SSL Ports
Incoming - 110
Outgoing - 25

SSL Ports
Incoming - 995
Outgoing – 465

TLS Ports
Incoming – 995
Outgoing - 587

Another option is to use the IDAttend Users Email Address. It is preferable to use this option and if selected then the IDAttend user's email address will be used instead of any other that may have been specified. The user email addresses are stores in Tolls/Lists/User List.

You may also schedule IDAttend to check the email address inbox every x minutes to collect any parent email replies. **The scheduling MUST only be setup on one computer.**

There is also an option to add a list CC email addresses to which a copy of Broadcast Emails will also be sent. This option does not apply to other emails sent from within IDAttend although some email generations screens have a separate user based CC list option.

The Privacy Statement is a field for entering any privacy statement that may be required to be appended to the end of any emails sent out from IDAttend. All emails will have this appended to them if entered.

There is also a section for entering incoming mail server details.
These details, if entered must only be setup on one computer and this computer may be scheduled to check for incoming emails every x minutes.
A normal email account should not be used for this or its likely that IDAttend will be picking that users normal email.

Email Setup for Office 365
If you are using IDAttend to send email via Microsoft Office 365 then things need to be set up differently.
A number of limitations may apply that you could do previously.
Firstly IDAttend must be set to use Active Directory Authentication, that is, users log into IDAttend using their normal network user name and password. Refer to the User Setup section for information on this.
Office 365 appears to set up your email according to you network login credentials so IDAttend needs to know what those are.

The Outgoing mail server is smtp.office365.com
Sender Email Address must be blank.
Use IDAttend Users Email Address must be ticked
Use SMTP TLS must be ticked.
Outgoing Mail Server Requires Authentication must be ticked.
Users Email Address As User Name To Authenticate must be ticked.
User Name/Password must be blank.
Outgoing Mail Server Port must be 587.

There is the option of using an email 'alias' as the sender address if sending absence emails to parents and also if Admin staff (not teachers) are sending broadcast emails from IDAttend.
While these can still be used with Office 365, by default Office 365 will not allow a user to send an email using credentials that are not theirs. This can be allowed in 365 if Send As Permission is set up. This process is not within the scope of this document and the process is defined in the Office 365 documentation. I am unclear as to whether this process is per user or a group of users may be nominated.

If this is not done and you send absence or broadcast messages with a specified alternative from address then the emails will fail.
An alternative option we have introduced is to tick the Use Above Addresses For 'Reply To' Only. This means the email is sent with the user as the sender but if someone replies to the email it will come back to the alternate email address, instead of the sender email address.

The Maximum Number of Recipients Per Email Sent is for Broadcast Emails that are not personalised and is the number of BCC recipients that are placed on each email. The default is 200 maximum that can be specified is 450.

Email Queue Option

Sending a large number of emails from IDAttend is quite a slow process as it waits for the email server to say it has sent the email before moving on to the next one. The new Email Queue option allows the email function to send the emails, very quickly, to a defined folder on the server and an installed service sends these emails one at a time to the SMTP mail server, freeing up IDAttend to do other things while they are being sent. It is recommended that this option be installed.

This service is usually on the server where IDAttend is, but can be placed on another server is need be. This is an IT install only option. There is only a 64 bit version of this service so it can only go on a server that is running a 64bit version of Windows. If installed then you need to tick the Queue Outgoing Email option and enter the path the folder on the server where that has been installed, eg. \\servername\apps\IDAttend\Email. The install files and full instructions on how to install and setup this service are on the IDAttend website www.idattend.com.au by the Email Queue files listed on the Support Page.

If enabled then there are 3 extra buttons placed on the screen.

Email Queue – Shows a list of .eml files that are in the queue to be sent.

Email Logs – Shows a list of log entries, one per day, that shows what was sent, failed etc.

Email Not Sent – Shows a list of .XML files if any email failed to be sent and the reason why, There is one per email.

The Email Not Sent list (screen shot below) has the option to Move the selected entries in the list back into the email queue to try and have them sent once the issue has been solved.

This screen filters the entries on the selected date.
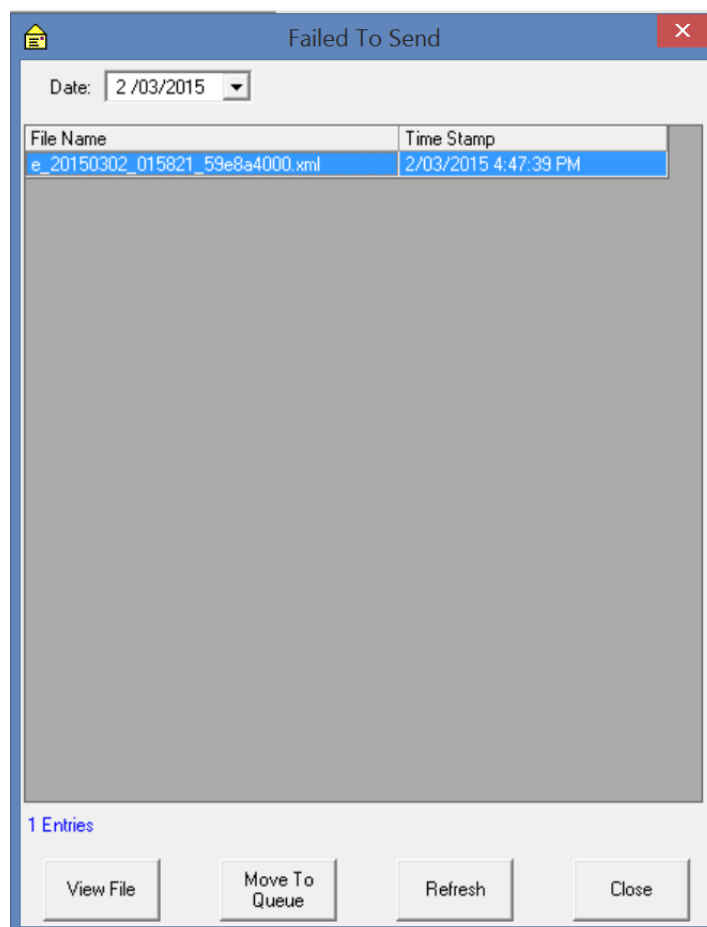
We hope to soon add the option of having IDAttend monitor the Not Send folder for any new entries and let the user know that their email may not have been sent for some reason, and requires attention.

Email Signature

Each user in IDAttend that will send emails must have their own email signature.
This is where you would put your name, title, position and contact information.
The signature will be appended to all emails that the user sends from within IDAttend.
All email function check to ensure that there is a signature for that user sending the emails.

There is an Email Signature button on all email sending screens so you can easily ass or change your signature.
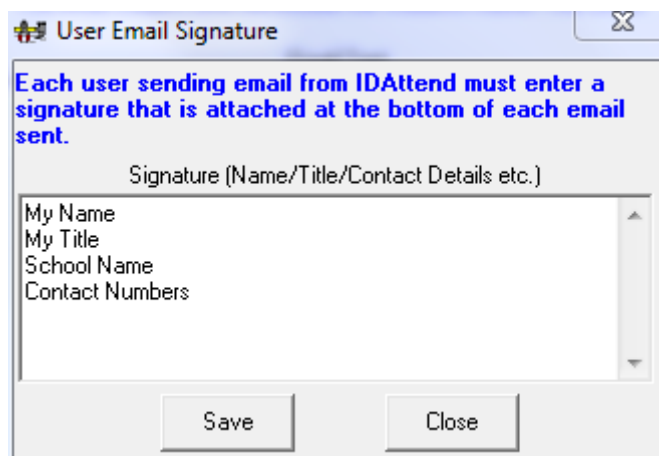
Sending Broadcast Emails To Student Parents

This function is available to al all admin users of IDAttend and also available to Coordinators if the option to allow teachers to send emails to parents is enabled in Tools/School Setup.

Emails may be sent to the parents of all students or only those students of year level/s or a particular Class. **All recipients of emails are added BCC so no parent can see the email addresses of other parents sent the email.**
An email may also be sent to a single a single student if required.

It is not normally necessary to select a teacher sending the email as the emails will generally not be teacher based and no reply will be required from parents.

Enter the text you wish to send to the parents in the Email Text section. There is no limit to the amount of text that may be sent. A single Attachment is permitted.

There is a Signature which must be filled out. This would be the originators name, title etc. This need only be entered once as the system will remember these details.

The privacy statement text is not editable by teachers and will be included on all emails sent from this function.

There is an option Broadcast Email. Do Not Include Student Name In Email. If enabled this option will not include the student's name in the email (non personalised). Up to 450 BCC recipients will be added per email as per the setting in Email Setup.

There is an option Broadcast Email. Include Line To Tell Parents Not To Reply To This Email. If enabled this option will include a line of text advising not to reply to the email.

There is an option to have the function display a list of all those parents not emailed because there is no valid email address or the parents have opted out of this contact method. If enabled this list will be displayed after the emails have been sent.

When the email is ready to be sent click the Send button. The email will be sent to all parents of the selected range dependant on the settings in the contact details of the student.
The number of emails sent will be shown although the physical number sent may be far less if it is a Broadcast Email (non personalised).

All settings made in this section are on a per user basis and saved on a per user basis.
The only exception to this is the Privacy statement which is common to all users and must be setup using an Admin login to IDAttend.

Note
All family contacts that have a valid email address will receive the email.

Emailing Absences To Parents

IDAttend can handle absences emailed by parents whether or not an initial absence message has been sent.

This process is almost identical to sending text messages with the exception that an email will be sent instead. Sending a large number of emails can be slow and make take some time to send depending on your email server.

Normal Email Signature Rules apply to this function.

Any reply emails will come into the message log and instead of a mobile phone number will have an email address. These may be processed in the same way as SMS Text messages using the **Daily Absence** button.

Data Import

Student Details, Timetable and Student Subjects should be imported.
These are normally imported from a tab or comma delimited text files that has been exported from the school's Admin system and timetabling software. There also import functions that allow direct import from databases.

Student Details Import

Admin/Import/Import Student Details (text file).
This information must be in a tab or comma (CSV) delimited text file.
Select the type of file being imported Tab or Comma (CSV) Delimited.

The mandatory information required is:
Student ID
Last Name
First Name
Year

Home Group (roll group)

Optional information:
There are a number of other optional fields that may be imported.
Clicking one of the predefined import format options will automatically fill in the appropriate mapping.
By default all year levels will be ticked but if you wish to exclude certain year levels from the import then you only need untick them.

If SMS/Email capability is required from IDAttend then parent details/phone/mobile/email addresses must be included.

Map the position of each field (column) being imported from the text file. It is quite often easier to open the text file in Excel to make noting the positions easier.

There is usually no need to use the Contact Details import option unless these details are not part of the student details text file.

Form Assembly/Roll Call Not In Timetable. Update/Add New Students To Previously Created Form Assembly/Roll Call Classes – This option should only be enabled if IDAttend has been used to create your Roll Call classes because they are not contained in your school timetable that will be imported.
If enabled, this option will automatically add/change students in roll classes as each student is imported.

Mark All Existing Students As Inactive Prior To Import And Only Mark Those Imported As Active – This option should be enabled if you are NOT importing a field that indicates if students are still active or not. If enabled then all existing students will be marked inactive prior to the import and then only those imported will be marked as active again.

All other options may be ignored at this stage.

Use the Browse button to locate the text file to be imported.

Click the **Import** button to import the student details.

IDAttend will remember all mapping details for subsequent imports.

Subsequent imports will update existing student details and add new students that are in the text file.

For information on importing student details from OneSchool refer to the OneSchool Import/Export manual under the Help menu in IDAttend.

Timetable Import (Text File)
Admin/Import/Timetable (Text File), (actual option used depends on the source of the timetable)
Select the type of file being imported Tab or Comma (CSV) Delimited.

This option requires a minimum of:
Subject code
Day of class (May be Mon, Monday, or 1)
Period of class
Teacher of class
Optional information is:

Room
Number of periods for class if more than 1
Class Name
Teacher Name

If the timetable period numbers in the text file do not match the IDAttend Period #'s then it will be necessary to use the Period Mapping function when importing the timetable. This will map the timetable period numbers to the IDAttend period numbers so that periods appear where they should.
If for example the period numbers in the text file are 1, 2, 3, 4, 5, 6 and the period numbers in IDAttend are 0, 1, 2, 3, 4, 5 then the period mapping option must be used.
Before enabling this option make sure you have entered the position of the Period field in the text file and also used the Browse button to locate the file to be imported.
When you do enable this option IDAttend will gather a list of the Periods used in the text file so that you can then map these to the IDAttend Period #'s.

If the timetable includes periods for recess and/or lunch and bus duty etc. then these can be skipped by mapping those periods to period -1.

The Timetable Effective Date is the date that the timetable will become effective. This may be into the future or in the past.
IT IS CRITICAL THAT THE EFFECTIVE DATE DOES NOT OVERLAP AN EXISTING TIMETABLE IN IDAttend.

Use the Browse button to locate the text file to be imported.

Click the **Import** button to import the student details.

IDAttend will remember all mapping details for subsequent imports.

For information on importing the timetable from OneSchool refer to the OneSchool Import/Export manual under the Help menu in IDAttend.

Student Subjects

Admin/Import/Import Student Subjects (actual option used depends on the source of the timetable/subjects. Some functions import subjects as part of the timetable import. The OneSchool timetable import also imports the student subjects as well so there is no need to do a separate student subject import..)

Select the type of file being imported Tab or Comma (CSV) Delimited.

This option requires a minimum of:
Student code
Subject code (must match subject codes imported in timetable)

It will be necessary to open the text file to find the position of these fields. The position can vary from one application to another.

If the student ID field is there then you do not need to worry about the Last Name, First Name and Year/Home Group fields. **The other import options normally do not need to be set but can be necessary under certain circumstances with may not be evident until the data has been imported**.

Create Form Assembly/Roll Call Classes

IDAttend can create your roll call classes if they are not in the timetable that IDAttend will import.

Only use this option if the roll call classes are not part of the school timetable.

Admin/Class and Subject Maintenance/Create Form Assembly & Roll Call Classes

By default these classes will be created for all year levels for all days in the school timetable cycle. Un-tick those years/days you do not wish to create the classes for.
Generally the roll classes will be based on the Home Group field only so this option would normally be enabled.
If the information in the Student Details, Home Group field does not represent the roll classes then do not use this function.

The IDAttend Period # (refer System Setup) that the roll call classes occur must be entered. The default is Period 0. Ensure that this period has been assigned to all roll call classes on these days in System Setup.

By default the Effective Date is the current date but this may be changed to a more suitable date if required. Attendance for these classes cannot be taken prior to this date.

The roll classes will be created using the Home Group field data only. If you wish to prefix the roll classes with some code such as RC then enter RC- in the **Form Assembly Code** field.
Generally no further information is required.

Click the **Create** button. The classes will be created.

Note
All existing classes for the period nominated will be deleted prior to creating the roll group classes.

If this function has been used to create the roll call classes then it is recommended that you enable the **Form Assembly/Roll Call Not In Timetable. Update/Add New Students To Previously Created Form Assembly/Roll Call Classes** in the Student Details import function. This will enable IDAttend to add new students to the roll classes and also move those that may move roll classes (different Home Group).

This function will need to be run each new year after IDAttend is rolled over.

Please note:
This function cannot assign teachers or rooms to the classes it creates as these details are not known.
You can use the Admin/Class and Subject Maintenance/Assign Teacher/Rooms To Class function.
This function allows you assign a teacher and/or room to each class. There is an option to only show classes with no teacher. If teachers are missing from the Teacher List then you can add/change/delete them using the Admin/Class and Subject Maintenance/Teacher List function.

Creating AM/PM Classes For Primary Schools

The Admin/Class and Subject Maintenance/Create Form Assembly & Roll Call Classes can be used to create both AM and PM classes for all years/students in Primary schools which generally do not have a timetable that IDAttend can import.
If the Home Group field in the Student Details contains the student class then IDAttend can be used to create the AM and PM classes for all year levels and assign the students to them.

If your AM period is IDAttend Period # 1 and the PM period is IDAttend Period # 2 then running the function with the settings of 1,2 in the Period field, IDAttend will create all classes and sessions and assign the students to them.

The Effective Date field may be used to set when the classes will be effective from. The default is the current date.

After using this function to create the classes it is recommended that you enable the **Form Assembly/Roll Call Not In Timetable. Update/Add New Students To Previously Created Form Assembly/Roll Call Classes** in the Student Details import function. This will enable IDAttend to add new students to the classes and also move those that may move roll classes (different Home Group).

This function will need to be run each new year after IDAttend is rolled over.

Please note:
This function cannot assign teachers or rooms to the classes it creates as these details are not known.
You can use the Admin/Class and Subject Maintenance/Assign Teacher/Rooms To Class function.

This function allows you assign a teacher and/or room to each class. There is an option to only show classes with no teacher. If teachers are missing from the Teacher List then you can add/change/delete them using the Admin/Class and Subject Maintenance/Teacher List function.

Import Student Details into IDAttend from OASIS (NSW)

Note: Once this is completed the system will remember the settings for future updates making it easy to conduct regular updates.

In your School System export the student details.

Go to School Utilities and select **N1,** then select **'D'** – Update Student Bar Codes, the ensure that 'X' in all three options is selected. Then press **'C'** to continue and then **'E'** to export data. (Do a back up after the export)
Ensure you export the information as SABS_IDS.D format.

Go to **Admin** menu **Import, Students Details (Database)**. **Note:** Once the file is setup, it should be kept where IDAttend can draw the information at regular intervals; once this is completed the system will remember the settings for future updates.

- Select Oasis Import option.
- Browse to the folder where the Oasis file was exported.
- Click **Import** button.

