# **AUTOMATED ATTENDANCE SYSTEM**

To get started with the Automated Attendance System, go to **myOleMiss -> Faculty tab -> Course Administration -> Class Rolls and Grades.** Once you've chosen the appropriate semester, choose **Attendance** from the drop-down menu of your course. There are three possible areas that will be shown.

- 1. Configure Attendance Scanner
  - a. Enable/Configure Course
  - b. Scanner Behavior
  - c. Scanner Trouble
  - d. Email Notifications
- 2. View Scanner Logs
- 3. Maintain/Download Attendance

If you have questions about this process, call FTDC at 915-7918 or e-mail ftdc@olemiss.edu.

# **CONFIGURE ATTENDANCE SCANNER**

# **ENABLE/CONFIGURE COURSE**

If you have a scanners available in your classroom, you can enable them for your class by selecting Enable/Configure button in the Configure Attendance Scanner section of the Attendance interface. *Your course must be enabled a minimum of one hour prior to class.* 

AUTOMAT	ED ATTENDANCE SCANNER
	n where this section is scheduled is equipped with 2 automated attendance scanners. To enable and configure this section for automated cking, please use the button below.
* This section is	a currently NOT enabled for automated attendance. Enable / Configure
	NNER LOGS

- 1. Select Enable/Configure button in the Configure Attendance Scanner section.
- Select Enable, then set the time Start and End times for the time-period you will allow for student to scan their ID cards.
  - Scan start cannot exceed 15 minutes prior to the scheduled start of class.
  - b. Scan stop cannot exceed the scheduled end of class.
- 3. Select Save Scanner Settings.

**NOTE**: If you have multiple rooms for your course and they both have scanners available, you will see multiple tabs indicating each room at the top of the Configure Automated Attendance. You will need to enable times for each rooms for the student scans to be recorded.

Atten	dance
course:	General Chemistry II
section:	Section 6
instructor:	
term:	Spring Semester
year:	2013-2014
room:	Lamar Room 127
Class Start	
At	DURANT ROOM 294C (AUDITORIUM)       BRYANT ROOM 200         Dirometed Attendance Scanner         e classroom where this section is scheduled is equipped with 2 automated attendance scanners. To enable and configure section for automated attendance tracking, please use the button below.         Scan Start:       11:50 AM         Scan Start:       11:50 AM         Scan Stop:       12:50 PM         This section is currently enabled for automated attendance.

### **SCANNER BEHAVIORS**

- At the beginning of each class day, the system will mark all of your students as absent. As they scan their cards, this absence will be changed to present.
- Currently, it may take up to 15 minutes from the moment they scan until their attendance is visible in the system. As we continue to enhance and expand the systems, this time will likely become faster
- *Tips for students*: For the best results scanning, it is recommended that the ID card be passed about 6 inches below the scanner with the barcode facing upwards. Place the red crosshair on the barcode in the lower right of the ID.

- If the scanner becomes unresponsive, the grey buttons on the front of the scanner will refresh the device.
- If trouble persists, contact the Rapid Response team at the Helpdesk, 662.915.5222. For after-hours support, please contact 662.915.2850.
- There is a known issue that a low percentage of the student ID cards will not scan properly. This is caused by the barcode not being printed fully on the card. If a student continues to have problems scanning their card have them visit the ID center for a new one.

#### **EMAIL NOTIFICATIONS**

- Faculty are notified through email if their class has over 80% of their students marked as absent.
- During the first two weeks of class, any students marked absent are sent email notification including the appropriate scan time for their class.

# **VIEW SCANNER LOGS**

These logs are not something that you might use every day, but they are helpful if there should be a question about concerning a student's scan. They could be used to verify when a student scanned, or if you suspect that a student might be scanning more than one card, etc.

You can search the scanner logs by date. You may also filter results by one of four types of possible scans. These logs are color coded to reflect each type:

- Green: Valid (Counted as present)
- Red: Invalid (Scan was outside class window)
- **Gray**: Not Found (Duplicate scan or not enrolled in your course)
- Yellow: Processing



# MAINTAIN/DOWNLOAD ATTENDANCE

**Maintain Attendance** area allows you to view and change attendance records for an individual day/student. This is the area that you will need to use to cancel class, see a student overview or change attendance records.

6

- 1. Select the View/Edit Attendance button.
- 2. Using the **calendars** at the top, **select the date** that you wish to view.
- If you wish to edit, you will need to uncheck Class Occurrence Attendance Completed box. After this box is unmarked, you can update attendance records or cancel class.
  - a. Remember the students will all be marked absent prior to class time.
  - After they scan, the Absence Reason column will be changed to a blank – indicating that they were present.
  - After any changes, select Save. When you have competed all changes, recheck the Class Occurrence Attendance Completed checkbox, and then Save.

**Updating Attendance Records**: You can also change their status manually if you have reason to do so. There are five options under the Absence Reason column.

• To mark a student as present, select the "blank".

**Canceling Class**: This action can be done, before or after the class has occurred, but remember if you do not, then they will be counted as absent in the university system and FABI.

• To cancel class, select the Class Cancelled checkbox to the far right.

