

# JMC<sub>INC.</sub>

*"Bringing computing ease to your student record needs"*

## **DOCUMENTATION ~PERIOD ATTENDANCE~**

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# Common Tasks

## Finding a student:

Find a student to be edited in one of these ways:

- Enter the student's number in the **Find** box (usually located in the lower right corner of the screen).
  - The student's data will display for editing.
- Start entering the student's last name in the **Find** box.
  - Student data will display as letters are entered.
  - As soon as the student's data is displayed, you may stop entering letters.
  - If the student displayed is close to the desired student, the scroll bar may be used to move to the desired student.
- Use the scroll bar to display the student's data.
  - Data will scroll in alphabetical order by student last name.

### Using the scroll bar:

- Click on the **up** arrow to move one student backward in the alphabet.
- Click on the **down** arrow to move one student forward in the alphabet.
- Click in the **grey area** above the box to move 10 students backward.
- Click **below** the box to move 10 students forward in the alphabet.

Drag the box in the scroll bar to move to another position in the alphabet.

## Selecting a group of students:

Select a group of students using one of the following methods:

- Sequential
  1. Click the **Sequential** button.
  2. Enter the desired range of student numbers in the **From** and **To** boxes.  
The report will print in alphabetical order for the requested range of student numbers.
- Random
  1. Click the **Random** button.
  2. Select a student.
  3. Click **Add** when the correct student is highlighted.

Selected students will appear in “Students to print” box.

- By Grade
  1. Click the **By Grade** button.
  2. Enter the range of grades to be printed in the **From** and **To** boxes.
  
- By Advisor
  1. Click the **By Advisor** button.
  2. Enter the range of advisor numbers to be printed in the **From** and **To** boxes.

A list of advisors with their numbers can be found under Attendance—Staff—Teachers/Rooms.

- By Course
  1. Select the course.
  2. Select the term.



### **Resuming printing that had been interrupted.**

- Do not make an entry in the Pick up # box unless printing was interrupted. If interrupted, printing may be resumed from where the interruption took place.
  1. To resume interrupted printing, select the same printing options as before the interruption.
  2. Enter the number of the student for whom the report was being printed when the interruption took place.

\*\*Printing will resume starting with that student.

## Period Attendance—Data — Edit Attendance

This selection is used to enter and edit period absence and tardiness for students. Editing may be done either for a selected student or for a selected day.

*Note:* To enter attendance, it is faster to use the For a Day selection.

### To edit data for a student:

1. Click **Student**.
2. Find the student to be edited. (See Edit—Common Tasks on page 3 for details.)
3. Click **OK**.
  - The student's attendance screen will be displayed.
  - The days on which data has been entered for the student appear in the upper left corner in the Active Days list.
4. To edit one of the Active days, click on it.
  - The current data for that day is displayed in the grid on the right.
5. To change any of the data in the grid, click on the new data.
6. The reason for the absence or tardiness may be edited in the pop-up menu below the column.

*Note:* If a student had been accidentally marked absent or tardy on a particular day, click on Pres in the All Day column. The next time this day's data is displayed, that student will not appear in the Active Students list.

7. To add an Active Day to the list, select the day from the scrollable list in the bottom left corner of the window.

*Note:* A quick way to select the day is to enter the day number in the box next to the **Add** button.

8. When the day name is highlighted in the Days list, click **Add**.
9. Then edit the attendance or tardiness in the grid for that day.

### To edit data for a day:

1. Click **Day**.
2. Select a day by entering the day's number.
3. Click **OK**.
  - The day's attendance screen will be displayed.
  - The students for whom data has been entered for the day appear in the upper left corner in the Active Students list.
4. To edit one of the active students, click on their name.

- The current data for that student is displayed in the grid on the right.
- 5. To change any of the data in the grid, click on the new data.
- 6. The reason for the absence or tardiness may be edited in the menu below the column.

*Note:* If a student had been accidentally marked absent or tardy on a particular day, click on Pres in the All Day column.

*Note:* The next time this day's data is displayed, that student will not appear in the Active Students list.

- 7. To add a student to the Active Student list, select the student from the scrollable list in the bottom left corner of the window.
  - To select the student, enter the student's number, enter the first letters of the student's last name, or scroll the list to locate the student's name.
  - Click on the student's name, if necessary, to highlight it.
  - When the name is highlighted in the Students list, click **Add**.
  - Then edit the attendance or tardiness in the grid for that day.