<h1 style="text-align:center">Import Timetable/Student Subjects from Time Chart</h1>

The Timetable and Student Subjects within Time Chart must first be exported before they can be imported into IDAttend

Export Timetable from Time Chart
In Time Chart, as administrator, select Timetable.
Under 'File' go to 'Export as text file' and browse to the location where you wish to save the subjects. This can the IDAttend\Import Data folder on the server where IDAttend is installed. Call the file timetable.txt or something meaningful. Replace the existing file if there is one.

Export Student Subjects From Time Chart - In Time Chart, as administrator, under the 'window' option choose the 'Student List' option.
Under 'File' go to 'Export as text file' and browse to the location where you wish to save the subjects. This can the IDAttend\Import Data folder on the server where IDAttend is installed. Call the file subjects.txt or something meaningful. Replace the existing file if there is one.

Remember to ensure you have all the student subjects from Time Chart. In Time Chart go to Display menu Preferences and under the General tab change the subjects to at least '15' or '20' for the number of subject columns to be exported. Also under the preferences in Time Chart there is an option to export Timetable as 'Generic' or 'Match Printout'. Ensure that it is set to 'Generic'.

Please note that student timetables and subjects are generally on a regular basis and must be re-imported into IDAttend whenever changes are made.

Import the Timetable and Student Subjects as per those sections in this manul.

Export Attendance To OASIS (NSW)
(Schools with Thin Client, save to file on computer do not use floppy disk – see details below)

Step One: To get the attendance records from IDAttend we need to export the records and then import them into OASIS. Go to **Admin** menu **Export Attendance - OASIS.** Place a clean floppy disk in the PC to be exported to. If using the new Thin Client version of Oasis then you can export the details to a hard disk drive.

In this screen select the 'Semester' 'the period from and to', select 'Today Only' and 'Term'. Do not change the 'Time Format' from **"tt"**. Some versions of Oasis, we have found require Start/Stop times in 24 hour format. If the import of the attendance is rejected by Oasis for this reason then changing the Time Format in the IDAttend Oasis Attendance Export to **"TT"** will provide the export in 24 hour format.

Select '**Entries Not Previously Exported Only**'

After the first time setup create a Path to Export Attendance and the system will always export to there.

Tick **'Append Existing File'** when adding to an existing upload. This would not normally be enabled.

Click on **'Export'**

(Once this operation is completed the settings will be saved).

Step Two: In OASIS go to Utilities and select **'N1'**. Then choose the option **'F' Import Student Absent Data from External System'. NOTE:** Wait for the new screen to appear, **'Please Select Import File'.** When requested navigate to the area where the attendance details where exported from IDAttend and select the file. **Select Open file,** At this stage the bottom of the page there is an option to configure **'C'** the data if you wish. Then press **"ENTER"**

After import into OASIS you must carry out a **'Rebuild'**. (Q2)

Export Data to OASIS Thin Client after you have exported from IDAttend
You must import into Thin Client - In the Thin Client main screen select the **'pgdn' (page down)** then select **'N1'** school utilities. Select **'F'** to bring up the utilities screen and file look up. Select the file to be imported (as produced by IDAttend) **'SABS_IMP.D'** by highlighting it. Then select 'open'

This will return you to the OASIS utility screen where you then press **'E'** enter.

A result screen will appear showing the number of records imported and any errors if any. If there is an error you can press **'E' (Edit)** and change the entry if required.

Then press ***'Enter'*** *to* ***'Import'*** **'Esc'** and then **'X'** and then **'Q2'** to rebuild OASIS data and the **'C' (Continue).** This will rebuild the data.

'Pgup' Brings you back to the normal OASIS screen.

Export Attendance To CASES21 (VIC)

Step One: To get the attendance records from IDAttend we need to export the records and then import them into CASES21. Go to **Admin** menu **Export Attendance - CASES21.**

In this screen select the current **Term** or **Semester**.
Under the department guidelines a student must be present for a least 120 minutes for both the **AM** and **PM** sessions. These are the default times that IDAttend will use. These may be altered though. If a student is absent for more that the specified number of minutes then they will be exported as an absence.

In the Year Mapping Grid you will see a list of year levels of the students in IDAttend. For each year enter the year that is used in Cases21, even if the same. Eg. 7 = 07, 12 = 12
Also enable the **Year Mapping** option. This allows you to map the year levels in IDAttend to match those is CASES. E.g. Year 8 in IDAttend may be Year 08 in CASES.

Select **Entries Not Previously Exported Only**

Text File Name to Export Attendance – click the Browse button to find a suitable location to export the attendance and nominate a file name (e.g. attendance.txt).

Tick **'Append Existing File'** only when adding to an existing upload.

Click on **'Export'**

(Once this operation is completed the settings will be saved).

Step Two:
In Cases21 select the Attendance menu and Import/Export Data.
Select ERM Data.
Browse to the file that was exported in Step 1.
Once selected the file will be opened and validated by Cases21.
If any errors occur in the validation an error report will be available.

If the data is valid then it will be imported by CASES21 and the number of entries imported displayed.
Refer to the CASES21 Quick Guide / Importing attendance records from Electronic Roll Marking Systems for more information.

NOTE: Attendance data imported into CASES21 can not be used with any of the normal CASES21 reports. Use the reports in IDAttend instead. This is a limitation of CASES21 not IDAttend.

Export Attendance to OneSchool (QLD)

Go to **Admin** menu **Export Attendance -> OneSchool.**
This function is for exporting attendance entries from IDAttend in a format compatible with the OneSchool Attendance Import function.
This function and is described in greater detail in the OneSchool Import/Export Manual under the Help menu in IDAttend.
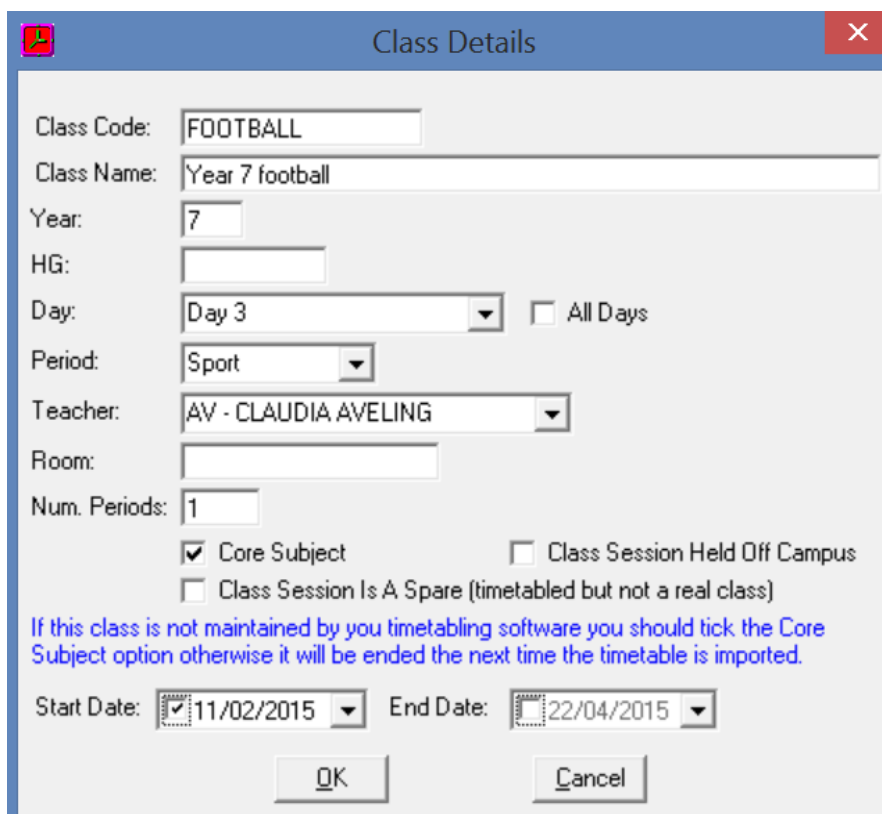
Manually Creating **Classes** In IDAttend (Sport Classes)

If you have some classes that are either not imported as part of your schools timetable or are imported but have the entire school in a single class such as SPORT then you can setup these classes in IDAttend Manually if you wish.

To do this go to Class Setup (Ctrl X)

Click on the New Class button at the top centre of the screen

Enter the class code you want for the new class. Do not use an existing class code.
Enter a class name or description of the class.

Enter a year level for the class. Students from other year levels may be included in the class provided their timetable structure is the same.
HG is not require.

Select the Day that the class will occur from the Day list.
Select the Period that the class occurs in from the Period list.
Select the Teacher from the Teacher List (Optional)
Enter the Room if applicable.
Enter the number of periods or sessions that the class will go for. The default is 1.

The Core Subject tickbox must be ticked otherwise the class will be ended on the next timetable import.

The Start Date should be set to the first day that class occurs. If the Start Date is not set it will be assumed to start at the beginning of the year.
An End Date may be entered if the class will not continue till the end of the year.
Click OK and the Class will be saved and should appear in the list of classes on the left of the Class Setup screen.

The Class when selected (highlighted) will have just a single session in the Sessions section at the bottom of the screen but the Students list on the right will be empty.
Click on the Add Students button at the bottom of the Student list.

The Student Selection screen will appear.

It will default to the list of students from the year level of the class. You can tick addition year levels if required or untick all of the year levels.

Students in the list may be added by clicking on each one required while you finger is on the Ctrl key.
Alternatively you can enter the students individually by either entering the ID or Surname in the Student ID or Name field and pressing the Enter key.
This can be a tedious way of entering these students.
If the list of students for each class is in a spreadsheet (Excel) and contains the students' ID then you can save the spreadsheet as a CSV file and then use the Import From CSV File option.

The Import option only needs to know the column position of the Student ID in the CSV File. The first column is position 1. (Excel shows them as A, B, C etc. These are position 1, 2, 3 etc).

The Start Date should be set to the Start Date of the class created earlier

If you are going to regularly importing the students in the class because they constantly change you should tick the End any existing students in the class not in the CSV File option. That way any student no longer in that class will be ended in it the day before the defined Start Date.

Click the Import button.
The students imported will be displayed in the Student Selection List. Click Save and the students will be added to the class.

NOTE: Each CSV file list should only include the students for the currently selected class.

You can repeat the above process for as many classes as you need to create.

IMPORTANT NOTE:
If the sport class is being imported from the timetable as but does not have the right students in it you may end up with the students being in two classes at once. It may be best to tell the Time Table Import function not to import the SPORT classes to avoid the issue.

In Admin/Import/Timetable you can add the class code that you do not want to import as per below. Multiple classes may be entered if required by they must be separated by a comma.
As an example, entering SPORT will cause the import not to import any classes starting with SPORT, so SPORT0108, SPORT0109, SPORT0110 etc would not be imported.
If the classes are named something like 07SPORT, 08SPORT etc you would need to enter each one separately as they all do not start with the same code.
If you do alter this screen be sure to click the Save Setting button at the bottom of the screen.

IDAttend Alert Module

The IDAttend Alert module may be used to alert administration staff of Students who have been flagged for an alert if marked absent or late to school.
It will also send an alert to teachers when students are returning to their class for any reason so that the teacher is aware that the student should have arrived in their class.
An alert is also sent to admin staff whenever a teacher sends a student to the 'Timeout' room or a student is sent to admin for any reason.
IDAttend users have the option to send a message via the alert system to all teachers, all admin staff, a single teacher or any single user of IDAttend. A student based message may also be sent which will appear for those teachers that have that student in a class at the current time. This message will continue until such time as the message is marked as actioned by a teacher.

For a school to activate the Alert Module you need to tick the Enable Alert Module option in Tools/School Setup.
Once enabled the alert module will be active for all IDAttend users.
For users to receive alerts they must be logged into IDAttend.
IDAttend will check every minute for any new alerts.

Admin staff have a number of options they can turn on to see various messages not directly related to them. Teachers do not have any options available and cannot turn off the Alert system.

When logging into IDAttend the alert screen will be displayed minimised within the first minute and will appear on the program bar in Windows.

When a new alert arrives the IDAttend the Alerts icon on the Windows Task Bar will change to a red Exclamation and the computer will beep to let the user know that there is a new alert/message. Just click on the icon to open the alerts Window.

If no messages have been received and you need to open the Alert windows just click on the Alerts menu option next to the Admin menu.

Type/To	Student ID	Student Name	Year	Message	Class	Time	Originated By
Alert Student	AHL51	AHLES, Neil	12	Alert student marked absent	FA12A	10:57 AM	admin
Alert Student	BRO61	BROWN, Mark	12	Alert student marked absent	FA12A	10:57 AM	admin
Late/Return Student	HAL51	HALL, Joshua	11	Late to school. Arrived at 11:14 AM. Check student did attend class.	ST3	11:14 AM	admin
All Users				Staff meeting after school for all teachers and admin staff. Conference room at 3:30PM		11:15 AM	admin
Student	SAL51	SALISBURY, Jennifer	12	Mother rand to say that she should catch the bus home tonight.		11:16 AM	admin
Late/Return Student	FEN50	FENTON, Megan	11	Returning to class at 12:29 PM. Check student did attend class.	EN1G	12:29 PM	admin
Sent to RTC	KAY51	KAY, Nathan	11	Student sent to RTC at 12:42 PM.	EN1G	12:42 PM	admin
Sent to RTC	DEL51	DELANEY, Alice	12	Student sent to RTC at 12:52 PM.		12:52 PM	admin
Late/Return Student	DEL51	DELANEY, Alice	12	Returning to class at 12:53 PM. Check student did attend class.	PE3C	12:53 PM	admin
Sent to RTC	VAN56	VAN DER SPEK, Janelle	11	Student sent to RTC at 10:30 AM.		10:30 AM	admin
Late/Return Student	VAN56	VAN DER SPEK, Janelle	11	Returning to class at 11:04 AM. Check student did attend class.	CH1E	11:04 AM	admin
Late/Return Student	FUL02	FULLER, Les	12	Returning to class at 01:18 PM. Check student did attend class.	PE3C	01:18 PM	admin

The Alert screen defaults to the current date but you can look back on previous day's Alerts/Messages by selecting another date if required.

Alert Options

For Admin users of IDAttend there are a number of various options that can be selected to allow the user to see alerts/messages not specifically directed at them. Each admin user of IDAttend may have different setting.

Show Alert Students – This option will show any students marked absent or late to school (unexplained) who have had the alert options ticked on the Student Details screen.

Admin Messages – Allows the user see all admin alert/messages sent, not just those intended for that user.

Teacher Messages – Allows the user to see all teacher alerts/messages sent.

Student Based Messages – Allows the user to see all student based alert/messages.

Students Sent To 'Timeout' – Allows the user to see all alerts relating to students being sent to the timeout room by both teachers and admin staff. These students will also show in the 'Timeout' Log.

Students Still In Sick Bay – Allows the user to see all alerts relating to students being in Sick Bay after the designated number of minutes has passed. The number of minutes is a global setting and applies to all users who are watching this option.

There is also an option to not show alerts on a particular computer regardless of who has logged into IDAttend on it. This is useful for computers that may be used to issue student passes and would not normally have anyone monitoring that computer for messages. Normal IDAttend workstations should not tick this option or it defeats the purpose of the Alert Module.

Users will also see all messages they have originated or were originated automatically under their login to IDAttend. This allows those messages to be deleted if the user feels they were issued in error. To delete an alert/message just right click on it and select the **Delete Alert/Message option**. Only the originator of an Alert/Message can delete it.

If a Student Based Alert/Message is displayed and the student has been informed of the message the user may then right click on the message and select **Dismiss Alert/Message**. This will flag it as not to be displayed any longer.
Student Based messages will automatically appear for the student's current class teacher and any subsequent class teachers for that student as the day progresses until the message has been dismissed. The originator can then see if the message has been passed on to the student by the teachers.

There is also an option to reply to the message originator by right clicking on the message and selection **Reply To Originator**.

