AdminPlus
Attendance Guide
Take and Manage Attendance and Customize Reports

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Introduction

Simplify and Speed up Attendance Tasks

The Attendance module gives your school the convenience and flexibility to customize your attendance procedures. From recording attendance with customizable attendance codes to generating reports, the Attendance module simplifies all attendance related tasks, saving time otherwise spent on slow attendance processes.

This AdminPlus Attendance Quick Start Guide shows you how to accomplish the most important daily attendance tasks. For example, you can take daily and period attendance. Then, you can generate tardy slips and print a list of staff absences for a specified day. You can enter and edit attendance manually as well as import attendance from TeacherPlus Gradebook, GradeQuick, and AP Web for a streamlined attendance process. There are also different ways you can customize this versatile module, such as creating your own attendance codes and changing the attendance calendar.

How to Read This Guide

If you're familiar with our other user guides, you'll find this guide to be organized similarly. Each chapter contains modular topics related to the main theme of the chapter, and each topic focuses on helping you accomplish a specific task. The topics are independent from each other, so you can read the guide in any order and skip to a particular topic and task, based on your needs.

As you follow the steps in a topic, you'll come across supplemental information to further help accomplish the task. The illustrations clarify any possible points of confusion. The note boxes provide you with useful information you should be aware of regarding a particular step. The tip boxes offer advice on options and alternative ways to use the system, which could make your life easier. The warning boxes contain critical information to help you avoid errors or other problems.
CHAPTER 1
Manage Attendance

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1.1 Enter Daily Attendance

Manually Enter Daily Attendance

Daily attendance keeps track of which students are in the school and which students are absent on a specified day. AdminPlus assumes that all students are present unless you enter otherwise.

1. In Attendance, click Enter Daily.
2. Click next to the Date box to choose the date you want to enter daily attendance for.
4. Click Lookup [F6], click the student’s name from the Advanced Lookup dialog box, and click Select.
5. Double-click the Code 1 cell next to the student’s name, and click Lookup [F6].
6. Click the desired code from the list, and click Select.
7. Click Accept [F10].

Tip: To change the default code that appears when you enter the daily attendance for a student, click next to the Default Code at the upper-right corner of the Entering Daily Attendance dialog box, click the new default code, and click Select.

Batch Enter Daily Attendance

Using the Batch Entry feature, you can enter daily attendance for an individual grade, all grades, or staff. You can mark an entire group of students or staff absent without having to manually enter an attendance code for each individual.

1. In Attendance, click Batch Entry.
2. Click next to the Which School Day Number box, click the desired date from the list, and click Select.
3. Click next to the Attendance Code 1 box, click the desired attendance code from the list, and click Select.
4. Click the desired option from the Active/Inactive Students drop-down list.
5. Optional: Click next to the Attendance Comments box to include any comments.

6. Click Done.

7. Click the desired grade from the Grade number drop-down list, and click Next.

8. Click All students, and click Next.
1.2 Import Daily Attendance

You can import daily attendance into AdminPlus from TeacherPlus Gradebook, GradeQuick (GQ), or APWeb. Importing attendance saves you time and spares you from manually inputting student attendance information.

Import Daily Attendance from TeacherPlus Gradebook

1. In Attendance, click Enter Daily.
   A warning appears if this is the first time today that you’re accessing Enter Daily. Click Yes to continue.

2. Optional: In the Adding A Day To The Calendar dialog box, click a calendar to set the member day to zero, click Change Member Value, enter 0 in the Membership column, and click Done.

   Note: Changing the member value to zero ensures that this day doesn't count as a member day in the calendar.

3. Click Next.

4. In the Enter Daily Attendance dialog box, click B. Receive From TeacherPlus Gradebook, and click Next.

5. Click Yes to check the Gradebook server for new attendance.

6. Click an attendance period from the Receive Daily Attendance from drop-down list.

7. Click Code 1 or Code 2 from the Place in ... of Daily Attendance drop-down list, depending on which code you want to import attendance data for.

8. Optional: Select the Hide Inactive Staff check box to only display active staff members.

9. Select the check box next to the course(s) you want to receive attendance from.

Import Daily Attendance from GradeQuick or AP Web

1. In **Attendance**, click **Enter Daily**.
   A warning appears if this is the first time today that you’re accessing **Enter Daily**. Click **Yes** to continue.

