Attendance Posting Guide

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Contents

Getting Started

1. Browse to the JCampus login site.
2. At the login screen, enter your username and password.
3. If you are using the "Live" dataset, click *Login.*
   a. "Live" refers to current, active data.
4. To access the **Training** dataset, on the "Database:" field, click the dropdown arrow and select **Training**. Then click **Login***.*
   a. "**Training**" refers to a copy of data, usually a day or two old. It is usually overwritten each night, allowing the user to practice or "play" with the data.
5. **Waffle:** Click to view of the navigation panel.   Makes the viewable area of a screen.
6. **Hamburger:** Click to select the new Main Menu.
7. **Favorites:** You can create a shortcut using this feature from:
   a. The top right of the screen: Click the Favorites icon, select configure, click and drag the desired modules to the column on the right and click Save. To remove the favorite, select the module on the right, then click once on the trash can icon in the middle of the two windows and click Save.
   b. Using the Main Menu option. You can create a favorite by simply clicking the open heart in the front of the description. To create a shortcut, do the following:
8. **Help:** Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system.

Navigator

1. **Search Box:** Located in the upper left, entering a keyword will search the menu items and provide matching programs. Click to run. Click the "**Favorite**" (heart) icon to save it as a Favorite.

Unblock Popups

Print jobs in JCampus open as popups. The first time a print job is attempted, it may appear that the job was not created. To allow popups from the JCampus software, on the first instance of an attempt at a print job, do the following:

1. The user will see a popup blocker icon in the upper right corner as shown below.

 OR

2. Click on the popup blocked icon. A dialog box will appear. Do the following:
   a. Click "Always allow popups from...."
   b. Click the hyperlink as shown below.
   c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.

Attendance Posting Flow

Start of the Day

1. **Teacher** posts start of the day attendance for students in first period.
2. **Teacher** confirms Roll Call by clicking the Roll Call Verify button. Will turn from red to white when done.
3. **Secretary** posts students who check in late as the day begins (Late to School).
4. **Secretary** runs Roll Call Verification to make sure all teachers checked roll at the start of the day. Secretary emails Roll Call Verification containing lunch count to the cafeteria manager.
5. **JCampus** system, around 9:00, starts calling parents to notify them that student is absent.

During the Day

1. **Elementary / Middle School Teacher** verifies students who should be present based on check in / check out information shown on screen. Notifies office if a student if discrepancy.
2. **High School Teacher** verifies students who should be present based on check in / check out information on the screen. If a student should be present, but is not in the room, the teacher marks the student as either Tardy or Skipped.
    a. Skip notifications are immediately emailed to School Staff to investigate.
3. **High School Teacher** checks for students marked out as skipped but are now in the class without a check in from the Skip. Student sent to office to resolve.
4. **Secretary** checks students in and out in the attendance system.
5. **Secretary** posts any excuses received from parents for previous absences.
6. **JCampus** system calls parents if a student has a check out during the day.

During the Evening

1. **JCampus** looks at ISS and OSS discipline referrals, then automatically creates attendance records related to the discipline records for the coming day.

Types of Attendance Codes:

There are just a few attendance types, but within that group there are different specific codes. Some districts decide to narrow the number of codes available.

1. **D** = "Dr Note". These usually do not count against the student when considering letters and denial of credit.
2. **E** = "Excused". These may, or may not, count against the student when considering letters and denial of credit. Typically, these are notes from parent or phone calls from parents. CWA offices usually determine whether to count against the student.
3. **N** = "Extenuating Circumstances". These usually do not count against the student when considering letters and denial of credit. Examples would be Court appearances, Hospital Stays, Funerals.
4. **P** = "Present Under School Control". These usually do not count against the student when considering letters and denial of credit. Student is not absent, but there is a record showing the student is not in the normal class. Examples would be field trip or in-school suspension.
5. **S** = "Out of School Suspension". These may, or may not, count against the student when considering letters and denial of credit. CWA offices usually determine whether to count against the student.
6. **U** = "Unexcused". These always count against the student when considering letters and denial of credit. Examples are U Dr. Parent Note Needed and U Checked out by Parent.

