

Description: To understand the functionality of the Attendance Wizard, Daily Attendance, Classroom Monitor, and available Reports.

Time: 1.5 hours

| | |
|---|---|
| Campus Overview (10 minutes) | <ul style="list-style-type: none"> • Learn navigation • Learn search procedures • Learn help options |
| Attendance Wizard (25 minutes) | <p>Create attendance events for a given day using a variety of modes, including:</p> <ol style="list-style-type: none"> 1. Daily mode (marking selected students as absent for an entire day) 2. Period mode (marking selected students as absent for a selected period) 3. Batch mode (marking selected students as absent for a range of days) 4. Batch edit mode (marking selected students as absent for a range of periods over a range of days) <p>Edit existing attendance data using the wizard in a variety of modes, including:</p> <ol style="list-style-type: none"> 1. Edit mode (change previously entered attendance) 2. Check in (student comes to school late and have already been marked absent) 3. Check out (student leaves school early) |
| Daily Attendance (10 minutes) | <ol style="list-style-type: none"> 1. Navigate through the screen and understand the different onscreen colors and options. 2. Edit individual student attendance 3. View individual student attendance history. |
| Classroom Monitor (10 minutes) | <ol style="list-style-type: none"> 1. Monitor teacher attendance process compliance 2. Monitor individual classroom attendance trends 3. Take attendance for substitute teachers |
| Reports and Letter Wizard (20 minutes) | <p>View Attendance reports.</p> <ol style="list-style-type: none"> 1. Set the trigger criteria for an attendance letter 2. Create a letter format 3. Generate letters for a particular effective date |
| Review (20 minutes) | <ul style="list-style-type: none"> • Review Key Words and Review Questions • Complete Training Survey |

Campus Key Words

[Batch](#)

[Batch Edit](#)

[Check In](#)

[Check Out](#)

[Overwrite Existing Marks](#)

[ADM/ADA Detail](#)

Review Questions

1. What is the best way to bring up all students who have been marked absent by teachers who haven't been processed by the attendance clerk for period 1 to mark them absent unexcused?
2. How is it possible to mark all of the students in Band absent for 4th hour for a week?
3. Name five things a person can learn from Classroom Monitor.

Attendance Wizard

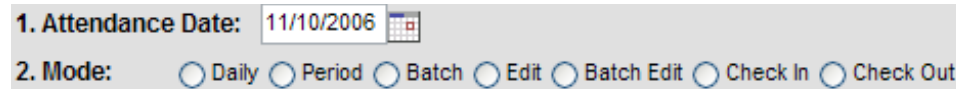
OVERVIEW & OBJECTIVES

The Attendance Wizard tool allows the attendance office to quickly create or change attendance data for a group of students using a variety of modes. During this lesson, you will learn how to:

- Create attendance events for a given day using a variety of modes.
- Edit existing attendance data using the wizard in a variety of modes.

Navigating to the Attendance Wizard

1. In the index outline, expand the Attendance module.
2. Select Attendance Wizard.
3. The current date will automatically be entered into the date field. The attendance wizard date can be changed to create or edit attendance events for any attendance date.

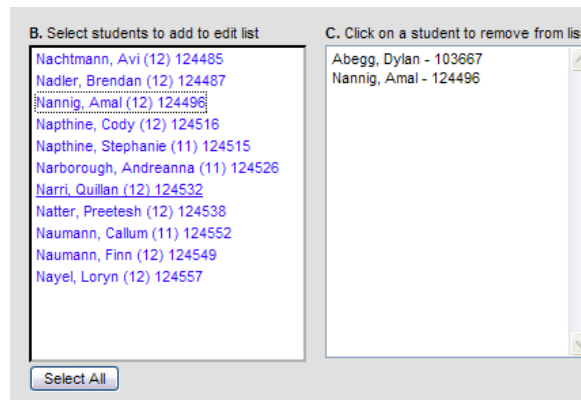


1. Attendance Date: 11/10/2006

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

Using the Daily Mode

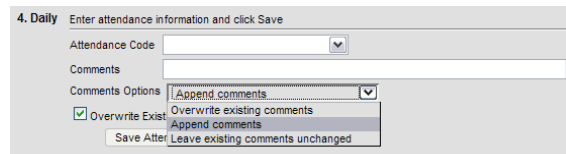
1. Once the date is selected, choose the Daily mode.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing AdHoc filter.
3. Search results will appear in the column labeled B. To create an attendance event for that child on that day, click on the student's name. This will move their name into Column C. You may click Select All to move all students into Column C.
4. To remove a student's name from the list, click on their name in column C.
5. After the students have been moved to Column C, select the correct attendance code for the situation.
6. Enter any additional information in the comments field.
7. Select the comment handling option. Append comments will leave any existing comments on the record and add the user-entered comments at the end of the field.
8. Click the Save Attendance button.



