



ADMINISTRATOR'S PLUS®

Receive Daily Attendance Wizard

Introduction

In order to make receiving daily attendance even easier, and to allow more options and flexibility, Rediker Software recommends the Receive Daily Attendance Wizard.

Using the Receive Daily Attendance Wizard

- ① Right-click the Administrator's Plus background, choose **Enter** and then select **Daily Attendance**.
- ② Select the appropriate attendance calendar (and rotation day/period for period attendance).
- ③ Choose #9 **Receive from GradeQuick**. The **Receive Daily Attendance** screen appears.

Administrator's Plus

ENTER DAILY ATTENDANCE

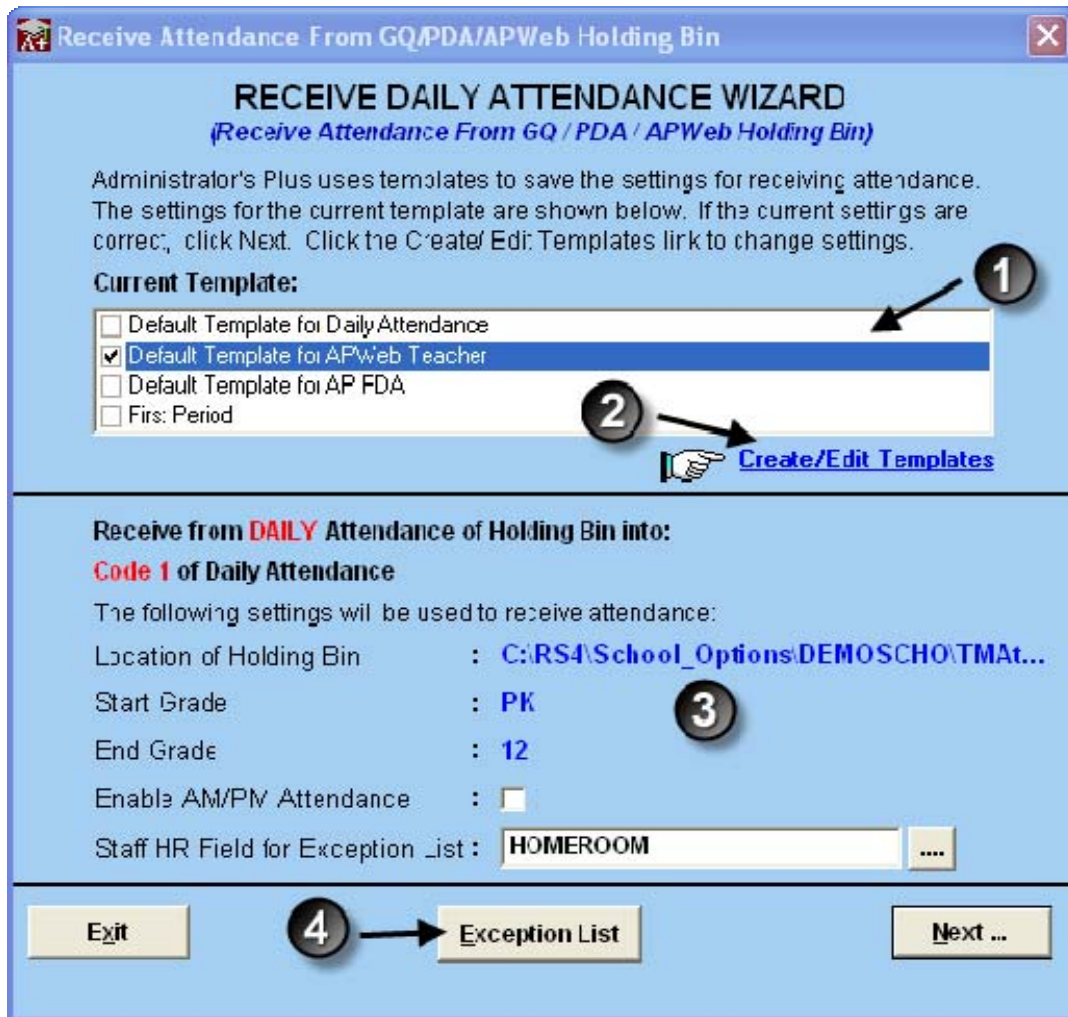
Date:

