IDWeb User Manual

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Description

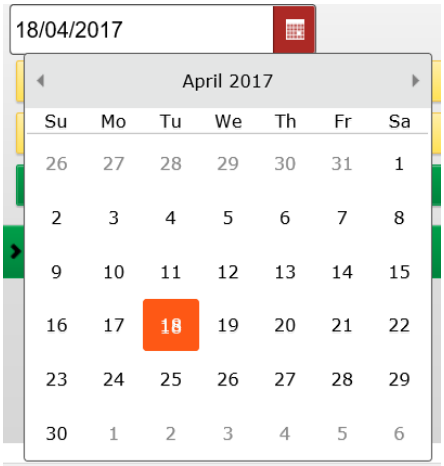
Updated June 2021

IDWeb is a web-based application running on the school's intranet.
It is designed to be used on almost any device with a web browser, that is HTML 5 compatible, including desktop computers, laptops, Macs, tablets or smartphones, within range of the school's wireless network.
It is primarily intended for use by class teachers and coordinators in the classroom but also has the schools' executive/admin team in mind who may wish to quickly access student information while wandering around the school.
The layout has been designed to allow options to be easily selected/used with a touch screen mobile device.
The layout of the screen may vary if using a smartphone or other small screen device depending on the screen orientation. Some functions suit landscape mode better than portrait and vice versa.
The functionality of the system will be increased on a regular basis.
You may not have access to all of the options discussed in this manual.

As you may be aware Microsoft Internet Explorer is basically no longer supported by Microsoft and has not been updated for some time. It will remain part of Windows for the time being as many corporate applications and sites are built to suit IE's way of doing things. As of January 15 2020, Edge will be Microsoft's Browser of choice for the Windows platform. It is based in part on Google's Chromium browser and supports many of its plugins. We will continue to do compatibility testing with Internet Explorer but our main aim will be to Maintain compatibility with Edge, Chrome and Apples Safari.

Selecting Dates:

All dates in IDWeb are selected using the dropdown calendars.
To select a different date than the default presented click on the red calendar symbol to the right of the date.



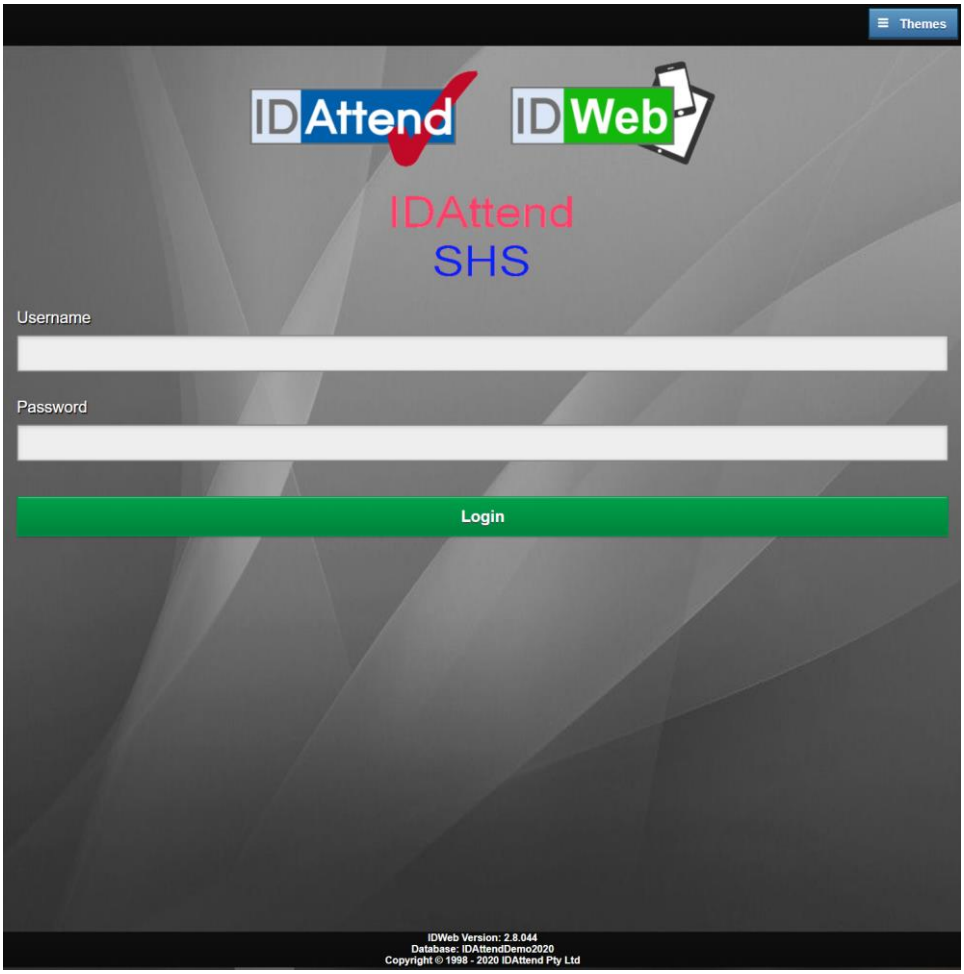
If the month you require is not the current month you can use the and arrows to change the month.
Select the date you want by clicking on it. The calendar should be large enough for use on a mobile device.

Note: IDWeb, like all web applications has an inactivity timeout. This is not a time set by IDWeb, but is set on your web server. The default is 20 minutes but may be changed by your IT personnel.
Please keep in mind that if you are taking class attendance you are advised to save the attendance as soon as possible. Leaving the screen open with no inactivity may cause it to timeout and you will have to log back in and redo the attendance for the class.

Login Screen

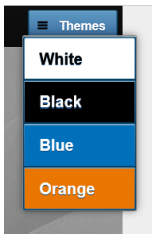
To use IDWeb you must first have a browser link or shortcut to the system. This will generally be setup by your school IT staff.

- To log into IDWeb you use the same user/password as you do for IDAttend.



Please Enter your normal EQ username and password and click Enter, if using a laptop, or click/tap the Login button.

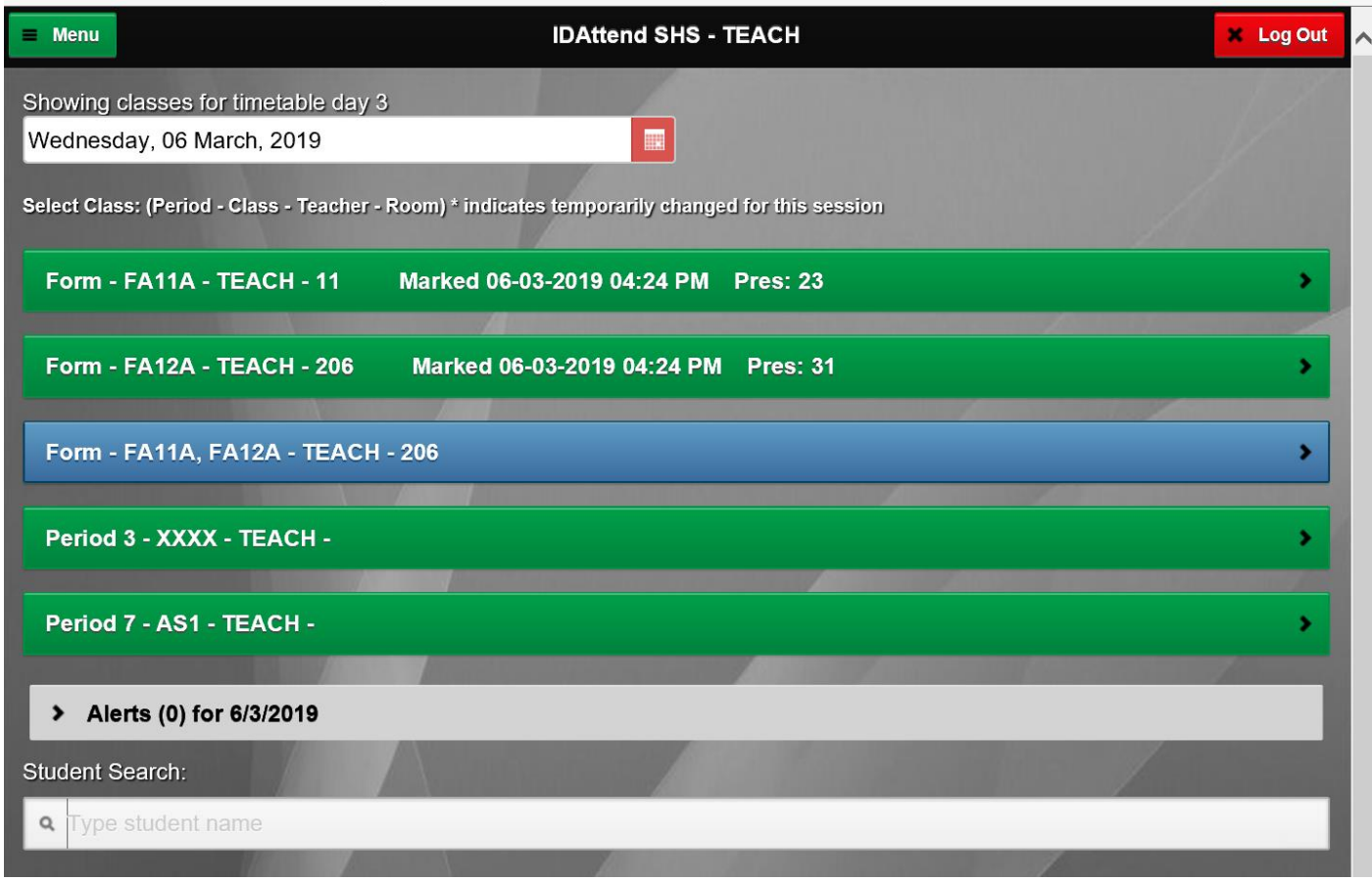
At the top right on the log screen is a Themes button
Clicking on this will show the different background colour themes available



Select the colour theme you would prefer to use. Your browser will remember the theme you have selected. You can change the theme at any time from the login screen.
Most pop-up screen do not use the selected background theme at this time as some text etc. becomes hard to see.
The Themes is an ongoing trial and user feedback will influence its future direction.

Main Screen and Class List

If you have classes associated with your login, for the current day, then these should be displayed.

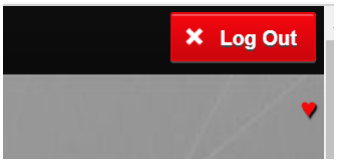


The class list shows the Period Name, the Class Code, Teacher Code and the Room. If the class has been marked (attendance successfully saved) then the list will have Marked and the date/time it was last saved, and the number of students marked Present (Pres) if any *. Any room or teacher changes made in IDAttend/IDWeb will be reflected in this list. If a supervising teacher has been assigned to your class, it will be displayed for both yourself and them.

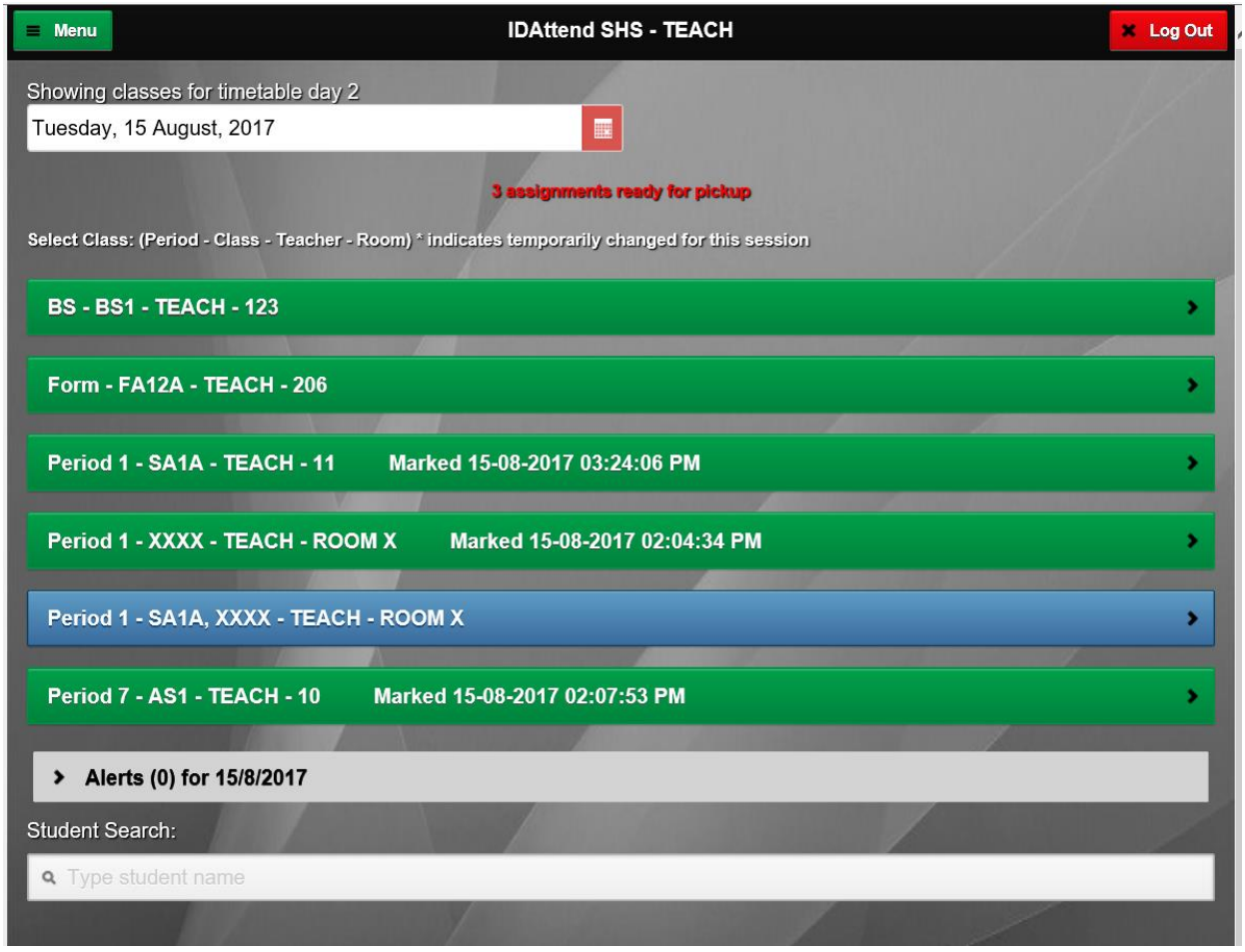
*** A class that is displayed as Marked does not necessarily mean all students in that class have attendance.**
Date/time marked does not apply to combined classes nor does the number of students present.
Number of students present does not apply for Excursions or Timetable Variations.

This information may not display on a small screen device such as a mobile phone in portrait mode.

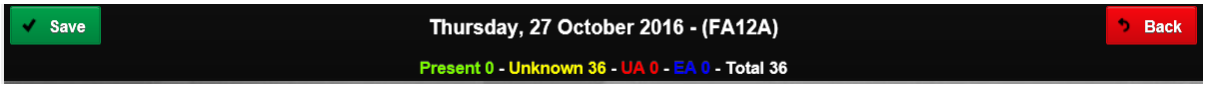
The main screen and class attendance screen have a flashing heart in the top right-hand corner. Two beats every 5 seconds. This is an attempt to stop the page from timing out after the IIS default of 20 minutes.



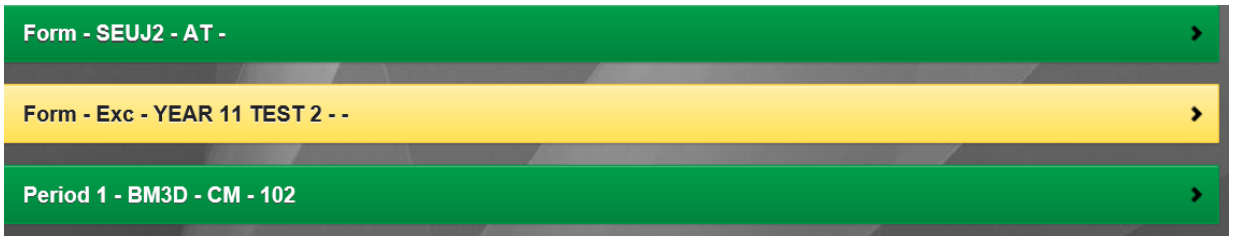
If the teacher has two or more classes in the same session, then each class will be shown separately but then there will be blue coloured button that will contain all of the class codes and if clicked on will enable to mark them all as a combined class.
Note: Even if a combined class was marked and saved it will not show Marked but the individual classes that made up the combined class will show marked even though they were not marked individually.



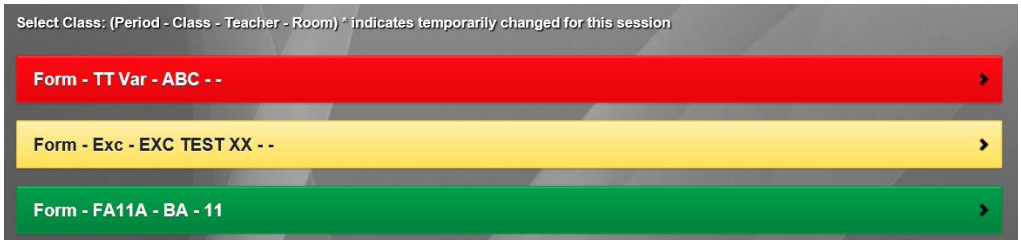
The class code at the top of the class attendance screen will have all of the class codes involved in the combined class.



If the logged in teacher has an excursion associated with them on the day then this will show in the list in yellow, with Exc in front of the excursion name.



If the logged in teacher has a Timetable Variation class associated with them on the day this will show in the list in red with TT Var in from of the Variation name.



Classes/Excursions/Variations with no teacher assigned

If any class, Excursion or Timetable Variation does not have a teachers assigned to it then it will not be displayed in the class list unless the All Classes, All Excursions or All Variations option is selected from the Teacher dropdown.

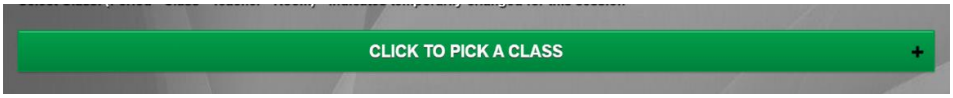
The All Excursions option will only display all of the excursions for the selected day if the Choose a Period option is set to All Periods otherwise it will only show excursions for the selected period.

The All Variations option will only display all of the variations for the selected day if the Choose a Period option is set to All Periods otherwise it will only show variations for the selected period.

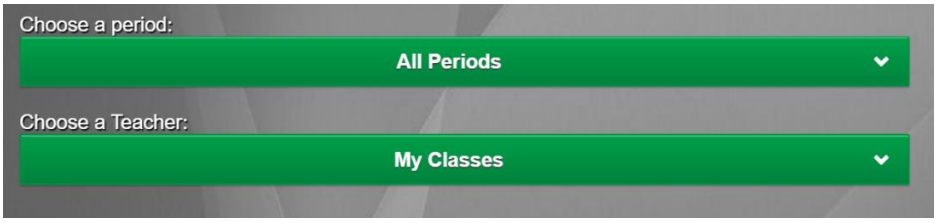
Non-teaching staff logins

By default when a non-teaching staff are shown any classes.

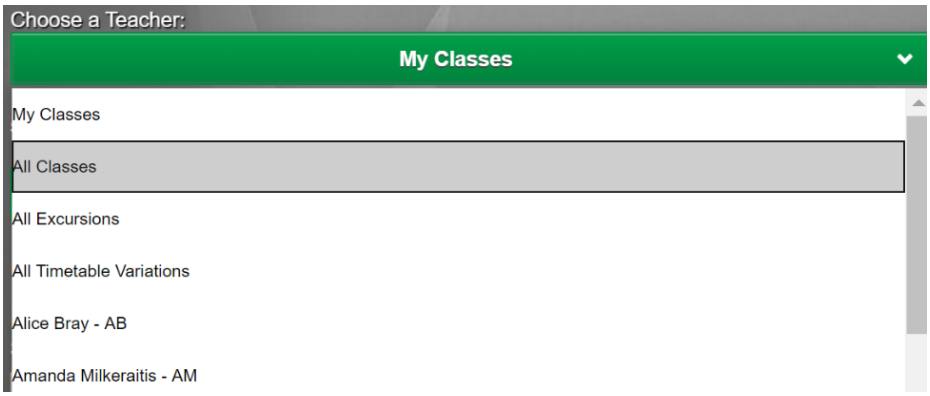
To see a list of classes, Click on Click To Pick A Class



Then click My Classes



The select All Classes



All classes will be displayed in the one list.

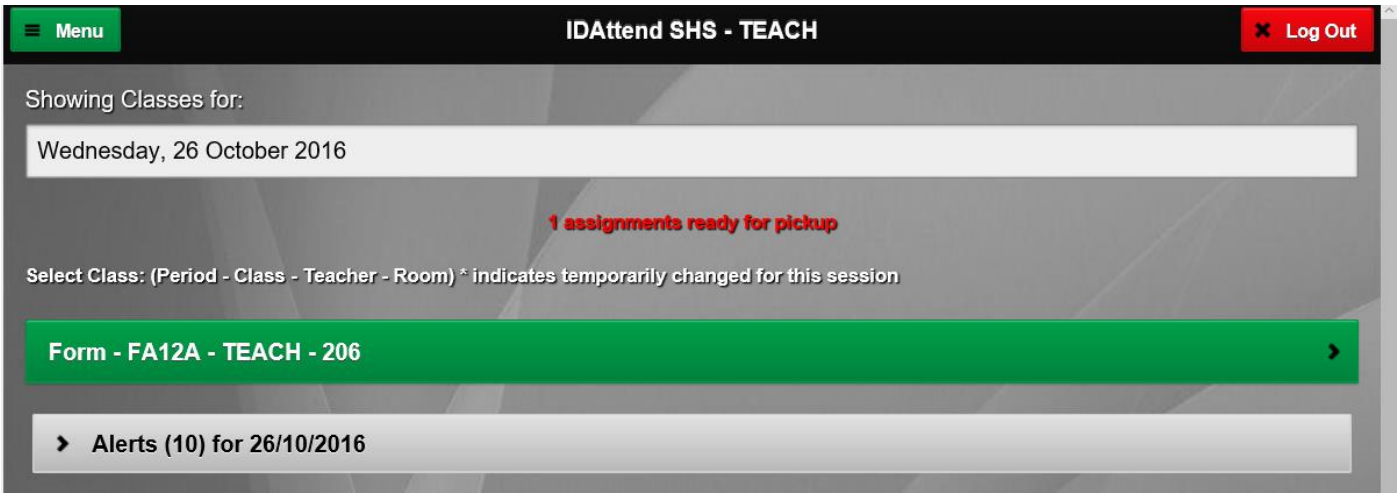
Alerts

Alerts (13) for 30/10/2016

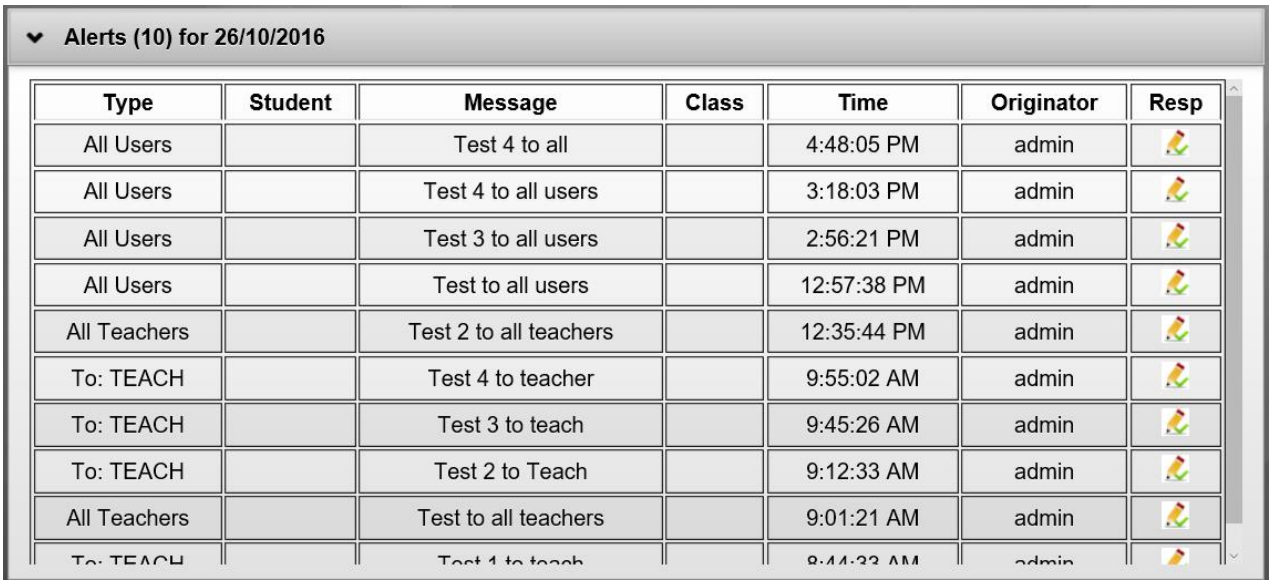
Alerts within IDAttend can be generated both automatically and manually. Automatically generated alerts include students Late to School, returning to class from appointments etc. Manually generated alerts or messages are those sent go a group or individuals using the Send Message function.

Coordinator and Admin users have the option to select which message type they see in the Alerts. This can be changed under Menu and Alert Settings.

If the Alert module of IDAttend is enabled there will be an Alerts button. It shows the number of alerts in the list relevant to the user. If the number of alerts increases during the day the number will increase indicating you have new alerts and the button change to red. New entries are in a bolder text. Clicking on the Alerts button will display the alerts and change the colour of the alerts button to grey indicating they have been read.
Alerts in red text current only relate to alerts regarding In-Care students. Teachers would not normally see these.
If the application is sitting on this screen it will refresh the Alerts list every 30 seconds. This process is suspended if the alerts list is open.
Alerts displayed are based on the Showing Classes For Date and the relevant date is shown on the Alerts button.



Clicking on this button will display the alerts for the user.



Alerts (10) for 26/10/2016

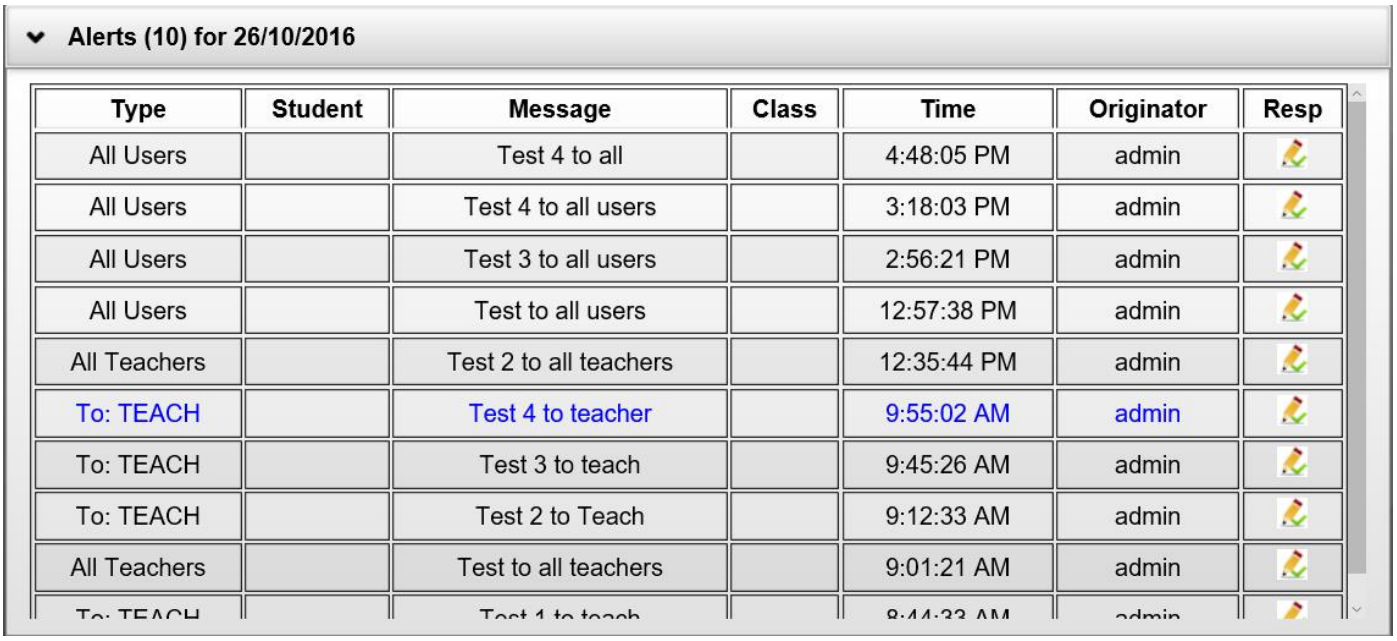
Type	Student	Message	Class	Time	Originator	Resp
All Users		Test 4 to all		4:48:05 PM	admin	
All Users		Test 4 to all users		3:18:03 PM	admin	
All Users		Test 3 to all users		2:56:21 PM	admin	
All Users		Test to all users		12:57:38 PM	admin	
All Teachers		Test 2 to all teachers		12:35:44 PM	admin	
To: TEACH		Test 4 to teacher		9:55:02 AM	admin	
To: TEACH		Test 3 to teach		9:45:26 AM	admin	
To: TEACH		Test 2 to Teach		9:12:33 AM	admin	
All Teachers		Test to all teachers		9:01:21 AM	admin	
To: TEACH		Test 1 to teach		8:44:33 AM	admin	

Each alert will show the type of alert, the student name, if relevant, the message, the relevant class if applicable, the time it was sent and who originated it.

Clicking on the Alerts button again will close the alerts.

Each alert message has a icon to the right. This allows the user to respond to the message.
Clicking on this icon will display the following screen.

Some Messages will be regarding a student that you teach. These are Student-based messages These will generally ask you to inform the student of something. Other teachers of classes the student has that day will get the message when the class starts unless it has been **Actioned** prior. If you have done what it requests, you can use this screen to inform the originator that the request has been **Actioned**. Clicking Send will inform the originator you have **Actioned** it.



Alerts (10) for 26/10/2016

Type	Student	Message	Class	Time	Originator	Resp
All Users		Test 4 to all		4:48:05 PM	admin	
All Users		Test 4 to all users		3:18:03 PM	admin	
All Users		Test 3 to all users		2:56:21 PM	admin	
All Users		Test to all users		12:57:38 PM	admin	
All Teachers		Test 2 to all teachers		12:35:44 PM	admin	
To: TEACH		Test 4 to teacher		9:55:02 AM	admin	
To: TEACH		Test 3 to teach		9:45:26 AM	admin	
To: TEACH		Test 2 to Teach		9:12:33 AM	admin	
All Teachers		Test to all teachers		9:01:21 AM	admin	
To: TEACH		Test 1 to teach		8:44:33 AM	admin	

You can also reply to the originator if required, perhaps asking for further information or for other reasons.

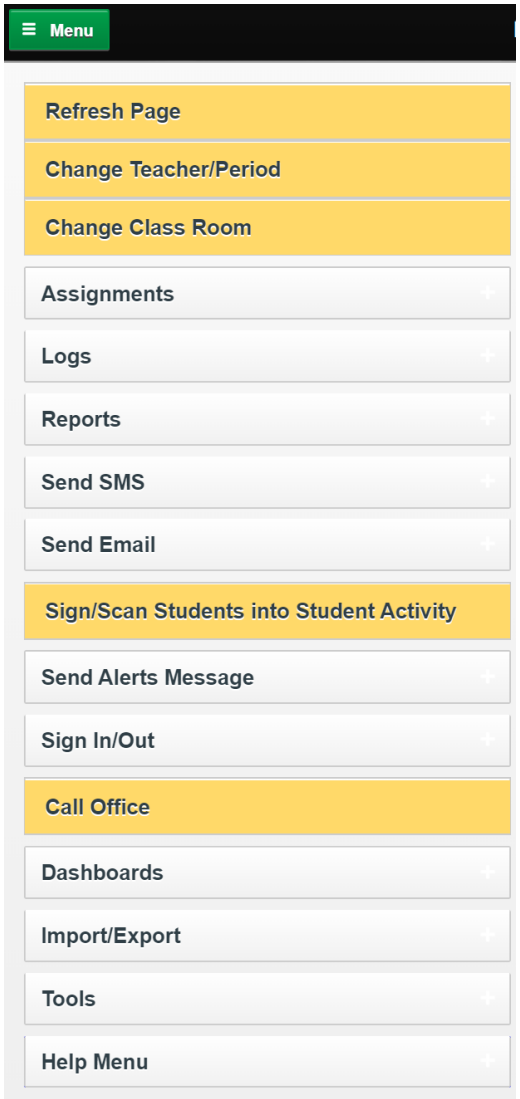
Any reply sent will include the original message text so the person it is sent to knows what its about.

Click the Send button will send your response and display if it was posted or not. The screen will close automatically after 1.5 seconds.

Menu

There is a Menu button at the top left of the screen.

Clicking this will display a list of options available. The options shown will depend on you login rights into the system and what options have been enabled in IDAttend. Menu items with a + or white background have submenus. Menu items with the mustard/yellow background have no submenu.



The Call Office button will appear for all users if the schools phone number entered in IDAttend School Setup.
The button, if clicked and you are using IDWeb on a smart phone, the phone should ask if you want to call the number. Answer Yes or Call (depending on phone) and it should dial that number for you.
This is generally intended for use by teachers on yard duty who may require extra assistance dealing with issues that may arise.

Refresh Page

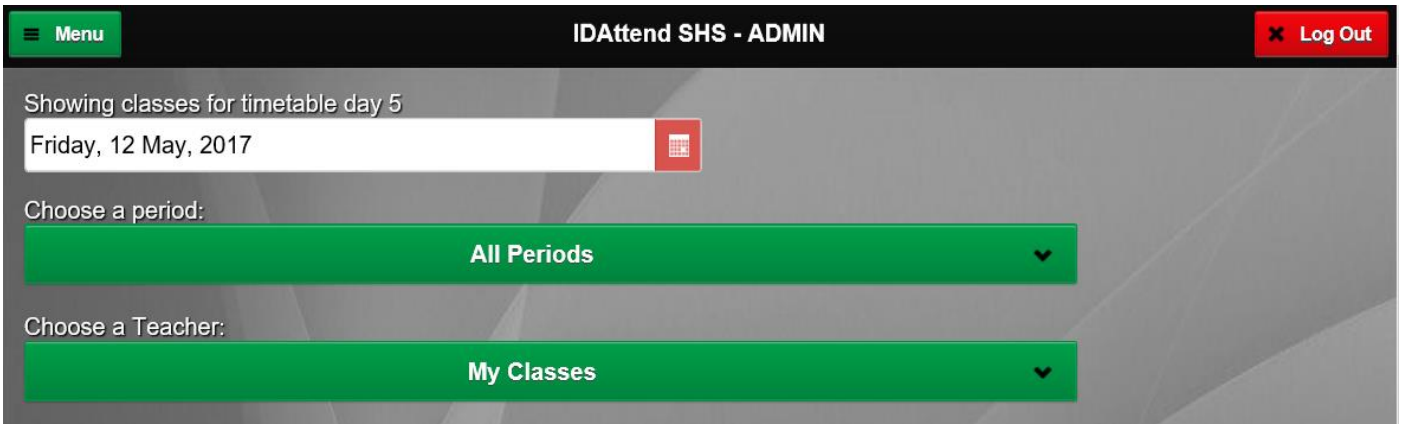
The Refresh Page option, if selected, will refresh the main screen of IDWeb.

Change Teacher

The change teacher option allows you select either a different Teacher and/or Period. The below panel will scroll down to allow this selection if required. Selecting Change Teacher again will scroll the panel up.

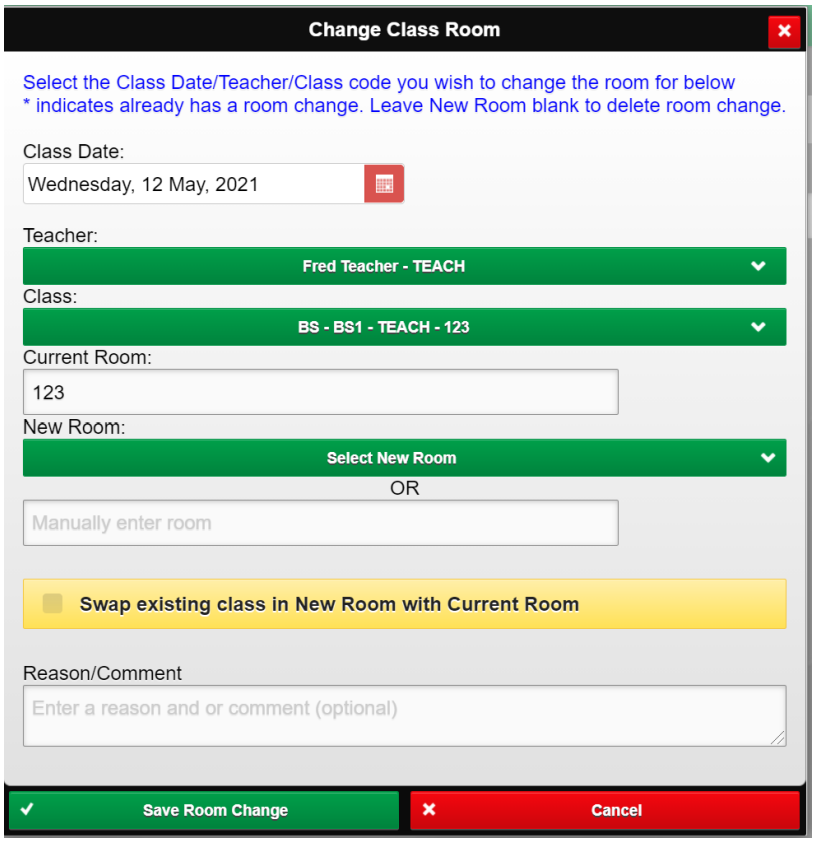
If when you log in and there is no list of your classes you can click **the CLICK TO PICK A CLASS** button to be able to make these selections.

Any selection made will show all classes as per that selection.



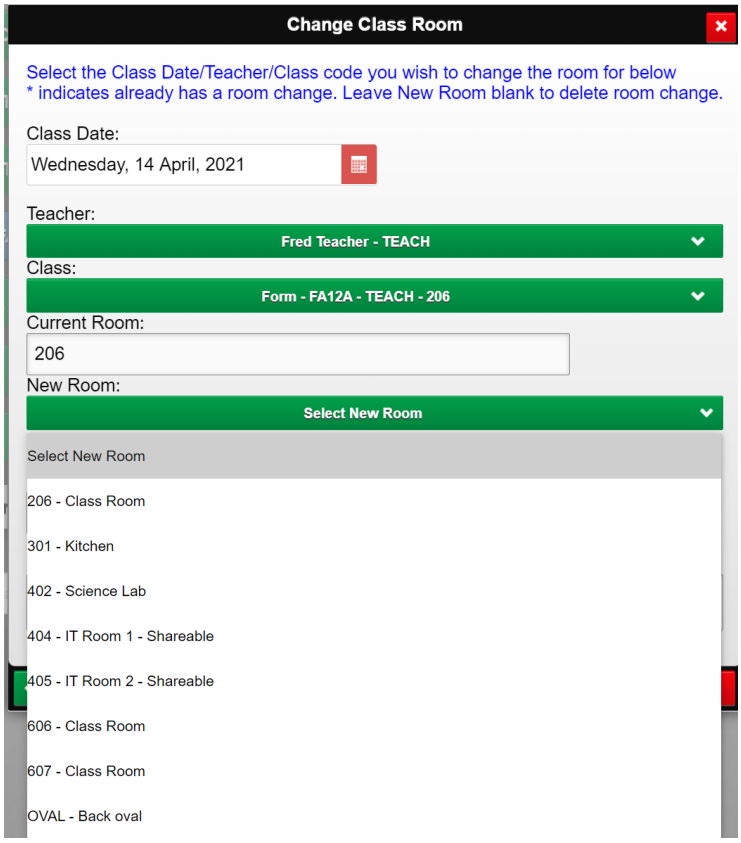
Change Class Room

If you wish to change the normally assigned room for a class to a different room for a particular Day/Period, click on the Change Class Room option on the Menu. Using this option can be useful to others who may not be aware that the normal room has been changed to somewhere else.



Select the date that the class occurs on that you wish to change the room for. The default will be the current date.
The list of Classes available will change accordingly.
The Teacher list will default to currently logged in teacher, if applicable.
A different teacher may be selected from the list and the Class list will be updated to classes that teacher has on that day.
The Class list will default to the first class in the list.
Select the appropriate Class from the Class list, if its not already selected.
The room assigned to that class will be displayed in the Current Room field. This is not editable.

Select the new room from the New Room list



The New Room list is a list of Rooms that can be maintained in IDAttend under the Admin/Class & Subject Maintenance/Room List. Rooms that have the sharable option ticked will have Shareable shown after the room name.
Or alternatively type in the new room for the selected Date/Teacher/Class.
If both a New Room is selected from the list and a new room manually entered, the Selected Room will be used.
Note: A manually entered room may not be able to be checked if there is a conflict.

Swap existing class in New Room with Current Room this option, if ticked, allows for the class that is currently in the New Room, that would cause a conflict, to be swapped to the Current Room allowing the room change of both classes to take place in one go. The teacher of the other class must of course know about the room swap.
Note: If a room swap is made and then one of the classes has the room reverted to it's original room, a room conflict will occur when the classes start.

Optionally you can enter a **Reason/Comment**.

Click the **Save Room Change** button to save the changes.
The Save Room Change function will firstly check to see if a class is currently using the room for the selected date/period and advise if there is a conflict.

Any room change made will be displayed with a * next to it to indicate that it has been temporarily changed for this session.
Anywhere a room is displayed, including student timetable, and it has been temporarily changed it will have a * next to it.

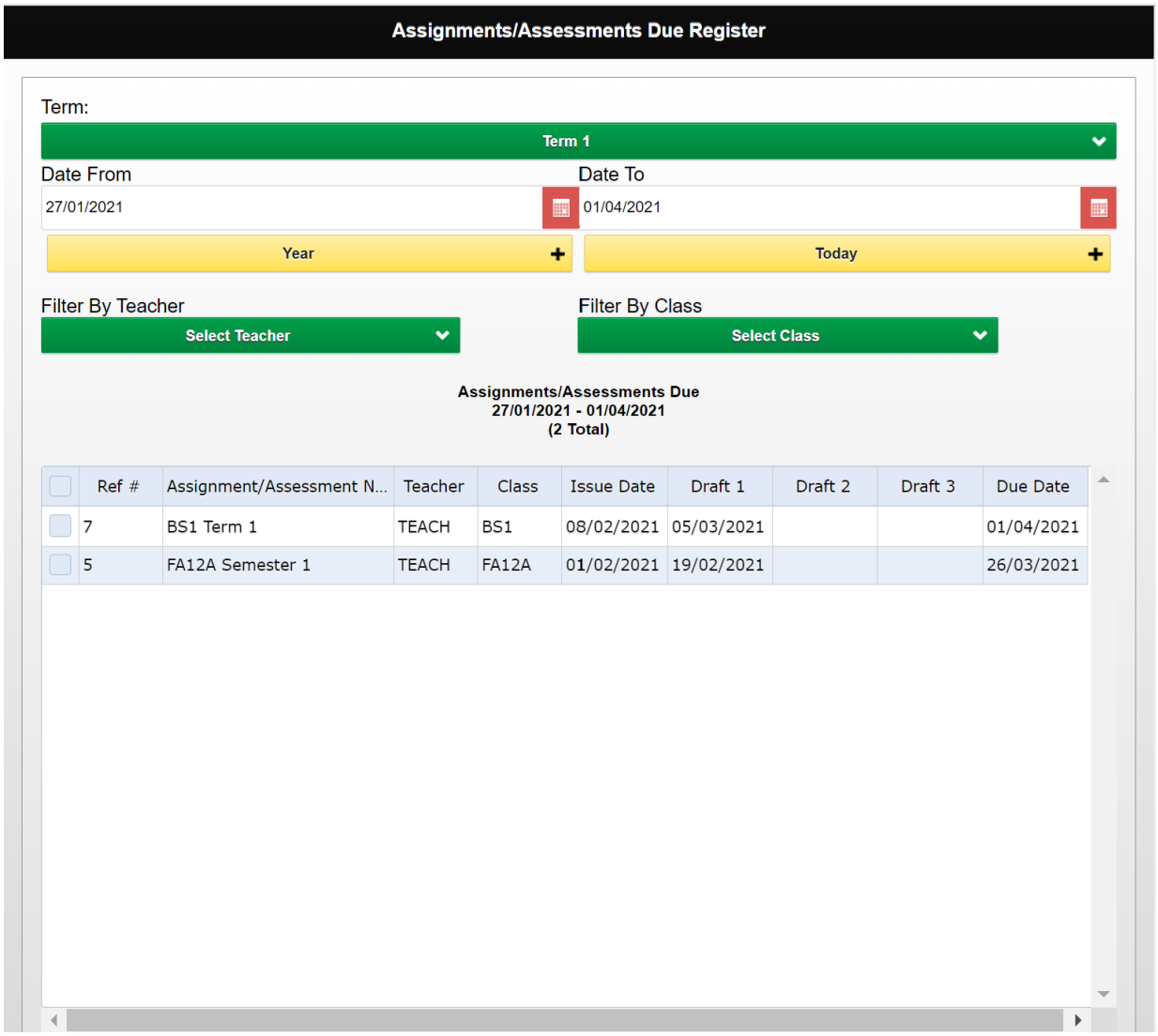
An Alert will be sent to any Admin users who have nominated to received Room Changes Alerts in Alert Options.

Assignments menu

The Assignments Menu may have a number of sub menus depending on your access level.

Assignments/Assessments Due Register

The Assignments/Assessments Due Register allows teachers and admin staff to view, enter Assignments/Assessments and edit existing entries, that they require students to complete.



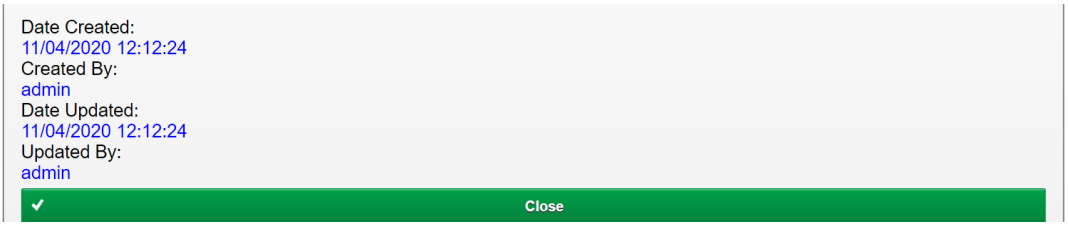
The Default T**erm** is the current term or Term 1 if the current date is outside the term range.
The **Year** and **Today** buttons can be used set the date range to the entire year or just the current day.
The **Date From** and **Date To** dates can also be manually changed if required.
There are **Teacher** and **Class** filters that can help narrow down the entries that are displayed. If Teacher is selected, then the Class list will only contain the classes selected teacher teaches. If your login profile is 'teacher' then you should be preselected in the Teacher list.

To View the assignments/Assessments click the **View** button.

Each assignment displayed includes a **Ref #**, **Assignment/Assessment Name**, **Teacher** code, **Class** code, **Issue Date**, **Draft 1** due date, **Draft 2** due date, **Draft 3** due date and final **Due Date**.

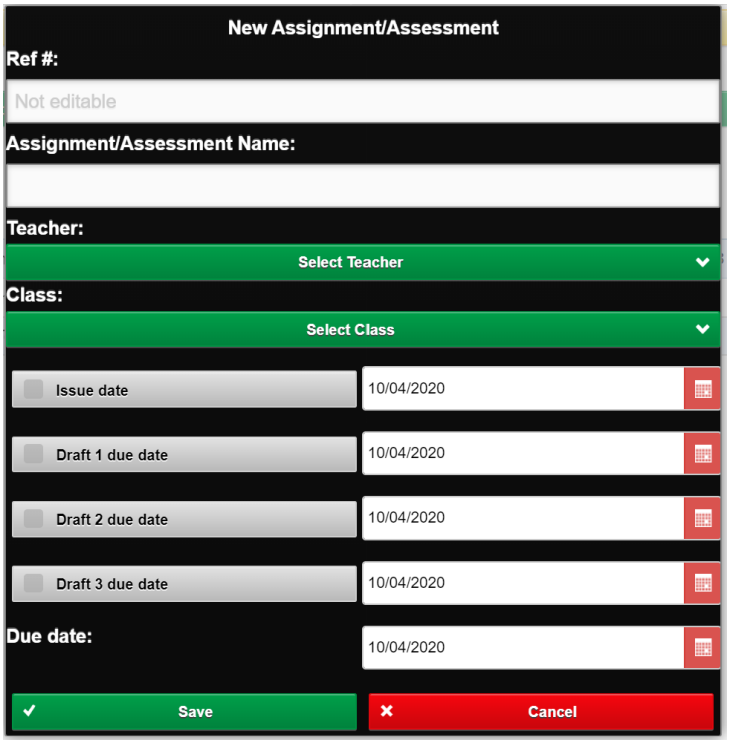
The buttons at the bottom of the screen control all functionality

The **Details** button can be used to slide down a panel to see when the entry was created the and by whom as well was when the entry was last updated and by whom. This information has only been collected since April 2020 so if any of these fields are blank it means the entry was created/updated before this time.



To close the slide down panel click the **Close** button.

To Add a new entry, click the **New** button.
The screen below will pop up.



Type in the **Assignment/Assessment Name**. This field is required and has a maximum length of 200 characters. The name should be descriptive and unique.

Select the **Teacher** for the assignment from the dropdown list. If your login profile is 'Teacher' then you should already be selected in the list. Teacher must be selected.

Select the **Class** the assignment is for from the dropdown list. This list will be limited to the classes the selected teacher teaches. Class must be selected.

Issue Date is optional. If you wish to have an issue date, the date the assignment was issued, you must tick the checkbox and then select the date required. The default is the current date.

Draft 1 Date is optional. If you wish to have a draft 1 due date, the date the first draft is required by, you must tick the checkbox and then select the date required. The default is the current date.

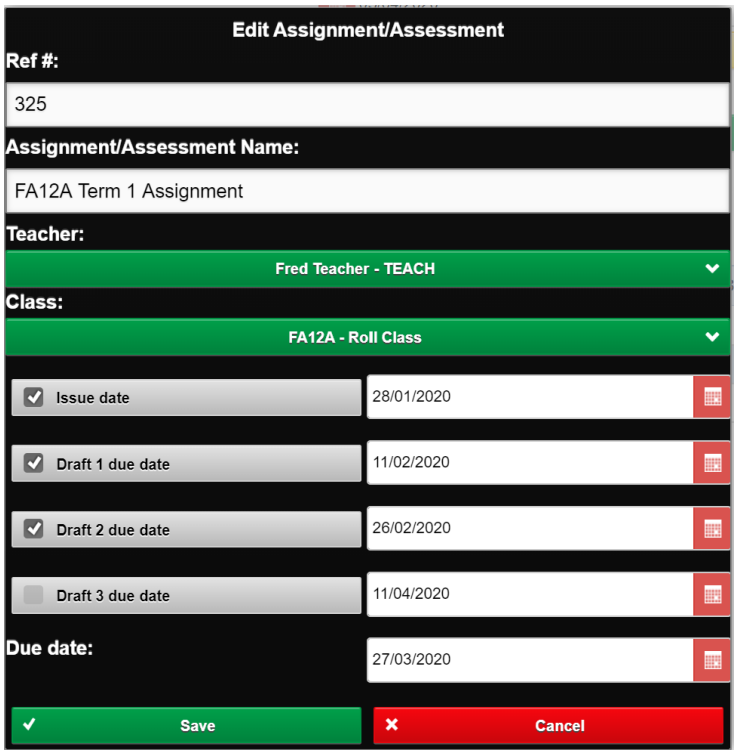
Draft 2 Date is optional. If you wish to have a draft 2 due date, the date the second draft is required by, you must tick the checkbox and then select the date required. The default is the current date.

Draft 3 Date is optional. If you wish to have a draft 3 due date, the date the third draft is required by, you must tick the checkbox and then select the date required. The default is the current date.

Due Date is required. Select the date the final assignment must be handed in by. The default is the current date.

When all details are correct click the **Save** button or click **Cancel** if you do not wish to save the assignment.

To Edit an existing entry, you must first select it by ticking the checkbox on the left of the entry, click the **Edit** button. Only one entry can be edited at a time.
The screen below will pop up with the exist details entered.



You may change any of the fields except Ref #, as per the instruction for adding a new assignment in the preceding section.

When all details are correct click the **Save** button or click **Cancel** if you do not wish to save the changes.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

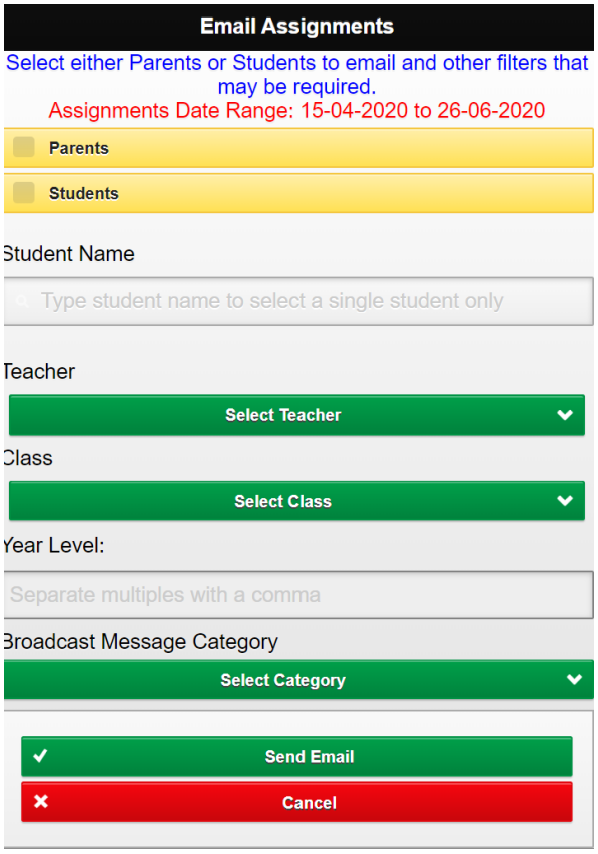
If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

There is NO UNDO for deleted entries.

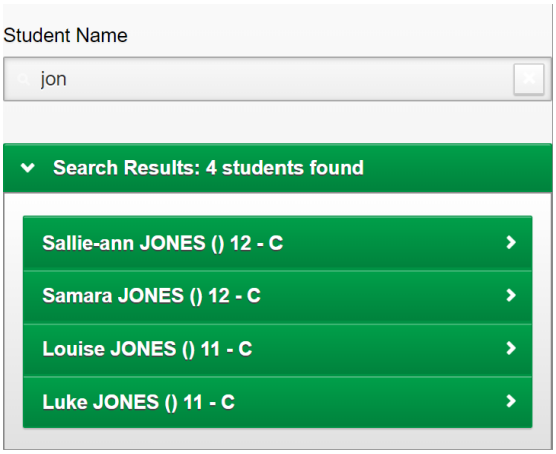
There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

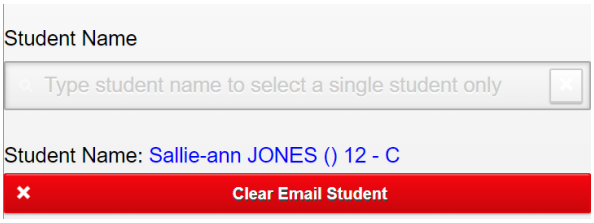
The **Email** button can be used to email the selected Assignments' details to either Parents or Students. The screen below will be displayed**. It uses the date range that is set on the Assignments/Assessments Due screen and is displayed in red at the top of the Email Assignments screen.**



You must tick **Parents** or **Students.** Both cannot be ticked at the same time.
You can limit the assignments selected to just the one student, if need be, by starting to type in the students last name or first name and selecting that student from the list.



A small panel will slide down and show the student selected



Click **Clear Email Student** button if you do not want to limit the emails to just that student.

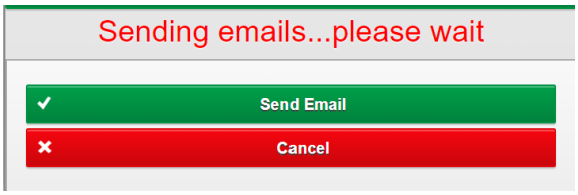
You can limit the Assignments selected to those of just a single teacher by selectin the teacher from the **Teacher** list. If your login profile is 'teacher' then you should be preselected in the Teacher list.
The Class list will be re-populated to only those classes taught by the selected teacher.

The Assignments selected can be limited to just a single class by selecting that class from the **Class** list.

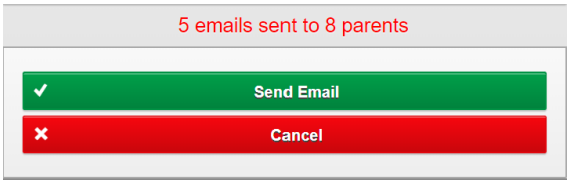
Year Level may be used to restrict the Assignments selected to just the entered year levels. If multiple years are required separated multiples with a comma E.g. 8,9,10.

Click **Email** to send the emails based on your filter criteria or click **Cancel** to abort the email process.

Sending emails…please wait will be shown.



When finished sending a summary of emails sent will be displayed. If it shows an errors occurred sending one or more emails you will need to refer to the error log for the reason.



Emails are sent directly from this process to either parents or students, no preview of who it will send to is displayed. Each email is personalised and includes the student name and all relevant assignment details and due dates relevant to each assignment, based on the selection criteria, which may not be all assignments. If emailing parents, emails are sent to all parent family contacts with a valid email address.
No display is shown of who was not sent an email.

An example of what is sent to parents is below

Please find below the latest list of Assignments/Assessments that have been set by your student's teachers, including the relevant due dates, for the date range 28/01/2020 to 03/04/2020. This list may not include all assignments set.