Sending an Alert/Message

To manually send an Alert/Message to All Users, All Admin, All Teachers, A single Teacher, a Single IDAttend User or a Student Based message just open the Alerts window and select Send Message at the top of the screen.
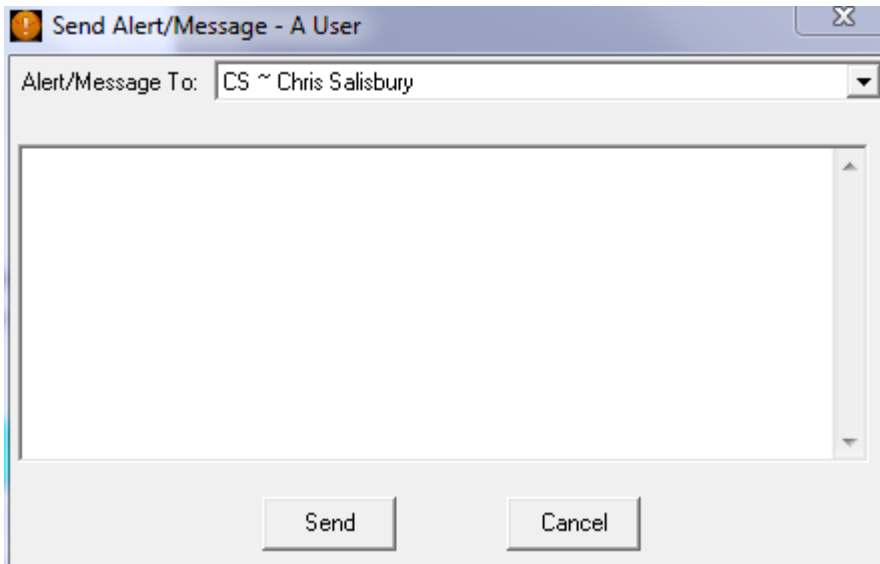
All Users/All Teachers/All Admin
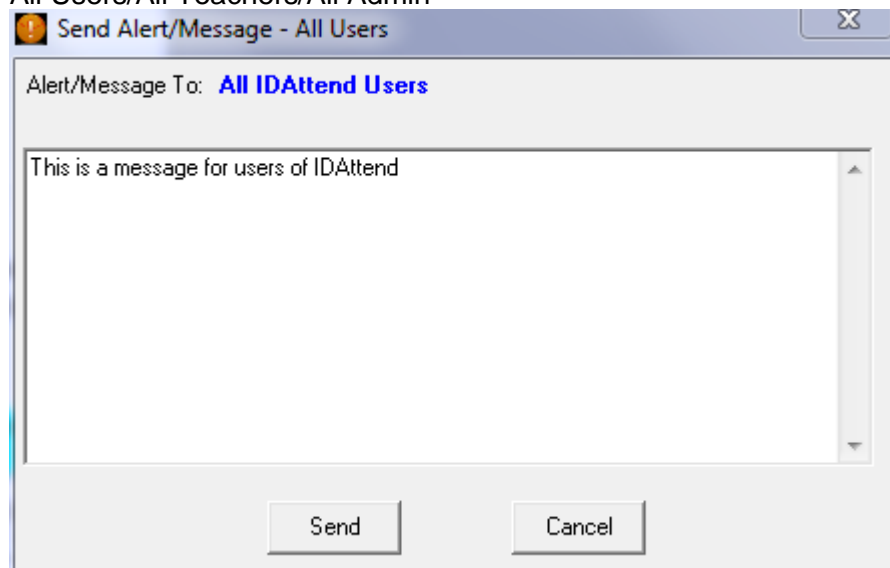
Just type the message you wish to send and click the Send button.
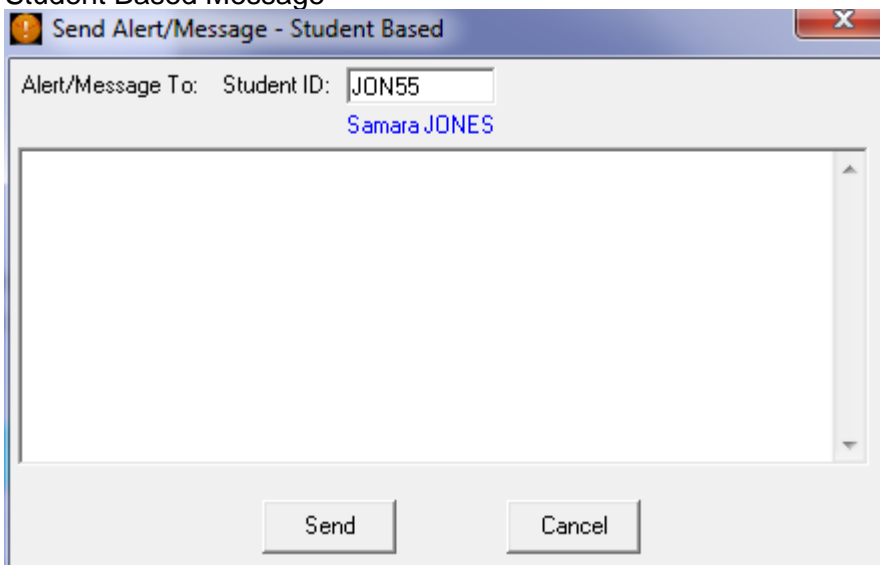
Message To A Single Teacher
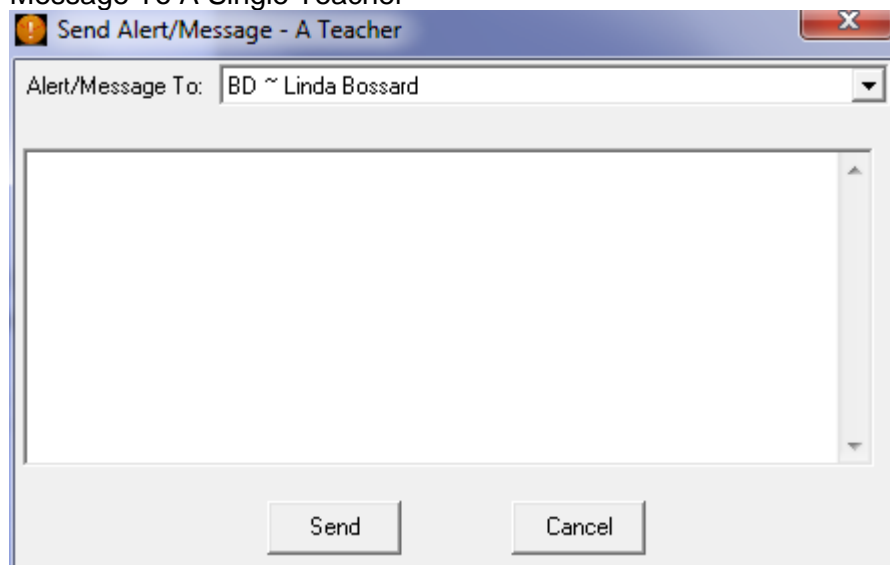
Just select the teacher from the dropdown list and then type your message and click the Send button.

Message To A Single IDAttend User

Just select the user from the dropdown list and then type your message and click the Send button.

Student Based Message

Enter the student name or ID and press the Enter key. Type your message and click the Send button.

All other Alerts/Messages are automatically generated by IDAttend as events happen.

There is no close option for the Alerts screen, only a Minimise button. The screen needs to remain open or active in order for the alerts to appear.

Laptop Register

These functions are available from both the Admin and Teacher menus. Teachers can only view the information unless allowed to add entries to the register, in Tools/Teacher Options.
IDAttend Has a Laptop Register for both the Permanent and Casual assignments of laptops and well as laptops not assigned to students (Unassigned).

The laptop register shows a complete list of laptops, both Permanent, Casual assigned to students as well as those not assigned to students but may be depending on the date range selected. The Register may be limited to a student, Campus, Year Level/s or Serial Number.

There are also options to limit the display to Permanent Assignment Only, Under Repair, Returned By Student (Permanent), Permanent Not Returned, Casual Assignments and Casual Not Returned. There are also options to limit the list to a particular Trolley Description and/or Zone.

The Register has the option to import the information from a CSV file that may have been exported from another program.

To import you permanent laptop assignments and laptops not assigned to student click on the Import button.

Required fields are Description and Serial Number.

If you have not specified a student ID field or the field is empty in the CSV file then the laptop will be imported but not assigned to a student.

If you do not have fields for Date Assigned and Description then you may set the default for those in the fields provided. There is also an option to use the student's MIS ID instead of the student ID if this is what was exported from your other application. Just tick the Import MIS ID Instead of Student ID box.

There is an option to import a Trolley Description (100 characters max), Trolley Zone (20 characters max) and Network Name (50 characters max) if you wish. The Trolley Description and Zone are generally used where the laptop is not assigned to a student as such but is to be assigned to a trolley that is taken to classrooms and the laptops issued to students.

The Network Name field, if used, would allow IDAttend to interface with other applications such as ABTutor in the near future.

Enter the column numbers in the CSV file to be imported against the relevant IDAttend fields. If you do not have a column for a field then leave it blank.

Click the Browse button to locate the CSV File you wish to import.

If the CSV file has column or field headers then tick the option Field Names In First Row so that IDAttend does not import those.

Click the **Import** button. The CSV file will be validated and the import process begun.

Any field imported that is too long for the IDAttend database field will be truncated.

As Laptops are imported the Has Laptop flag will be ticked for the relevant student.

Note: The import function does not support casually assigned laptops but can import laptops that will be used for casual assignment later, if required.

There is also an option to manually assigned permanent laptops to students. The Assign Laptop (permanent) button will bring up the following screen.

Permanent Laptop Assignments

Enter the Student's name and press Enter or scan the student's ID.
The Issue Date will default to the current date, but may be changed.

Enter a description for the laptop and enter or scan its serial number. Scanning the serial number or pressing the Enter key afer entering it will validate the laptop serial number and check if it is already assigned to another student. If it is a laptop that is in the register but not yet assigned to any student then the details already stored for that laptop will be entered for you. If it is not in the register then you can manually enter the balance of the details.
Option, Network Name, Trolley Desc and Trolley Zone are optional fields and may be used for any additional information you may want recoded.

A Comment may also be entered if required.
Click the Save button to save the laptop assignment.
Double clicking on a permanent laptop assignment in the register will allow you edit the laptop details or add a comment.

If an 'Unassigned' laptop is assigned on a permanent basis to a student then the laptop will no longer be considered to be 'Unassigned'.

Repair Laptop

There is also an option to put a particular laptop in for repair.
Select the appropriate entry in the log and click the Repair Laptop button.

The Student details, Date, description and serial number and other fields will be entered already.
Add any comment you wish but a comment **must** be entered.

If the repair was a retrospective one then you can tick the **Retrospective Repair** box. The will
record the entry but will assume the laptop has been returned to the student.

Clicking the **Save** button will mark the laptop as being in for repair and tick the Under Repair box for
that student.

When you want to return the repaired laptop to the student just double click on the appropriate
register entry and the screen below will appear.
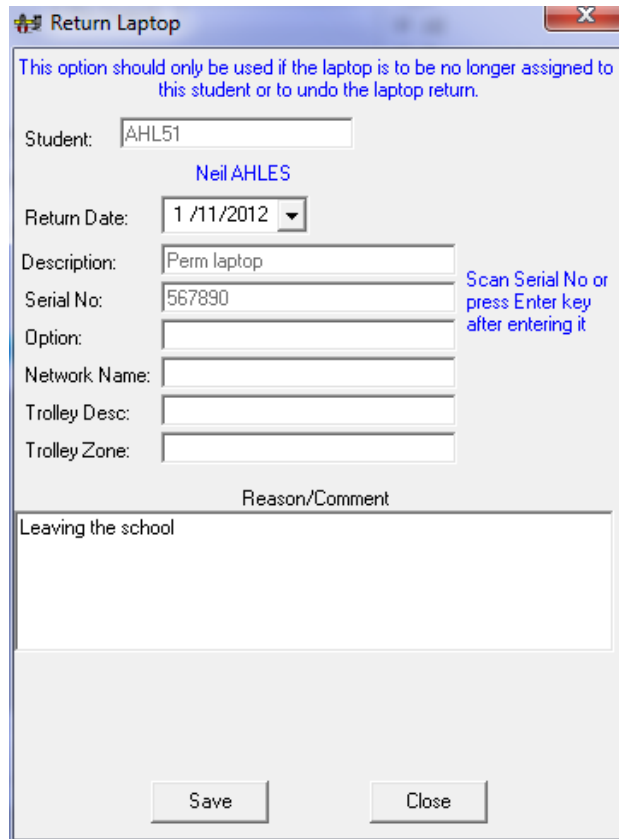
Enter any comments you wish and if returning the laptop to the student then tick the **Repair Complete. Returned to Student** option and click the **Save** button.
This will remove all Under Repair flags for that laptop for the student.

The **Returned By Student** button has two functions depending on whether the laptop is a permanent or casual assignment.
If a permanent assignment then this function is used to return the laptop to 'stock' and the assignment for that student will be considered ended. The laptop may be assigned to another student once this is done.
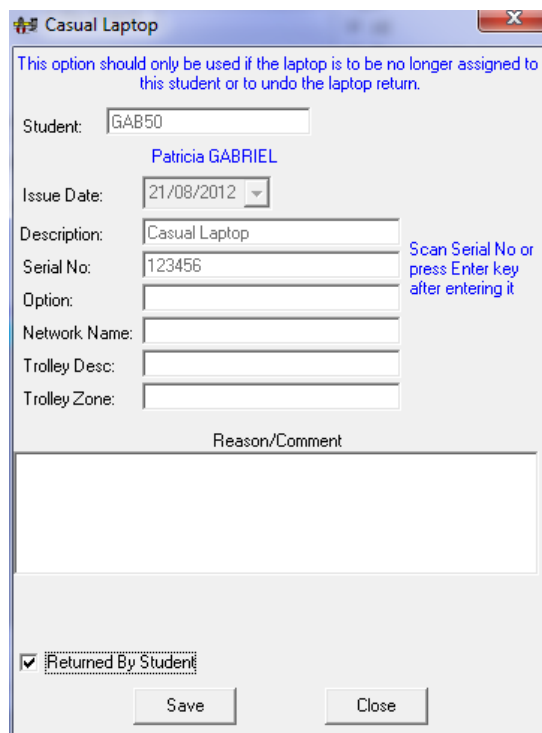
Add any comments you wish and click the **Save** button.

If a casual assignment then simply double click on the casual assignment entry in the register and you will have the option of ticking the **Returned By Student** box and saving the entry. This will remove the casual laptop assignment from that student. More information on casual laptop assignments is below.
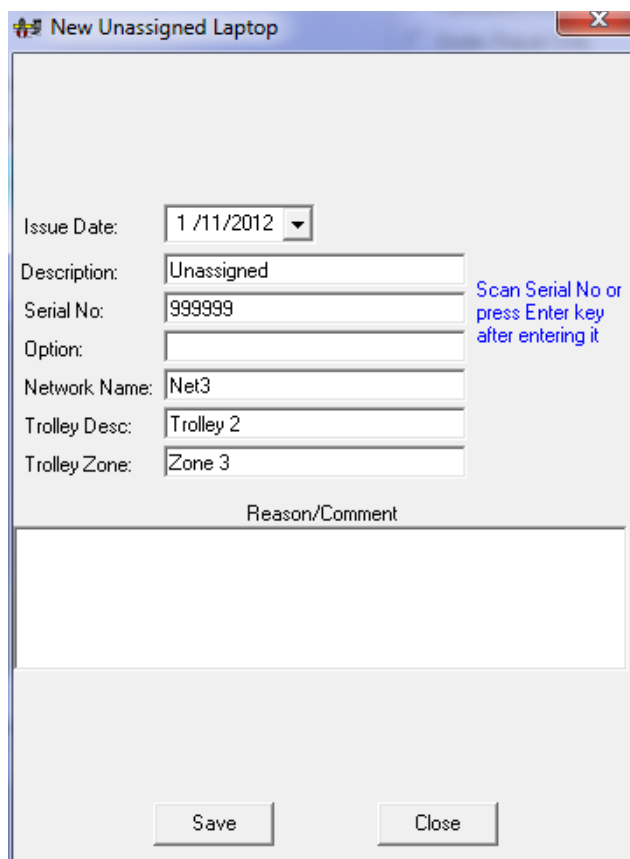
If for some reason the **Has Laptop** flags against a student have been unticked manually or some other reason that they are no longer valid then you can click the **Re-Apply Student Laptop Flags** button. This function will make sure all of the appropriate flags are tick for all of the laptop assignments in the register.

There are buttons on the register to **Print** the current displayed register as well as export it to a **CSV File** for use in another application. There is also a **Delete** button that will delete all of the currently selected laptop entries. **Deleting an entry will also remove any student and repair history**.

Entering Unassigned Laptops

The manually enter any Unassigned laptops click the **New Unassigned Laptop** button

Enter all of the details as usual except there will be student to assign it to.
Click **Save** when have finished. The laptop will be save and a new one can be entered.

Casual Laptop Assignments
Casual laptop assignments are similar to permanent assignments except it is assumed that the student will return the laptop at the end of the day.

There is a menu option, Casual Laptop Assignments, under the Admin and Teacher menus (if allowed in Teacher Options).

The Casual Laptop assignment function is designed so that it is quick to assign a casual laptop to a student.

Either enter the students name press Enter or scan the students ID.
The issue date will default to the current date. The Description will default to Casual Laptop but may be changed if required. If the student has an existing casual laptop assignment that has not been returned then a waning message will be displayed.
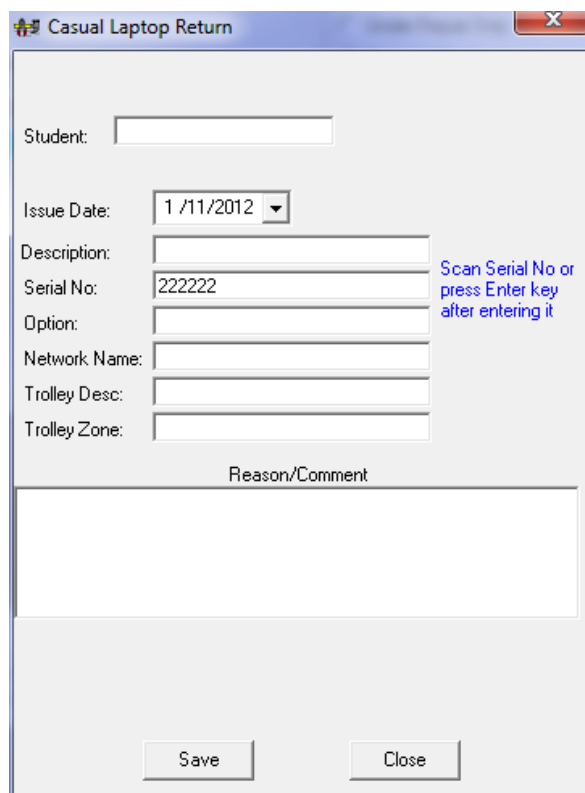
Next simply scan the laptops serial number and the casual laptop assignment will be saved. The Has Laptop flag will be set for that student.

The screen is now ready for the next casual assignment.

If an 'Unassigned' laptop serial number is entered then a second entry will be created for that laptop for the casual assignment. The laptop will still be considered as 'Unassigned'.