Tardy Vs. Late to School/Early Departure in JCampus

- In JCampus, **14 Tardy** is not an absence. It is an attendance record indicating the student was at school but was late for a class. Tardy records are typically posted by high school and middle school teachers that have frequent class changes.
- **19 U Late to School/Early Departure** is an absence where the student was not physically present on school and came in late or left early. There is a loss of attendance time. Usually this is used when a student comes in late to school or leaves early.

Post Attendance at the Start of the Day

Normally, Teachers do this task, but Secretaries can do this also for cases where there is a substitute or someone who does not have access to a gradebook.

1. On the navigation panel on the left, click on **Attendance**
2. Under **Entry**, select **Post Attendance**
3. A setup box will appear. Normally you set this once, then simply click **Ok**.
    a. Set the normal Year, District, School.
    b. **1st PD Code** defaults to code **30 U Unexcused**.
    c. Check **Auto Admit** having the system automatically print admit slips when checking a student out or checking a student in. If you have your own admit slip pad, leave this unchecked.
    d. Check **Show Keyboard** to be able to see the alpha keys in addition to the search box.
    e. Click on **Add Comment** to bring up a dialog box that allows personalized comments to be set for each of the different admit slips. There are defaulted comments, but they can be changed.
    f. Click **OK**.
4. To get a list of students:
    a. Click on the **Students** button at the bottom of the screen to get a complete list of the students.
    b. Click on the **Homeroom** button to get a list of Homeroom teachers. Select a Homeroom teacher to get their list of students on the screen.
    c. Click on the **Class** button to get the Master Schedule. Select a class to get a list of students in that class on the screen.
    d. Virtual Special Code students: Will show in a red type shading.
    e. Spec: Use if you would like to see just VIR Special Code Students.
    f. Custom: Use if you would like to see just students assigned to ADay, BDay, and-or A/B Day codes.
5. Use the Search box or keyboard to locate the student to be marked absent at the start of the day.
6. Locate the field labeled **1ST**. To mark a student absent, click in the first blue cell to the right of the student's name and underneath the heading **1ST**.
    a. After clicking the first blue cell by the student's name, the start time of school and the default absence code and reason appear in the out area.
7. ***Marked the wrong student or need it to go away?***
    a. Click on the "**Out**" time, then select "**Delete Complete Attendance Record**".

Post a Check In

When a student is initially absent, but is coming into school, follow the steps below:

1. Locate the late student in the listing of students.
2. Click on the "**In**" cell. A listing of codes will appear.
3. Select the appropriate code for the check in.
    a. Student is late to school? Use **19 U Late to School / Early Departure**.
4. The record will be added along with a start of day absence record if not already posted.
5. Give the student an admit slip from the school notepad or click the "**Print Admit**" button on the bottom left row to have one printed from the JCampus system.

Post a Check Out

Follow the steps below to show a student is leaving school and is absent for the rest of the day.

1. Use the Search bar or alpha key button to locate the student checking out.
2. Locate the **Out** column of the student.
3. Click in the **Out** cell.
4. A list of attendance reasons will appear. Select the appropriate reason for the checkout.
    a. Often, a school will default to a code of **30 U Unexcused** pending an excuse brought in for the check out.
5. If the student has a health code or alert code, then the demographic page will appear to notify you.
6. If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.
    a. To the left of the medical reasons are check boxes in columns labeled **MI**, **MO**, and **SE**.
        - **MI** = Mild
        - **MO** = Moderate
        - **SE** = Severe
    b. Select the appropriate severity of the medical reason for the student's checkout.

Post Multiple Checkouts

Sometimes a student will have multiple checkouts. The student may have been absent at the start of the day, came back in, then is headed out. On the screen, the student will have an "Out" and an "In" and it will appear there is no way to add an additional check out, but the directions below show the user how this can be done.