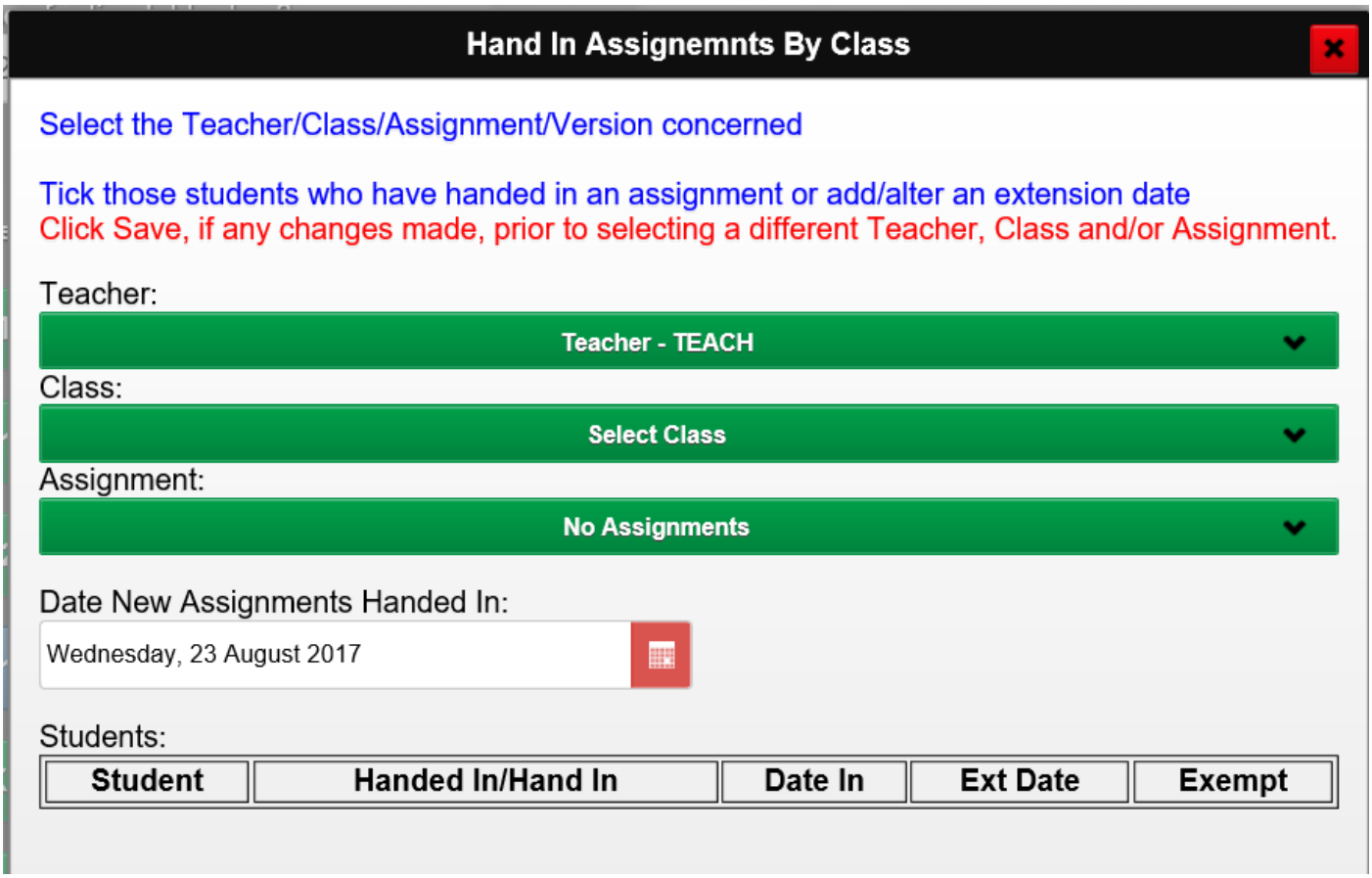
Assignment/Assessment Name	Teacher	Class	Issue Date	Draft 1 Date	Draft 2 Date	Draft 3 Date	Final Due Date
FA12A Term 1 Assignment	TEACH - Fred Teacher	FA12A - Roll Class	28/01/2020	11/02/2020	26/02/2020		27/03/2020
French FR3A Term 1	AB - Alice Bray	FR3A -	03/02/2020				13/03/2020

To close the Assignments/Assessments Due Register click the **Close** button to return the menu screen.

Hand In Class Assignments

This option is designed to be used by teachers when a class or group or students hand is assignments/assessments to the teach.

For this function to work all Assignments/Assessments must have been entered into the IDAttend Assignments/Assessments Due function.



The screen will default to the currently logged in teacher although another teacher may be selected from the dropdown list.

Once the teacher has been selected you then need to select the class the assignment relates to and the actual assignment/version that has been handed in for the selected class.

Once the assignment has been selected a list of those students in that class is displayed. The list may be scrolled up or down.

Any students who have already handed in the Assignment will have the box ticked and it will read In and will have a date in the Date In column. If an Extension Date was previously given to a student it will be shown in the Ext Date column.

The Date New Assignments Handed in will default to the current date. Clicking on the date will allow you to select a different date if applicable.

There are three editable fields for each student. Handed In/Hand In, Ext Date and Exempt.
Tick the Handed In./Hand In box for those students who have handed the assignment in.
Untick the box if ticked in error either in this session or in previous session.

If you have allowed a student an Extension Date on the assignment you can enter this in the Ext Date column. Clicking on this column will show a date edit mask.

To type in the date just enter the day and then month and then year. There is no need for the slashes as they will be added for you.

To clear an Extension Date just click the X to the right of the date.

One final option is the Exempt tick box.
This option allows for any students whom you consider do not need to hand in the assignment. E.g. only just started in the class and the assignment may be just about due or any other reason. Ticking this option will exclude this student from showing on the list of students who have not handed in this assignment.

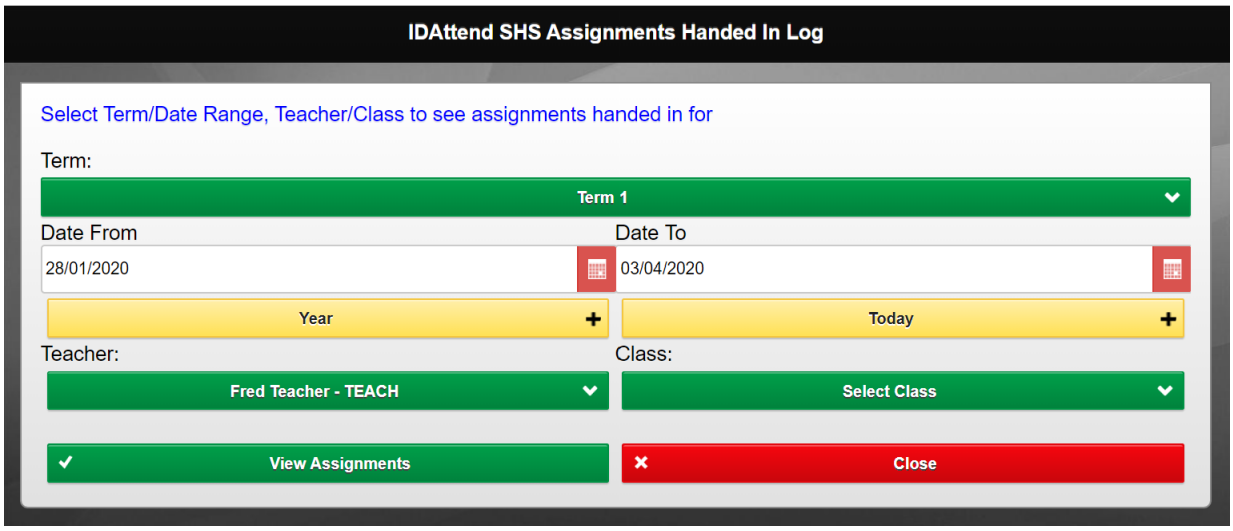
Nicholas ASPINALL	Hand In			Exempt

When all details have been entered click the Save Assignments button.
The assignments will be saved, a confirmation message displayed and the student list refreshed.

Exempt students cannot accidentally have the Hand In box ticked or an Extension Date Entered.
The Exempt tick box may be unticked to reinstate the student as having to hand in the assignment.

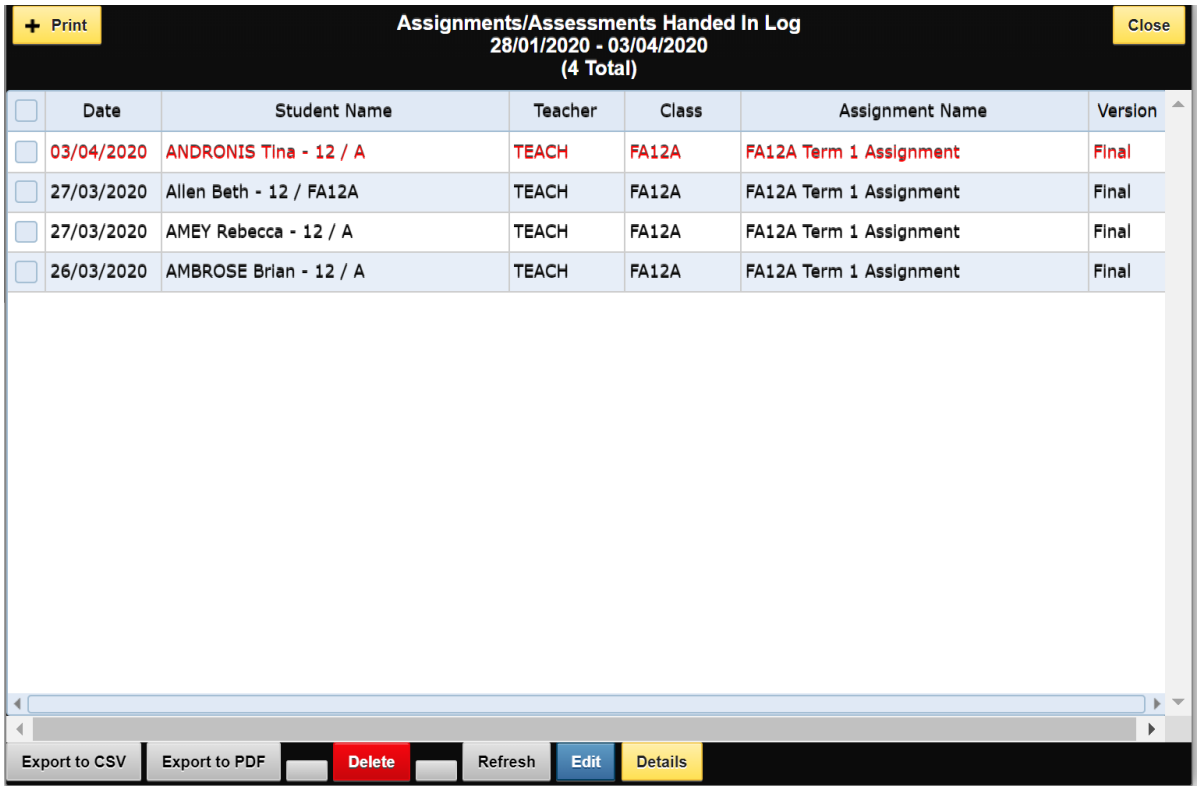
Assignments Handed In Log

The Assignments Handed In Log allows teachers and admin staff to view and edit existing assignments handed in by students.



The Default T**erm** is the current term or Term 1 if the current date is outside the term range.
The **Year** and **Today** button can be used set the date range to the entire year or just the current day.
The **Date From** and **Date To** dates can also be manually changed if required.
There are **Teacher** and **Class** filters that can help narrow down the entries that are displayed. If Teacher is selected, then the Class list will only contain the classes selected teacher teaches. If your login profile is 'teacher' then you should be preselected in the Teacher list.

To View the assignments/Assessments click the **View Assignments** button.



Date	Student Name	Teacher	Class	Assignment Name	Version
03/04/2020	ANDRONIS Tina - 12 / A	TEACH	FA12A	FA12A Term 1 Assignment	Final
27/03/2020	Allen Beth - 12 / FA12A	TEACH	FA12A	FA12A Term 1 Assignment	Final
27/03/2020	AMEY Rebecca - 12 / A	TEACH	FA12A	FA12A Term 1 Assignment	Final
26/03/2020	AMBROSE Brian - 12 / A	TEACH	FA12A	FA12A Term 1 Assignment	Final

Entries in red indicate the assignment was handed in after the assignment due date.

Date is the date the assignment was handed in, or set as the date handed in.
Student Name has the students name, year and home group.
Teacher is the teacher of the class the assignment is for.
Class is the class the assignment was for.
Assignment Name is the name of the assignment.
Version is the version of the assignment that was handed in.

The buttons at the bottom of the screen control all functionality

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.

If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

There is NO UNDO for deleted entries.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

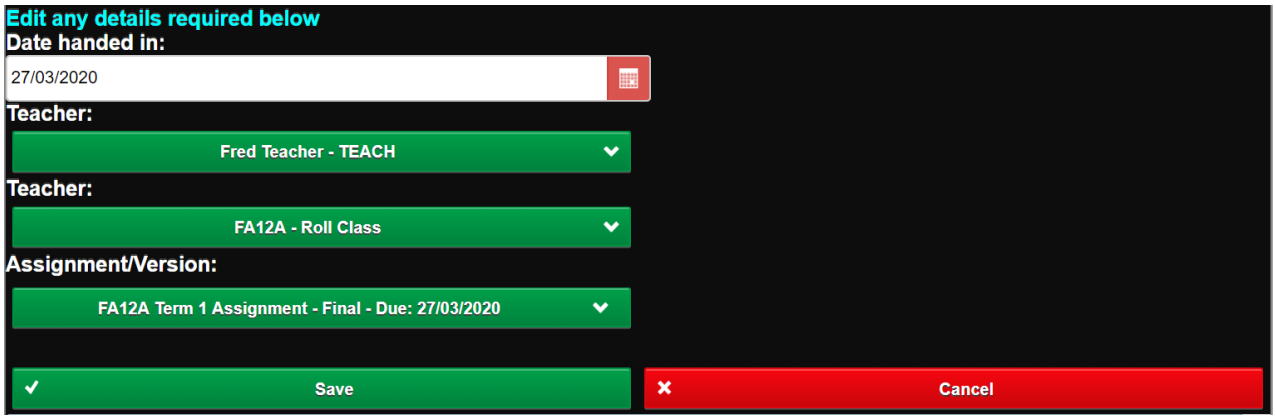
The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the currently selected entry.

The Edit panel will slide down and will show the existing Date Handed In, the assignment Teacher, the assignment Class and the Assignment/Version. All dropdown lists will have the existing entry fields pre-selected.

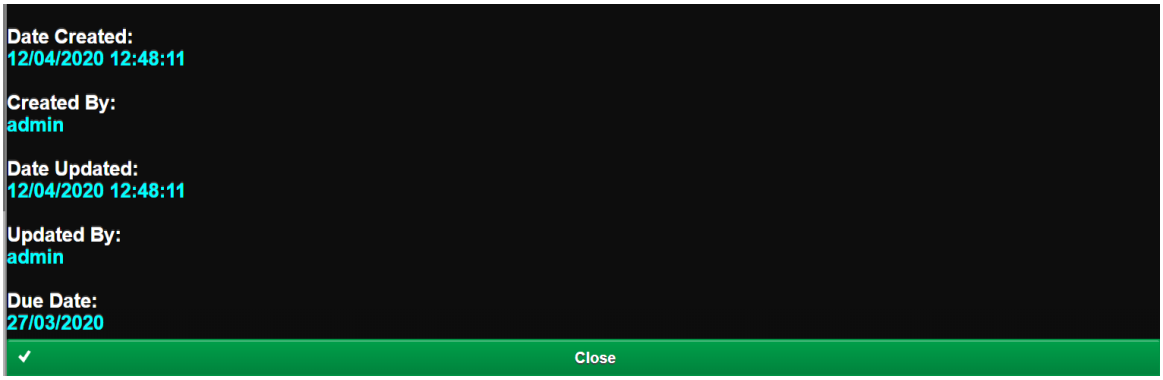
Teachers can only edit entries they are the teacher for.

Any of these may be altered. Anything else, such as wrong student selected for the assignment, and the entry will need to be deleted and re-entered.



Click the **Save** button to save the changes, the grid will be refreshed, or click **Cancel** if you do not wish to save the any changes.

The **Details** button can be used to slide down a panel to see when the entry was created the and by whom as well was when the entry was last updated and by whom. The Due Date of the assignment version handed in is also included. This information has only been collected since April 2020 so if any of these fields are blank it means the entry was created/updated before this time.



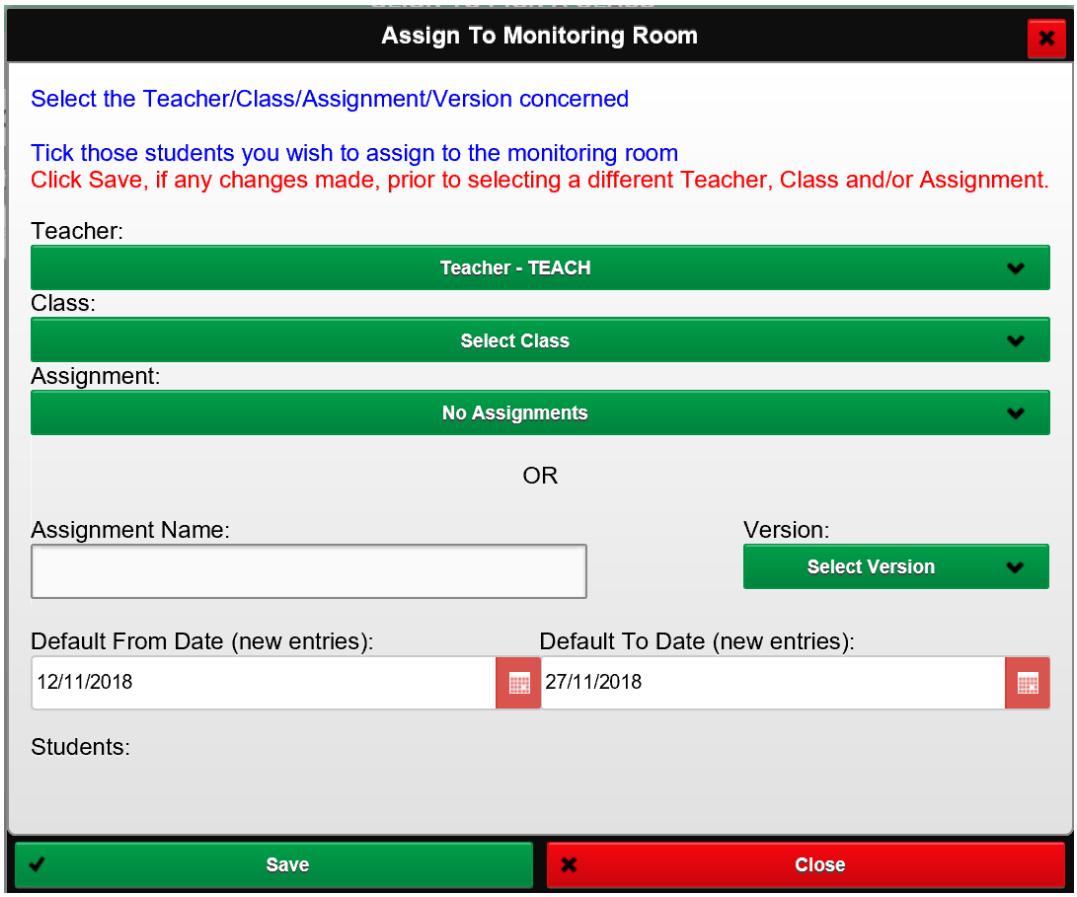
To close the slide down panel, click the **Close** button.

Assign To Monitoring Room

The Assign to Monitoring Room function allows users to assign students to a Monitoring Room where they can be supervised in order for them to complete their assignment. The use of the function is similar to the Hand In Assignments By Class.

This function is only available if the Use Monitoring Room option is ticked in Monitoring Room Options in IDAttend.

For this function to work all Assignments/Assessments must have been entered into the IDAttend Assignments/Assessments Due function otherwise you will have to manually enter the assignment name and version.



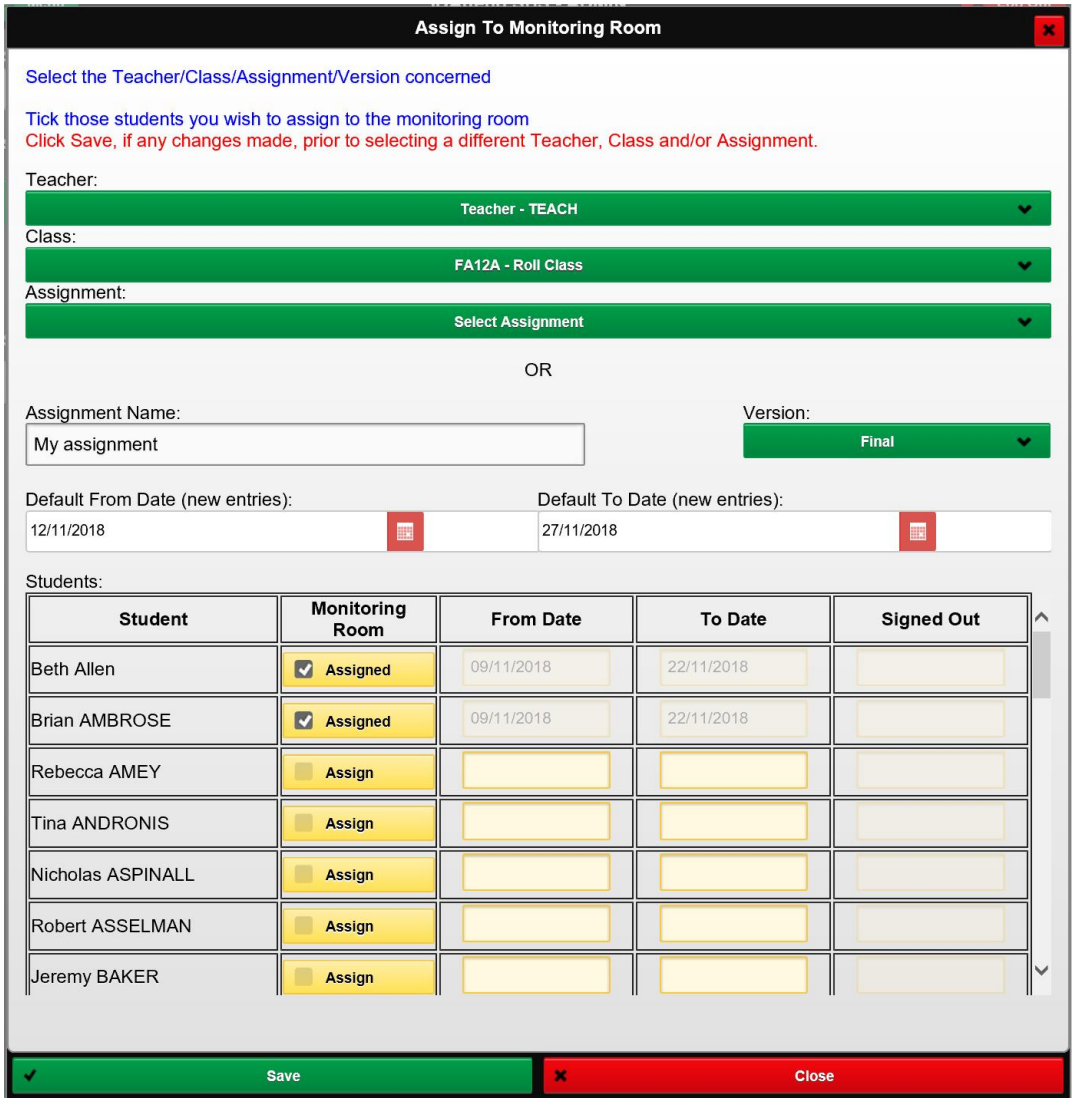
The screen will default to the currently logged in user, if they are a teacher, although another teacher may be selected from the dropdown list.

Once the teacher has been selected you then need to select the **Class** the assignment relates to and the actual **Assignment/version** that has been handed in for the selected class or you can enter the **Assignment Name** manually and select the version from the **Version** dropdown list.
Note: Using the Assignment Name and Version dropdown option will not require the assignment to have been pre-entered into the Assigments Due Register, but no checking is done with regard due dates and there can be no exemption.

The list of students displayed does not take into account if a student has already handed in the assignment/version in. All students in the selected class will be displayed.

Using the alternative **Assignment Name** and **Version** option will display all students in that class.

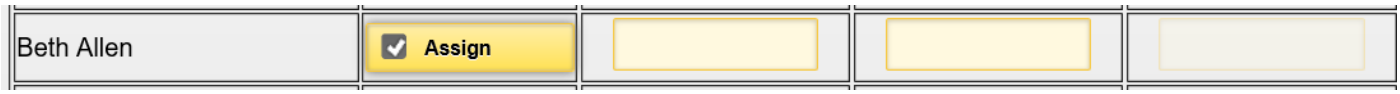
To recall or add more students for that manually entered assignment/version you need to type the assignment name exactly as it was entered originally and select the same version from the list.



The Default From Date will default to the current date and Default To Date will default from the current date to the number of valid school Monitoring Room days as specified in Monitoring Room Options in IDAttend. These dates are the ones used for any new students assigned to the Monitoring Room where a From and To Date are not entered manually against each student being assigned. These date ranges can be altered as needed by the user.

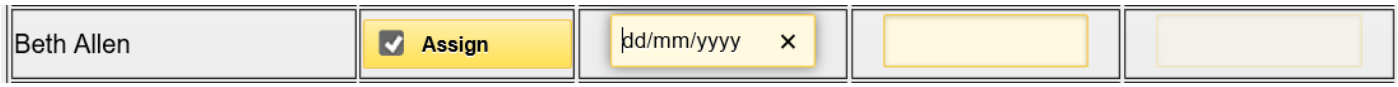
Regardless of the default date range selected or manually entered range, any day in the timetable cycle not selected as a Monitoring Room day in Monitoring Room Options in IDAttend the will not be included in the dates assigned to the student.

To assign a student to the Monitoring Room just tick the Assign box.



If no From and To Dates are entered for a student the default date range will be used.

If you which to manually enter different dates just click on the From Date cell and enter the date you wish. The dates must be entered using the full 8 digits of the date. E.g. 09082017 for the 9th August 2017. There is no need to enter the date separators "/", although you can if you wish.



Beth Allen	☑ Assign	09/08/2017	11/08/2017 ×	

If a From Date is entered manually then a To Date must also be entered and the To Date cannot be less than the From Date.

Assign as many students as you need to.

Students flagged as Exempt from handing in the assignment are greyed out and have the world Exempt in the Monitoring Room column. They cannot be assigned.

Click the Save button to save the information.

Once saved the list of students for this class will be refreshed.

Students:

Student	Monitoring Room	From Date	To Date	Signed Out
Beth Allen	☑ Assigned	09/08/2017	11/08/2017	
Brian AMBROSE	☑ Assigned	09/08/2017	09/08/2017	
Rebecca AMEY	☑ Assigned	09/08/2017	09/08/2017	

Once a student has been assigned to the Monitoring Room their Monitoring Room Status will show as Assigned with the From and To Dates displayed. These date will no longer be editable.

To sign a student out of the Monitoring Room you can untick the Assigned box. This will be as at the current date.

When Save is clicked and the list refreshes the student will show as Signed Out with the date signed out displayed.

Students:

Student	Monitoring Room	From Date	To Date	Signed Out
Beth Allen	☑ Assigned	09/08/2017	11/08/2017	09/08/2017
Brian AMBROSE	☑ Assigned	09/08/2017	09/08/2017	
Rebecca AMEY	☑ Assigned	09/08/2017	09/08/2017	

The entry will still show as Assigned with the original From and To Dates as well as the Signe Out Date. No further editing of this entry is possible until the To Date has passed.

If editing of entries after this is required this would need to be done in IDAttend in the Monitoring Room Log.

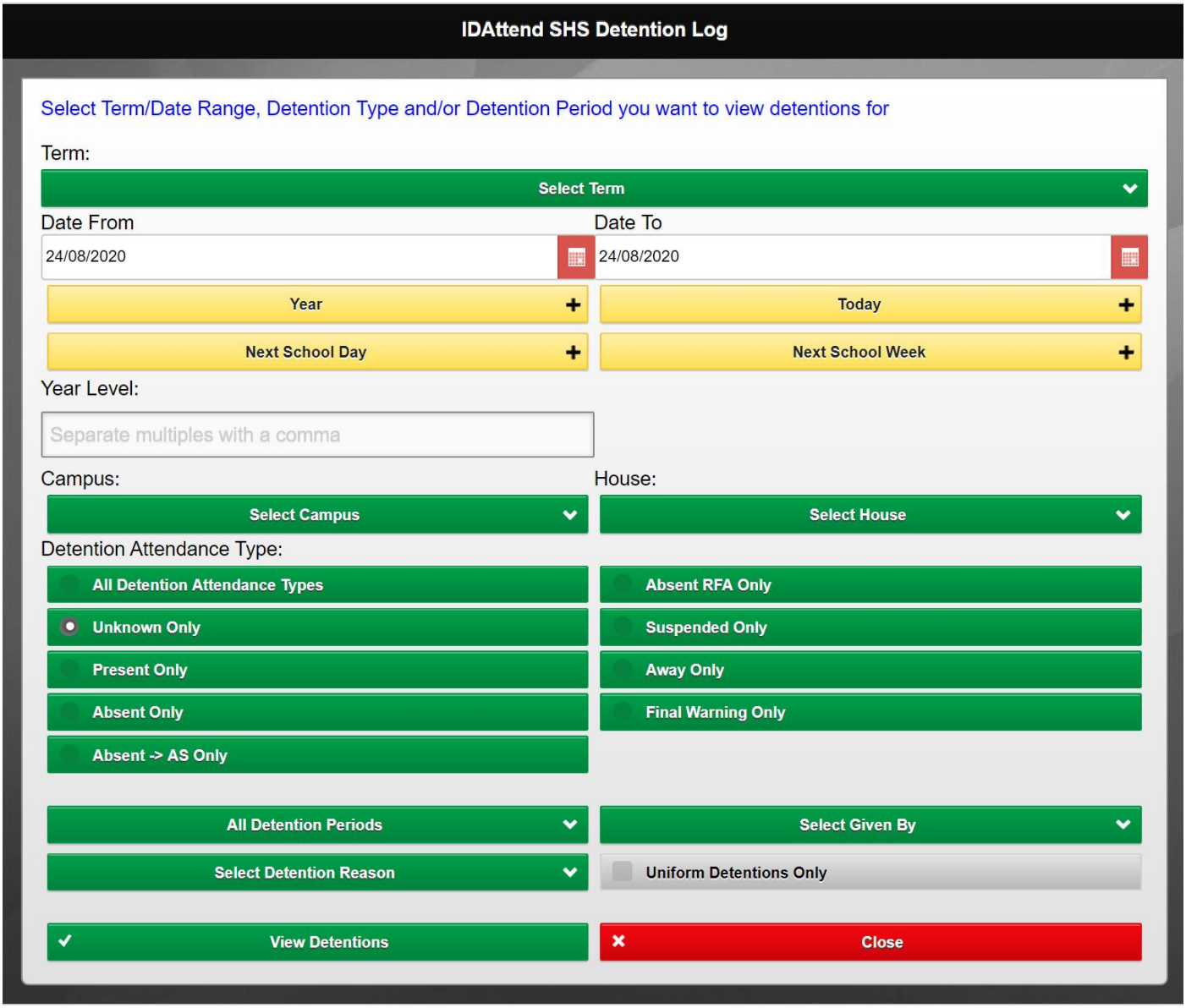
Logs Menu

The Logs Menu may have a number of sub menus depending on your access level. All log screens open in separate tabs of your browser. When you close the IDWeb menu screen, logout etc the 'child' windows that have been launched should be closed as well. Depending on you browser this may no happen. In this case you will need to close them manually as the session expires when you log out or close the menu screen.

Detention Log

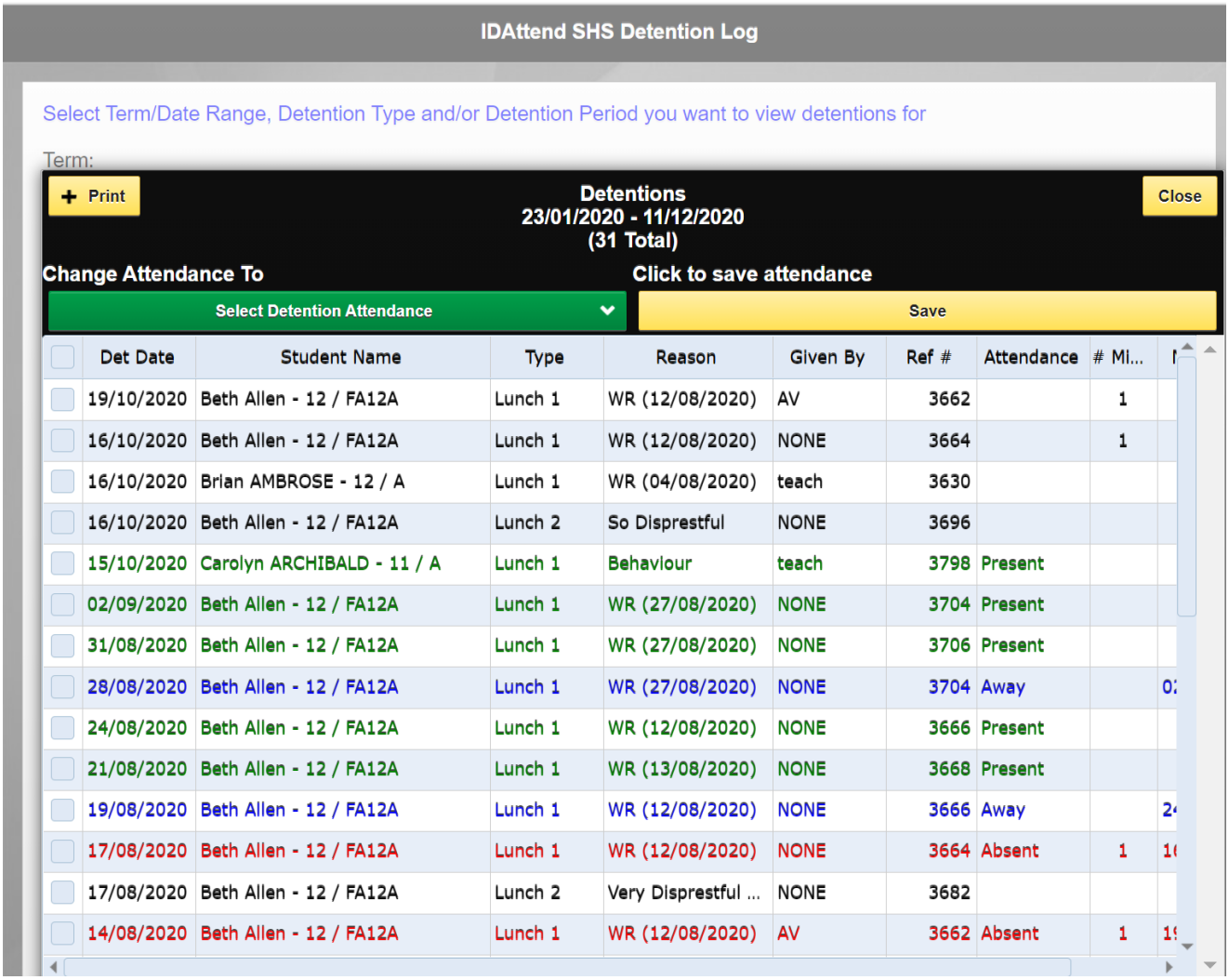
The Detention Log option will appear for those users that have the detention log option enabled in Detention Options in IDAttend and for all Admin/System Admin users. Detention attendance can only be marked/changed by teachers if that option has been ticked in Detention Options.

Its primary purpose in the IDWeb application is for the taking of detention attendance.



By default, the Detention Log will default to the current date and detention type of Unknown.
There are multiple options for selecting date range date range along with Detention Type, Detention Period and Given By as well as year levels, Campus, House and Detention Reason.
Campus and House will be saved on a per user basis and used as defaults for all Log screens for that user.

Once you have chosen what you wish to see click the View Detentions button.



Det Date	Student Name	Type	Reason	Given By	Ref #	Attendance	# Mi...
19/10/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	AV	3662		1
16/10/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3664		1
16/10/2020	Brian AMBROSE - 12 / A	Lunch 1	WR (04/08/2020)	teach	3630		
16/10/2020	Beth Allen - 12 / FA12A	Lunch 2	So Disprestful	NONE	3696		
15/10/2020	Carolyn ARCHIBALD - 11 / A	Lunch 1	Behaviour	teach	3798	Present	
02/09/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (27/08/2020)	NONE	3704	Present	
31/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (27/08/2020)	NONE	3706	Present	
28/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (27/08/2020)	NONE	3704	Away	
24/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3666	Present	
21/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (13/08/2020)	NONE	3668	Present	
19/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3666	Away	
17/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3664	Absent	1
17/08/2020	Beth Allen - 12 / FA12A	Lunch 2	Very Disprestful ...	NONE	3682		
14/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	AV	3662	Absent	1

If any detentions for the range selected are found, they will be displayed on the log screen.

There are more fields on the grid than can be displayed om the screen so the screen can be scrolled horizontally using the horizontal scroll bar at the bottom of the grid.

	Type	Reason	Given By	Ref #	Attendance	# Missed	New Date	PN	PNA
	Lunch 1	Late (29/03/2021 11:50 AM)	admin	4016					
	Lunch 2	Late (29/03/2021 11:50 AM)	admin	4016				✓	
1A	Lunch 1	WR (30/03/2021)	admin	4040					
2 / C	Lunch 1	WR (30/03/2021)	admin	4042					
C	Lunch 1	WR (30/03/2021)	admin	4046					

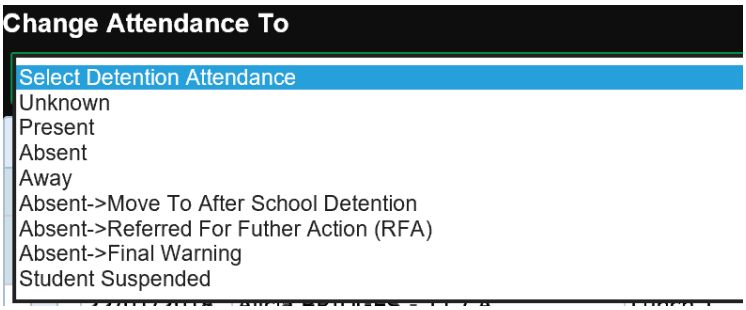
There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

To chance the attendance for the detentions you must tick the tick box to the left of all displayed detentions. Multiples may be selected.

■	Det Date	Student Name	Type	Reason	Given By	Ref #	Attendance	# Mi...
✓	19/10/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	AV	3662		1
✓	16/10/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3664		1

Note: Only those entries you have selected (ticked) will be modified.

Next select the detention attendance required from the Change Attendance To dropdown list.



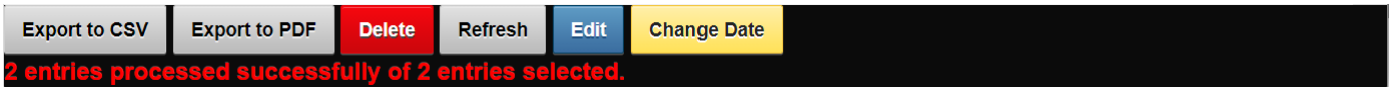
Click the yellow Save button to save the selected attendance.

Once the selected attendance has been saved for the selected entries the screen will refresh. Depending on the attendance type selected all remaining items will be displayed. The above example is set to All Detention Types.

Note at the bottom of the screen the text in red that indicates the number of entries processed from the number you selected.
The number processed can vary from the number selected as IDWeb will decide what it can do given the selected attendance type.

Any entries selected as being Absent and the student do not appear to be present at school the attendance will be automatically saved as Away, and a new detention assigned.

If students are absent from an assigned detention, then select those students and select Absent from the attendance list. The student/s will be marked as absent, the number of times missed incremented and new date that the detention has been assigned to added. These missed entries are displayed in red. The new detention will be created based on the next available detention date for the detention type assigned.



Det Date	Student Name	Type	Reason	Given By	Ref #	Attendance	# Ml...	I
19/10/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	AV	3662		1	
16/10/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3664		1	
16/10/2020	Brian AMBROSE - 12 / A	Lunch 1	WR (04/08/2020)	teach	3630			
16/10/2020	Beth Allen - 12 / FA12A	Lunch 2	So Disprestful	NONE	3696			
15/10/2020	Carolyn ARCHIBALD - 11 / A	Lunch 1	Behaviour	teach	3798	Present		
02/09/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (27/08/2020)	NONE	3704	Present		
31/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (27/08/2020)	NONE	3706	Present		
28/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (27/08/2020)	NONE	3704	Away		0
24/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3666	Present		
21/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (13/08/2020)	NONE	3668	Present		
19/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3666	Away		2
17/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	NONE	3664	Absent	1	1
17/08/2020	Beth Allen - 12 / FA12A	Lunch 2	Very Disprestful ...	NONE	3682			
14/08/2020	Beth Allen - 12 / FA12A	Lunch 1	WR (12/08/2020)	AV	3662	Absent	1	1

The above example shows the detention absence entry in red and the new detention assigned. Both have the same reference number.

Detention attendance cannot be marked in advance of the current date. System Admin users can make some alterations to detention entries whose date is into the future.

Any detention attendance entry that has been marked previously can be selected (ticked) and the attendance changed to a new attendance type selected from the Change Attendance To list.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.

If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

There is NO UNDO for deleted entries.

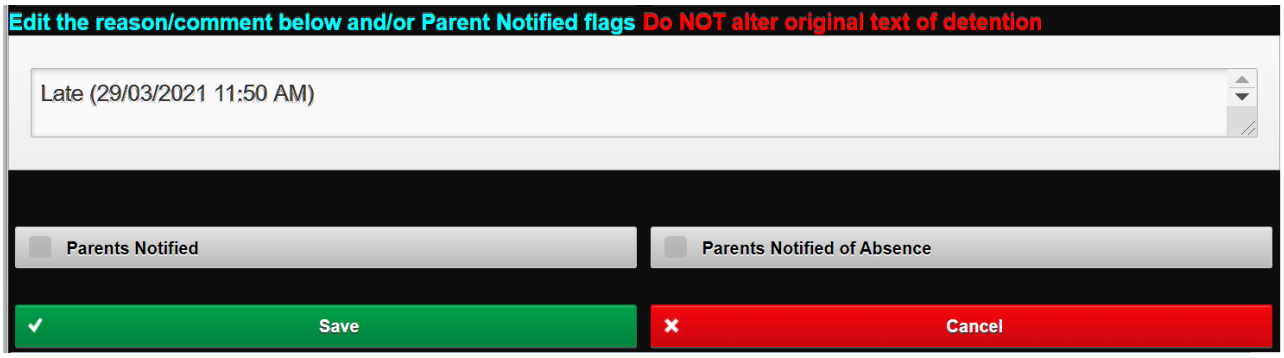
The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

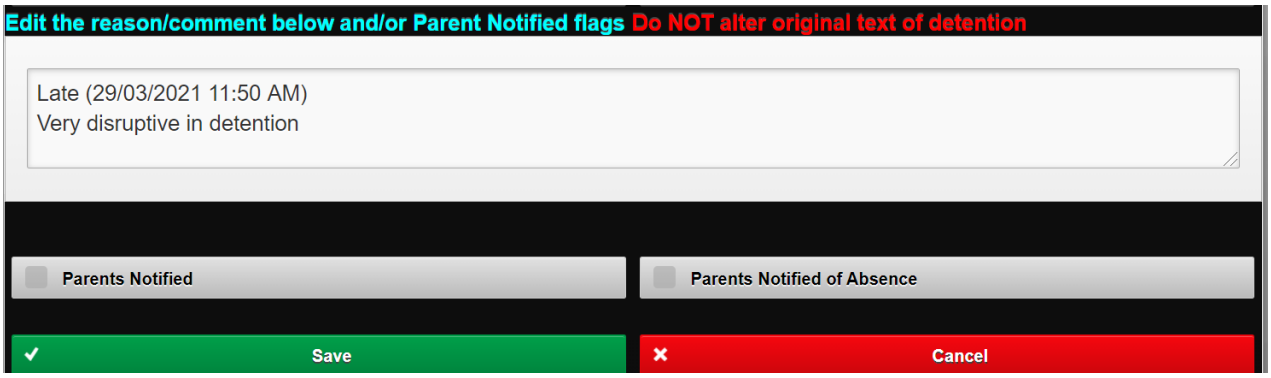
The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the reason/comment field, of the currently selected entry, if there is more information that needs to be added. Only one entry at a time can be edited.

The Edit Reason/Comment and/or Parent Notified Flags panel will slide down and will show the existing reason and will move the next line ready for extra text.

You must NOT remove any existing reason/comments but rather add to what is already there. You cannot totally remove the Reason/Comment. **Any change to the original reason may invalidate the detention and/or not allow the system to maintain it correctly.**





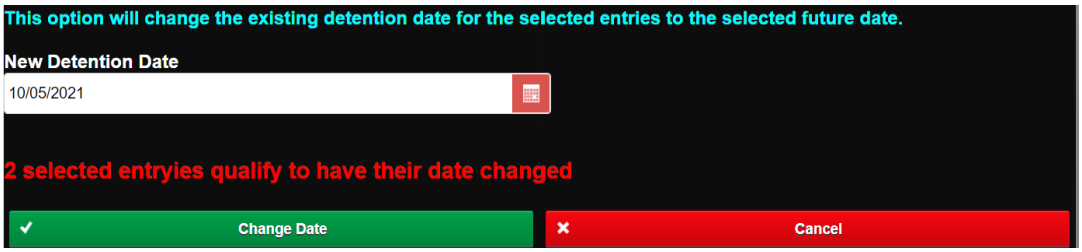
The Parents Notified and Parents Notified Absent checkboxes can also be ticked or unticked if needed.

If the option to Send an email to students when assigned a detention or change of date and an email regarding their attendance of that detention is ticked in Detention Options in IDAttend, an email will be sent to the student with the attendance details and if absent or away the new detention date.

If the option to Send email to the user who assigned a detention or change of date regarding the student's attendance of that detention is ticked in Detention Options in IDAttend, an email will be sent to the student with the attendance details and if absent or away the new detention date.
if the Email detention absences only option is ticked then only absence details will be emailed to the user.

The **Change Date** button may be used to change the Detention Date, of the currently selected entries. Entries selected must have no existing attendance or they will not be included.
A panel will slide down.

Select the new date that the selected detentions are to be me change to.
The date chosen is validated to ensure it is a school day, but no check is made to ensure it is a valid detention day.



Click **Change Date**.
The dates will be changed to the new date and if there was previous entry relating to entry being changed, e.g. Absent and has a New Date, the New Date there will be changed to the new selected date.

If the option to Send an email to students when assigned a detention or change of date in Detention Options in IDAttend, an email will be sent to the student advising them of the new detention date.

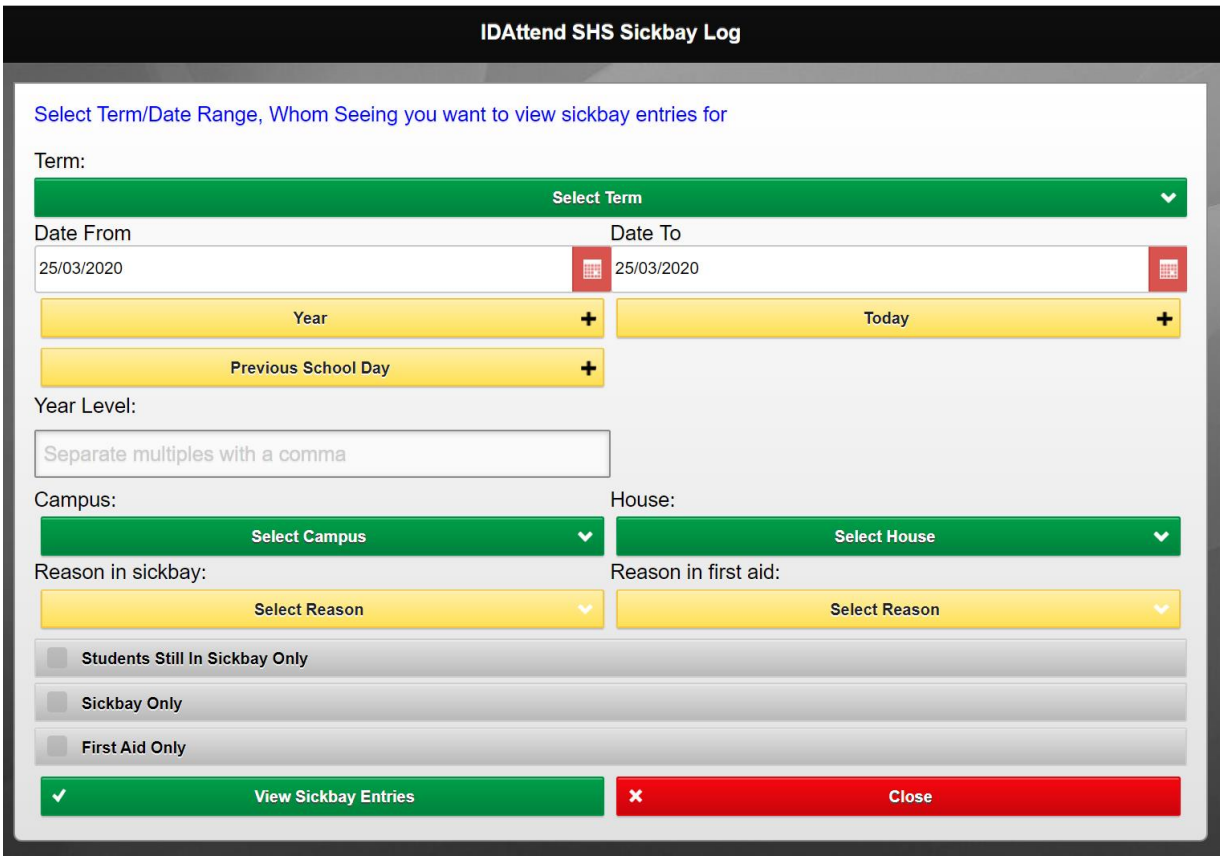
If the option to Send an email to students when assigned a detention or change of date in Detention Options in IDAttend, Email detention Absences Only is not ticked, an email will be sent to the student advising them of the new detention date.

Important information about emails

The sender email address used will be the user who assigned the detention or marked the Detention Log attendance. If an alias email address is entered into the Sender Email Address (AUTOMATED EMAILS ONLY) in Email Setup, then this address will be used as the sender of the email. As teachers or any other staff may assign a detention in IDWeb all of those users must have permission in Office 365 to send on behalf of the alias email, unless the Reply Address option only is used and in that case the email will show the users email as the from address but if replied to will default to the 'reply' alias address.

Sickbay/First Aid Log

The Sickbay/First Aid Log option will appear for those users that have Administrator level access or better. The Sickbay/First Aid Log allows users to view as well as manage the students who have been admitted into Sickbay or had First Aid administered.



The default date range is the current date but the date range for Selected Term using the Term dropdown list, Year, Today and Previous School Day can be selected quickly using the date buttons. The From/To Dates can also be changed manually if required.

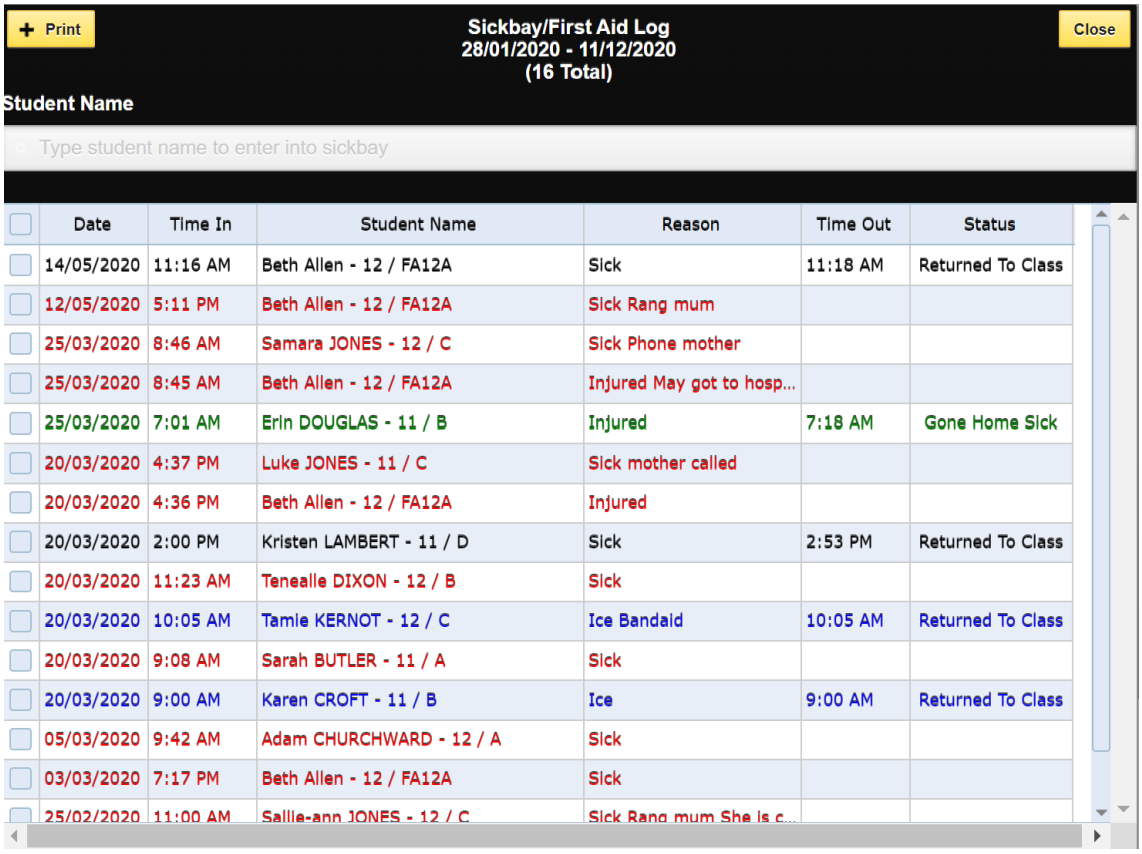
Filters are also provide for Year Level, Campus and House Code.
If required multiple year levels may be entered, separated by a comma e.g 7,8,9
Campus and House will be saved on a per user basis and used as defaults for all Log screens for that user.

There are also filters for Reason in sickbay and Reason in First aid. These can be used to select only certain entries.

The list may be restricted to those students still in sick bay only, Sick Bay entries only or First aid entries only. Sickbay Only and Student Still In Sickbay Only are mutually exclusived with First Aid Only.

Click the View Sickbay Entries button to generate a list of students in Sickbay/First Aid based on the selection criteria.

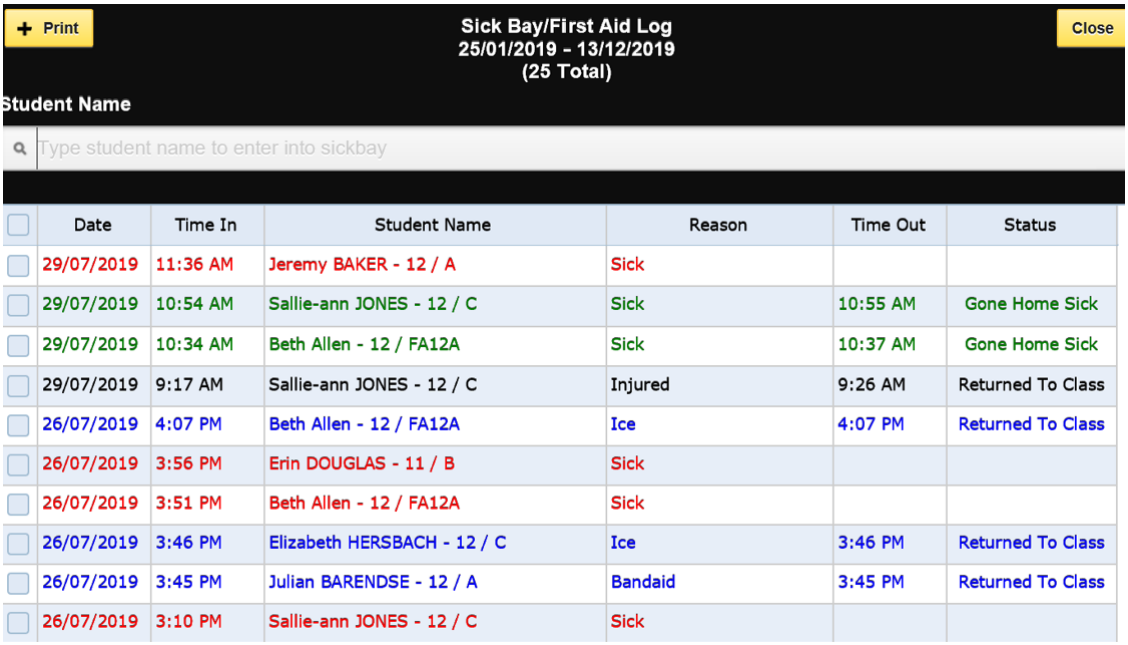
If no students are found to be in Sickbay for the range entered the screen with show No data to display.



Date	Time In	Student Name	Reason	Time Out	Status
14/05/2020	11:16 AM	Beth Allen - 12 / FA12A	Sick	11:18 AM	Returned To Class
12/05/2020	5:11 PM	Beth Allen - 12 / FA12A	Sick Rang mum		
25/03/2020	8:46 AM	Samara JONES - 12 / C	Sick Phone mother		
25/03/2020	8:45 AM	Beth Allen - 12 / FA12A	Injured May got to hosp...		
25/03/2020	7:01 AM	Erin DOUGLAS - 11 / B	Injured	7:18 AM	Gone Home Sick
20/03/2020	4:37 PM	Luke JONES - 11 / C	Sick mother called		
20/03/2020	4:36 PM	Beth Allen - 12 / FA12A	Injured		
20/03/2020	2:00 PM	Kristen LAMBERT - 11 / D	Sick	2:53 PM	Returned To Class
20/03/2020	11:23 AM	Tenealle DIXON - 12 / B	Sick		
20/03/2020	10:05 AM	Tamie KERNOT - 12 / C	Ice Bandaid	10:05 AM	Returned To Class
20/03/2020	9:08 AM	Sarah BUTLER - 11 / A	Sick		
20/03/2020	9:00 AM	Karen CROFT - 11 / B	Ice	9:00 AM	Returned To Class
05/03/2020	9:42 AM	Adam CHURCHWARD - 12 / A	Sick		
03/03/2020	7:17 PM	Beth Allen - 12 / FA12A	Sick		
25/02/2020	11:00 AM	Sallie-ann JONES - 12 / C	Sick Rang mum She is c...		

Otherwise a list of Sickbay entries matching your search criteria will be displayed.

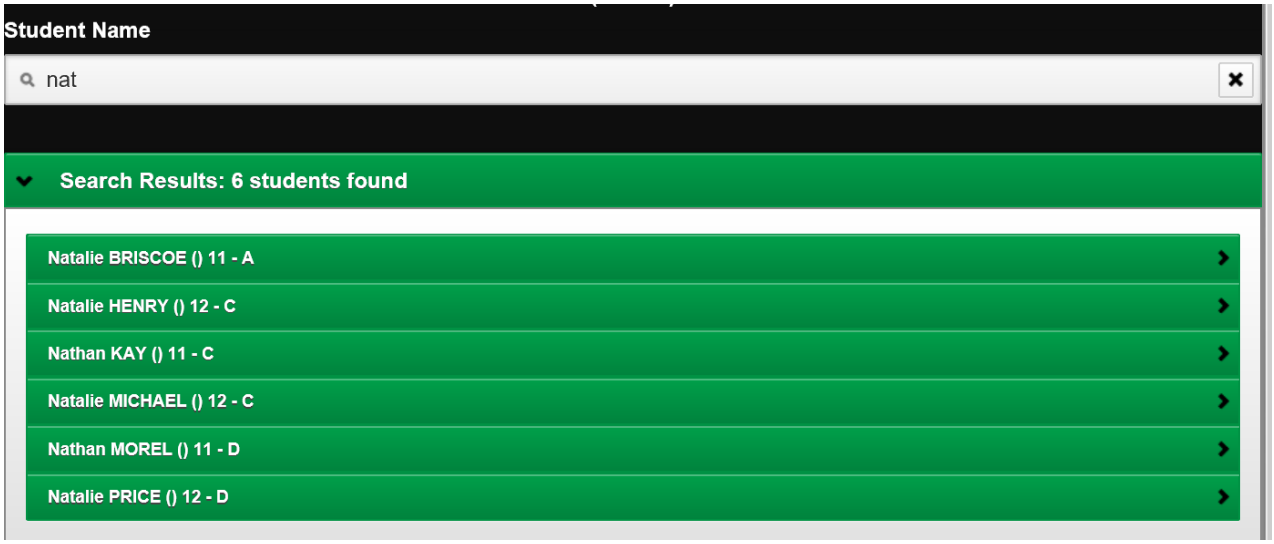
Students still in Sickbay will be will be shown in red.
Students that have returned to class will be shown in black.
Students that have gone home sick from sickbay will be shown in green.
Students that have come for first aid only and returned to class will be shown in blue.