B. Select students to add to edit list

C. Click on a student to remove from list

Select All



4. Daily Enter attendance information and click Save

Attendance Code

Comments

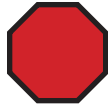
Comments Options

Overwrite Existing

Save After

Daily Mode. Marks selected students as absent for the entire day. Most common use of this mode is entering attendance data into Campus as the result of parent phone calls to a pre-excused voice mail account.

Attendance Wizard



The Overwrite Existing Data check box will erase any existing attendance data for that date or period and replace it with the code and comments entered in the Wizard. This box may be unchecked or left checked depending on the workflow of the attendance office.

For example, if a group of students is on a field trip and this data was entered into Campus earlier, the box would be checked when entering students who will be absent all day as the result of a parent phone call. This will remove the indication that the student is on a field trip and replace it with the indication of an all-day excused absence. Conversely, if the all-day absences have been entered first and the field trip list comes in later, the box would be unchecked when the field trip list is entered into the system to preserve any records of students who were absent for an entire day.

Period Mode. Marks selected students as absent for a selected period. This mode is commonly used when excusing an entire group from the last period of the day.

Using the Period Mode

1. Once the date is selected, choose the period mode for marking the students absent.
2. Search for the students that you need to mark absent.

You may search by name, grade level, attendance code, student number, course and section number, or use an existing AdHoc filter.

3. Search results will appear in the column labeled B. To create an attendance event for that child on that day, click on the hyperlink of a particular student's name. This will move his name into Column C. Alternatively, you may use Select All.
4. To remove a student's name from the list, click on their name in column C and it will be moved back to Column B.
5. After the students have been moved to Column C, select the period to create an attendance record for and the correct attendance code for the situation. Enter any information in the comments field.
6. Click the Save Attendance button.

Batch Mode. Marks selected students as absent for a range of days. This mode is commonly used when a student or group of students is going on a week long trip.

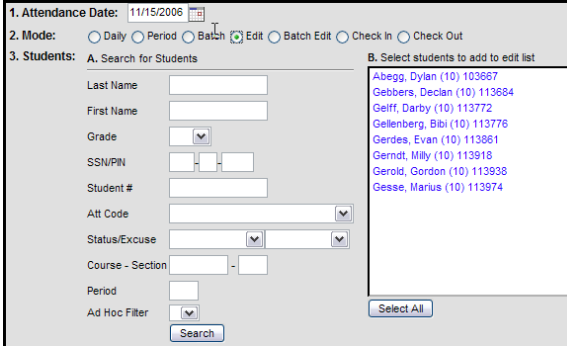
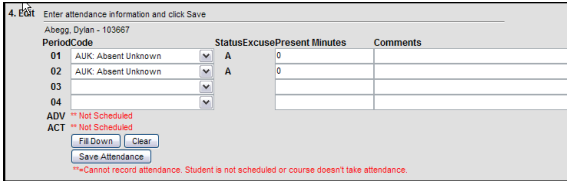
Using the Batch Mode

1. Once the date is selected, choose the Batch mode for marking the students absent.
2. Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing AdHoc filter.
3. Search results will appear in the column labeled B. Select the student(s) who will need to have attendance events created.
4. Select the correct attendance code for the situation
5. Enter the date (and time if needed) for when to start applying the absence code in the From area and the last date (and time if needed) for that code in the To: section.
6. Enter any additional information in the comments field.
7. Click the Save Attendance button.

Attendance Wizard

Using the Edit Mode

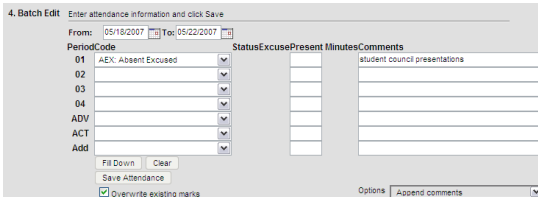
- To edit attendance from previous entries, select the date you wish to edit and then select the Edit Mode.
- Students that have an attendance event for that day will appear in Column B.
- To make changes to one particular student, select the student in Column B.
- Make the attendance changes for the particular student and select Save Attendance.
- If the change should be applied to all subsequent periods of the day, click Fill Down.
- Click Save Attendance.
- To do mass change, search for the students who have the common attendance event, such as students marked absent unknown from first period.

