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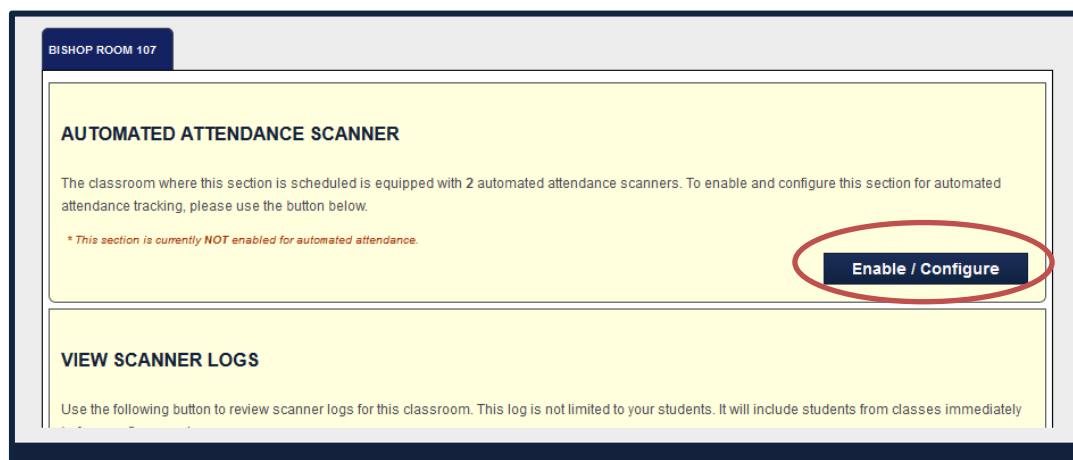
1. Configure Attendance Scanner
   a. Enable/Configure Course
   b. Scanner Behavior
   c. Scanner Trouble
   d. Email Notifications
2. View Scanner Logs
3. Maintain/Download Attendance

<div style="text-align:center; color:orange;">**If you have questions about this process, call FTDC at 915-7918 or e-mail ftdc@olemiss.edu.**</div>

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.*

1. Select **Enable/Configure** button in the Configure Attendance Scanner section.

2. Select **Enable**, then set the time **Start** and **End times** for the time-period you will allow for student to scan their ID cards.
   a. 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**.

Attendance

course:	General Chemistry II
section:	Section 6
instructor:	
term:	Spring Semester
year:	2013-2014
room:	Lamar Room 127

ATTENDANCE SCANNERS: DISABLED

Class Start: 12:00 PM   Class End: 12:50 PM

[Enable]

ATTENDANCE SCANNERS: DISABLED

Class Start: 12:00 PM   Class End: 12:50 PM

[Disable]

Scanning Window

Scan Start: 11:45 AM ▾   Scan Stop: 12:35 PM ▾

[Save]

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.

BONDURANT ROOM 204C (AUDITORIUM)   BRYANT ROOM 200

Automated Attendance Scanner

The classroom where this section is scheduled is equipped with **2** automated attendance scanners. To enable and configure this section for automated attendance tracking, please use the button below.

Scan Start: 11:50 AM   Scan Stop: 12:50 PM

* This section is currently enabled for automated attendance.

[Enable / Configure Scanner]

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

Attendance Log

General Chemistry II - Section 1
Instructor: ████L, JAMES M
Room: Turner Room 205 (Auditorium)
Day(s): M T W Th F   Scan Time: 07:45 AM - 09:35 AM

Search Scanner Logs
Date: 07/24/2013   Search Scanner Logs

Filter Results
Valid ☑ (22)   Invalid ☑ (1)
Not Found ☑ (0)   Searching ☑ (0)

Gracie ████
Student: 1033███2   Barcode: 22279300█████
Date: 07/24/2013   Time: 07:46 AM
Course: Chem 106   Section: Section 1
Room: Turner Room 205 (Auditorium)

Kat ████
Student: 104████4   Barcode: 22279300█████
Date: 07/24/2013   Time: 07:47 AM
Course: Chem 106   Section: Section 1
Room: Turner Room 205 (Auditorium)