Returning Casual Laptops

The return of casual laptops is done from the Admin (Teacher menu)/Return Casual Laptop Assignment.

All that need be done is enter the laptops serial number and press the Enter key or scan the laptop serial number.

IDAttend will look to see if the laptop serial number is a valid casual assignment for the set Issue Date and if so return the laptop and remove the Has Laptop flag for that student.

If the laptop was issued on another date then you would need to look it up in the register and change to issue date to that date or return it via the register screen.
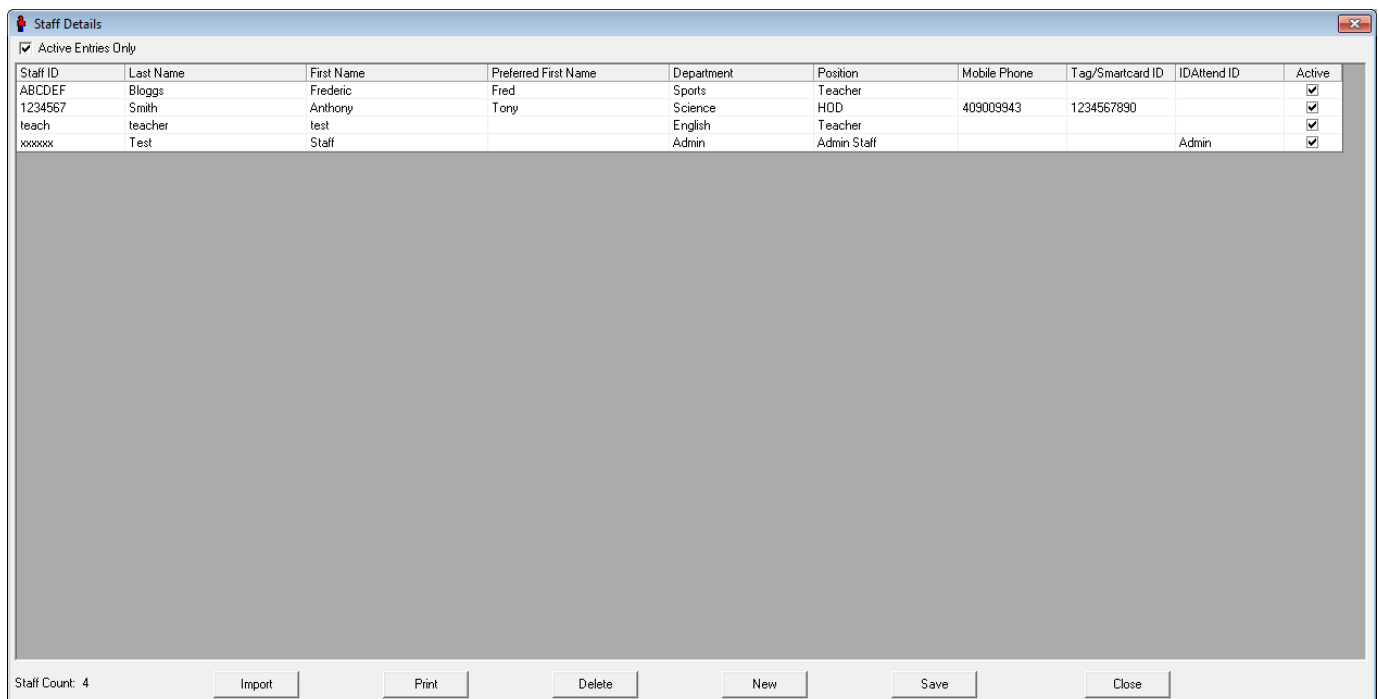
Staff Module

IDAttend contains a Staff Module which is designed to allow the recording of Staff Attendance in IDAttend.

The modules components are accessible from the Staff menu. Only Admin and better login have full access to the module. The menu option will be disabled for other users unless the option to Allow Staff To Self Sign In/Out Of School From Their Own Computer is ticked in Tools/School Setup.

Staff Details
This screen allows for the entry and maintenance of the staff details. It has nothing to do with the IDAttend User List.
Entries in the staff details are required for any staff members you wish to record attendance for.

The field are:
Staff ID – This may be any unique ID you wish to use. It can be the users IDAttend login ID or something else. The max length is 15 characters and is a mandatory field.
Last Name – The staff members Last Name. 50 characters maximum and is a mandatory field.
First Name – The staff members First Name. 50 characters maximum and is a mandatory field.
Preferred First Name – The staff members preferred first name is different from their first name. 50 characters maximum and is an optional field.
Department – The staff members department. 50 characters maximum and is an optional field.
Position – The staff members position. 50 characters maximum and is an optional field.
Mobile Phone – The staff members mobile phone number. 20 characters maximum and is an optional field.

Tag/Smartcard ID – If the staff member will use a tag or smartcard to sign in/out of IDAttend and that ID is not the staff members Staff ID then the tag/smartcard ID/Number must be entered here. 30 characters maximum and is an optional field.

IDAttend ID – If the staff members Staff ID is not the same as their IDAttend ID and they will be using the self sign in option then their IDAttend ID must be entered here. 15 characters maximum and is an optional field.

Active – This field indicates whether the staff member is active or not. Staff members who are not active in this list will not be able to sign in/out.

There is an Active Entries Only option on the screen. It is ticked by default. If you wish to see inactive entries then you must untick this option.

The Details sorted by Last Name by default but may be sorted by any column by clicking on the column header. Clicking it again will toggle between ascending and descending order.

There are two methods to enter new staff.
Manual entry one at a time and using the Import function.

Manual Entry: Click the New button and a new line will be added to the end of the grid.
By default all new entries are marked as active.
Enter the fields required as per above.
To edit any existing entry just double click on the field you wish to edit and make the changes.
When you have finished entering the staff details click the Save button to save the entries/changes made.

Import: To import the staff entries click the Import button.

The import screen allows you to enter the position, in the CSV file to be imported, of the relevant IDAttend fields. Any field you do not have or do not wish to import, except mandatory fields, should be left blank.
Click the Browse button to locate the CSV file to be imported.

If the csv file contains field name or column headers then you should tick the Field Names In First Row option.
Click Import.
IDAttend will validate the file and begin the import.
Any existing entries being imported will be updated with what is in the CV file.

To Delete any of the selected entries click the Delete button.

To print the list click the Print button.

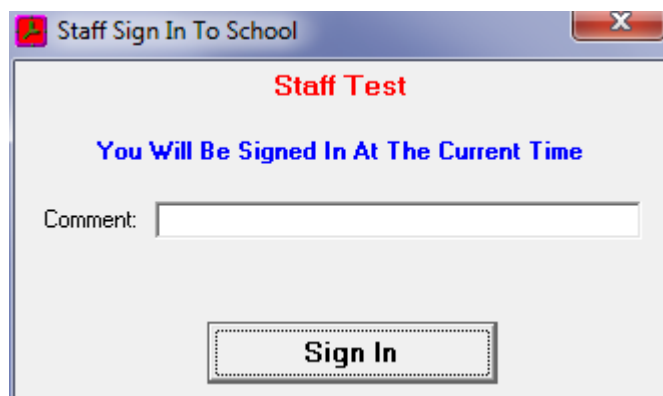To close the screen click the Close button

Staff Self Sign In/Out
If this option has been turned on in Tools/School Setup then there will be two entries at the top of the Staff menu.
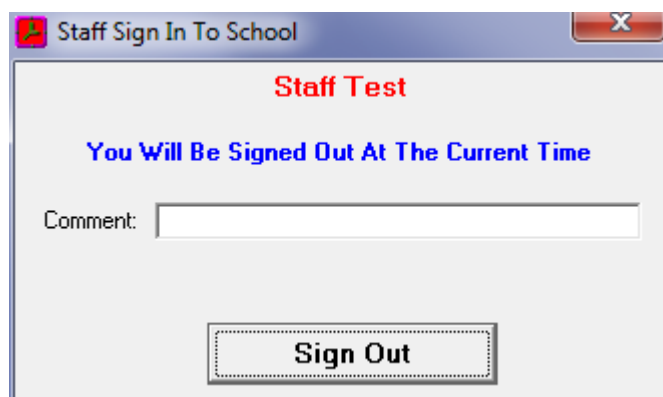Sign In To School
Sign Out Of School

The Sign In To School screen looks like below and will base the staff member on their current IDAttend login.

The Staff members name will be displayed and there is the option to add a comment if the user wishes.

The Sign Out From School screen looks like below and will base the staff member on their current IDAttend login.

The Staff members name will be displayed and there is the option to add a comment if the user wishes.

Click the Sign In or Sign Out button.
A message will be displayed on the screen if the entry was successfully saved for two seconds and then the screen will close.
No validation is done as to whether the staff member has previously signed in out that day.

Scan Staff In/Out
The Scan Staff In/Out function is designed to allow staff to scan any sort of card/tag/smartcard that identifies them to IDAttend.
It is intended to be left running on one or more computers only accessible by staff, and other functions in IDAttend will not be available while this screen is displayed.

The screen is as per below.

When a card is scanned IDAttend will validated the information and will attempt to locate the details of the staff member.
If found the staff members name will be displayed and then IDAttend will try to determine if this is a scan in or scan out based on the last entry for that staff member for that day.
A message will be displayed on the screen for two sends to indicate that the scan In or Scan Out has been recorded. The screen will then return ready to scan another staff member.

Note: If a staff member does not record a sign or scan in then if they use this function with the intention of scanning out then it will be recorded as a scan in. If the staff member has signed/scanned and did not sign/scan out if they left the school earlier and not uses this function to scan back in then it will be recorded as a scan out.

Staff Sign In/Out Log

The Staff Sign In/Out log is designed to display all staff attendance entries for the date range selected.
There is an option to restrict the entries display to Sign In Only and Sign Out Only.
There is also an option to restrict the list to just a particular staff member. Enter either their last name, or part there of or staff ID. If more than one matching entry is found you will be given the choice to select the one you want.

The log shows the date and staff member's details along with if it was a scan in or out, the time of the sign in/out and if it was Self done. Any comments entered are also displayed.

The log is sorted by date/time in descending order by default but may be sorted by any column by clicking on the column header. Clicking it again will toggle between ascending and descending order.
If more than one day is displayed then the different days will have a different shading to make it easier to see where one day ends and other starts.

The Comment field may be edited by double clicking in the comment field of the entry you wish to edit. There is also the option of right clicking on any number of selected entries and selecting either Change To Scan In or Change To Scan Out. This option may be handy if a self scan in or out was made in error.
The Save button should be clicked to save any changes that have been made.

There is no option to add entries on this screen.

The **Refresh** button may be used to refresh the information displayed.
The log may be printed by clicking the **Print** button

There is no delete function for the log entries.

Note: If you want to be able to have 'out of hours' staff signing in and out we have other hardware options available to facilitate this. Just give us a call for more information on these options.

Behaviour/Attendance Level Module

The Behaviour Level and Attendance Level Modules within IDAttend are identical in functionality so both are covered in this one topic. The screen shots in this topic refer to the Behaviour Level Module but apply equally to the Attendance Level Module.

The IDAttend Behaviour Level Module is designed to enable Admin Users of IDAttend to set and maintain behaviour levels of students.
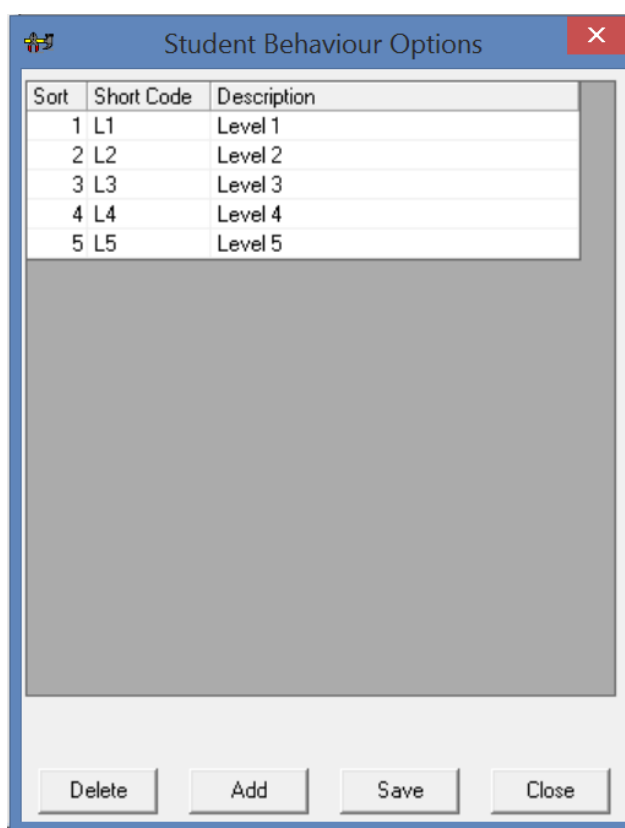
The IDAttend Attendance Level Module is designed to enable Admin Users of IDAttend to set and maintain attendance levels of students.

The levels/History for each student are rolled over each year.

In order to use the Module there are a number of things that must be setup in IDAttend.

Behaviour Level Options

These options must be setup in Tools/Lists/Student Behaviour Level Options and Tools/Lists/Student Attendance Level Options

You can Add any number of options by clicking the Add button.
All fields are mandatory.

Sort is used to determine the order in which the options are displayed in various parts of IDAttend, it must be a number starting at 1.
The Behaviour/Attendance Level Logs can be set to show those that have improved their behaviour/attendance level or if has got worse. The Sort order is important here as a lower sort number assumes it's a lower (worse) level. A higher Sort number assumes a higher (better) level.

The Short Code field is a meaningful code for each level. Max length is 5 characters (15 characters for the Attendance Level).

The Description is a more meaningful description of the level.

One you have entered all of the options you feel are necessary click the Save button to save all of the options.

Any entry that has been changed will be reflected in all existing student levels.

To delete an entry just select it in the list and click the Delete button.
Please note that deleting an entry will not delete any exiting student level entries using this level.

Predefined Reasons for assigning a student a different Level

In Tools/Lists/Student Pass/Other Reasons you can assign predefined reasons that may optionally be used when assigning a student to a different level.
There are options for both Behaviour Level and Attendance Level.

To add new entries just click the Add button.
The Sort is only used to sort them into the order that they will be shown in lists.
To Change an entry just double click on the cell you wish to change.
To Delete and entry just click on the entry and click the Delete button.
All entries are saved automatically.

Setting the Default Behaviour/Attendance Level

These functions under Tools/Misc/Set Student Default Behaviour Level and Tools/Misc/Set Student Default Attendance Level
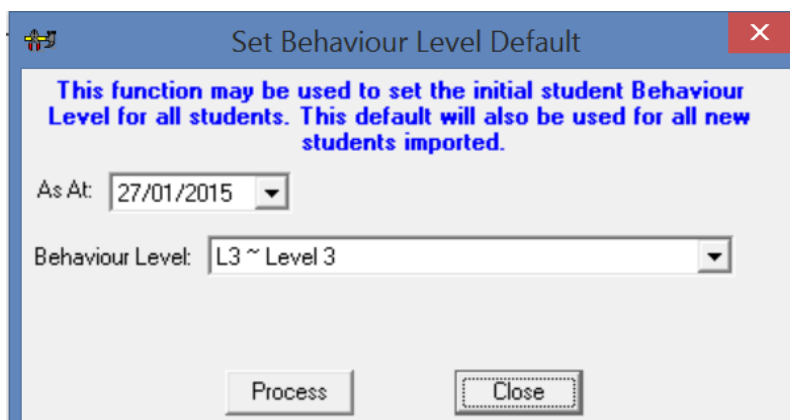

This function may be used to set all existing students to the selected Behaviour/Attendance level. It would normally be a midway point that all students start at.
This level is also used when importing any new students.

This function may also be used to set the default levels for all students at the start of each new school year if desired.

Individual Student Levels

The Student Details screen for each student shows the student's current levels.
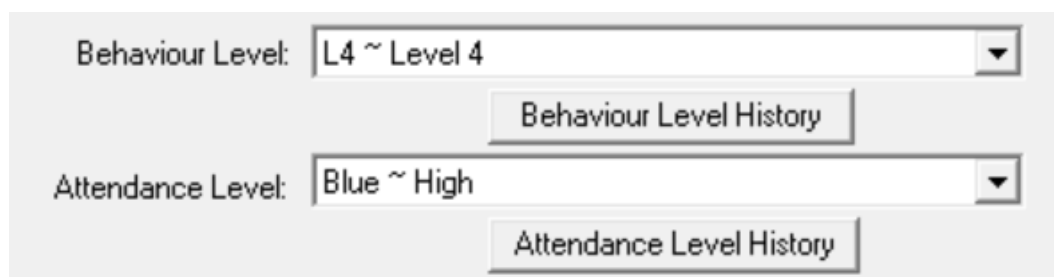
The levels for the student cannot be directly changed on this screen.

To view or add a new level for each click on the Behaviour Level History or Attendance Level History buttons.
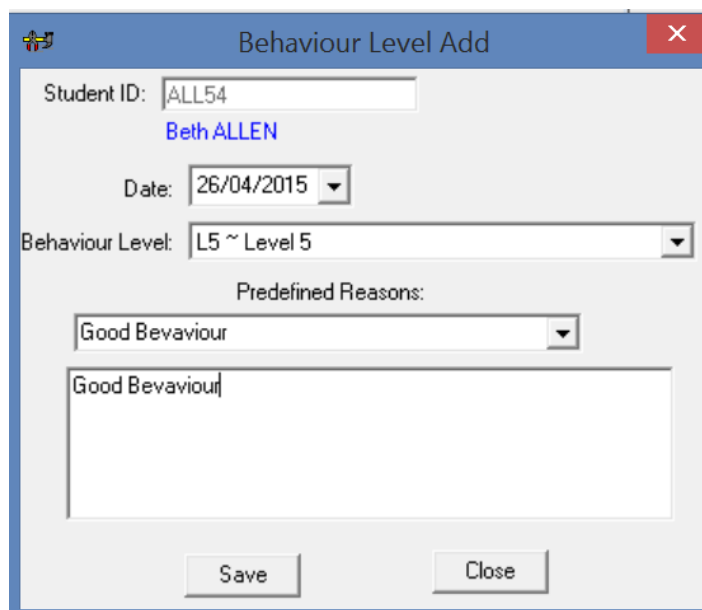
The History screen has a date range. The default is all Including Previous Years.
The screen may also be filtered by Reason and/or Level.