Edit Mode is used to edit existing attendance marks, as in taking all unknown absences from first period and changing them to unexcused.

Using the Batch Edit Mode

- Choose the Batch Edit mode.
- Search for the students that you need to mark absent. You may search by name, grade level, attendance code, student number, course and section number, or use an existing AdHoc filter.
- Search results will appear in the column labeled B. Select the student(s) who will need to have attendance events created.
- Select the correct attendance code for the situation.
- Enter the date range and choose which periods the students will have an attendance event for.
- Enter any additional information in the comments field.
- Select the option desired for comments-- append (add to existing), overwrite (replace existing), or leave existing comments unchanged.
- Click the Save Attendance button.



Batch Edit creates attendance events for a group of students over a range of days from a particular period. As an example, batch edit could be used to create absences for a group of students who will be gone from third period every day for a week.

Check In mode is designed to change existing attendance marks to a user-specified code up to the timestamp. Any attendance records for periods that happen after that timestamp are cleared. The student will show as present from that point on.

Check out mode is designed to mark a student with a particular attendance code for all periods after the timestamp. This mode is commonly used when a student leaves early and needs to be marked as absent for the rest of the day.

Attendance Wizard

4. Check In Enter attendance information and click Save

Check In Mode: The attendance code is applied to all absences prior to the time. Absences after the time will be cleared out. The Check In timestamp will be appended into the comments.

Attendance Code

Current Time

Comments

Using the Check In Mode

1. Select the Check In mode.
2. Search for the student(s) who need to be checked in.
3. Select the student if needed in Column B to place their name in Column C.
4. Enter the attendance code to update the absences recorded up to the check in time.
5. Enter any comments as needed.
6. Click Save Attendance.

4. Check Out Enter attendance information and click Save

Check Out Mode: The attendance code is applied to all periods after the time. The Check Out timestamp will be appended into the comments.

Attendance Code

Current Time

Comments

Using the Check Out Mode

1. Choose the Check Out mode.
2. Search for the student who is checking out. You may search by name or grade level.
3. Select the student if needed in Column B to place their name in Column C.
4. Enter the attendance code to be applied to attendance after the timestamp.

ATTENDANCE WIZARD ACTIVITIES

Use the Attendance Wizard to enter the following known absences.

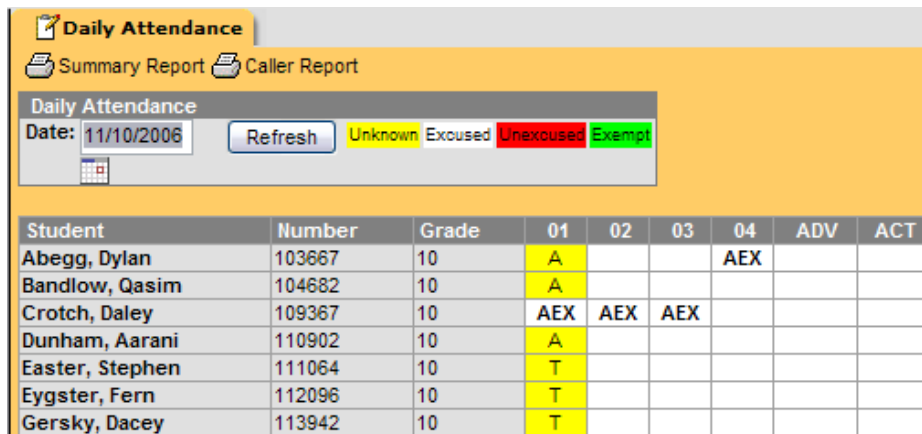
- 10 students will be out ill today
- 5 have doctor/dentist appointments missing periods at the end or beginning of the day
- 1 teacher is taking all his classes on a field trip for the entire day.
- An entire grade level is taking a standardized test during the morning periods.

OVERVIEW

The Daily Attendance tool allows a user to see at a glance all students who have an attendance event (absence or tardy) for a selected day. From here, a user with proper rights may also edit or process individual student attendance events.

OBJECTIVES

1. Navigate through the screen and understand the different on-screen colors and options.
2. Edit individual student attendance
3. View individual student attendance history.