Include Previous Attendance

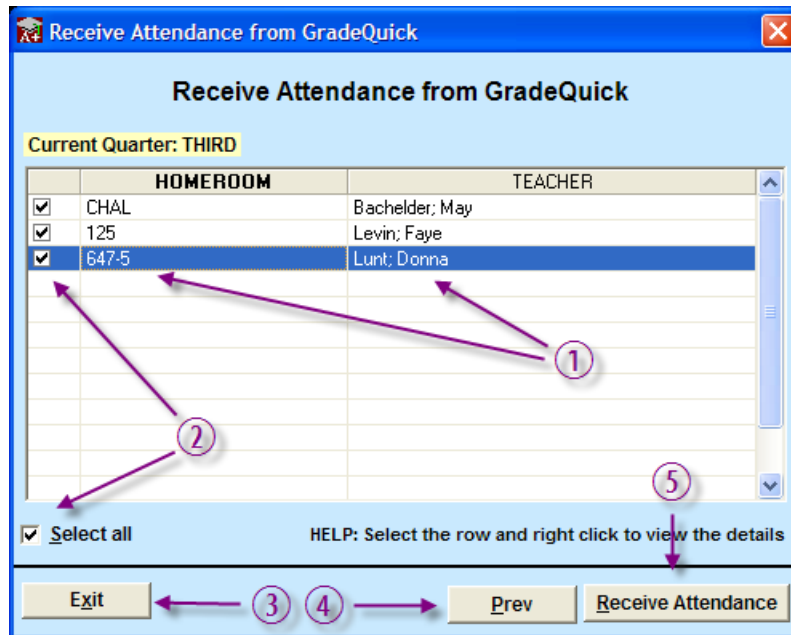
MONDAY Day # 1

- 1) Manual entry
- 2) scanner entry
- 3) Staff
- 4) corrections & messages
- 5) nurse dismissals
- 6) Print bulletin
- 7) Inspect / change entry specifications
- 8) inspecI / change print specifications
- 9) **receive from G0:PDA:APWeb holding bin**
- A) rebuilD swiper index

Quit Next



- ① This box shows you the available templates.
- ② Click here to create new templates or edit existing ones (for more on creating/editing templates, see page 4).
- ③ This area shows the properties of the current template, including which attendance is being received, where the holding bin is located, the start and end grade included, enable AM/PM attendance, and the homeroom exception option.
- ④ This button allows you to generate a Teacher Exception List once the attendance has been received. The Exception List shows you a list of teachers for whom attendance has not been received.