### Period Attendance—Data — Edit Reasons and Cutoffs

This selection is used to enter and edit the reasons used in the period attendance option. Up to 32 different reasons may be used.

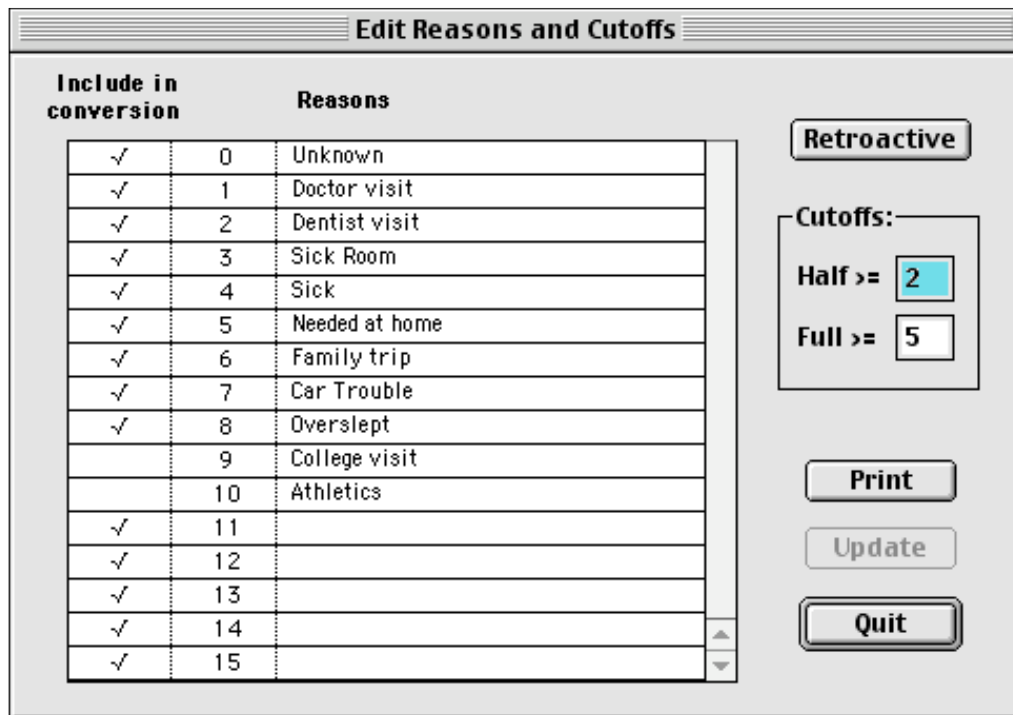


Figure 1: Edit Reasons and Cutoffs screen.

1. Click on the reason to be edited.

- Note:* Do not change a reason once attendance has been entered for a student using that reason.
2. Certain period attendance reasons can be set to not count towards regular attendance for the student. To do so, remove the check mark in the **Include in conversion** column to the left of the reason
  3. **Popup Menus for Cutoffs:** The conversion between regular attendance and period attendance is accomplished through cutoffs for full and half days. For example, if the half day cutoff is set to 2, students must have been reported absent for at least 2 periods in order for their regular attendance to show a half day absence. If the full day cutoff is set to 5, students must have been reported absent for at least 5 periods in order for their regular attendance to show a full day absence.
  4. If changes are made on the Edit Reasons and Cutoffs screen they may need to be made retroactive to the start of the school year. By clicking on the **Retroactive** button, all attendance for all students will be recalculated/reconverted starting from the beginning of the current school year.
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## **Period Attendance—Data — Classroom Attendance**

This selection is used in the office to retrieve attendance submitted by the teachers from the **Attendance Drop Folder**.

In the office, you have two choices for retrieving **CAE** attendance information. You can manually check the attendance drop folder as often as you wish or you can have the computer automatically check the drop folder every so many minutes.

1. Select Data-Classroom Attendance.

*Note:* You will need to select the Attendance Drop Folder at the start of each school year (or if the drop folder has been moved to a new server, drive, folder, etc.). To do this, click **Select Attendance Drop Folder**. A window will appear asking you to select the drop folder. Locate the folder and click **Select “Attendance Drop Folder”** when your school’s drop folder is selected. The **JMC** program will then remember where the drop folder is located. The path to the drop folder will also appear in the **Classroom Attendance** window.

