

JMC_{INC.}

"Bringing computing ease to your student record needs"

DOCUMENTATION **~ONLINE ATTENDANCE~** **Teachers' Version**

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Submitting Attendance from the Classroom

Teachers can log into the JMC Online Attendance module to submit period attendance to the office from any computer with a web browser and access to the Internet or school intranet. Teachers must have a username and password set up in the JMC Office Application in order to login to the Online Attendance module.

Scheduling must be designated as either "By Schedule" or "By Advisor" on the File-Administrator Options... screen.

If scheduling is set to "By Advisor", students must be assigned to their advisors before they will show up in the attendance lists for teachers.

If scheduling is set to "By Schedule", teachers must be designated as teaching a course for every period of every course they teach. This can be accomplished for each course on the Schedules-Course-Edit Course Data screen. Also, all students must be correctly scheduled into a their courses before they will show up properly in the teachers' attendance lists.

Teachers may log into the JMC Online Attendance module using a web link provided by the school. Please contact your school for details regarding this web link.

Note: Either Netscape or Internet Explorer can be used for parent access. Version 3.0 of either of these common web browsers should be acceptable; however, version 4.0 or higher is recommended. Other browsers such as AOL or CompuServe may work, as well, depending on the version being used.

1. Connect to the Online Attendance screen using the web link provided by your school. The screen should appear similar to Figure 1 below; however, the web address will be the web link as provided by your school.

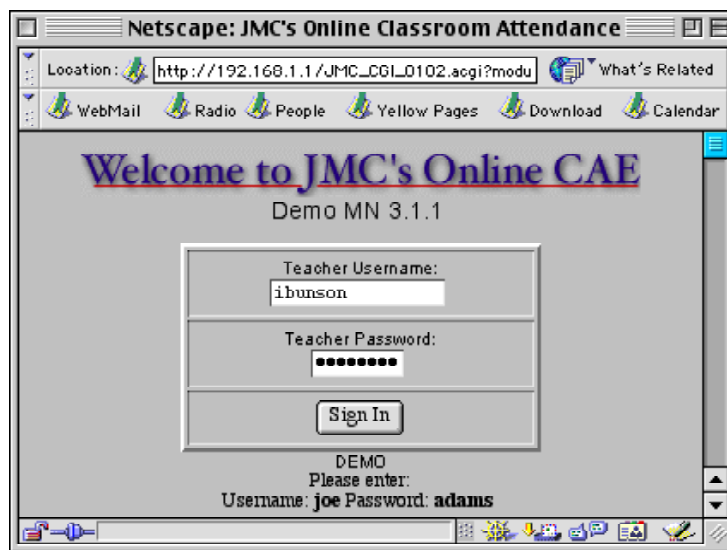


Figure 1: Login screen for Online Attendance

2. Enter the teacher's username and password, then click on the **Sign In** button. The screen should now appear similar to Figure 2 below.