The screenshot shows the 'Daily Attendance' tool interface. At the top, there are tabs for 'Daily Attendance', 'Summary Report', and 'Caller Report'. Below the tabs, there is a 'Daily Attendance' section with a date field set to '11/10/2006', a 'Refresh' button, and color-coded status indicators: 'Unknown' (yellow), 'Excused' (green), 'Unexcused' (red), and 'Exempt' (grey). Below this is a table with the following data:

| Student | Number | Grade | 01 | 02 | 03 | 04 | ADV | ACT |
|-----------------|--------|-------|-----|-----|-----|-----|-----|-----|
| Abegg, Dylan | 103667 | 10 | A | | | AEX | | |
| Bandlow, Qasim | 104682 | 10 | A | | | | | |
| Crotch, Daley | 109367 | 10 | AEX | AEX | AEX | | | |
| Dunham, Aarani | 110902 | 10 | A | | | | | |
| Easter, Stephen | 111064 | 10 | T | | | | | |
| Eygster, Fern | 112096 | 10 | T | | | | | |
| Gersky, Dacey | 113942 | 10 | T | | | | | |

To use the Daily Attendance tool:

1. Expand the attendance module.
2. Select the daily attendance tool from the index outline.
3. The tool will automatically load today's attendance data based on the server's timestamp.
4. To change the date, either enter the desired date in the date field or use the calendar tool to select the date and click Refresh.
5. If you wish to see attendance data from another school or from another year, you will need to change the options selected in the grey header bar at the top of your Campus session.
6. Events that have been created by the Attendance Wizard or by manual edits on the student's attendance tab (in Student Information>General) will show the code and a color-coded status.
7. Any attendance that has been entered by a teacher will show just the attendance type of Absent or Tardy with a yellow background, meaning that these attendance events are of an unknown type and have yet to be processed by the attendance office. In the example above, Dylan Abegg's 4th period absence has been excused, but his first period absence has not been processed by the attendance office.
8. Hovering over an attendance event will cause a pop-up window to display, showing the meaning of the code and any comments that were entered regarding that particular attendance event.

Daily Attendance

Name: Qasim Bandlow - 104682

| Period | Code | Status | Excuse | Comments |
|--------|------|--------|--------|----------|
| 01 | | Absent | | |
| 02 | | | | |
| 03 | | | | |
| 04 | | | | |

ADV ** Not Scheduled
ACT ** Not Scheduled

**=Cannot record attendance. Student is not scheduled or course doesn't take attendance.

To process an attendance event for a student:

1. Select the event you wish to edit by clicking on the code.
2. In the drop down, select the relevant attendance code. The blank option at the top of the drop down will mark the student as present for that period.
3. Enter in any new comments in the comments field.
4. If the change should be applied to all subsequent periods (as in a parent phone call excusing an entire day), select the fill down option.
5. If the entire day needs to be marked as present (as in the case of clerical error), click Clear.
6. When finished, click save.

To view a student's attendance history:

1. Click on the student's name. Their attendance history in that particular school and year will then display on screen.
2. To return to the daily attendance tool, click the daily attendance tab at the top of the screen.

 Daily Attendance

Name: Rory Beckett - 105237

Unknown Excused Unexcused Exempt

| Date | Period | | | | | |
|------------------|--------|----|----|----|-----|-----|
| | 01 | 02 | 03 | 04 | ADV | ACT |
| 11/30/2006 Thu B | A | | | | | |

| Term 1 07/10/2006 - 10/06/2006 | | | | | | | |
|--------------------------------|----|----|----|----|-----|-----|---|
| Period | 01 | 02 | 03 | 04 | ADV | ACT | T |
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Term 2 10/09/2006 - 01/19/2007 | | | | | | | |
|--------------------------------|----|----|----|----|-----|-----|---|
| Period | 01 | 02 | 03 | 04 | ADV | ACT | T |
| Absent | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Term 3 01/22/2007 - 03/30/2007 | | | | | | | |
|--------------------------------|----|----|----|----|-----|-----|---|
| Period | 01 | 02 | 03 | 04 | ADV | ACT | T |
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Term 4 04/02/2007 - 06/22/2007 | | | | | | | |
|--------------------------------|----|----|----|----|-----|-----|---|
| Period | 01 | 02 | 03 | 04 | ADV | ACT | T |
| Absent | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Early Release | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tardy | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Course Number & Name | Absent | Tardy |
|----------------------|--------|-------|
| 2023s Algebra Ia | 1 | 0 |

OVERVIEW

The Classroom Monitor will show attendance from the point of view of the teacher including if the teachers have taken attendance for the courses they are assigned to teach. In addition, the Classroom Monitor allows the user to rapidly enter attendance for substitute teachers, provided a roster or other list is submitted to the attendance office.





