IDAttend Teacher Manual

Updated April 2015

Logging into IDAttend

To run IDAttend all you need do is double click on the IDAttend icon on your desktop. IDAttend or Attend

When IDAttend is first started you will be required to enter your IDAttend User Name/Password.

If this has not already been provided to you then you will be advised as to what has been used to base your user name on. The password will be the same. The password is case sensitive and if your user name was upper case the password will also be upper case. Once you enter the user name/password and if there are the same IDAttend will ask you to change the password.
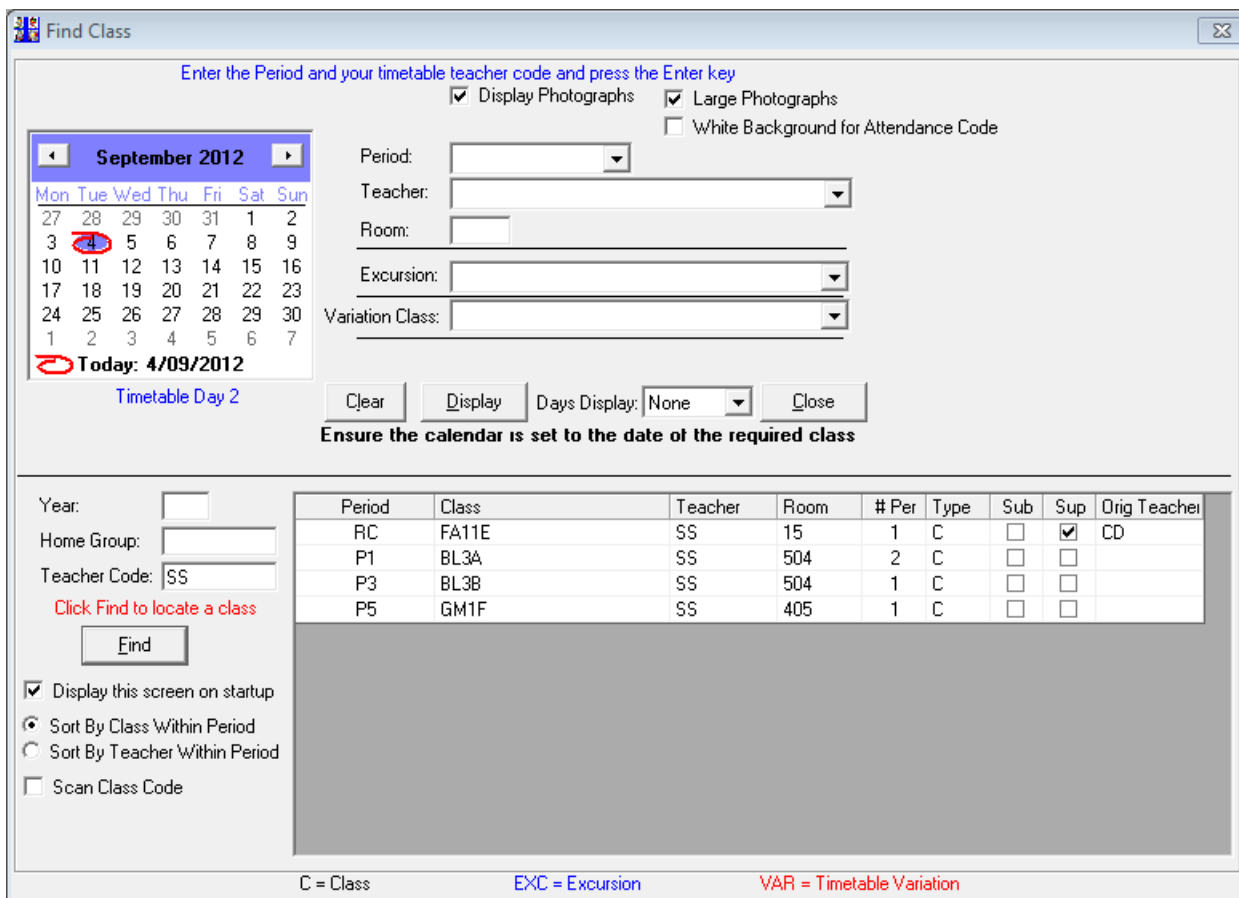
You will need to enter your old password (as just entered) along with a new password, twice, so that the system is sure you have entered the password correctly. There are no constraints on what the password must consist of. Click OK.
You will now use this password from that time onwards. You may change your password at any time using the File/Change Password option in IDAttend.