![Daily Attendance Warning](image)

2. Optional: In the **Adding A Day To The Calendar** dialog box, click a calendar to set the member day to zero, click **Change Member Value**, enter 0 in the **Membership** column, and click **Done**.

   **Note:** Changing the member value to zero ensures that this day doesn’t count as a member day in the calendar.

3. Click **Next**.

4. Click **9. Receive from GQ/PDA/APWeb Holding Bin**, and click **Next**.

5. In the **Receive Daily Attendance Wizard** dialog box, do either of the following:
   - Select the check box next to **Default Template for Daily Attendance** to receive attendance from GQ, and click **Next**.
   - Select the check box next to **Default Template for APWeb Teacher** to receive attendance from AP Web, and click **Next**.

![Receive Daily Attendance Wizard](image)

6. Click **Receive Attendance**.
1.3 Enter Period Attendance

Manually Enter Period Attendance

Manually enter period attendance for a class section using the Enter Period feature. For your convenience, AdminPlus is designed to mark all students as present, unless you indicate otherwise.

1. In Attendance, click Enter Period.

2. Enter the rotation day number in the Entering The Rotation Day Number dialog box, and click Next.

```
Rotation Day: 1
```

3. Click next to the Date box to choose the date you want to enter period attendance for.

4. Click the period to enter attendance from the Period drop-down list.

5. Click Manual Entry, and click Next.

```
Enter Period Attendance

Date: 10-29-2015  

Period: 1   

Thursday  

1. Manual Entry
```

6. Click Lookup [F6], click the student’s name on the Advanced Lookup dialog box, and click Select.

7. Do either of the following:
   - Enter the desired attendance code using your keyboard.
   - Click Lookup[F6], click the attendance code, and click Select.

8. Click Accept [F10].

```
Tip: If you want to enter many students with the same Attendance Code, click next to the Default Code at the upper-right corner, click a code to set as your default code, and click Select.
```

1A rotation day is the term used to describe schedule days. Many schools have different schedules for each day, and these days are assigned a number in AdminPlus known as the rotation day number.
Batch Enter Period Attendance

Take attendance for an entire class section by batch entering the period attendance. Using the Batch Enter For a Section/Group feature, you can take attendance for a class section or group without having to manually enter the code for each individual student. This feature is helpful when an entire class is on a field trip or a group of students is absent due to a sporting event.

1. In Attendance, click **Enter Period**.

2. Click 📅 next to the **Date** box to choose the date you want to enter period attendance for.

3. Click the period to enter attendance from the **Period** drop-down list.

4. Click **Batch Enter For a Section/Group**, and click **Next**.

5. Click **Section**, and click **Next**.

   **Tip:** Click **Group** to batch enter period attendance for one of your AdminPlus groups.

6. Click the desired code from the list, and click **Select**.

7. Click a section from the list, and click **Select**.

8. Click **Yes** to confirm the warning and begin the batch entry.
1.4 Import Period Attendance

After teachers have submitted period attendance from TeacherPlus Gradebook or GradeQuick (GQ), you can import the data into AdminPlus to save time and avoid having to manually input student attendance data.

Import Period Attendance from TeacherPlus Gradebook

1. Click Attendance > Enter Period.
   The Period Attendance Warning message appears if this is the first time today that you’re running the Enter Period program. Click Yes to continue.

2. In the Adding a Day To The Calendar dialog box, do the following:
   - Click the calendar you want to write period attendance to.
   - If today doesn’t count as a full day, click Change Member Value, enter a new value in the Membership column, press the Enter key, and then click Done. For example, enter 0.5 in the Membership column if today will count as a half member day in the calendar.
   - Click Next.

3. Enter the rotation day number, and then click Next.

Example

A rotation day is the term used to describe a discrete schedule day. Many schools have a different schedule for each day, and each day is assigned a number in AdminPlus known as the rotation day number. Let’s say your school follows an A/B block schedule. Students have block A classes on Monday and block B classes on Tuesday. Because each of these days follows a different schedule, Monday will be rotation day 1, Tuesday will be rotation day 2, and Wednesday will be rotation day 1 again.

4. In the Enter Period Attendance dialog box, do the following:
Select the period you want to import attendance from using the drop-down list.

- Click option 9C Receive from TeacherPlus Gradebook.
- Click Next.

5. Click Yes to confirm the Checking Gradebook Server for New Attendance message and sync with TeacherPlus Gradebook. The Syncing with the Gradebook Cloud Server dialog box appears. Click Done when the sync is complete.