OBJECTIVES

At the conclusion of this lesson, learners will be able to:

1. Monitor teacher attendance process compliance
2. Monitor individual classroom attendance trends
3. Take attendance for substitute teachers

To open the Classroom Monitor

1. Expand the Attendance module.
2. Select Classroom Monitor.
3. The Classroom Monitor will open for the current date based on the server clock.
4. To change the date, enter the date in the date field or use the calendar tool to select the date.
5. Click refresh to reload the Classroom Monitor for that particular date.
6. The Classroom Monitor will show attendance from the point of view of the courses, including if the teachers have taken attendance for the courses they are assigned to teach.
7. Any section highlighted green indicates that attendance has been taken for that section; a pink background indicates that attendance has not been taken for that section.

| Teacher | Dept | Contact | 01 | 02 | 03 | 04 | ADV | ACT |
|------------------|------------------------|---|-----------------|-----------------|----|----|------------------|-----|
| Abra, Dean | | | 1000s-23 (--/1) | 1000s-25 (--/0) | | | | |
| Adams, David | |   | 1000s-29 (--/0) | | | | 0100y-4 (--/0) | |
| Addy, David | | | | | | | 0100y-50 (--/0) | |
| Allen, David | | | | | | | 0100y-52 (--/0) | |
| Allsey, David | | | | | | | 0100y-54 (--/0) | |
| Backham, Dave | | | | | | | 0100y-38 (--/0) | |
| Beck, Kelvin | Technology/Career Prep |   | 1001s-1 (--/18) | 1004q-3 (18/22) | | | | |
| Bindon, Dave | | | | | | | 0100y-30 (--/0) | |
| Bird, David | | | | | | | 0100y-55 (--/0) | |
| Blackmore, David | | | | | | | 0100y-56 (--/0) | |
| Blai, Debbie | | | | | | | 0100y-58 (--/0) | |
| Blyth, David | | | | | | | 0100y-6 (--/0) | |
| Body, David | | | | | | | 0100y-129 (--/0) | |
| Botham, Debbi | | | | | | | 0100y-28 (--/0) | |
| Boult, David | | | | | | | 0100y-108 (--/0) | |
| Bour, David | | | | | | | 0100y-57 (--/0) | |
| Boyce, David | | | | | | | 0100y-60 (--/0) | |
| Catchpole, David | | | 1004q-3 (18/22) | | | | 0100y-118 (--/0) | |

Contact options for a teacher




The e-mail address and work phone number for a teacher as entered on their Census>Person demographics may be obtained by hovering over the icons in the contact column next to their name. Clicking on the e-mail icon will open a new message in your e-mail program if you have Microsoft Outlook, Mozilla Thunderbird, Qualcomm Eudora or Apple Mail installed.

Classroom Monitor

Viewing Attendance Data for a Particular Course

1. The numbers on the schedule grid indicate the course and section the teacher is assigned to teach and the number of students present on that given day over the number of students scheduled into that section.
2. Hovering over the section will display the name of the course.
3. Clicking on the section will open the attendance tool for that particular section showing specific students and their attendance status for that period on that day.

1001s-1 9thWorldLit/CompAP Prep
Teacher: Teacher, Demo

 Save
  Display Standard Seating Chart
  Display Lab Chart

Date Selector
11/30/2006

| Student Name | P | A | T | Excuse | Comments |
|---------------------------------|----------------------------------|-----------------------|-----------------------|--------|----------|
| 1001s-1 9thWorldLit/CompAP Prep | | | | | |
| 10 Alman, Niall | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Amelung, Rose | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Applegate, Jameela | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Bibbey, Cherry | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Billingford, Caroline | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Bode, Takuya | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Bonem, Tessa | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Boos, Beulah | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Buckle, Michael | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Buhse, Lamont | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Exner, Danae | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 10 Faber, Scarlett | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 12 Gottlieb, Tristan | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 12 Goulson, Tina | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 12 Hauchser, Sanjna | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 12 Haumann, Leslie | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |
| 11 Haunton, Jasleen | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | | |

Taking attendance for a substitute teacher.

If a teacher is gone and has a substitute, in most circumstances the sub will not take attendance in Campus. It is recommended that a roster or seating chart be provided for the sub to take attendance with and then return that form to the office. The attendance office may then enter the attendance by clicking on the section in the classroom monitor and entering the data as needed from the teacher attendance tool. When finished, clicking save will mark attendance as taken in that period for the teacher. Their entry on the classroom monitor will now show as green.