1. If a student has an existing absence with a check-in and they are checking out, go to that student and click on the existing checkout time.
2. A list of options will appear on the screen. Select the first option, **Post New / Multiple Checkout(s)**.
3. A list of attendance codes will appear. Select the appropriate checkout code. A new checkout record will appear.
4. By creating multiple check-ins and checkouts, only the most recent transaction will be visible.
    a. To view earlier attendance records, place the mouse arrow over the student's name. A gear will appear to the right of the student's name. Click on the gear. A list of options will appear. Click on **Attendance By Day**.

Change Check Out Time

1. Find the student whose attendance records needs to be changed.
2. Click on the **Out** time.
3. A list of options will appear.
4. Select **Change Check Out Time** and click **Ok**.
5. Enter the correct time in the popup and click **Save**.

Change Check Out Code

1. Find the student whose attendance records needs to be changed.
2. Click on the **Out** time.
3. A list of options will appear.
4. Select **Change Check Out Code** and click **Ok**.
5. A list of available codes will appear on the screen.
6. Make your selection and the screen refreshes to display the new check out code.

Change Check In Time

1. Find the student whose attendance records needs to be changed.
2. Click on the **Check in Time**.
3. Enter the correct time in the popup and click **Save**.

Change Check In Code

1. Find the student whose attendance records needs to be changed.
2. Click on the checkout time.
3. A list of options will appear.
4. Select **Change Check In Code** and click **Ok**.
5. A list of available **Check In Codes** will appear.
6. Select the new Check In Code and the screen will refresh and display the new code.

Post Attendance for a Large Group of Students at Once – Mass Button

Sometimes a user may need to mark a large group of students as being out for a field trip, or school activity, or some other reason. The directions show the user how this can be done, but be careful, there is no UNDO for this step.

1. Click on the **Mass** button at the bottom of the screen to get a setup box for posting mass absences
2. At the setup, configure a filter for students based on Grade, Special Code, Program, Club, Sport, Class etc…
3. If the user needs to individually select students, click in the **Students** cell.
4. Click **Next** when all setup options are correct.
5. An additional popup will appear in which you need to enter the date range and code.
   a. **From Date** and **To Date** should be set so that the desired attendance date range to post absences to is selected.
      ▪ **Note**: Weekends and holiday's will not be posted to if the date range selected extends over such days.
   b. Click in the **Code** field to select the absence code. The excuse and reason that will be updated based on

the code selected. This information will be posted to all students selected.

6. If you click in the **Reason** field you will be able to type a more detailed description if desired.
7. Click **Post** when all setup options are correct.
8. After clicking **Post**, a final confirmation box will appear. Click **Yes** if the total number of students to be posted to and the date range is correct. Click **No** to exit the program and not post the absences.
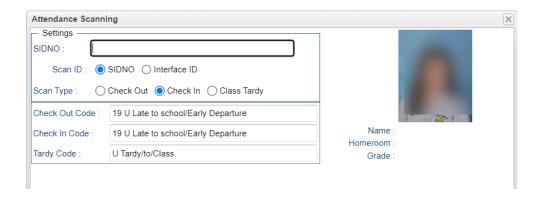
Posting Excuses

In JCampus, excuses are not done by changing the original attendance record. The excuse posting in JCampus is done by posting an Excuse code that acts as an override. **Remember: Don't change the original code to post an excuse. Follow the directions below to post an excuse override**.