6. In the Receive Period Attendance from TeacherPlus Gradebook dialog box, do the following:

**Receive Period Attendance from TeacherPlus Gradebook Specifications**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Replace existing codes:</strong> Use the drop-down list to select either Yes or Only when a student is tardy if you want attendance from TeacherPlus Gradebook to overwrite attendance already entered in AdminPlus, depending on your school's attendance policies. Otherwise, select No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Also receive which period's attendance into daily (homeroom) attendance:</strong> Select this check box if you want to count a period's attendance as the daily attendance. Then select the period from the drop-down list to the right of the check box.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you selected the Also receive which period's attendance into daily (homeroom) attendance check box, select Code 1 or Code 2 for Place in... of Daily Attendance using the drop-down list.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hide Inactive Staff:</strong> Select this check box to display only active staff members.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to handle multi-period classes: Choose whether you want tardies, absences and other codes to be counted for 1st period only or for all periods, depending on your school’s attendance policies.

Show Attendance from which Gradebooks: Filter the periods you want to receive attendance from.

7. Click Receive Attendance in the lower-right corner to complete the period attendance import. Repeat this process to receive period attendance multiple times throughout the day.

Import Period Attendance from GradeQuick

1. Click Attendance > Enter Period. The Period Attendance Warning message appears if this is the first time today that you’re running the Enter Period program. Click Yes to continue.

2. In the Adding a Day to the Calendar dialog box, do the following:
   - Click the calendar you want to write period attendance to.
   - If today doesn’t count as a full day, click Change Member Value, enter a new value in the Membership column, press the Enter key, and then click Done. For example, enter 0.5 in the Membership column if today will count as a half member day in the calendar.
   - Click Next.

3. Enter the rotation day number, and then click Next.

Example

A rotation day is the term used to describe a discrete schedule day. Many schools have a different schedule for each day, and each day is assigned a number in AdminPlus known as the rotation day number. Let’s say your school follows an A/B block schedule. Students have block A classes on Monday and block B classes on Tuesday. Because each of these days follows a different schedule, Monday will be rotation day 1, Tuesday will be rotation day 2, and Wednesday will be rotation day 1 again.
4. In the **Enter Period Attendance** dialog box, do the following:
   - Select the period you want to import attendance from using the drop-down list.
   - Click option 9B **Receive From GQ/PDA/APWeb Holding Bin**.
   - Click **Next**.

5. In the **Receive Period Attendance Wizard** dialog box, do one of the following:
   - Select the **Default Template for Period Attendance** check box to receive attendance from Grade Quick, and then click **Next**.
   - Click **Create/Edit Templates**, and then either click **Add** to create a new template.
   - or
   - Click an existing template, click **Edit**, and then make the necessary changes to the template you've chosen.

6. Click **Receive Attendance**.

7. Repeat this process to receive period attendance multiple times throughout the day.
1.5 Generate a Tardy Slip

When students are late for school, they're usually required to obtain a tardy slip. If your school uses ID Cards, you can quickly print a tardy slip for a late student by scanning the student's ID card in the AdminPlus system.

1. In Attendance, click Enter Daily.
2. In the Adding A Day To The Calendar dialog box, click the desired calendar to add a calendar day for your attendance, and click Next.
   
   **Note:** The Adding A Day To The Calendar dialog box only appears if this is your first time accessing the Enter Daily feature today.

3. Click Inspect/Change Print Specifications, and click Next.
4. Click the Page 2 tab.
5. Click Yes for Print Tardy Slips.
6. Click Done.
7. Click next to the date, click the date you want to swipe attendance for, and then click Select.
8. Click Manual Entry, and click Next.
9. At the upper-right corner, click On for Swiper Mode.
10. To enter attendance, swipe each student's ID card. After you swipe a card, the software automatically moves to the next line.
11. Click Accept [F10] when you finish swiping all student cards.
CHAPTER 2

Generate Attendance Reports

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2.1 Create a Daily Attendance Report

During the school day, it's important to know which students are present and absent. In case of an emergency, you can quickly generate and print a daily attendance report containing which students aren't present.

1. In Attendance, click Daily RW.

2. Click 1 ADVISOR’S REPORT- List of students absent today & phone #’s, and click Select.

3. In the Specifications: Attendance Report Writer dialog box, click next to the Print Letters/Reports For box, click REGISTER CODE ON FINAL INTERVAL DATE, and click Select.