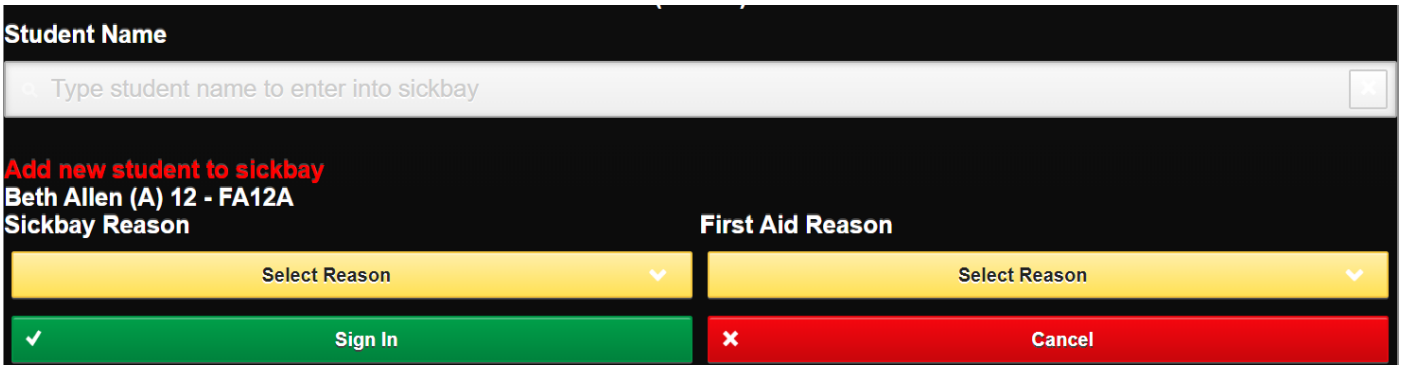
Date	Time In	Student Name	Reason	Time Out	Status
29/07/2019	11:36 AM	Jeremy BAKER - 12 / A	Sick		
29/07/2019	10:54 AM	Sallie-ann JONES - 12 / C	Sick	10:55 AM	Gone Home Sick
29/07/2019	10:34 AM	Beth Allen - 12 / FA12A	Sick	10:37 AM	Gone Home Sick
29/07/2019	9:17 AM	Sallie-ann JONES - 12 / C	Injured	9:26 AM	Returned To Class
26/07/2019	4:07 PM	Beth Allen - 12 / FA12A	Ice	4:07 PM	Returned To Class
26/07/2019	3:56 PM	Erin DOUGLAS - 11 / B	Sick		
26/07/2019	3:51 PM	Beth Allen - 12 / FA12A	Sick		
26/07/2019	3:46 PM	Elizabeth HERSBACH - 12 / C	Ice	3:46 PM	Returned To Class
26/07/2019	3:45 PM	Julian BARENDSE - 12 / A	Bandaid	3:45 PM	Returned To Class
26/07/2019	3:10 PM	Sallie-ann JONES - 12 / C	Sick		

There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

You can add a new student into the sickbay by starting to enter the student's first or last name into the Student Name field at the top of the screen. After the first two characters a list of students with a first and/or last name matching the letters typed will be displayed. The more letters typed the smaller the list will get.



If there are any students still in the list when you have finished just click on the student, you want to sign in to Sickbay/First Aid.



The add student panel will slide down and display the student's name, status, year level and home group.

There are **Sickbay Reason** and **First Aid Reason** dropdown lists. The Lists contain the options already defined for Sick Bay in Student Pass Reasons.

If signing the student into Sickbay then select the reason from the Sickbay Reason dropdown list.

If signing the student into First Aid then select the reason from the First Aid Reason dropdown list.
You can not select both a sickbay reason and a first aid reason as this determines weather they are signed into Sickbay or First Aid.

The date/time signed in will be the current date/time. There is no option to change this.

Click the Sign In button to sign the student in or the Cancel button if you do not wish to sign the student in.

Every time you sign a new student in the list of students will be refreshed, based on your original selection criteria. This may take a few seconds to complete. If you sign the student into the Sickbay and the log criteria is restricted to First Aid Only, or vice versa, the refresh will not include the newly added students.

Note: The Sign In process will print a Sickbay Pass for the student, if there is a network receipt printer defined under Menu/Tools/Device/Pass Printer Settings in IDWeb.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

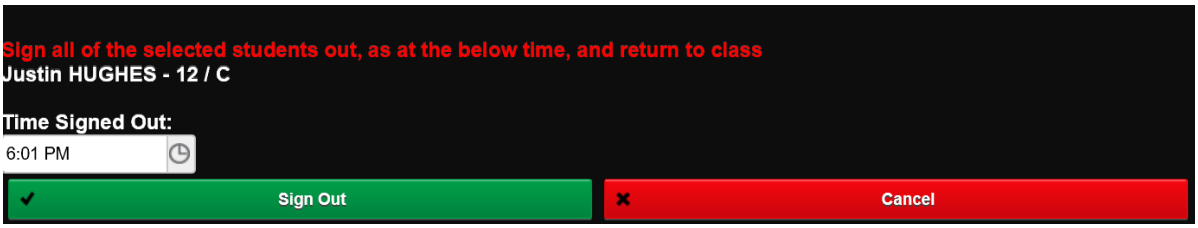
Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.

If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

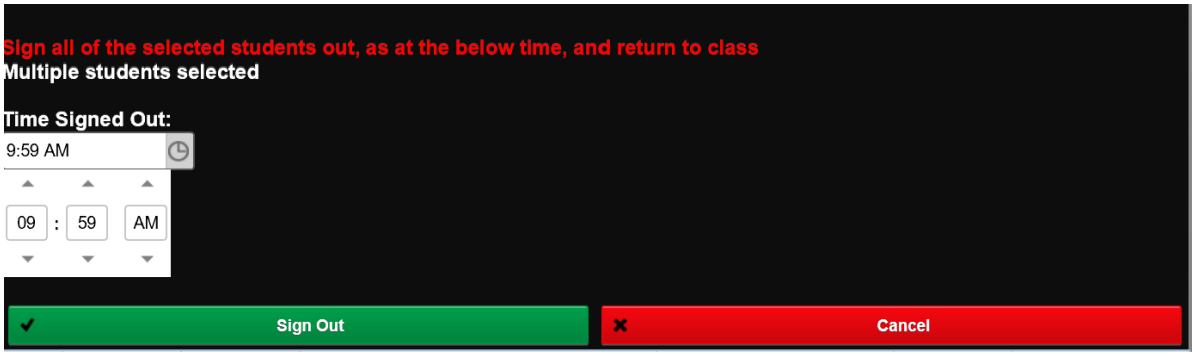
There is NO UNDO for deleted entries.

The **Sign Out & Return To Class** button can be used to return the selected student (left hand column box ticked) back to their next class.
Only Sickbay entries from the current day can be signed out. First Aid entries the student is signed out automatically at the time they signed in.
The sign out panel will slide down.



When the sign out if only one student selected to be signed out, the name of that student will be shown otherwise it will show **Multiple students selected.**

The Time Signed Out will default to the current time. If this needs to be changed click on the button to the right on the time field. A dropdown will appear which will allow you to alter the sign out time. You can also click on the time and enter it directly with the keyboard. Regardless of the time set no student will be signed out before they were signed in.



Click the **Sign Out** button to sign the selected student/s out of Sickbay or **Cancel** if you do not wish to proceed. The log Grid will be refreshed when the student/s have been signed out.

Note: The Sign Out process will print a Return Pass for the student/s, if there is a network receipt printer defined under Menu/Tools/Device/Pass Printer Settings in IDWeb.

The **Sign Out & Exit School** button can be used to sign the selected student (left hand column box ticked) out of the sickbay and issue a Leave Pass at the same time. **Only one student at a time can be selected**.
Only Sickbay entries from the current day can be signed out.
This option is only available for Admin & System Admin users.

Apart from only one student allowed to be selected, the operation of the function is basically the same as the **Sign Out & Return To Class function** but has the additional option of Print Student Copy of Exit Pass. This may be used to print a student copy of the exit pass if required.

Clicking the Sign Out button will sign the student out and issue a **Sick Bay Exit Pass** for the student.

Note: The Sign Out process will print a Sickbay Exit Pass for the student, if there is a network receipt printer defined under Menu/Tools/Device/Pass Printer Settings in IDWeb.

It is very important than students be signed out of Sickbay as soon as they leave to return to class. Failure to do so can result in class teachers not being able to mark students present in later classes.
Returning a student with a backdated return time can result in partially marked classes.

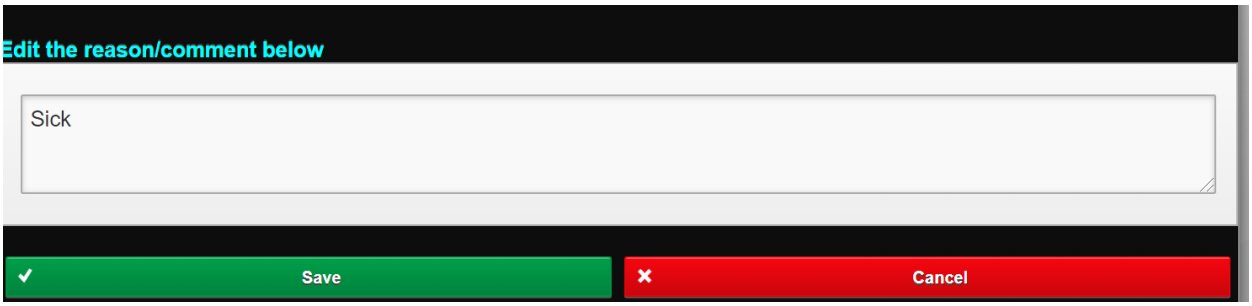
The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

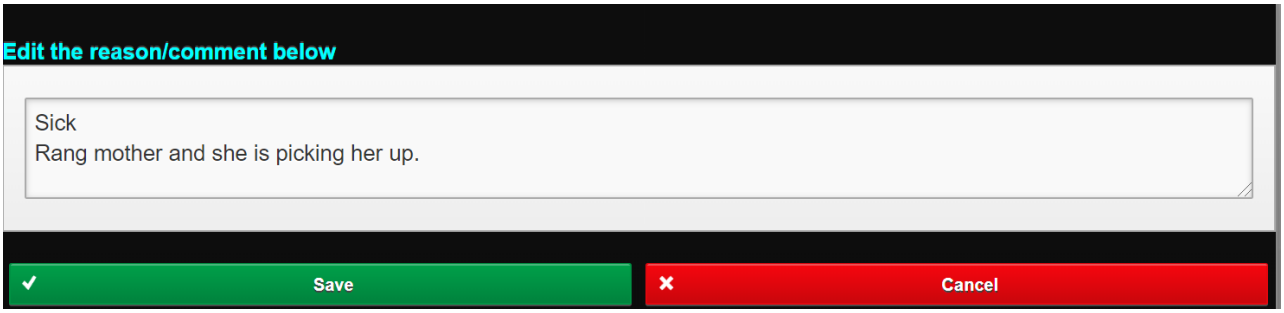
The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the reason/comment field, of the currently selected entry, if there is more information that needs to be added. Only one entry at a time can be edited.

The Edit Reason/Comment panel will slide down and will show the existing reason and will move the next line ready for extra text.

You should not remove any existing comments but rather add to what is already there. You cannot totally remove the Reason/Comment.





Click the **Save** button to save the modified Reason/Comment. Once save the grid will automatically refresh.

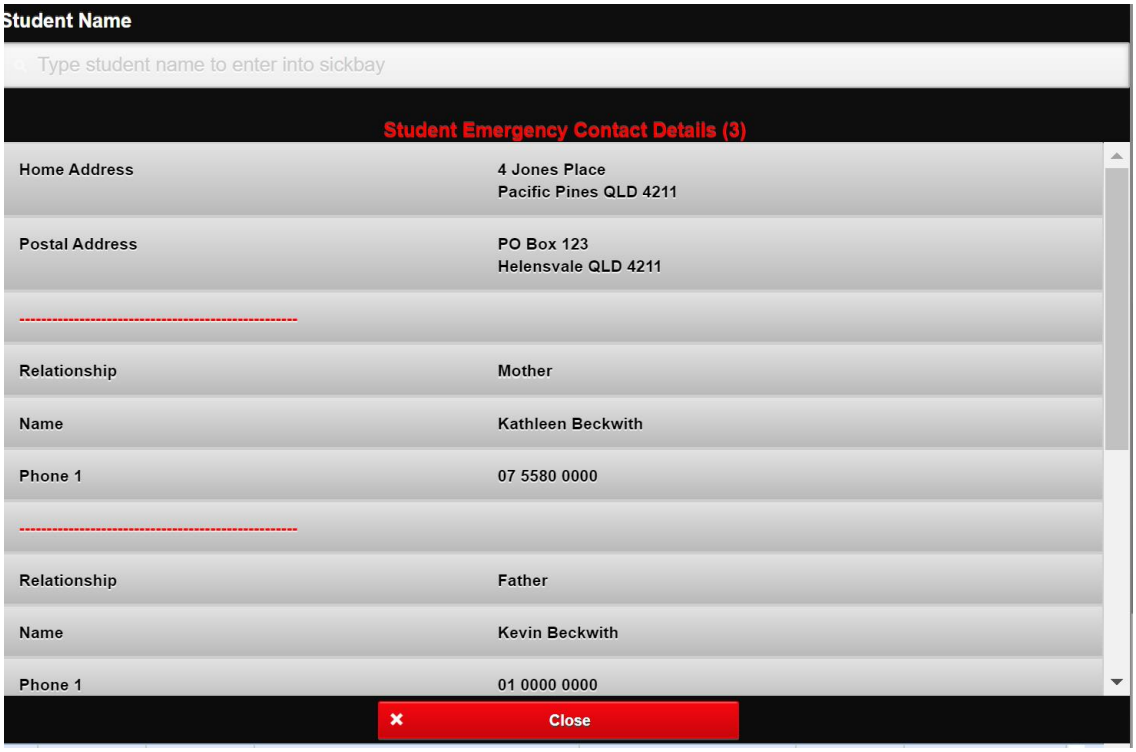
Click **Cancel** if you do not want to save any changes or did not make any changes.

Note: If there are multiple lines in the Reason/Comment the line breaks will not be present on the grid and will appear as one lone line. If you need/want to the see all of the text, the Edit function can be used to display it all.

The **Contact Details** may be used to display the Emergency Contact Details for the selected student. Only one student at a time can be selected.

A panel will slide down under the Student Name field and display the Home and Postal Addresses as all of the Emergency Contact Details, we have. The number of emergency contacts is shown at the top of the panel.

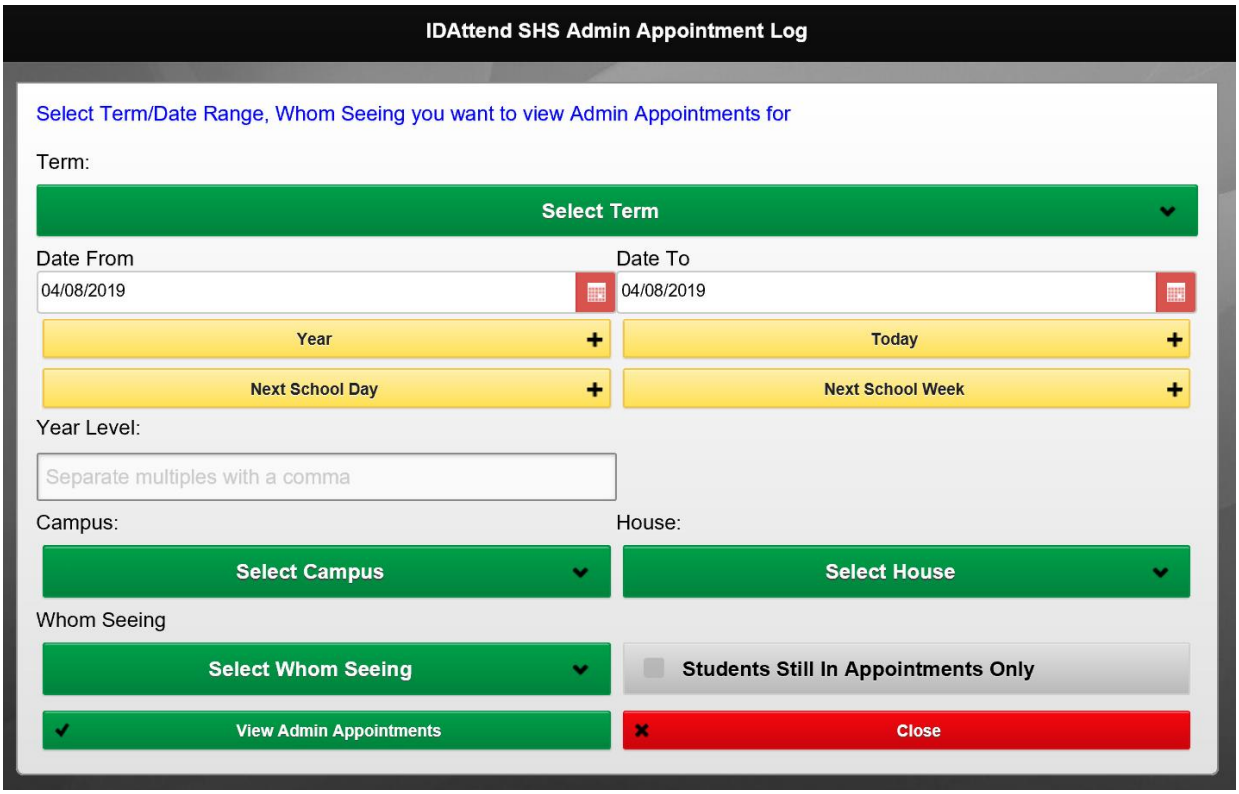
If there are more details than can fit in the panel, a horizontal scroll bar will appear to allow you to view them all if necessary.



Click the Close button to close the panel when done.

Admin Appointment Log

The Admin Appointment Log option will appear for those users that have the Admin Appointment option enabled in IDAttend Teacher Options and for all Admin/System Admin users. The Admin Appointment Log allows users to view as well as manage the students who have Admin Appointments.



The default date range is the current date but the date range for Selected Term using the Term dropdown list, Year, Next School Day or Next School Week can be selected quickly using the date buttons. The From/To Dates can also be changed manually if required.

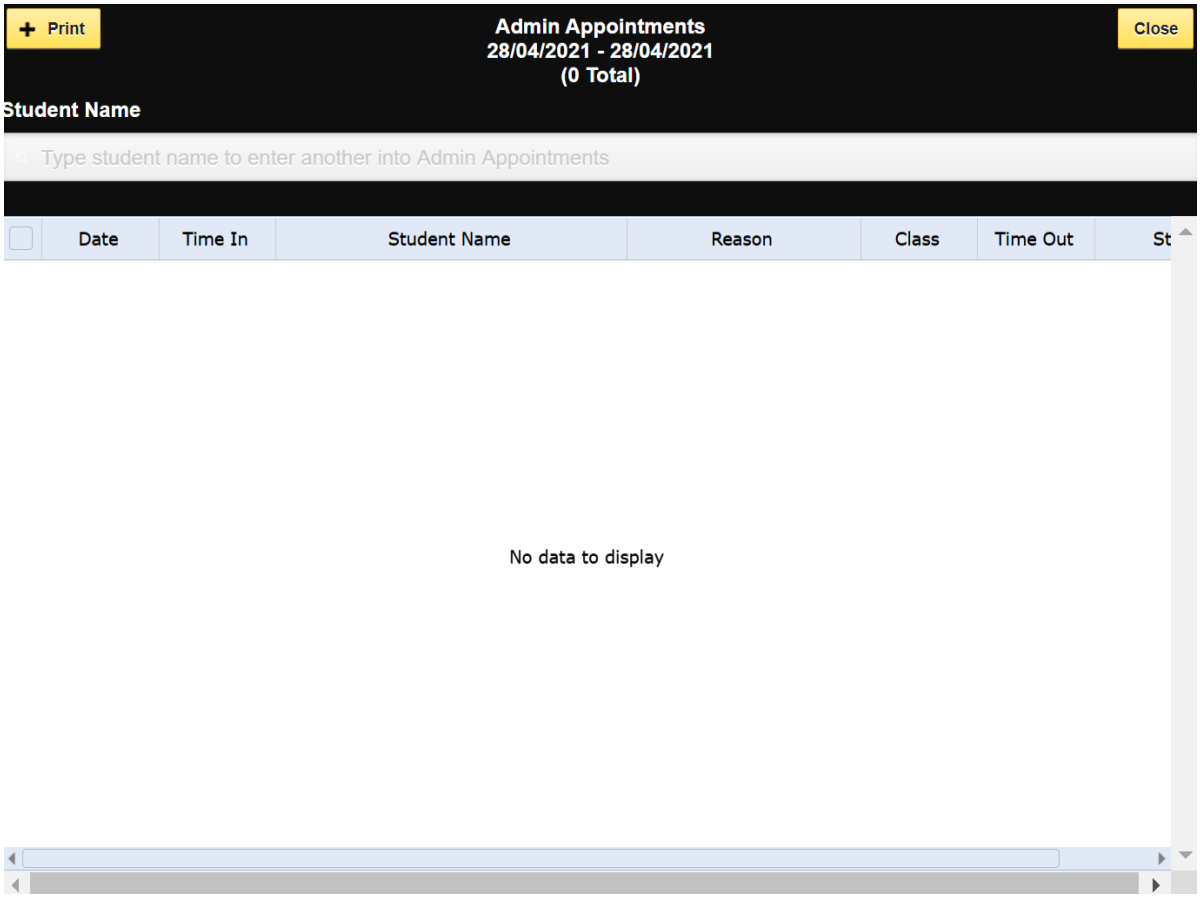
Filters are also provide for Year Level, Campus and House Code.
If required multiple year levels may be entered, separated by a comma e.g 7,8,9
Campus and House will be saved on a per user basis and used as defaults for all Log screens for that user.

Whom Seeing allows you to filter the list shown to just those students whose appointment is with the selected person. Very handy for those users who deal with those students.

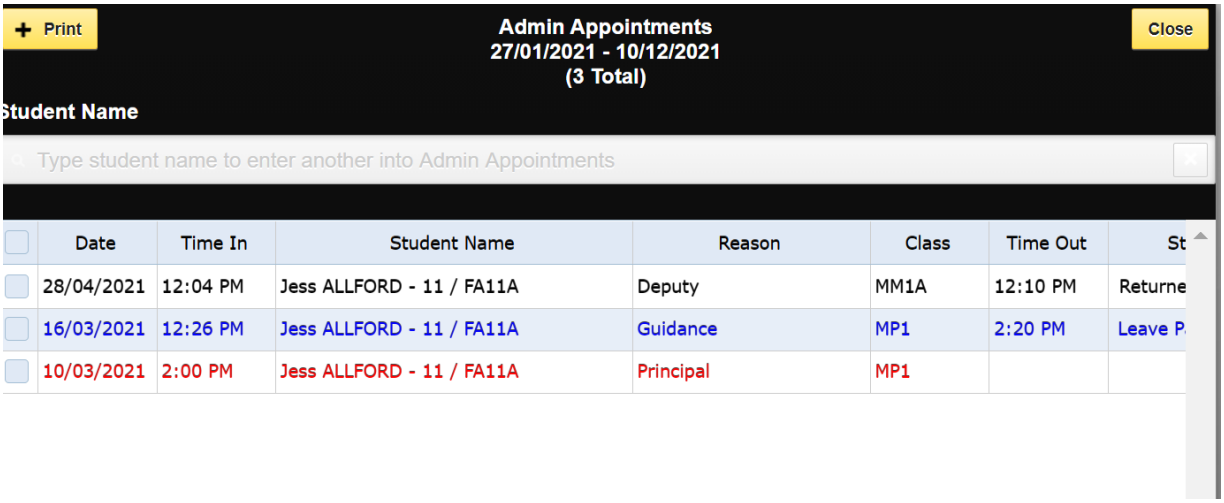
The list may be restricted to those students still in appointments.

Click the View Admin Appointments button to generate a list of students in Admin Appointments based on the selection criteria.

If no students with Admin Appointments are found for the range entered the screen with show No data to display.



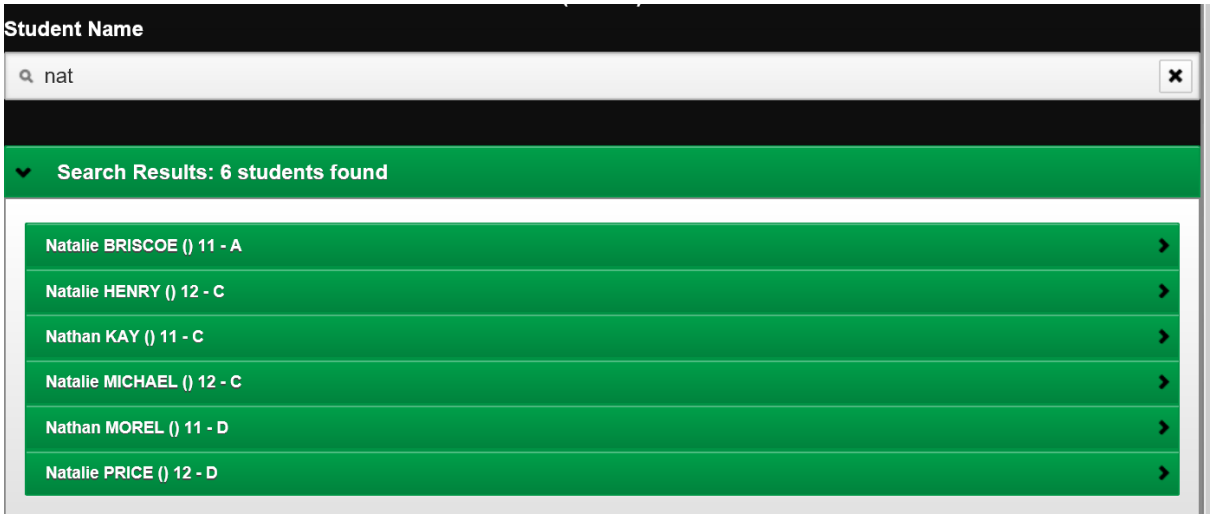
Otherwise a list of Appointments matching your search criteria will be displayed. You may need to scroll with the horizontal scroll bar to see all the columns as the grid may be wider than the screen.



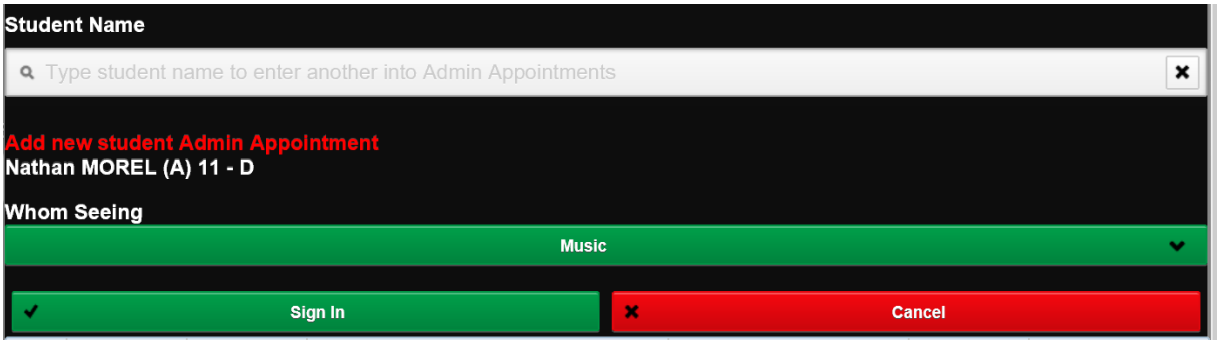
There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

Student not yet signed out of appointments will be in Red, those that have been returned to class will be in black. Those that have been signed out & exited school will be in blue.

You can add a new student into an admin appointment by starting to enter the student's first or last name into the Student Name field at the top of the screen. After the first two characters a list of students with a first and/or last name matching the letters typed will be displayed. The more letters typed the smaller the list will get.



If there are any students still in the list when you have finished just click on the student, you want to add as an admin appointment.



The add student panel will drop down and display the student's name, status, year level and home group.

The Whom Seeing dropdown list will default to the Whom Seeing option selected on the previous screen, if any, otherwise you will need to select one or change the default selected.

The date/time signed in will be the current date/time. There is no option to change this.

Click the Sign In button to sign the student in or the Cancel button if you do not wish to sign the student in.

Every time you sign a new student in the list of students will be refreshed, based on your original selection criteria. This may take a few seconds to complete.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

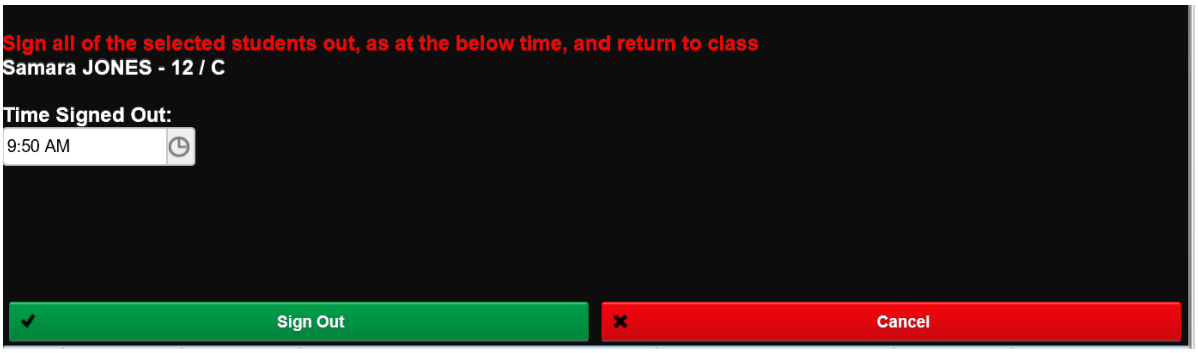
Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.

If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

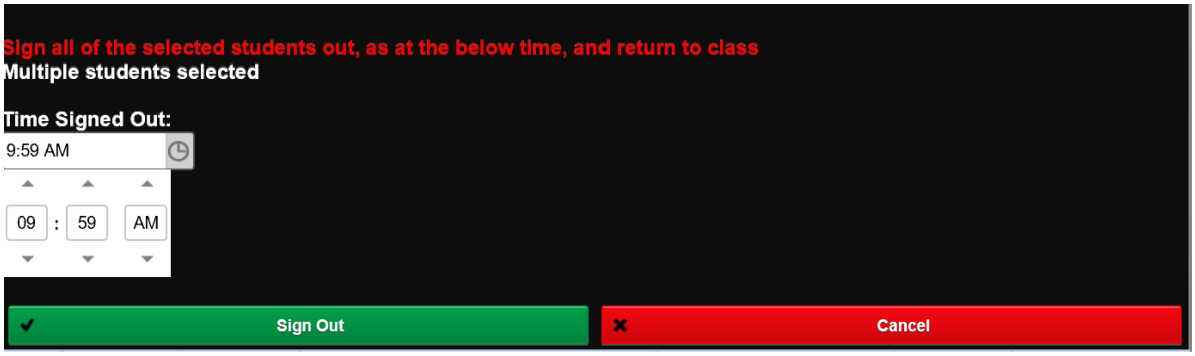
There is NO UNDO for deleted entries.

The **Sign Out & Return To Class** button can be used to return the selected student (left hand column box ticked) back to their next class.
Only Admin Appointments from the current day can be signed out.



When the sign out If only one student selected to be signed out, the name of that student will be shown otherwise it will show **Multiple students selected.**

The Time Signed Out will default to the current time. If this needs to be changed click on the button to the right on the time field. A dropdown will appear which will allow you to alter the sign out time. You can also click on the time and enter it directly with the keyboard. Regardless of the time set no student will be signed out before they were signed in and no later than the end of their school day.



Click the **Sign Out** button to sign the selected student/s out of Admin Appointments or **Cancel** if you do not wish to proceed.
The Admin Appointments Grid will be refreshed when the student/s have been signed out.

Note: The Sign Out process will print a Return Pass for the student/s, if there is a network receipt printer defined under Menu/Tools/Device/Pass Printer Settings in IDWeb.

The **Sign Out & Exit School** button can be used to sign the selected student (left hand column box ticked) out of the Admin Appointment and issue a Leave Pass at the same time. **Only one student at a time can be selected**.
Only Admin Appointments from the current day can be signed out.
This option is only available for Admin & System Admin users.

Apart from only one student allowed to be selected, the operation of the function is basically the same as the **Sign Out & Return To Class** function but does have an additional field of **Reason**. This is the reason the student is leaving school and must be entered.

Clicking the Sign Out button will sign the student out and issue a **Leave Pass** for the student.

If the Sign Out time is past the student's end of school day, a normal sign out with a time of the end of the student's day will be saved. No leave pass will be issued.

Note: The Sign Out process will print a Leave Pass for the student, if there is a network receipt printer defined under Menu/Tools/Device/Pass Printer Settings in IDWeb.

It is very important than students be signed out of Admin Appointments as soon as they appointment is complete. Failure to do so can result in class teachers not being able to mark students present in later classes.
Returning a student with a backdated return time can result in partially marked classes.

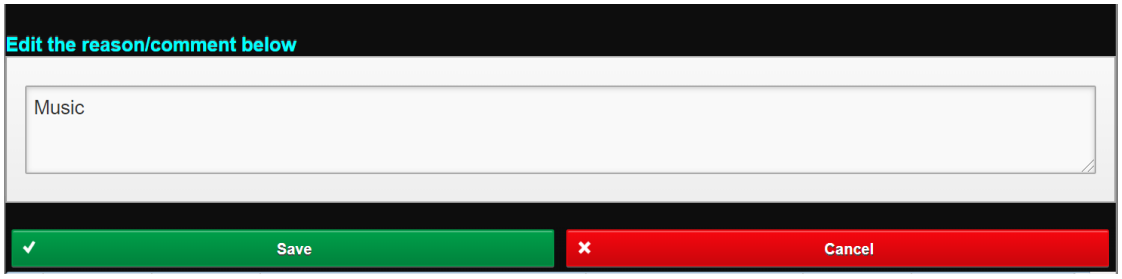
The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

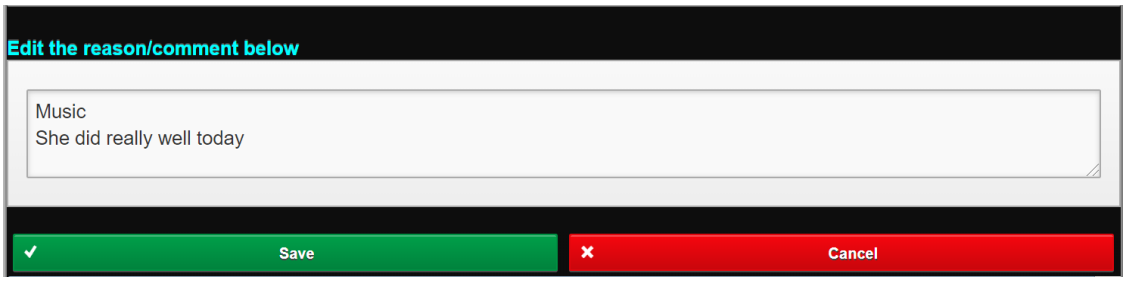
The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the reason/comment field, of the currently selected entry, if there is more information that needs to be added. Only one entry at a time can be edited.

The Edit Reason/Comment panel will slide down and will show the existing reason and will move the next line ready for extra text.

You should not remove any existing comments but rather add to what is already there. You cannot totally remove the Reason/Comment.





Click the **Save** button to save the modified Reason/Comment. Once save the grid will automatically refresh.

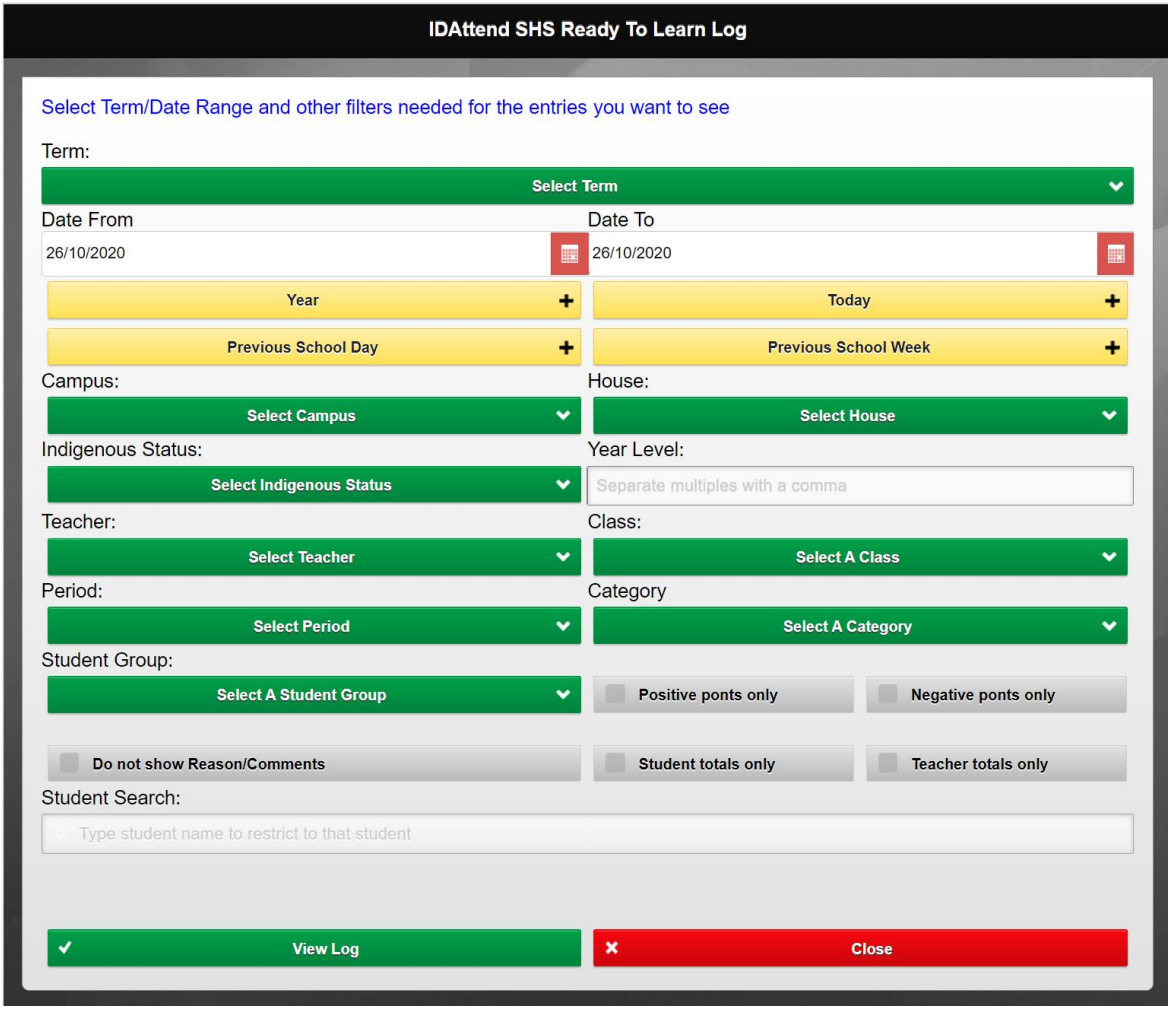
Click **Cancel** if you do not want to save any changes or did not make any changes.

Note: If there are multiple lines in the Reason/Comment the line breaks will not be present on the grid and will appear as one lone line. If you need/want to the see all of the text, the Edit function can be used to display it all.

Ready to Learn Log

The Ready to Learn Log option will appear for those users that have setup the Ready to Learn Options in IDAttend. The Ready to Learn Log allows users to view all Ready to Learn entries added by all teachers and other users, depending on the filter options set. The Log may have a different name if it has been renamed in IDAttend School Setup.

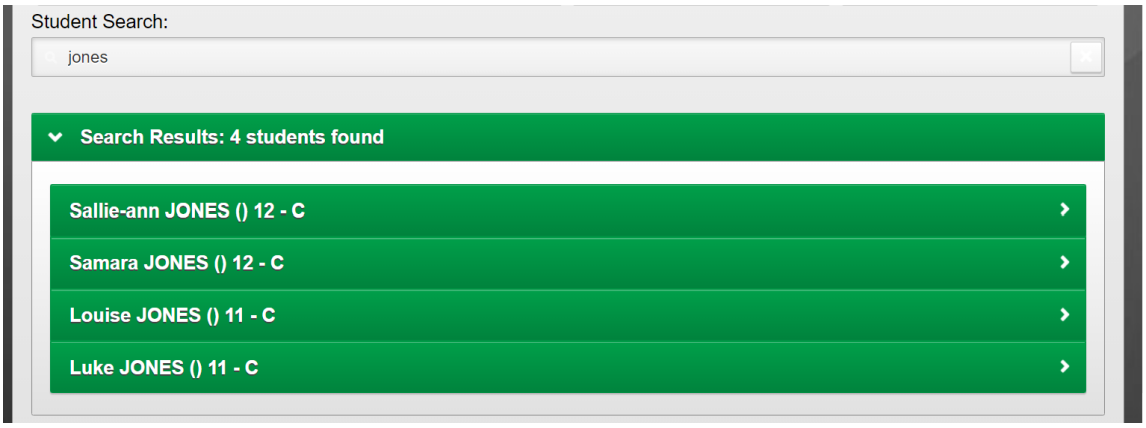
If your login profile is a teacher then you should already be selected in the Teacher dropdown list.



The default date range is the current date but the date range for Selected Term using the Term dropdown list, Year, Previous School Day or Previous School Week can be selected quickly using the date buttons. The From/To Dates can also be changed manually if required.

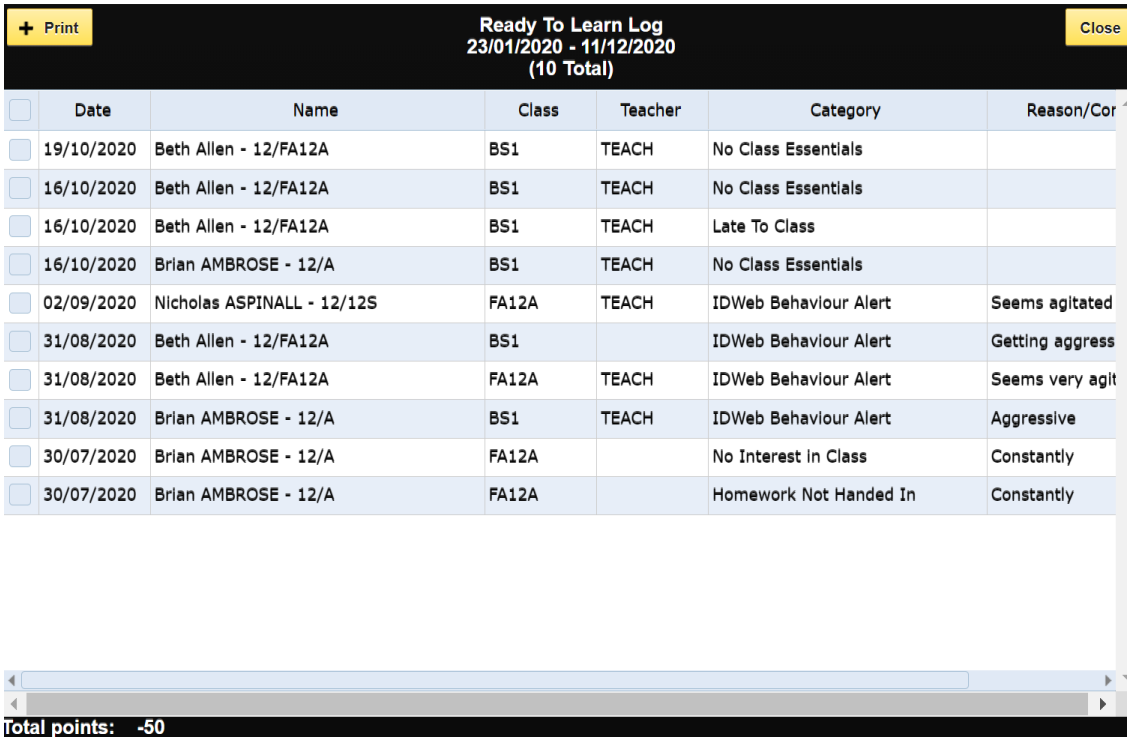
Filters are also provided for Campus, House Code Indigenous Status, Year Level, Teacher, Class, Period, Ready to Learn Category and Student Group. A Category of IDWeb Behaviour Alert is automatically added to the list by the system. You can also restrict the entries to Positive Points Only or Negative Points Only as well as Do not show Reason/Comments, Student Totals Only and Teacher Totals Only.
If required multiple year levels may be entered, separated by a comma e.g 7,8,9
Campus and House will be saved on a per user basis and used as defaults for all Log screens for that user.

If required, there is also a filter for a single student. Just start typing the students last name, first name, ID etc. A list of matching students will appear. The more you type the more the list of possible students will narrow down. Simply select the student required and the log will display only entries for that student. To remove the single student filter just click the Refresh button.



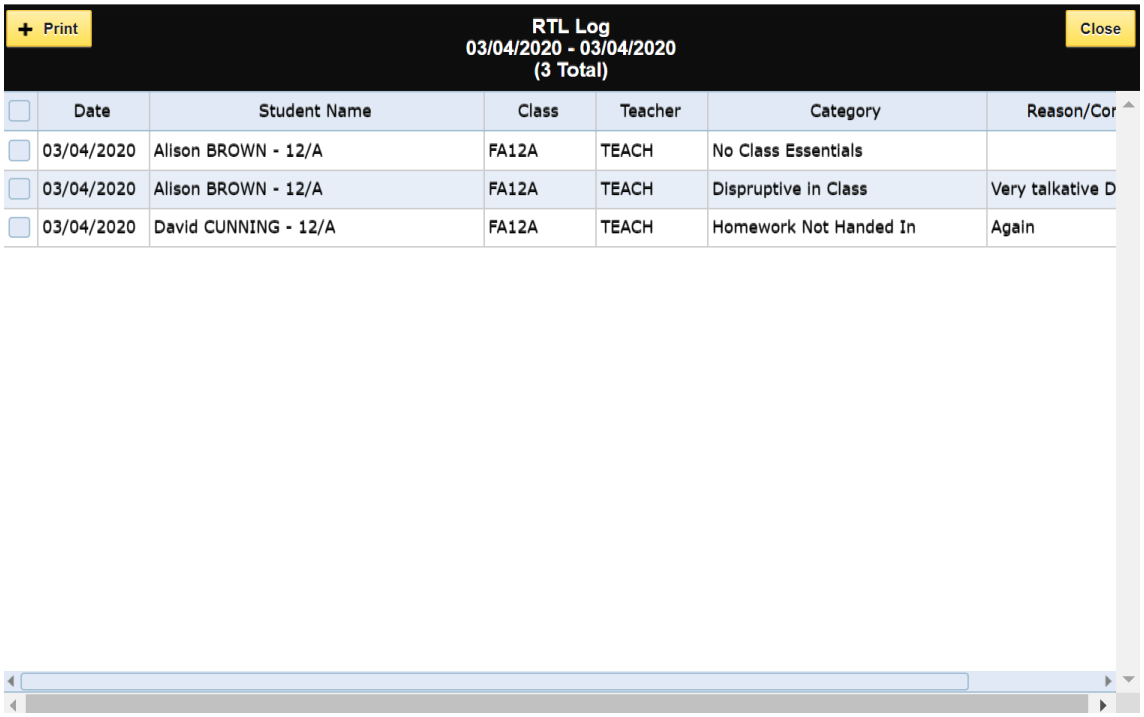
Note: The student filter should be the last filter you use as once selected the log will look for entries only relating to that student.

Click the **View Log** button to generate a list of Ready to Learn entries based on the selection criteria.



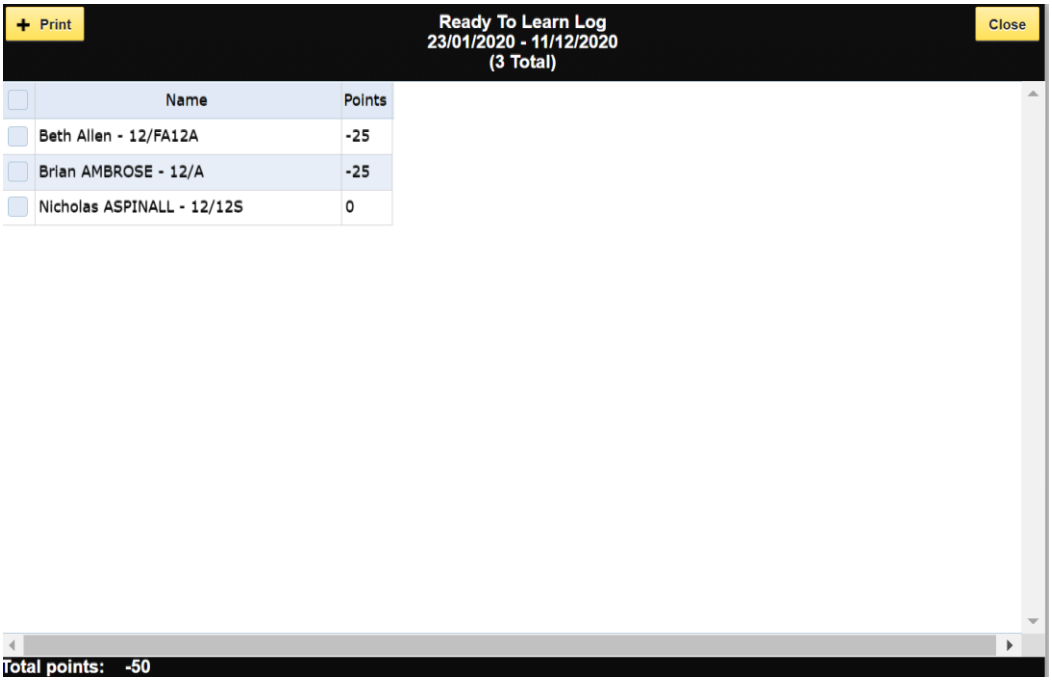
Date	Name	Class	Teacher	Category	Reason/Cor
19/10/2020	Beth Allen - 12/FA12A	BS1	TEACH	No Class Essentials	
16/10/2020	Beth Allen - 12/FA12A	BS1	TEACH	No Class Essentials	
16/10/2020	Beth Allen - 12/FA12A	BS1	TEACH	Late To Class	
16/10/2020	Brian AMBROSE - 12/A	BS1	TEACH	No Class Essentials	
02/09/2020	Nicholas ASPINALL - 12/12S	FA12A	TEACH	IDWeb Behaviour Alert	Seems agitated
31/08/2020	Beth Allen - 12/FA12A	BS1		IDWeb Behaviour Alert	Getting aggress
31/08/2020	Beth Allen - 12/FA12A	FA12A	TEACH	IDWeb Behaviour Alert	Seems very agit
31/08/2020	Brian AMBROSE - 12/A	BS1	TEACH	IDWeb Behaviour Alert	Aggressive
30/07/2020	Brian AMBROSE - 12/A	FA12A		No Interest in Class	Constantly
30/07/2020	Brian AMBROSE - 12/A	FA12A		Homework Not Handed In	Constantly

The log is in descending date order and then student Last Name order. It shows the Class, Teacher (if assigned by a teacher). Category, Reason/Comment and Points. You may need to scroll with the horizontal scroll bar to see all of the columns.



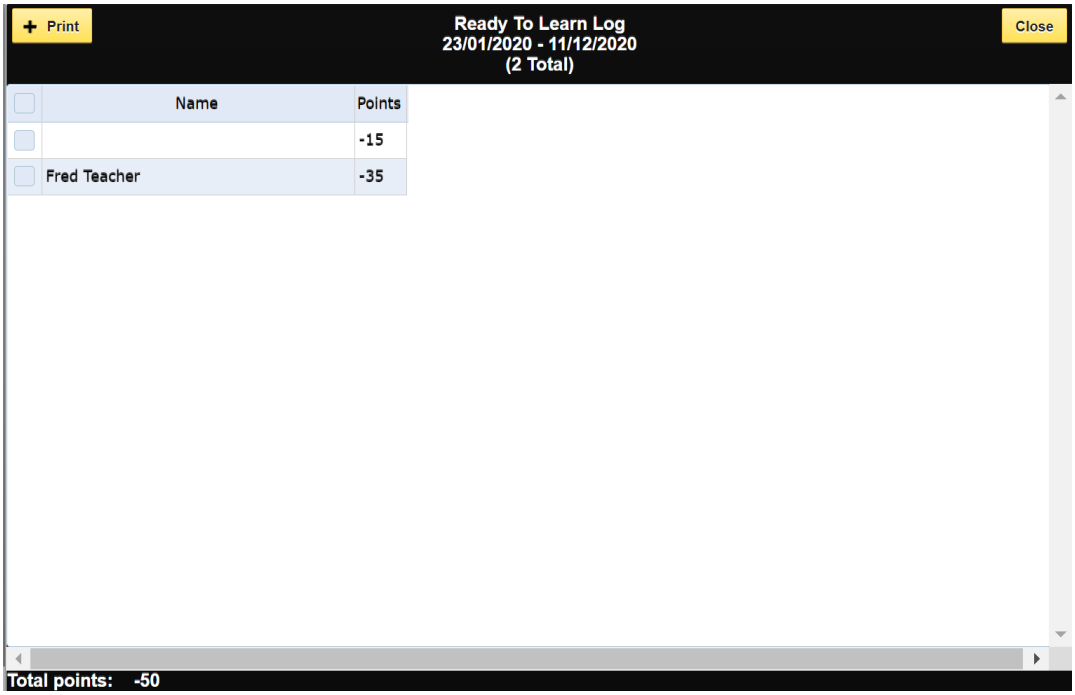
Date	Student Name	Class	Teacher	Category	Reason/Cor
03/04/2020	Alison BROWN - 12/A	FA12A	TEACH	No Class Essentials	
03/04/2020	Alison BROWN - 12/A	FA12A	TEACH	Dispruptive in Class	Very talkative D
03/04/2020	David CUNNING - 12/A	FA12A	TEACH	Homework Not Handed In	Again

If Student Total Only is selected then only a summary for each student will be shown. The Delete and Edit buttons are not available for this option.



Name	Points
Beth Allen - 12/FA12A	-25
Brian AMBROSE - 12/A	-25
Nicholas ASPINALL - 12/12S	0

If Teacher Total Only is selected then only a summary for each teacher will be shown. The Delete and Edit buttons are not available for this option.



There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.

If you click the **Yes** button the log screen will be re-displayed, and the selected entries will have been deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

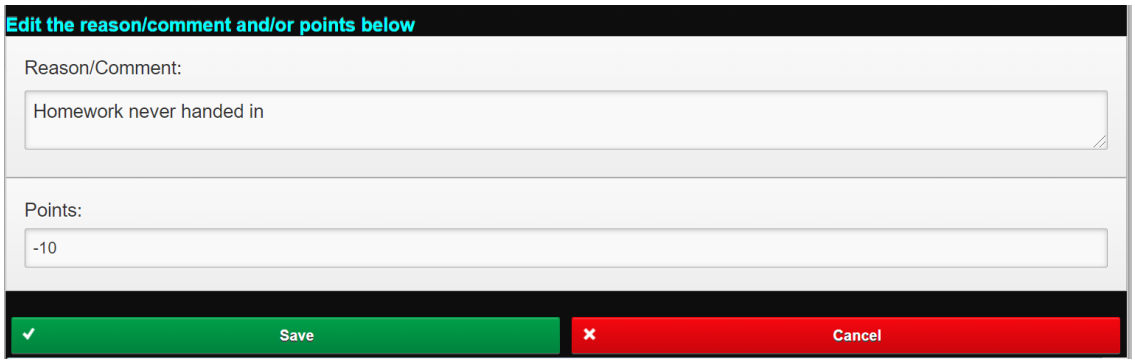
There is NO UNDO for deleted entries.

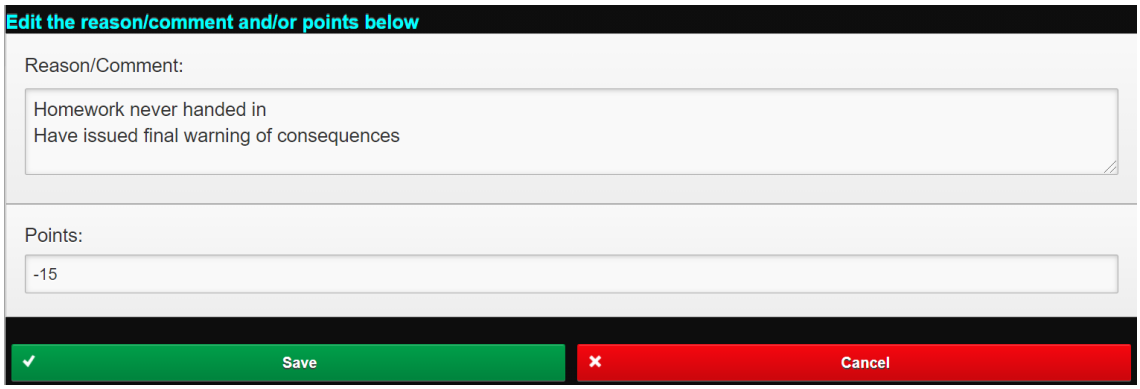
The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the reason/comment and/or Points fields, of the currently selected entry, if there is more information that needs to be added. Only one entry at a time can be edited. Teachers can only edit entries that they created from the class attendance screen.

The Edit panel will slide down and will show the existing reason and will move the next line ready for extra text. Points may also be edited.

You should not remove any existing comments but rather add to what is already there.



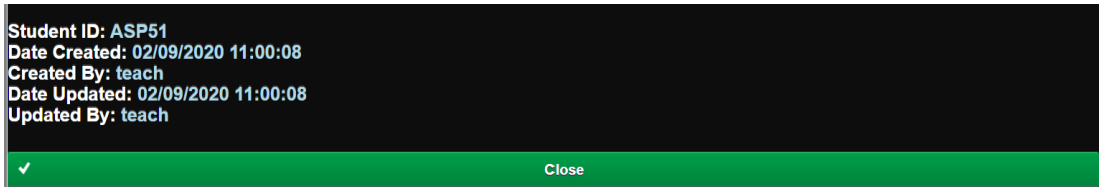


Click the **Save** button to save the modified Reason/Comment and/or Points. Once save the grid will automatically refresh.