1. If an excuse needs to be posted for a student's prior absences, with the Post Attendance program open with the students listed on the screen, find the student.
2. Once the student has been found, to the right along the same row, find the column labeled **DR**. Click in the cell.
3. A table listing all the student's prior days' absences will appear. Locate the absences to be excused. After locating them, go to the cell on the row of the absence to be excused and below the column header **DRCD**. Click in that cell.
4. After clicking, a list of excuses will appear. Select the appropriate excuse.
    a. If the checkout reason is a medical reason, an additional box will appear listing medical reasons. Find the medical reason that best fits the situation.
    b. To the left of the medical reasons are check boxes in columns labeled **MI**, **MO**, and **SE**.
        i. **MI** = Mild
        ii. **MO** = Moderate
        iii. **SE** = Severe
    c. Select the appropriate severity of the medical reason for the student's checkout.
5. Once the excuse has been posted, the **DR REASON** can be changed to fit a more unique event. To do this, simply click on the cell with the **DR REASON** to be changed.
6. A text box will appear containing the existing **DR REASON**. Change the information to the desired description then click **Save**.
7. If the excuse was placed on the wrong absence, a red cell is located to the right. Click on the red cell to delete the excuse.
8. After clicking the red delete cell, a deletion verification box will appear. Click **Yes** if you are sure you would like to delete the excuse for the displayed date. Click **No** to cancel.

Scanning Attendance Check-ins and Check-outs

In JCampus attendance, check-ins and check-outs and even tardies can be scanned by the student using their ID which contains the SIDNO or Interface ID. Auto Admit can be setup to print on a regular printer or a Kiosk printer.

- Click on the Scan button on the bottom right of the screen. This function must be turned on to view the Scan button.
- Next select the Scan Type – Check Out Code, Check In Code or Tardy Code.
- Begin scanning or entering students IDs. As each ID is scanned or entered, the student will be marked with type and code selected and an attendance notice will automatically print.

Using the Gear icon in Post Attendance

The Gear icon floats by the student's name in the Post Attendance screen. Use the Gear icon for the following situations when working with Attendance:

1. **Parent/guardian needs to be called**: Go to Gear / Student / Student Demographic to bring up a demographic page with all of the phone numbers and contact information.
2. **Call student to the office**: Go to Gear / Schedule / Print Student Schedule to look up where the student is at a given period of the day.
3. **Lookup student's schedule**: Same as #2.
4. **Lookup the student's enrollment history**: Go to Gear / Student / Enrollment History
5. **Lookup the student's attendance history**: Go to Gear / Attendance / Attendance by Day
   a. **TIP:** The Secretary can edit a student's attendance history from the **Attendance by Day** screen.
      i. Records can be changed by clicking on the cell.
      ii. Records can be deleted by clicking the red delete button.
6. **Lookup the student's attendance by Course**: Go to Gear / Attendance / Attendance by Course
   a. The student's courses will be displayed in Term – Period order. On the far right is a total column showing a count of absences for the class.
   b. Cell click on the count to see the attendance records showing the days the student was out of the class.

Roll Call Verification

The Roll Call Verification Report is a key report to run each day. It is very important to perform this process each day.

- Teachers post first period start of the day attendance and check off the **Sign Off Roll Call** button, then enter the lunch count.
- Secretaries run this report to check that teachers have performed the above tasks.

1. On the left navigation panel, select **Attendance**, **Lists**, and **Roll Call Verification**.
2. At the Setup Box, set the usual items such as Year, School. The date will default to the current date.
3. For **Show,** select **Roll Call Not Taken** to initially see those teachers who have not taken roll for first period.
4. Click in the field to the right of **Class Period** and set to first period. The listing of staff who have not performed a "**Sign Off Roll Call**" will be listed.
   a. Contact the teachers on the list to please perform a "**Sign Off Roll Call**" for first period.
   b. Have a class with a sub showing on the list?
      i. In Post Attendance, click the "**Class**" button to pull up the first period class with the sub.

ii.   Click the red **Sign Off Roll Call** button and enter any lunch count, then click **Ok**. This will take the first period class off the listing.

5. Once there are no longer teachers on the "Roll Call Not Taken" listing, change the setup to **Roll Call Taken.** This will list those who have taken roll, along with a lunch count for each teacher, as well as sums at the bottom.

Daily Absentee List

This report is a listing of student(s) absences by day but can also give a summary of counts for a date range.

Many schools send this report to the cafeteria manager.