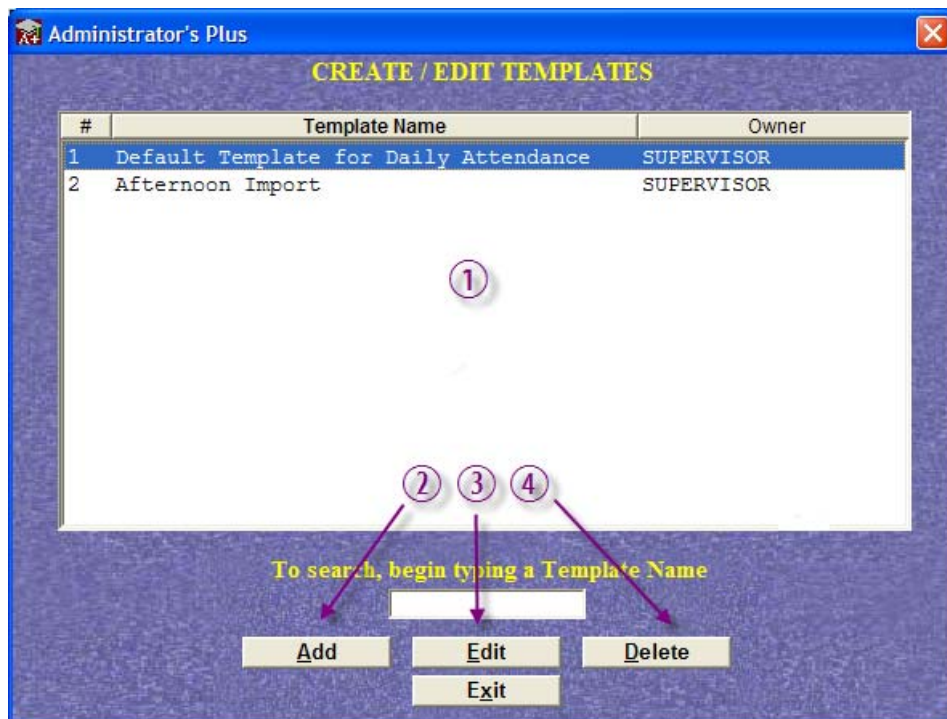


⑤

- ① This list shows the homeroom/classes and teacher for each valid attendance file in the designated holding bin. You can sort either column by clicking the column header.
- ② Clicking the checkboxes allows you to select or deselect the homerooms/classes which will be included. Checking the Select all box allows you to select all Homerooms at once.
- ③ Select this to exit the Receive Daily Attendance Wizard.
- ④ Click here to return to the previous screen.
- ⑤ This button begins the import of the selected homerooms/classes.

Creating/Editing Templates

To create or edit templates, select  [Create/Edit Templates](#). The **Create/Edit Templates** screen appears.



- ① This is the list of existing templates. The Owner column indicates the owner of that template. Templates may only be edited or deleted by the Supervisor, Assistant Supervisors or the template Owner.
- ② Click here to add a new template.
- ③ Selecting this button allows you to edit the highlighted template.
- ④ This button allows you to delete the highlighted template.

Clicking on Add or Edit opens the **Create a New Template** or **Modify a Template** screen (shown on the next page). The only difference between these screens is that the Modify screen does not allow you to enter a template name.

Creating/Editing a Daily Attendance Template

Receive Attendance From GQ/PDA/APWeb Holding Bin

Receive Attendance: Modify a template

Template Type: DAILY ATTENDANCE

Template Name: Default Template for Daily Attendance

Description: Daily attendance Template |

Daily Attendance Period Attendance

Receive From: DAILY Attendance

Place In: Code 1 of Daily Attendance

Location of Holding Bin: C:RS4\GQTOAPAT

Start Grade: PK

End Grade: 12

Exit Save

- ① Enter a name and description for the template. Notice that the Template Name is greyed out in the example. This is because this is the **Modify a Template** screen and not the **Create a New Template**.
- ② Since you have selected the Enter Daily Attendance program, the Daily Attendance radio button is pre-selected.
- ③ Use these dropdowns to select whether you are receiving homeroom or daily attendance files, and in which code field (Code 1 or Code 2) you wish the attendance to appear.
- ④ Select the location of the attendance holding bin, Start Grade and End Grade.

Period Attendance and the Attendance Import Wizard

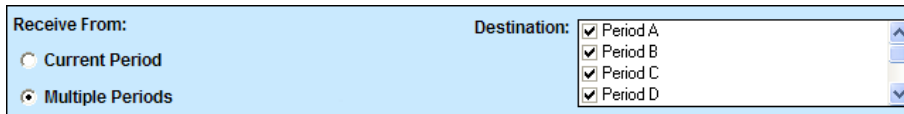
The Receive Period Attendance Wizard is accessed by right-clicking the Administrator's Plus background, then choosing Enter ⇒ Period Attendance. Once you choose the rotation day number, you can then select Receive Attendance and the Wizard opens. The Receive Period Attendance Wizard is identical in function and appearance to Daily Attendance, except for the Creating/Editing a Period Attendance Template screen.

You are given two different options as to which periods' attendance you wish to receive. Use the radio buttons to select whether you are receiving attendance for the current period or all periods. If you choose to receive attendance from the current period, you can have it placed in that period in the student record, the daily attendance record (if your school receives daily attendance from a first-period class instead of homeroom) or both.



The screenshot shows a light blue rectangular box with two sections. On the left, under the label "Receive From:", there are two radio buttons: "Current Period" (which is selected) and "Multiple Periods". On the right, under the label "Destination:", there is a list box containing two items: "Current Period (A)" (which is selected) and "DAILY ATTENDANCE (HOMEROOM)".

If you are receiving multiple periods, use the check boxes to indicate which periods.



The screenshot shows a light blue rectangular box with two sections. On the left, under the label "Receive From:", there are two radio buttons: "Current Period" and "Multiple Periods" (which is selected). On the right, under the label "Destination:", there is a list box containing four items, each with a checked checkbox: "Period A", "Period B", "Period C", and "Period D".