OVERVIEW

The attendance letter tool may be used to generate letters notifying guardians of attendance and truancy issues about their children. Official letter templates in line with local policy or state law may be provided by district administration for users to generate at their schools.

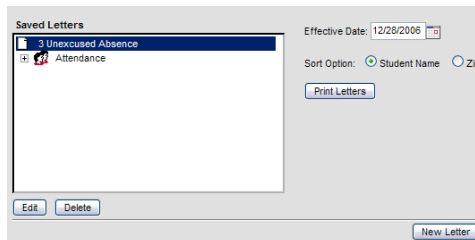
OBJECTIVES

At the conclusion of this lesson, learners will be able to

- Set the trigger criteria for an attendance letter
- Create a letter format
- Generate letters for a particular effective date

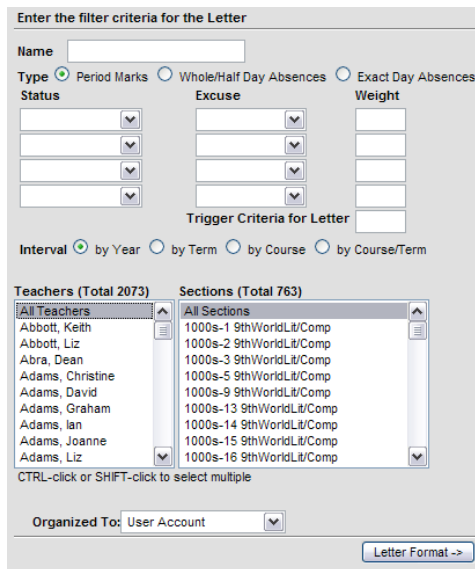
NAVIGATING TO ATTENDANCE LETTERS

1. Expand the Attendance module by clicking the name or the plus sign.
2. Select Attendance Letters.



Creating a new attendance letter template

1. Select New Letter.
2. Enter a template name.
3. In the type, select what type of attendance marks this letter should be based upon.
4. Choose the status and excuse combination(s) and the weight that each particular attendance event carries.
5. Enter a trigger criteria for the letter.
6. Choose the interval to determine how far back the query should count.
7. If the letter should be ran for a particular group of teachers or sections, select the relevant groups.
8. Click Letter Format.



| | Period Marks | Whole/Half Days | Exact Day |
|------------------|--|--|--|
| By Year | Number of times a student has missed one period over the entire year. | Students who missed a set number of whole or half days of school over the entire year. | Students who missed a set number of entire days of school over the entire year. |
| By Term | Number of times a student missed one period in one term. | Students who missed a set number of whole or half days over the current term. | Students who missed a set number of entire days of school over the current term. |
| By Course | Number of times a student has been marked absent from a particular course. | These combinations are not available. | |
| By Course / Term | Number of times a student has been marked absent from a particular course that term. | | |

Attendance Letters

In this example, the letter will be generated when the student has five unknown or unexcused absences from a particular course. 5 tardies is worth 1 absence, so the tardies are weighted accordingly.

Enter the filter criteria for the Letter

Name
5 unexcused

Type Period Marks Whole/Half Day Absences Exact Day Absences

| Status | Excuse | Weight |
|----------|-------------|--------|
| A:Absent | U:Unexcused | 1 |
| A:Absent | ?:Unknown | 1 |
| T:Tardy | ?:Unknown | .20 |
| T:Tardy | U:Unexcused | .2 |

Trigger Criteria for Letter 5

Interval by Year by Term by Course by Course/Term

Organized To: User Account

Letter Format ->

- Enter the text of the letter using the editor. To insert a data element from Campus (such as guardian name or other data) to complete a mail merge, select the Campus Field icon at the top right of the editor. To insert a pre-formatted table of information (such as an attendance summary), select the Campus Sub-Report icon at the top right of the editor.

Name
5 unexcused

Format

Dear Parents:

This letter is to inform you that student.firstName student.lastName has reached 5 unexcused absences in a class (please see the attendance summary below). student.firstName will now need to serve detention for academic make-up time to earn credit for this course. Please discuss this issue with your child as attendance is vital to your child's academic success.

Course Attendance Summary:
Course Mark Summary:

Sincerely,
Jane Q. Principal

Organized To:
User Account

Save Format

- When finished, click Save Format. A letter may be saved to your user account only (by having user account selected in the organized to) or shared with a user group.