1. On the left navigation panel, click on **Attendance**. Under **Lists**, select **Daily Absentee List**.
2. At the setup box, configure the usual Year, School, Date options.
3. Select **Detail Report** to get detailed list of students and their detailed attendance records.
4. At the bottom row are checkboxes to add details to the report:
    a. **Homeroom**, the student's homeroom will be printed on the report and a homeroom column will appear on the table.
    b. By checking **Legend**, an explanation of the attendance headers will be printed out.
5. Select **Summary Report** to get a list of students and the number of days they have been absent for a date range.
6. If **Summary Report** is selected, other options become available at the bottom of the setup screen:
    a. **Over Days** allows the printing of students with a range of days absent. Set the range as desired.
7. **Skip Codes** allows the program to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and click "OK"
8. If **Active** is checked, only students who are currently enrolled will be listed.
9. If **Skips** is checked, only students with skip codes will be listed.
    a. **Attention High Schools and Middle Schools**: It is suggested that this report with the "Skips" option be run after each period to check if students have been marked as skipped by teachers and are unaccounted for.
10. The report will appear on the screen. Click "**Print**" to print the report as shown on the screen.

Late Arrival/Early Departure

This will show you how to generate a report of students with a late arrival attendance record or an early departure attendance record. You can generate the report for a range of days or for the to-date in the date range.

1. On the left navigation panel, click on **Attendance**. Under **Lists**, select **Late Arrival/Early Departure**.
2. At the setup box, configure the usual standard setup options. For the other setup values:
    ▪ **Show Total Counts** – check this option to have the Period to Date and Year to Date totals show in a separate row per student.
    ▪ **Code 19 Only** – Do not use normally. Can be used to get a list of students who have been code 19 Late to School.
    ▪ **Count>/=** -Not normally used. If you enter a number in this box, after clicking OK, you will get Code 19s only.
    ▪ In the **Late Arrivals** area complete the following information:
        • Select Show Late Arrivals for the To Date if you want to limit the report to include students with a Late Arrival attendance record with a check out date equal to the to date and a late arrival code.
        • Select Show Late Arrivals – This will include any student with a late arrival code on a date in the date range specified below.

- Enter the **Begin** Time
- Enter the **End** Time
- Enter the **No. of Late Arrivals > =** (Enter the least number of late arrivals required for a student to be on the report.) Enter this number only if you DO NOT select the show late arrivals for the to date.

  ▪ In the **Early Departures** area complete the following information only if you want to include these students on the report:

- Select the **Show Early Departures** check box to include these students on the report.
- Enter the **Begin** Time
- Enter the **End** Time
- Enter the **No. of Early Departures > =** (Enter the least number of early departures required for a student to be on the report.)

  ▪ Select the **Skip Reasons** which are the letters such as P (in-school suspension, field trip…), D (Doctor appointment), N (Extenuating Circumstances).

  ▪ Select the **Skip Codes** which are number codes such as 01 (Received contact from parent), 02 (Dr. Note Verified), 03 (In-school Suspension).

  ▪ Select the **Order by**: Alpha, Grade or Homeroom.

- Select to **Show** either Detail or Summary.

  ▪ Indicate whether you want active students only.

3. Click the **OK** button to begin.

Letters: Excessive Abs by Factor (Attendance by Day)

These instructions will show you how to generate a report or parent letters based on excessive absentees by factor for your school. **NOTE**: You must verify that the letter you want to print is available, or you must create the letter before you continue in **Letter Maintenance** found in **Student Master**, **Letters**.

1. On the left navigation panel, click on **Attendance**. Under **Count**, select **Excessive Abs by Factor**.
2. At the setup box, configure the usual standard setup options. For the other setup values:
   - **Team** – Absentees by Teams can be selected by clicking in the cell and choosing the team(s).
   - **Exclude Program** – This option allows certain programs to be excluded from the report.
   - **Skip Codes** – These are non-attendance codes that you do not want to be considered for the report. In Jefferson, generally we skip any code D, E, P, N.
   - **Skip L Codes** – Check to NOT list students who have leave codes in Student Master and have dropped from you school.
   - Check **Today's Abs Only** to limit the list of students to those who have records on the To Date.
   - **Print Detail** – Print attendance history with the letters.
   - **Show Remote Only**
     - If your school does NOT offer any remote classes, this feature does not apply.
     - As a school that offers remote classes, by checking this box the list of students will be those from other schools in your district that attend classes on your campus. Students from your school will not be on the list if this box is checked.
   - Check **Do Not Print Previously Printed Letters** to not include the students who have already had a letter printed for this letter title.
3. Click **Letters** to choose a letter that corresponds to the number of absences. To do this, check the row of the **Letter** column that corresponds with the number of absences, then click on the row in the **blank space** under