Click **Cancel** if you do not want to save any changes or did not make any changes.

Note: If there are multiple lines in the Reason/Comment the line breaks will not be present on the grid and will appear as one long line. If you need/want to the see all the text, the Edit function can be used to display it all.

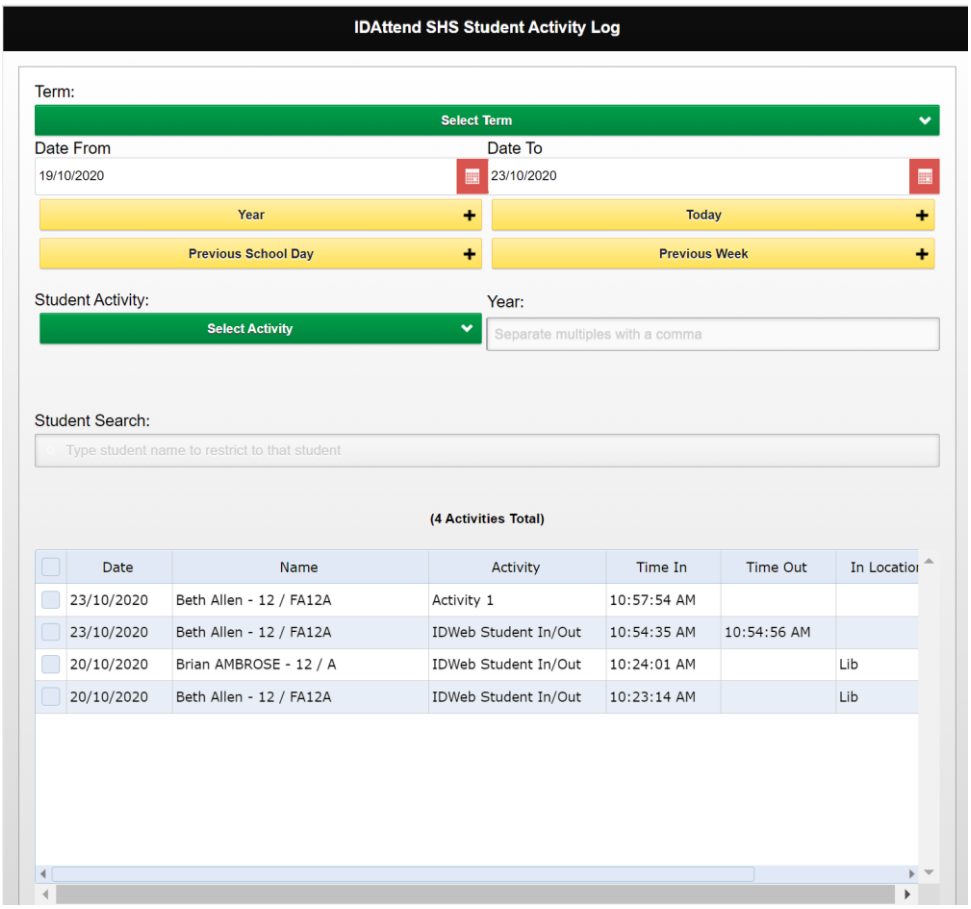
The **Details** button can be used to slide down a panel to see when the entry was created the and by whom as well was when the entry was last updated and by whom.



To close the slide down the panel, click the **Close** button.

Student Activity Log

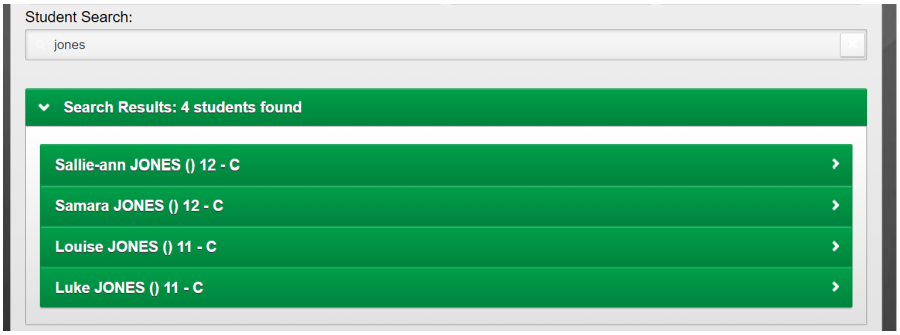
The Student Activity Log option will appear for Admin users only. The Student Activity Log allows users to view all Student Activities entries added using the Sign/Scan Students Into Student Activity function , depending on the filter options set.



The default date range is the current date but the date range for Selected Term using the Term dropdown list, Year, Previous School Day or Previous School Week can be selected quickly using the date buttons. The From/To Dates can also be changed manually if required. Any entries for the current data should be displayed straight away.

Filters are also provided for Student Activity, if you wish to restrict to a single activity, and Year Level.

If required, there is also a filter for a single student. Just start typing the students last name, first name, ID etc. A list of matching students will appear. The more you type the more the list of possible students will narrow down. Simply select the student required and the log will display only entries for that student. To remove the single student filter just click the Refresh button.



Note: The student filter should be the last filter you use as once selected the log will look for entries only relating to that student.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

The **Refresh** button may be used to refresh the grid data, based on the original selection criteria.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

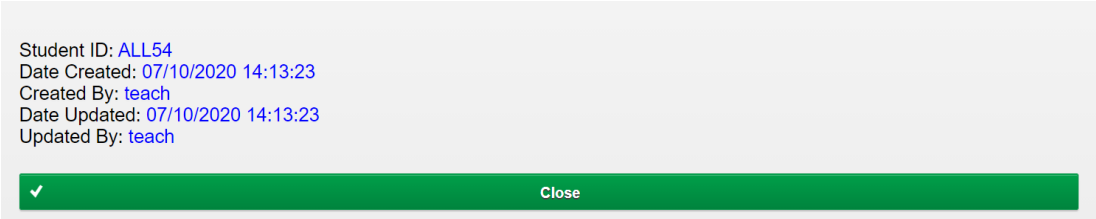
The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.

If you click the **Yes** button the log screen will be re-displayed, and the selected entries will have been deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

There is NO UNDO for deleted entries.

There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

The **Details** button can be used to slide down a panel to see when the entry was created the and by whom as well was when the entry was last updated and by whom. This information has only been collected since April 2020 so if any of these fields are blank it means the entry was created/updated before this time.

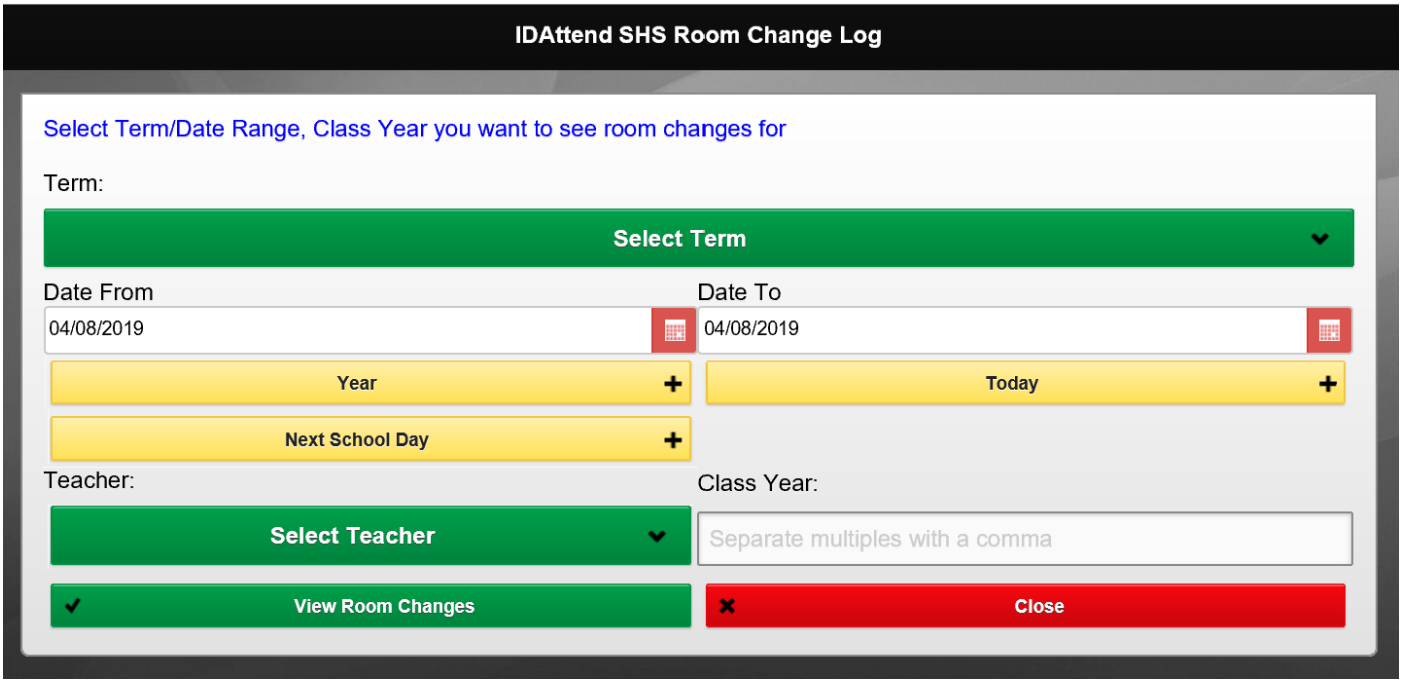


To close the slide down panel click the **Close** button.

The **Close** button will close the screen and return to the main menu screen.

Room Change Log

The Room Change Log option will appear for all users. The idea is so users can quickly determine if a different room has been assigned for a particular class, on a particual day/period. While Teachers can view room changes that they or other users have made for their classes, they can not delete those entries from this log. The Change Class Room function may be used to change or delete entries.



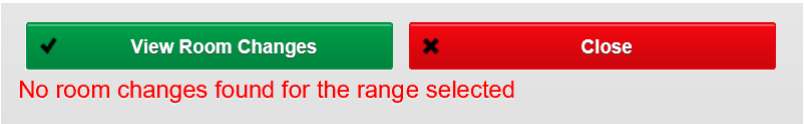
The default date range is the current date but the date range for Selected Term using the Term dropdown list, Year or Next School can be selected quickly using the date buttons. The From/To Dates can also be changed manually if required.

There is a **Teacher** drop down list may be used to restrict the room changes to those classes for the selected teacher if required. If the logged in user has a Teacher Code associated with the login then that teacher will be selected by default. This may be set to any other teacher or cleared by selecting the Select Teacher option at the top of the list.

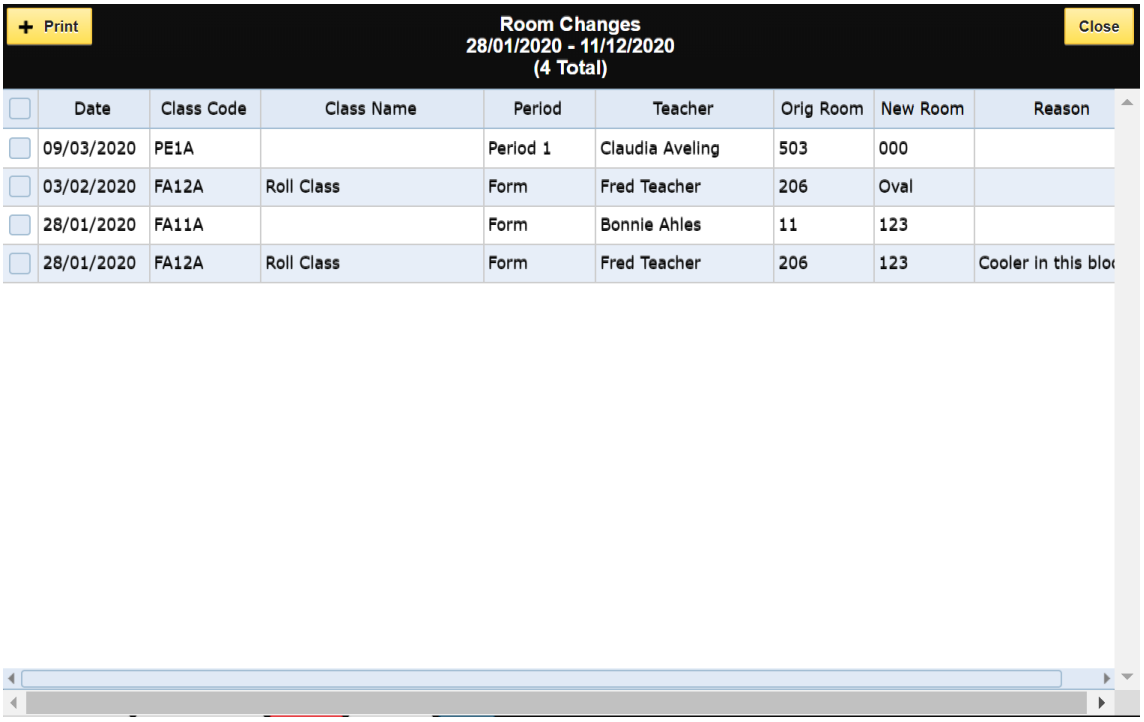
A filter is also provide for **Class Year**. If required multiple years may be entered, separated by a comma e.g 7,8,9

Click the View Room Changes button to generate a list of room changes based on the selection criteria.

If no room changes are found based on the users selction criteria then the following will be displayed



If Room Changes are found them the Room Changes screen will displayed.



Date	Class Code	Class Name	Period	Teacher	Orig Room	New Room	Reason
09/03/2020	PE1A		Period 1	Claudia Aveling	503	000	
03/02/2020	FA12A	Roll Class	Form	Fred Teacher	206	Oval	
28/01/2020	FA11A		Form	Bonnie Ahles	11	123	
28/01/2020	FA12A	Roll Class	Form	Fred Teacher	206	123	Cooler in this bloc

There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.

If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

There is NO UNDO for deleted entries.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will

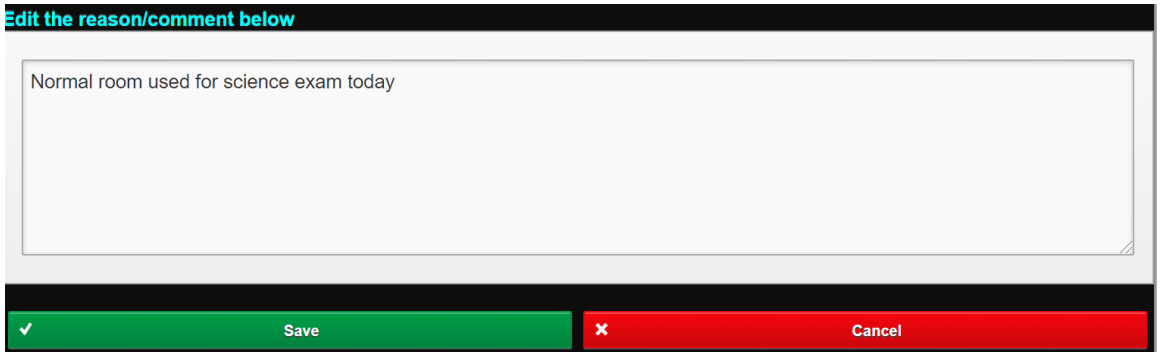
allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

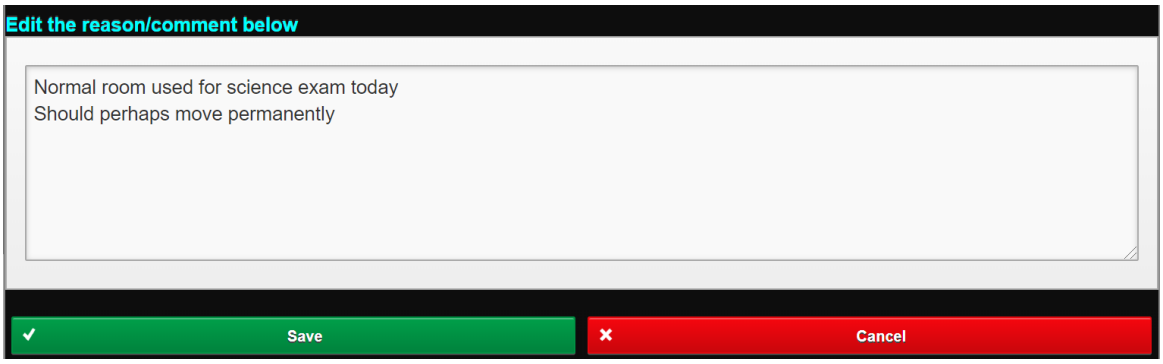
The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the reason/comment field, of the currently selected entry, if there is more information that needs to be added. Only one entry at a time can be edited.

The Edit Reason/Comment panel will slide down and will show the existing reason and will move the next line ready for extra text.

You should not remove any existing comments but rather add to what is already there. You cannot totally remove the Reason/Comment.





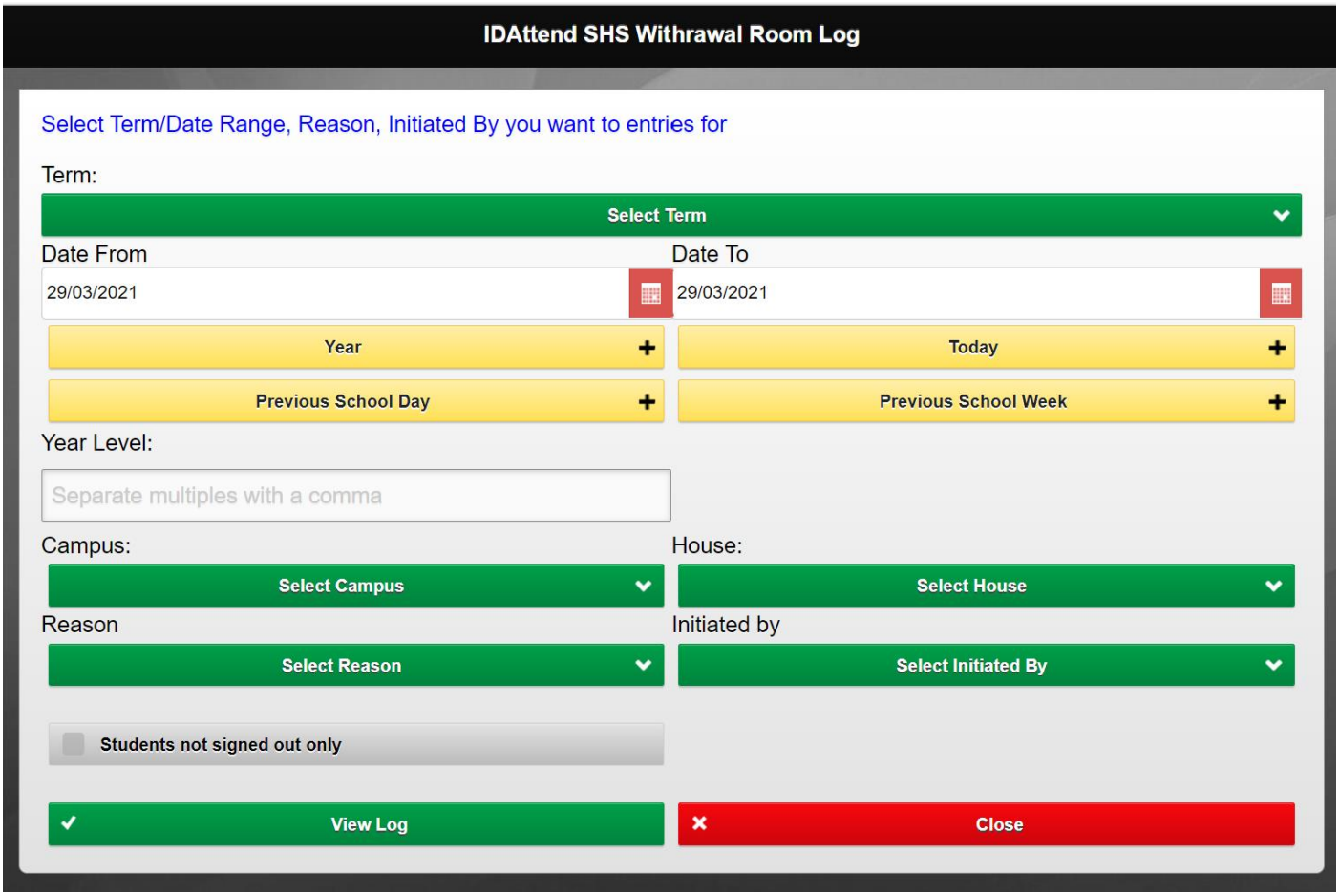
Click the **Save** button to save the modified Reason/Comment. Once save the grid will automatically refresh.

Click **Cancel** if you do not want to save any changes or did not make any changes.

Note: If there are multiple lines in the Reason/Comment the line breaks will not be present on the grid and will appear as one lone line. If you need/want to the see all of the text, the Edit function can be used to display it all.

Timeout Log

The Timeout Log option will appear for all users. The Timeout Log allows users to view as well as manage the students who have been sent to 'Timeout'. The Timeout Log may have a different name depending on whether it have been renamed or not in School Setup. This example has it named Withdrawal Room.



The default date range is the current date but the date range for Selected Term using the Term dropdown list, Year, Next School Day or Next School Week can be selected quickly using the date buttons. The From/To Dates can also be changed manually if required.

Filters are also provide for **Year Level**, **Campus** and **House** Code.
If required multiple year levels may be entered, separated by a comma e.g 7,8,9
Campus and House will be saved on a per user basis and used as defaults for all Log screens for that user.

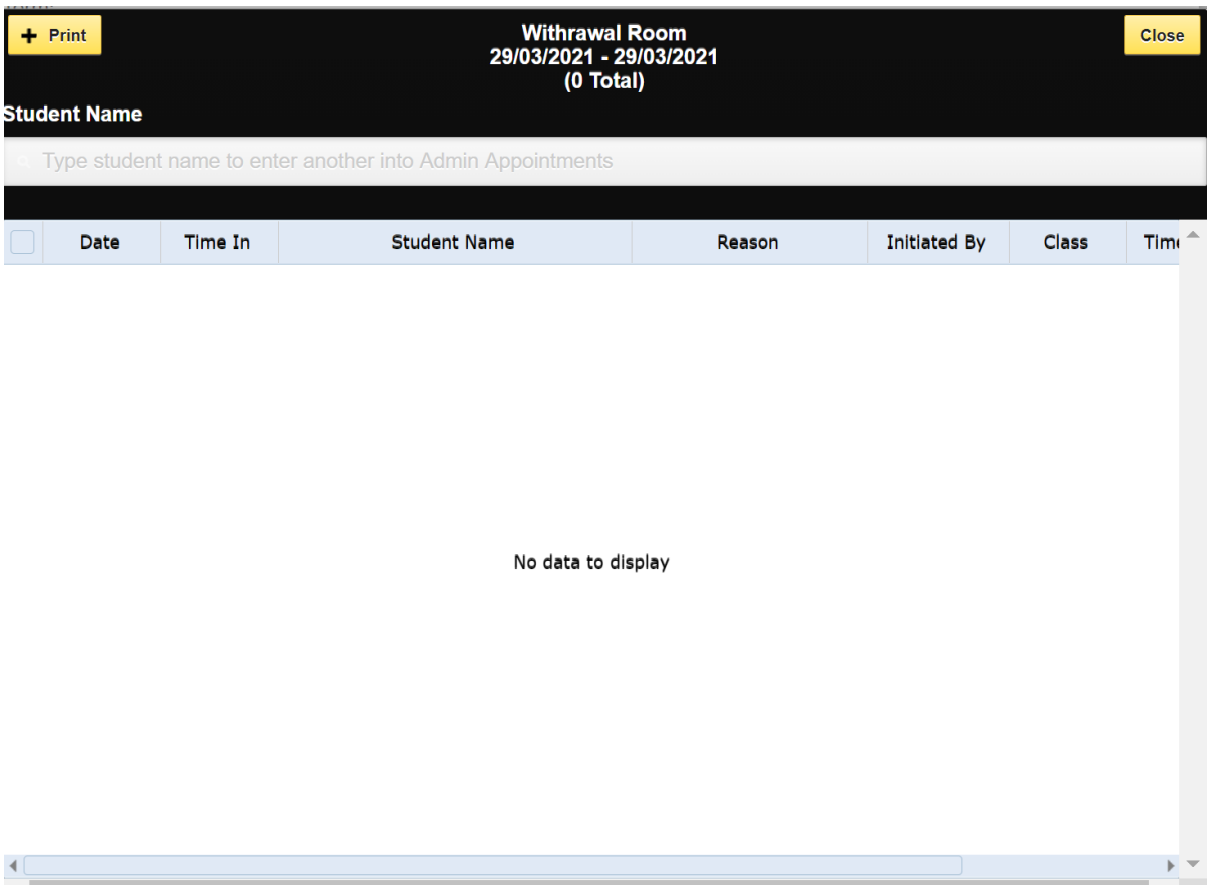
Reason allows you to filter the list shown to just those students whose timeout was for a particular predefined reason.

Initiated By allows you to filter the list shown to just those students whose timeout was Initiated By.

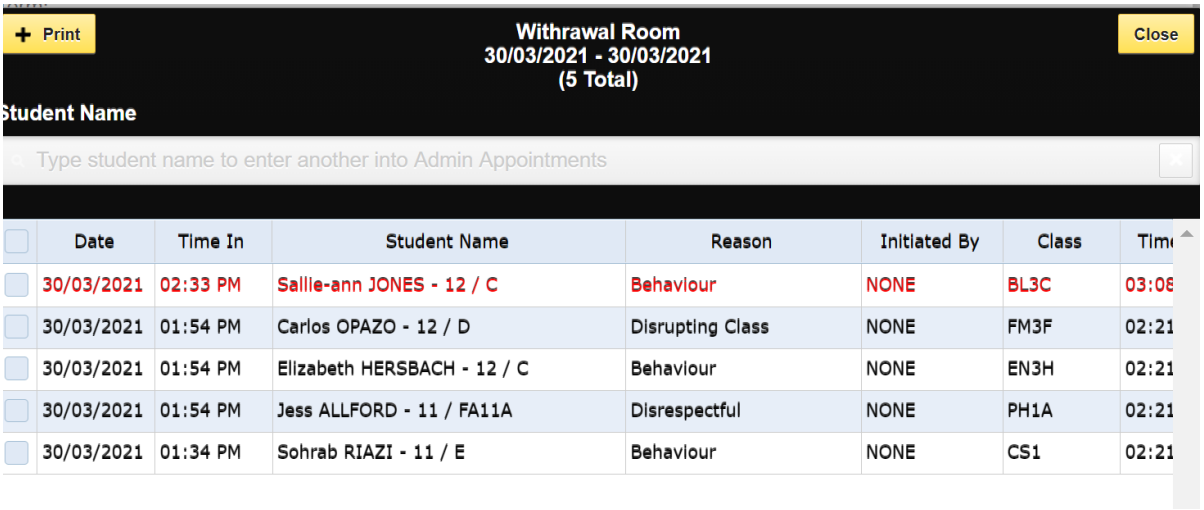
The list may be restricted to those **students not signed out**.

Click the **View Log** button to generate a list of students in Timeouts based on the selection criteria.

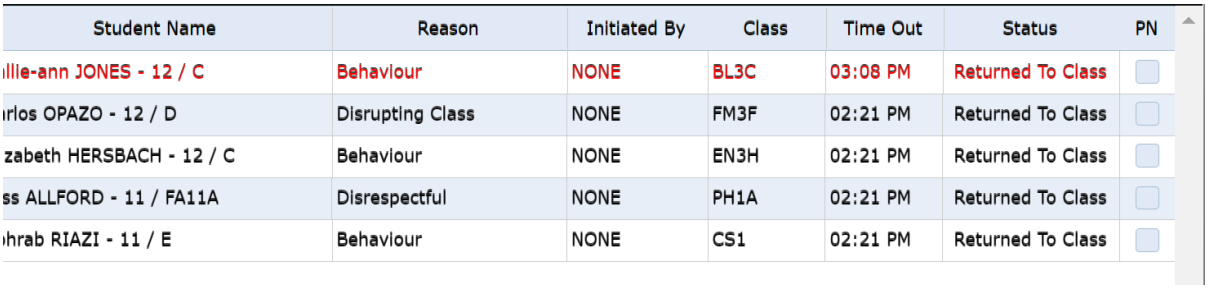
If no timeout entries are found for the range entered the screen with show No data to display.



Otherwise, a list of Timeouts matching your search criteria will be displayed.



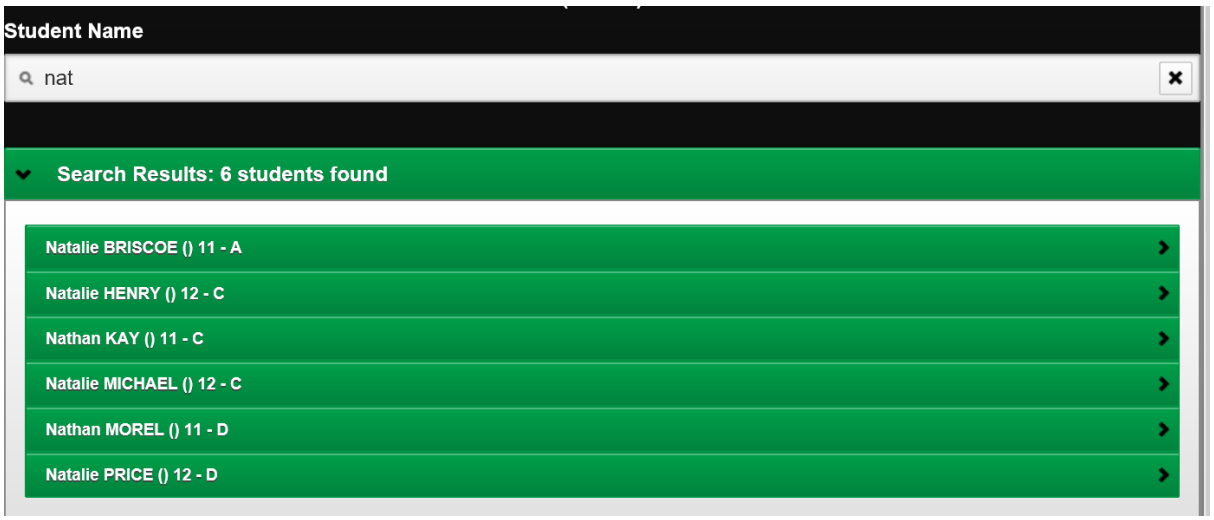
The grid is wider than the screen so there is a horizontal scroll bar to allow you to see those fields.



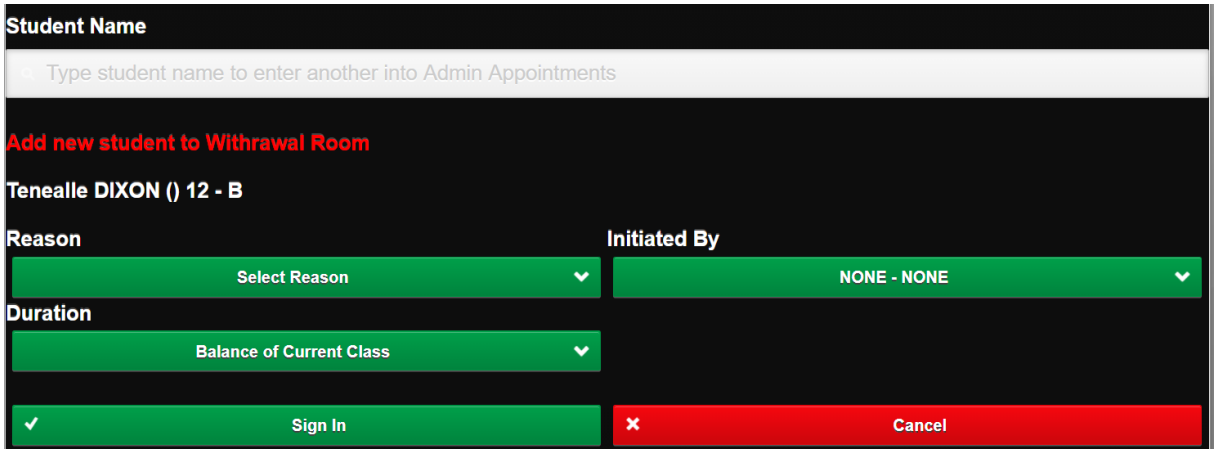
There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

Entries where the initiator has selected Balance of Class for the duration of the timeout will initially show in the log in red even though they have a Time Out time and will remain red until the Time Out time has passed and the log Refreshed, otherwise once returned to class the entry colour will change to black.

You can add a new student into a Timeout by starting to enter the student's first or last name into the Student Name field at the top of the screen. After the first two characters a list of students with a first and/or last name matching the letters typed will be displayed. The more letters typed the smaller the list will get.



If there are any students still in the list when you have finished just click on the student, you want to add as an admin appointment.



The add student panel will drop down and display the student's name, status, year level and home group.

The **Reason** sent to Timeout must be selected.

The default **Duration** is Balance of Current Class. The other option is Until Signed Out. Either one must be selected.

Initiated By can be the class teacher or left at NONE.

The date/time signed in will be the current date/time. There is no option to change this.

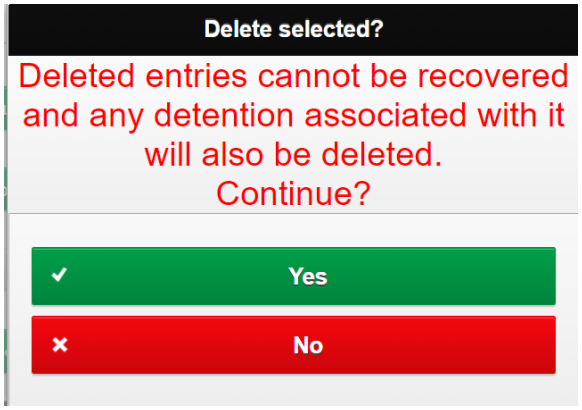
Click the Sign In button to sign the student in or the Cancel button if you do not wish to sign the student in.
If the option to issue a detention for being sent to Timeout is enabled in Detention Options then a detention will also be issued.

Every time you sign a new student in the list of students will be refreshed, based on your original selection criteria. This may take a few seconds to complete.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

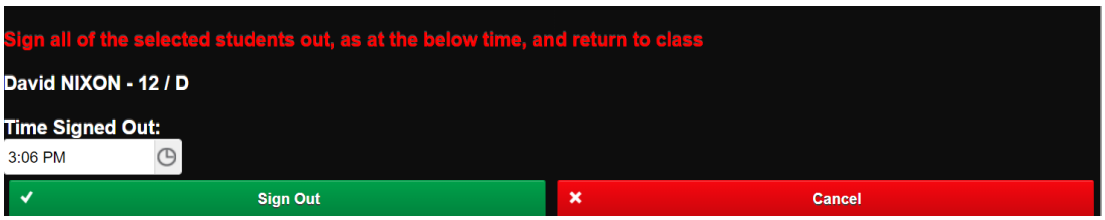
The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.



If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted, including any automatically assigned detentions, if that option is setup.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

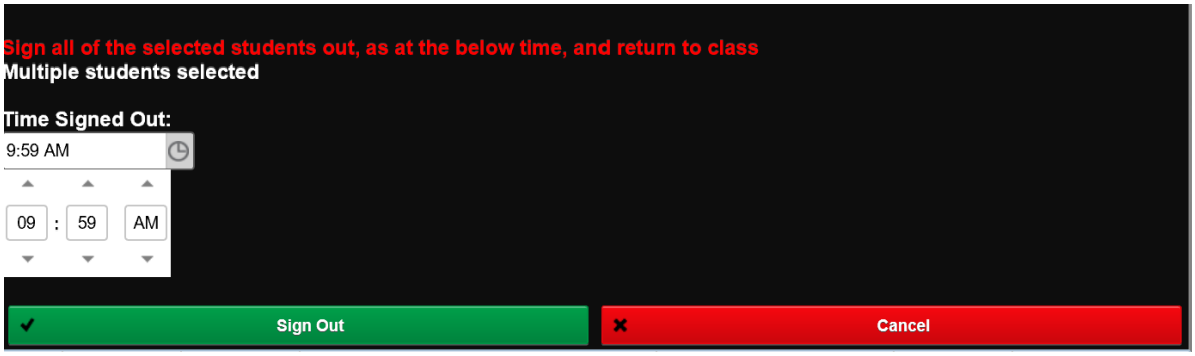
There is NO UNDO for deleted entries.

The **Sign Out & Return To Class** button can be used to return the selected student (left hand column box ticked) back to their next class.
Only Timeouts from the current day can be signed out.



When the sign out If only one student selected to be signed out, the name of that student will be shown otherwise it will show **Multiple students selected.**

The Time Signed Out will default to the current time. If this needs to be changed click on the button to the right on the time field. A dropdown will appear which will allow you to alter the sign out time. You can also click on the time and enter it directly with the keyboard. Regardless of the time set no student will be signed out before they were signed in and no later than the end of their school day.



Click the **Sign Out & Return To Class** button to sign the selected student/s out of Timeout or **Cancel** if you do not wish to proceed.
The Timeout Grid will be refreshed when the student/s have been signed out.

Note: The Sign Out process will print a Return Pass for the student/s, if there is a network receipt printer defined under Menu/Tools/Device/Pass Printer Settings in IDWeb.

It is very important than students be signed out of Timeout as soon as they leave the Timeout room. Failure to do so can result in class teachers not being able to mark students present in later classes.
Returning a student with a backdated return time can result in partially marked classes.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

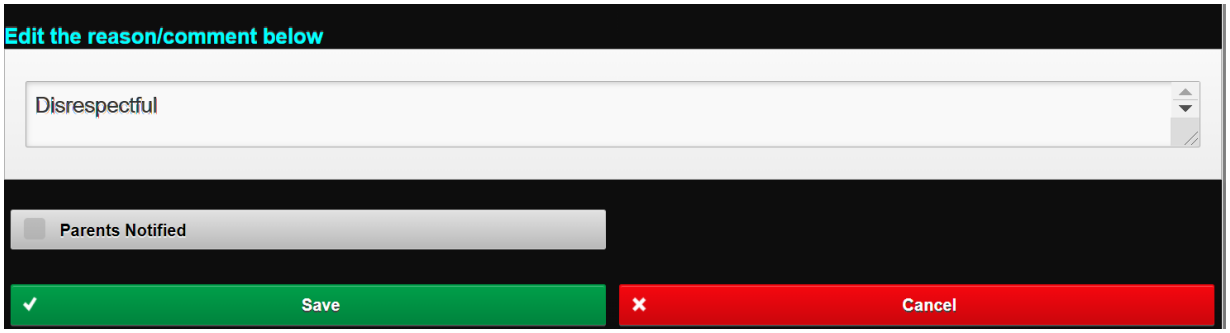
The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the reason/comment field, of the currently selected entry, if there is more information that needs to be added. Only one entry at a time can be edited.

The Edit Reason/Comment panel will slide down and will show the existing reason and will move the next line ready for extra text.

You should not remove any existing comments but rather add to what is already there. You cannot totally remove the Reason/Comment.

The **Parents Notified** flag can be ticked or unticked as is needed.



Click the **Save** button to save the modified Reason/Comment. Once saved the grid will automatically refresh.

Click **Cancel** if you do not want to save any changes or did not make any changes.

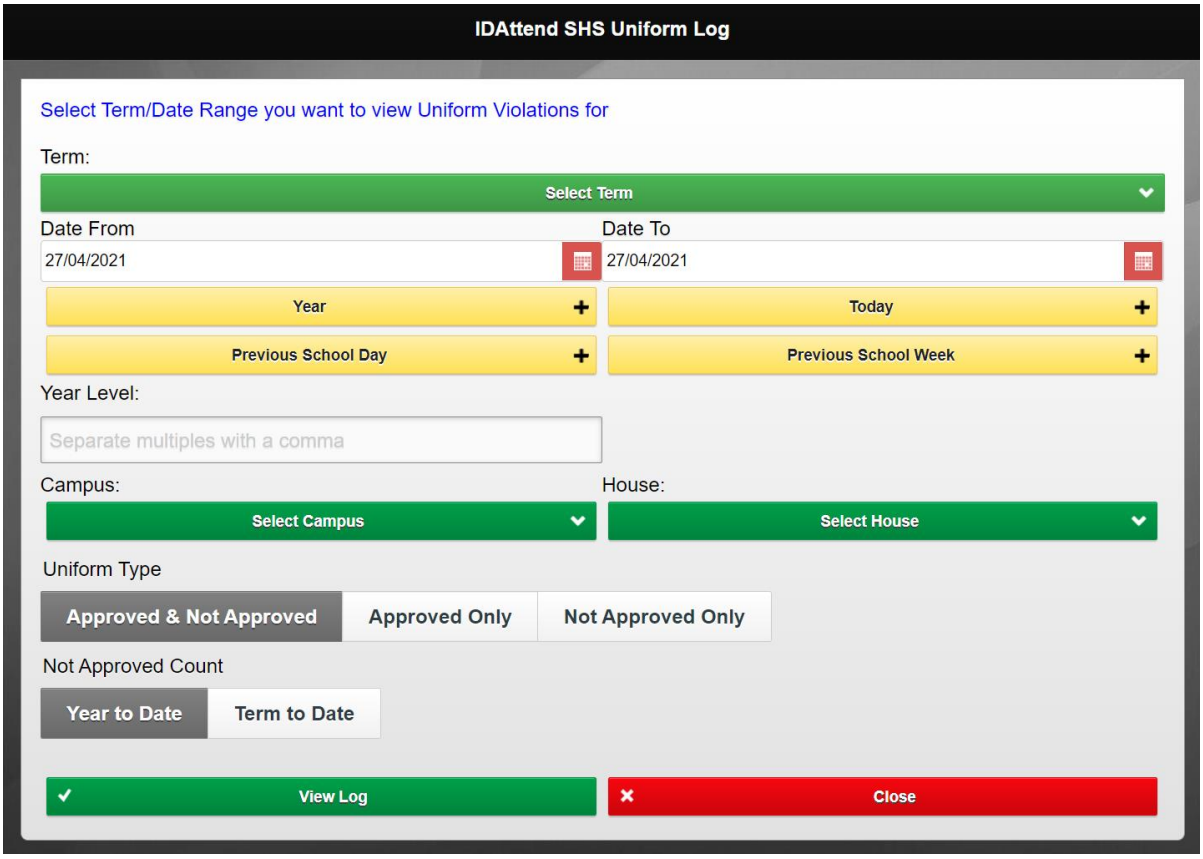
Note: If there are multiple lines in the Reason/Comment the line breaks will not be present on the grid and will appear as one lone line. If you need/want to the see all of the text, the Edit function can be used to display it all.

The **Notify Parents** button can be used to notify parents, either via SMS or Email, that their student was required to attend 'timeout'. This option is only available for Admin users.

Refer to the Notify Parents section below for more information.

Uniform Log

The Uniform Log option will appear for all users. The Uniform Log allows users to view as well as manage the students who have been both 'approved' and no approved uniform violations.



The default date range is the current date but the date range for Selected Term using the Term dropdown list, Year, Next School Day or Next School Week can be selected quickly using the date buttons. The From/To Dates can also be changed manually if required.

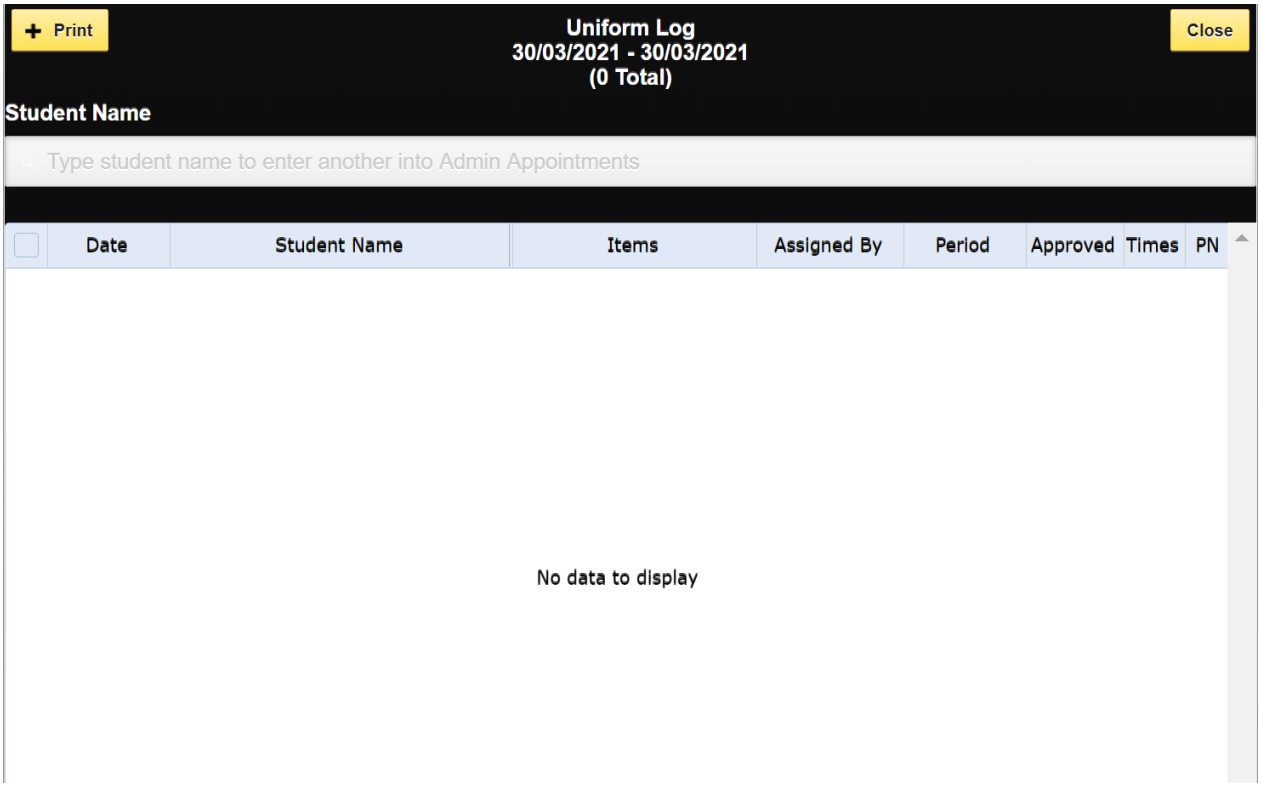
Filters are also provide for **Year Level**, **Campus** and **House** Code.
If required multiple year levels may be entered, separated by a comma e.g 7,8,9
Campus and House will be saved on a per user basis and used as defaults for all Log screens for that user.

You can choose to see only **Approved** or only **Not Approved** violations. The default is **both Approved & Not Approved** violations.

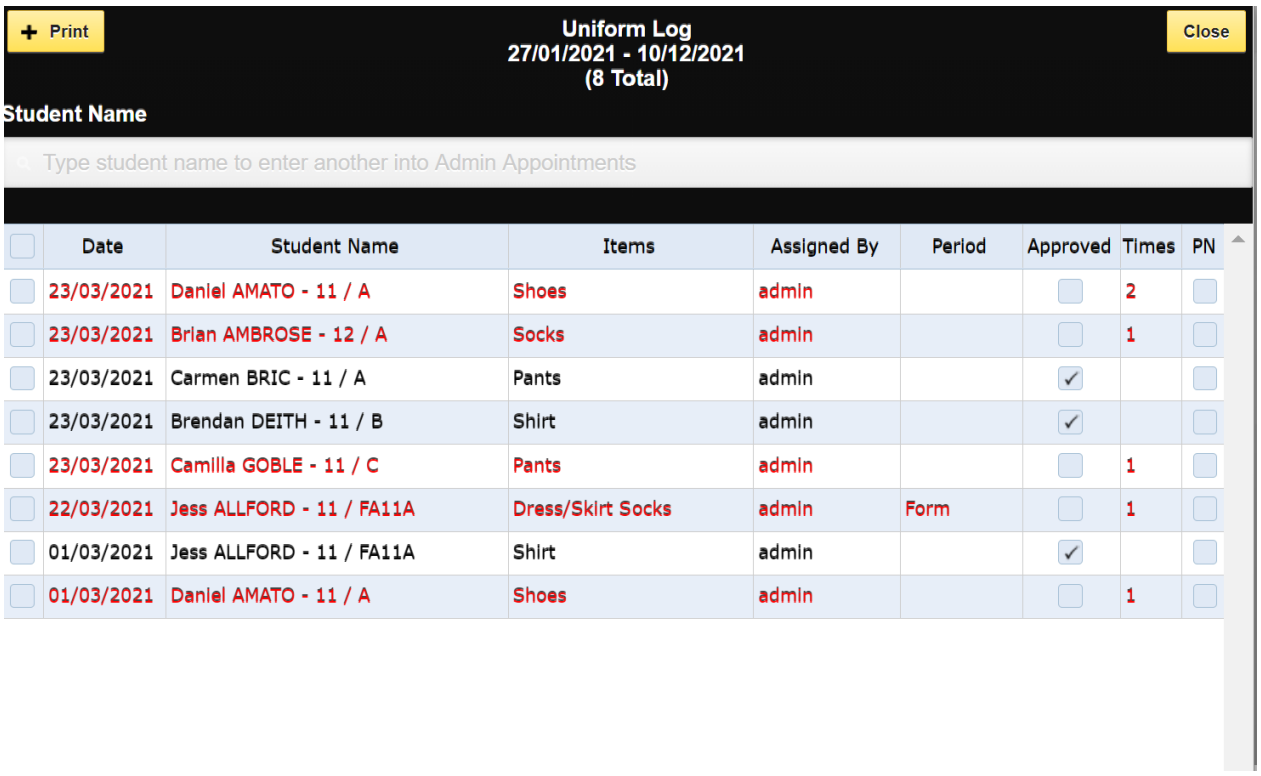
For Not Approved violations there is the option of seeing the number of Not Approved violations for either **Year to Date** or **Term to Date**. The default is Year to Date.

Click the **View Log** button to generate a list of students in Uniform violations based on the selection criteria.

If no timeout entries are found for the range entered the screen with show No data to display.



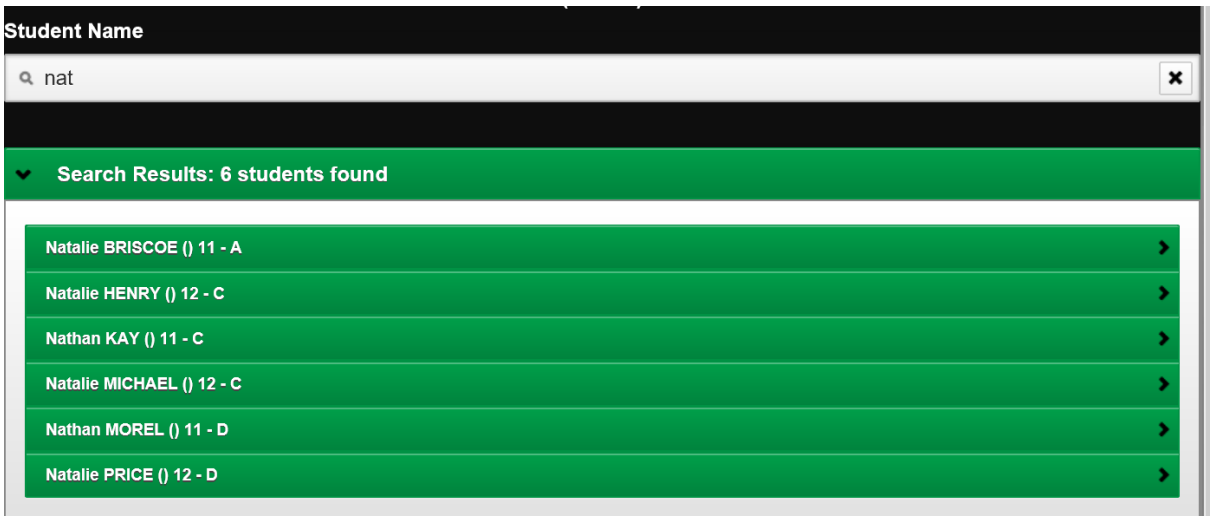
Otherwise, a list of Timeouts matching your search criteria will be displayed.



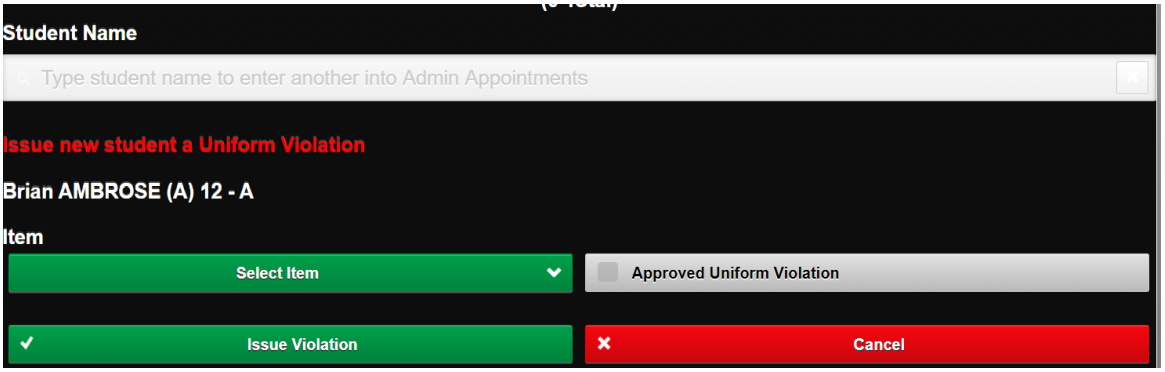
There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

Entries where the initiator has selected Balance of Class for the duration of the timeout will initially show in the log in red even though they have a Time Out time and will remain red until the Time Out time has passed and the log Refreshed, otherwise once returned to class the entry colour will change to black.

You can issue a new uniform violation by starting to enter the student's first or last name into the Student Name field at the top of the screen. After the first two characters a list of students with a first and/or last name matching the letters typed will be displayed. The more letters typed the smaller the list will get.



If there are any students still in the list when you have finished just click on the student, you want to add as an admin appointment.



The add violation panel will drop down and display the student's name, status, year level and home group.

The uniform **Item** must be selected form the Item list.

If the student has a reasonable excuse for the violation or has a parent note, you can tick the **Approved Uniform Violation** checkbox.

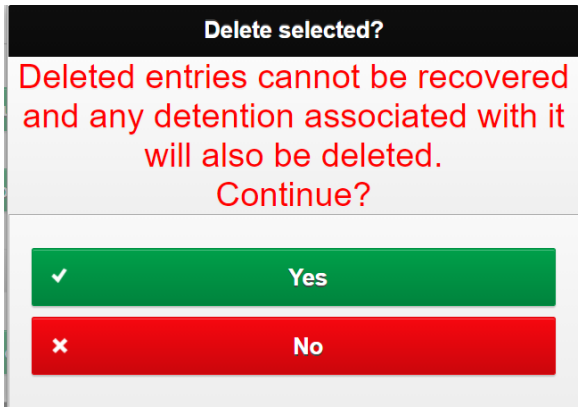
Click the **Issue Violation** button to issue the violation or the Cancel button if you do not wish to issue the violation. If the option to issue a detention for a Not Approved violation is enabled in Detention Options then a detention will also be issued.

Every time you issue a new violation in the list of violations will be refreshed, based on your original selection criteria. This may take a few seconds to complete.

The **Delete** button can be used to delete the selected entries (left hand column box ticked). For teachers and/or coordinators this option may not be available and for teachers, if available, may only allow you delete entries you created, or you are directly responsible for.

Admin/System Admin Users can delete any entries but must do so with great care as classes may end up in partially marked.

The Grid screen will be hidden, for technical reasons, and the Delete Confirmation screen below shown.



If you click the **Yes** button the log screen will be re-displayed, and the selected entries will be deleted, including any automatically assigned detentions, if that option is setup.
If you click the **No** button the log screen will be re-displayed and no entries will be deleted.

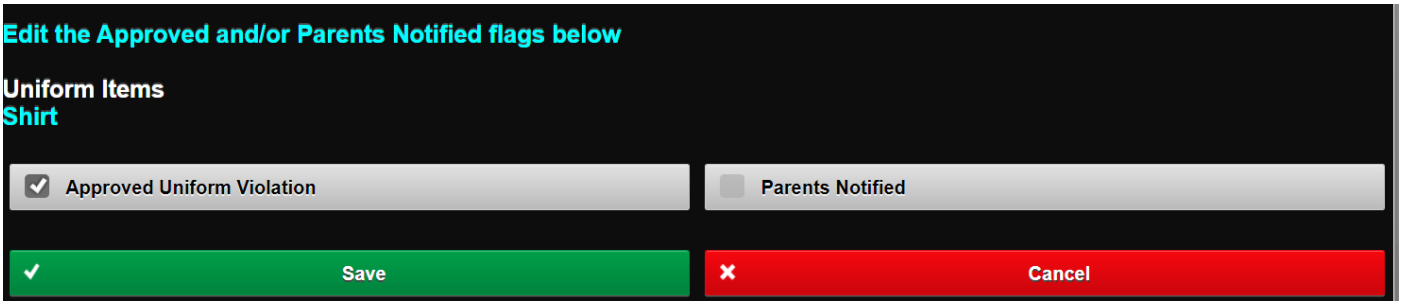
There is NO UNDO for deleted entries.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

The **Edit** button may be used to edit the reason/comment field, of the currently selected entry, if there is more information that needs to be added. Only one entry at a time can be edited.

The Edit panel will slide down and will show the existing Approved Uniform Violation and Parents Notified checkboxes. These are the only its you can edit.



Click the **Save** button to save the modified checkboxes. Once saved the grid will automatically refresh.

Note: If the original uniform violation was not approved and the edit results in the violation being approved, any detention automatically assigned, will be deleted.

Click **Cancel** if you do not want to save any changes or did not make any changes.