If you forget your password you will need to contact the IDAttend System Administrator to have it reset.

Find Class & Class Display:

IDAttend opens with this screen if the option to do so is enabled. If the screen is not loaded then select Teacher menu and Find Class or click the button or press the F7 key. A calendar is displayed allowing for selection of classes on different dates. The current date is the default.

If you teacher timetable code has been associated with your IDAttend login then IDAttend will default to that code and only show your classes for that day.

Excursions will show in the list in Blue and any Timetable Variation Classes will show in Red.

There are two ways of finding a class either by filling in the details, Period and Teacher, at the top right hand side of the screen with Display photographs (large or standard size) for an individual class and click the Display button or clicking the **'Find'** button for a list of classes. The list may be limited to a Year, Home Group or Teacher Code. A list of classes will be displayed in period order based on the selection criteria entered, if any. The **'Clear'** button will clear the search fields.

If you have been assigned to a class as a Supervision teacher for that class on the day that class will also appear in your list of classes to be marked. The SUP box will be ticked and the teacher code of the original class teacher will be in the Orig. Teacher field.

Attendance on Excursions and Timetable Variations can also be taken on this screen by selecting the relevant Excursion or Variation Class from the appropriate list.

In this screen you are also able to view and adjust a class history for a selected number of days, for example 10, 20, up to a full term. 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.

Non Day Display (default), Student Photographs

Clear	Display	Days Display: None ▼	Close

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. It is up to the person taking attendance to 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. 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. **If all students are present then click the Save button.**

If the school has elected to have the teachers attendance screen default to ? instead of P then the screen will appear as per below.

If the ? option has been enabled then each student with a ? must be clicked on once to mark them P (present) and again to mark them UA (unexplained absence). You cannot save then attendance until all students with a ? have been either marked P or UA.

Day Display

| Clear | Display | Days Display: 10 Days ▼ | Close |

If taking attendance with the day display option enabled then click on the date/period header that is appropriate (the default is the date selected on the Find Class calendar).

16/10 RC	17/10 RC	20/10 RC	21/10 RC	22/10 RC	23/10 RC	24/10 RC	27/10 RC	28/10 RC	29/10 RC	Name
E	E	P	P	P	P	UA	P	?	P	Jessica ALLFORD
E	E	P	P	P	P	P	P	?	P	Daniel AMATO
S	E	UA	P	P	P	P	P	?	P	Carolyn ARCHIBALD
E	E	P	P	UA	UA	P	P	?	P	Sally ASPINALL
E	E	P	P	P	P	P	P	?	P	Canan Jarnan AZIRET
UA	UA	P	P	P	P	P	P	?	UA	Andrew BELOUSOFF
E	E	P	P	P	P	UA	P	?	P	Deborah BIRTCHNELL
E	E	P	P	P	P	P	P	?	P	Jane BLAIR
E	E	P	P	P	P	P	P	?	P	Sally BLASTOCK
E	E	UA	P	P	P	P	P	?	P	Sion BOOMSMA
E	E	P	P	P	P	P	P	?	P	Cameron BOWTELL
E	E	P	P	P	P	UA	P	?	P	Daniel BOYD
E	E	P	P	P	P	P	P	?	UA	Andrew BRAND
E	E	P	P	P	P	P	P	?	P	Carmen BRIC
E	E	P	P	UA	UA	P	P	?	P	Alicia BRIDGES
E	E	P	P	P	P	P	P	?	P	Natalie BRISCOE
E	E	P	P	P	P	P	P	?	P	Hayley BROMLEY
E	E	P	P	P	P	P	P	?	P	Brendan BROOKES
E	E	P	P	P	P	P	P	?	P	Leonie BROWN
E	E	P	P	P	P	P	UA	?	P	Timothy BROWN
E	E	P	P	P	E	P	P	?	P	Claire BURGESS
E	E	P	P	P	P	P	P	?	P	Kimberley BURGESS
E	E	P	P	P	P	UA	P	?	P	Leigh BURKE
E	E	UA	P	P	P	P	P	?	P	Courtney BUSFIELD
E	E	P	P	P	P	P	P	?	P	Sarah BUTLER
E	E	P	P	P	P	P	P	?	P	Chloe BYGOTT
E	E	P	P	P	LS	P	P	?	P	Jessica CAMPBELL
E	E	P	P	P	P	P	P	?	P	Tina CAPALDO

To mark attendance from this screen you must fisrt select the appropriate date/period header. It will turn blue. Click the header again and the student names will toggle to the other side of the date.