Entries on this screen cannot be changed but may be deleted by selecting the entry and clicking on the Delete button or new ones entered.

There is also an option to Print the list as well as output it as a CSV file.

To add a new Level click on the Add button.
Existing entries do not need to be deleted to add a new entry. The Student's current level is the most recent entry (based on the date) entered.

You can set the date the new level applies from, the default is the current date.
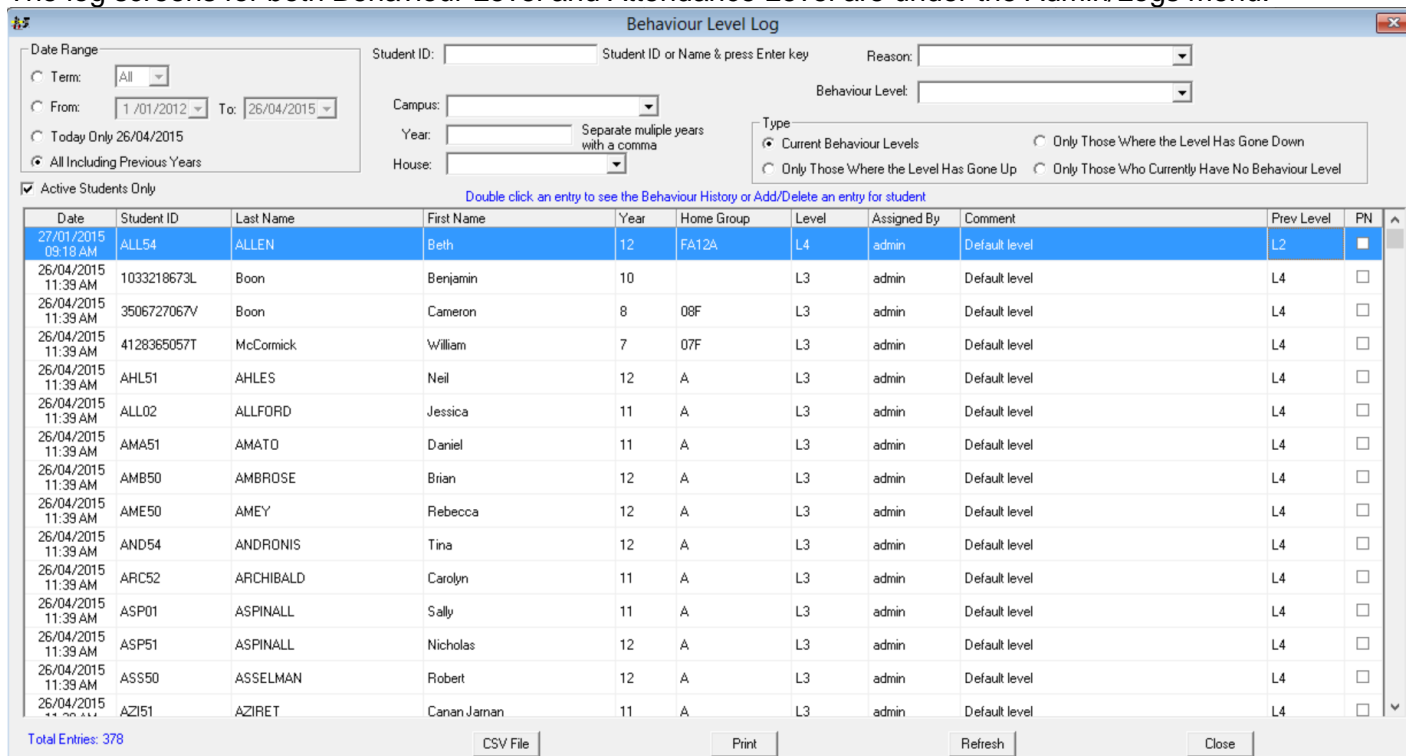The new Behaviour Level must be selected from the Level list.
If you wish to use one of the predefined reason for assigning the new level you can select one from the list.

You can type or add any additional text you wish in the reason/comment box. Click the Save button when finished.
The level chosen will now be the new level for that student.

Behaviour/Attendance Level Logs

The log screens for both Behaviour Level and Attendance Level are under the Admin/Logs menu.

The Logs may be filtered by Date and include previous years entries. There are options to filter by a student, Campus, Year Level/s, House, Reason (predefined) and or Level.

There is also the option to Only Show Those Students Where the Level Has Gone Up, Only Show Those Students Where the Level Has Gone Down and also Only Those Students Who Currently Have No Level Set.

Double clicking on an entry will display the Level History screen for that student. This allows new entries to be added or existing ones to be deleted.

The Log many be sorted by any column by clicking on the column header.
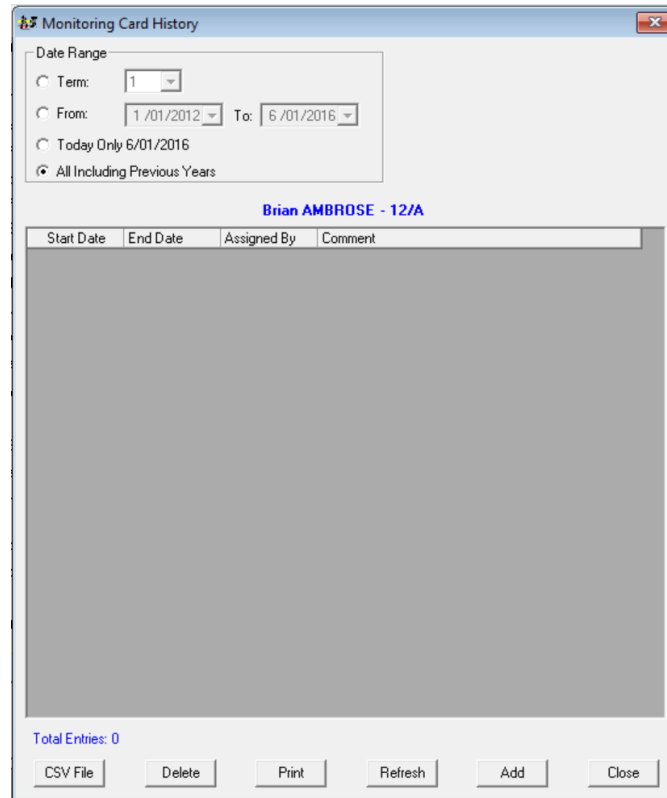
The Log may be Printed or exported to a CSV file.

NOTE: Each Student's Behaviour Level, not Attendance Level, may optionally be displayed on a photo on the Class Attendance Screen by ticking the option to do so in Tools/Teacher Options.
Each teacher has the option to not show the Behaviour Level by unticking the option on the Class Attendance selection screen.

Monitoring Card Module
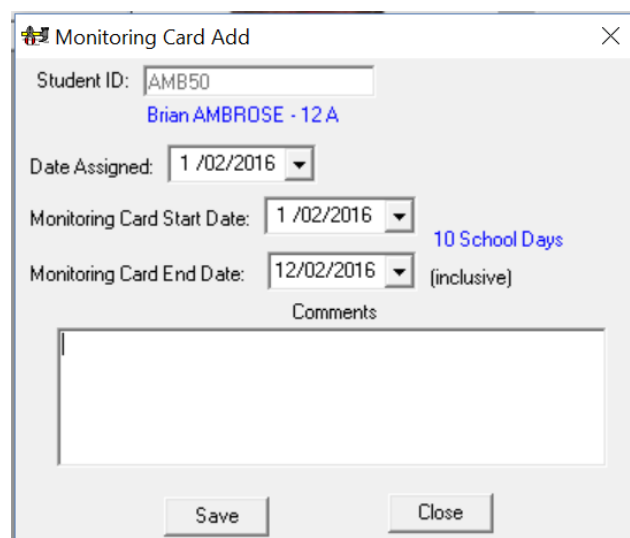
The Monitoring Card Module may be used to assign students to a Monitoring Card for a date range. This is generally after returning from a suspension or for any reason the school deems necessary. To assign a student to a monitoring card you must first look up the student using the F12 key. Once you have the student's details assigned there is a field at the bottom of the screen with **Not on a Monitoring Card** displayed. Click on this field and the Monitoring Card History screen will be displayed for the student.

The Monitoring Card history screen will show all previously assigned monitoring cards for the student including previous years.

To assign the student to a new monitoring card click the **Add** button.

The Date Assigned will default to the current date as will the Monitoring Card Start and End dates.
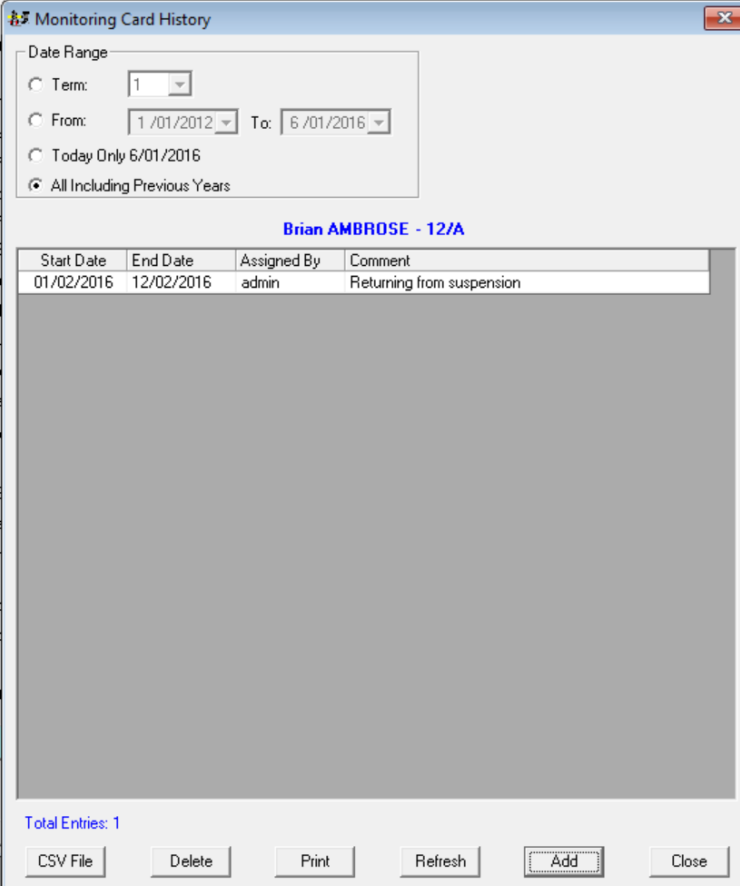
All dates should only be changed by dropping down the calendar and selecting the appropriate date.

Alter the Date Assigned to any date you choose.

Alter the Monitoring Card Start Date and the Monitoring Card End Date. These dates are inclusive. There is a display showing the number of school days this range covers.

Enter any comments you wish.

Click the Save button.

The new entry will be added to the student's Monitoring Card History.

The history screen date range may be altered to suit what date range you wish to see if required.

Entries may be deleted by highlighting the ones you whish to delete and click the Delete button.

Existing entries cannot be edited. They would need to be deleted and reentered.

There is a Print and CSV File option as well.

The Refresh button allows you refresh the screen for the given date range.

When done click the Close button.

If the current date is within the Monitoring Card date range **On a Monitoring Card** will be displayed on the Student's Detail screen.

Do not put students on more than one Monitoring Card at a time.

During the date range of the Monitoring Card a red M will appear on the student's photograph on the Class Attendance Screen as a reminder to teachers that the student is on a monitoring card in case they need to sign the card etc.

There is a Monitoring Card Log under the Admin/Logs menu (Ctrl+F1)

The Monitoring Card Log will default to the current date but the date range may be altered to suit. There are also filters to restrict the log to a single student, particular Campus, Year Levels or House Code.

The log displays the Start and End Date as well as the student details, who assigned the monitoring card and any comment that has been entered.

Entries in Red are currently active cards.

Double clicking on an entry will bring up the Monitoring Card History screen for that student.

There are Print, CSV File and Refresh buttons on the log.

Student Activity Module

The Student Activity Module is a way to record attendance by student to predefined activities without it affecting their school attendance. E.g. Sporting and club meeting etc.

Any entries entered against these activities are not associated with any timetabled classes, and will not show on any timetable or the Where Is screen. There is no attendance associated with these entries and nothing is sent to OneSchool.

The attendance in these events can be used to add students to excursions if the activity has been defined as a 'one off' activity for a specific date and the Excursion tick box is ticked.
Excursion activities would generally be an event such as scanning students as they get onto a bus to go to the excursion. This list of scanned students can then be used to add those students scanned onto the bus to the excursion students.
If you add an activity for Lockdown then this module could be used to provide a list of students with you with your location. Lockdown should not be included on student passes.

Defining activities
Activities can be defined in IDAttend under **Tools/Lists/Student Activities**

Student Activities			✕
☐ Show Excusions Only			

Activity	Excursion	Not Student Passes	No Duplicates
Activity 1	☐	☐	☑
Activity 2	☐	☐	☐
Excusion Year 12 Science 28/01/2020	☑	☑	☑
Lockdown	☐	☑	☐

Delete	Close	Add

To define a new activity, click the Add button. A new blank line will be created. Type the name you want for the activity. If the activity is an excursion, then tick the **Excursion** box otherwise leave it blank. The **Not Student Passes** is explained below. The **No Duplicates** option is only to be ticked if its an excursion entry or the activity is a 'one off' and you do not want any duplicate students in the activity.
The **Show Excursions Only** tick box can be used to limit the activities show to excursions only.
If it a club or sporting type activity, there is really no need to create new entries each time the activity occurs. The one single activity can be used as each time a student is scanned/entered as being at the activity it will have the date and time appended to the entry so the attendance can be broken up by date.
If the activity occurs multiple times within a day then it may be best to define them separately in that case.

If the activity attendance is to be used to add students to an excursion then each activity must have separate entries for that and ideally have the date as part of the name. The Excursion tick box must be ticked for the activity.
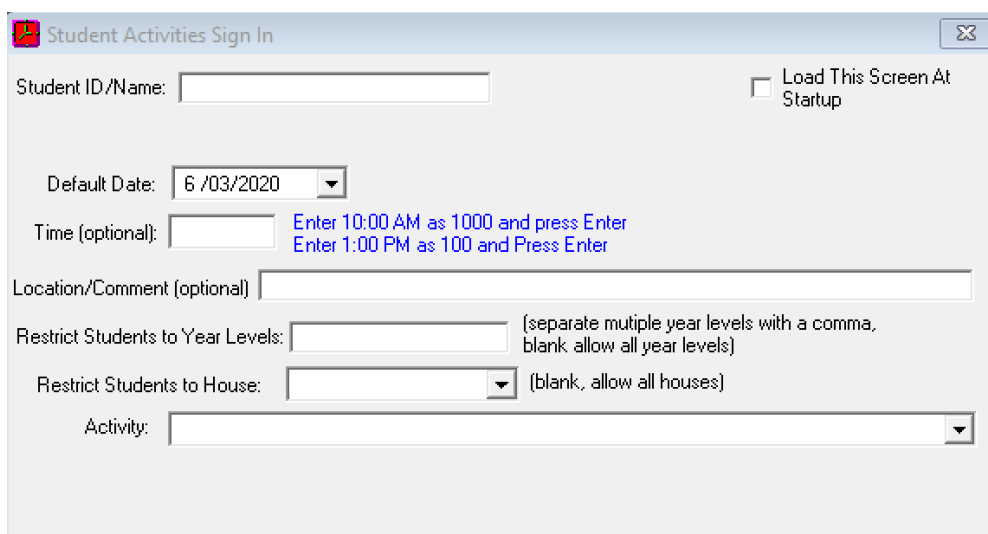
The **Not Student Passes** tick box is used to indicate the activity should not be shown as an option in Student Passes and Student Managed Passes, if Sign A Student Into A Student Activity option is enabled in Student Pass Options and/or Student Managed Pass Options.
You would not normally have excursion activities available in Student Passes as an option, so this tick box should normally be ticked as a rule for excursions.
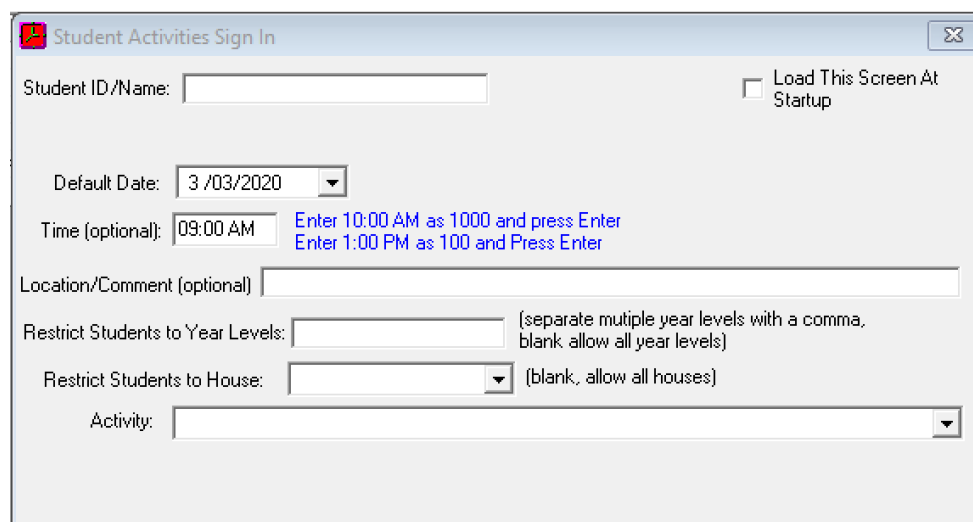
Sign Students into an Activity

To sign students into an activity, select **Scan Students Into Student Activities** under either the Admin menu or Teacher menu option. This option is designed to use a barcode scanner or RFID scanner to scan students into the selected activity using the students' Student Card, but you can optionally type the student surname into the Student ID/Name field.
The Default Date is the current date but you do have the option to change that date if necessary using the dropdown calendar.