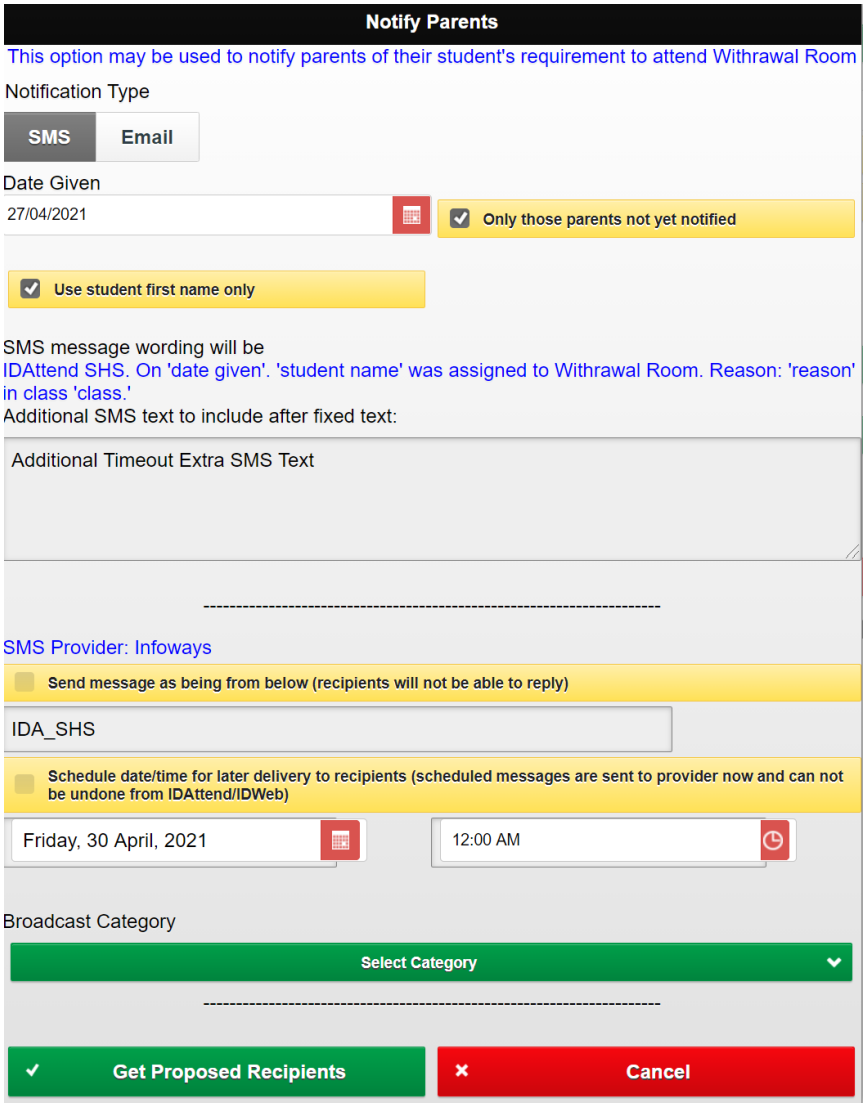
Notify Parents

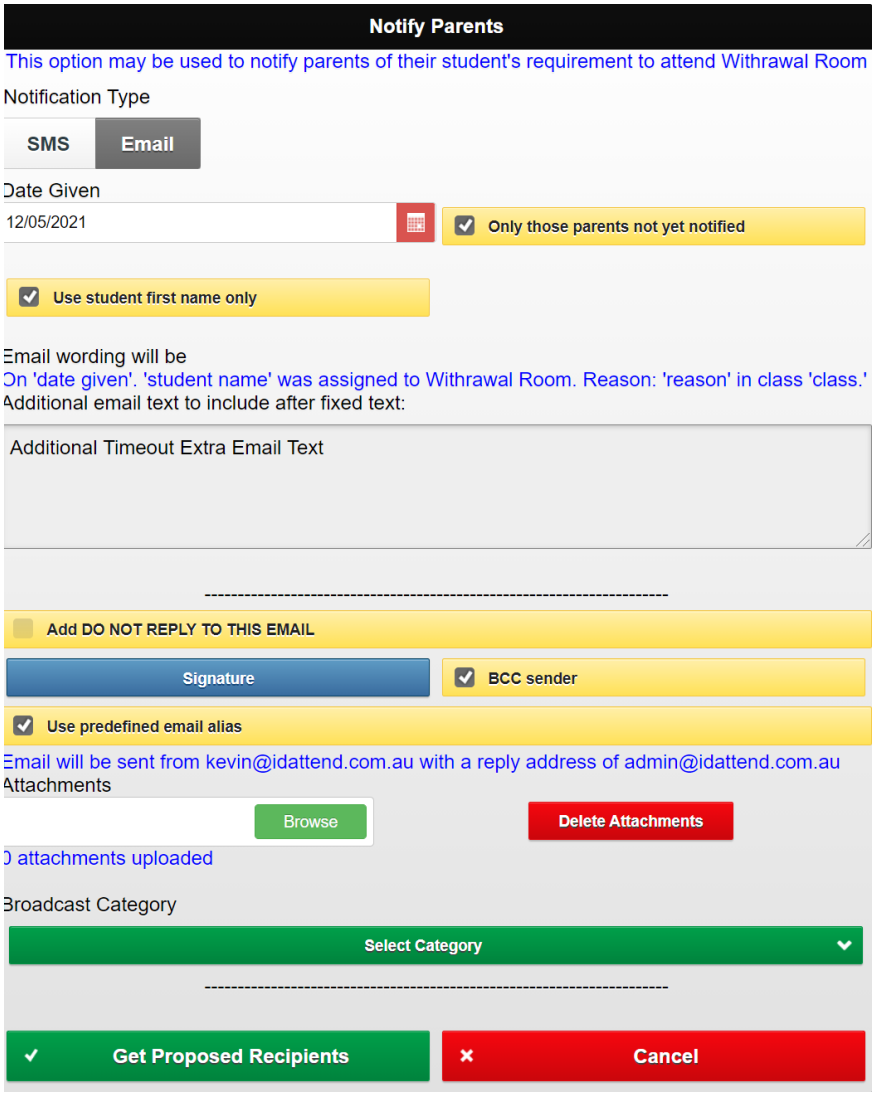
This section applies to all Notify Parents for the Logs that have this option.

The 'fixed' wording of the SMS/Email will vary depending on the log screen launched from, and there is a slightly different in the wording between SMS and Email, but all other functionality is the same.

Initially the default is SMS. If you want to send emails instead then click Email.

The system will remember the last method used, on a per user basis, to notify parents and default to methos the next time you choose to notify parents.





Date Given is required to select that date that the students were assigned to 'timeout' There is option **Only those parents not yet notified** and if ticked, will only include students who parents who have not already been notified about a timeout for the selected date. This will be ticked by default. There is also an option to only use the **student first name only**. This will be ticked by default.

The initial wording of the message is fixed, and is the same for both SMS and Emails, and is shown in blue.

The additional wording, if entered, is different for the SMS and Email options. The wording will be included after the fixed wording. It is suggested that the SMS additional wording be kept short to minimise cost.

SMS Options

Send message as being from below (recipients will not be able to reply) if ticked this will set the 'from number' of the text message to the text in the no reply box. The default will be that text entered into SMS Setup in IDAttend, usually an abbreviation of the school's name, and can only be 10 characters long and **cannot be all numbers**.

There is an option to schedule when the SMS messages will be sent by your text message provider. You can choose the date and time they will be sent to parents. Please note that for all providers except Infoways and MessageMedia you must add 1 hour to your send time during daylight saving.
Note: IDWeb sends scheduled messages to your provider real time with a date/time for them to send them out. IDWeb/IDAttend has no functionality to cancel these messages and that can only be done by contacting your provider directly.

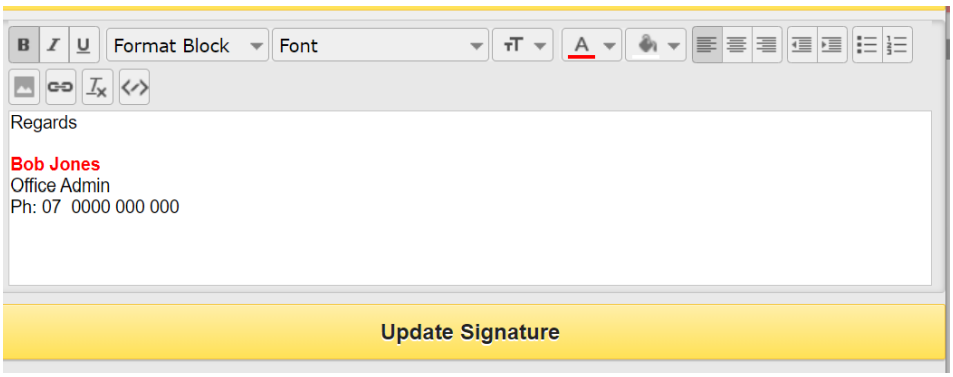
Email Options

Emails are not sent as Broadcast emails. Each email is personalised and sent one at a time.

Add DO NOT REPLY TO THIS EMAIL wording is optional. It is not ticked by default.

An email signature is required and if you have not already set one up in IDWeb, you can click on the **Signature** button to create/edit you signature.

A panel will slide down as per below.



There are various HTML editing functions such as font, font size and colour etc.

Click **Update Signature** to save any changes made.

Click the **Signature** button to close the signature panel.

If signature is blank the email cannot be sent until one is setup for the user.

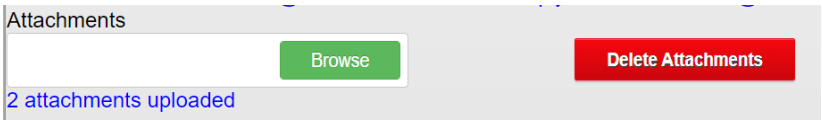
BCC Sender is an option that if ticked will send a copy of each email sent to parents to the senders email or alias email address. If CC email addresses have been setup then these will also receive a BCC copy of each email sent.

If an email alias has been setup for sending Admin emails, then an option **Use predefined email alias** will be shown. It will be ticked by default.
Unless the email alias has been setup as a reply address only, the email will be sent as being from that alias and parents would replying to the alias.
If the alias is a reply address only it will be sent using the users email address and parents would be replying to the email alias.
Otherwise the users email address will be used to send and parents will be replying to that email address.

Whether and alias has been setup or not there will be blue text explaining who the email be sent as and who parents would be replying to.

Note: The use of aliases with Microsoft 365 requires that the user be part of a staff group permitted to send on behalf of the alias, otherwise the emails will be rejected by the mail server and returned to the users or alias email address. The email details/selection criteria will also be in the IDWeb email log.

Attachments may be added to the emails if required.
Click the **Browse** button to browse to the attachments location and select one document. Only one document at a time can be added. The document will be uploaded to the server immediately. Select another document if needed. The number of documents uploaded will be displayed.



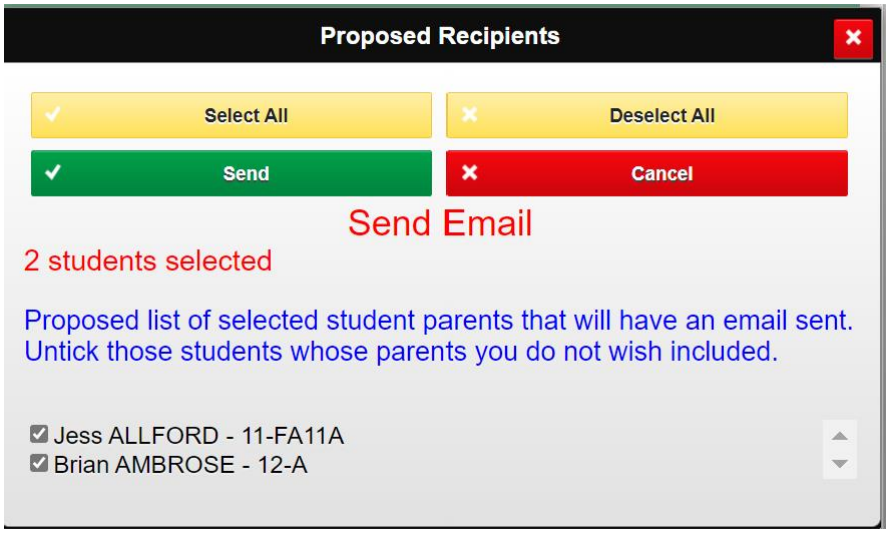
If you have uploaded attachments and no longer wish to include them then click the **Delete Attachments** button.

Note: If the Cancel button is clicked the uploaded documents will be removed from the server.

Broadcast Category is an optional dropdown list of user defined message categories that can be used to filter messages in the IDAttend Message Log.

To see the list of selected recipient student parents, click the **Get Proposed Recipients** button.

A list of selected students will be shown.



All students will be selected.

The **Deselect All/Select All** buttons can be ised to make it easier the untick/tick students.

You can also untick students using a mouse or clicking on the student's name/tick box.

To send the SMS/Email messages to the selected student parents click the **Send** button.
Depending on the number messages being sent it may take a minute to send them.

If you wish to cancel the entire send process press the **Cancel** button.

The SMSs/Emails will be sent based on the parent details held.

Once the messages have been sent, a summary screen will be displayed showing the number of SMS Messages/Emails sent and will also display a list of student/parent details of those entries not sent because the student was unticked on the proposed recipients screen or none of the student family contacts do not have mobile numbers/email addresses recorded or the parents had opted out of any contact.

A list of any send errors is also shown.

There is a **Print** option if you need print the screen contents. Click **Close** to return to the Log screen. The Log will have been refreshed.

When the Results screen is closed any attachments uploaded to the server will be removed.

Reports menu

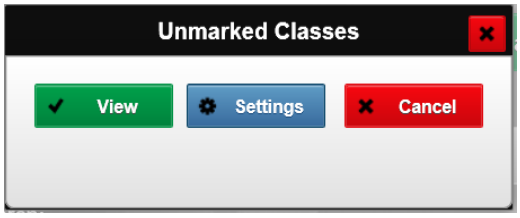
The Reports Menu may have several sub menus depending on your access level.

Unmarked Classes

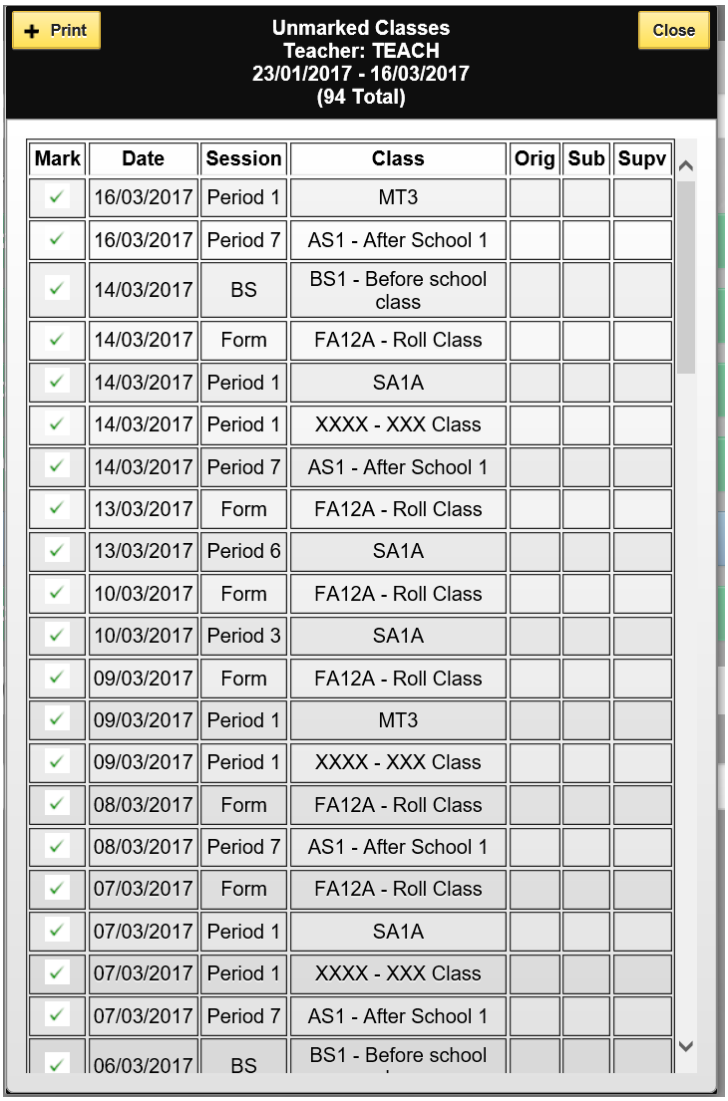
This report may be displayed automatically the first time a teacher logs into IDWeb if that option has been turned on in IDAttend for teachers.

The Unmarked Classes report allows teachers to see what classes they have not marked. This is based what classes you have to mark and which classes you have marked.

The following screen will popup.
The default setting are the currently logged in teacher for the current term/semester.



Clicking the View button will display a list of those classes that are unmarked.



Mark	Date	Session	Class	Orig	Sub	Supv
✓	16/03/2017	Period 1	MT3			
✓	16/03/2017	Period 7	AS1 - After School 1			
✓	14/03/2017	BS	BS1 - Before school class			
✓	14/03/2017	Form	FA12A - Roll Class			
✓	14/03/2017	Period 1	SA1A			
✓	14/03/2017	Period 1	XXXX - XXX Class			
✓	14/03/2017	Period 7	AS1 - After School 1			
✓	13/03/2017	Form	FA12A - Roll Class			
✓	13/03/2017	Period 6	SA1A			
✓	10/03/2017	Form	FA12A - Roll Class			
✓	10/03/2017	Period 3	SA1A			
✓	09/03/2017	Form	FA12A - Roll Class			
✓	09/03/2017	Period 1	MT3			
✓	09/03/2017	Period 1	XXXX - XXX Class			
✓	08/03/2017	Form	FA12A - Roll Class			
✓	08/03/2017	Period 7	AS1 - After School 1			
✓	07/03/2017	Form	FA12A - Roll Class			
✓	07/03/2017	Period 1	SA1A			
✓	07/03/2017	Period 1	XXXX - XXX Class			
✓	07/03/2017	Period 7	AS1 - After School 1			
✓	06/03/2017	BS	BS1 - Before school			

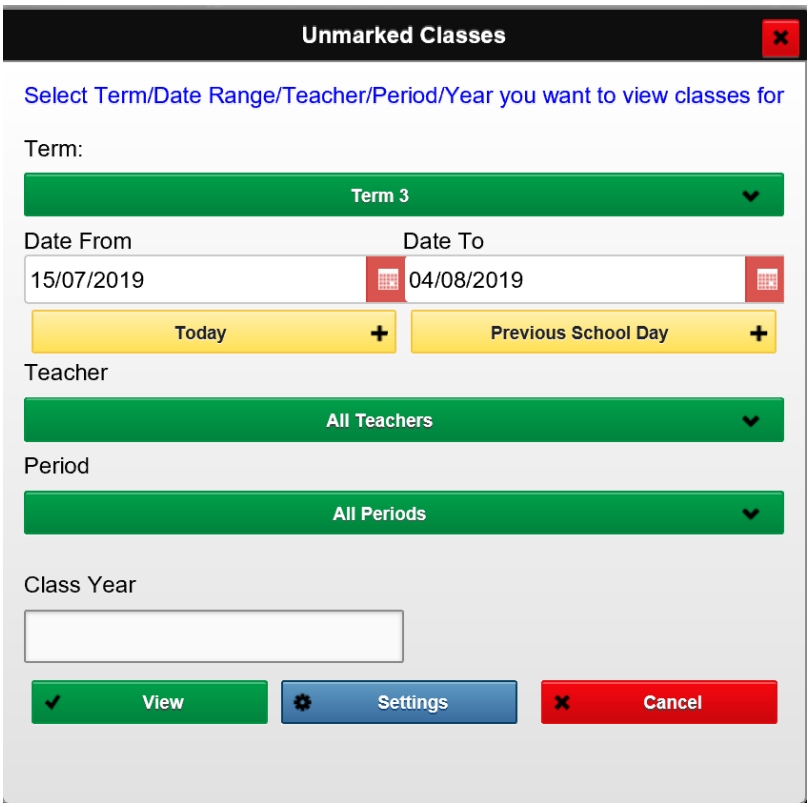
The displayed list of classes will be in descending date order and include the period, class code/class name, the original teacher for the class, if a supervision/substitute teacher has been assigned to the class on that day in IDAttend, and if so if it was a Substitute or Supervising role. The list is scrollable.

Any class in the list you can click on the green tick to open up that class so that you can either mark the class as usual or see which student/s do not have attendance.

There is a basic **Print** function on this screen if you wish to print the report. The default device printer will be selected but may be changed if required.

When finished with that class and the main screen is displayed, the Unmarked Classes List will be displayed again.

If the default settings for the Unmarked classes is not what you want, or you are logging in as a non-teaching staff member then the Setting button on the screen will allow you to alter the defaults.



You can use the Term dropdown list to select a different term, Click on the Date From/Date To select a different date from the calendar.
The Today button will set the date range to the current day and the Previous School Day button will set the date range to that of the previous school day.
Note: Regardless of what date range you select the system will only run the report up to the current date.

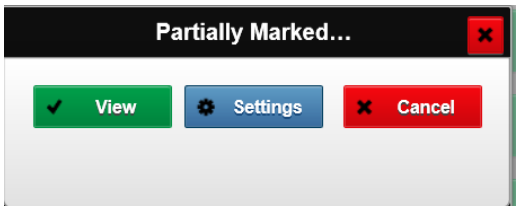
The Teacher dropdown list allows you to select any single teacher or All Teachers.
The Period dropdown list allows you to select any single period or All Periods.

By default, all class year levels are included. If you wish to restrict the list to just a single year (7), then you can enter that year in the Class Year field. Multiple years may be entered with a comma between them (11,12).

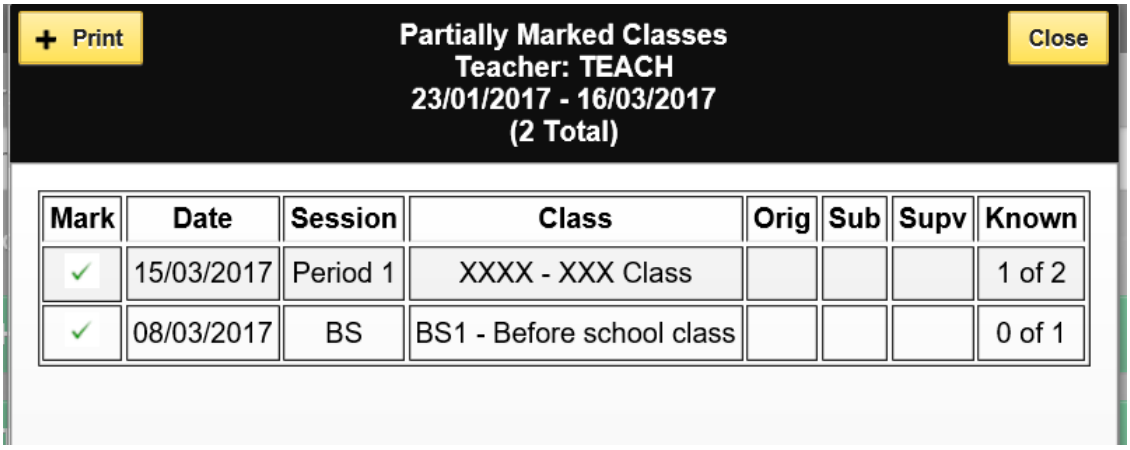
Partially Marked Classes

The Partially Marked Classes report allows teachers to see what classes they have been marked but which have one or students that no longer have attendance. This can result from a number of actions that usually have been done by Admin, such as the student may have shown in your class as being in Sickbay at the time of marking but in actual fact the student may have been in your class as they may have left Sickbay without telling anyone and being signed out. Admin staff have later signed them out of Sickbay and backdated the time. This removes the Sickbay attendance entries from that time on, resulting in the partially marked class.

The following screen will popup.
The default setting are the currently logged in teacher for the current term/semester.



Clicking the View button will display a list of those classes that are partially marked, one or more student does not have any attendance for this day/class/period.



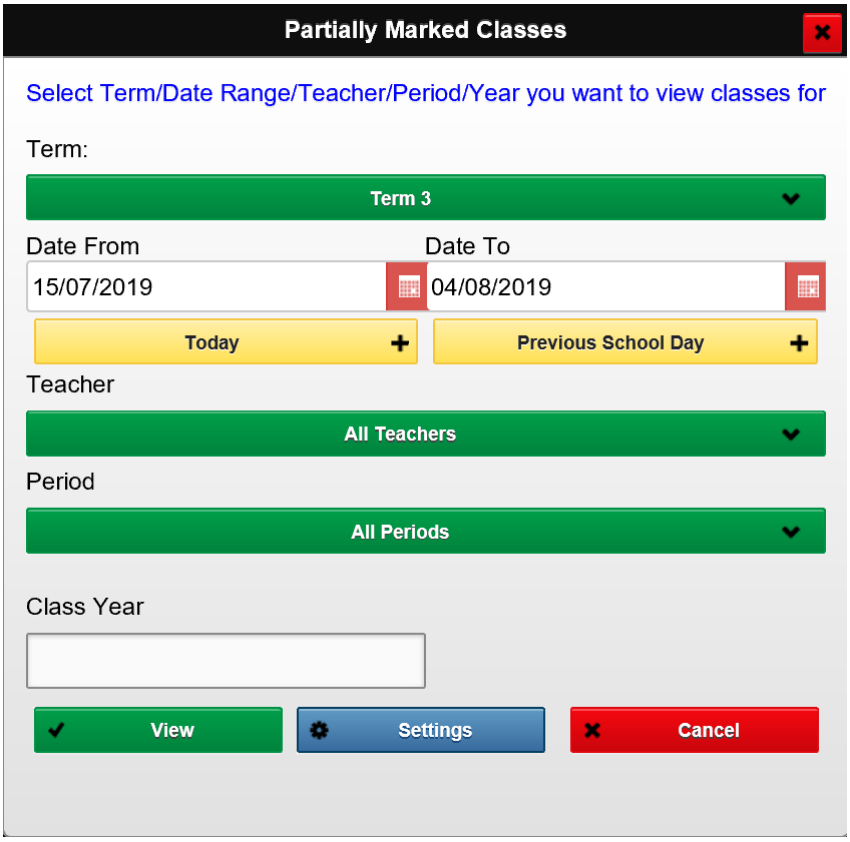
Mark	Date	Session	Class	Orig	Sub	Supv	Known
✓	15/03/2017	Period 1	XXXX - XXX Class				1 of 2
✓	08/03/2017	BS	BS1 - Before school class				0 of 1

The displayed list of classes will be in descending date order and include the period, class code/class name, the original teacher for the class, if a supervision/substitute teacher has been assigned to the class on that day in IDAttend, and if so if it was a Substitute or Supervising role, and the number of students that have attendance of the number of students in the class. The list is scrollable.

Any class in the list you can click on the green tick to open up that class so that you can either mark the class as usual or see which student/s do not have attendance.

There is a basic **Print** function on this screen if you wish to print the report. The default device printer will be selected but may be changed if required.

If the default settings for the Partially Marked classes is not what you want, or you are logging in as a non-teaching staff member then the Setting button on the screen will allow you to alter the defaults.



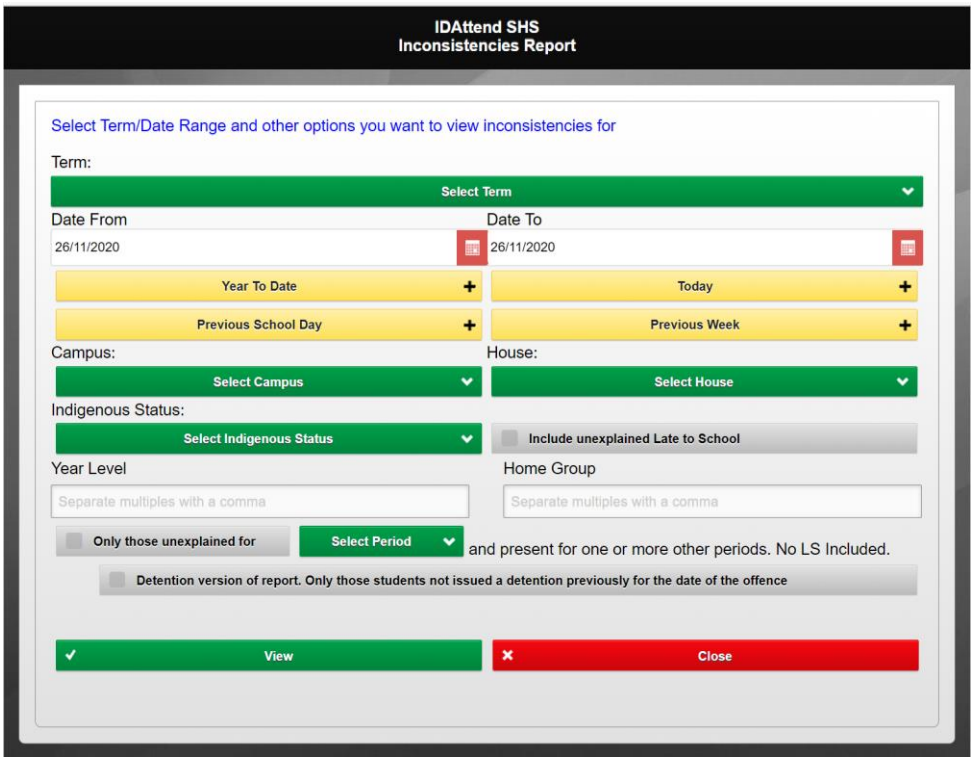
You can use the Term dropdown list to select a different term, Click on the Date From/Date To select a different date from the calendar.
The Today button will set the date range to the current day and the Previous School Day button will set the date range to that of the previous school day.
Note: Regardless of what date range you select the system will only run the report up to the current date.

The Teacher dropdown list allows you to select any single teacher or All Teachers.
The Period dropdown list allows you to select any single period or All Periods.

By default, all class year levels are included. If you wish to restrict the list to just a single year (7), then you can enter that year in the Class Year field. Multiple years may be entered with a comma between them (11,12).

Inconsistencies Report

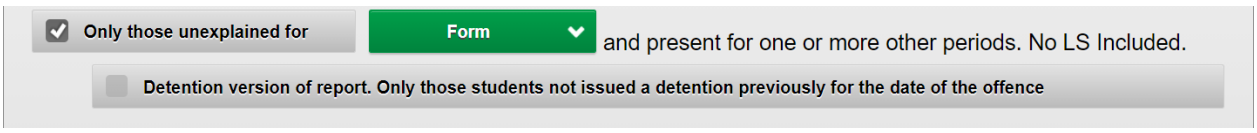
The Inconsistencies Report will open in a separate browser tab, meaning you can switch back to the Menu screen.



The inconsistencies report may be used to see which students have been marked with one or more Unexplained Absences (UA) as well as one or more Present (P) in any one day.
This can be shown at the class level from the Class Attendance screen as well at the student level on the Student Search screen.

This option allows for multiple students to be show for any date range in the current school year. The default is the current day.
You can quickly select other date ranges by selecting from the Term/Semester dropdown list, clicking the Year To Date, Today, Previous School Day or Previous Week buttons.

There are options to filter by Campus, House, Indigenous Status. There is also a option to select **Only those students unexplained for** the selected **Period and present for one or other periods. No Late to School entries will be included.** If the option is ticked, you must select a period from the dropdown **Period** list. The option may be useful to see who was unexplained absent from the roll class or other first session students must attend, and most likely did not get a Late Pass.



The **Detention Version of the report** is an option not available to Teachers and will only appear is the Detention Options have been setup and allows the user to a to show a list of students using the **Only those students unexplained for** option. Refer to the **Detention Version of the report** section below for more information.

If you only wish to include a certain **Year Level,** then enter the year in the **Year Level** field. E.g. 10
If you want multiple year levels then enter them with a comma between. E.g. 10,11,12
Leaving year level blank will search all year levels.

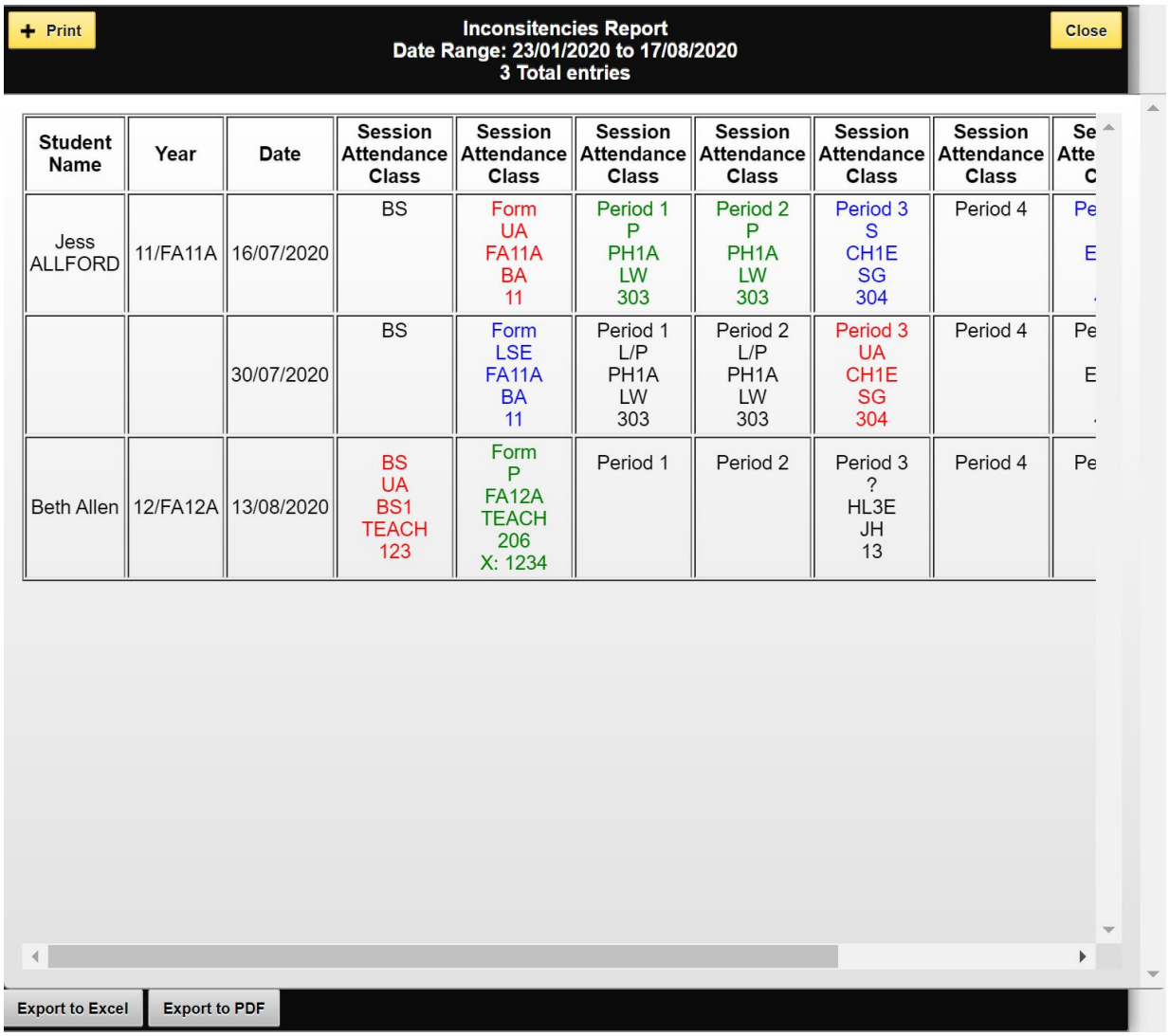
You can also restrict it to a certain **Home Group** e.g. 7A or multiple Home Groups 7A,8A,9A
Leaving this field blank will search all Home Groups within the selected Year Level, if entered?
A mismatch of **Year Level** 7 and **Home Group** 8A will likely not return any data, unless you have vertical rolls.

By default, any results will not include any Unexplained Late To School entries if they caused an inconsistency on their own. The option **Include unexplained Late to School** may be ticked to include these entries in the results.

Click **View** to see the results.
If a large date range is selected with all year levels it may take time for the results to display. Please be patient.

Inconsistencies result screen.

The results are sorted by Year Level, Home Group (Roll class) and Student Last Name.



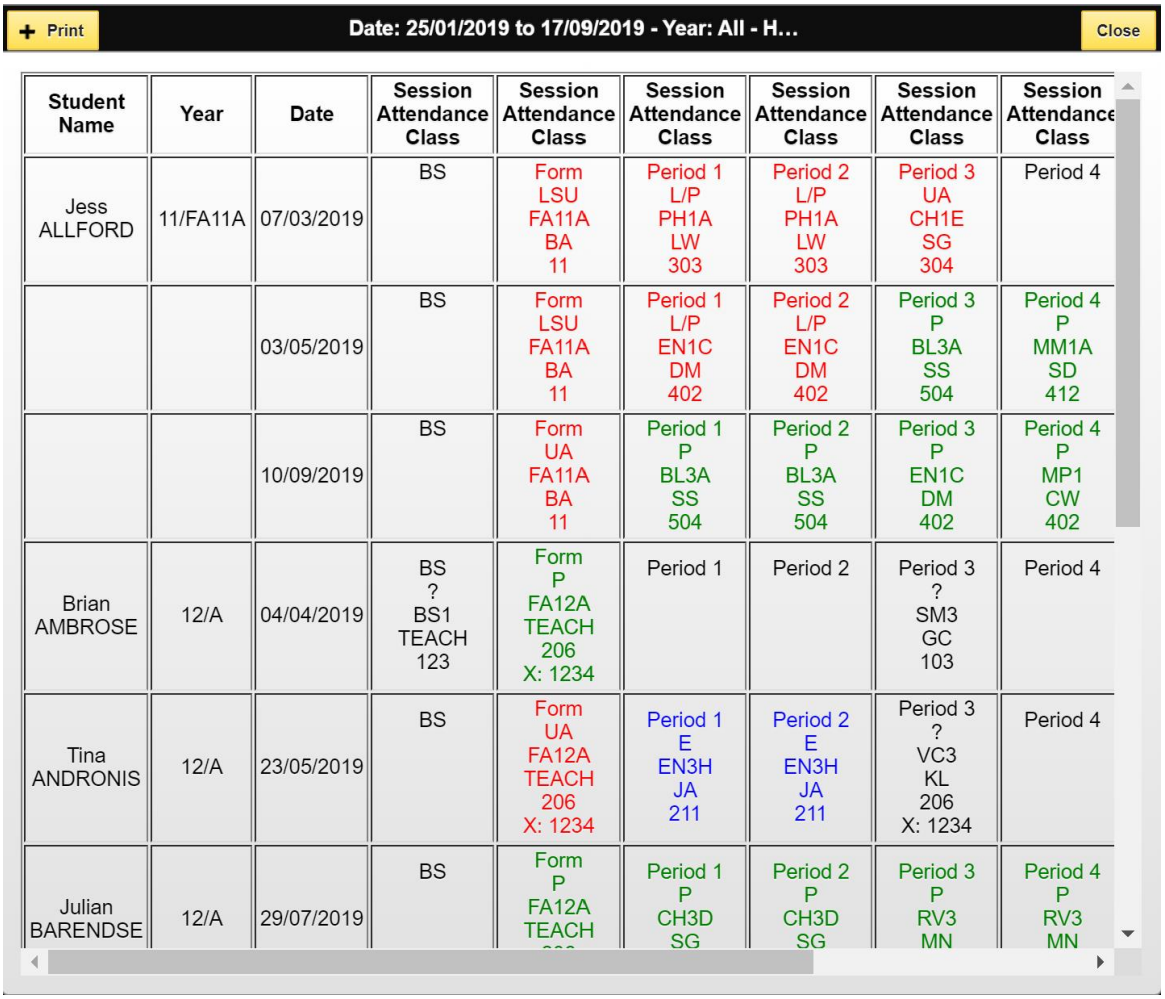
Student Name	Year	Date	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Se Atte C
Jess ALLFORD	11/FA11A	16/07/2020	BS	Form UA FA11A BA 11	Period 1 P PH1A LW 303	Period 2 P PH1A LW 303	Period 3 S CH1E SG 304	Period 4	Pe E
		30/07/2020	BS	Form LSE FA11A BA 11	Period 1 L/P PH1A LW 303	Period 2 L/P PH1A LW 303	Period 3 UA CH1E SG 304	Period 4	Pe E
Beth Allen	12/FA12A	13/08/2020	BS UA BS1 TEACH 123	Form P FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 ? HL3E JH 13	Period 4	Pe

The list of Inconsistencies will be displayed, one line per student per date with the Period names at the top, Attendance entered, Class Code, Teacher Code, Room and if Entered in Room List, the Room Telephone Ext Number (X). The period names are at the top of each entry as period names can vary from day to day.
UA entries will be in Red, Present in Green, Explained in Blue and classes not marked have a ? and no class will be displayed on tile bar.

If the number of periods is larger than can be displayed on the screen then a horizonal scroll bar will be active on the screen and a vertical scroll bar will active if the number of entries is more than the popup height. The total number of entries will be displayed on the popup

Please note the above results is with the Include Unexplained Late to School option un-ticked. Note the unexplained late are in black as the are only shown for 'completeness' and will only be included if the there is one or more unexplained absence and one or more present entries.

The below example is with the Include Unexplained Late to School option ticked. It shows the unexplained Late to School entries in red and also may add many entries that were not included with the flag un-ticked, which may not be really relevant.



Student Name	Year	Date	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class
Jess ALLFORD	11/FA11A	07/03/2019	BS	Form LSU FA11A BA 11	Period 1 L/P PH1A LW 303	Period 2 L/P PH1A LW 303	Period 3 UA CH1E SG 304	Period 4
		03/05/2019	BS	Form LSU FA11A BA 11	Period 1 L/P EN1C DM 402	Period 2 L/P EN1C DM 402	Period 3 P BL3A SS 504	Period 4 P MM1A SD 412
		10/09/2019	BS	Form UA FA11A BA 11	Period 1 P BL3A SS 504	Period 2 P BL3A SS 504	Period 3 P EN1C DM 402	Period 4 P MP1 CW 402
Brian AMBROSE	12/A	04/04/2019	BS ? BS1 TEACH 123	Form P FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 ? SM3 GC 103	Period 4
Tina ANDRONIS	12/A	23/05/2019	BS	Form UA FA12A TEACH 206 X: 1234	Period 1 E EN3H JA 211	Period 2 E EN3H JA 211	Period 3 ? VC3 KL 206 X: 1234	Period 4
Julian BARENDSE	12/A	29/07/2019	BS	Form P FA12A TEACH	Period 1 P CH3D SG	Period 2 P CH3D SG	Period 3 P RV3 MN	Period 4 P RV3 MN

The list is scrollable vertically as well as horizontally if required.

There is a basic **Print** function on this screen if you wish to print the report. The default device printer will be selected but may be changed if required.

Clicking **Prin**t will display a small window that is used to render the report on the screen. You will get a printer selection box. Once the report has been sent to the printer the small window used to render the report should disappear. On some browsers such as Safari the window may not close and will need to be closed manually.

While some reports offer an Export to CSV File option, the format of this report does not support this option.

There is also an **Export to Exce**l button which can be used to render the HTML grid to a xls file. It will be exported with into the workstation 'downloads' folder with the name of Inconsistencies_yyyymmdd_hhmmss.xls e.g Inconsistancies_20200311_113530.xls.
If you try to open this file with Excel you will get a warning about non-trusted sites but the file is safe to open.
We usually prefer to use a CSV export option but the CSV format does not support 6 rows of class information.

There is also an **Export to PDF** button which can be used to render the HTML grid to a PDF file. It will be exported with into the workstation 'downloads' folder with the name of Inconsistencies_yyyymmdd_hhmmss.pdf e.g Inconsistancies_20200311_113530.pdf. The PDF Export currently does not support colour in the rows or cells as it does on the screen.

Detention Version of report

The detention version of the report runs the report using the **Only those students unexplained for** option. The report can be run for any date range, but any detention issued will be based on the current date. It is recommended it be run each day if being used to issue detentions for current date.

The example below is based on students with an unexplained absence from the Form class but present in other classes. Detention Version of report is not ticked. This can be used to display those students who did not get a Late to School pass and went to their next class.

Student Name	Year	Date	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Se Atte C
Jess ALLFORD	11/FA11A	26/11/2020	BS	Form UA FA11A BA 11	Period 1 P PH1A LW 303	Period 2 P PH1A LW 303	Period 3 ? CH1E SG 304	Period 4	Pe E
Brian AMBROSE	12/A	26/11/2020	BS UA BS1 TEACH 123	Form UA FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 P SM3 GC 103	Period 4	Pe M
Rebecca AMEY	12/A	26/11/2020	BS	Form UA FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 P FM3E PG 408	Period 4	Pe E

It is recommended that the report be first run with **Detention Version** not ticked to confirm which students should be assigned a detention.

Ticking **Detention Version** and running the report will result in the following being displayed, provided the students have NOT already had a detention issued for this violation on the violation date. The number may be less than the report showed without **Detention Version**.

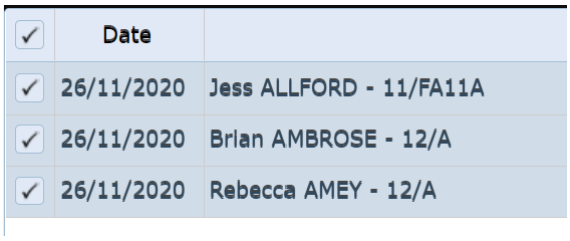
Issue Detention

Inconsistencies Report
Date Range: 26/11/2020 to 26/11/2020
3 Total entries

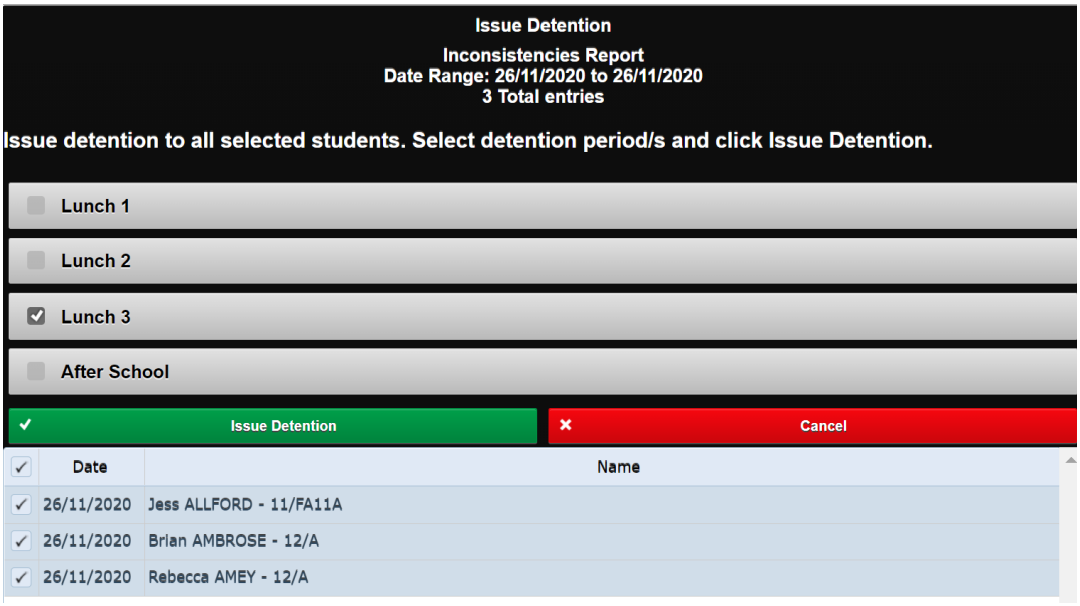
Date	Name
26/11/2020	Jess ALLFORD - 11/FA11A
26/11/2020	Brian AMBROSE - 12/A
26/11/2020	Rebecca AMEY - 12/A

There are only two buttons on this screen, **Issue Detention** and **Close**.

Before any detention can be issued, the students you wish to issue a detention for must be selected.
They can be selected one at a time by ticking the tick box to the left of each student or all can be selected by ticking the selection column header. Unticking it will unselect all.



Once one or more students has been selected click the red **Issue Detention** button. A panel will slide down to allow you to select the detention period/s that you whish to issue the detention for.



Students may be selected or deselected while the panel is open.

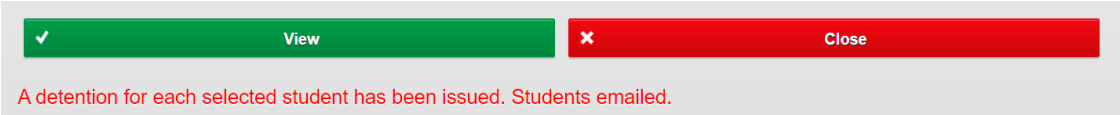
Once done, click the green **Issue Detention** button.

The detentions will be issued to the students. An attempt will be made to issue the detention from the current day, depending on the detention period selected, the time of day, and if the student already has an existing detention for that session or not.

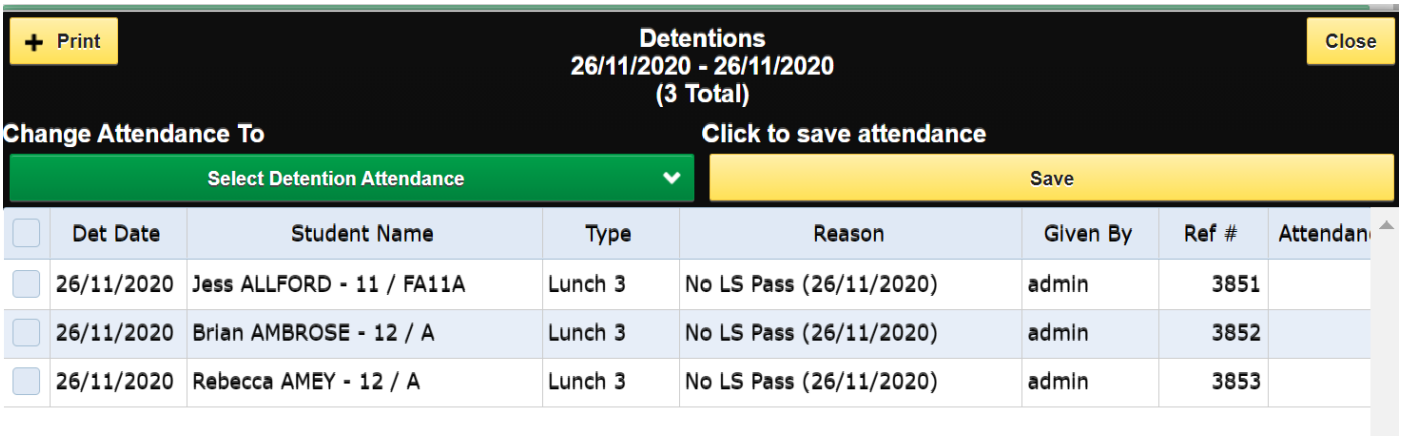
The detention reason will show as No LS Pass with the date of the violation. E.g. No LS pass (26/11/2020).

Note: If the reason is later changed manually to not include those words, the student will show in the list of students not yet issued a detention.

Detentions will be issued to the selected students, if pass printing is enabled on the device, Detention Slip will be printed and if the option to email the students and/or issuing person in IDAttend Detention Options, emails will be sent. The Detention screen will close and a confirmation displayed at the bottom of the screen.
If an erro occurred this will be displayed at the bottom of the panel.



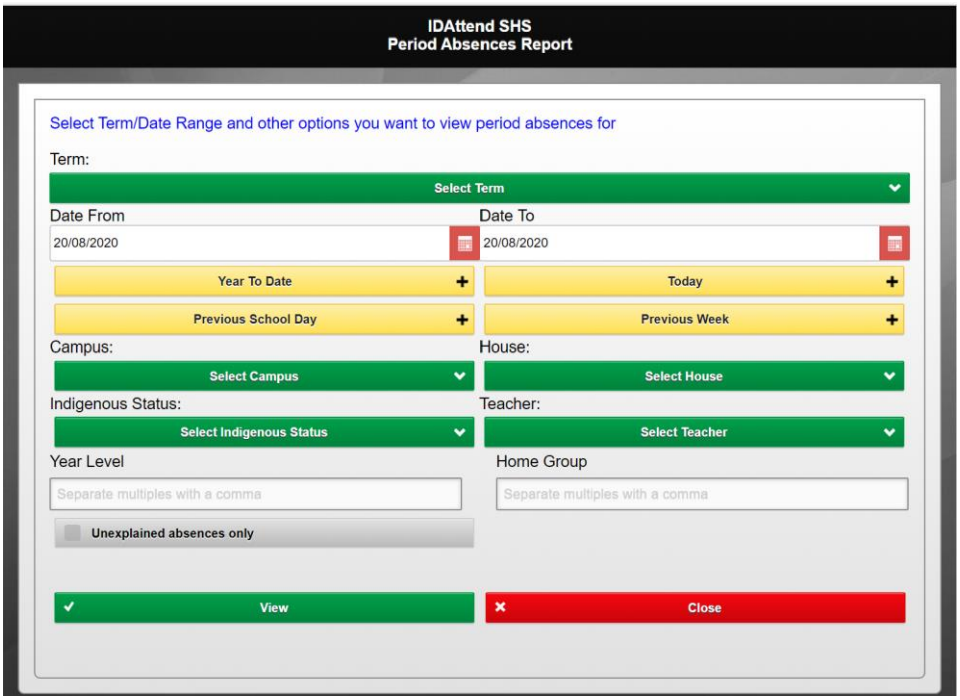
IDWeb Detention Log showing the detentions issued



Det Date	Student Name	Type	Reason	Given By	Ref #	Attendan
26/11/2020	Jess ALLFORD - 11 / FA11A	Lunch 3	No LS Pass (26/11/2020)	admin	3851	
26/11/2020	Brian AMBROSE - 12 / A	Lunch 3	No LS Pass (26/11/2020)	admin	3852	
26/11/2020	Rebecca AMEY - 12 / A	Lunch 3	No LS Pass (26/11/2020)	admin	3853	

Period Absences Report

The Period Absences Report will open in a separate browser tab, meaning you can switch back to the Menu screen.



The Period Absences Report may be used to see which students have been marked with one or more absences in any one day. They may be only single period absences through to all day absences.
This option allows for multiple students to be show for any date range in the current school year. The default is the current day.
You can quickly select other date ranges by selecting from the Term/Semester dropdown list, clicking the Year To Date, Today, Previous School Day or Previous Week buttons.

There are options to filter by Campus, House, Indigenous Status and Teacher. If your login status is a teacher, the Teacher list will default to you.
The Teacher filter limits the report to only those periods where the selected teacher appears in one or more periods for the student.

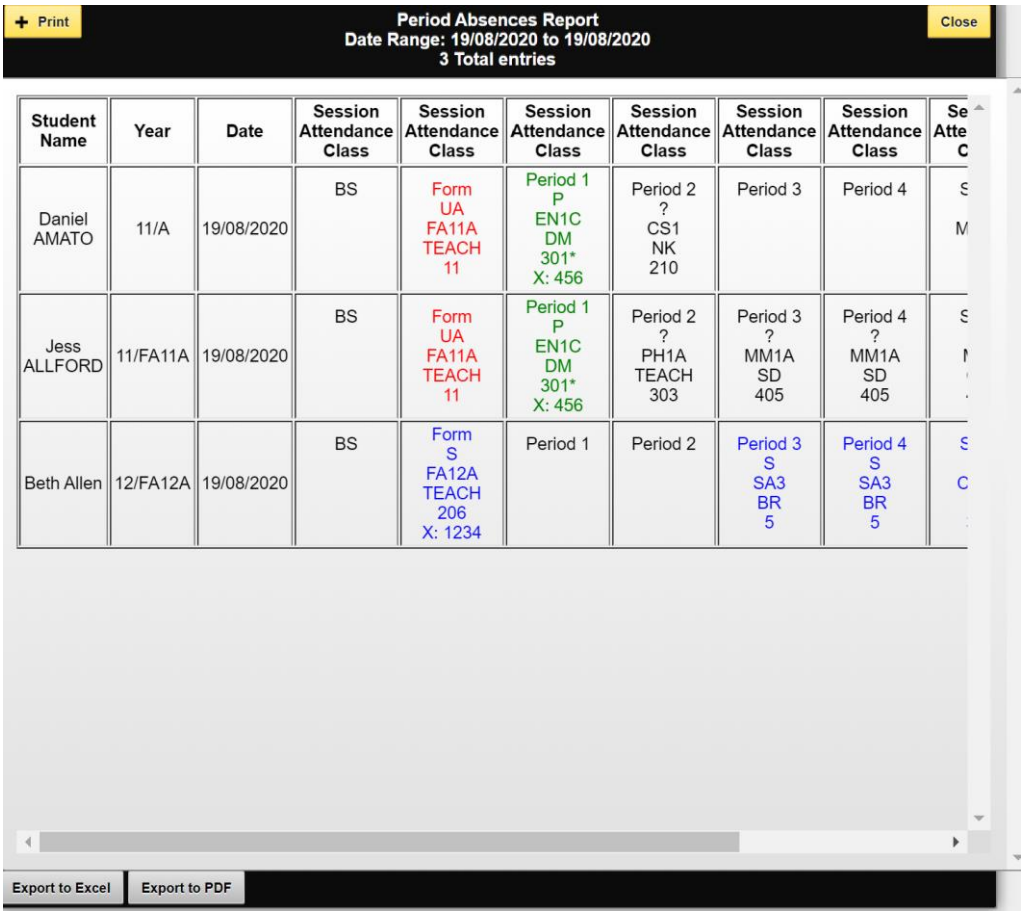
If you only wish to include a certain **Year Level** then enter the year in the **Year Level** field. E.g. 10
If you want multiple year levels then enter them with a comma between. E.g. 10,11,12
Leaving year level blank will search all year levels.
You can also restrict it to a certain **Home Group** e.g. 7A or multiple Home Groups 7A,8A,9A
Leaving this field blank will search all Home Groups within the selected Year Level, if entered?
A mismatch of **Year Level** 7 and **Home Group** 8A will likely not return any data, unless you have vertical rolls.

There is a checkbox for **Unexplained Absences Only**. If selected it the entries selected need to have one or more unexplained absences for the day, to be included.

Click **View** to see the results.
If a large date range is selected with all year levels it may take time for the results to display. Please be patient.

Period Absences result screen.

The results are sorted by Year Level, Home Group (Roll class) and Student Last Name.



Student Name	Year	Date	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Se Atte C
Daniel AMATO	11/A	19/08/2020	BS	Form UA FA11A TEACH 11	Period 1 P EN1C DM 301* X: 456	Period 2 ? CS1 NK 210	Period 3	Period 4	S M
Jess ALLFORD	11/FA11A	19/08/2020	BS	Form UA FA11A TEACH 11	Period 1 P EN1C DM 301* X: 456	Period 2 ? PH1A TEACH 303	Period 3 ? MM1A SD 405	Period 4 ? MM1A SD 405	S
Beth Allen	12/FA12A	19/08/2020	BS	Form S FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 S SA3 BR 5	Period 4 S SA3 BR 5	S C

The list of Period Absences will be displayed, one line per student per date with the Period names at the top, Attendance entered, Class Code, Teacher Code, Room and if Entered in Room List, the Room Telephone Ext Number (X). The period names are at the top of each entry as period names can vary from day to day.
UA entries will be in Red, Present in Green, Explained in Blue and classes not marked have a ? and no class will be displayed on tile bar.

If the number of periods is larger than can be displayed on the screen then a horizonal scroll bar will be active on the screen and a vertical scroll bar will active if the number of entries is more than the popup height. The total number of entries will be displayed on the popup

The list is scrollable vertically as well as horizontally if required.

There is a basic **Print** function on this screen if you wish to print the report. The default device printer will be selected but may be changed if required.

Clicking **Prin**t will display a small window that is used to render the report on the screen. You will get a printer selection box. Once the report has been sent to the printer the small window used to render the report should disappear. On some browsers such as Safari the window may not close and will need to be closed manually.

While some reports offer an Export to CSV File option, the format of this report does not support this option.