C	ass Details									
	iss Date Class Occurrence /	17.09.2014 Attendance Completed	Class Time	08:00:0	00	To 08:50:0	00	Teacher	Clas	s cancelled
	reate Note Chan	ge Note Display Note Attenda	ance Overview							
Ē	Student Name	CM: Absence Reason	Tardy Reason	Total Exc.	Total Unex.	Total Tardies	Note Status	Event Date	Class Duration	
	Weaver, Ashlee	•	-				<b>%</b>	09/17/2014	08:00:00 - 08:50:00	
	Long, Kathryn		-	•			6	09/17/2014	08:00:00 - 08:50:00	
	Froning, Jennifer		-	•			6	09/17/2014	08:00:00 - 08:50:00	
		Instructor Concolled								
		Instructor Approved								
		Manual Absence								
		No Scan								
0	onfirm	L	]							



Attendance Tracking

	ve	Clo	ose	J																				
•		Sept	emi	er i	2012	2				Oc	tobe	er 20	)12					Nov	emt	ber 2	2012	2	•	
	Su	Мо	Tu	1 9	Th		Sa		Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	Th	Fr	Sa	
35	26	27	28	29	30	31	1	40	30	1	2	3	4	5	6	44	28	29	30	31	1	2	3	
36	2	3	4	5	6	7	8	41	7	8	9	10	11	12	13	45	4	5	6	7	8	9	10	
37	9	10	11	12	13	14	15	42	14	15	16	17	18	19		46	11	12	13	14	15	16	17	
38	16	17	18	19	20	21	22	43	21	22	23	24		26		47	18	19	20	21	22	23	24	
39 40	23 30	24	<b>25</b>	26 3	<b>27</b>	28 5	<b>29</b> 6	44 45	28 4	29 5	<b>30</b>	31	1	2	3	48 49	25 2	26 3	4	28 5	<b>29</b>	30 7	1	
	Clas		ith A	tten	dan	ce C	Com	plete danc					0	0		ure C							0	
	Clas		ith A ith li	tten	dan	ce C	Com	plete					0	0									0	
Cla	Clas Clas ISS I	os wi Deta Vate	ith A ith II	Atten	nple	te A	Comp attended	plete	e 201	2			0		Fut		las						:30:	00
Cla	Clas Clas ISS I	os wi Deta Vate	ith A ith II ails	rend	nple	tten	Comp attended	plete danc 0.09. ce Co	e 201	2 olete	d	Abse		c	Fut	ure C	las		сип	enc	e		:30:	00 Tota
	Class Class ISS D Class Stur	Deta late is Of	ith A ith Ii iils ccur No	rrend	tude	tten	20 dance	plete danc 0.09. ce Co	201	2 olete	d			c	Fut	ure C	las	s Oc	сип	enc	e	14	:30:	
	Class Class ISS D Class Stur	Deta Deta ate is Or dent	ith A ith Ii iils ccur No	rrend S	idan nple	tten	20 dance	plete danc 0.09. ce Co e istop	201	2 olete	d			c	Fut	ure C s Tim	las	s Oc	сип	n	e	14	:30:	Tota

**Download Attendance** allows you to download attendance records of all students into a csv file.

- 1. Select the Download Attendance button.
- 2. Choose to **Open or Save**, then select Ok.

e button. lect Ok.	Use the following button to view, manage * This section is configured for automated athe						cords using this i	interface. Mew / Edit / Download /		
Opening event_attenda	ance.csv		X							
You have chosen to		4.120								
	jas.olemiss.edu	C	L	• : X	V.1	x Firstr	name			
What should Firefor	do with this file?		Α	вс	D	F	F	G	н	
Open with	Microsoft Excel (default)	1		La Firstname	-	-		-	20140131	201
Save File		2		Q Kyle						
Do this auto	matically for files like this from now on.	3		H(Regan B(William	NS	NC				
<u>a</u> uto	nationly for thes like this from now on.	4		MAbby	INS .	NS				
		6		ArCody						
	ок	7		HiAnna						
		8	1E+07	BeLauren						
		9	1E+07	GWilliam						
		10	1E+07	Je Reid	PRE	NS	NS	NS	NS	NS

# **OTHER MAINTENANCE FUNCTIONS**

- The attendance system allows individual student attendance overview and notes.
  - Highlight a student then select the **Create Note** button above the student list.
  - View a per student overview by selecting the Attendance Overview button above the student list.

MAINTAIN / DOWNLOAD ATTENDANCE

Class Details										
lass Date	19.0	9.2014	Class Time		08:00:00	То	08:50:00	Teache	er	
Class Occurrence	e Attendance	Completed								Class cancel
Create Note Dia	nge Note D	isplay Not Attend	dance Overview							
Student Name	CM: Abse	nce Reason	Tardy Reason		Total Exc.	Total Unex.	Total Tardies	Note Status	Event Date	Class Duration
Weaver, Ashlee	-			•				Ø	09/19/2014	08:00:00 - 08:50:00
Long User Set	tings 🕨 🕨	Hide Table column	Student Name"	•				<b>%</b>	09/19/2014	08:00:00 - 08:50:00
Rroni		Invisible Elements	)	•				2	09/19/2014	08:00:00 - 08:50:00
Display (	Quick Help	More								
			1							

- To **display more than 5 rows of students**, right-click anywhere in the list of student names, then select User Settings -> More... You will be provided with a screen of options where you can change "Number of Visible Rows" from 5 to a number of your preference. Select Ok at the bottom of this page to save your change.
- The attendance information is also included in the Class Roll Excel File Download.

Class Roll - Excel I	File Download	<b>↓ ↓</b>	Go
	-		
View Changes	made in last	10 🗸 Da	ave