the **Letter Selections** column to choose the letter name needed. Also, place a check in the Letter column.

4. Click **OK** to generate your report.
5. Definitions of Column Headers

Sch	School Name	2=	3+	3=	5+	5=	8+	8=	10+	13+	13=	15+	15=	20+	25+	30+	35+	40+	Total

- **Sch # and School** – your school site # and Name will appear.
- **Number followed by an equal (Ex: 2=)** – total number of absences that are equal to 2
- **Number followed by a plus (Ex: 3+)** – total number of absences that are equal to 3 and less than 5 (which is the next plus)
- **Total** – total number of absences of all columns.
- **Note**: click on the counts in the columns to view student information. Here you will be able to print this list of students, attendance letters, FINS Letters, and attendance history.

Letters: Attendance by Course History for High Schools (Attendance by Period)

The directions below are for 4x4 high schools to obtain a list of students who have missed a specific number of absences for half credit courses ending in the first grading period.

**Students need a bell schedule for this program to work.

1. Go to **Attendance / Counts / Attendance by Course History**
2. Set the "**From Date**" to the start of the school year. After mid term, set to first day back from Christmas break.
3. Set the "**To Date**" to the end of the Fall or Spring Term.
4. **Full Credit Threshold**: (Count of absences for full credit courses) Set to number of absences considered max.
5. **Half Credit Threshold**: (Count of absences for half credit courses) Set to number of absences considered max.
6. **Skip Codes**: Select the attendance codes to skip from being counted.
   a. Click on the field and sort by "Description". Select all codes to skip except the ones with "P" and "S".
7. **Check Boxes to Select:**

   a. **Active Only**: Select to run for students currently enrolled only.
   b. **Show Half/Full Totals in History**: Shows attendance detail on "History" tab.
   c. **Courses on this Campus Only**: Select to run report only for courses located on campus.
   d. **Active Schedules Only**: Select to run for current classes on the student's schedule.
   e. **Ignore "Do Not Post Grade" Courses:** Select to leave out classes that do not post grades.
8. **Bottom Settings**:
   a. **Sped**: Set to "All" for all students.
   b. **Marking Period**: Set to "**P2**" for Fall. Set to "**P4**" for Spring.
   c. **Hide**: Select to hide "-1".
   d. **Marking Period to Post:** Leave blank.
9. **Letters Button**: Click to select the type of letter to be printed.
10. Select **OK** at the bottom of the setup box.
11. A list of students appears with courses and a count of number of times the class was missed is displayed.
12. The students who need a letter will be checked off.
13. Click the "**Print Letters**" button to make letters to send home.
14. A history of the student's absences can be selected by clicking on the **History** tab. This will give a complete history of absences for all or a specific student.

Marking Attendance Recovery Days
1. Go to **Attendance / Entry / Post Attendance**
2. Click **Ok** at the setup box.
3. Click the "**Student**" button at the bottom left. A listing of the students at school will appear.
4. Use the **Search** box to locate a student.
5. Click in the "**DR**" cell of the student (on the far right of the row of the student).
6. Locate the attendance date that the student is going to receive attendance recovery.

7. Click in the **blue DR Code** cell of the row, then select **40 P Attendance Recovery**.
   a. This will override the original attendance posting and show the date the attendance recovery was issued.
8. Mark other days in the same manner.
9. Close the student's listing, then search for the next student to work with.
10. Repeat steps above.