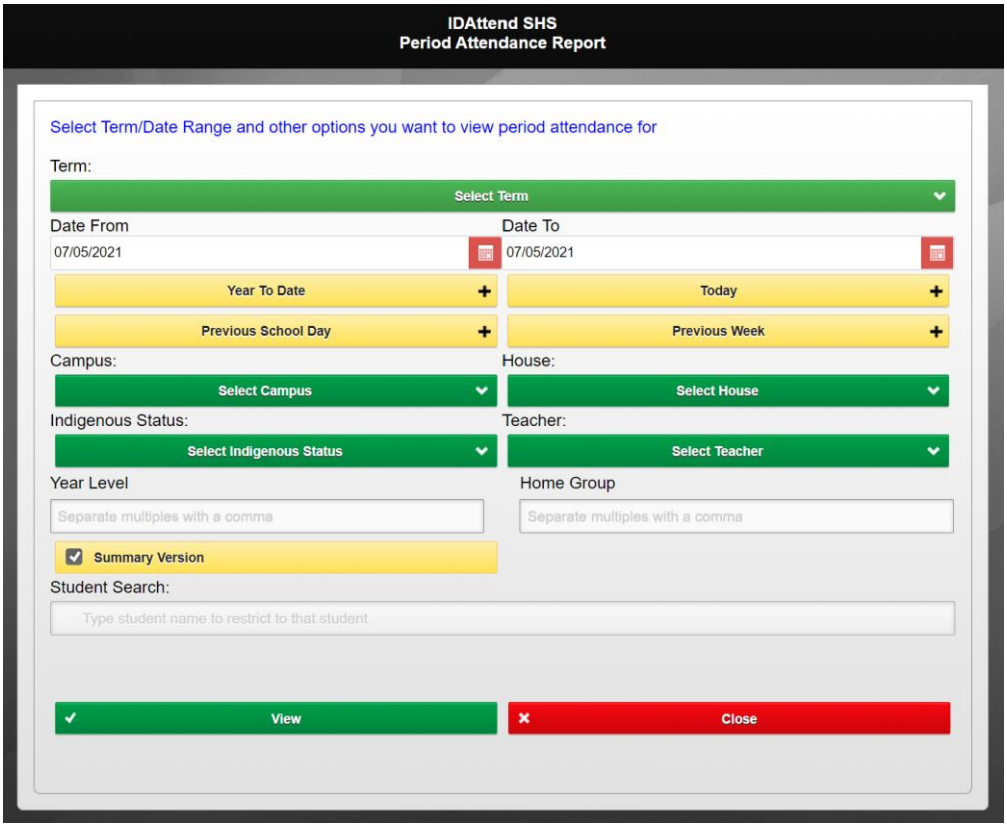
There is also an **Export to Exce**l button which can be used to render the HTML grid to a xls file. It will be exported with into the workstation 'downloads' folder with the name of Inconsistencies_yyyymmdd_hhmmss.xls e.g PeriodAbsences_20200311_113530.xls.

If you try to open this file with Excel you will get a warning about non-trusted sites but the file is safe to open. We usually prefer to use a CSV export option but the CSV format does not support 6 rows of class information.

There is also an **Export to PDF** button which can be used to render the HTML grid to a PDF file. It will be exported with into the workstation 'downloads' folder with the name of PeriodAbsences_yyyymmdd_hhmmss.pdf e.g PeriodAbsences_20200311_113530.pdf. The PDF Export currently does not support colour in the rows or cells as it does on the screen.

Period Attendance Report

The Period Attendance Report will open in a separate browser tab, meaning you can switch back to the Menu screen.



The Period Attendance Report may be used to see attendance for students in any one day. This option allows for multiple students to be show for any date range in the current school year. The default is the current day.
You can quickly select other date ranges by selecting from the Term/Semester dropdown list, clicking the Year To Date, Today, Previous School Day or Previous Week buttons.

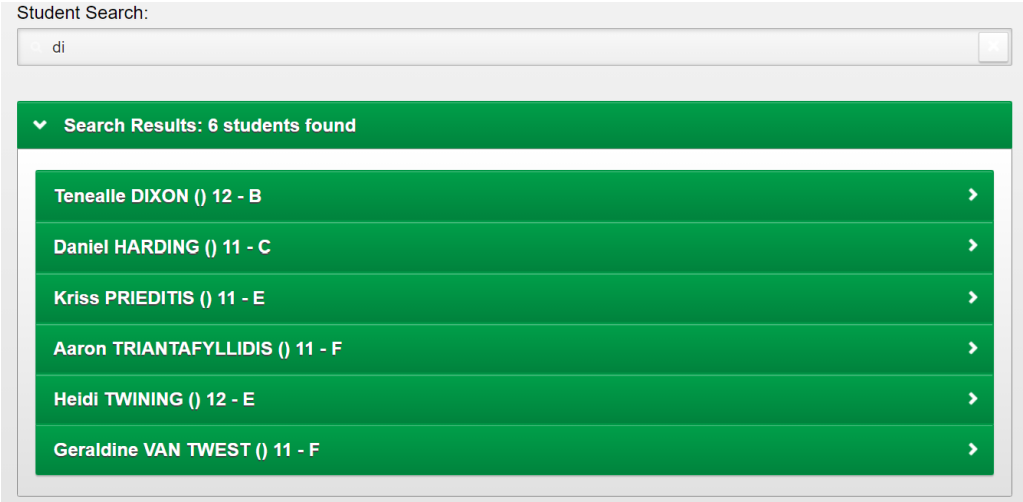
There are options to filter by Campus, House, Indigenous Status and Teacher. If your login status is a teacher, the Teacher list will default to you.
The Teacher filter limits the report to only those periods where the selected teacher appears in one or more periods for the student.

If you only wish to include a certain **Year Level** then enter the year in the **Year Level** field. E.g. 10
If you want multiple year levels then enter them with a comma between. E.g. 10,11,12
Leaving year level blank will search all year levels.
You can also restrict it to a certain **Home Group** e.g. 7A or multiple Home Groups 7A,8A,9A
Leaving this field blank will search all Home Groups within the selected Year Level, if entered?
A mismatch of **Year Level** 7 and **Home Group** 8A will likely not return any data, unless you have vertical rolls.

There is a checkbox for **Summary Version**. If selected, the report will only show the Period, Attendance and Class code. If selected this option will be saved on a per user basis.

There is also a **Student Search** option which allows for the selection of attendance for the selected date range for a single student.
To use this function just start typing in the student's first name, last name, Student ID, MIS ID, PIN, Other ID, year level, home group, student email address, parent first name, parent last name, parent personal mobile number, parent work mobile number, parent hone phone number, parent work phone number or parent email address**.**

After the first two letters have been entered a list of students will be displayed. Enter more letters and the list will be refined. When done click on the student you wish to use from the remaining list. The search looks for students based on both first and last names, including preferred names.

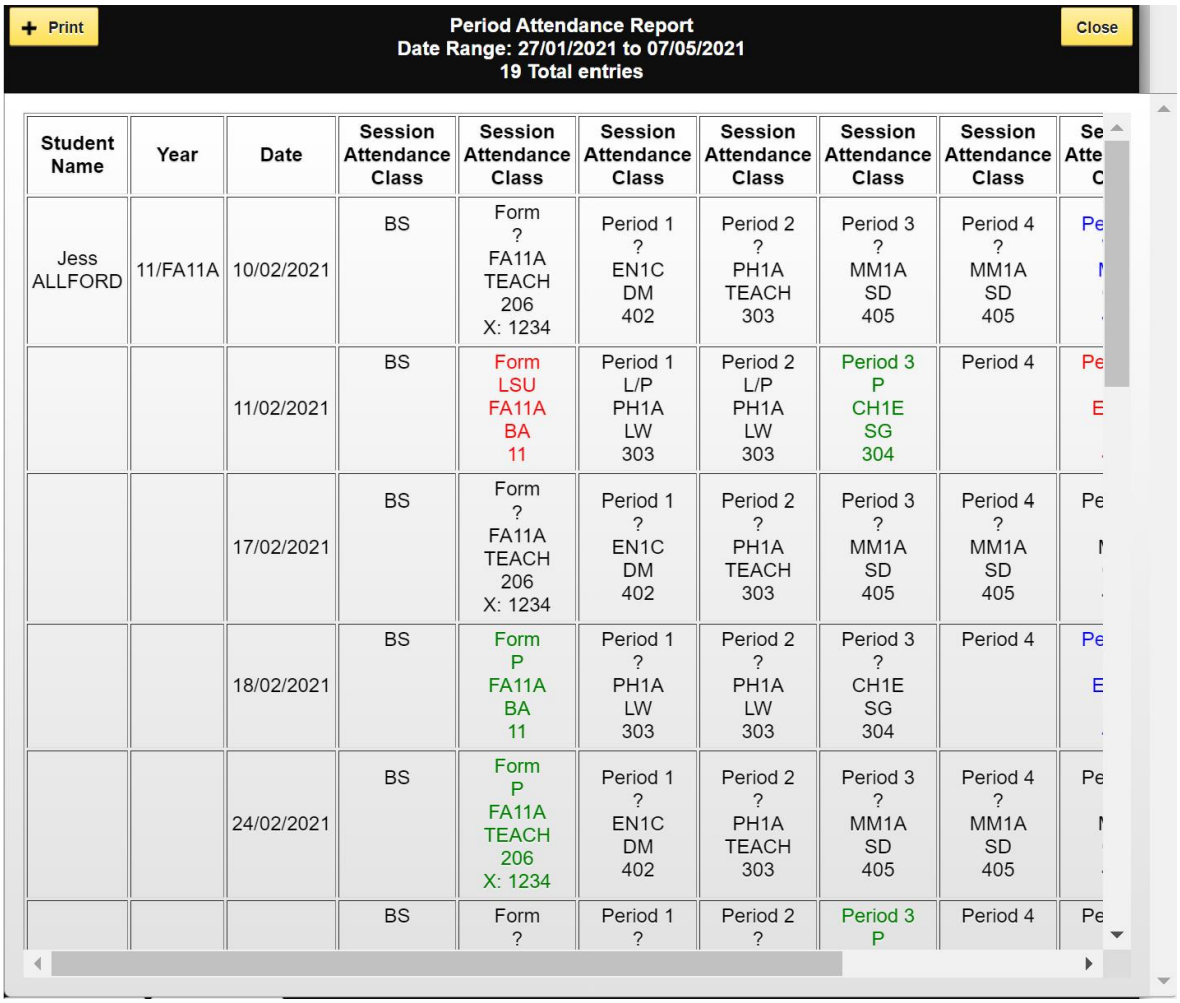


If using the Student Search option you must select all other filters you want to use (date range etc) prior to selecting the student as the search will begin as soon as the student is selected.

Click **View** to see the results.
If a large date range is selected with all year levels it may take time for the results to display. Please be patient.

Period Attendance result screen.

The results are sorted by Year Level, Home Group (Roll class) and Student Last Name.



+ Print

Period Attendance Report
Date Range: 27/01/2021 to 07/05/2021
19 Total entries

Close

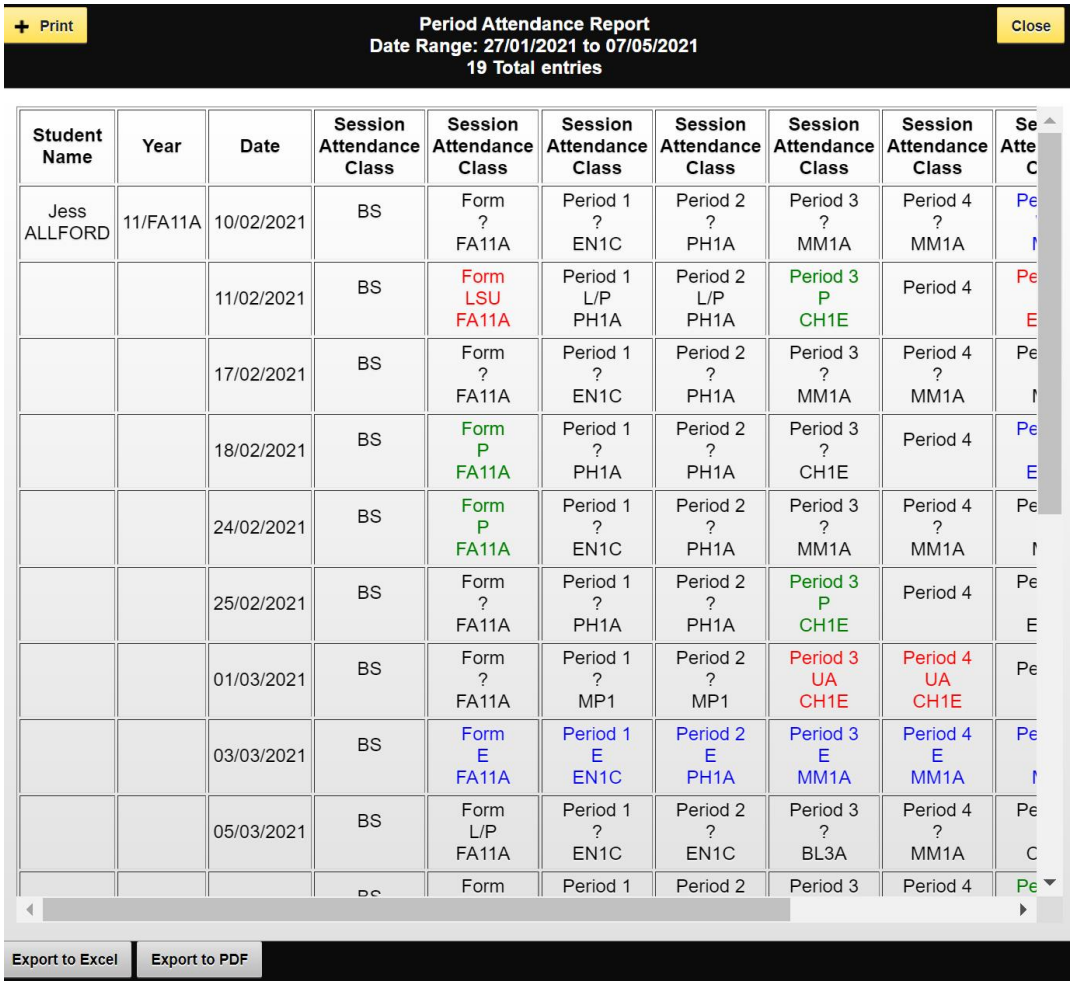
Student Name	Year	Date	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Se Atte C
Jess ALLFORD	11/FA11A	10/02/2021	BS	Form ? FA11A TEACH 206 X: 1234	Period 1 ? EN1C DM 402	Period 2 ? PH1A TEACH 303	Period 3 ? MM1A SD 405	Period 4 ? MM1A SD 405	Pe N
		11/02/2021	BS	Form LSU FA11A BA 11	Period 1 L/P PH1A LW 303	Period 2 L/P PH1A LW 303	Period 3 P CH1E SG 304	Period 4	Pe E
		17/02/2021	BS	Form ? FA11A TEACH 206 X: 1234	Period 1 ? EN1C DM 402	Period 2 ? PH1A TEACH 303	Period 3 ? MM1A SD 405	Period 4 ? MM1A SD 405	Pe N
		18/02/2021	BS	Form P FA11A BA 11	Period 1 ? PH1A LW 303	Period 2 ? PH1A LW 303	Period 3 ? CH1E SG 304	Period 4	Pe E
		24/02/2021	BS	Form P FA11A TEACH 206 X: 1234	Period 1 ? EN1C DM 402	Period 2 ? PH1A TEACH 303	Period 3 ? MM1A SD 405	Period 4 ? MM1A SD 405	Pe N
			BS	Form ?	Period 1 ?	Period 2 ?	Period 3 P	Period 4	Pe

The list of all attendance entries will be displayed, one line per student per date with the Period names at the top, Attendance entered, Class Code, Teacher Code, Room and if Entered in Room List, the Room Telephone Ext Number (X). The period names are at the top of each entry as period names can vary from day to day.
UA entries will be in Red, Present in Green, Explained in Blue and classes not marked have a ? and no class will be displayed on tile bar.

If the number of periods is larger than can be displayed on the screen then a horizonal scroll bar will be active on the screen and a vertical scroll bar will active if the number of entries is more than the popup height. The total number of entries will be displayed on the popup

The list is scrollable vertically as well as horizontally if required.

Summary Version



+ Print

Period Attendance Report
Date Range: 27/01/2021 to 07/05/2021
19 Total entries

Close

Student Name	Year	Date	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Se Atte C
Jess ALLFORD	11/FA11A	10/02/2021	BS	Form ? FA11A	Period 1 ? EN1C	Period 2 ? PH1A	Period 3 ? MM1A	Period 4 ? MM1A	Pe N
		11/02/2021	BS	Form LSU FA11A	Period 1 L/P PH1A	Period 2 L/P PH1A	Period 3 P CH1E	Period 4	Pe E
		17/02/2021	BS	Form ? FA11A	Period 1 ? EN1C	Period 2 ? PH1A	Period 3 ? MM1A	Period 4 ? MM1A	Pe N
		18/02/2021	BS	Form P FA11A	Period 1 ? PH1A	Period 2 ? PH1A	Period 3 ? CH1E	Period 4	Pe E
		24/02/2021	BS	Form P FA11A	Period 1 ? EN1C	Period 2 ? PH1A	Period 3 ? MM1A	Period 4 ? MM1A	Pe N
		25/02/2021	BS	Form ? FA11A	Period 1 ? PH1A	Period 2 ? PH1A	Period 3 P CH1E	Period 4	Pe E
		01/03/2021	BS	Form ? FA11A	Period 1 ? MP1	Period 2 ? MP1	Period 3 UA CH1E	Period 4 UA CH1E	Pe
		03/03/2021	BS	Form E FA11A	Period 1 E EN1C	Period 2 E PH1A	Period 3 E MM1A	Period 4 E MM1A	Pe N
		05/03/2021	BS	Form L/P FA11A	Period 1 ? EN1C	Period 2 ? EN1C	Period 3 ? BL3A	Period 4 ? MM1A	Pe C
			BS	Form	Period 1	Period 2	Period 3	Period 4	Pe

Export to Excel | Export to PDF

There is a basic **Print** function on this screen if you wish to print the report. The default device printer will be selected but may be changed if required.

Clicking **Prin**t will display a small window that is used to render the report on the screen. You will get a printer selection box. Once the report has been sent to the printer the small window used to render the report should disappear. On some browsers such as Safari the window may not close and will need to be closed manually.

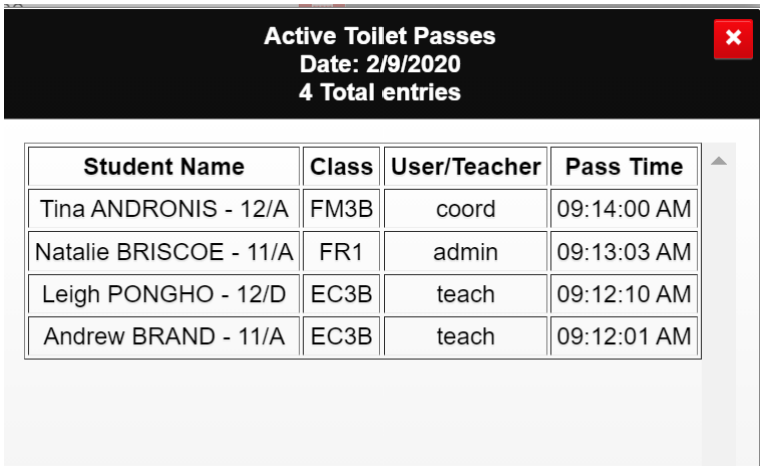
While some reports offer an Export to CSV File option, the format of this report does not support this option.

There is also an **Export to Exce**l button which can be used to render the HTML grid to a xls file. It will be exported with into the workstation 'downloads' folder with the name of Inconsistencies_yyyymmdd_hhmmss.xls e.g PeriodAttendance_20200311_113530.xls.
If you try to open this file with Excel you will get a warning about non-trusted sites but the file is safe to open. We usually prefer to use a CSV export option but the CSV format does not support 6 rows of class information.

There is also an **Export to PDF** button which can be used to render the HTML grid to a PDF file. It will be exported with into the workstation 'downloads' folder with the name of PeriodAbsences_yyyymmdd_hhmmss.pdf e.g PeriodAttendance_20200311_113530.pdf. The PDF Export currently does not support colour in the rows or cells as it does on the screen.

Active Toilet Passes

The Active Toilet Passes report can be used to quickly show a list of toilet passes where the student has not yet returned to class. There are filter options and only display passes for the current day. Admin staff, who find students wandering about, may find this report helpful in identifying if students are going to or from the toilets or just truanting classes etc.



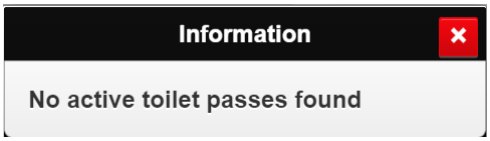
Active Toilet Passes
Date: 2/9/2020
4 Total entries

Student Name	Class	User/Teacher	Pass Time
Tina ANDRONIS - 12/A	FM3B	coord	09:14:00 AM
Natalie BRISCOE - 11/A	FR1	admin	09:13:03 AM
Leigh PONGHO - 12/D	EC3B	teach	09:12:10 AM
Andrew BRAND - 11/A	EC3B	teach	09:12:01 AM

The list of students has each Student's Name, Class they left, the User/Teacher who issued the pass and the Time the pass was issued. The list is in descending order, most recent first, based on the Pass Time.

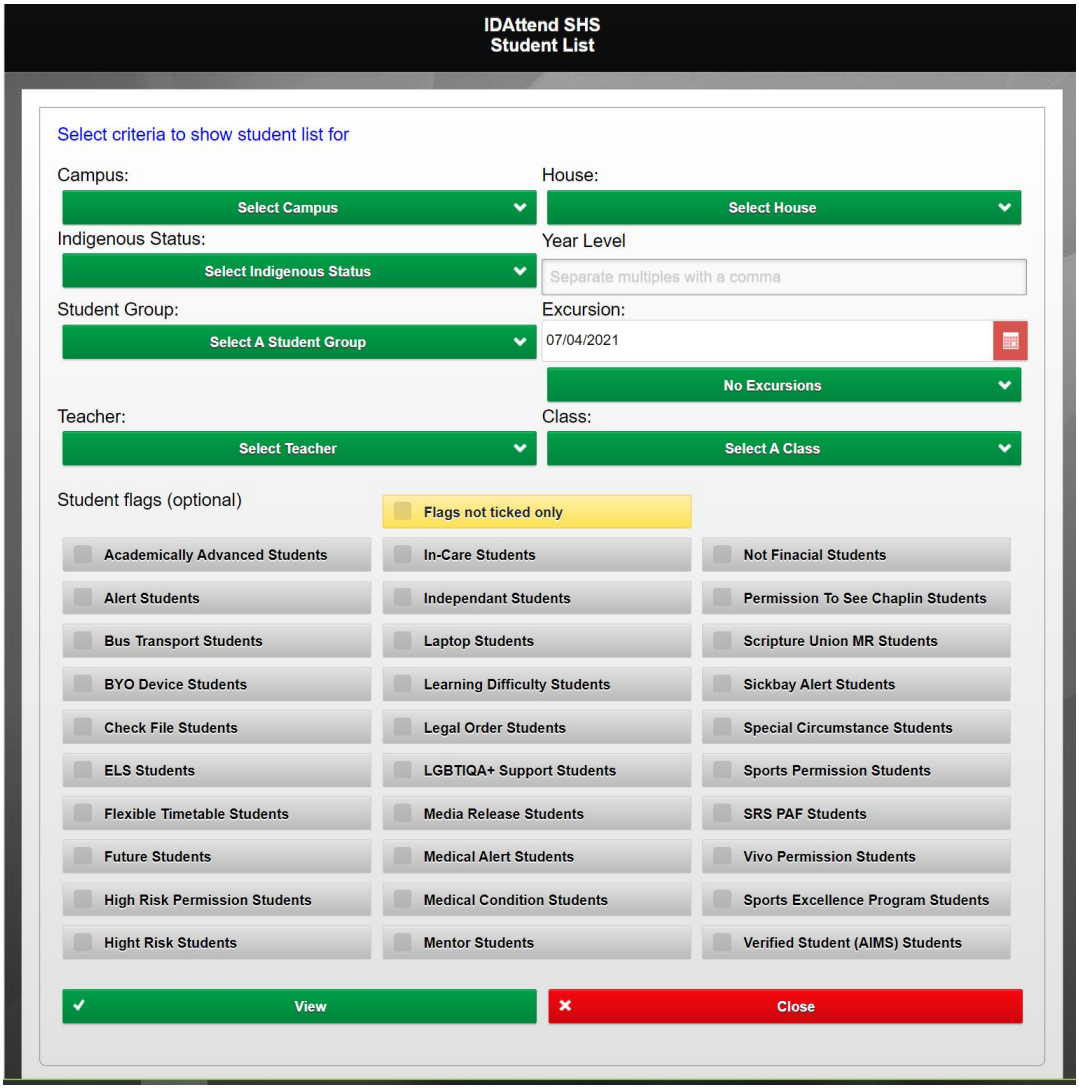
If a student did not get a return pass but was later issued with another toilet pass, only the most recent pass will be shown.

If there are no active toilet passes, then the following will be displayed.



Student List

Student List is a report that will generate a of students based on the selection criteria entered.



Campus allows for the selection of student Campus.

House allows for the selection of the student House code.

Indigenous Status allows for the selection of Indigenous and Non Indigenous students.

Year Level can be used to filter students to a particular year level/s.

Student Group allows for the selection of students form a particular student group.

Excursion, to use this option you must first select the date of the excursion and based on the selected date the Excursion list will be populated. The excursion can then be selected from the list.

Teacher is a list of Teachers and if the user is a Teacher they will be selected by default. If a teacher is selected it will be used to restrict the **Class** list to classes the selected teacher teaches.
You do not need to select a teacher to select a class.

All of the above filters can be used together if required.

Student Flags

The **Student flags** can be used to filter the list of the students to those with the selected flag ticked.

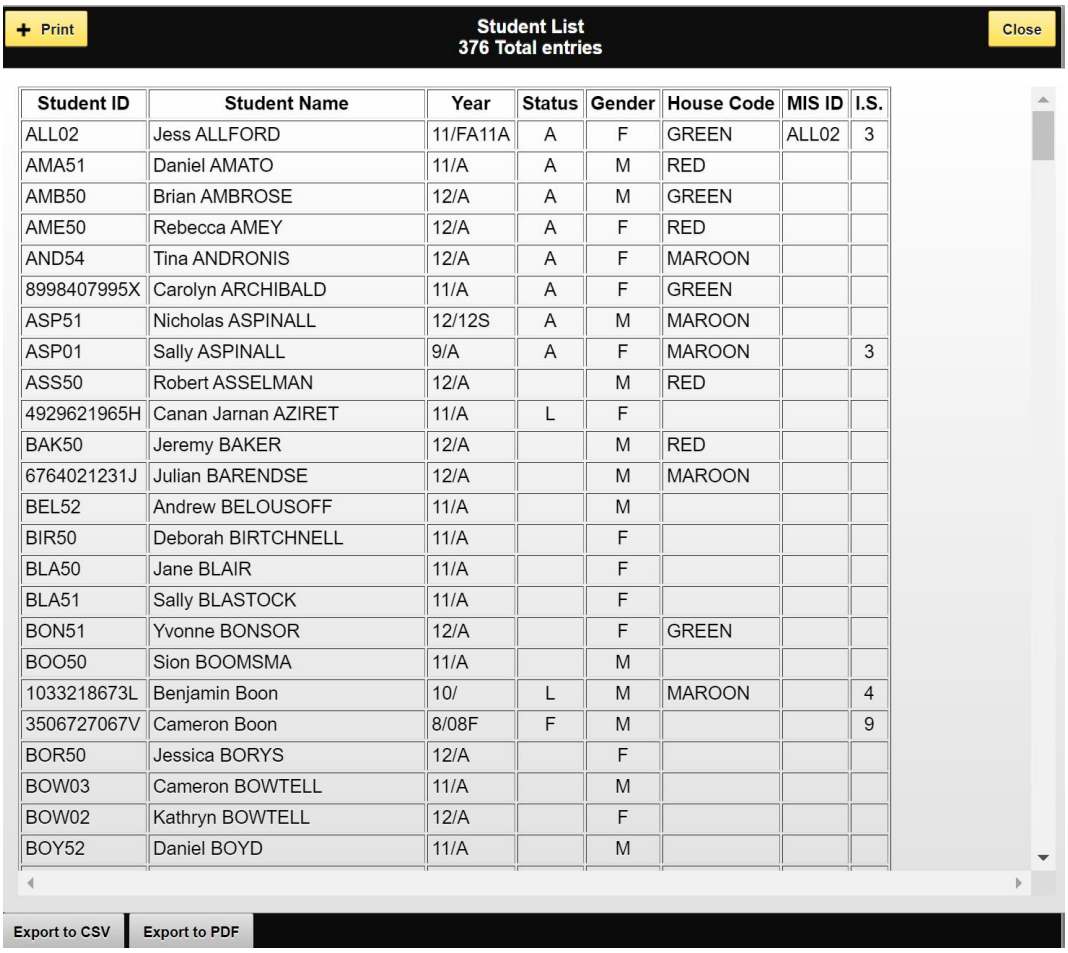
Normally only **one** flag should be selected and can be in conjunction with the other filters above if required.
E.g. All student from excursion XYZ that have the Not Financial Students flag ticked.

The **Flags not ticked only** option allows for the system to search for the selected flag NOT being ticked.
E.g. All student from excursion XYZ that do NOT have the Not Financial Students flag ticked. This flag should be used with caution as unless the majority of students have the selected flag ticked, the list of students with it not ticked the list of students may be very long.

Note: Student flags are in alphabetical order with the exception of Excellence Program and Special Education student flags, which have user defined labels and are last in the list of flags.

Note: Selecting more than one flag at a time may give the results you expect. All searched are based on AND E.g. All student that are BYOD Device AND have a Flexible Timetable AND Permission To See Chaplain is likely to produce no students.

The fields shown in the report are the equivalent or those shown in the IDAttend Version.



Student ID	Student Name	Year	Status	Gender	House Code	MIS ID	I.S.
ALL02	Jess ALLFORD	11/FA11A	A	F	GREEN	ALL02	3
AMA51	Daniel AMATO	11/A	A	M	RED		
AMB50	Brian AMBROSE	12/A	A	M	GREEN		
AME50	Rebecca AMEY	12/A	A	F	RED		
AND54	Tina ANDRONIS	12/A	A	F	MAROON		
8998407995X	Carolyn ARCHIBALD	11/A	A	F	GREEN		
ASP51	Nicholas ASPINALL	12/12S	A	M	MAROON		
ASP01	Sally ASPINALL	9/A	A	F	MAROON		3
ASS50	Robert ASSELMAN	12/A		M	RED		
4929621965H	Canan Jarnan AZIRET	11/A	L	F			
BAK50	Jeremy BAKER	12/A		M	RED		
6764021231J	Julian BARENDSE	12/A		M	MAROON		
BEL52	Andrew BELOUSOFF	11/A		M			
BIR50	Deborah BIRTCHNELL	11/A		F			
BLA50	Jane BLAIR	11/A		F			
BLA51	Sally BLASTOCK	11/A		F			
BON51	Yvonne BONSOR	12/A		F	GREEN		
BOO50	Sion BOOMSMA	11/A		M			
1033218673L	Benjamin Boon	10/	L	M	MAROON		4
3506727067V	Cameron Boon	8/08F	F	M			9
BOR50	Jessica BORYS	12/A		F			
BOW03	Cameron BOWTELL	11/A		M			
BOW02	Kathryn BOWTELL	12/A		F			
BOY52	Daniel BOYD	11/A		M			

The list is scrollable vertically as well as horizontally if required.

For System Admin users only the student Date Of Birth will be included for each student. Great care should be exercised with printed student lists with the students DOB, treat as highly confidential.

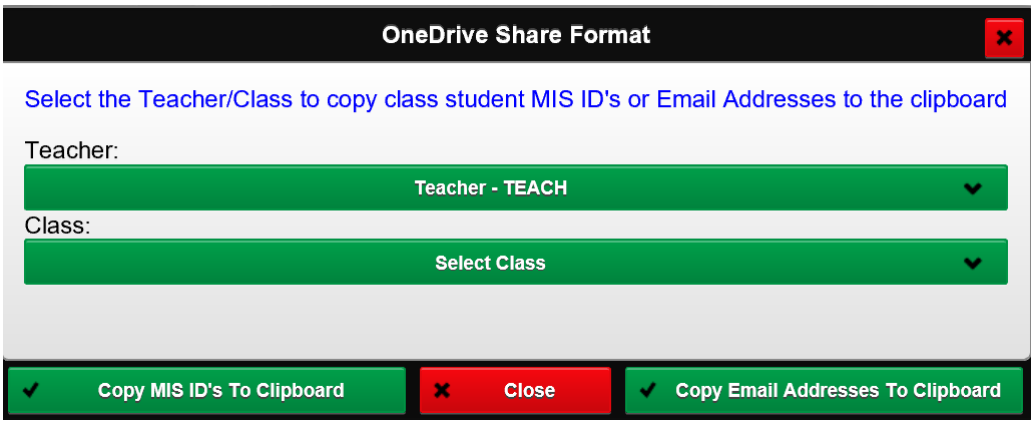
There is a basic **Print** function on this screen if you wish to print the report. The default device printer will be selected but may be changed if required.

Clicking **Prin**t will display a small window that is used to render the report on the screen. You will get a printer selection box. Once the report has been sent to the printer the small window used to render the report should disappear. On some browsers such as Safari the window may not close and will need to be closed manually.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the report name and date/time created as part of the name (_yyyymmdd_HHmmss).

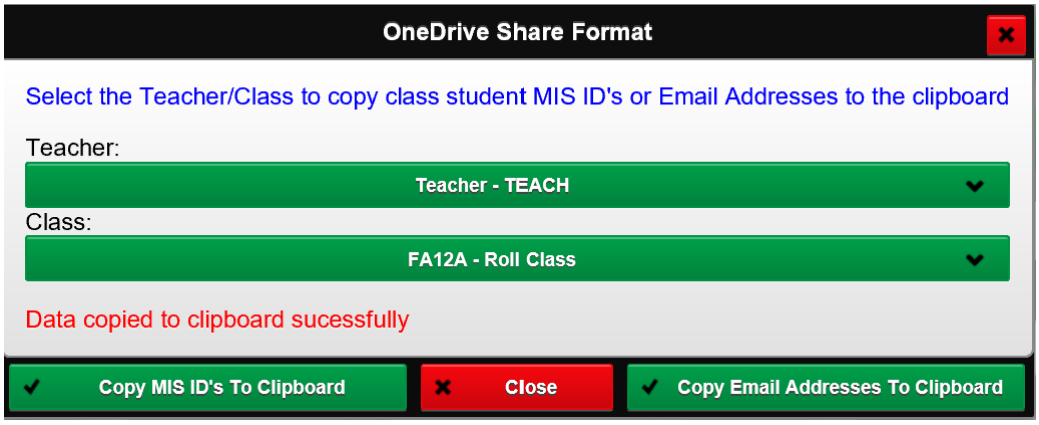
OneDrive Share Format

The OneDrive Share Format, while it under the Reports menu, is not actually a report. It gathers either student MIS ID's and student Email Addresses for the selected class and depending on the button used copies the list of MIS ID's or Email Addresses, separated by a semicolon (;), to the device clipboard so they can be easily pasted into OneDrive/OneNote by teachers.



If the currently logged in User is a Teacher then that user will be already selected in the Teacher list and the Class list will contain only their classes.
If the currently logged in User is not a teacher they they can select just a teacher and then one of their classes or just select a class for the list which will contain all current classes.

Class must be selected from the list.



When either 'copy' button is clicked the information will be copied to the device clipboard and a message Data copied to clipboard sucessfully displayed.

Note: Keep in mind all device clipboards can only contain one thing at a time, and copying something else to the clipboard will replace any existing data in the clipboard. There is 3rd party software that can keep a history of clipboard data and allow you to recover previous information stored in the clipboard.

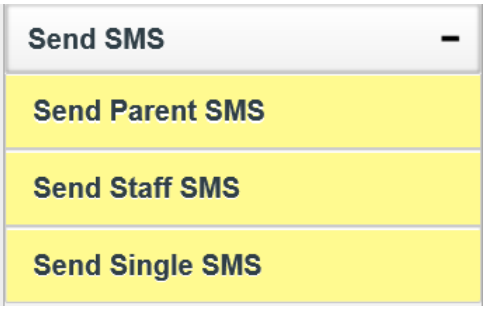
Send SMS

The Send SMS Functions will only be available if you access level allows it or you have been given access to it. You may will have access to all SMS functions if you are an Admin user but Teachers and Coordinators access depends if these options have been turned on in Teacher Option in IDAttend.

This option will only be available if IDAttend has been configured to use a third party text message provider.

Due to the large number of options required and to maintain mobile device usability, the Send SMS and Send Email screens are not particularly phone friendly. They are usable but are better suited to tablets and laptop/desktop devices.

The current options are

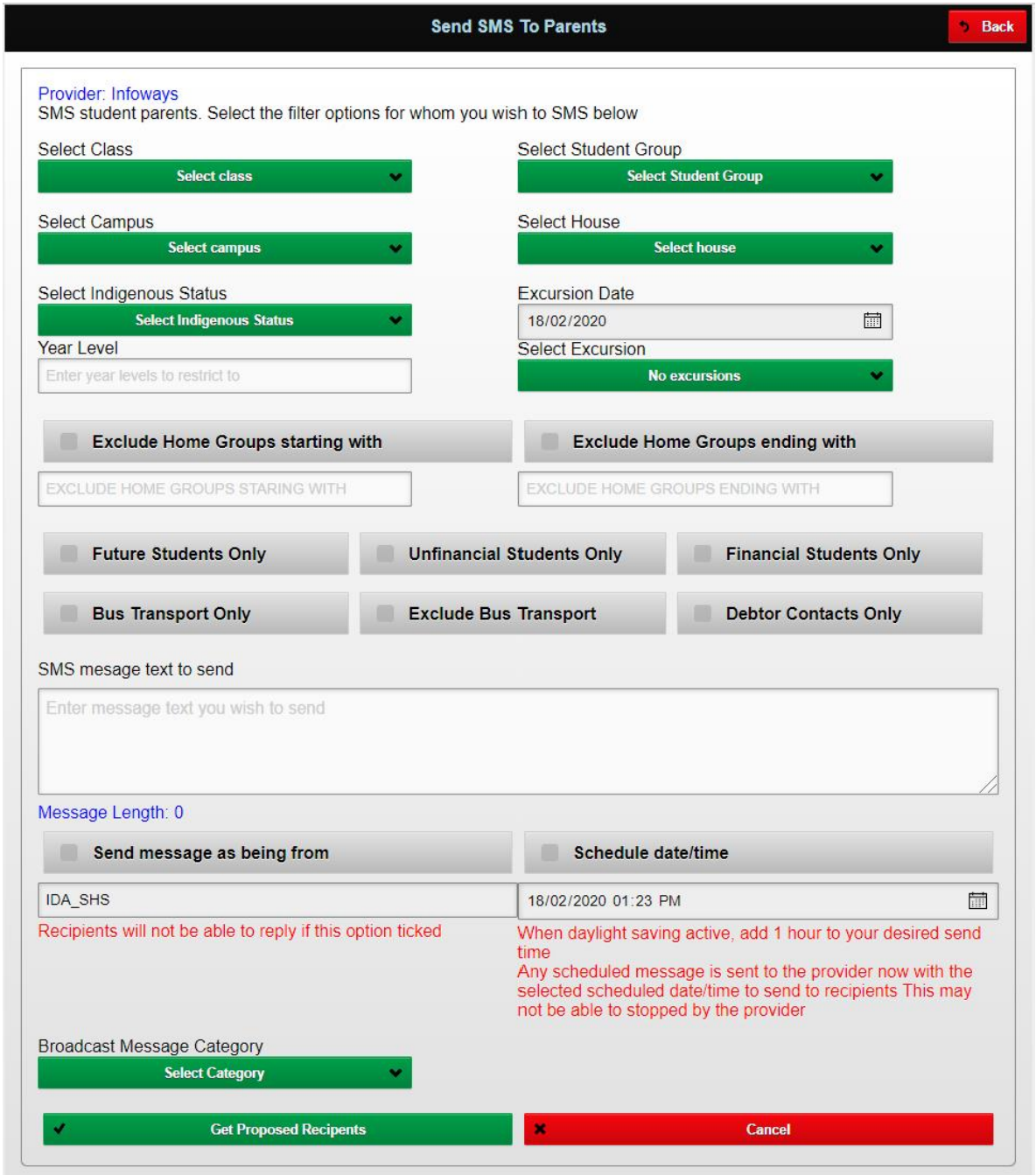


SMS Messages have a cost associated with each message. This is an arrangement between the school and their selected SMS Provider. IDAttend no financial interest in any SMS Provider we offer a direct connection to. Its purely offered as a value-added service. We do not have access to your messages sent or any replies sent by parents.

All SMS Messages sent are logged in IDAttend and can be viewed in the message log. They are also logged in the IDWeb logs folder. An SMS log file is created each day e.g. 2017-04-06_SMSLog.txt
There are two entries for each SMS. Send SMS Initiated and Send SMS Completed. If there is no matching completed entry then an error occurred and there will be an entry in the days IDAWLog.txt file, describing what went wrong.

Send Parent SMS

If teachers have been given access to this function they can only send text messages for a **Class** they teach, a **Student Group** or **Excursion**.



The Send Parent SMS function has a number of filter options available.

Class, Student Group, Campus, House, Indigenous Status, Excursion based on the selected Excursion Date.
If any of these lists show No xxxxxx e.g. No Campuses then there are no options available for selection. Not selecting an option will not filter by that option.

Any of these options maybe used but some combinations cannot be used e.g. Class and Student Group and/Excursion.

There is also the option of entering student **Year Levels**. Multiples must be separated with a comma. No spaces should be entered. If some of your year levels are a leading 0 e.g. 07 the 0 should not be entered. E.g. 7,8,9

There is also the option to **Exclude** certain Home Groups (Roll Classes) Start With and also Certain Home Groups Ending With. These are usually Home Groups that of students who may be registered at the school but in fact do not attend classes at the school. These are the only options that are saved and will generally apply to most contact with parents. Once entered they will automatically be displayed on contact screens. Changing the option will change it for all users on all screens.
To use one or both of these options you need to tick the tick box to have it apply. It will **NOT** be ticked by default.
If multiples are entered they must be separated by a comma.

There are also options for Future Students Only, Not Financial Only, Exclude Not Financial, Bus Transport Only, Exclude Bus Transport and Debtor Contacts Only.
Future students Only is based on the student's Status Code in IDAttend (F).

Future students will be included without ticking this option if the Treat Future Students the Same As Active Students option is ticked in School Setup in IDAttend. This option is normally only ticked for the first eight days on the year.

If there have been Student Groups setup as Bus Groups in IDAttend then there will be option of All Bus Groups and Exclude All Bus Groups in the Student Group list. This may be used to target only those students in a bus group or exclude those students in a bus group. An example would be school closing early due to natural disaster. You may wish to send a text message to the parents of students who will be leaving by bus and a different text message to those parents whose students are not leaving by bus.

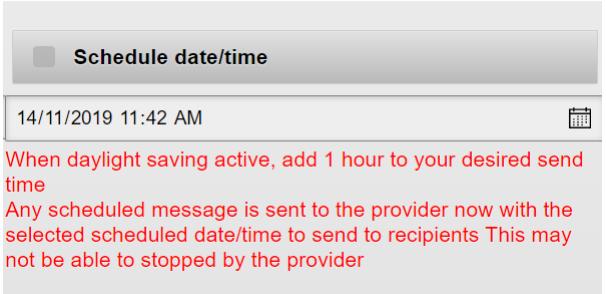
SMS Message Text to Send
This is the actual text that will be sent out. It is not personalised in any way. Please keep in mind the length of the text message. A single text message is limited to 160 characters. Any more than 160 characters will require a second text message to be sent, incurring a charge for the second text message. There is no need to break your message up if it exceeds 160 characters as IDWeb will take care of this. The initial text of the message will be the school name. Message Text must be entered.

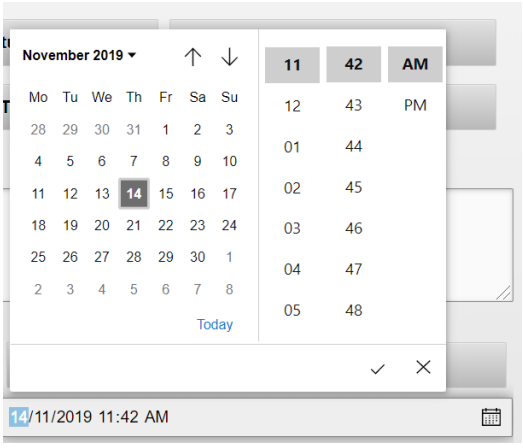
Send message as being from
This option will contain either a code that has been entered into IDAttend or NOREPLY if no code has been entered. The code may be altered but there are strict rules on what can be entered. The code must be between 3 and 11 characters. It must not contain any spaces. Only 'standard' characters and letters may be entered and it cannot be all numbers.
If this tick box is ticked the text message will be sent to the parent mobile phone as being from the above code and parents will not be able to reply to it as it is not a valid mobile phone number, otherwise it will be sent as from the schools provider assigned mobile phone number or a shared pool number, which parents can reply to.
If you do **NOT** want parents to be able to reply to the message then you should tick this option.

Schedule date/time for delivery

By default, text messages are scheduled to be sent immediately. There may be reasons why you would like the message sent out of hours and not immediately. This option may be used to do just that. **The message is sent immediately to the provider but with a date/time for delivery.**

Please keep in mind that if you send messages with a scheduled date/time there is no way to 'cancel' their delivery at the designated date/time other than ringing you provider and even then there is no guarantee it can be stopped. We give no undertaking that a message with a scheduled date/time will be delivered at the set date/time as it is not controlled by IDAttend/IDWeb.





The date may be altered by clicking on the date and selecting a new date from the popup calendar. You cannot select a date in the past. Weekends may be selected.

By default, the time is the current time. Changing the time varies from browser to browser. Above is the new Edge browser method.

E.g. 0910 would be 9:10 AM and 1320 would be 1:20 PM. You do not need to press Enter to confirm the time. It will change automatically to 12 hour format when you click on another field. If the time entered is not valid you will be informed when the Get Recipients button is clicked.

Times that may be entered are 7:00 AM to 8:00 PM.

If the time entered is less than the current time the and the scheduled date is the current date the message will be sent immediately.

Note: Date and Time selection methods/display can vary from browser to browser. Internet Explorer will not display or allow you to select either.

NOTE: Some text message providers based in Sydney or Melbourne, the scheduled time to send is based on their local time. When daylight saving is active in those states you need to add 1 hour to your send time as they are one hour ahead of Qld time.
SMSGlobal, SMSCentral and Oxygen8 providers will need this done if a message is to be scheduled.

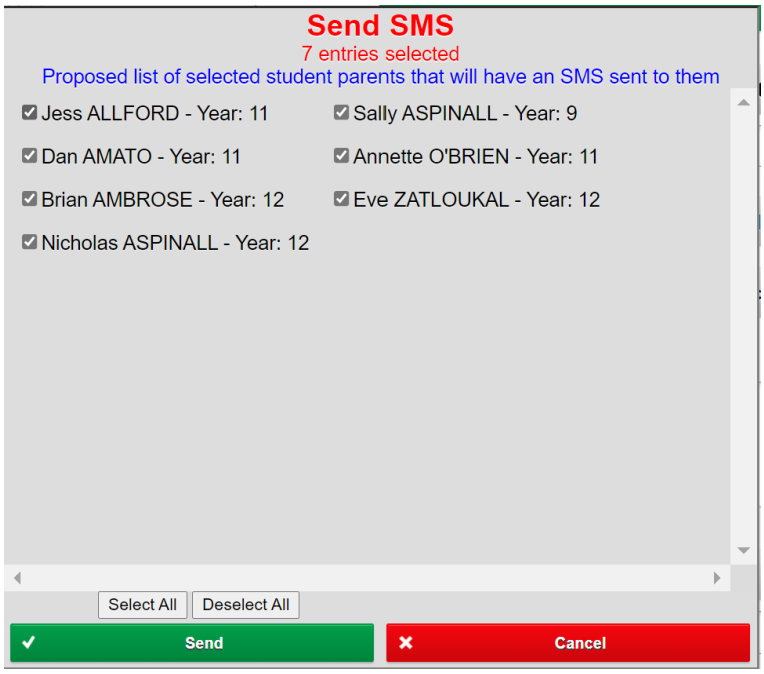
Infoways is Brisbane based so local time is not an issue and MessageMedia have provision for time zones. The message is sent GMT time + 10 hours.

Broadcast Massage Category

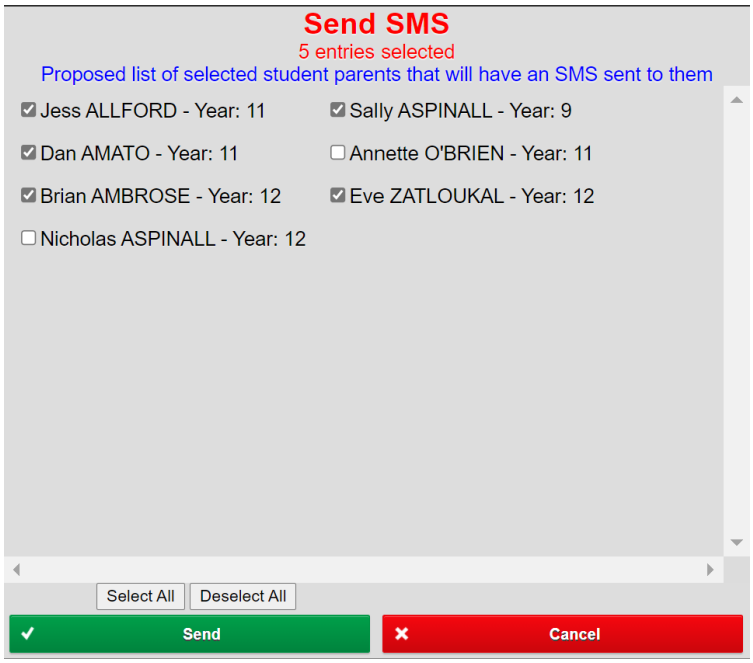
The Broadcast Message Category is an optional dropdown list of user defined categories that may be applied to this message. The IDAttend Message Log can have the same filter option set to quickly find the messages with the selected message type or category if required. Refer to the **Broadcast SMS & Email Options** in another section of this manual.

Once your student selection options have been set and you should click the **Get Recipients** button.

A list of proposed selected students, whose parents have a valid mobile phone number and have been nominated to receive a text message in IDAttend, will be displayed. All will be selected by default. If the number of students exceeds 30 then two columns of students will be shown.



The list will show the number of students selected. If there are any students' parents you do not wish to send the message to they may be unticked. The number of selected students will alter.



There are also Select All and Deselect All buttons to make selection/deselection easier at times.

The text message will only be sent to each parent mobile number once even though there may be sibling students displayed in the list. This function will not apply if the message is sent year by year or using some other filter.

Clicking **Cancel** will return you to the SMS screen.

Clicking **Send** will send the messages. This process may take anywhere from a second to a few minutes depending on the number of students selected and the school's internet speed etc.

Once the messages have been sent to the provider a **Send Results** screen will be displayed.

1 parent messages sent for 1 parent mobile numbers

Students whose parents have not been contacted

Student Name	P1 Name	P1 Home	P1 Work	P1 Mobile	P2 Name	P2 Home	P2 Work	P2 Mobile
Jess ALLFORD	Joan Allford			1234567				
Daniel AMATO	Fred Amato	0799999999	0712345678	0409999999				
Brian AMBROSE	Jennifer Jones							
Rebecca AMEY	Alice Amey							
Tina ANDRONIS								
Carolyn ARCHIBALD								
Nicholas ASPINALL	Kevin Beckwith			0409009943				
Sally ASPINALL	Kathleen Beckwith							
Robert ASSELMAN								
Canan Jarnan AZIRET								
Jeremy BAKER								
Julian BARENDSE								
Andrew BELOUSOFF								
Deborah BIRTCHNELL								

Print Close

The Send Results will show how many actual number text messages were sent to the provider for the number of parent mobile numbers for the number of selected students, this number may be higher than the number of selected students as many may have two or more contact parents.

The number of parents not contacted will also be displayed and the names of the students and parent 1 (P1) and parent 2 (P2) home and work numbers should you wish to contact them via those numbers. These students who would have normally had the message sent to but whose parents do not have a valid mobile phone number recorded in IDAttend, have not been nominated to receive a text message, opted out of text messaging, being contacted by the school or where selected but unticked, or an error was generated at the time of sending.

The list is scrollable.

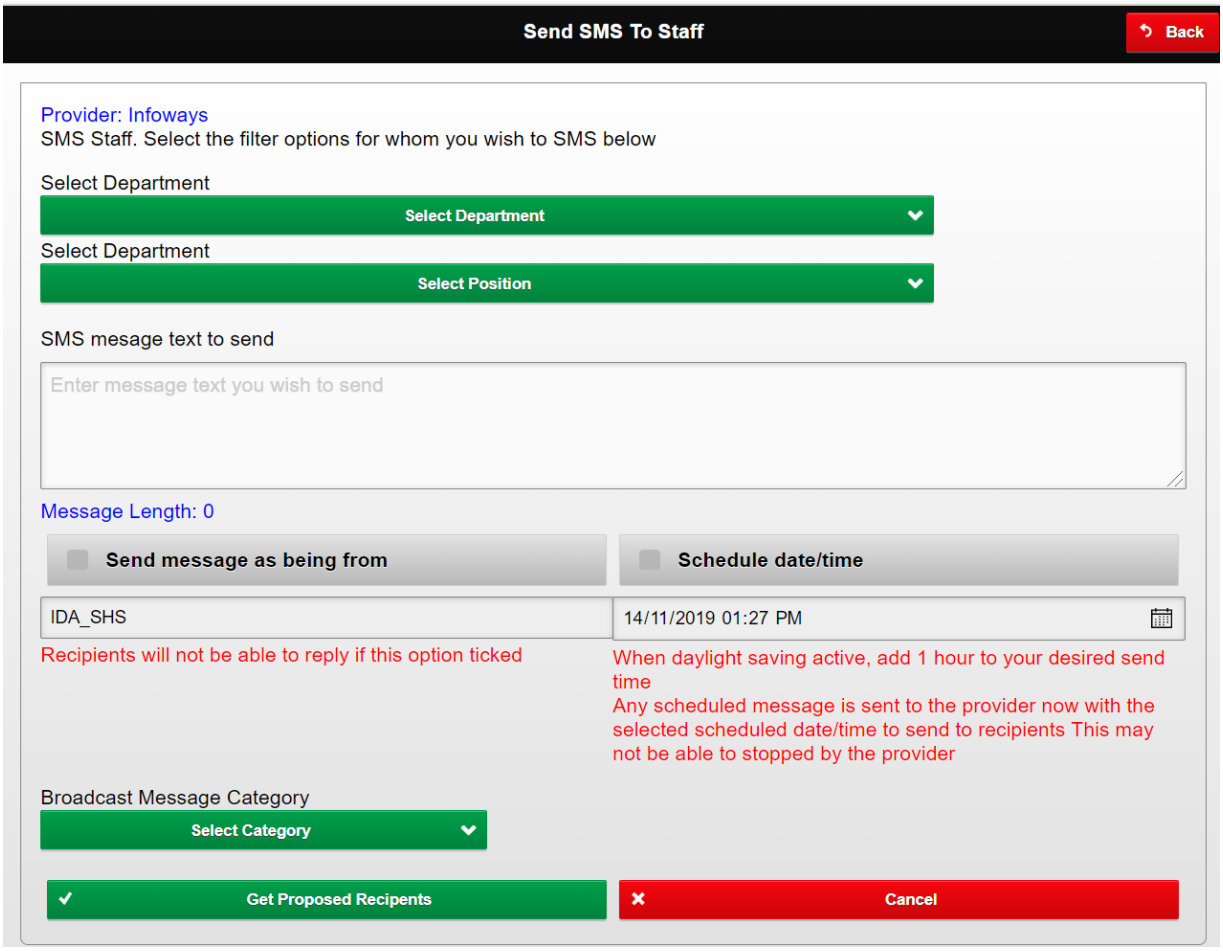
There is also a list of Send Errors.
If there were and send errors the student name and the reason for the error will be displayed.

The **Print** button may be used to print the report to a local printer.

Send Staff SMS

This function is only available to IDAttend Admin users and may be used to send a text message to staff.

Please note that for this function to select any valid staff the staff must have been entered or imported into the IDAttend Staff Module, including the staff members mobile phone number.



Staff may be selected by Department and/or Position. These are the predefined options for these in IDAttend.

SMS Message Text to Send

This is the actual text that will be sent out. It is not personalised in any way. Please keep in mind the length of the text message. A single text message is limited to 160 characters. Any more than 160 characters will require a second text message to be sent, incurring a charge for the second text message. There is no need to break your message up if it exceeds 160 characters as IDWeb will take care of this. The initial text of the message will be the school name. Message Text must be entered.

Send message as being from

Refer to the Send Parent SMS section for more information on this option.

Schedule date/time for delivery

Refer to the Send Parent SMS section for more information on this option.

Broadcast Massage Category

Refer to the Send Parent SMS section for more information on this option.

Once your student selection options have been set and you should click the **Get Recipients** button.

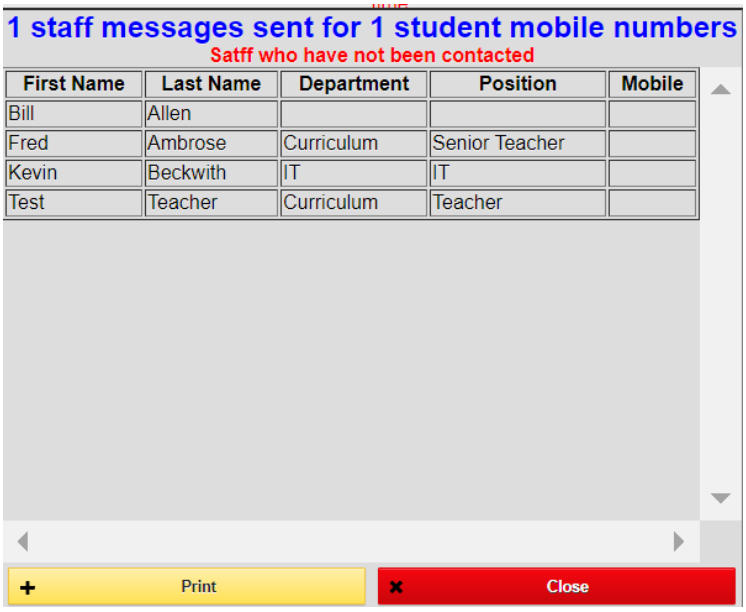
A list of proposed selected staff, whose have a valid mobile phone number, will be displayed along with their position All will be selected by default. If the number of staff exceeds 30 then two columns of staff will be shown.

The list will show the number of staff selected. If there are any staff you do not wish to send the message to they may be unticked. The number of selected staff will alter.

Clicking **Cancel** will return you to the SMS screen.

Clicking **Send** will send the messages. This process may take anywhere from a second to a few minutes depending on the number of staff selected and the school's internet speed etc.

Once the messages have been sent to the provider a **Send Results** screen will be displayed.



First Name	Last Name	Department	Position	Mobile
Bill	Allen			
Fred	Ambrose	Curriculum	Senior Teacher	
Kevin	Beckwith	IT	IT	
Test	Teacher	Curriculum	Teacher	

The Send Results will show how many actual number text messages were sent to the provider for the number of staff mobile numbers.