mollie kate ████
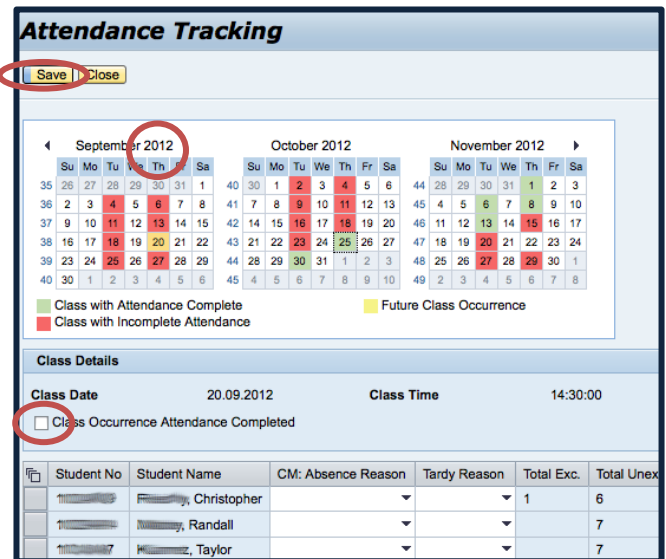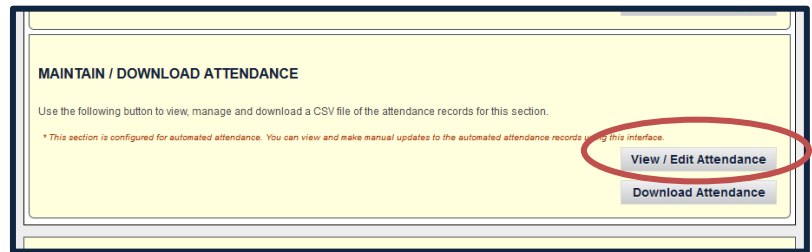Student: 1024████   Barcode: 22279301█████
Date: 07/24/2013   Time: 07:48 AM
Course: Chem 106   Section: Section 1
Room: Turner Room 205 (Auditorium)

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.

1. Select the **View/Edit Attendance** button.

2. Using the **calendars** at the top, **select the date** that you wish to view.

3. 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.
   b. After they scan, the Absence Reason column will be changed to a blank – indicating that they were present.
   c. After any changes, select Save. When you have competed all changes, recheck the Class Occurrence Attendance Completed checkbox, and then Save.
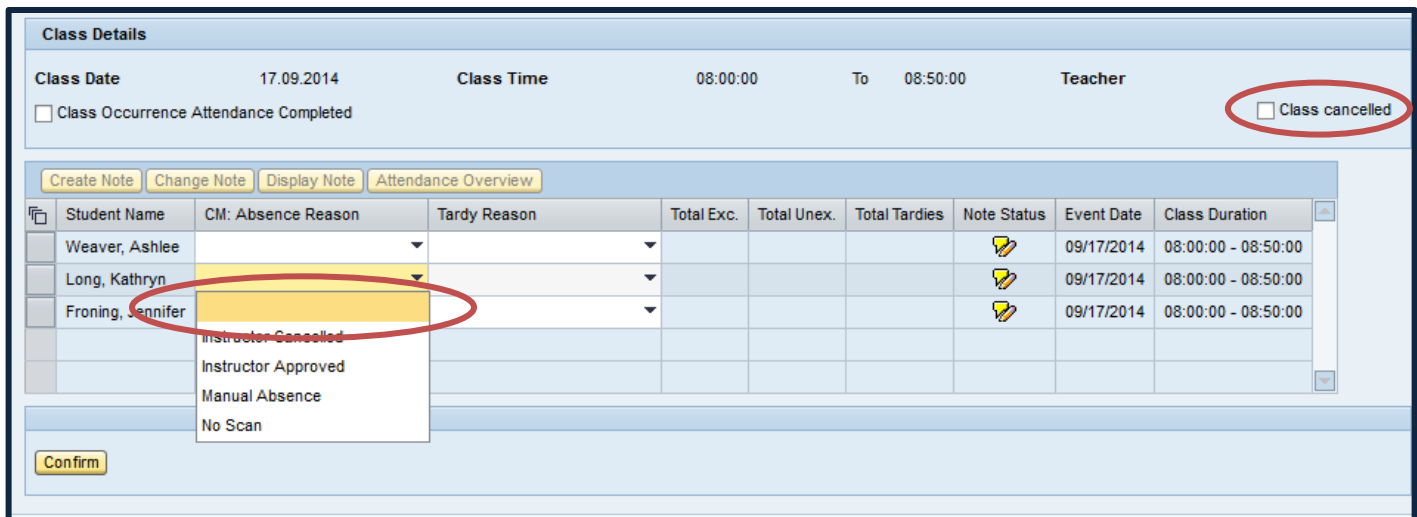

Updating Attendance Records: You can also change their status manually if you have reason to do so. There are five options under the Absence Reason column.

- 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.

