

## Starting the Year Right

### Academic Year

*Admin Main > Academic Year*

The academic year needs to be active in order for attendance to be taken. The status can be changed by clicking “edit” next to the academic year.

Marking a year active will make the information in that year active on the parent portal. To verify the parent/student view options, navigate to *Admin Main > Options > Parent Information Access*

Tip: It is not necessary to keep multiple academic years “Active” in order to make the data visible to Parents/Students in previous academic years. The suggested workflow is to close all academic years, except the current one.

### Calendar

*Admin Main > Calendar > View*

Ensure your calendar includes the first and last day of school. Check to see if all the days are marked correctly as attendance or non-attendance days.

The calendar can be extended by using the add calendar days button.

Tip: Do not include snow days when creating the calendar. Snow days can be added as necessary later.

Tip: Multiple calendars can be created and applied to students where necessary. This occurs frequently with students who attend another school for part of the day. (i.e. Vocational School, Community College)

### Grading Periods

*Admin Main > Grading Periods*

Non-summary grading periods (i.e. Q1, Q2, T1, T2) must have beginning and end dates. The first grading period should be active, the rest should be closed. This allows data to be entered and ensures it is entered in the correct grading period.

## Attendance

*Attendance > Options*

### Self-Contained Mode

If you are using self-contained mode attendance, use the “Verify Attendance Rosters” to ensure each student is only in one class marked to “Take Attendance.” Edit classes to not take attendance, or remove students from rosters.

### Secondary Attendance

If you are using secondary attendance, ensure that all classes are scheduled and marked to take attendance. If you are importing first period attendance, ensure one period on the bell schedule is marked to import to daily attendance. *Bell Schedules > Daily Periods*

### Attendance Options

Ensure your attendance options are set for the way your school calculates attendance.

<b>Time in Attendance Calculated By:</b>	<input type="radio"/> No time used <input checked="" type="radio"/> Clock time <input type="checkbox"/> Subtract non-instructional time (e.g. Lunch) <input type="radio"/> Instructional time									
<b>Show Periods When Entering Time In/Time Out:</b>	No ▾									
<b>Attendance Displayed As:</b>	Days in attendance ▾									
<b>Default School Time:</b> (eg - 3:00p 03:00 300 0300p)	<table border="1"> <thead> <tr> <th>Day</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td>Regular Day:</td> <td>7:45am</td> <td>2:30pm</td> </tr> <tr> <td>Half Day:</td> <td>7:45am</td> <td>12:00pm</td> </tr> </tbody> </table>	Day	Start Time	End Time	Regular Day:	7:45am	2:30pm	Half Day:	7:45am	12:00pm
Day	Start Time	End Time								
Regular Day:	7:45am	2:30pm								
Half Day:	7:45am	12:00pm								
<input type="button" value="Save"/> <input type="button" value="Back"/>										

If you are using hours in attendance (Missouri), the start time to end time must equal the same value as that entered in default hours.

1. Clock Time
  - a. End time minus start time = time in attendance
2. Clock Time subtract non-instructional time
  - a. End time minus start time minus any courses not marked to count as instructional time = time in attendance
3. Instructional Time
  - a. All time spent in courses marked to count as instructional time = time in attendance

\*Each course can be marked to count as instructional time by editing the course and selecting the scheduling tab.

<b>Basic Info:</b>	Meetings per cycle: <input type="text" value="5"/>	
	Period Weight Per Day - Min: <input type="text" value="1"/>	Max: <input type="text" value="1"/>
	<input checked="" type="checkbox"/> Counts as instructional time	
	<input type="checkbox"/> Lunch Course	

### Scheduling

If you are using scheduling, ensure cycle days are assigned to all attendance days.

*Admin Main > Scheduling > Cycle Days > Assign Cycle Days*

### Enrolling Students

Student enrollment can be edited from the Students - Single View > Edit page. It can also be mass edited from the Students - Multi View.

### Entry/Exit Dates

Entry Date: Should be the first day the student attended your school/district.

Exit Date: Should be the final day the student attended your school/district.

Students whose entry date has not yet arrived will be marked as “Future” and will not display in many areas of the site by default. They will automatically be switched to “Active” on their entry date.

Students whose exit date has passed will be marked as “Inactive” and will not display in many areas of the site by default.

\*Note: If you are a school in Missouri, there is an option in attendance (*Attendance > Options*) called “Use Exclusive Exit Dates.” If this is marked “Yes” then the exit date for a student should be the day after the student’s last day. This option is used for Missouri state reporting.