The number of staff not contacted will also be displayed and the names of the staff along with their Department and Position. These will be any staff who were selected but unticked, or an error was generated at the time of sending.

The list is scrollable.

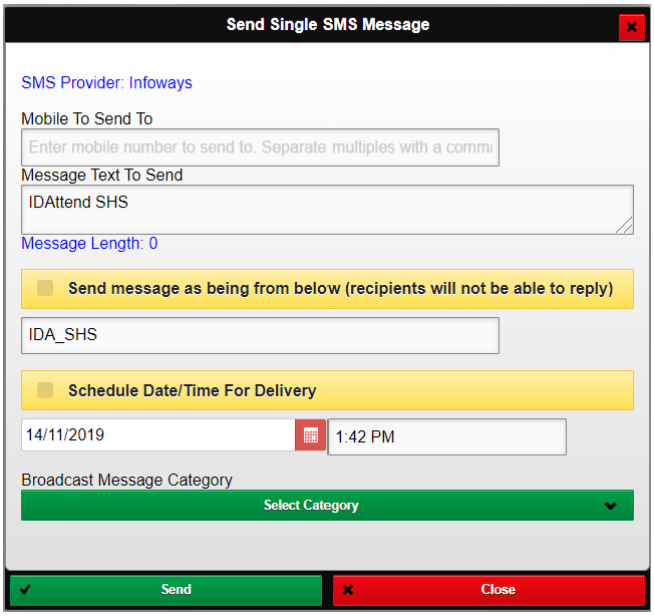
There is also a list of Send Errors.
If there were and send errors the student name and the reason for the error will be displayed.

The **Print** button may be used to print the report to a local printer.

Single SMS Message

This function is only available to IDAttend Admin users and users with Coordinator access, if this option has been turned on for Coordinators in Teacher Options.

This option allows for a text message to be sent to any mobile phone number that is entered manually.



Enter the Mobile phone number you wish to send the text message to.
Multiple numbers can be entered by separating them with a comma.

Message Text to Send

This is the actual text that will be sent out. It is not personalised in any way. Please keep in mind the length of the text message. A single text message is limited to 160 characters. Any more than 160 characters will require a second text message to be sent, incurring a charge for the second text message. There is no need to break your message up if it exceeds 160 characters as IDWeb will take care of this. The initial text of the message will be the school name. Message Text must be entered.

Send message as being from below

Refer to the Send Parent SMS section for more information on this option.

Schedule date/time for delivery

Refer to the Send Parent SMS section for more information on this option.

Broadcast Massage Category

Refer to the Send Parent SMS section for more information on this option.

To send the message to the provider click the **Send** button.

If the message was sent successfully, Message Sent will be shown in the user message area. If an error occurred that will be displayed.

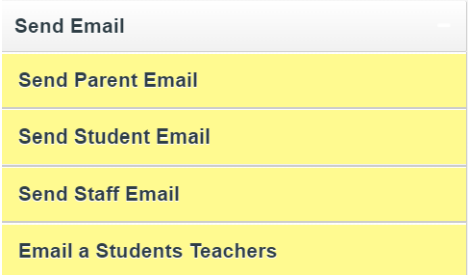
Send Email

The Send Email Functions will only be available if you access level allows it or you have been given access to it. You may will have access to all Email functions if you are an Admin user but Teachers and Coordinators access depends if these options have been turned on in Teacher Option in IDAttend.

Email can be an effective way of communicating non-urgent information to parents.

Due to the large number of options required and to maintain mobile device usability, the Send SMS and Send Email screens are not particularly phone friendly. They are usable but are better suited to tablets and laptop/desktop devices.

The current options are



All or some options may not be available depending on your login profile and options that have been turned on or off.

For email to work correctly it must be configured correctly in IDAttend. If it works in IDAttend it should work in IDWeb.

The same rules apply for Office365 as they do in IDAttend. The user must have a valid email address registered with Office365 and must be logged into IDWeb with their current network credentials.
If an email alias has been setup in IDAttend, depending on you access level, you must have permission in Office365 to send email on behalf of that alias. You will be shown on the screen who the email will appear to be from and what the reply email address will be.

All Email Messages sent are logged in IDAttend and can be viewed in the Message Log. They are also logged in the IDWeb logs folder. An email log file is created each day e.g. 2017-04-06_EmailLog.txt
There is one entry for each email. For 'broadcast emails' there is one entry per email along with the number of recipients. For 'non-broadcast' emails there will be an entry for each email. If an error occurred, and you are not using the IDAttend Email Queue, there will be an entry in the days IDAWLog.txt file, describing what went wrong.
If the IDAttend Email is being used then you will need to view the logs for that service.

All recipients of emails are added as Blind Carbon Copy, BCC. No other recipient can see who else the email was sent to.

If any CC email addresses have been setup in Email Setup in IDAttend these will also be added BCC to all emails sent, except 'test' emails.

The email privacy statement setup in Email Setup in IDAttend is appended to the end of all emails sent.

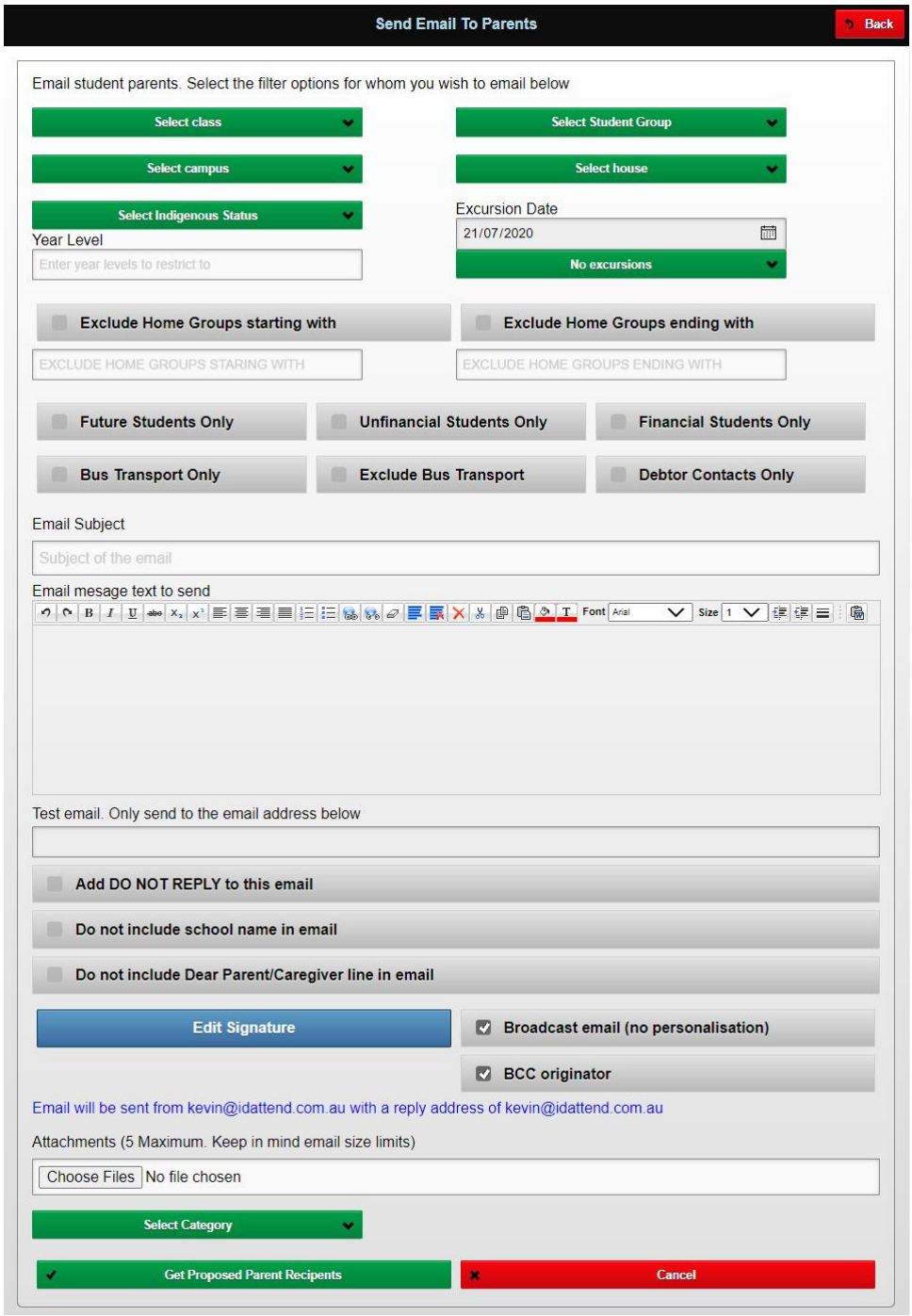
For all emails the school name is included on the first line of the email, unless the school has turned this option off.
For broadcast emails to parents the email salutation is Dear Parent/Guardian, unless the school has turned this off, no student name is included.
For no-broadcast emails to parents the email salutation is Dear Parent/Guardian, unless the school has turned this off, student name is included in the Subject Line.
For broadcast emails to students the email salutation is Dear Student.
For non-broadcast emails to students the email salutation is Dear <student preferred first name>.
For broadcast emails to staff the email salutation is Dear Staff.
For non-broadcast emails to staff the email salutation is Dear <staff first name>.

Disclaimer: IDAttend provides this email functionality as is and warrant that it works as described. IDAttend has no control over who you send emails to, number of BCC recipients per email, within Office 365 defined limits, number of attachments, content and wording etc, using our products. We accept no responsibility for any consequence, penalty that may be placed on any user, school or Education Queensland as a result of emails sent using our products.

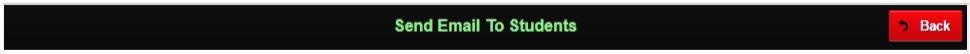
Send Parent & Student Email

The functionality of the Send Parent Email and Send Student Email are identical except different recipient email addresses are used.

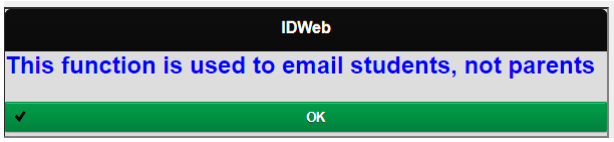
If teachers have been given access to this function they can only send text messages for a **Class** they teach, a **Student Group** or **Excursion**.



The Send Email to Parents has a light blue header and the Send Email to Students has a light green header.



The **Send Email to Students** also pops up the below message to remind you it will send to students, not parents, in case the users selected the wrong option, and the OK button must be clicked before you can start the email process.



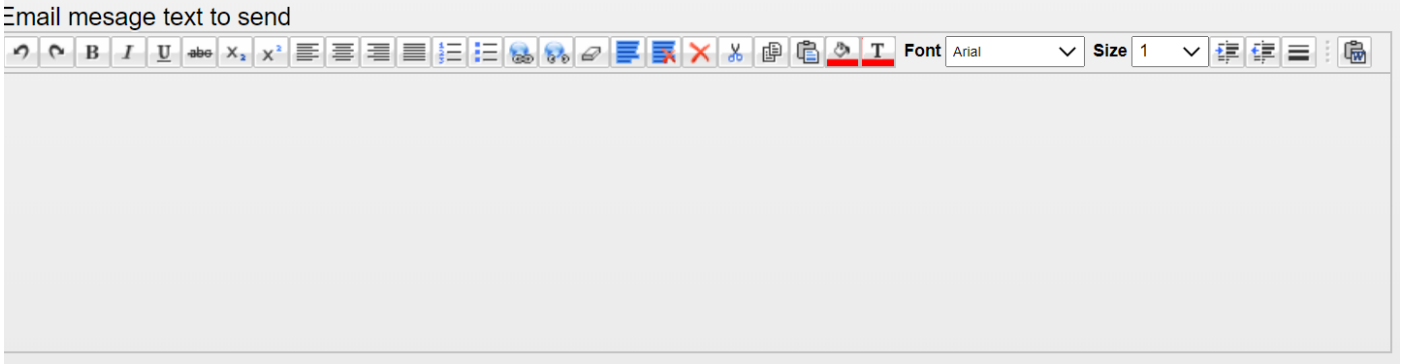
The Email functions has the exact same filter options as the Send SMS functions. Please refer to Send Parent SMS for more information on these.

Email Subject

Email subject is the subject of the email and will appear on the subject line of the email. It must be entered.

Email Message Text to Send

This is the text that will be sent to the parent/student. There is no practical limit to how much text you can include.



The message may be formatted in a HTML format similar to your normal email program. Hovering your mouse over each control will show a description of that control.

Test Email. Only send to the email address below

This field is only provided to ensure that the email system is in fact working. You can enter your own email address and see if you get the email before sending it out to parents.

Add DO NOT REPLY to this email

If this option is ticked then **PLEASE DO NOT REPLY TO THIS EMAIL** will be added near the top of the email. This does not stop parents/students from replying though.

Do not include school name in the email

If ticked the school name will not appear anywhere in the email. This setting applies to all users.
This Tick box is only enabled for System Admin Users.
The setting is only saved for System Admin users when the Get Recipients button is clicked.

This setting is also used on some automated emails sent by IDWeb for student detention notifications and assignment receipt notifications.

Do not include Dear Parent/Caregiver line in email (not visible on emails to students or staff)

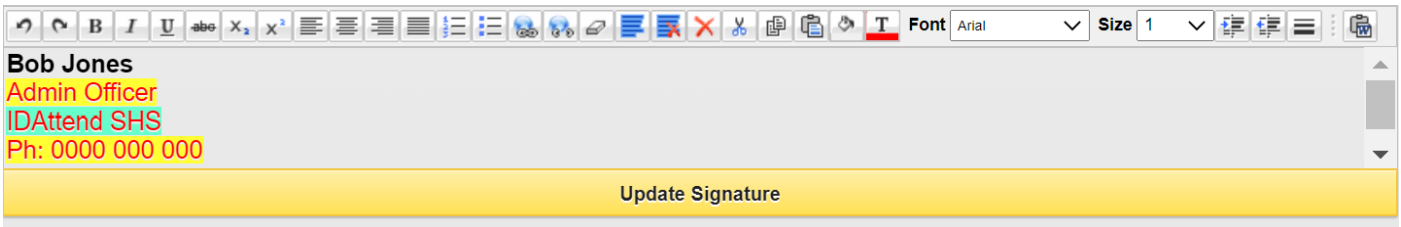
If ticked the email will not include the salutation Dear Parent/Guardian in the email and will not include any filter lines that may be added to email if filters are used. This setting applies to all users.
This Tick box is only enabled for System Admin Users.
The setting is only saved for System Admin users when the Get Recipients button is clicked.

Signature

Signature is your email signature that is added at the end of the email. It is required.

Clicking on the Signature button will show you current email signature stored in IDAttend.

Note: If you have an email Signature in IDAttend or did have one in IDWeb that did not use the new HTML format, you will have to enter a new signature.



The message may be formatted in a HTML format similar to your normal email program. Hovering your mouse over each control will show a description of that control.

You may alter your signature at any time and click the **Update Signature** button to save the changes.

Signature updated will be displayed if the update process was successful.

Broadcast Email (no personalisation)

By default, this option is ticked, except for teachers. If ticked there will not be any personalisation of the email, no student name will be included. All recipients, up the defined maximum in IDAttend, will be added to a single email, greatly reducing the number of emails needed to be sent.

If the option is unticked the emails will be personalised with the student name and each email will be sent individually. This can take some time to send unless the IDAttend Email Queue service is used.

For broadcast emails to parents the email salutation is Dear Parent/Guardian, unless not be included by the **Do not include Dear Parent/Caregiver line in email**, no student name is included, but it is included on the subject line.

For no-broadcast emails to parents the email salutation is Dear Parent/Guardian, student name is included.

For broadcast emails to students the email salutation is Dear Student.

For non-broadcast emails to students the email salutation is Dear <student preferred first name>.

If a Class, Student Group, House or Excursion is used in the selection process then that Class, Student Group, House or Excursion will be added to the email regardless of whether the Broadcast Email option is selected or not.

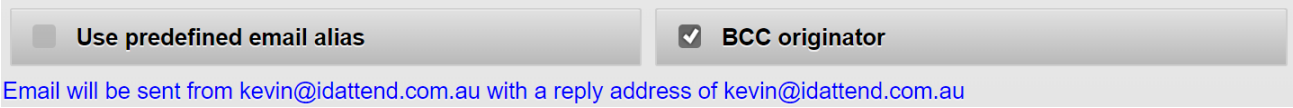
If the email is not a Broadcast email then the Student ID or Staff ID will be added to the email subject so that each email is seen as different by email provider spam filters.

Use predefined email alias

This option will appear if email aliases have been setup in IDAttend for your login rights.

All email will have a sender name of the School Name regardless of the settings below. How this appears in the end users email program can vary.

By default, this option will be ticked and below it will be the from email address and what the reply email address will be if the recipient clicks reply on the email.

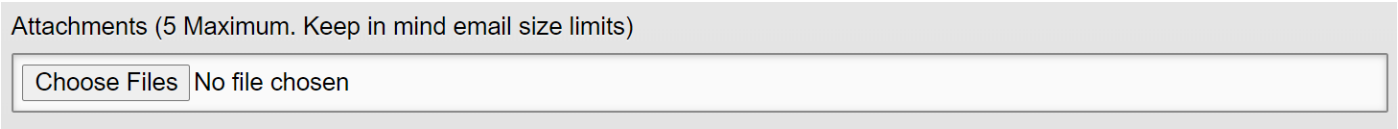


If the option is unticked the alias will not be used and the users real email address with be used as the from email address and will be the reply address.

If the predefined alias is a reply address only then the from email address will be the users real email address and the alias will be reply address only.

BCC Originator
This option is ticked by default, and if ticked, the originator will also receive the email , unless it's a 'test' email.

Email Attachments



Up to 5 email attachments may be added to your email. All files must reside in the same folder where you will chose them from. If more than 5 files are chosen only the fist 5 will be attached to the email.

if only one file is chosen then that file name will be displayed in the box.

If more than one file is chosen the number of files chosen will be displayed in the box.

Broadcast Message Category
The Broadcast Message Category is an optional dropdown list of user defined categories that may be applied to this message. The IDAttend Message Log can have the same filter option set to quickly find the messages with the selected message type or category if required. Refer to the **Broadcast SMS & Email Options** in another section of this manual.

To send the email click the **Get Recipients** button.

The rest of the process is identical to the **Send Parent SMS** functionality. Please refer to this section for more information.

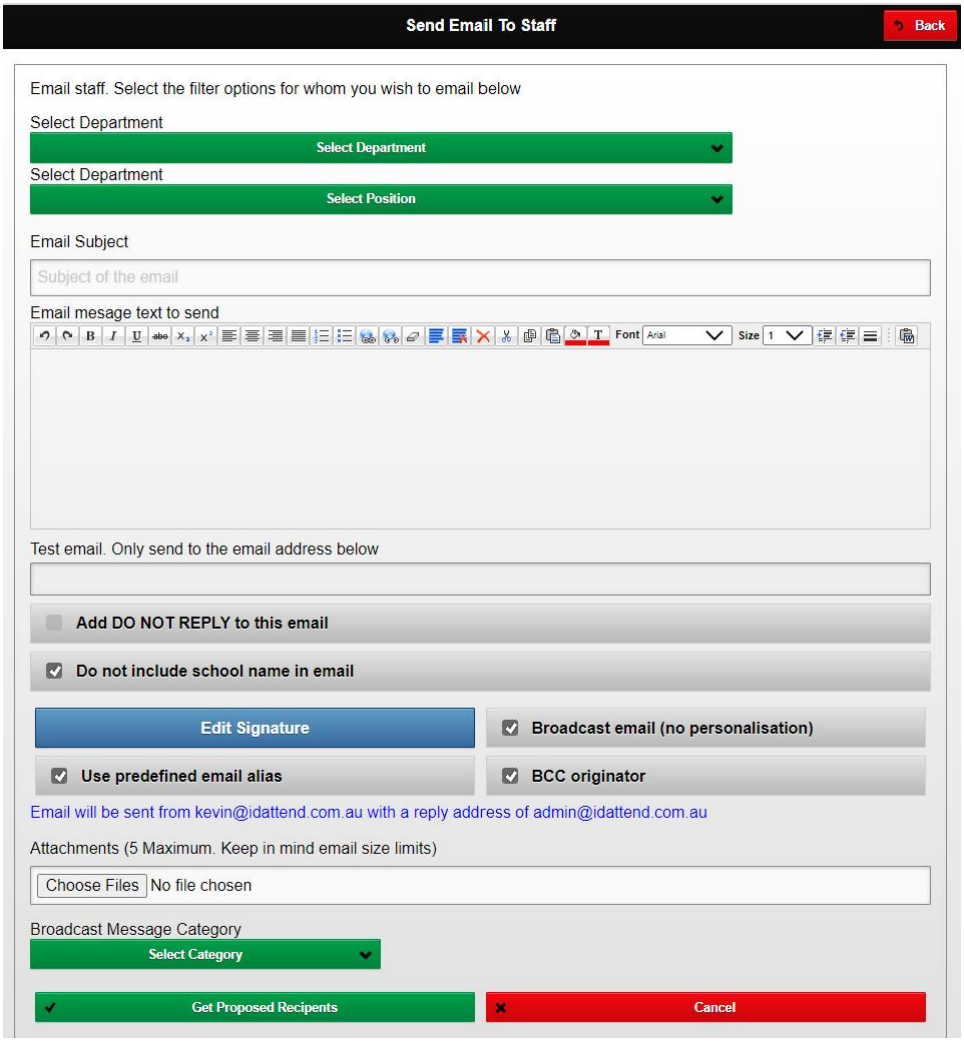
Send Staff Email

Send Staff Email is only available to Admin users and other staff that have been given permission to email staff. It may be used to send an email to selected staff members.

Please note that for this function to select any valid staff the staff must have been entered or imported into the IDAttend Staff Module, including the staff members email address.

For broadcast emails to staff the email salutation is Dear Staff.
For non-broadcast emails to staff the email salutation is Dear <staff first name>.

Apart from the Department and Position selection filters the rest of the functionality is the same as the Send Parent/Student Email functionality.



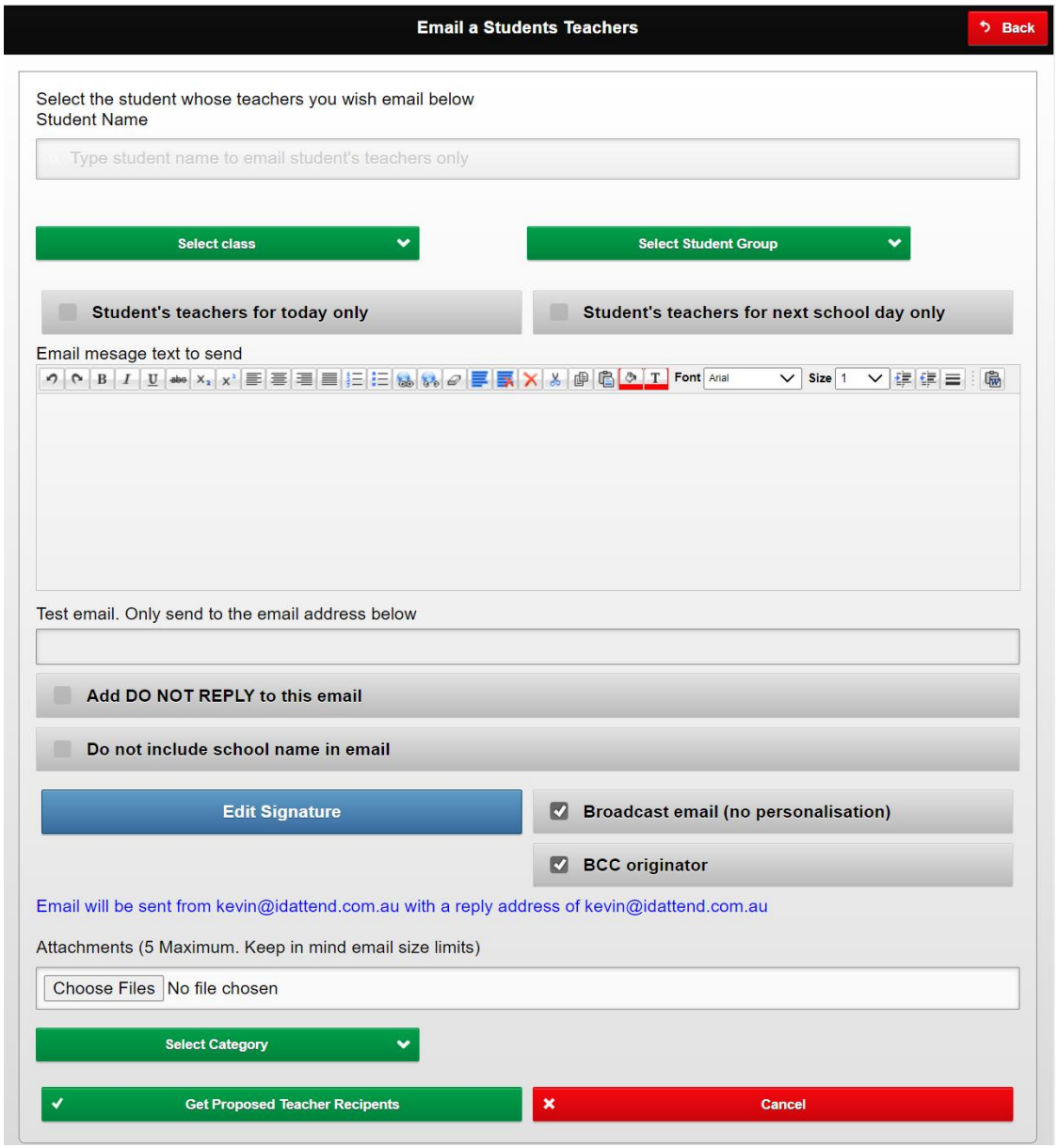
To send the email click the **Get Recipients** button.

The rest of the process is identical to the **Send Parent/Student Email** functionality. Please refer to this section for more information.

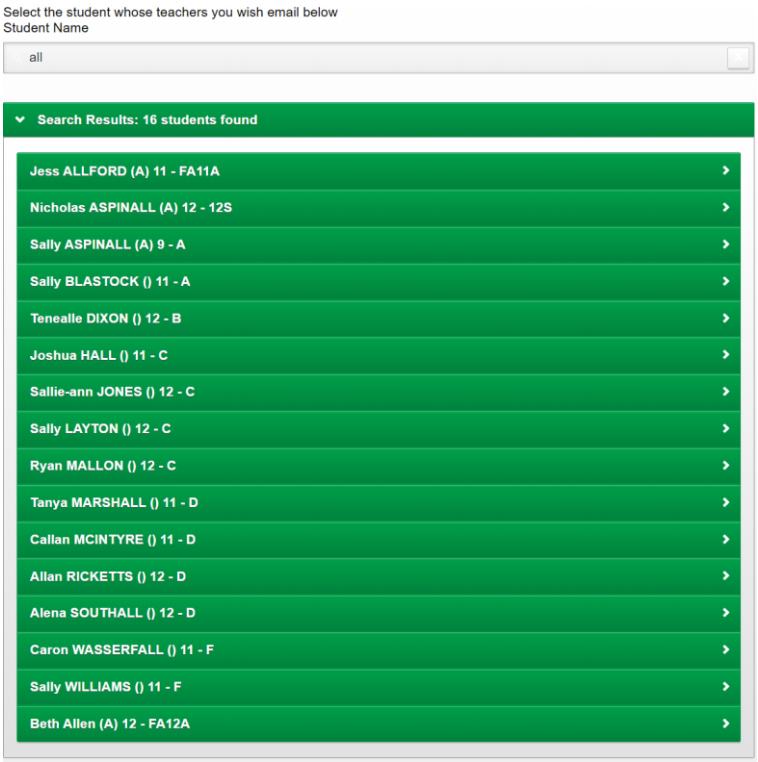
Email a Students Teachers

Email a Student Teachers is only available to Admin users and other staff that have been given permission to email staff.
It may be used to send an email to the teachers of the nominated student, Class or Student Group.

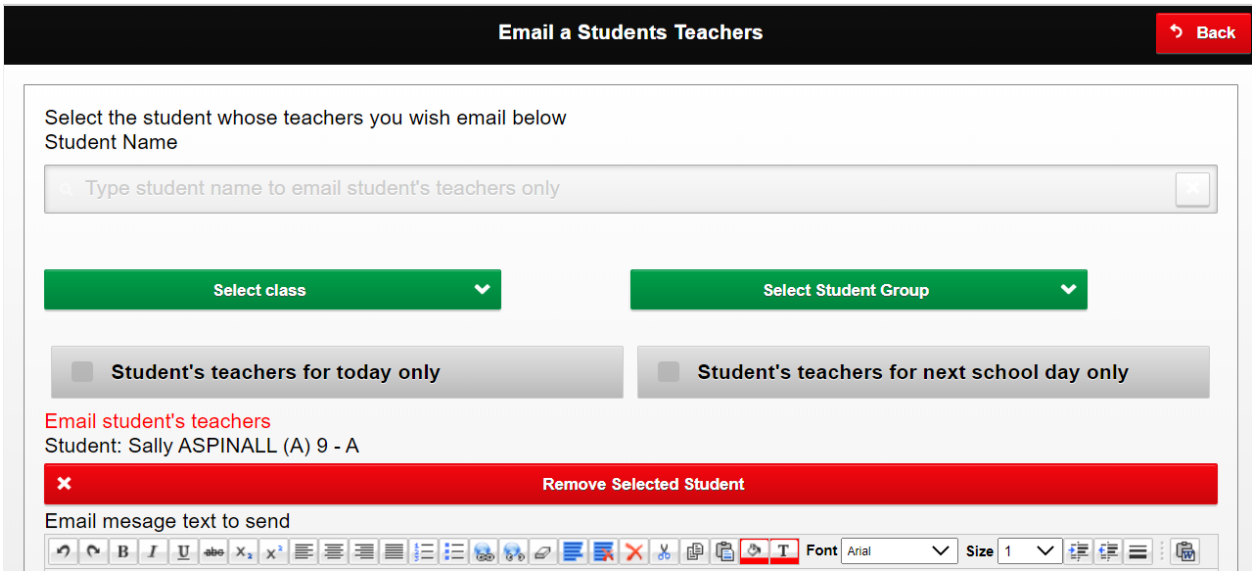
If based on a student, the teachers selected for the email is based on the student's current timetable.



For a single student, you must first enter the name of the student, into the Student Name field, you wish to contact the teachers for. Last Name, First Name, Student ID etc. A list of possible matching students will be displayed, the more you type, the list of available options should be reduced.



You can select the student required at any time, by clicking on the student, from the list of match students.



A panel will slide down and show the selected student's name.
The red Remove Selected Student may be used to remove the selected student, or alternatively start typing the name of a different student.

Or you can select a Class or Student Group. Student Name, Class and Student Group are mutually exclusive.

There are tick boxes to limit the teachers emailed to the **Student's teachers for today only** and **Student's teachers for next school day only**.

There is no option to enter a Subject for the email. The email subject is fixed as **Email to students teachers.**

The rest of the process is identical to the **Send Parent/Student Email** functionality. Please refer to this section for more information.

The email will contain the school name, unless that option has been turned off.

Dear Teaching Staff

The student's name

You email text

Your email signature

The schools email privacy statement.

E.g.

From: IDAttend SHS

Dear Teaching Staff

Student: ALL54 - Beth Allen - 12/FA12A **

Your email text

Your signature

The EQ privacy statement

** If sending based on a selected Class, then the class name will replace the student's name, followed by a list of the students in the selected Class.
If sending based on a selected Student Group, the group name will replace the student's name , followed by a list of the students in the selected Student Group.

Each teacher selected should only receive the email once when selecting by Class or Student Group, not one per student in that class or group.

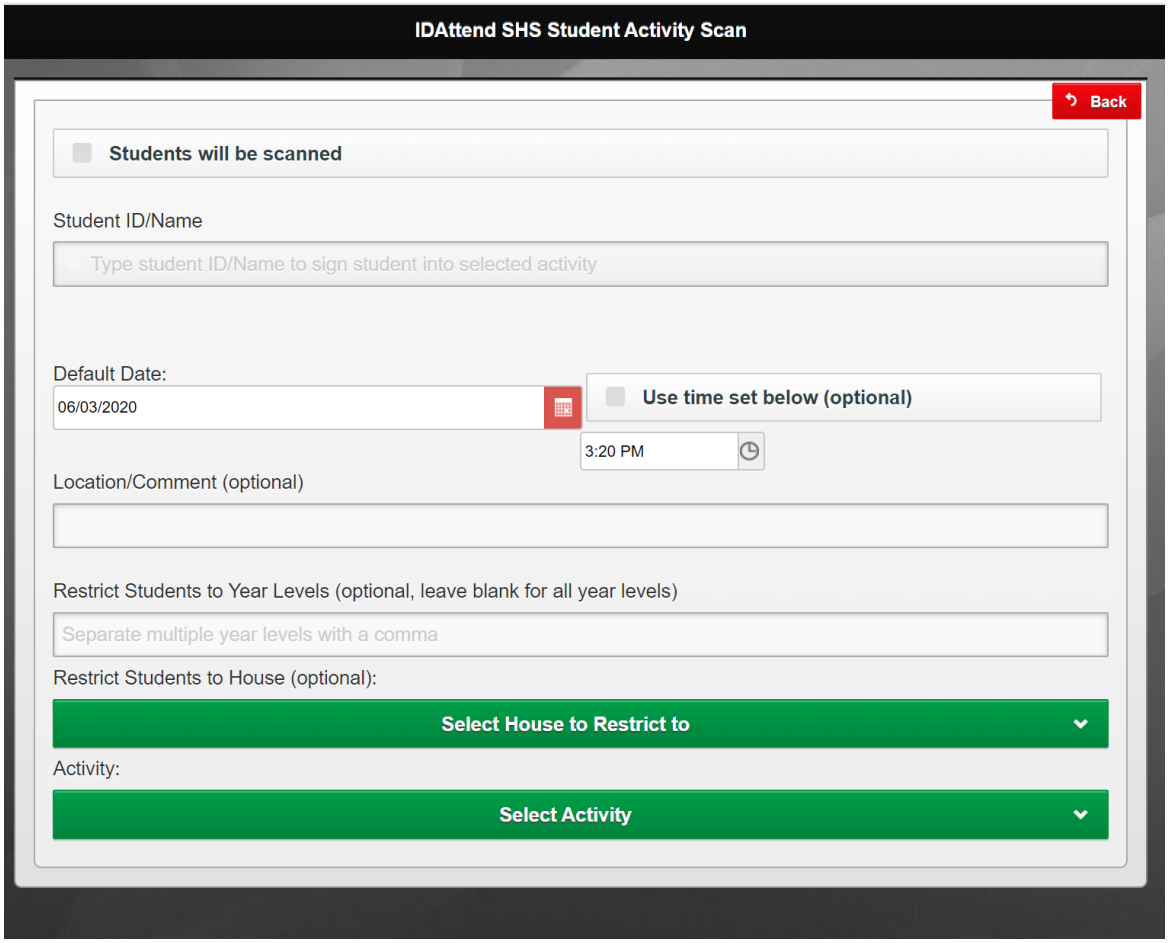
Sign/Scan Students into a Student Activity

Refer to the Student Activity Module section in the IDAttend User Manual on the setup of the Student Activity Module.

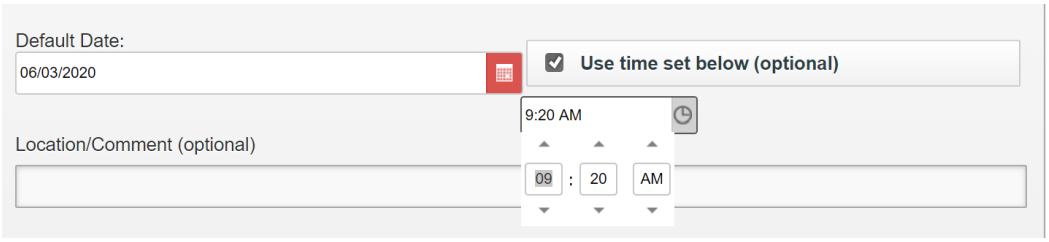
Any entries entered against these activities are not associated with any timetabled classes, and will not show on any timetable or the Where Is screen. There is no attendance associated with these entries and nothing is sent to OneSchool.

To sign students into an activity, select **Scan/Sign Students Into a Student Activity** under Menu option. This option is designed to use a barcode scanner or RFID scanner to scan students into the selected activity using the students' Student Card, but you can optionally type the student surname, first name etc into the Student ID/Name field.

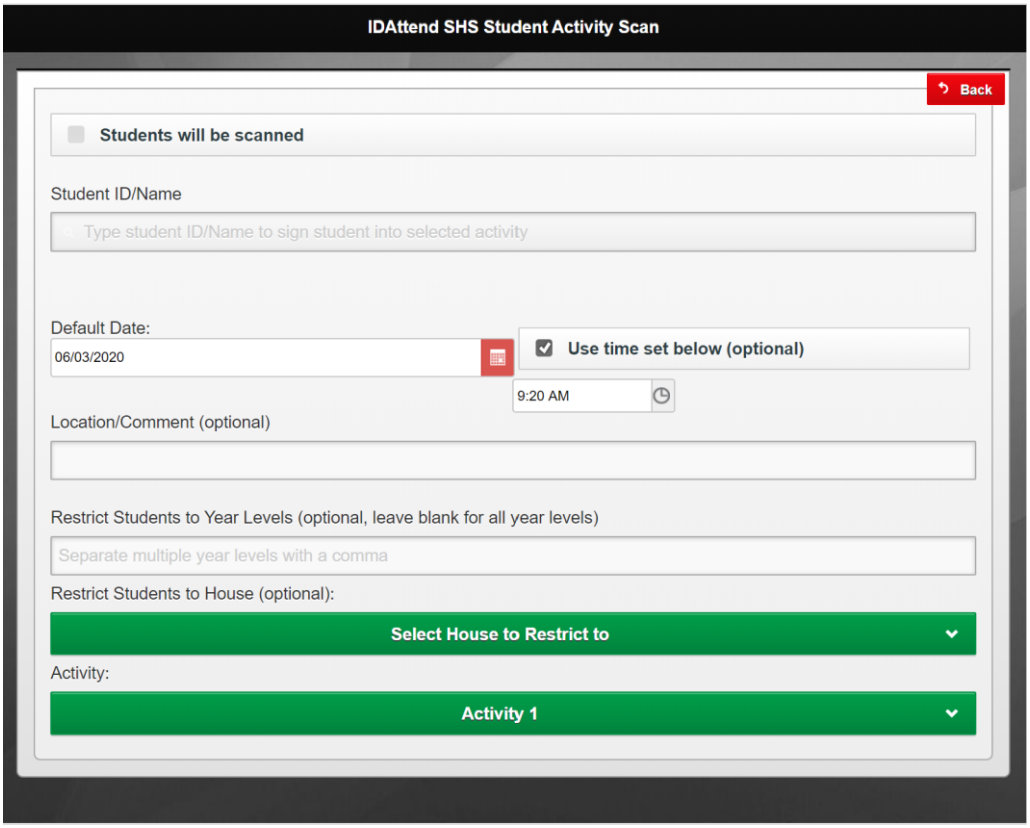
The Default Date is the current date but you do have the option to change that date if necessary using the dropdown calendar.



By default, the current time will be used when signing/scanning a student into the selected activity. If you wish you can change the time, especially if you have changed the default date, you must tick the **Use time set below** option and then you can enter the time you wish to use by clicking on the clock on the right hand side of the field, and alter to what you want. Make sure you change the AM/PM section accordingly.

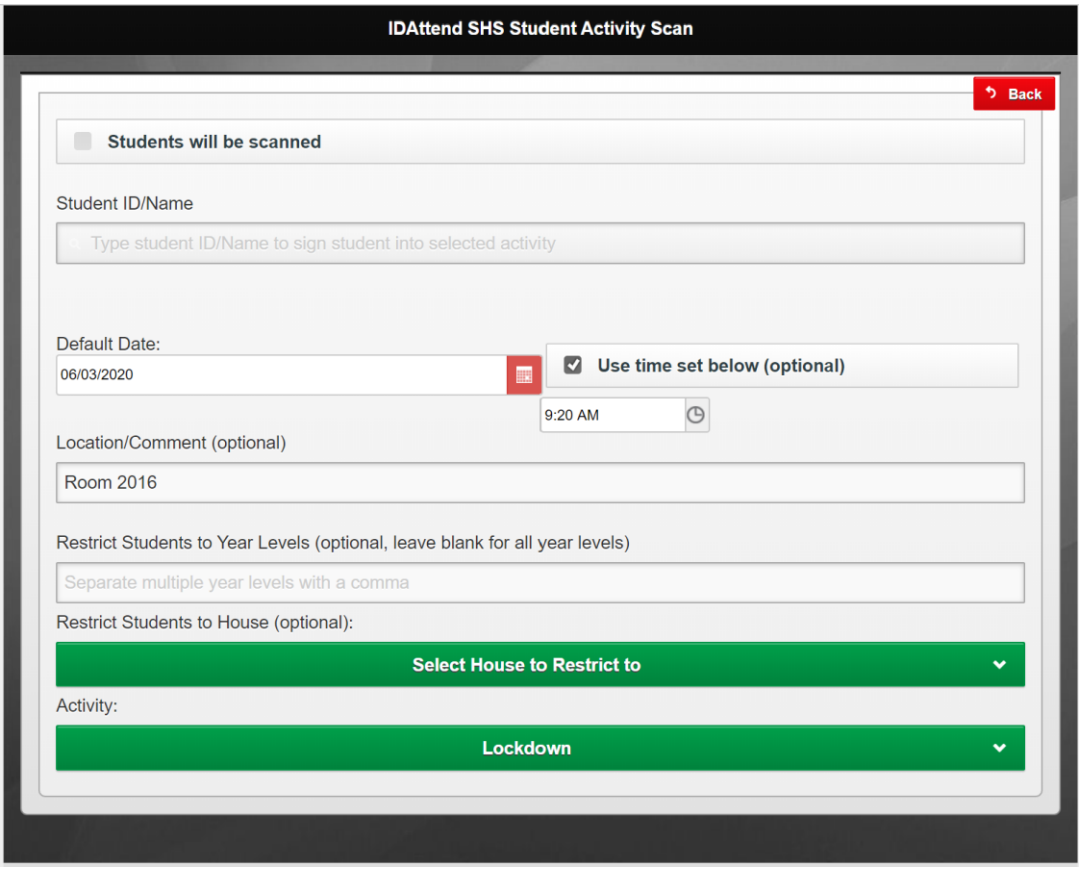


Enter a meaningful Location/Comment if desired. If used for a 'Lockdown' you **should** enter your location. Select the activity that you wish to sign students into from the Activity dropdown list. **Activity must be selected.**



There is the option to restrict students permitted to be signed in to certain year levels, separated by a comma, and/or a selected House code.

Lockdown option

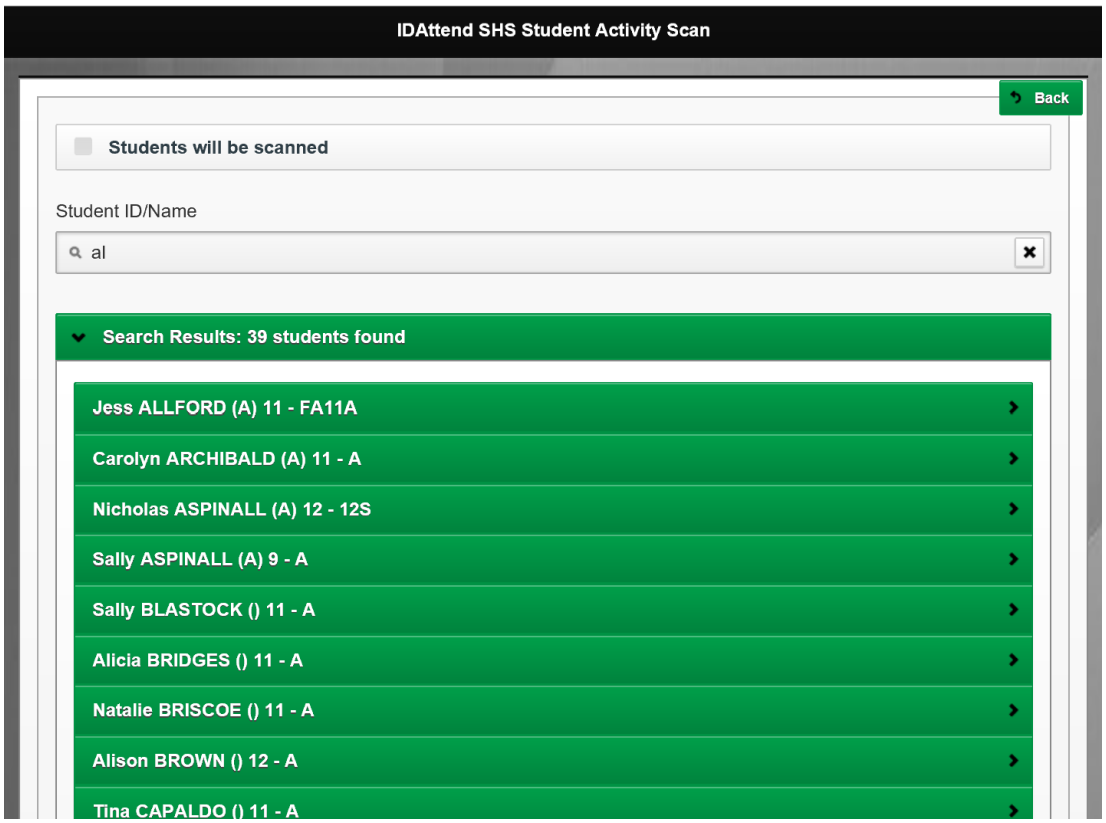


Before scanning ensure all of the details are correct and the cursor is flashing in the **Student ID/Name** field if you are manually entering the students. If scanning the students then select the Student will be scanned tick box. The cursor will not be flashing in the Student ID/Name field.
Do not scan students if the above tick box is not ticked.

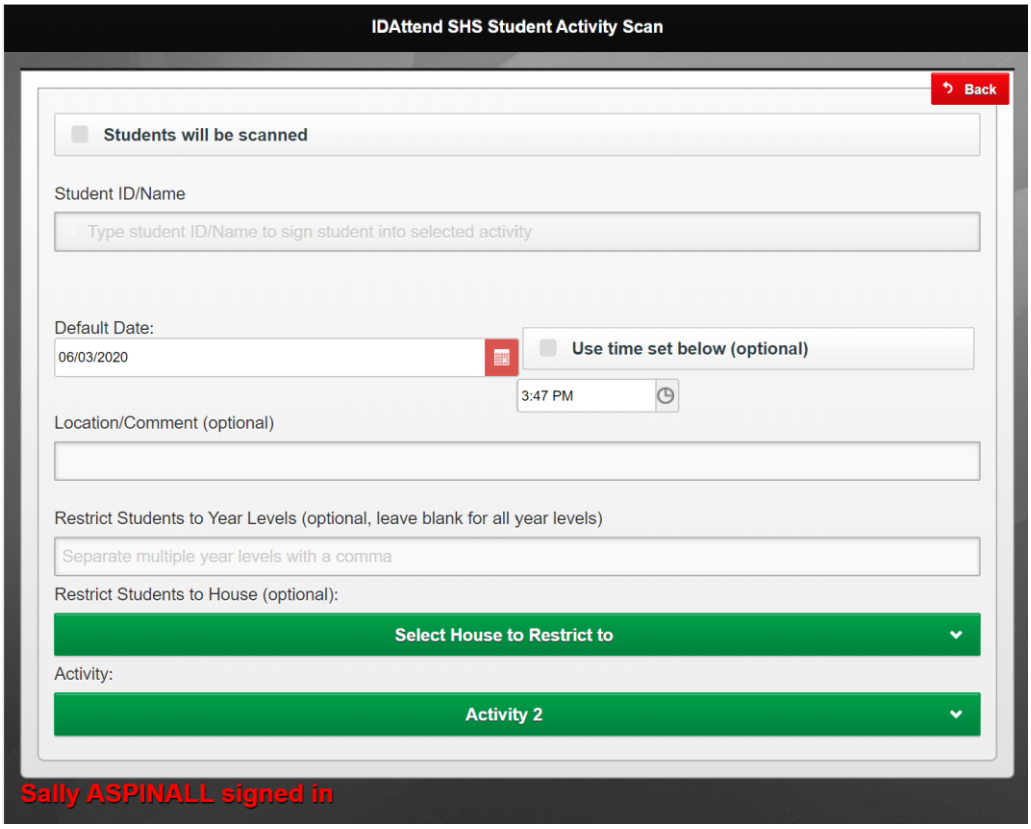
If you are scanning students and need to enter one or more manually then untick the Students will be scanned tick box, focus will change to the Student ID/Name field. Enter you student/s manually and when you which the change back to scanning, tick the Students will be scanned box again.

Manually signing students in

To manually sign students in, ensure the **Students will be scanned** box is unticked and the cursor is flashing in the Student ID/Name field. Start typing the student's surname or first name. A list of students matching the criteria entered will be shown. The more letters you type the less students will be shown.



When the list is refined enough to show the student you want at/near the top of the list, just click that student name in the list.

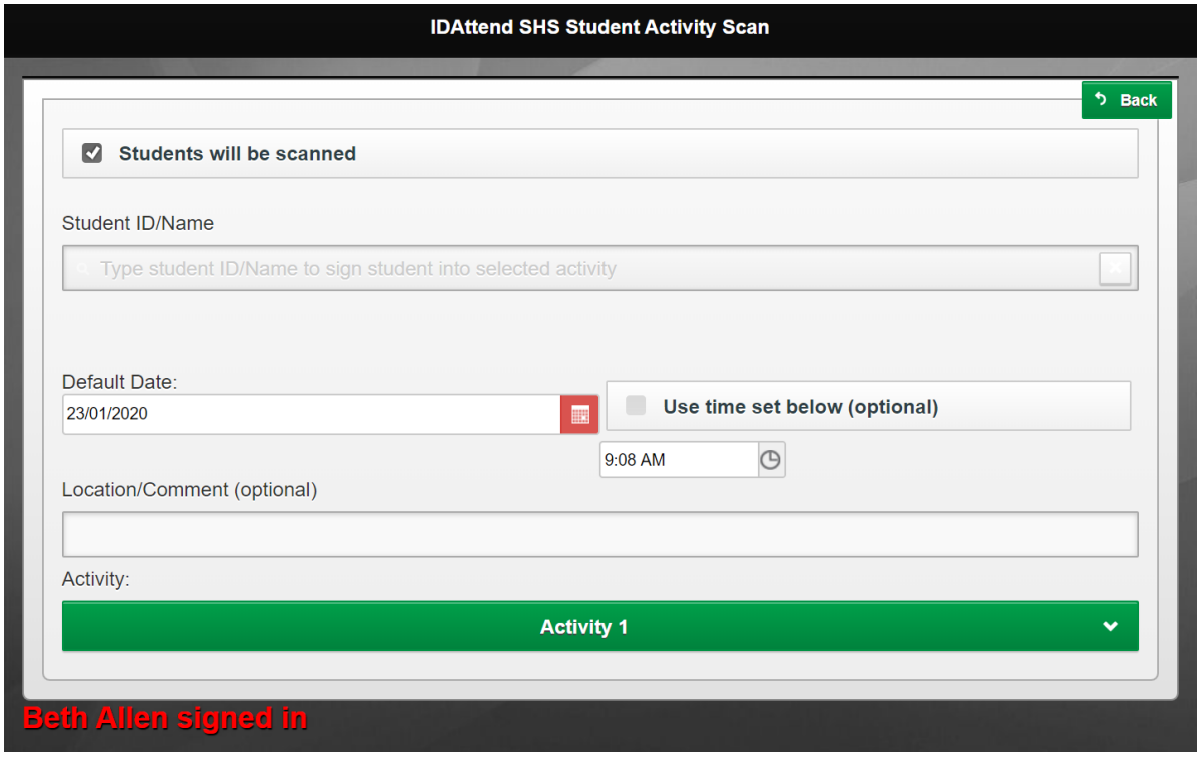


The list of students will be cleared, the student search field will be cleared and the cursor flashing in the field ready for the entry of the next student.
The Student's name signed in will be shown in red as confirmation that the student has been signed in.

Scanning students in

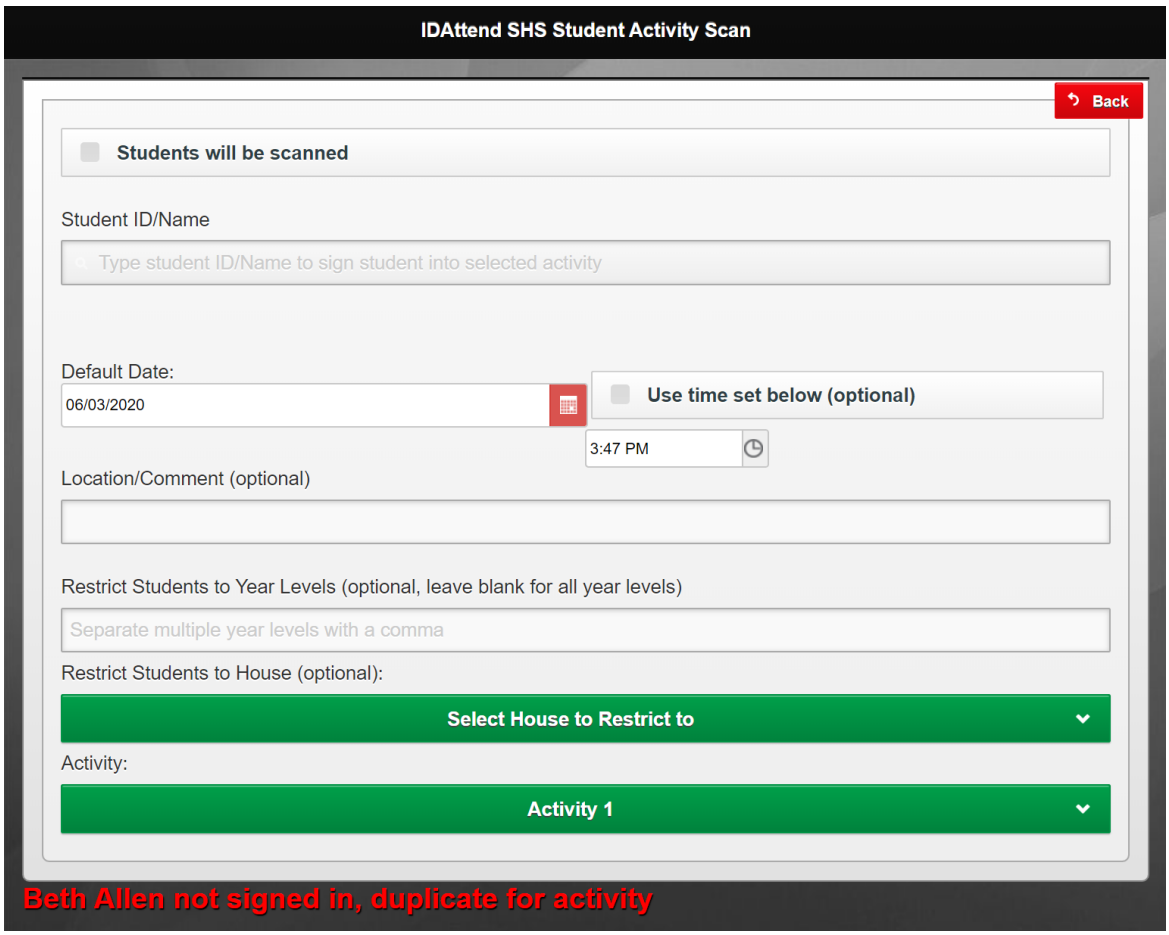
To scan students in, ensure the **Students will be scanned** box is ticked and the cursor is not flashing in the Student ID/Name field.

Scan the student ID card



No list of students will be displayed. The Student's name signed in will be shown in red as confirmation that the student has been signed in. The system is ready to scan the next student.

If student is scanned that is already signed into the activity, and the activity is flagged as **No Duplicates** the student will not be signed in and the following will be displayed for the student.



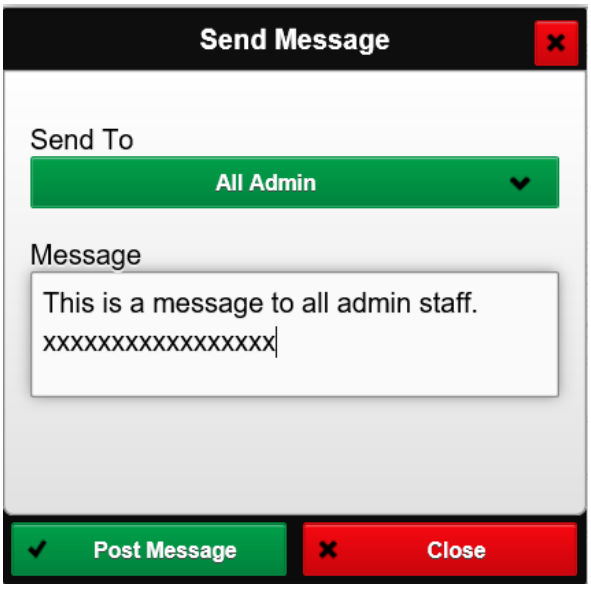
If a **Year Level** and/or **House Code** restriction is applied for the activity, then if the student being signed in does not meet the stipulated requirement then they will not be signed in and the appropriate reason given.

Send Alerts Message

If you would like to send a message via the Alerts system then you can click on the Menu button sad select Send Message. The following options will appear

The options are self-explanatory. All Admin will go to all IDAttend Admin Users, All Coordinators will go to All Coordinator Users, All Teachers will go to all Teachers and All User will send to all users of IDAttend within your school.

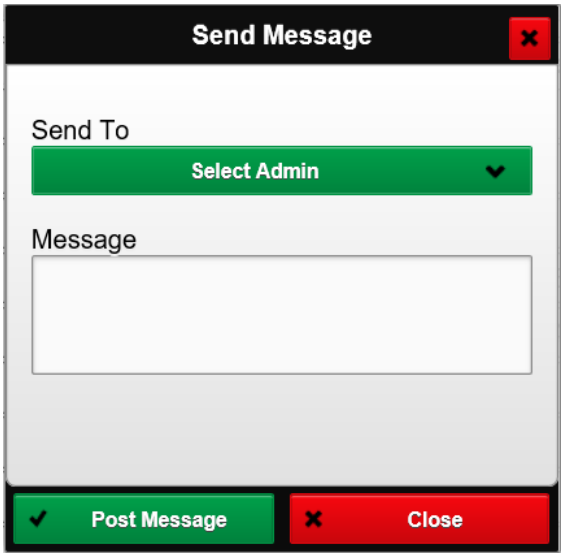
Selecting an option will display this screen



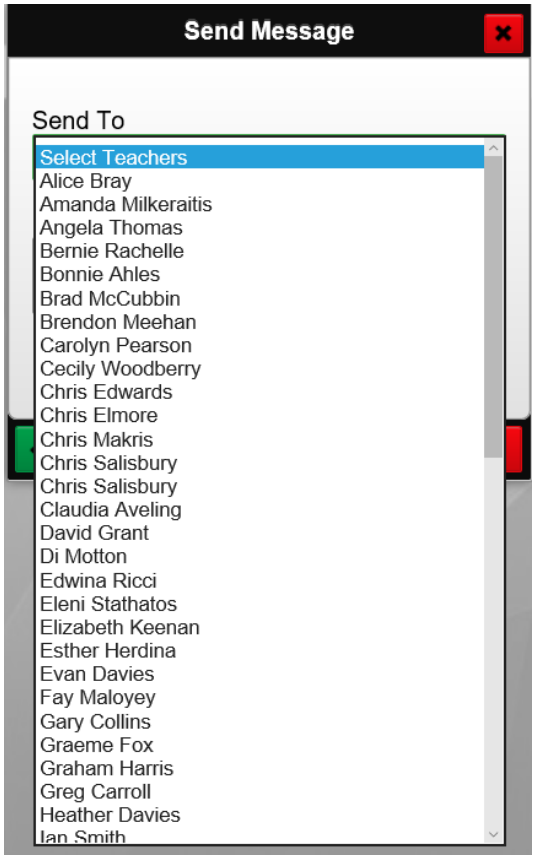
Even though the All option selected in in a dropdown list it is the only option in that list and cannot be changed.