By default the current time will be used when signing/scanning a student into the selected activity. If you wish you can change the time, especially if you have changed the default date, you can enter the time you wish to use, using the format shown to right in blue and pressing the Enter key.
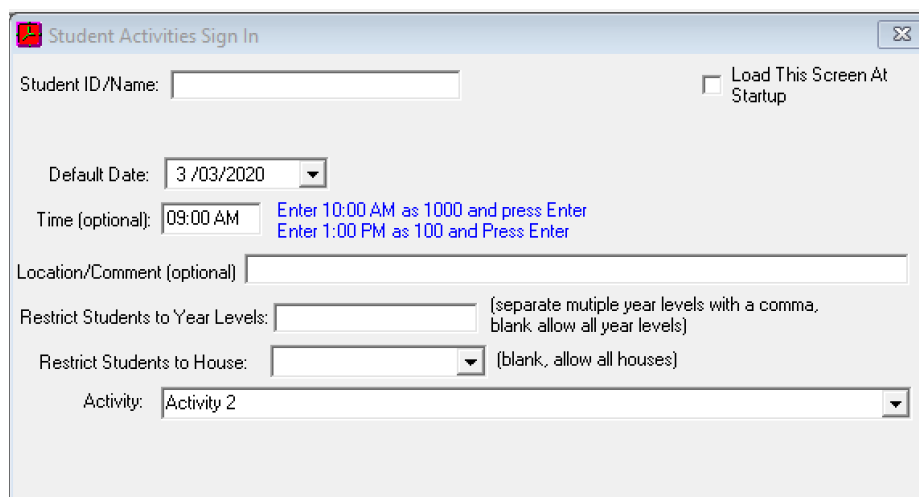
Add a **Location/Comment** if desired. If using for a Lockdown, **Location** should be entered.

There is the option to **Restrict Students to Year Levels** if required. Entering 10,11,12 will not allow students to be signed in from any year level except yeas 10, 11 & 12. Leave blank if this restriction is not required.
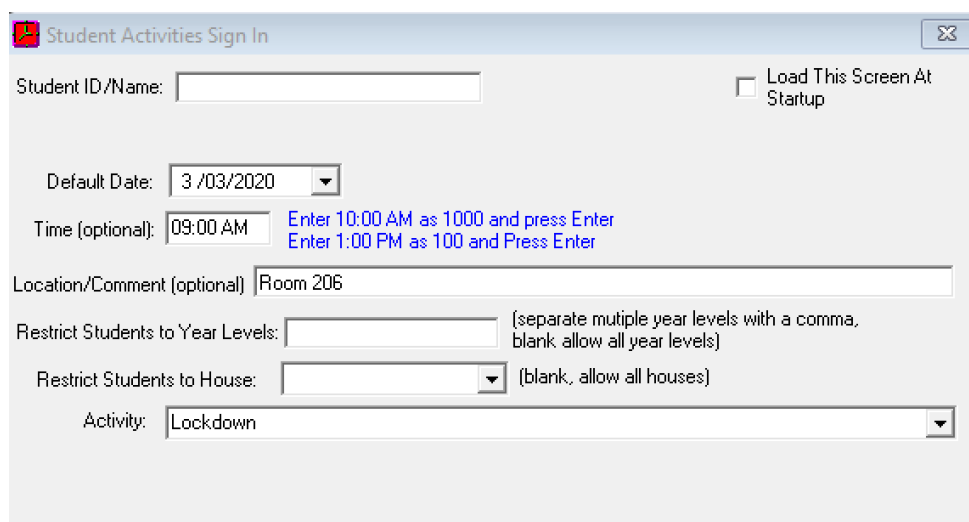
There is the option to Restrict students to a certain **House** if required. Select the house code to restrict to and any students in other hoses will not be signed in. Leave blank if this restriction is not required.

Select the activity that you wish to sign students into from the Activity dropdown list. **Activity must be selected.**

Lockdown option

Before scanning ensure all of the details are correct and the cursor is flashing in the Student ID/Name field.

As a student is scanned or their surname is entered, and you have selected the student to use if other surnames are shown, the student ID will be shown in the student ID/Name field and student name, year level and home group will be displayed in red underneath. At the bottom of the screen will be shown Sign In Recorded. The ID Field will clear, and the red name will be displayed for 1 second and then clear ready for the next scan.

If student is scanned that is already signed into the activity, and the activity is flagged as **No Duplicates** the student will not be signed in and the following will be displayed for 2 seconds.

If a student is signed in with a year level restriction, and is not in a permitted year level the student will not be signed in and the following will be displayed.

If a student is signed in with a year level restriction, and is not in a permitted year level the student will not be signed in and the following will be displayed.

There is also options in Admin/Student Pass Options and Admin/Student Managed Passes/Student Managed Pass Options to add the option to scan a student into an activity, if you require it. It does noy have the option to restrict scans to certain year levels or house.

Student Activities Log

The Student Activities Log is under the Admin/Logs menu. Ctrl+F8 is the shortcut keys.

The Activity Attendance will be shown for the selected date range. The default is the current date.

The entries shown can be restricted to certain **Year Levels**, a particular **House** if selected from the **House** dropdown list and/or a particular **Activity** if selected from the **Activity** dropdown list.

Entries can also be restricted to a particular student by entering their Student ID or surname and pressing the Enter key.

Double clicking on an entry will shown the Update Information screen.
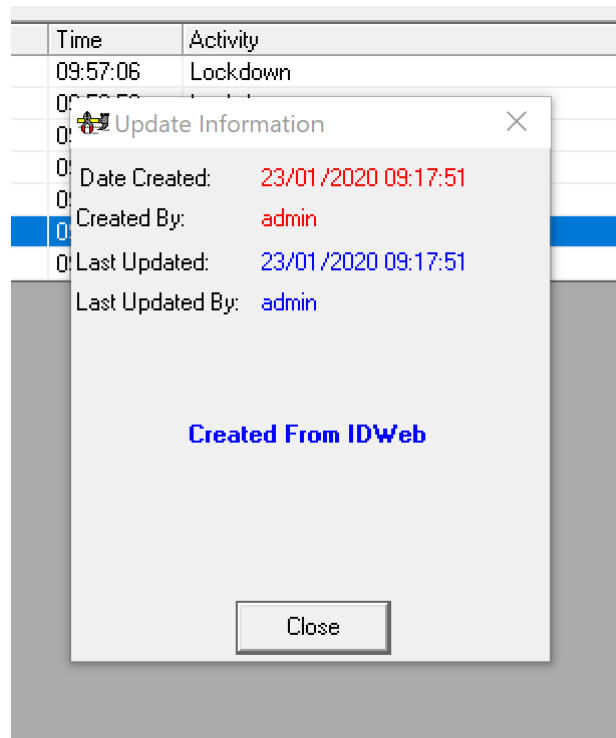
There is an **Import** button for importing scans from a CSV file. This could be a file exported from a portable scanning device.
The import function will display the following screen.

The **Default Date** is the current date. This field is only used if Date is not an imported field.
Default Activity is a drop down list of existing student activities. It is only used if Activity is not being imported. **Activity must be selected, or it must be an imported field**.

Enter the position of each of the fields being imported in the Text File Field # number column of the CSV file to be imported. The first field column will be 1 and so on.

Date and **Time** may be in separate positions in the CSV file, e.g. position 1 and position 2, or combined in a single field, e.g. position 1. If none of the options have a position number then the default date, without a time, will be used.

Student ID position must be entered. It can be either the Student ID number of PIN, Card Number etc associated with the student.

Activity is the position in the CSV file of the activity being imported. It does not need to exist in the list of existing Activities at the time of being imported but should be added exactly as it was imported. If the position of Activity is not entered, then the Default Activity must be selected from the **Default Activity** dropdown list.

Location/Comment is optional if that information has been captured.

CSV File To Import is the path and file name of the SCV file that you wish to import. Use to the Browse button to locate and select the file.

If the CSV file to be imported has column headers or field names in the first row then tick the **Field Names In First Row** option.

If all information entered is correct, then click the **Import** button to begin the import of the CSV file information.

Other buttons

The **CSV File** option allows for the displayed information to be exported to a CSV file for use in other applications.

The **Print** option will print the currently displayed information.

The **Refresh** option will refresh the displayed information.

The **Close** option will close the screen.

Selecting Activity Students for an excursion

To select activity students to be included on an excursion first create a new excursion as normal.
When the Select Students screen is displayed use the Student Activity dropdown list at the bottom left of the screen to select the relevant student activity that is relevant. Only those activities flagged as excursions will be displayed.
The students signed/scanned into that activity will be displayed.

Select the students you want to add or click the **Select All** button and click **Save**.
The students will be added to the excursion.

Common "How To" Questions

How do I update the student details in IDAttend when new students have been added and/or student details have changed?

This operation is the same as "How to add my students to a new database?" (above).

Basically you need to export the student details from your school attendance system and re-import the details.

By default IDAttend will remember all of the previous import setting so if nothing has changed with regards to location/file name etc. then you can just import the new file without making any changes to the import settings.

Click the Import button to import the file and update/add the student details.
IDAttend will NOT automatically add students to classes from this screen, other than the previously outlined roll call class option.

I have only a handful of new students to add/update in IDAttend. How do I do this?

If you only have a small number of students to add to IDAttend then it may be easier to add then manually. On the Student Details screen just click the **'New'** button. A blank student entry will be displayed. Enter the student details and click the '**Save'** button.
If you have set classes as **'Core'** subjects (eg. Form Assembly/Roll Call/Home Group based classes) then IDAttend will ask if you want to add these students to the Core Classes defined based on the student's Year Level/Home Group (if any). If you answer 'Yes' then these core subjects will be assigned to these students automatically.
Core subjects can be assigned in **Admin/Core Subjects**. Just tick the subjects that are considered to be Core Subjects based on the Year/Home Group.
Non core subjects must be setup manually or imported.
Refer to:
"How do you add new students to classes?"
"What are the options available if I need to change which subjects (classes) a student is now doing?"

How do I add a photograph to the system so that it is associated with a student?

IDAttend can use any size 24 bit colour JPG image files. All photographs are stored on the IDAttend file server or other location as defined in Tools/Data Locations. The naming convention used is <STUDENT ID>.JPG

If you wish to add, change or modify a photograph for the currently displayed student in Student Details it is a simple matter of placing the mouse pointer over the photo or if no photo then where the photo would normally be and clicking with the right mouse button. This will display a pop-up menu with a number of options available.

The options available are:
Cut - Removes the current image and also copies it to the Windows clipboard.
Copy - Copies the image to the Windows Clipboard.
Paste - This option is available if there is a valid image in the Windows clipboard. If there is a valid image it will be pasted into the student details.
Delete - This option will delete the image from the student details.
Colour Adjustment - This option is used to make colour adjustments to the image(s). Refer to Colour Adjustment for details.
Acquire - This option allows you to directly scan an image, from a Windows compatible scanner, directly into the student details. The Twain software that enables the scanner to work must have already been installed on the system.
Select Source - This option is used to select the scanning source for the Acquire option.
Load From Disk - This option is used to locate and load an image from and disk available to your computer system into the student details.
Capture From Digital Video - This option may be used to capture photographs from most digital video cameras, including web style cameras. The quality of video images is generally lower than other photo sources but it generally very quick and easy to do. If this option is selected the Video Capture screen will be displayed for the video preview and capture.
You may also use the **'drag n drop'** option and drop a photograph onto the IDAttend photo box.
When using the Paste, Acquire, Load From Disk or Capture From Digital Video option the following will occur.
When the image is first loaded the system will determine if the image is the correct size for use with IDAttend. If the image is the incorrect size then a set of scroll bars will appear around the photograph and the photograph will be centred within the image space. A zoom control will also appear to the right of the image.

Determine whether the student image is too large or too small and use the zoom control to adjust the size of the image. Moving the zoom control up will zoom out on the image and moving it down will zoom in. When you have the zoom level correct then centre the image so that the top of the student's head is near the top and the student's shoulders are near the bottom.

Once you are happy with the size and position just click on the **Save** button to crop and save the image. The image will be saved in the central Images folder on the IDAttend file server in the correct format and naming convention required.
The photograph will now be used throughout the IDAttend system.

Note: Photographs loaded from disk then cropped/saved will not in anyway overwrite or modify the original image. The IDAttend system can read most common image file formats.

How do I setup the student timetable in a new database?

Refer to the Import Timetable in the Import Data section of this manual.

Our Form Assembly/Roll Call classes are not in our timetabling software. How can we easily set those up?

Refer to the Create Form Assembly/Roll Call Classes section in the Installation & Setup section of this manual.

How do you add new students to classes?

If the student subjects are not to be imported or you only have a handful to do, then adding students to classes is easily achieved using the **'Class Setup'** function under the **Admin** menu.

Select the class from the list on the left that the student will be a member of. On the right will be displayed the students who have been assigned to this class. Click on the **Add Student(s)** button.

Locate the student in question based on either year level or Student ID/Name. Multiple student may be selected if required. Click the **Save** button.

The student will now be assigned to this class. If the class has been running for some time then by default IDAttend will assume that the student just added has been in that class since it started. If this is not the case it will be necessary to tell IDAttend that the student has not been in the class since it first started. To do this highlight the new student just added and click the **'Edit Student'** button. Alternatively you can double click on that student entry. A screen with a Start and End Date will be displayed. Tick the **Start Date** entry (tick the box) to activate the field and enter the date that the student started the class. Alternatively you can click on the dropdown arrow to display a calendar. Select the date from the calendar.

Adding a student to a class and class start and end dates can also be entered in the Subjects section of the Individual Student Details screen.
Setting the start and end date for new students entered part way through the term/semester is important so that IDAttend can maintain its accuracy.

What are the options available if I need to change subjects (classes) a student is now taking?

There are two options available:
1. Re-import the Student Subjects
2. Manually adjust which subjects a student is taking

1) Use the 'How do I update the student details in IDAttend' when new students have been added and/or student details have changed instructions. IDAttend will update the student subjects to suit. Attendance data for subject changes should not be lost.

2) Student subject may be changed manually when only doing handful of changes.
   There are two methods for doing this:
A: Find the class the student is no longer enrolled in, in **Class Setup**, and locate the student in the list of students associated with that class. Highlight the student and click the Edit Student button. Add an End Date for this student for the class.
To add the student to a different class just find the class required in the Class list to display a list of student associated with that class. Click the Add Student button and locate the student required. Once the student is associated with the new class you should highlight the student and click on the Edit Student button. Add a Start Date for this student for this class. The assumption here is that the class has already been going for some time so adding the start/end dates maintains the students attendance correctly for the classes. Not using the start/end dates assumes that the student was in the class for the full span of the term/semester.

B. First bring up the student details for the student involved (use the F11 Find option or **F12** Quick Search option). Click on the Subjects button. Select the Term/Semester in question. Highlight the subject no longer being taken by the student. Enter the End Date (last date) the student stopped taking the subject (dd/mm/yyyy format)
Click on the **Add** button and enter the new subject code, as displayed in **Class Setup**, the student is now taking (if applicable). You **MUST** enter a **Start Date** for the new subject otherwise it will be assumed that the student has been doing this subject since the start of the Term/Semester.

> <u>Note:</u> **Do not just remove a student from a class if attendance has been taken for that student in a particular class if you wish to maintain the record that the student spent some time in the class. Use the <u>End Date</u> feature for that student for that class instead.**

Student 'Spares' classes are timetabled but the students do not need to go to these classes and may be allowed to arrive late on those days if these classes are before their first 'real class'. How do we handle this?

IDAttend can handle this situation but must know that these timetabled classes are in fact a 'Spare' class. This is done in Admin/Class Setup. Locate the class in question and in the sessions grid (at

the bottom left) you need to edit every applicable session and tick the **Class Session Is A Spare Period** option and click the OK button.

Once this is done the system will allow the students to arrive late and not be issued a late pass provided they arrive prior to their first 'real' class. These classes are also excluded from the Classes Where Attendance Not Taken report.

Parents call to say that their child will not be at school for one or more days. How do we handle this?

Refer the Daily Absences section in this manual.

How do you create barcoded attendance rolls?

Refer to the Class Lists section in this manual.

The teachers mark attendance on the barcoded sheets which are handed in to the office for entry by the office staff. How is this done?

Refer to the Scanning Attendance From A Class List section of this manual.

The school is closed for a public holiday, curriculum day, strike etc. How do we enter this into IDAttend?

Refer to Holiday Dates section in this manual

Student is suspended from school. How do we tell IDAttend about this?

To enter a student who has been suspended from school you need to do this via the **'Enter Daily Absence'** function under the **Admin** menu.

Suspended students are entered in the exact same manner as described in "Parents call to say that their child will not be at school for one or more days. How do we handle this?" Except that you select **'Suspended'** for the **'Absence Type'**.