- To manually check for teacher attendance in the drop folder, click **Check Folder Now**. The program will process any attendance currently in the drop folder.
- To set the computer to periodically check the drop folder automatically, check the **Retrieve Attendance Automatically** box and enter the number of minutes to check. Then click **OK**.

- To restrict period attendance submissions from teachers to the current date only, click on the **Restrict CAE Submissions to Current Date** check box.

Figure 2: Classroom Attendance screen

- **Lunch Counts**

-To set the number of lunch counts that can be reported by a teacher (via a CAE or online CAE), click on the popup menu for Number of Counts and select a number between 1 and 4, inclusive, or select none from the popup menu to disable lunch count reporting.

-To set the names of the Lunch Counts, click in one of the boxes in the Lunch Counts section of the screen and enter a description for that lunch count. For example, lunch count 1 might be School Lunch, lunch count 2 might be Salad, lunch count 3 might be Milk, etc.

**Note: For regular CAE applications (not for the web-based online CAE):** If one does not already exist, an Attendance Drop Folder may need to be created. It will most likely be located on the server where the JMC data folders exist. The teachers will need read-write access to the Attendance Drop Folder. The teachers will also need read-only access to the JMC data folder.

Note: Not all teachers need to use the CAE software. Attendance may still be entered from the office.

Note: The CAE applications are password-protected so that unauthorized persons would have difficulties using the application.

Note: For the CAE and online CAE applications, absences and tardies may be defaulted to excused or unexcused by using File-Administrator Options...

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## **Period Attendance—Reports — Day**

This selection prints a report by period of student absences and tardiness for a day.

1. Select the day for which the report is to be printed.
  2. To print the report in alphabetical order by grade, click the box **Sort by Grade**.
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## **Period Attendance—Reports — Student**

This selection is used to print reports of absences and tardiness by period.

1. Select the students for whom the report is to be printed. (see Edit—Common Tasks on page 3 for details)
  2. Enter the range of days to be included in the report.
  3. By default the report will include all reasons. To include only certain reasons:
    - Click on Reasons.
    - Select the reason to be included from the list:
      - Random - Use shift-click to select random reasons
      - Range of Reasons - Use click and drag to select a range of reasons

*Note:* Each time the reason screen is displayed, it reverts to include the entire list of reasons.
  4. Click **OK** to print the report.
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## **Period Attendance—Reports — Reason**

This selection prints a report of student absence and tardiness by period for a selected reason.

1. Enter the day on which the report is to begin.
  2. Enter the day on which the report is to end.
  3. Select the reason from the menu.
-

## Period Attendance—Reports — Absent / Tardy Check

This selection prints a report of students with a specified number of absences or tardies.

1. Enter the day on which the report is to begin.
  2. Enter the day on which the report is to end.
  3. Select absence or tardiness.
    - If absence is to be checked, click **Absence**.
    - If tardiness is to be checked, click **Tardiness**.
  4. Select the type of absence or tardiness to be checked.
    - If excused only, click **Excused**.
    - If unexcused only, click **Unexcused**.
    - If both excused and unexcused are to be included, click **Both**.
  5. Select whether low numbers or high numbers of absences or tardies are to be identified.
    - If greater than or equal to some number, select  $\geq$  in the menu.
    - If less than or equal to some number, select  $\leq$  in the menu.
  6. Enter the cut-off number.
  7. Select the period(s) to be checked.
    - All periods will be checked.
    - If only one period is to be checked, select it from the menu.
  8. Select how the cut-off number is to be applied.
    - Select total from the menu if the cut-off number refers to the total number of absences or tardies.
    - Select for a period from the menu if the cut-off number refers to the total number of absences or tardies in any one period.
  9. Select the reasons to be included in the report.
    - The report will include all reasons.
    - To include only certain reasons, select the reason to be included from the list.
    - Use shift-click to select random reasons.
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## **Period Attendance—Reports — Lunch Count / Attendance by Teacher**

This selection prints a report of all teachers with the lunch counts and period attendance they reported for a particular day.

1. Enter the day number for which the report is to be printed.
2. The report will display every lunch count and period attendance submittal for every teacher for the specified day number.

A value of "." listed on the report indicates that nothing has been reported/received for that period or lunch count.

A value of "R" listed on the report indicates that attendance was reported for that period.

*Note:* The names of the lunch counts and the number of lunch counts to be reported can be modified using [Period Attendance-Data-Class Attendance](#).

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