If attendance has not been taken then a ? will appear next to the student/s. Click the first ? (if attendance not yet taken). Toggle P/AU press the *Space* bar on the keyboard. You can use the up/down allows to move to the next student.

There are also options available when you right click on the P or AU for a student.

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. If all students are present then click the **Save** button.
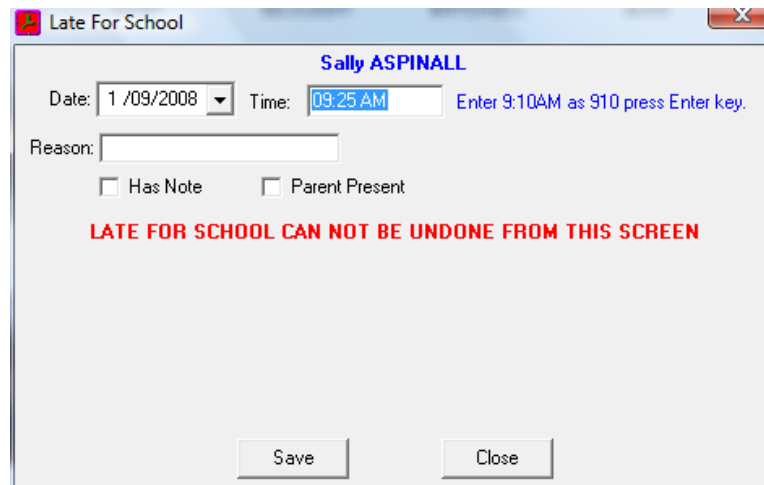
A Legend button at the bottom right hand side of the screen shows a screen with other indicators that may appear on each student.

Note

If a code other than **P**, **UA**, **LC** appears on a student's photograph then this indicates that the student's attendance has been pre-entered or altered by the school administration. In these cases you will not be able change the entry. If the code (attendance) is incorrect for some reason (student is supposedly away but has attended your class) then you will need to contact the attendance officer in administration to have the attendance changed.

Marking Students Late For School (optional depending on school settings)

Some schools, generally primary schools, have teachers mark students as being late for school.
If this option has been enabled then on the class display screen then right clicking on the student will offer the option of Mark As Late For School. Selecting this option will display the following screen.

By default, the date will be the current date and the time the current time.
To alter the date click on the date box arrow and select the date from the calendar.
To alter the time just type the time, in numbers, and press the Enter key. Eg. 9:10AM would be entered as 910 and press Enter.
To confirm the current time press the Enter key also.
A list of reasons why the student is late will be displayed. Select the appropriate option from the list.

If the student has a note then tick the Has Note option.
If the student's parent present then tick this option.

Click the **Save** button.

Note: Once a late has been entered it cannot be changed by a teacher. You will need to contact your Administration person to have them alter the attendance.

Entering Student Absentee Notes (optional depending on school settings)

Some schools allow teachers to enter Student Absentee Notes. These are notes for a previous days absence.
If this option has been enabled then on the class display screen then right clicking on the student will offer the option of Enter Absence Note. Selecting this option will display the following screen.

A list a days/periods where a student has an unexplained absence be displayed.

There are 6 absence types available.
AA – Approved Absence (non descriptive in note).
Sick – Illness
Medical – Medical appointment or medical certificate supplied.
Dentist – Dental appointment
Holiday – Student was away due to being on holiday.
UD – User defined type. A valid Administration System code must be entered. Only use this option if instructed to do so.

Any other absence type will need to be entered by Administration Staff.
Be sure to tick all relevant periods for the day/s the note is applicable for.
A short reason/comment may also be entered.
To save the entry click the **Save** button.

Adding Class Notes To A Student (optional depending on school settings)

Some schools allow teachers to enter class notes against a student.
If this option has been enabled then on the class display screen then right clicking on the student will offer the option of Student Notes. Selecting this option will display the following screen.

The Note Type will default to Class Note and the Class will be the current class. Entered by will be either the teacher's teacher code or IDAttend user login code.

To add a note just click the **Add** button.
A row will be added to the student notes grid.

You can type as much text as you like. **If you want to start a new line you MUST press the Ctrl+Enter key.**

To save the note click the **Save** button.

Please Note: If using IDAttend on a laptop that is connected wirelessly to the school network it is important that you either close down IDAttend before closing the laptop lid or at least logout of IDAttend using the logout button **on the IDAttend toolbar.**

Sending Students to 'Timeout' Class/Room

If enabled in the School Setup teachers may be able to send students to the school's 'Timeout' Class/Room. To do this you just right click on the students photograph and select "Send To Timeout".
The actual name of the timeout class/room is set in School Setup and this will alter the wording of the option accordingly.