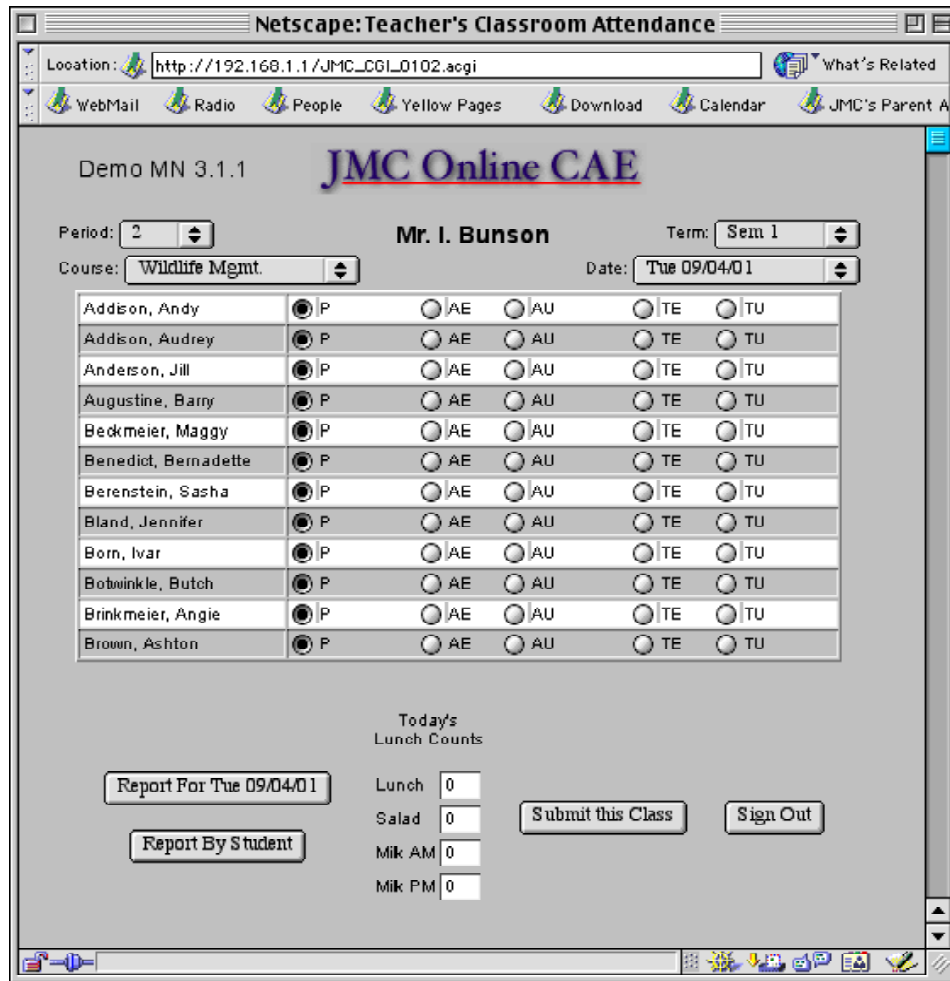


Figure 2: JMC Online CAE Attendance Screen

3. Edit attendance using the following buttons and menus. Any previously submitted attendance and reasons supplied by the office will appear on the screen for the current period/term/class/date combination.

Period Menu To select a period, click on the **Period** menu and select the desired period. The default period is the first period of the day that the teacher is scheduled for a class.

Course Menu To select a course, click on the **Course** menu and select the desired course. The default course is the first course alphabetically for the default period.

Term Menu To select a term, click on the **Term** menu and select the desired term. The default term is the term last selected by the teacher.

Date Menu To select a date, click on the **Date** menu and select the desired date.

The default date will be determined by the server's clock and the Day Names as defined in the office.

P (Present) button Each student will have a button labeled "P" immediately to the right of their name. Students listed on the Online Attendance screen are considered to be present by default.

AE (Absent Excused) button To mark a student as being absent/excused, click on the **AE** button to the right of the student's name.

AU (Absent Unexcused) button To mark a student as being absent/unexcused, click on the **AU** button to the right of the student's name.

TE (Tardy Excused) button To mark a student as being tardy/excused, click on the **TE** button to the right of the student's name.

TU (Tardy Unexcused) button To mark a student as being tardy/unexcused, click on the **TU** button to the right of the student's name.

Note: Your school may have a policy about reporting students as absent or tardy, excused or unexcused. Please refer to your teacher's handbook or other authoritative source for attendance reporting guidelines for your school.

Report For (today's day and date) button To generate an attendance report for all students for the currently listed date, click on the **Report For (today's day and date)** button. The report will consist of a list of all students reported as either absent or tardy for the current date, any reasons supplied by the office for the absences or tardies, and the students' primary contact phone numbers. To change the date for the report, select the desired date from the **Date** menu in the top right corner of the screen.

Report For A Student button To generate an attendance report for a specific student, click on the **Report For A Student** button. A subsequent screen will allow you to select the student and the range of dates for the report and then click on the **OK** button to generate the report. The report will consist of all reported absences and/or tardies for the requested student in the requested date range.

Today's Lunch Count boxes Up to four lunch count boxes will appear on the screen for you to submit the various lunch counts as defined by your school. Click on the box you wish to edit and type in the appropriate lunch count.

Submit This Class button To submit attendance for the currently listed period/term/course/date combination, click on the **Submit This Class** button. Your attendance and lunch counts will be submitted and the next class will appear on the screen.

Sign Out button To sign out of the Online Attendance software, click on the **Sign Out** button. This will bring you back to the Online Attendance login screen.