

Iberia Posting Attendance Update Covid Edition

1. **Custom Codes and Bell Schedules:** When a new student is gained in Iberia, assign a bell schedule to the student for the following situations:
 - a. **Elementary:** If Virtual student, assign a Virtual Bell Schedule, otherwise leave blank.
 - b. **Middle School / High School:** Whatever custom code is assigned to the student, assign a matching bell schedule.
 - c. Where is this done?
 - i. In Student Master, click on the **School** field.
 - ii. In the resulting box, click **Bell Name** to assign a bell schedule.
 - iii. Do not forget to **Save**.

School Information

School Information

School ID : 020

SIS School ID :

Bell Name : HYBRID A - MON / TUES

Close

School : 020

District : 023

Year : 2021

2. **Post Attendance: Filtering students**
 - a. If needed, there is now a **Custom** code filter button.
 - b. More than one can be selected at a time.
 - c. To return to full student body, click the **Student** button.

Custom Codes

Search :

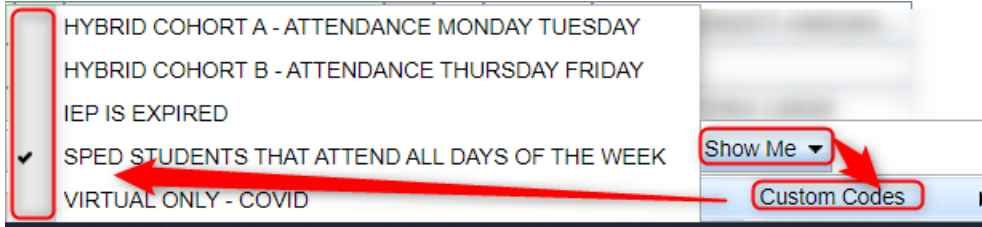
<input type="checkbox"/>	Value ^	Description
<input type="checkbox"/>	ALL-SP	SPED STUDENTS THAT ATTEND ALL DAYS ...
<input checked="" type="checkbox"/>	HYB-A	HYBRID COHORT A - ATTENDANCE MOND...
<input type="checkbox"/>	HYB-B	HYBRID COHORT B - ATTENDANCE THURS...
<input type="checkbox"/>	IEP-EX	IEP IS EXPIRED
<input type="checkbox"/>	VIR-O	VIRTUAL ONLY - COVID

OK

Custom Setup Mass Help Scan Show Me ▾

3. **Post Attendance: Show Me button**

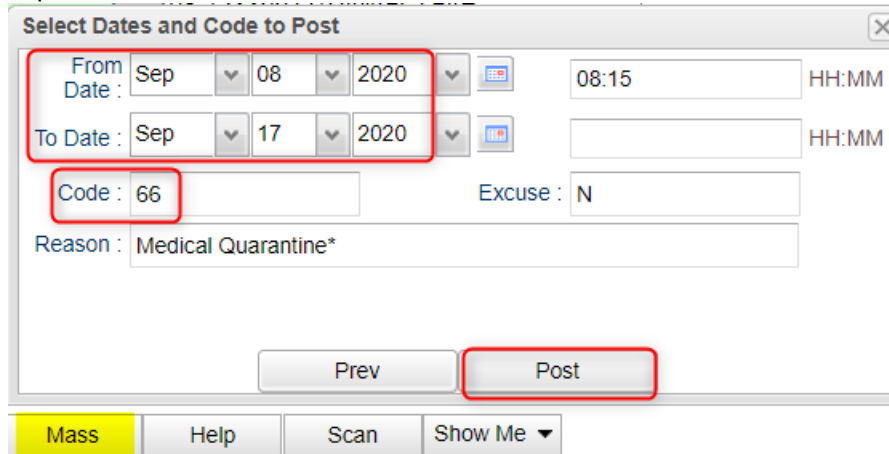
- a. The **Show Me** button can highlight students in various custom code colors on screen.
- b. Click **Show Me** then **Custom Codes**.
- c. Select any combination of Custom Codes to have highlighted in the attendance program.



4. **Posting Attendance for Quarantine Situations**

a. **Covid Positive Test or Covid Symptoms: (10 Days)**

- i. These students will be marked absent for 10 calendar days.
- ii. Easiest way to do this is to click the **Mass** button.
- iii. In the **Students** field, select ONLY THE STUDENT(S) who are being sent to Quarantine for Positive Test or for Covid Symptoms.
- iv. Set the **From** and **To** Date to be 10 calendar days.
- v. Set the **Code** to **66 N Medical Quarantine**.
- vi. Tap the **Post** button.

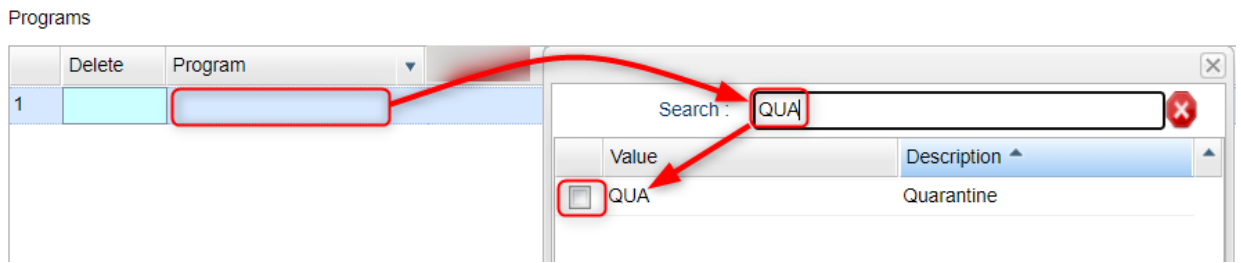


vii. *How do I verify the attendance posting?* If you go to Gear / Attendance / Attendance by Day, you will see the days posted to the future.


b. **Covid Contact: (14 Days)**

- i. These students are not being marked absent.
- ii. They will be assigned a Quarantine Program code.

5. **Posting Quarantine Program Codes:** Done to report all quarantine students, regardless of absent or not.
 - a. In Student Master, go to the **Programs** tab.
 - b. On the first row, click in the **Programs** cell to get a pick list.
 - c. In the Search box, start entering “**QUA...**” A matching code of “**QUA Quarantine**” will appear. Select it, then click Ok.



- d. **Area/Reason/Score:** Enter “+”, or “symptoms”, or “contact”.
- e. **Begin Date – End Date:**
 - i. Enter 10 calendar days for “+” or “symptoms”
 - ii. Enter 14 calendar days for “contact”
- f. Click the **Save** cell to store the quarantine information.
- g. These students will display as highlighted with a note of “*This student is in quarantine*”.

Student	1st	Out	C
ABRAHAM, EIAN JERARD 			
ALEXANDER, CA	This student is in quarantine.		