If you use this option make sure you have the correct student selected as teachers are not able to undo this function once executed. The time sent will be the current time so the option must be used when the student has been sent. Do not use this function after the class is finished or later in the day.
Administration staff also have the option to send students to the 'Timeout' class.

The teacher in the 'Timeout' room will be notified of the fact that the student has been sent there if they have IDAttend running.

Sending Students to Music

If enabled in the School Setup teachers may be able to send students to Music. To do this you just right click on the students photograph and select "Send To Music".

If you use this option make sure you have the correct student selected as teachers are not able to undo this function once executed. The time sent will be the current time so the option must be used when the student has been sent. Do not use this function after the class is finished or later in the day.
Administration staff also have the option to send students to Music.

The teacher in the Music room will be notified of the fact that the student has been sent there if they have IDAttend running.

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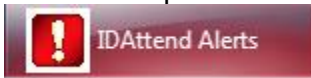
If no messages have been received and you need to open the Alert windows just click on the Alerts menu option next to the Admin menu.

The IDAttend Notification Bar at the bottom of the screen will also flash red.

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

Print   Minimise

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.

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
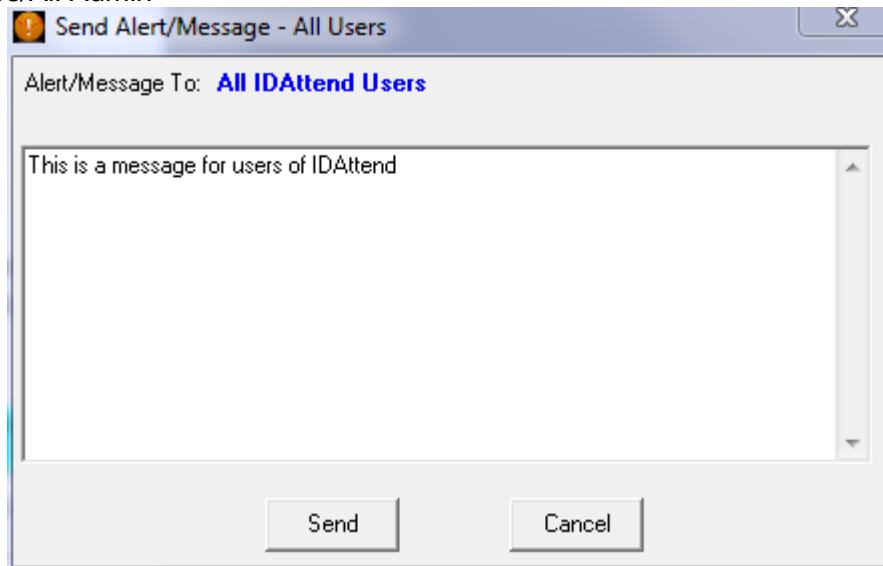
Just type the message you wish to send and click the Send button.

Message To A Single Teacher
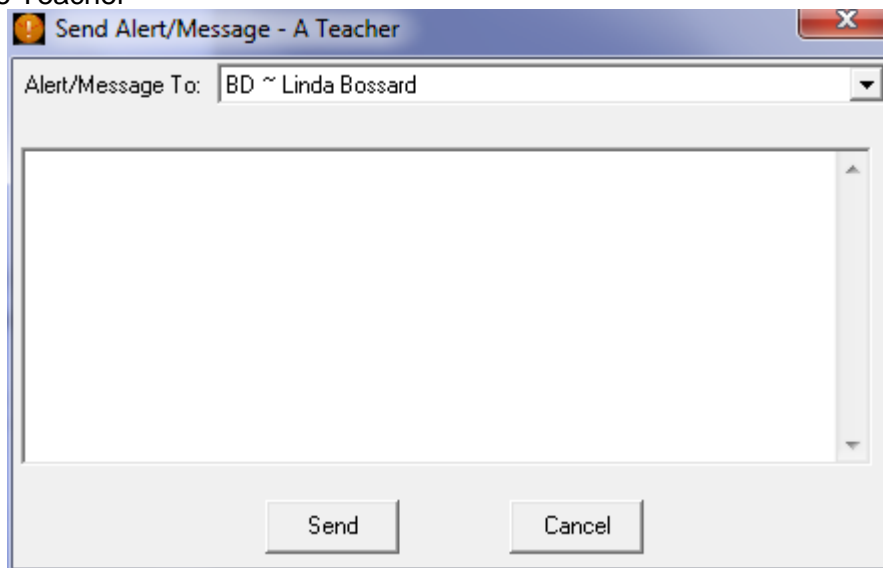
Just select the teacher from the dropdown list and then type your message and click the Send button.