Generating an attendance letter

- Select Attendance letters from the Index outline.
- Select the template from the list of saved letters.
- Enter an effective date.
- Choose a sort option for how the generated letters should be sorted.
- Click Print Letters.

Saved Letters

3 Unexcused Absence
Attendance

Effective Date: 12/28/2006

Sort Option: Student Name Zip

Print Letters

Edit Delete

New Letter

The query will run at this point. If any students match the criteria set, a letter will be generated and will be included in an Adobe PDF that may be saved and printed as needed.



NOTE: The attendance letters are designed to look at the criteria as a target. In the previous example, a student with five unexcused absences from one course would meet the criteria; but a student with six unexcused absences from one course would not. Attendance letters should be run for each day to insure all students who are meeting the criteria have a letter generated for them.

OVERVIEW

The Attendance Dialer can be used to send out e-mails and/or phone calls to a parent or other designated person if a child meets or exceeds set criteria for attendance events on a day. The attendance dialer tool allows a user to set the criteria and create the text of the message, which can become the template for a mass e-mail or the “script” for the text-to-speech engine that will deliver the message over the phone.

OBJECTIVES

At the conclusion of this lesson, the learner should be able to:

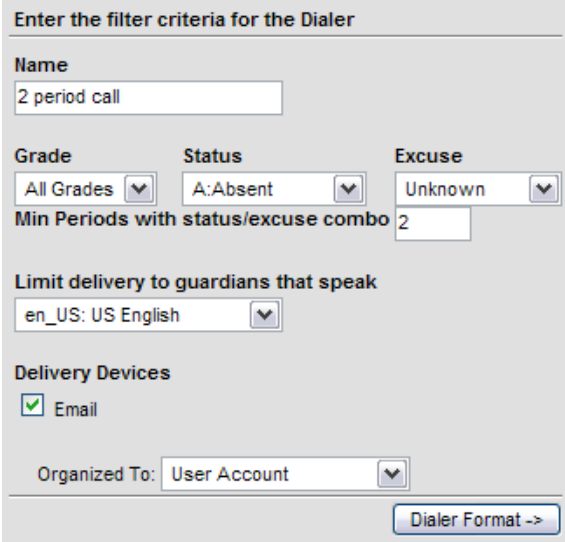
- Create a attendance dialer message threshold criteria and message template
- Send or schedule an attendance message manually
- Set up a recurring attendance dialer stored procedure

ATTENDANCE DIALER

1. Expand the Attendance module.
2. Select Attendance Dialer.

To create a new dialer template:

1. Select new template.
2. Enter a name for the template.
3. Choose the grade level that this message applies to.
4. Select the desired status and excuse combination.
5. Enter the minimum number of periods that the student would have this combination for to receive the message.
6. If the district sends out messages in multiple languages, select the proper language for this message. If sending messages in languages other than English, the message template will then be written in that language for e-mail, but will NOT be spoken by the text to speech editor. A WAV file will need to be created and uploaded to be used in place of the text entered into the template.
7. Choose the delivery device(s) that this message will go to.
8. You may save the dialer template to your own account by selecting User Account in the Organized to drop down or you may share it with a user group by selecting the group name in the drop down.
9. Click Dialer Format.

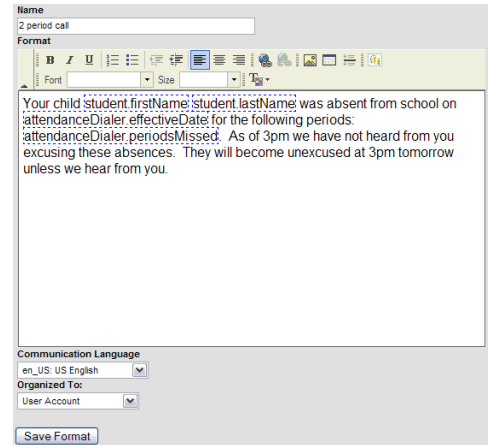


The screenshot shows a web form titled "Enter the filter criteria for the Dialer". It contains several input fields and dropdown menus:

- Name:** A text input field containing "2 period call".
- Grade:** A dropdown menu with "All Grades" selected.
- Status:** A dropdown menu with "A:Absent" selected.
- Excuse:** A dropdown menu with "Unknown" selected.
- Min Periods with status/excuse combo:** A text input field containing "2".
- Limit delivery to guardians that speak:** A dropdown menu with "en_US: US English" selected.
- Delivery Devices:** A section with a checked checkbox for "Email".
- Organized To:** A dropdown menu with "User Account" selected.
- Dialer Format ->** A button at the bottom right of the form.