Note: Once a student has been marked as Suspended for a period of time and the student is readmitted to the school prior to the expiry of the suspension, the only method to remove the 'excess' suspension entries is to remove the excess entries from the Individual Student Attendance screen.

How do we maintain a student's individual attendance?

Refer to the Student Attendance Screen section in this manual

What do we do when students go on a school excursion?

Refer to the Excursion section in this manual.

From time to time some students attend special classes (e.g. Time Out) during one or more of the regular classes. How do we handle this?

Refer to the Timetable Variations section in this manual

How do we handle students who arrive at school after their classes have started?

Refer to the Student Passes section in this manual.

I have to import the IDAttend attendance details into the school administration system. How is this done?

Refer to the Attendance Export section for your Administration System in the Import/Export section of this manual.

How do I notify parents by letter that their child was absent for a number of days?

Refer to the Attendance Letter section of this manual.

Which reports are best to use?

Which reports are best used depends on you school requirements.
The most commonly used reports are:

Days Absent Report - This report will produce a list of students who have been absent for one or more day for the date range selected. It can also be used to produce absence statistics.

Absence Report - This report will produce a list of students who have any sort of absence whether whole day or partial day over any date range. The report is a 'summary' at the time of printing. The types of absences reported on are user selectable.

Daily Attendance Report - This report will produce a list of students on a period by period basis and show their attendance in each period. It may be used to show possible truants during the day.

Late Report - This report will produce a list of students who have been marked as late as well as whether it was an approved late or not.
The report may be run for either **Late For School Report** or **Late For Class Report**.
The Late For School Report is only valid if the Late module is used.

Student Attendance Report – This report shows the number periods each class should have had for the date range selected along with the number of periods marked present, not approved absences and approved absences. It also shows two percentage of attendance columns for each class along with an overall total. % 1 is based on periods present only. %2 is based on Periods present + approved absences.
Classes where attendance is not known are assumed to be present.

Class Attendance Report – This report shows class attendance for a given date range. It may be for a particular teacher, individual class or student. There are various sort options available also.

Classes Where Attendance Not Taken Report – This report is useful in determining which classes have not been marked for a day or date range. The report will show each class and the number of attendance entries there are for that day. For example it may show 0 of 26. This means that there are no attendance entries for the class of 26 students. 4 of 26 would mean that there are 4 attendance entries. These would most likely be pre-entered absences or students on excursions etc. 25 of 26 would most likely indicate that attendance has been taken for the class but there is no attendance for one student. This may be because the student has just started in the class but no Start Date has been entered for the student for that class or the attendance entry has been deleted for some reason by the admin staff.
If there are Present entries for the class then the class will not be included even if some students' attendance is not known for that period as the assumption will be that the attendance has been done by the teacher.

All reports are first previewed on the screen (Preview button) and may be printed from the preview screen if desired by clicking on the Printer icon at the top of the screen. Some reports have the option to export the report information to a CSV file. This allows the information to be used in third party applications.

System Requirements

System Requirements – Hardware

Workstations
Windows based PC Pentium 4 or higher
1GB RAM
Windows 8 or higher operating system (runs on Windowsor 10, 32 & 64 bit)
Slip/receipt printer – 180 dpi Graphics quality or better. Must have Windows driver. (Required for Student/Visitor Passes)
Barcode wand or magnetic stripe swipe unit (optional for scanning student cards and student passes.)
Number pad (optional for Scan In / Out)
Separate monitor if students self scan is required
1280 x 960 minimum screen resolution for administration computers.
Barcode scanner to scan attendance from Class Lists (optional).
Number pad for students to select options if using Student Managed Passes (optional)
Barcode scanner for students to scan their student card if using Student Managed Passes (optional).
Touch screen for students to make selection if using Student Managed Passes (optional)
Thermal docket printer to issue passes (Dymo or Epson etc) (optional).

We can supply optional hardware if required. Pricing will be included when the system is quoted on.

Server
Server capable of running Windows 2014 server or better. Server 2016 preferred.
SQL Server (2014 or better). SQL Server Express many be used and is supplied on the IDAttend Installation.
A folder (IDAttend) setup on the server accessible by all staff who will use IDAttend. (Full Control or Modify rights of the folder is required for all users)

Note: The IDAttend install USB includes an installation routine for SQL Server Express 2008, 2012, 2014 and 2016. This is the 'free' version of SQL Server but it is strongly recommended that the full version of SQL Server Enterprise edition be use (not supplied with IDAttend).
SQL Server Express has a limitation of 4GB per database (usually not an issue for IDAttend) and will only make use of a single processor core on the server.
It also does not have any replication capability if you require that functionality.

If you are installing SQL Server prior to the installation of IDAttend we recommend you call IDAttend Support beforehand.

If you do not have a server capable of running SQL Server or do not wish to use it then IDAttend can use an Access backend on the server. It is strongly recommended that you use SQL Server though. The Access option is being phased out and is not supported by IDWeb.

The Setup and installation of IDAttend is generally not a problem on Qld MOE networks. We do require an Orange Card holder to be present during the initial setup of IDAttend and SQL Server.

Initial Setup of IDAttend

Copy the IDAttend USB into an IDAttend folder on the server that will host the system. This will setup the folder system for IDAttend and IDWeb. The Server should be visible and usable to all users who will have access to IDAttend. The Sharing and permissions to the folders should be setup so that only Staff (teachers and administration) have access to the system. These users should have Full Control of all of the folders.

The IDAttend Runtime is contained in the System folder that has just been copied to the server. The file **IDAttendRuntime.exe** needs to be run on each workstation that will have access to IDAttend. If not installed IDAttend will attempt to install it but does require local admin rights for the users login to work. It may be necessary to right v=click on the IDAttendRuntime.exe file and select Run as Administrator for it to install.
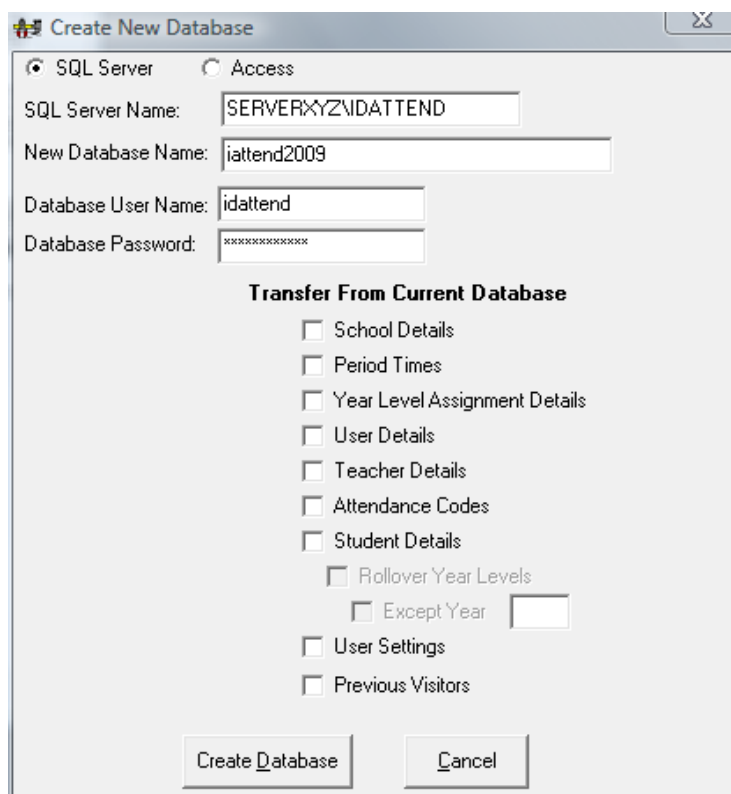
Before launching IDAttend check for any later IDAttend program update at http://idattend.com.au/support.html Extract the update files from the zip file to the <server>\IDAttend\System folder, overwriting existing files.

Once IDAttend has been copied on to the server and installed on at least one workstation there are a number of initial setup tasks that must be completed from the workstation in order for IDAttend to be usable. These are as follows.

Start IDAttend and login with the supplied Admin username/password.
IDAttend will display the database locations screen.
Click the **Create New Database** button.

SQL Server
Enter the name of the server running SQL Server along with the instance name separated by a \.
Enter the name of the database to use. It is best to include the year in the database name as IDAttend uses a different database each year. NO NOT ENTER ANY SPACES IN THE DATABASE NAME.
If your SQL Server instance for IDAttend requires a user name/password then these should be entered here. User names are not case sensitive but passwords are.
Click the **Create Database** button.
If the database is created successfully you will be notified. If not then the most likely cause if that some details of the server/user/password details are not correct.

Once the database has been created then the following screen will be displayed.
Enter the Server Name and Database details used when the database was created.
Also the User Name/Password if required.

IDAttend needs to know the location of the photographs that will be used. Use the browse button to locate the photograph folder. This folder needs to be available to all IDAttend users. If desired then folder used to store your Admin system photographs may be used.
Photographs need to be named <studentid>.jpg. There is an option to use the Other Student ID field if the Phtographs are not named <studentid>.jpg.
IDAttend has a photo conversion function if suitable photographs from your school photographer are not available.
The photographs should not be too large otherwise this will cause unnecessary network traffic.

IDAttend also has the option when saving photographs that are captured using IDAttend to a 2nd location if required. This would normally be your Administration system photo location.

Enter the folder where the photographs of visitors will be stored if this option is to be used.
There is no need to enter the **Local Help File Path** as this will default to C:\Program Files\IDAttend and is created and the file installed when the workstation runtime is installed. This folder should only be changed if the users do not have access to this folder.

All other options on this screen should be ignored at this time.
Click the **OK** button.

Note:

If Access is to be used as the database backend select Access and click the Browse button to select where the database should reside on the server. A Database folder will have been created on the server and this location should be used unless there is some reason to place it in another location.

Paths used must accessible by all users of IDAttend. Either UNC or mapped drives may be used.

Once the database has been created, you will need to log into IDAttend using the supplied Admin username/password.

Once logged into IDAttend you will be asked to setup the system for use.

If your version of SQL Server requires SQL Server Authentication then it will be necessary to create an SQL Server user (idattend) that has db_create rights in SQL Server before the database can be created. This will be necessary if the database is created from a workstation. It may not be required if it is created on the server itself.

Once the SQL Server database has been created it is generally necessary to make some configuration changes in SQL Server. This includes creating an idattend user has db_owner rights to the database.

We will configure the SQL Server Instance to suit your network when we install IDAttend.

IMPORTANT NOTE
If you have two separate networks, Curriculum and Admin, then IDAttend and SQL Server will need to be installed on a Curriculum server so that teaching staff will have access. Admin network users generally have access to the Curriculum network via a router. It may be necessary to open a port on the router for SQL Server to broadcast its presence on the network. By default this is port 1433 although SQL Server can be configured to use a different port if required. If you have any questions regarding SQL Server please call IDAttend Support prior to the installation of the system.

System Setup

Go to Tools/System Setup.

Enter the School Name and the size of the photos that will be used in IDAttend (400 x 400 pixels max). The actual size is not dependence on the actual size of the school photos as IDAttend will choose the best size to display use the photographs while maintaining the aspect ratio of the photographs. The size specified in IDAttend is the size that will be used to when IDAttend saves any new photographs.

Select whether IDAttend will be term or Semester based.
Enter the number of days in the timetable cycle (1 – 20 days).
If more than 5 days in the timetable cycle enter the day that the system will start with in the cycle based on the System Start Date.

Select the term dates based on the School Terms dropdown list for the state in which the system is to be used. If Semester based then the semester dates will also be entered for you.

Next the timetable structure (period times etc) must be entered.
IDAttend can handle any number of different period times. It may be all the same for all year levels for all terms/semesters or different for each day/year level/term or semester or any variation in between. It is not uncommon for senior students to have a different timetable to junior students. Senior students quite often have before school and/or after school classes. In this case you may use the same timetable for the junior students but the before/after school periods will appear on the junior timetables/attendance but no class will be associated with them. If you do not wish these periods to appear on the junior student's timetables, then you will need to create different timetable for the junior and senior students. You will also need to create a different timetable for each day even if they are the same for each day.

To enter a new timetable, click New Timetable button.

Enter the Name for the timetable (eg TT1 for day 1, TT2 for day 2, TT1-S for Day 1 Senior etc)

Enter the Day number of the cycle the timetable applies to in the Day field.

Click New Period button.

Enter the Period Name. E.g. BC (being before school), RC (roll call), P1 etc.

Enter the Line Number 0 to …

Enter the Start Time of the period in 24 hour format. 09:00 AM should be entered at 0900 and press Enter.

Enter the End Time for the period. 1PM should be entered as 1300.

Enter the Period # that IDAttend will know this period as. This may or may not match your school's period numbers. It does not matter.

If you do not have a before school class currently but may do so later in the year, it is a good idea to start the period numbering at 1 so that period # 0 can be used later.

if you suspect that you may later want to split the sessions into A and B sessions then leaving a number gap between period numbers will allow you do this later. Eg. 1, 3, 5, 7 etc.

If before school classes are the first period then enter 0 in the Period #. All Period #'s after this must increase up to a maximum of 25 but do not need to be consecutive.

Period times or numbers must not overlap.

Repeat the process for each period in the day.

Lunch and Recess may also be entered with the appropriate times but **MUST NOT** be assigned a Period #.

The May Be Missed For Early Start option allows you to tell IDAttend that the periods enabled for this option may be missed by students who obtain an Early Start Pass from Student Passes. These periods will be marked as an approved absence.

The May Be Missed For Late Start option allows you to tell IDAttend that the periods enabled for this option may be missed by students who obtain a Late Start Pass from Student Passes. These periods will be marked as an approved absence. Normally this would only be a roll call class.

The Absent For Day option should be ticked for the roll call period or period that IDAttend should mark a student absent for the day if absent from this class. If no period is nominated then IDAttend will not automatically mark students absent for the day. Only one period per day should be nominated. If multiple days then a different period may be nominated for each day.

Tick each year level that this timetable applies to for each Term/Semester. It is best to do this for all terms/semesters even if starting later in the school year.

Click the **Save Details** button.

If creating a timetable for each day of the cycle, then repeat the process from *Timetable Start* for each day.

Note: The New Copy Timetable button may be used to copy the existing day timetable and all that need be done is enter a name for the timetable and alter the times etc as need be.

Be sure to click the **Save Details** button before exiting the screen.

Different timetables may be setup for each year level if desired. This is a complex process and it is advisable that you contact IDAttend Support before doing so.

A different timetable structure is required for every day of the timetable cycle. If you have different structures for different year levels, then you may require different timetable structure for each day for all of them unless they share some days in common.

The Timetable Name drop down list shows the number of entries in the list and can be dropped down and any entry selected to view/alter that timetable structure.

It is critical that the structure be correct at the start of the year as changes cannot be made mid- term/semester without first consulting IDAttend Support.

If possible it is strongly recommended that you use the same Period # for the same period each day if possible. Refer to the Unacceptable example below. If a Before School or Roll Call class does not occur on each day then skip that Period # for that day.

Period Numbering Examples (Acceptable and Not Acceptable)

Period Name	Line	Start Time	End Time	Period #
RC	1	08:50	09:00	1
P1	2	09:00	09:47	2
P2	3	09:47	10:34	3
Recess	4	10:34	11:00	
P3	5	11:00	11:47	4
P4	6	11:47	12:34	5
Lunch	7	12:34	13:34	
P5	8	13:34	14:21	6
P6	9	14:21	15:08	7
P7	10	15:08	16:00	8

<p align="center">**Acceptable**</p>

Period Name	Line	Start Time	End Time	Period #	A
RC	1	08:50	09:00	1	
P1	2	09:00	09:47	3	
P2	3	09:47	10:34	5	
Recess	4	10:34	11:00		
P3	5	11:00	11:47	7	
P4	6	11:47	12:34	9	
Lunch	7	12:34	13:34		
P5	8	13:34	14:21	11	
P6	9	14:21	15:08	13	
P7	10	15:08	16:00	15	

<p align="center">**Acceptable**</p>

Period Name	Line	Start Time	End Time	Period #
P1	2	09:00	09:47	2
P2	3	09:47	10:34	3
Recess	4	10:34	11:00	
RC	5	11:00	11:10	1
P3	6	11:10	11:47	4
P4	7	11:47	12:34	5
Lunch	8	12:34	13:34	
P5	9	13:34	14:21	6
P6	10	14:21	15:08	7
P7	11	15:08	16:00	8

<p align="center">**Not Acceptable**</p>

Some schools do the above when they have a roll class session that normally occurs at a certain time each day and say has a period number of 1, except on a certain day when it happens later in the day. Assigning it the same period number, 1, as the other days will cause issues within IDAttend and IDWeb.

Period Name	Line	Start Time	End Time	Period #
P1	2	09:00	09:47	2
P2	3	09:47	10:34	3
Recess	4	10:34	11:00	
RC	5	11:00	11:10	4
P3	6	11:10	11:47	5
P4	7	11:47	12:34	6
Lunch	8	12:34	13:34	
P5	9	13:34	14:21	7
P6	10	14:21	15:08	8
P7	11	15:08	16:00	9

In this case you **should use the next number, in this example 4, but not use that number at all on the other days of the cycle.**

Period Name	Line	Start Time	End Time	Period #	A
RC	1	08:50	09:00	1	
P1	2	09:00	09:47	2	
P2	3	09:47	10:34	3	
Recess	4	10:34	11:00		
P3	5	11:00	11:47	5	
P4	6	11:47	12:34	6	
Lunch	7	12:34	13:34		
P5	8	13:34	14:21	7	
P6	9	14:21	15:08	8	
P7	10	15:08	16:00	9	

Structure on other days

If you have any questions or issues with altering your timetable structure please let us know and we will make suggestions to suit your requirements or even build a structure for you, based on your requirements, that you can import.