Message To A Single IDAttend User
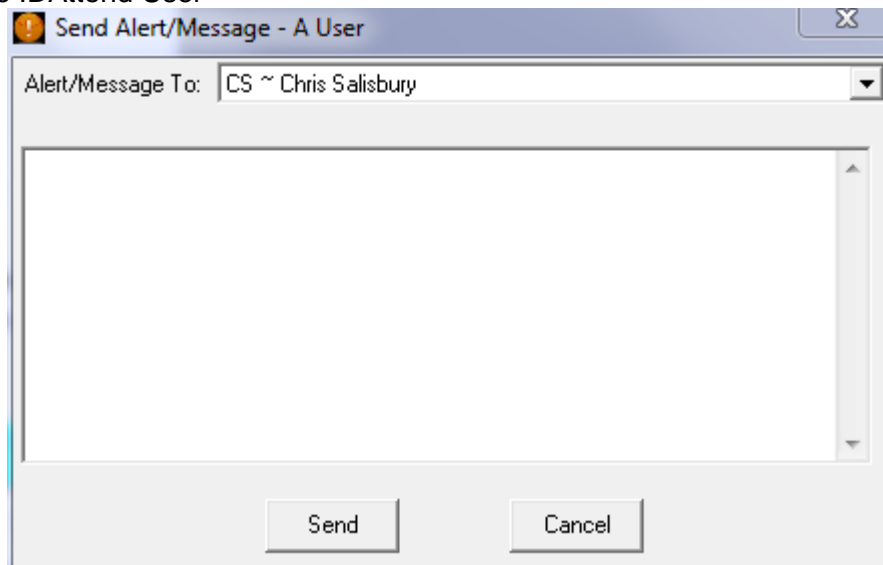
Just select the user from the dropdown list and then type your message and click the Send button.

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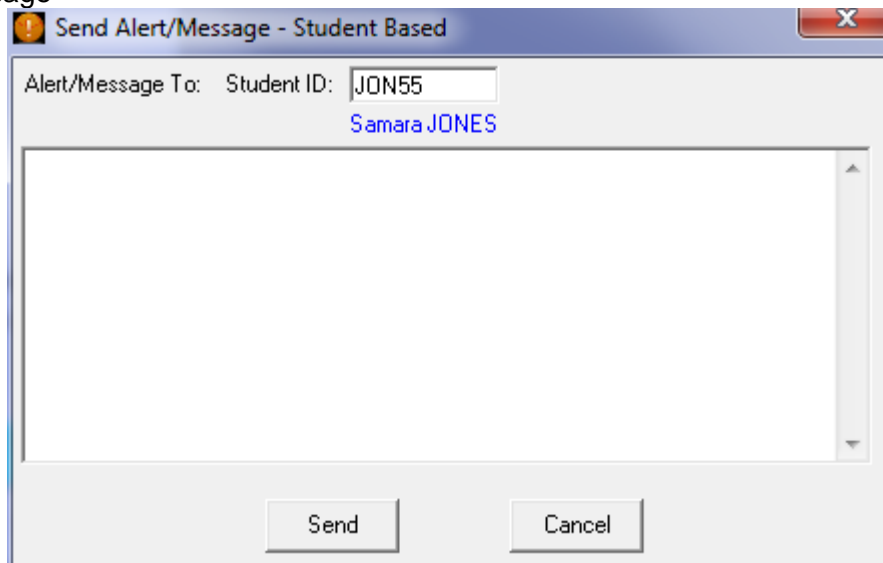
Enter the student name or ID and press the Enter key. Type your message and click the Send button.

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.

Sending Emails To Student Parents

If this option is enabled in School Setup then teachers will have access to the function to send emails to parents on a class basis.

By default the Teacher list will default to the teacher logged into IDAttend.
The Class list will be populated with only that teacher's classes.

Select the class to whom you wish to email the parents.

An email may also be sent to a single a single student if required.

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. Attachments are not permitted.

When the email is ready to be sent click the Send button. The email will be sent to all parents of the selected class dependant on the settings in the contact details of the student.

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.

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.

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.