4. Click next to the Interval Ending Date box, click the day to end your report on, and click OK.

   **Tip:** If you want to generate a daily attendance report for one day, the interval beginning date and the interval ending date should be the same.

5. Click next to the Register Code For Searches box, click the code you want to search for, and click Select.

6. Click Done.

7. Click All grades combined, and click Next.

8. Click All students alphabetically, and click Next.
2.2 Create a Perfect Attendance Report

When the school year is coming to a close, it can be rewarding for students to know if they’ve had perfect daily attendance. Generate a perfect daily attendance report through the Daily Report Writer feature to see which students have attended every day of school this year.

1. In Attendance, click Daily RW.
2. Click 121 Perfect Attendance List, and click Select.
3. Click next to the Print Letters/Reports For box, click STUDENTS WITH LOWER THAN REG CODE LIMIT, and click Select.
4. Click next to the Interval Beginning Date box, click the date to begin the search, and click OK.
5. Click next to the Interval Ending Date box, click the date to end the search, and click OK.
6. In the Start Grade For All Grades drop-down list, click the beginning grade to be included in the search range.
7. In the End Grade For All Grades drop-down list, click the ending grade to be included in the search range.
8. Click next to the Register Code For Searches box, click ABSENT, and click Select.
9. Enter 0.1 in the Register/Attendance Code Limit text box.
10. In the Active/Inactive Students drop-down list, click which type of students to display on the report.
11. Click Done.
12. Click All grades combined, and click Next.
13. Click All students alphabetically, and click Next.
2.3 Create a Period Attendance Report

As an administrator, it’s important to know which students have been present in certain classes during the school day to determine if students are where they’re required to be. A period attendance report shows which students were absent, tardy, dismissed, or any other status, depending on the register code you search for.

1. In Attendance, click Period RW.

2. Click 1 Print an advisor’s list, and click Select.

3. Click next to the Register Code For Searches box, click the code you want to search for, and click Select.

4. Click Done.

5. Click one of the grade options (for example, All grades combined), and click Next.

6. Click All students alphabetically, and click Next.
2.4 Print a List of All Staff Absences

Along with tracking student attendance records, it's important to track staff members' daily attendance. The Daily RW feature provides a quick method of generating a report containing staff absences for any desired day in your AdminPlus calendar.

1. In Attendance, click Daily RW.

2. In the Attendance Report Writer, click SEARCH LIST- Register Code Search with Details, and click Select.

3. In the Specifications: Attendance Report Writer dialog box, set the following specifications:

<table>
<thead>
<tr>
<th>Attendance Report Writer Specification</th>
<th>Specification Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Letter/Reports For</td>
<td>Students with &gt; REG code limit</td>
</tr>
<tr>
<td>Interval Beginning Date</td>
<td>Enter the date of the first day of school.</td>
</tr>
<tr>
<td>Interval Ending Date</td>
<td>Enter the most recent date of attendance.</td>
</tr>
<tr>
<td>Register Code For Searches</td>
<td>ABSENT</td>
</tr>
<tr>
<td>Register/Attendance Code Limit</td>
<td>0</td>
</tr>
<tr>
<td>Reg Searches: Include E, U, Or B</td>
<td>Excused, Unexcused &amp; Blank</td>
</tr>
</tbody>
</table>

4. Click Done.
5. Click **Staff**, and click **Next**.

6. Click **All staff alphabetically**, and click **Next**.
CHAPTER 3

Customize Attendance Module

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3.4 Edit a Calendar .................................................................................. 29
3.1 Create an Attendance Code

Although AdminPlus comes programmed with a few attendance codes, you can add any attendance code that you want. An attendance code, which shows the attendance status of a student, must be linked to a register code, which tells what the student’s certain state is. For example, a register code is **Absent**, and the attendance code is **Absent Sick**, meaning that the student is absent because he or she is sick.

1. In **Attendance**, click **Codes**.
2. Click the **Attendance Codes** tab.
3. Click an ***UNUSED*** code to use for your new attendance code.

   **Note:** Attendance codes 1–99 are for student codes. Attendance codes 100–199 are for staff member codes. Attendance code 200 is for a non-member code. Attendance codes 201–250 are for entry and withdrawal codes.

4. Click **Add [F2]**.
5. Enter the new code in the **Code** text box.
6. Enter a description of the code in the **Description** text box.