Once attendance data has been entered into IDAttend the Period #'s used can NOT be changed without first consulting IDAttend Support. Ensure your timetables are setup up correctly before using IDAttend to record attendance.

Import/Export Timetable Details
The purpose of this function is to allow for the timetable details entered to be exported if need be and also imported. The main use for this may be if you have a problem with setting up your timetable or making changes to it we can make the changes and then email them to you and all you need to is import them.
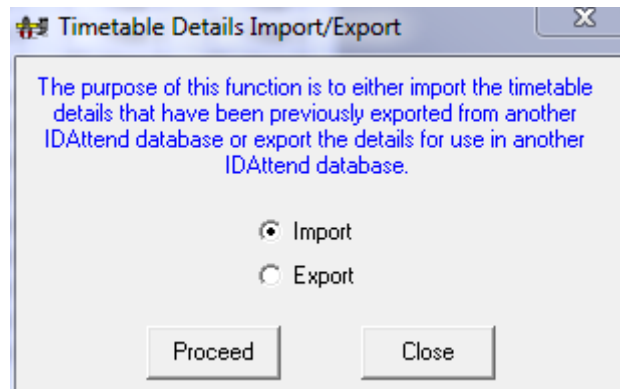
The function has two options Import and Export.
Select whichever option is applicable and click the Proceed button.
The default file name for either function is IDA_TT_DETAILS.CSV. The location where it is saved is user selectable.

NOTE: If importing a timetable the existing timetable and year level allocations will be overwritten.

School Setup

This screen has a number of options pertaining to your school's administration system and type of SMS Text functionality, if any. There is an option to have IDAttend automatically notify teachers when they log into IDAttend of any classes they have not yet taken attendance for.

There is an option to edit the Last Student Pass number issued. This should not be altered unless told to do so by IDAttend Support.

If you wish to use the students' Preferred Name rather than their First or Given Name then enable the option for this.

If you have a Topaz Signature Pad for capturing digital signature within IDAttend then you should Enable the Use Digital Signatures option. You can then edit the Electronic Signature Options for each computer that has a signature pad, under the Admin menu.

If you have a 'Timeout' room then enter the Long and Short Name for this room.

If your student ID card barcode or magnetic stripe have a prefix which is not relevant to IDAttend and would cause IDAttend to not find the student you can tell IDAttend to only use only the last x characters of the scanned card. E.g. if your barcode reads BX001234 and only the 001234 is the student ID in IDAttend then enter 6 in the Only Use Last x Characters Of Scanned Student ID field. The BX will then be ignored.

If your student ID card barcodes are missing one or more leading 0's that is present in the IDAttend Student ID then enter the number of leading zeros missing in the Add x Leading Zeros To Scanned Student ID field. If only some cards are missing the 0's IDAttend will still work with both card types.

If you have a prefix on your student ID card barcode or magnetic stripe relating to a year or some other code that changes from year to year and do not wish to allow students to use an old card with IDAttend then you should enter whatever you wish IDAttend to accept in the Only Accept Scanned Cards With The Prefix field. If you wish to use multiple codes you can by separating them with a comma e.g. 2010,2011
The code/s entered may be altered as need be.

Click the **Save** button to save any changes and close the screen.

Teacher Options

Tools/Teacher Options
This screen contains a number of options relating to what teachers can do in IDAttend. By default teachers have very limited access to functions in IDAttend.
Before enabling any option the school should decide what they would like teachers to be able to do in IDAttend.

Options that require particular attention are below and teachers need to be informed of how to use them and what ramifications there may be from mistakes.

Allow Teachers To Enter Late For School
This option is generally only set for Primary Schools where students arriving late to school do not first come to the admin block to get a late pass.

Allow Teachers To Enter Other Absence Reasons Absence When Taking Attendance
This option is designed primarily for Primary Schools where parents often inform teachers of absences directly to teachers.
This option, if enabled, allows teachers to right click on a student, when taking attendance, and select Mark As Absent For Day
This option will display a screen that allows teachers to select a date range for the absence and the absence type. Whether or not a **Note** was provided and/or a **Parent was Present** and any **Note/Comment** that may be valid for the absence.
The absence types available are
Approved Absence, Sick, Medical, Dentist, Holiday, Unjustified, School Activity, Sport and Other.

Please note that the function will only overwrite unexplained absences, if any. Any other type of absence will not be overwritten.
Once assigned these absence types cannot be changed from the attendance screen.

Allow Teachers To Enter Unjustified (Truant) From Class When Taking Attendance
This option, if enabled, allows teachers to right click on a student and select **Mark As Unjustified (Truant) From Class.** This function will mark that student as an unjustified absence (Truant) from that particular class/period.
Please note that the function will only overwrite unexplained absences and Late To Class.
Once assigned this absence type cannot be changed from the attendance screen.

Allow Teachers To Mark Students Present In Class When They Are Supposed to Be Off Campus, Work Experience, Excursion, School Activity, Sport or Sick
This option, if enabled, allows teachers to override any of the above absence types for the current day.
Examples would be where a student was expected to be on Work Experience for the day but has instead come to school, not informed admin of their change in plans, and turned up in their normal class.
Using this function will remove the student from the current absence type for the day and mark them present in the current class.

Attendance Codes

Tools/Attendance Codes

Attendance Codes (if exporting back to your school administration system).

Enter each code used in your school administration system for each IDAttend attendance type. Also enter a meaningful description. For each entry select an IDAttend attendance type. If more that one IDAttend attendance type applies to your school admin system codes you may select multiples of the same Code.

These codes may be changed at any time and the codes reapplied to existing attendance entries by clicking the **Re-apply Codes To Existing Attendance Entries**.

Student Pass Reasons

Tools/Lists/Student Pass and Other Reasons
This function is used to set a set of predefined student pass reasons to make the issue of student passes much quicker and simpler. Some categories are for other function in IDAttend such as Loan Items – Staff, Merit Points, Laptop categories and Behaviour Reasons.
The options entered should be the most common ones. If using the Student Managed Passes function then these are the only options students will get. The Admin Managed Passes has the option to enter any text for the Reason if required.

Options can be entered for all pass types in IDAttend. Just select the relevant heading. Items can be added or deleted and a Sort Order set otherwise they will be displayed on the pass reason buttons in alphabetical order.

Select the group that you wish to add entries for.
Click **Add** to enter a new entry.

Click **Delete** to delete the selected entry.

Late To School and Early Departure have extra columns. These columns allow for the entry of a Late Reason Code, which at this point in time is only relevant for the Queensland OneSchool attendance export. If a reason code is entered against and entry then this is the code that will be sent to OneSchool and will override the default codes (U (Unexplained) or O (Other) for approved late). If no code is entered for an entry then the defaults will apply. The only time this code does not apply is if the Unjustified tickbox is ticked when issuing the pass.

The Password Required field is only relevant for Student Managed Passes and if selected then a password needs to have been entered for the pass types in the Student Managed Pass Options, this will cause the pass screen to require the Admin person to enter the password if that option is selected.

The Approved tickbox will cause the Approved tickbox on the Student Passes screen to be ticked if that reason is selected.

The advantage to this is that all reasons for being late, including curriculum absences, such as Off Campus, Sport, School Activity or Work Experience etc. can be dealt with using the Late To School and/or Early Departure (Leave Pass) pass types so less pass types are required on the Student Pass Screen and the correct Reason Code will be sent back to OneSchool.

Click **Close** to close the screen.

There is a **Default Set** option which if clicked will setup the various options options for you using a defalt set.

Note: Do not leave blank entries in the list.

Reasons entered are a text comment only, except Late To School and Early Departure, and have no effect on whether the absence is approved or not.

Tools\Holiday Dates
IDAttend needs to know about any public holidays or student free days where attendance will not be taken. These dates DO NOT include term breaks or public holidays that occur during the term breaks.

To Add a new date click the **New** button. A blank line will be entered on the grid. Enter the date in dd/mm/yyyy format. You must also enter a short description of why the date is a holiday.
To Delete and entry just click on it in the list and click the **Delete** button.

There is a **Default Dates** option which can be used to select the common holiday dates for your state.
The default set is compiled from the various state education websites and is setup for the metro areas. The set may contain dates not appropriate for your area but these dates can be deleted and added to as need be. The set may or may not contain known student free days.

Click the **Save** button to save any default set or changes you have made.
Please note that any date entered will have any attendance entered for that date removed from IDAttend. Please ensure the dates entered are correct before clicking the Save button.

Holiday dates must be setup each year within IDAttend. It is not done automatically when rolling over IDAttend to a new year.

Auto Import/Export Setup

Tools/Auto Import Setup
IDAttend may be setup to Automatically import the Student Details, Timetable and Student Subjects.
Details must still be exported manually from the various programs used by the school.

Only enable those options you wish to use and have previously setup for manual import/export.
Select the type of import to use for each option enabled.

If your Timetable import also imports student subjects then do not enable the Student Subject
option.

It is advisable to enable the **Do Not Run Import If Program Started More Than 5 Minutes After
Scheduled Start Time**. This will prevent IDAttend from initiating the import if it has not been run for
that day and it is more than 5 minutes past the scheduled start time.

Once you have set the options required you must set the times or schedule you which the functions to occur by clicking the **Import Schedule** and/or **Export Schedule** buttons.
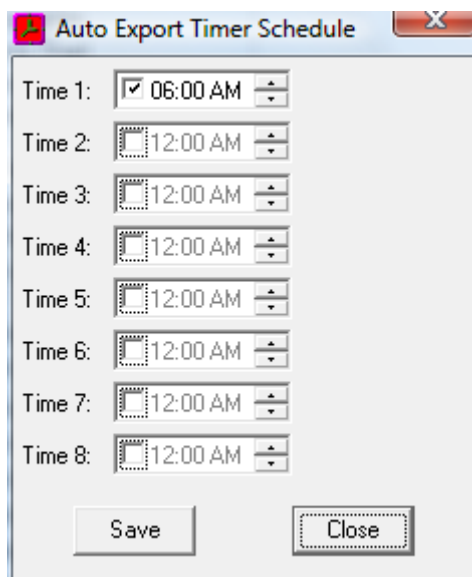
IDAttend may be scheduled to perform these functions up to 8 times per day.
If only enabling one time then use **Time 1**.
To enable a time just tick the little box on the time and change the time to that required.

Click the **Save** button.

Note:
This option MUST only be set on one computer. It is not editable from a workstation when setup on another workstation.

For the Auto Import/Export to work the computer that is set to perform the tasks must be running and logged into IDAttend or sitting at the IDAttend Login Screen.

Auto Import/Export will NOT be performed on weekends/term breaks or holiday dates.

There is an **Auto Import\Export Log** function under the Tools menu that shows what has been imported via this function and any errors that may have occurred. The log is based on a per month view.

User List

Next setup the Users in IDAttend, Tools/Lists/User List.
Users may be imported using Tools/Lists/Import Users.

IDAttend has 3 different options to authenticate users.

1 – IDAttend Authentication
2 – Active Directory Authentication
3 – LDAP Authentication

If using IDAttend authentication then both User ID and password must be entered.

If using Active Directory or LDAP Authentication then only the User ID need be entered. The User ID entered must match the users network login. IDAttend will then attempt to confirm that the password entered is valid from either Active Directory or the LDAP Server before they are granted access to IDAttend. Access rights must still be selected if using either of these two options. If a user's password changes in Active Directory or LDAP then it will also change for IDAttend.

User names and passwords must be setup for each user of IDAttend. Alternately you may setup user groups if desired.

Access Rights options are

System Admin – Full access to all functions of IDAttend. This will generally be IT staff and one or 2 Administration staff.

Administrator – Access to all functions of IDAttend except the Tools menu functions.

Teacher – Can enter/change attendance for classes etc. No Access to the Admin or Tools menus functions. Some Admin functions can be assigned to teachers via School Setup.
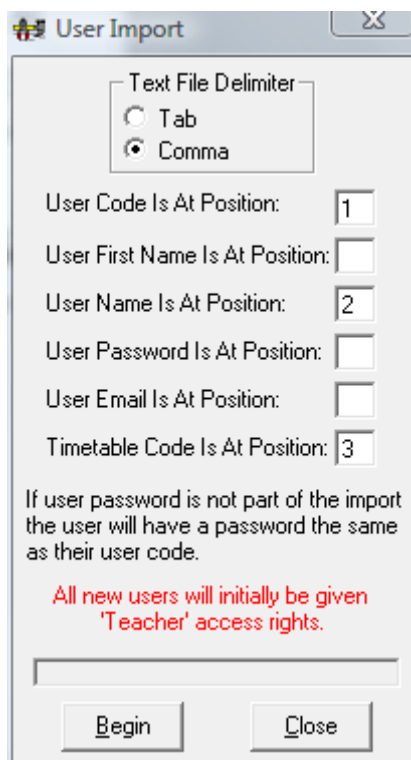
Coordinator – Similar to Teacher except they have full access to the Reports menu. Other options may be enabled for Coordinators in School Setup.

At least one System Admin user must be setup or no one will have access to the Tools menu.

Timetable Code, although not required, allows IDAttend to identify teachers and display a list of their classes only when they use the Find Class function. It is also required if you wish to use the School Setup option of notifying teachers when they log into IDAttend of any classes they have not marked.

Email Address, this is currently optional as IDAttend does not use this email address at this time.

User details can be imported if required. If not importing users passwords then they will be assigned a password the same as their User Code. When they first log into IDAttend they will be asked to change the password.

Timetable Code, although not required, allows IDAttend to identify teachers and display a list of their classes only when they use the Find Class function. It is also required if you wish to use the School Setup option of notifying teachers when they log into IDAttend of any classes they have not marked.

All users imported by this function will be given the Access Right of Teacher.

IDAttend Maintenance

IDAttend requires some regular maintenance by the schools IT department or other suitably qualified person.

Access Database
If using an Access database for IDAttend then **once a week** it is necessary to use Microsoft Access to do a Compact and Repair of the IDAttend Database.
This function is under the Tools/Database Utilities menu in Access.
This should only be carried out if you have a backup or copy of the IDAttend database.

The reason for this requirement is because Access databases can grow quite large and become slow and other issues can crop up over a period of time.

All users must be logged out of IDAttend to be able to Compact and Repair the database.

SQL Server Database
If using an SQL Server database for IDAttend you may notice the .log file growing quite large even after a short period of use. The .log file is a text based file and contains every transaction that has taken place in the database since it was last backed up. SQL Server uses this file to allow it to roll back failed transactions and maintain its integrity.
The .log file is generally truncated when doing a backup of the SQL server database using either SQL Server's backup function or a suitable third party backup application that is SQL Server aware.

Regular backups of either database type is essential for obvious reasons.

It should be noted that the supplied Express version of SQL Server only allows for the database files to be placed on the server's C drive. Please ensure your backup program includes this drive or at least the SQL Server folders (c:\program Files\Microsoft SQL Server).
To be able to nominate that the database files are on another drive you must buy the Enterprise version of SQL Server.

IDAttend Updates
Updates to the IDAttend system are released regularly and are available at no charge to registered schools. These updates are available from
http://www.idattend.com.au/idattend_download.htm#update

Nominated school contacts will be notified from time to time of important updates but it is suggested that someone at the school check at least once a week to see if there are any updates available.
You can check your current version by clicking on the Help/About menu option.

In order to update IDAttend there is no need for users to be logged out of the system.
Once the update has been downloaded the zip file must be extracted (using Winzip or the Windows unzip function) to the IDAttend/System folder on the server where IDAttend resides. Overwrite all existing files. To start using the new version users need to log out of IDAttend and then log back in.

If using an SQL Server database and the 'normal' users may not have dbo_owner access rights it is necessary for the system to be first run after the update by a user who has full access rights in SQL Server. This is required as quite often the update will add new fields to the database which requires dbo_owner rights.

End Of Year Rollover

Please refer to the Help/IDAttend Rollover Instructions for information on the new year rollover process.

IDAttend Support Contact Details

Level 1 Support
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IDAttend – Hot Keys (F Keys)

F3 – Daily Absences
F4 – Teacher Timetable
F5 – Student Passes
F6 – Class Attendance (Student Scan Mode)
F7 – Class Attendance
F8 – Class Attendance (Barcode Scanner)
F9 – Find a Student or Teacher
F11 – Find A Student (Advanced)
F12 – Student Search

IDAttend Ctrl + Hot Keys

Ctrl + F1 – Monitoring Card Log
Ctrl + F2 – Ready To Learn Log
Ctrl + F3 – Attendance Level Log
Ctrl + F4 – Merit Point Log
Ctrl + F7 – Class Setup
Ctrl + F8 – Student Activity Log
Ctrl + B – Behaviour Level Log
Ctrl + D – Detention Log
Ctrl + E – Administer Medications
Ctrl + E – (While on the Student Passes Screen only) – Evacuation Report
Ctrl + F – Visitor Log
Ctrl + G – Items Handed In Log
Ctrl + H – Admin Appointment Log
Ctrl + I – Visitor in
Ctrl + J – Items Loaned to Students/Staff Log
Ctrl + K – Medications Given Log
Ctrl + L – Late Request Log
Ctrl + M – Administer Medications
Ctrl + O – Visitor out
Ctrl + P – Items Handed In Log
Ctrl + Q – Toggle ? on class attendance screen (admin users only)
Ctrl + R – Student Attendance Letter Log
Ctrl + S – Sick Bay Log
Ctrl + T – Timeout Log
Ctrl + U – Uniform Log
Ctrl + W – Library Study Log
Ctrl + Y – Room Change Log