Uniform Violations

If the option to allow teachers to enter uniform violations is enabled then when you right-click on a student's photograph on the class attendance screen there will be an option for Uniform violations.

Selecting this option will display the following screen.

The screen displays a list of existing uniform violations for the student for that day. This is so that teachers can see if students have continued to violate the uniform policy even after they have corrected it.
Multiple violations can be entered for any student on any day.
A Uniform Violation may be entered by clicking on oany of the items displayed in the Items list or typing in the violations. Multiple items may be selected.
If the student has a Note or their Parent is Present then you can tick those options.
Click the Save button to save the uniform violation.
If the option to assign a detention for unexplained uniform violations has been setup in IDAttend the student will automatically be assigned to the next available detention based on those settings. A message will be displayed to inform the teacher that a detention has been assigned to the student and the date of the detention.
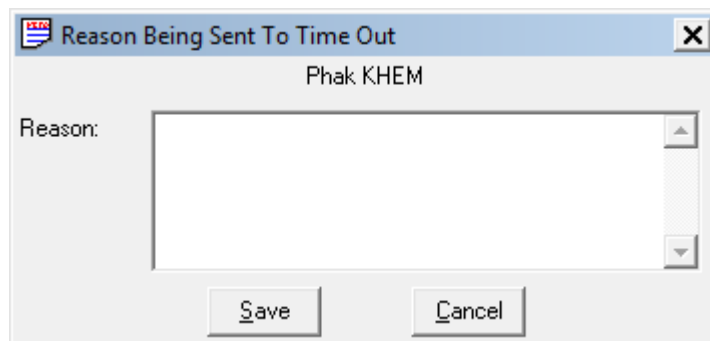
Note: If multiple violations do occur in a day and the detention settings allow IDAttend to assign the student a detention then multiple detentions will be assigned to the student.

Timeout

IDAttend has the option to assign students to a 'Timeout' room. If this option is enabled and teachers have been allowed to assign students to the Timeout room then the option will appear when right clicking on a student's photograph.
You will be required to enter a short reason why the student has been assigned to the Timeout room.

Click the Save button to complete the Timeout process.

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

There is a Timeout Log under the Teacher menu which allows you to see which students have been sent to the timeout room for a particular 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.

Time Out Log

Date Range: 30/10/2009 ▾ To 30/10/2009 ▾ Student: [_____] [Find]

Campus: [_____▾]

☐ Students Still In Time Out Only

▽ Date	Student ID	Last Name	First Name	Year	Time In	Slip#	Initiated By	Time Out	Reason
30/10/2009	HAL51	HALL	Joshua	11/C	01:11 PM	148	DP		Yelling in class
30/10/2009	HAR58	HARGREAVES	Jarrod	12/B	12:59 PM	146	Principal	01:18 PM	Has been a bad boy
30/10/2009	GAB50	GABRIEL	Patricia	12/B	11:00 AM	143	BD	12:50 PM	Time Out
30/10/2009	SAK01	SAKAREASSEN	Belinda	11/E	09:45 AM	141	AW		Time Out

☐ Refresh Every Minute   [Refresh]   [Sign Out]   [Print]   [Close]

Detention

IDAttend has the option to assign students to either a Lunch Time or After School Detention. If this option is enabled and teachers have been allowed to assign students to Detention then the option will appear when right clicking on a student's photograph.

A Detention Date screen will be displayed and it will be necessary for teachers to select the date of the detention and also enter a reason for the detention being assigned. The assigned by list will default to the teacher assigned to the class but may be changed if required.

Teachers should keep in mind if they assign a student to a Lunch Time Detention on the current day when lunch has already passed then IDAttend will choose the next available day for the detention. Most schools also require that an After School Detention be at least the next school day.

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 by the school admin staff. 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.

IDAttend will inform you if you have selected a day when the student is already assigned to detention. Another date may then be selected.

Detention Log

The detention Log is available from the Teacher/Coordinator menu if you have been granted access to the detention module, 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 (Lunch 1, Lunch 2 etc) and/or the attendance type assigned to the detentions. Also Those Not Reassigned Only and Those Reassigned Only.

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.