7. Choose whether or not you want to enter a Time Linked Code. If you click **Yes**, do the following:
   1. Click the **Time Linked Code** text box, and click **Lookup [F6]**.
   2. Click the attendance code, and click **Select**.
   3. Click **Before** to have the system enter the Time Linked Code before the specified time, or click **After** to have the system enter the Time Linked Code after the specified time.
   4. In the **Time Link Time (hh:mm)** text box, enter a time before or after which the Time Linked Code is to be entered.

   **Tip:** For Absence Codes, it’s not necessary to enter a time with the code because the student didn’t attend school at all.
8. In the **Register Link** area, enter the register code in the line **1. Code** text box.

9. Enter the value in the line **1. AMT** (amount) text box.

   **Tip:** A common value is 1.00.

10. In the line **1. E/U** text box, enter **E** if this is an excused code, or enter **U** if this is an unexcused code.

11. Click **Accept [F10]**.
    The new code appears in the list.
3.2 Change the Entry Date for a Student

When a new student joins the school, it's important to keep an accurate record of the student's entry date. If that date is inaccurate, you can quickly change the entry date in the Attendance module.

1. In Attendance, click Correct.
2. In the Correcting Attendance dialog box, click Lookup [F6] in the left panel.
3. In the Advanced Lookup dialog box, click a student, and click Select at the bottom.
4. Click Calendar View in the left panel.

5. Double-click the entry code for the incorrect date, delete it, and click Accept [F10].
6. Double-click the Code 1 cell for the date prior to the student's actual first day of attendance, type "N" in the cell, and click Accept [F10].

<table>
<thead>
<tr>
<th>Code 1</th>
<th>Time 1</th>
<th>Code 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
<td>E2</td>
</tr>
</tbody>
</table>

7. Double-click the Code 2 cell for the date prior to the student's actual first day, and click Code Lookup [F6].
8. In the Select An Attendance Code dialog box, click the desired code, and click Select.
9. Click Accept [F10].
3.3 Create a Student Calendar

By default, the master calendar in AdminPlus is used for both students and staff. If you have more attendance days for staff than students, you'll need to create an alternate calendar for students and use the default calendar for staff. Create a student calendar as an alternate calendar with any other dates that students are present, and add students to your alternate calendar to organize attendance days.

**Warning:** If you don't take staff attendance and you use your master calendar as a student calendar, you don't need to create this student calendar.

Create an Alternate Calendar

1. In **Attendance**, click **Calendar**.
2. Click **Alternate Calendar Setup** at the upper-left corner.
3. Click **1. Create/edit alternate calendars**, and click **Next**.
4. Click **New**, enter the name of your new calendar, and click **Save**.

**Tip:** To view the newly created student calendar, click the **View Which Alternate Calendar** drop-down list at the upper-right corner of the **Calendar Program** dialog box, and click the new calendar.

Add Students to an Alternate Calendar

1. In **Attendance**, click **Calendar**.
2. Click **Alternate Calendar Setup** at the upper-left corner.
3. Click **2. Assign calendars to grade levels (for future students)**, and click **Next**.
4. In the **Assign Calendars to Grade Levels** dialog box, click a grade level, and click **Done**.
5. Repeat steps 3–4 for all desired grade levels.
6. Click **3. Assign calendars to existing students**, and click **Next**.
7. Click **All grades**, and click **Next**.
8. Click **Done** in the **Specifications: Batch Assign Calendars** dialog box.

![Specifications: Batch Assign Calendars dialog box]

9. Click the alternate calendar from the **Select a Calendar** dialog box, and click **Select**.

10. Click **All students**, and click **Next**.
3.4 Edit a Calendar

Throughout the school year, you may have to add or remove attendance days from your calendar. The AdminPlus calendar is very flexible and allows the addition or removal of any attendance day.

Remove an Extra Calendar Day

1. Complete a backup.
2. In Attendance, click Calendar.
3. Click a day to delete, and click Delete [F8].

Add an Extra Calendar Day

1. In Attendance, click Calendar.
2. Click the calendar day before which you want to insert a day.

   **Example**

   If you want to add October 22, click October 23.

3. Click Insert [F7].
4. Enter the date you want to insert in the text box, and click Next.

   **Tip:** To enter a date in this text box, place your cursor within the date that you want to change, and enter the correct number using your keyboard.
Page left blank intentionally.