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.
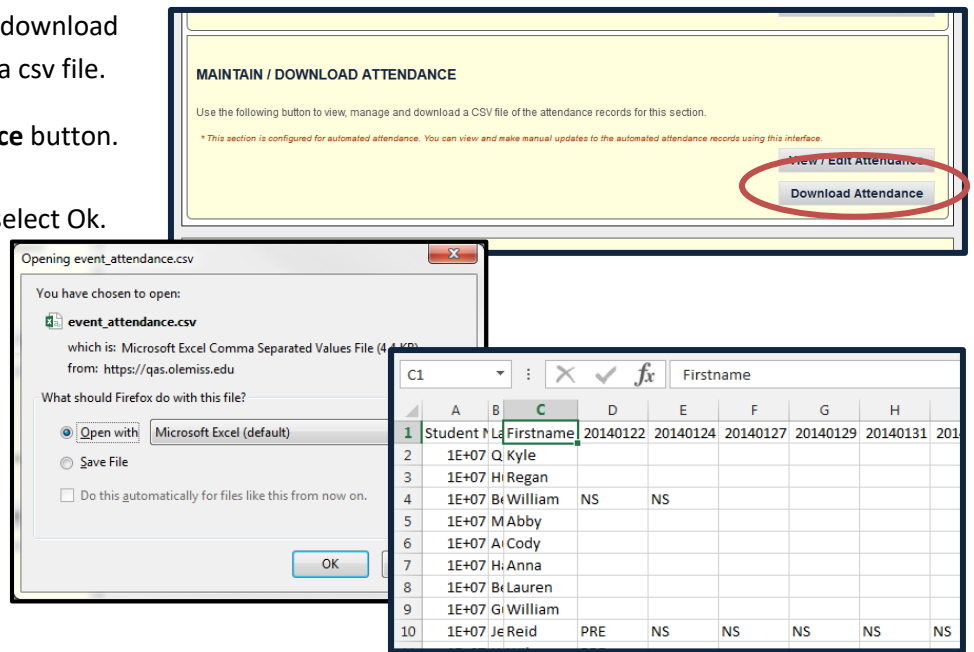
OTHER MAINTENANCE FUNCTIONS

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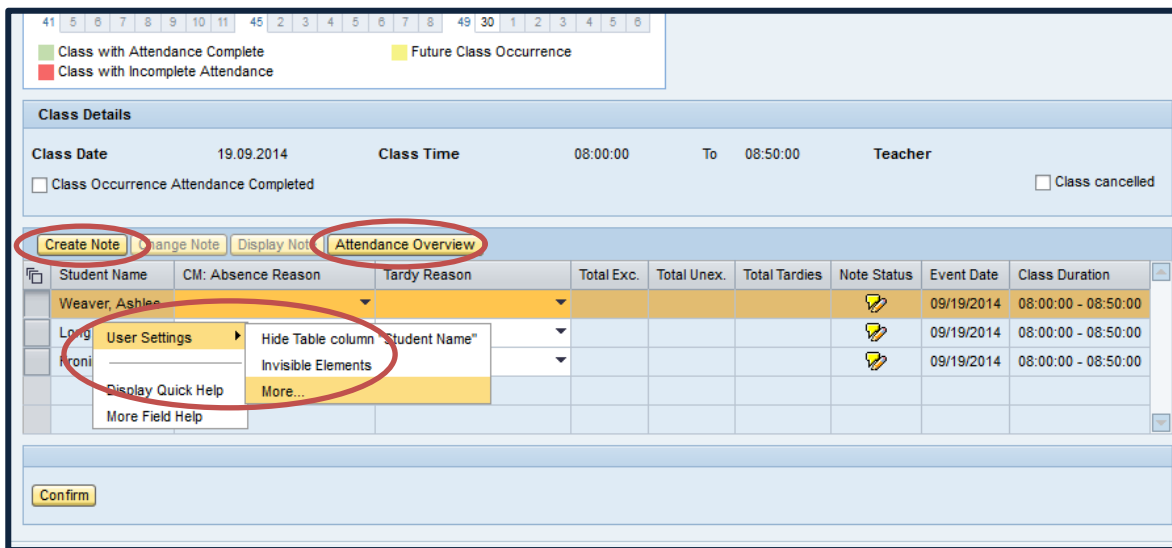
- To **display more than 5 rows of students**, right-click anywhere in the list of student names, then select User Settings -> More… You will be provided with a screen of options where you can change "Number of Visible Rows" from 5 to a number of your preference. Select Ok at the bottom of this page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

- The attendance information is also included in the **Class Roll - Excel File Download**.