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, 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 Asent – 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.
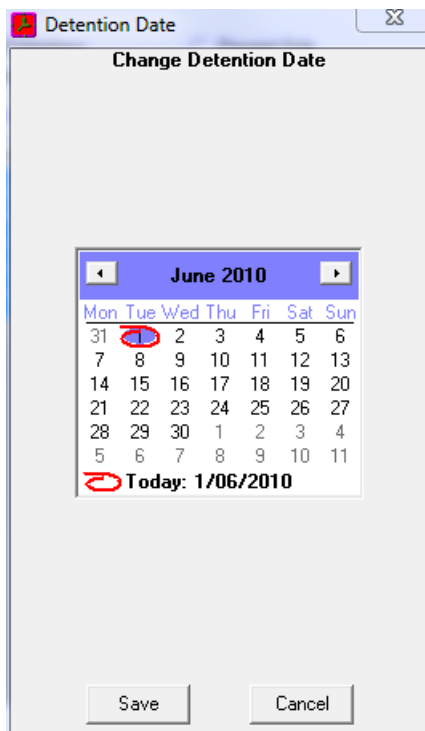
To take attendance from the Detention Log select the entries you wish to take attendance on and right click and select either Unknown, Present or Absent.

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.

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.

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 the selected teacher teaches.0
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 student assignment/Assessment cover sheets.
To do this, click the button at the top of the screen.

Print Student Assignment/Assessment Cover Sheets

- ● Term: 3
- ○ From: 9/07/2012 To: 21/09/2012

Teacher: [   ]
Assignment: ABC Assignment
Student: [   ] Student Last Name or ID and press Enter key

Cover Sheets To Print
- ☑ Draft 1
- ☑ Draft 2
- ☑ Draft 3
- ☑ Final

Pages will not be printed for draft dates that do not exist.

Preview   Print   Close

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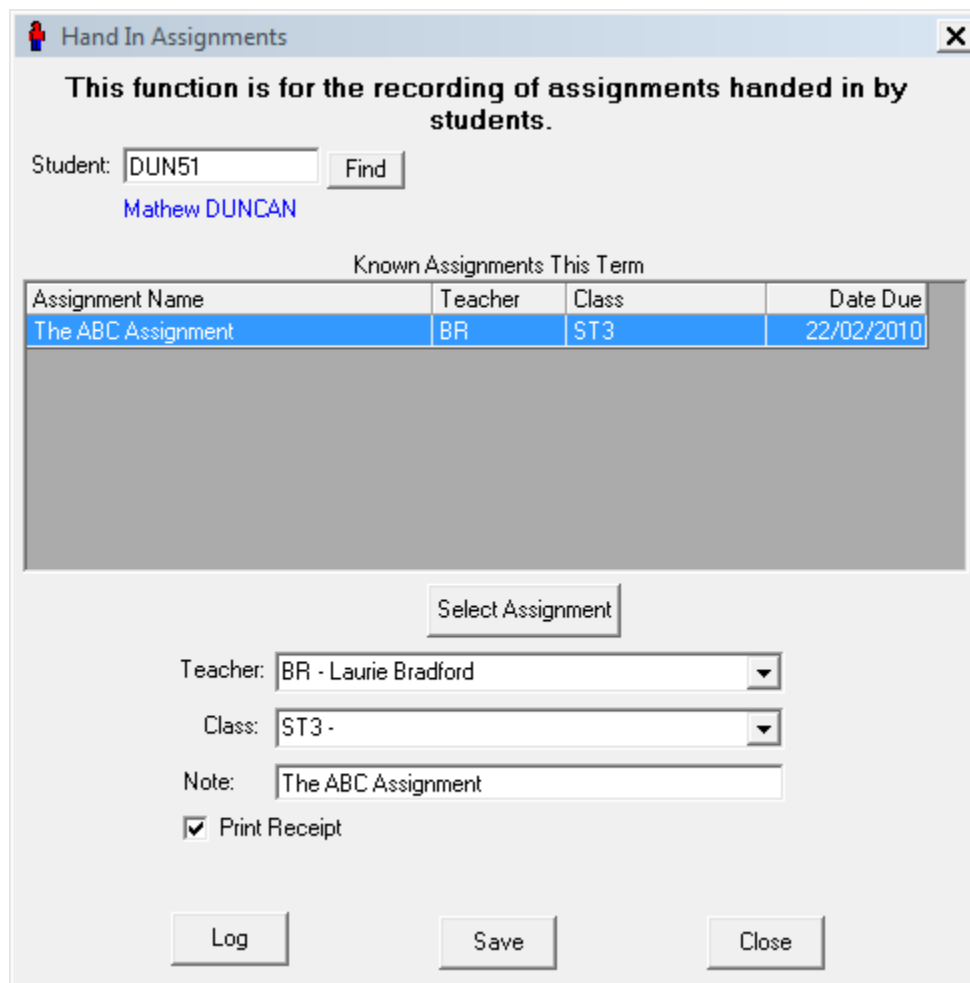
The format of the cover sheets is fixed and not changeable by the school at this point in time.

