

Attendance Lock Out

October 17, 2018

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



Attendance Lock Out

Attendance Lock Out Setup:

1. Go to Modules > Base Data Information > Period Management



- 2. Select a Period from the left hand side
 - 1. Example: AM Session
- 3. In the Tardy Time box for each day the period is offered enter the time attendance must be entered by
 - 1. For example if the AM Session starts at 7:45AM and teachers have until 8:10AM to enter attendance & is held Monday thru Friday then in the Tardy time box enter 8:10AM for Monday thru Friday.

ClassMate for CTE - ClassMate - ** Live Environment ** - [Period Management (Period_m)]														
Good Morning Williams														
C 000002 AM 2nd Period	000001 /	AUDI AM 1st Pened											• •	
- 000003 AM 3rd Pariod														
- 000005 PM 5h Period	Weekly Cycle Centrication Hours									_				
- 000000 PM 5th Period														
000008 PM 8h Period														
000003 Period 1 - Monday/Periods 1 & 2 - Tuesday & Wednesday 000010 Period 3 - Manday/Periods 1 & 2 - Therefay & Friday	000001 AM 1st Pariod													
000011 Period 4 - Monday/Periods 3 & 4 - Thursday & Friday														
000012 Period 2 - Monday/Periodo 3 & 4 - Tuesday & Wednesday 000013 Period 5 - Monday/Periods 5 & 6 - Tuesday & Wednesday														
000014 Period 7 - Monday/Periods 5 & 6 - Thursday & Friday			_											
O00015 Period 8 - Monday/Periods 7 & 8 - Thursday & Hiday O00016 Period 6 - Monday/Periods 7 & 8 - Tuesday & Wednesday	5	ession:	АМ	-				Class About		-uirume rence		amaga.		050.00
- 000017 AM Session Periods 1 thru 4			Sunday-	Jay Mon		r Tu	uesday	Wednesday		Thursday-		Friday		Saturday
000019 All Day 1st through Bh Period/Monday thru Filday	Clas	5	🗢 Trui	9	 True 		 True 	 True 		 True 		 True 		 True
- CONTRACT DATA AND A CONTRACT AND A	Held		 Fair 		Fals	e	False	C False		False		False	9	 False
000022 PM 9th Period	Stor		12:00 AT	· ·	07:45 AM		7:45 AM	07:45 AM		07:45 AM		07:45 AM		12:00 AM
- 000023 All Day - Modiled (Start time 9:40am)	Sidi	·	12:00 AM		10:45 AM		1.40 9491	01.40.204		01.403451	OT NO MAN			12.00 901
O000F1 AM Period 1 - Friday	End: Leng						10:45 AM	10:45 AM	10:45 AM			10:45 AM		12:00 AM
0000F2 AM Period 2 - Friday								-						
0000F4 AM Period 4 - Friday		igth: 00.00		00:40		0	0:40	00:40		00:40		00:40		00:00
0000FS PM Period 5 - Friday	Tard	Y 12:00		M 08:10		1 01	3:10 AM	08:10 AM		08:10 AM		08:10 AM		12:00 AM
- 0000F7 PM Period 7 - Filday	Time	· L							_					
COUND 919 Finds 1 - Holy Time Block: Select all associated Periods														
- 0000M1 AM Period 1 - Monday		[1	1					
O000M3 AM Period 3 - Monday				0.2		3	0.4	6	0.6		- 7		0.8	
- 0000M4 AM Period 4 - Monday - 0000M5 PM Period 5 - Monday			C 10								🗢 15 🔽 🚺		Cir	
0000M6 PM Period 6 - Monday	. 9			0.10					1.0	4			Cir	J
U000M / PM Period 7 - Monday														
0000M9 PM Period 3 - Monday	0	reate Date ->			04/10/19	397					 Active 			Inactive

- 4. Click Save
- 5. Repeat process for any additional periods







6. Go to Modules > System Administrator > ClassMate Custom Control



- 7. Click on the Attendance Tab
- 8. Under Lock Out > select *True radio button > Click Save at top of module

ClassMate for CTE - ClassMate - ** Live Environme C Ele O O O O O O O O O O	nt ** - [Classmate Custom Control (Custom_M)]		
2018-2019 School Year	ss Misc		
Absent Unresolved Day (currer Required # of Days for Doctor's Progress Report Attendance: (C	nt date exclusive): 4 ; Note: 0 C) lass or (M)aster M	PM Start Time : Homeroom Start Time : Truancy (Safe School Reporting): Non Class Hours Collected	11:30 AM 07:50 AM N
Work Ethic Range	Lock out • True • False • False	AutoDialer Units Single Multiple Report Card Supplemental Attend. Yes No.	
0 - 6, % 0 - 7, % 0 - 8, % 0 - 8, % 0 - 9, %	Work Ethic Percentage Rule Work Ethic Percent: 33 >= %. Work Ethic High: 10 < %. Work Ethic Low:	Rpt Card Attend. By Class By MP Homeroom/ Master Attendance	
Allow Teachers to Override Ad	min Attendance (Web) Yes (Web Attendance)		
No Admin Web Excessive Absence	© Yes e Threshold 10		

Attendance Lock Out is now turned on, teachers will receive an error similar to the screenshot below if they try to enter attendance past the specified time that was entered in Period Management.