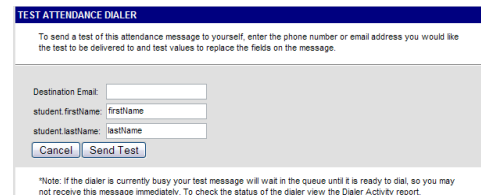
Attendance Dialer

10. Enter the text of the message. Elements from the Campus database may be added to the message (to create a “mail merge”) by opening the Campus Field selection window (the last button in the top row of icons).
11. When finished click save format.

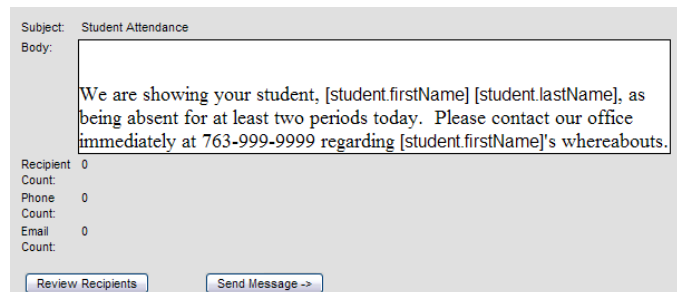


To use an existing template:

1. Select the attendance dialer tool from the index outline.
2. Select the template in the saved templates list.
3. Click use template.
4. You may change the template-defined parameters for a one-time exception (as an example, a dialer with a triggering criteria of one could be changed to a criteria of two in the case of traffic issues getting to school).
5. If you wish to make a test call and hear the results, click test message. You will be prompted to enter a destination phone number and e-mail address and sample values for the Campus Fields that were included in the template.



6. To run the query and generate the message list, click preview notices.
7. The recipient count show how many individuals should be contacted, while the phone and e-mail count will show

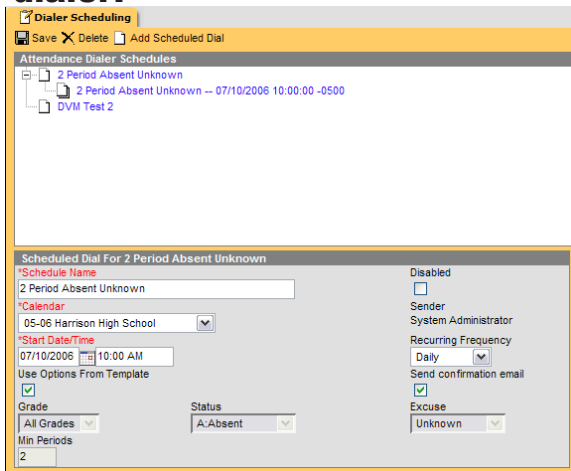


- how many of those individuals have opted to have attendance calls delivered in that particular format.
8. To review specific recipients, click the review recipients button. Individual recipients may then be removed from the list as circumstances warrant. If any changes are made, click save recipients.
9. Clicking send message will place it into the queue for the Messenger to deliver based on the settings of the Messenger tool from System Administration.

To set an automatic dialer:

The attendance dialer can be set to automatically run the query and send out messages if desired.

1. Select the Dialer Scheduling tool from the index outline.
2. Select the template you wish to automate from the list of templates.
3. Select the calendar that will be queried.
4. Enter a start date and time for the automated process to begin.
5. Select a recurrence frequency to determine how often the procedure will run.
6. If needed, the scheduled task can be turned off temporarily by checking the disabled checkbox.
7. Click save when finished.



If the dialer is scheduled to go out every hour, a parent will not receive multiple calls for a child on a particular day. Once the criteria have been reached for a student for a day, no further calls will be generated. However, if a person is listed as the Messenger contact for multiple children, they will receive a call for each child when the trigger criteria are met.

Cancelling an Attendance Dialer

E-mail versions of the attendance dialer go out rapidly (usually within 15 seconds of sending) and cannot be cancelled. However, the phone dialer makes its calls in a period of time known as the dialing window. If the starting time of the dialing window has not been reached, calls may be cancelled.

1. In the Index outline, select Dialer Activity in the Attendance module.
2. Enter the date and choose either active messages (will show messages queued up and ready to be made) or all messages.
3. Click Generate Report.
4. Selected calls may be canceled by checking the box next to that call and clicking "Cancel My Selected Jobs".
5. All queued calls may be cancelled by clicking "Cancel All My Active Jobs"