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.
If you wish to print a receipt for the student then you can tick the **Print Receipt** option. 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 Know 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.
Enter the assignment description in the **Note** field.
Click the **Save** button.

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.

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.

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.
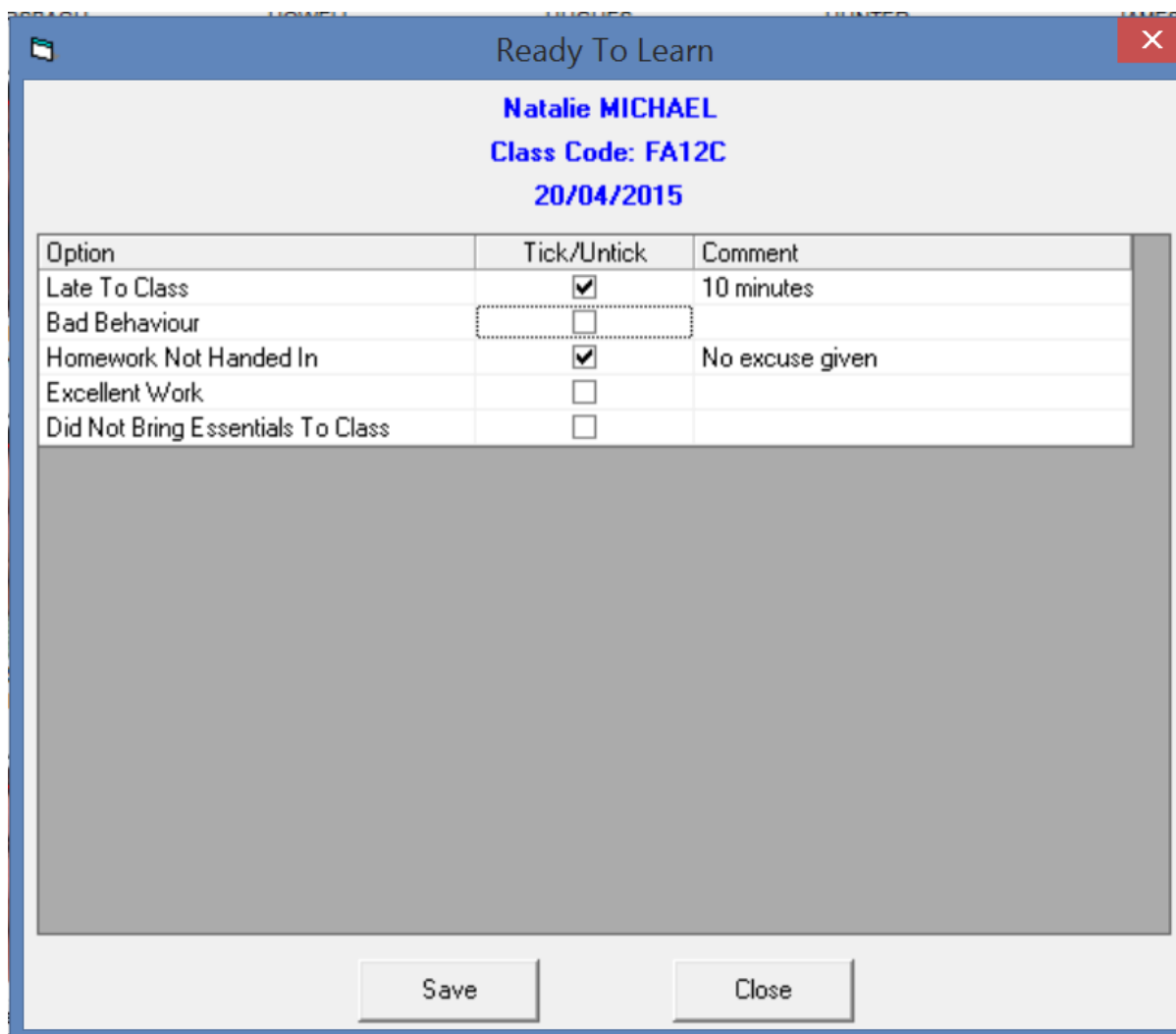
Ready To Learn Module

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 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.

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 Teacher/Coordinator menu
All functions in the log are available to all teachers with the exception that they can only delete entries that they
have made into the system.

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.