Enter your message text and click the Post Message button. A message will be displayed indicating if it was posted or not. The screen will close automatically after 1.5 seconds.

The An Admin, A Coordinator, A Teacher or A User will display this screen.



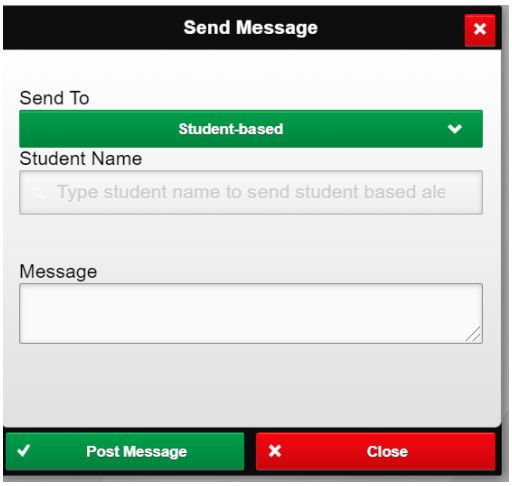
You need to select the Admin person, in this example, you wish the message to go to.



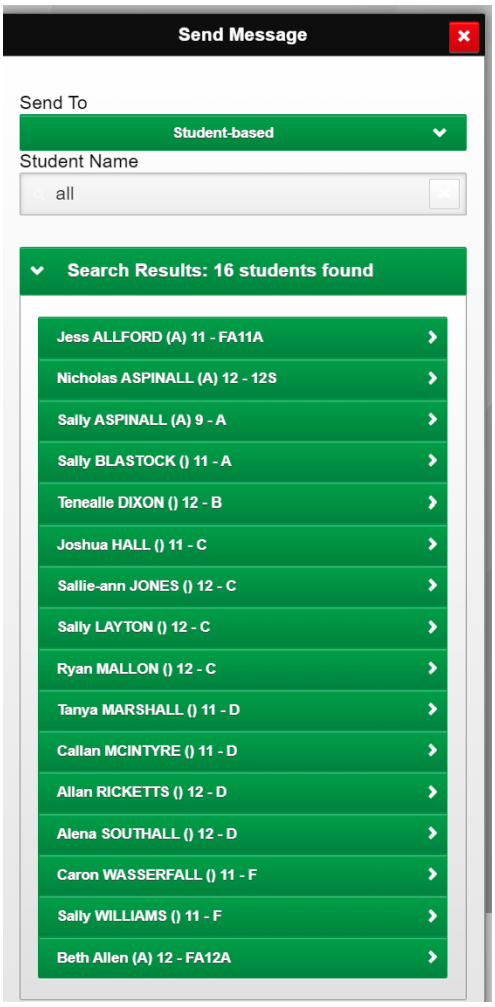
You can type the first letter of the person's name to have the list go to the fist entry beginning with that letter.

Student-based.

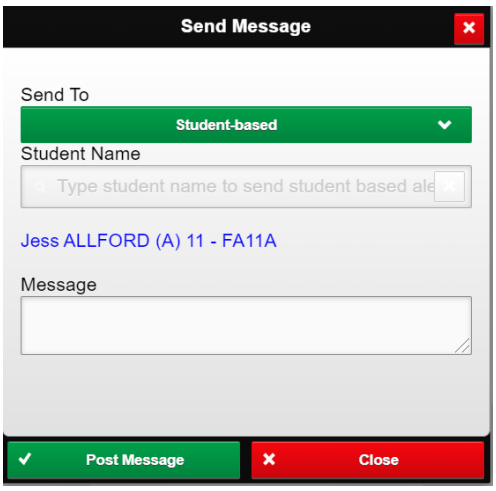
A student-based message is one that is based on a selected student and will be automatically assigned to the student's current class teacher. If that teacher does not 'dismiss' the message in IDAttend or mark it as Actioned in IDWeb when the message has been passed onto the student, the message will be displayed to the next class teacher that the student has and so on.



A student-based alert is one that you select the student for, by typing the student name into the Student Name field. A list of possible matching students will be displayed, the more you type, the list of available options should be reduced. Last Name, First Name, Student ID etc can be used to search for the student.



You can click on the student you wish to base the alert on at any stage. The student name will be displayed, and the selection list and student name field cleared.



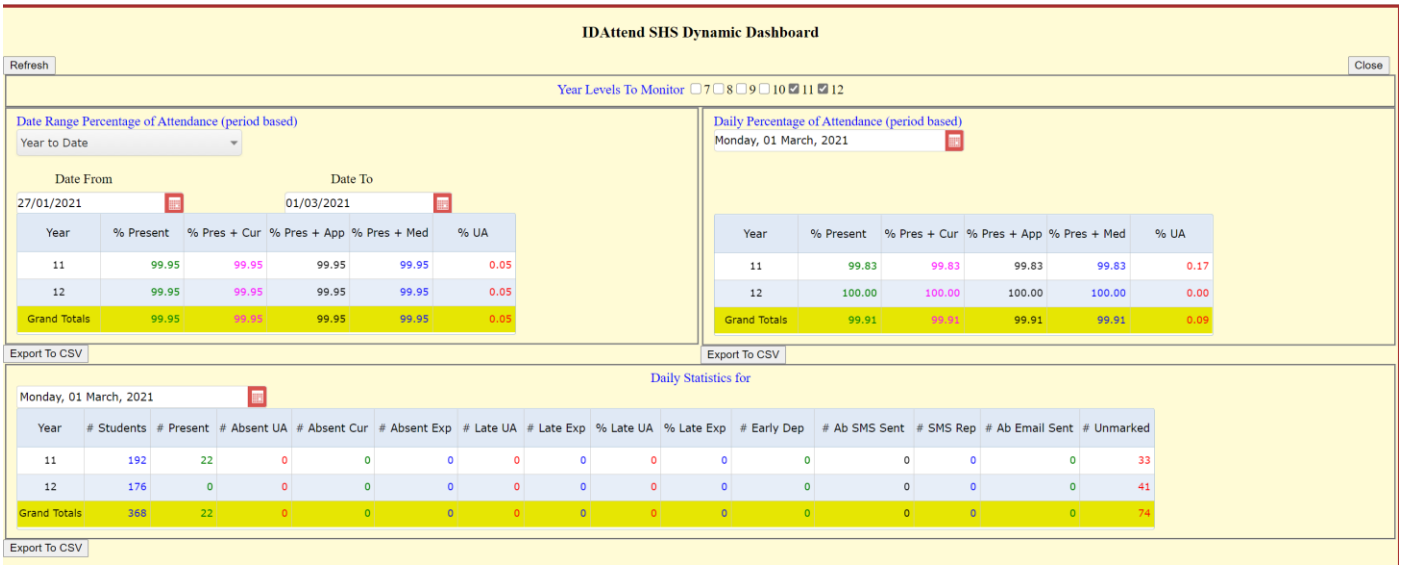
Once you have selected the appropriate person or student, enter your message, and click Post Message.

Note: The list of teachers is based on current class teachers this year.
Admin, Coordinator and Users are based on the IDAttend User List and their IDAttend login role.

Dashboard Menu

IDAttend Dashboard

The dashboard option is currently only available for Coordinator and Admin users of IDWeb and is not intended to be used on mobile devices. It does work well on a full-sized iPad/Tablet. **The data can take a minute or two to load initially and can seriously impact server performance if too many users load the screen, please be patient.**



This option will launch another tab in the browser which currently displays 3 grids.

Date Range Percentage of Attendance by Year Level and overall, for either a predefined date range or you can select any date range you wish using the **Date From** and **Date To** dropdown calendars. The default is **Year to Date**.
This can be changed by selecting different fixed date ranges from the dropdown list, such as **Term to Date**, **Semester to Date** and the available options vary depending on which term we are currently in etc. There is also a **User Defined** entry which is automatically selected if the **Date From** or **Date To** dates are changed manually.

If the date range is changed manually you will need to click the Refresh button at the top left of the screen.

Daily Percentage of Attendance by Year Level and overall, for the current day or previous days can be selected.

All percentages are based on period absences and total number of periods that each student has classes, for the selected date range. They are calculated on a per student basis.
% Present is the actual number of students actually present and excludes all absences including Off Campus, Work Experience, Sport and Not Expected to Attend and Natural Disaster, which we refer to as Curriculum Absences. **% Pres + Cur** is percent present plus curriculum absences.
% Pres + App is percent present plus approved absences
% Pres + Med is percent present plus sick & medical/dentist absences with a medical certificate.
% UA is the percentage of unexplained absences. This figure can start relatively high but reduce over the day as the absences are changed to approved. The % Pres + App figure will increase accordingly.

Daily Statistics for the current day shows # Students in each year level, # Marked Present, # Absent, # Absent Cur (curriculum absences, Excursions, Off Campus, Work Experience, Sport, Attendance Not Expected, Natural Disaster), # Late to School, # Early Departures, # Absence SMS messages sent, # SMS Replies, # Absence Email Sent and # Unmarked classes. Previous days can be selected.

The screen will do an automatic refresh of the data every 10 minutes, in order to minimise the load on the server because of huge amount of data being gathered and processed on the server.
There is a Refresh button at the top left of the screen. It should only be used with caution.

It may be left running all day if needed so long as you do not log out of IDWeb.

There are 3 Export to CSV buttons one below each grid.
To Export any one grid just click the relevant button.
If you want to export more than one, wait for the first to generate before clicking another. All exports include the date or date range in the file name and the date/time created, which is in YYYYMMDD_HHMMSS format.

The first grid will export as Date_Range_Percentage_Attendance_For_Date_Range_DD-MM-YYYY_to_DD/MM/YYYY_YYYY-MM-DD_HHMMSS.CSV
E.g Date_Range_Percentage _For_Date_Range_27-01-2021_to_01-03-2021_20210301_155042.csv

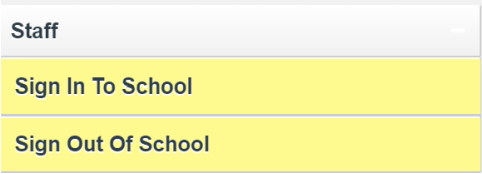
The next will export as Daily_Percentage_For Date_DD-MM-YYYY_ YYYYMMDD_HHMMSS.CSV
E.g. Daily_Percentage_Attendance_For_Date_01-03-2021_20210301_172035.csv

The last one will export as Daily_Statistics_For_Date_ DD-MM-YYYY_ YYYYMMDD_HHMMSS.CSV
Daily_Statistics_For_Date_01-03-2021_20210301_172445.csv

The **Close** button on the top right of the screen will close the screen.

Staff Menu

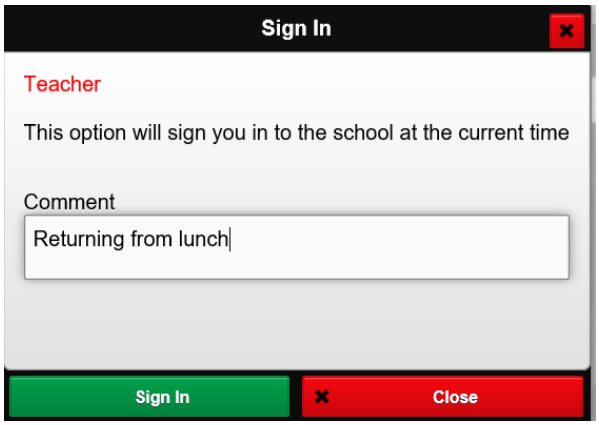
If the option to allow staff to sign in/out via IDAttend is enabled or your login profile is Administrator or System Admin, then this option will appear on the Menu. The options available depend on you login profile.



Sign In and Out Of School

The Sign In and Out Of School options are based on the current date/time. There is no option to alter this.

To sign in to school select that option

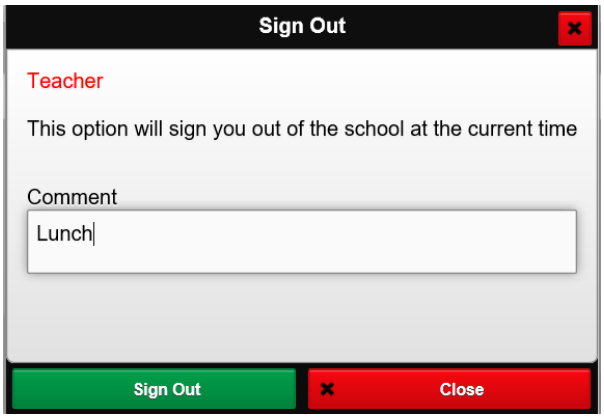


If you wish you can enter a comment.

To complete the process, click the Sign In button.

You will get confirmation that the sign in was saved and the screen will close in 1.5 seconds.

To sign out of school select that option



If you wish you can enter a comment.

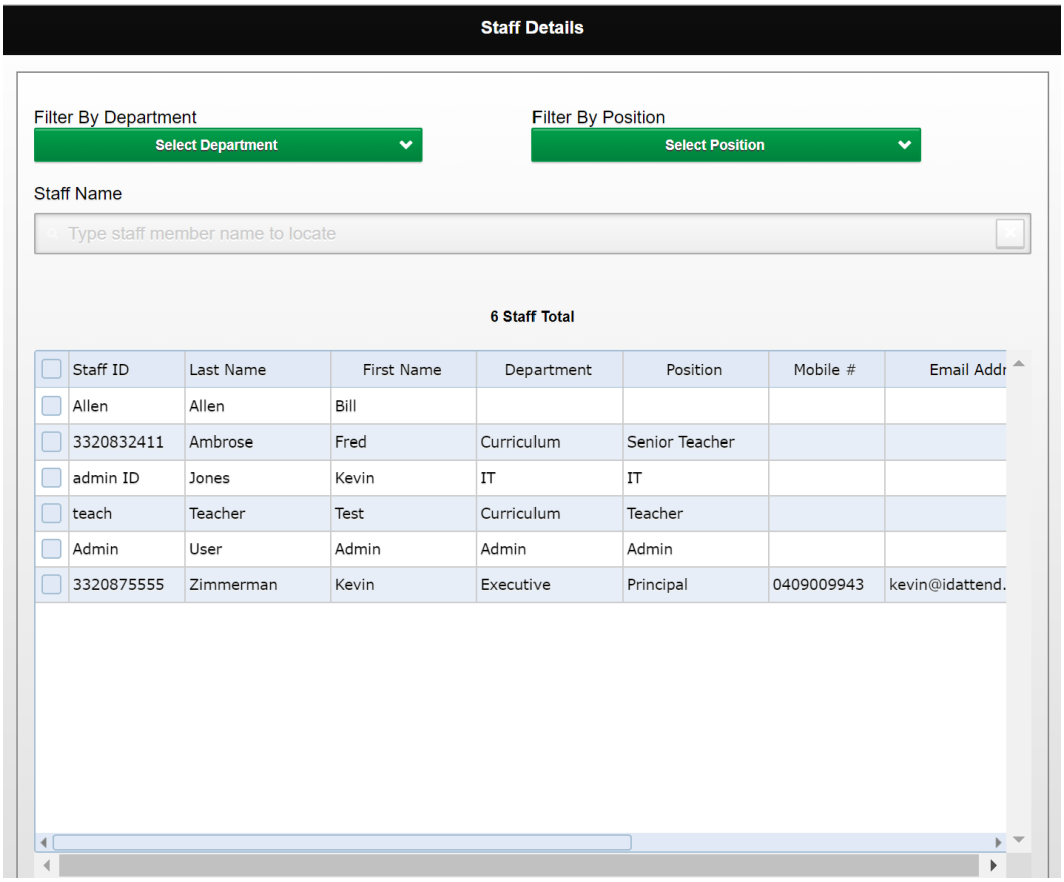
To complete the process, click the Sign Out button.

You will get confirmation that the sign in was saved and the screen will close in 1.5 seconds.

Staff Details

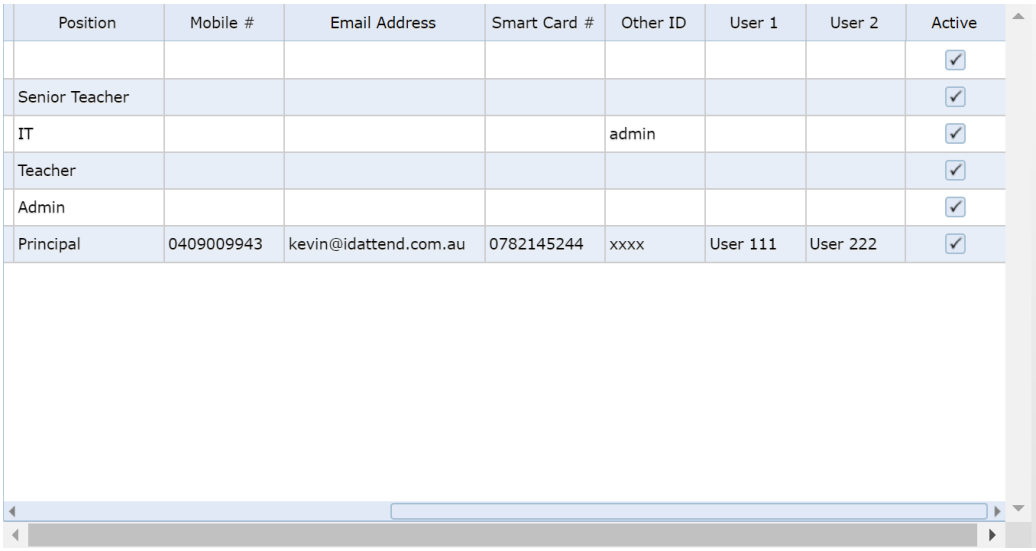
The Staff Details screen is used to enter and maintain details of all staff at the school.

This information can be used by IDWeb to email and send SMS messages to staff.



Staff ID	Last Name	First Name	Department	Position	Mobile #	Email Addr
Allen	Allen	Bill				
3320832411	Ambrose	Fred	Curriculum	Senior Teacher		
admin ID	Jones	Kevin	IT	IT		
teach	Teacher	Test	Curriculum	Teacher		
Admin	User	Admin	Admin	Admin		
3320875555	Zimmerman	Kevin	Executive	Principal	0409009943	kevin@idattend.

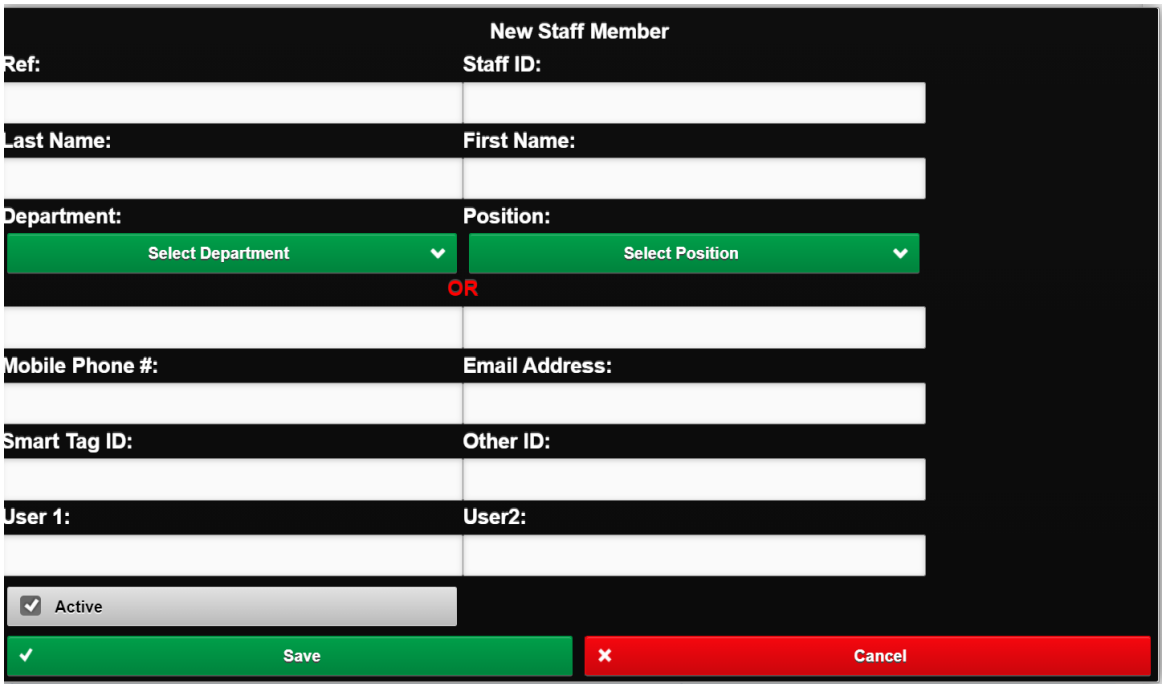
There are filter option for pre-entered entries for **Department** and **Position**, if required. The Email and SMS Staff functions can also filter by Department and Position so it may be a good idea to use these. These can be setup under Staff Options, described further down in this section.



Position	Mobile #	Email Address	Smart Card #	Other ID	User 1	User 2	Active
							✓
Senior Teacher							✓
IT				admin			✓
Teacher							✓
Admin							✓
Principal	0409009943	kevin@idattend.com.au	0782145244	xxxx	User 111	User 222	✓

The grid is wider than can be displayed on the screen and there is a horizontal scroll bar as the bottom of the grid to allow the grid to scroll other items into view.

New Staff Member – This option allows for the manual entry of new staff members. The screen below will popup to allow for the entry of the new staff member details.



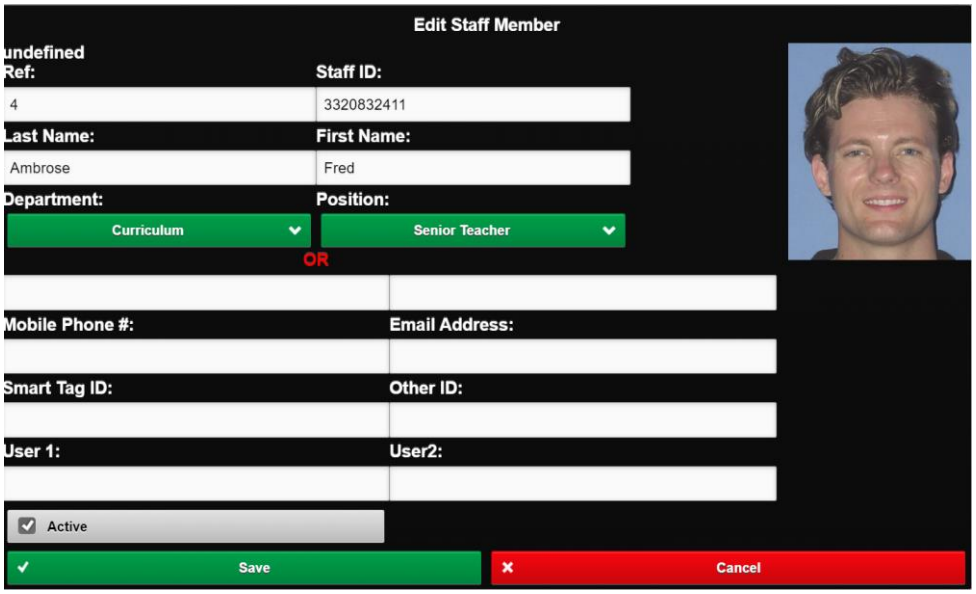
Ref is not editable.
Staff ID is mandatory and should be a unique identifier for the staff member. MIS ID would be ideal.
Last Name is mandatory.
First Name is mandatory.
Department is optional but allows filtering options here and other staff related options. If the option required is not in the dropdown list, you can enter it manually in the field below the dropdown.
Position is optional but allows filtering options here and other staff related options. If the option required is not in the dropdown list, you can enter it manually in the field below the dropdown.
Mobile Phone # is optional but if you wish to use the SMS Staff functionality it will be required.
Email Address is optional but if you wish to use the Email Staff functionality it will be required.
Start Tag ID is optional but is designed for the 10 digit RFID of a smartcard or smart tag. This can be handy to enable staff member to scan into events, meetings etc. IDWeb has inbuilt functionality to allow staff to scan cards into events.
Other ID is optional and can be used for another unique staff identifier. If MIS ID was not used for the Staff ID it should be entered here.
User 1 and **User 2** are optional and may be used to record any extra information required. They are both searchable in a staff member search. Each has a maximum length of 100 characters.
Active is ticked by default.

Click **Save** when finished to save the staff member or **Cancel** if you do not whish to save the details.

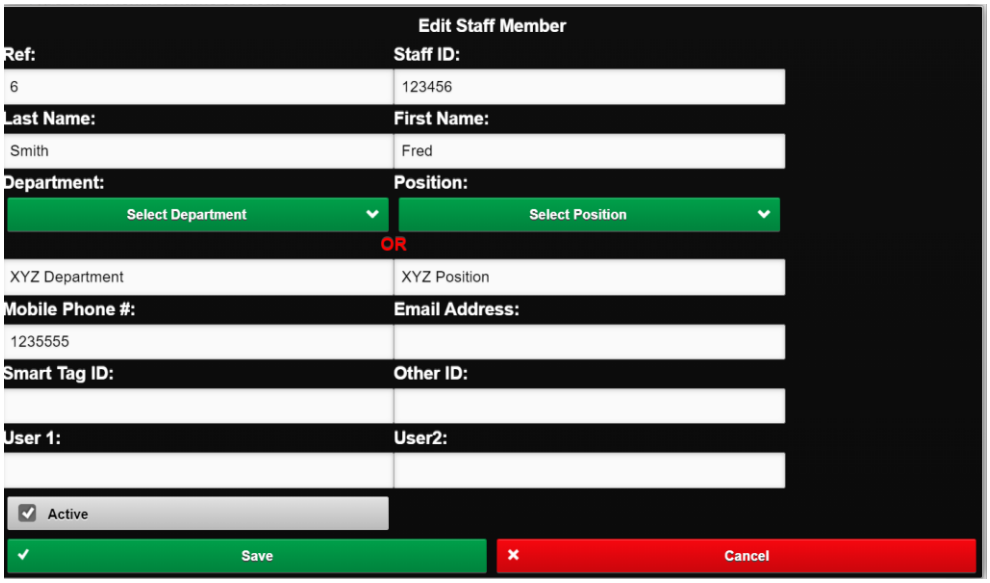
Note: If you select a Department or Position from the dropdown list and enter something into the fields below, the dropdown list option will be used.

The **Edit** option will allow you to edit the selected, ticked, staff member details. Only one staff member can be edited at a time.

If photographs of the staff have been place in the IDAttend\Staff Photos folder IDWeb will attempt to display the photo, if there is one for that staff member. Valid file names are Staff ID, Smart Tag ID or Other ID. The names must be unique. The file type must be JPG.

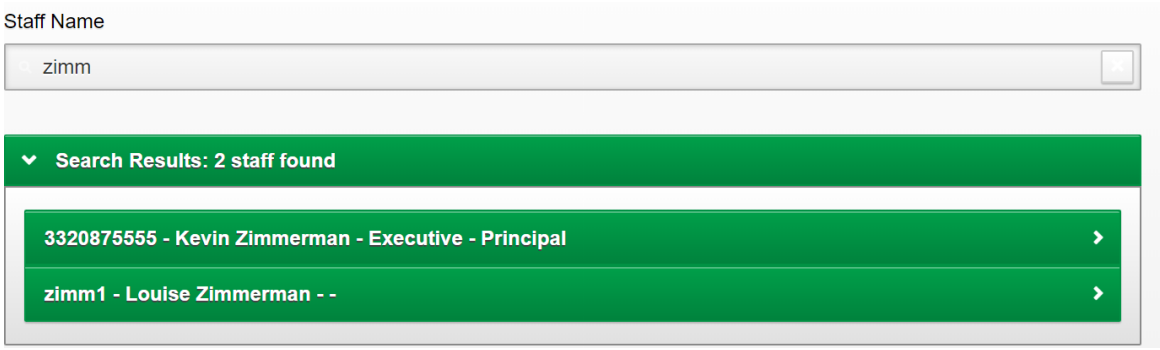


If there is anything in the Department or Position fields the system will look for matching options in the dropdown lists, if not found there the system will use the fields below the lists to display the data.



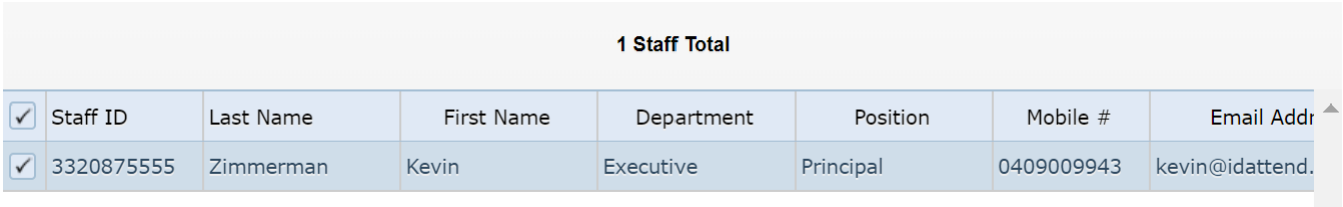
Change any details that need to be updated and click **Save** or **Cancel** when finished.

The Staff Name field can be used to locate a staff member's details quickly.



Start to type in their last name, first name. email address, mobile number etc and after the second character types it will bring up a list of possible matches. The more entered the list should narrow down.

At any point you can click on one and it will be the only entry displayed and will be selected, ticked.



1 Staff Total

	Staff ID	Last Name	First Name	Department	Position	Mobile #	Email Addr
✓	3320875555	Zimmerman	Kevin	Executive	Principal	0409009943	kevin@idattend.

When done, click the Refresh button to display all of the entries again.

The **Delete** option will delete the selected, ticked, entries. The Confirmation screen will be shown.

If you click the **Yes** button the grid will refresh, and the selected entries will have been deleted.
If you click the **No** button no entries will be deleted.

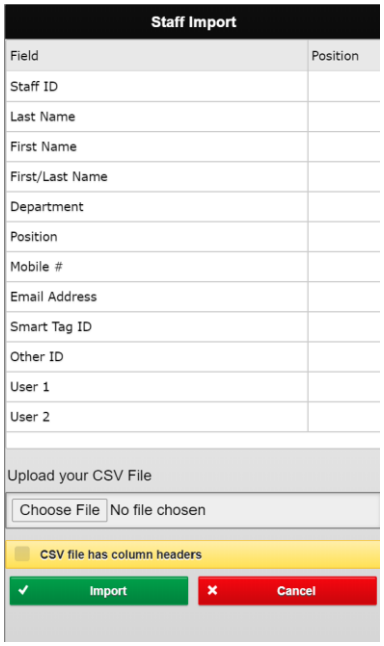
There is NO UNDO for deleted entries.

The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

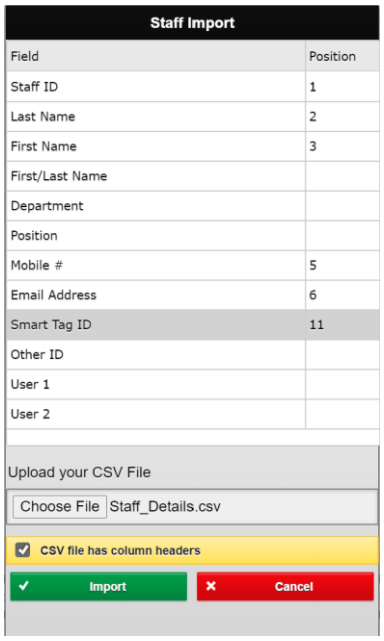
There is a basic **Print** function if you wish to print the Log. The default device printer will be selected but may be changed if required.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

The **Import** function may be used to import a CSV file that contains the staff details.



The screen allows you to map the IDWeb staff fields to those in your CSV file. The first column/field in your CSV file is 1 and continues until the last column/field.



Enter the column number of the details to import.

Last Name and **First Name** must be imported or alternatively you can select the **First/Last Name** if your CSV file only has a single column/field that has the staff member names as 'First Last'.

Click **Choose File** to browse to the location of the CSV file to import.

If the **CSV file has column headers**/field names on the first line, tick this option.

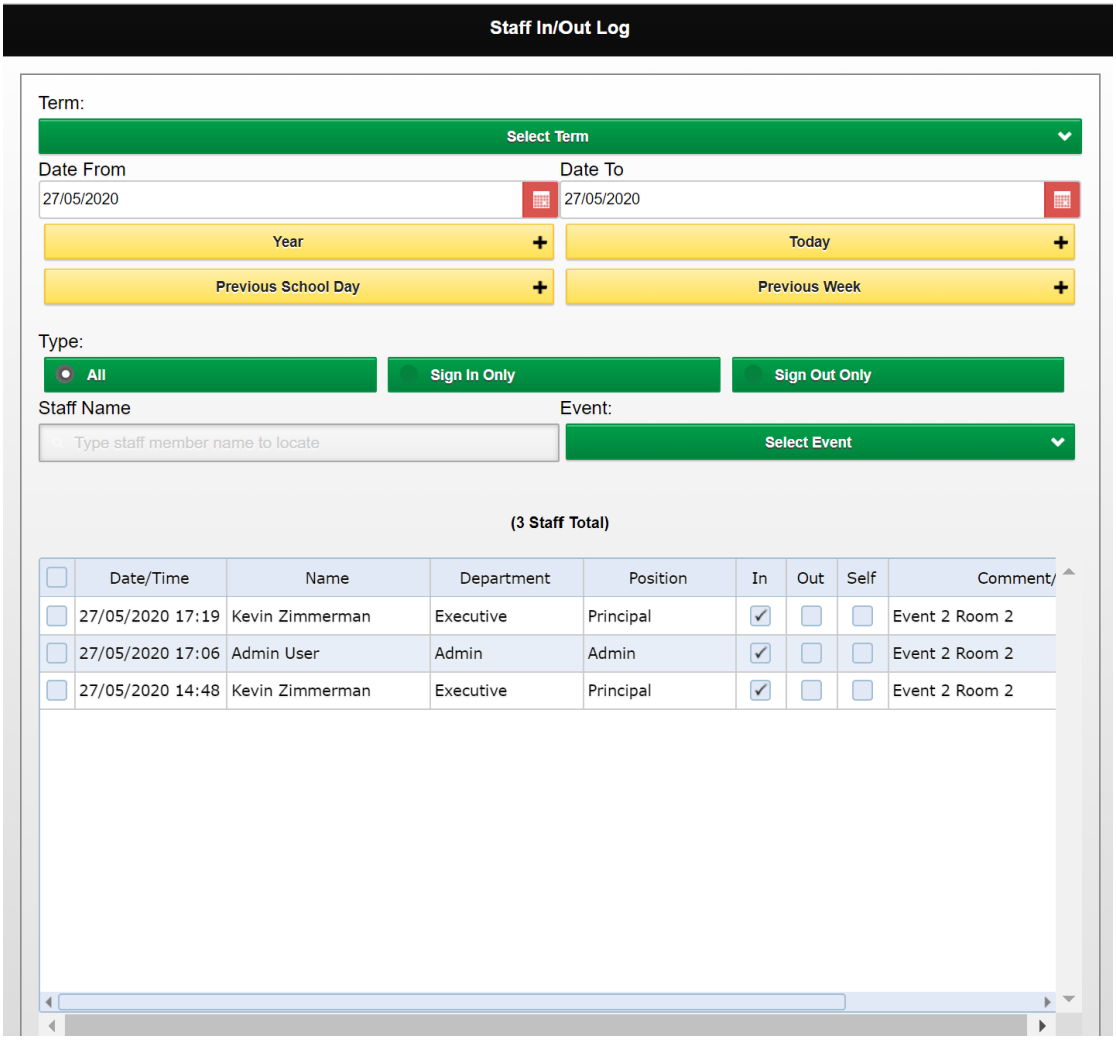
When ready click the **Import** button when ready and the file will be imported.

Note: No check is made that the data being imported, is valid but does check if duplicates will be created. If the entry already exists it will be updated with the imported information.

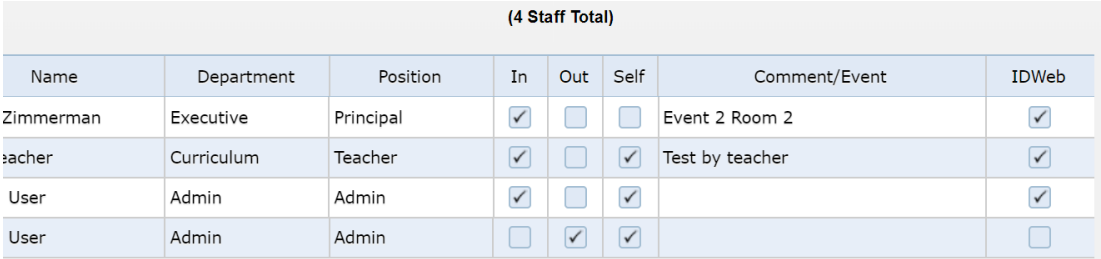
Staff In/Out Log

The Staff In/Out Log can be used to view the entries where staff have signed in/out of school as well as those that have been scanned into events.

The defaults date range is the current day but can be changed by either selecting a Term or Clicking the Year, Today, Previous School Day or Previous Week buttons. The Date From and Date To can be manually altered by clicking the applicable calendar button.



The grid is wider than can be displayed on the screen and there is a horizontal scroll bar as the bottom of the grid to allow the grid to scroll other items into view.



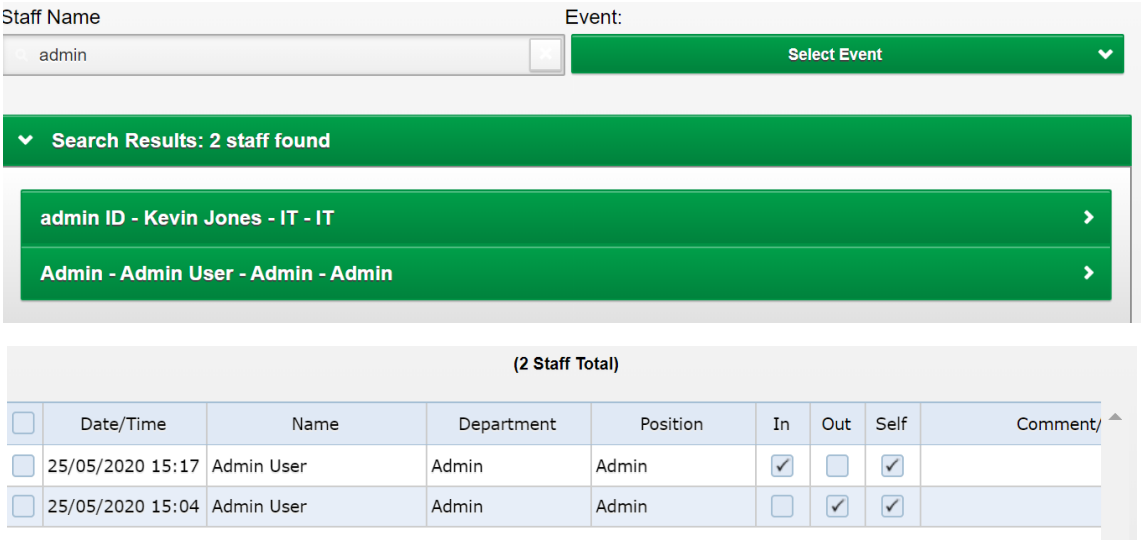
The **Type** options defaults to **All** but other options are available –

Sign In Only will show all of the Sign In entries only.
Sign Out Only will show all of the Sign Out entries only.

Staff Name can be used to locate all of the In/Out entries for a particular staff member.

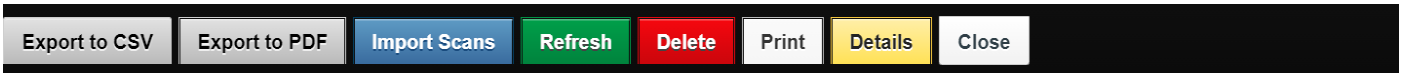
Start to type in their last name, first name. email address, mobile number etc and after the second character types it will bring up a list of possible matches. The more entered the list should narrow down.

At any point you can click on one and it will be the only entries displayed will be those for that staff member.



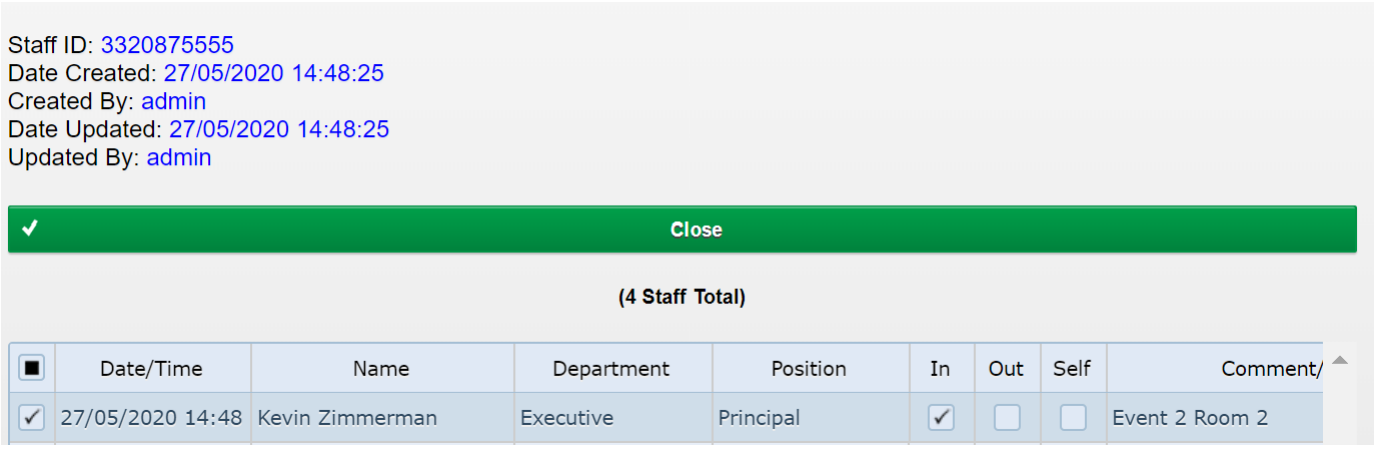
When done, click the Refresh button to display all entries again.

Event can be used to limit the entries displayed to a particular pre-setup event if required.



The **Details** option allows you to see further details pertaining to the selected, ticked, entry.

A panel will slide down and display the details.



Click the close button to close the panel up.

The **Delete** option will delete the selected, ticked, entries. The Confirmation screen will be shown.

If you click the **Yes** button the grid will refresh, and the selected entries will have been deleted.
If you click the **No** button no entries will be deleted.

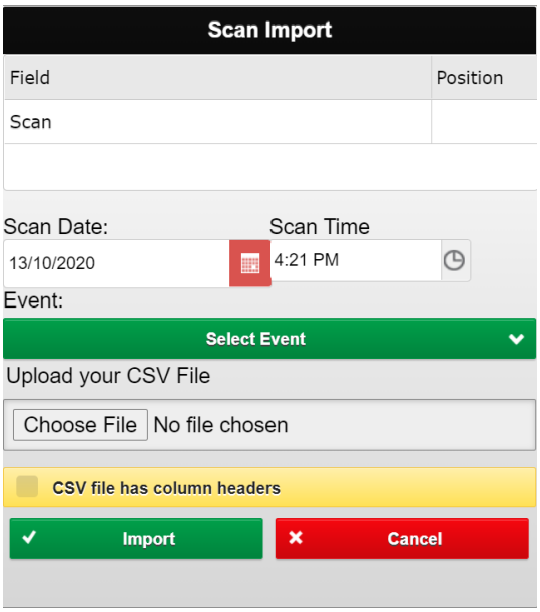
There is NO UNDO for deleted entries.

The **Refresh** button may be used to refresh the grid data, based on the original selection criteria, without having to return to the selection screen.

There is a basic **Print** function if you wish to print the Log. The default device printer will be selected but may be changed if required.

The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

The **Import Scans** button can be used to import a CSV file of staff whose scan has been recorded outside of IDWeb.



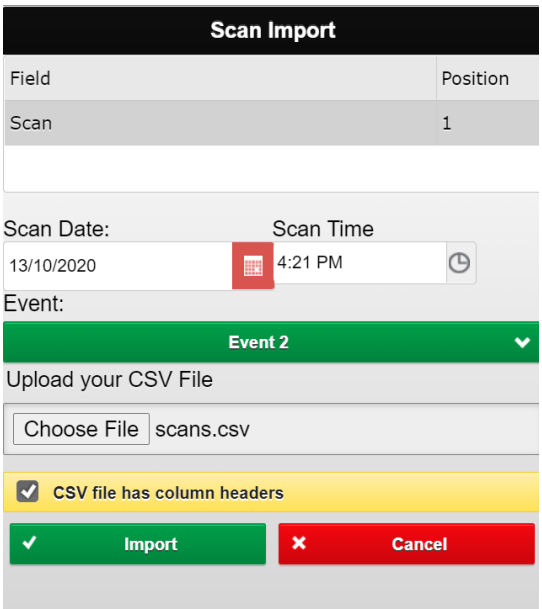
There is only a single field that needs to be imported, Scan.
Enter its position in the CSV file. The first column/field in your CSV file is 1 and continues until the last column/field.

The default **Scan Date** is the current date and the default **Scan Time** is the current time. These may be altered to suit.

Event must be selected.

Click **Choose File** to browse to the location of the CSV file to import.

If the **CSV file has column headers**/field names on the first line, tick this option.

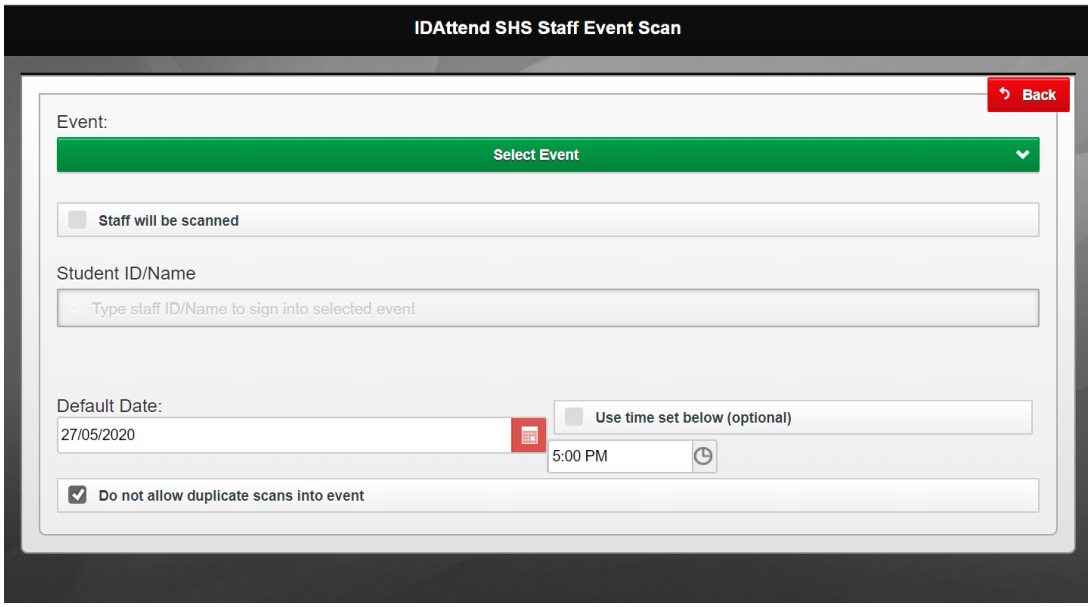


When ready click the **Import** button when ready and the file will be imported.

Note: No check is made that the data being imported, is valid but will not allow duplicate scans to be created for that date and event.

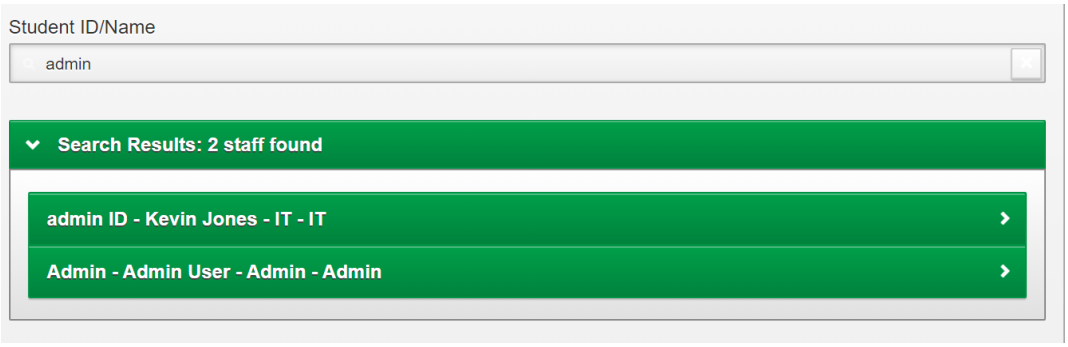
Scan Staff Into Event

The Scan staff into event function can be used to sign staff into an pre-setup event.



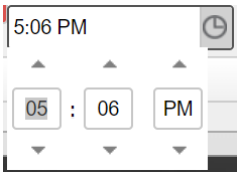
Event must be selected from the dropdown list.

By default, the cursor should be flashing in the **Staff ID/Name** field are signed in by typing in the name or other identifying information. Select the staff member by clicking on them and they will be signed in at the current date/time.



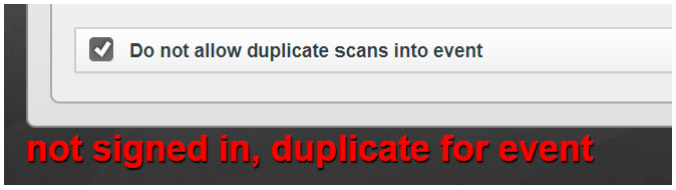
If the staff are being scanned tick the **Staff will be scanned** option and you can then scan the staff cards.

The **Default Date** can be altered, if required, by selecting a different date. The current time will still be used unless the **Use time set below** is ticked and the time altered by clicking on the button.

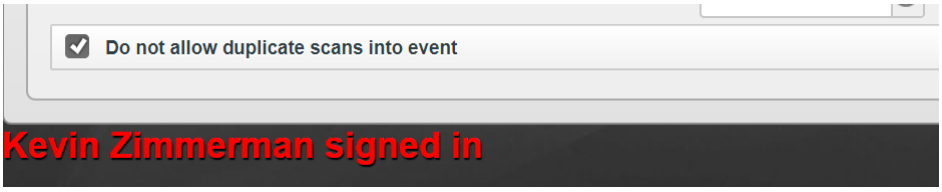


Use the up/down arrows to change the hours, minutes and AM/PM.

By default the **Do not allow duplicate scans into event** is ticked. If ticked it will not allow the same staff member to be scanned in more than once for the default or chosen date.



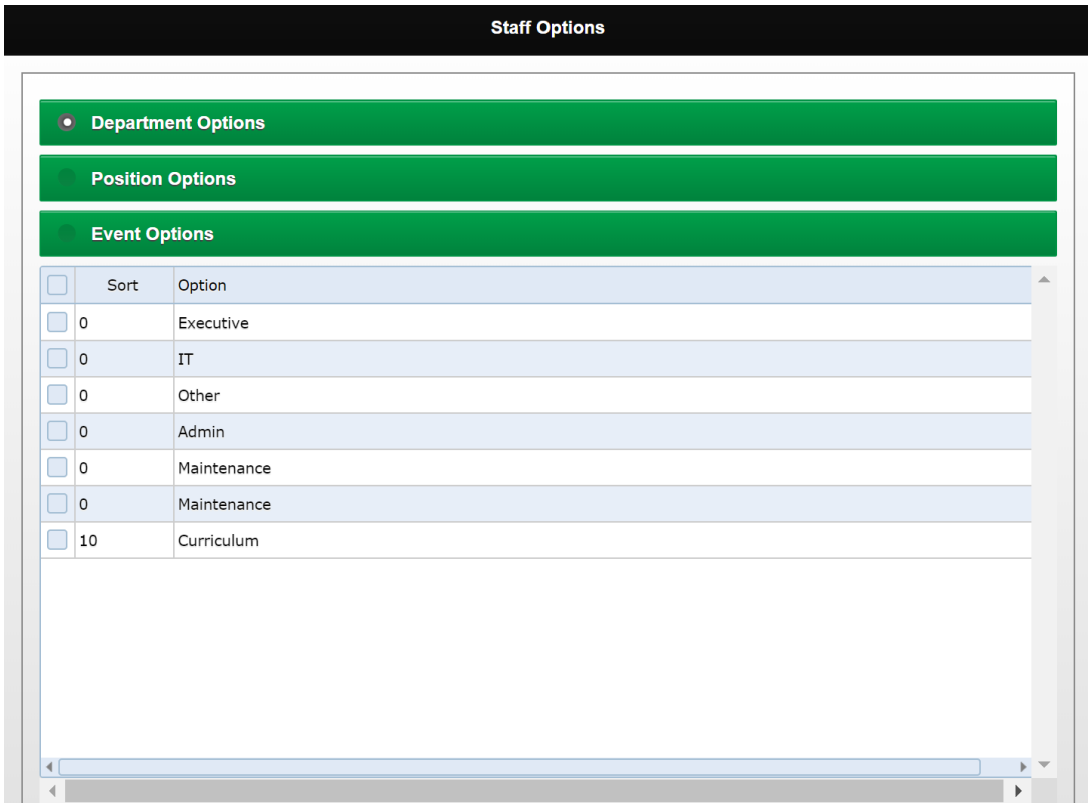
There are no save buttons. As soon as you scan or select a staff member they will be signed in automatically. If scanning staff tests have shown RFID cards can be scanned at the rate of around 2 per second or as fast as it takes to scan and the device to reset ready for another scan. Multiple scanners can be used simultaneously on different devices.



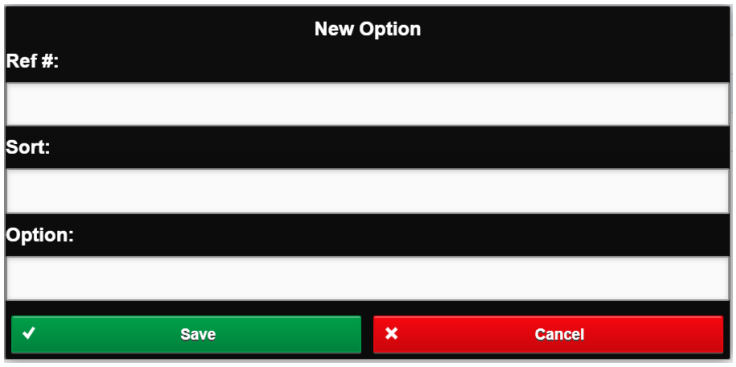
Staff Options

Staff Options allows the setup of Department, Position and Event options used by the various staff functions.

Select the option you want to maintain.

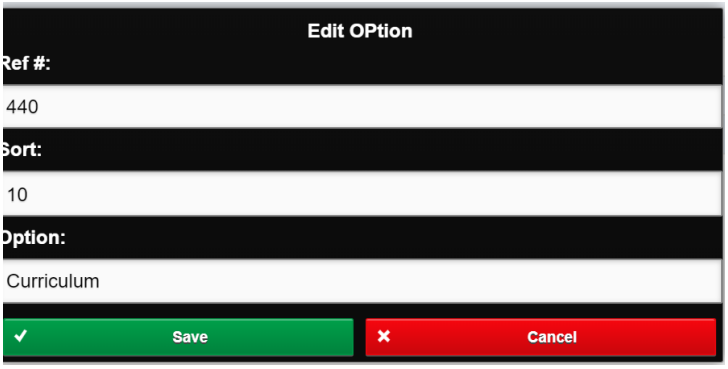


The **New Entry** button and the following screen will popup



Ref # is not editable.
Sort is a number that can be used to sort the entries by 1 to whatever. Otherwise they are sorted in alphabetical order when shown in dropdown lists.
Option is the option that will be displayed in the dropdown lists.

The **Edit** button allows the selected entry, ticked, to be edited to what you want. Only one entry can be edited at a time.



Both Sort and Option can be changed. Option cannot be blank.

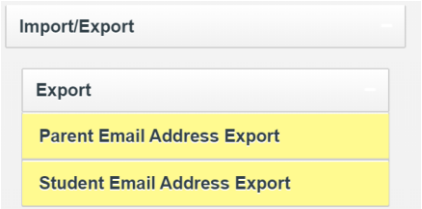
The **Delete** option will delete the selected, ticked, entries. The Confirmation screen will be shown.

If you click the **Yes** button the grid will refresh, and the selected entries will have been deleted.
If you click the **No** button no entries will be deleted.

There is NO UNDO for deleted entries.

Import/Export Menu

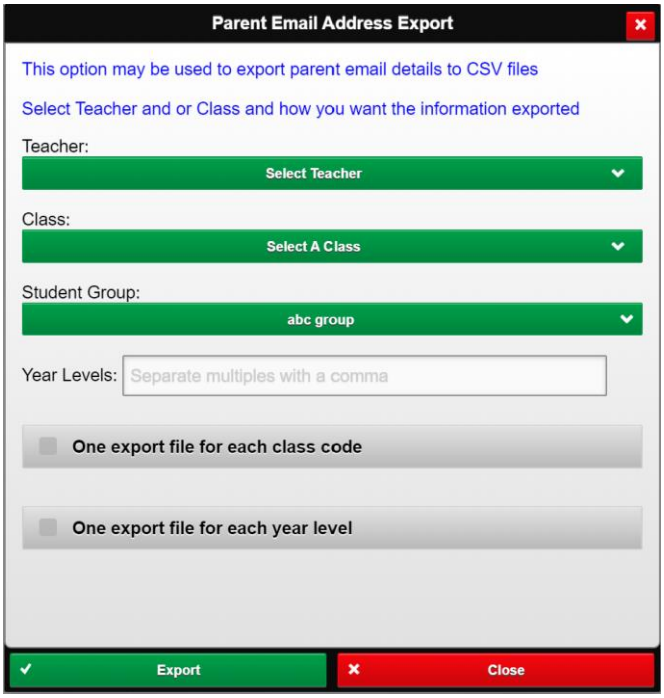
Export Menu



Parent & Student Email Address Exports

The Parent & Student Email Address Export options, although separate menu items, work in the exact same way. They export the either the parent or student name and email address. They are in CSV file format and are designed so they can be imported into Outlook mail contacts or other email program, and is mainly designed for teachers to use, although Admin users may fund it useful.

Teachers must have been given email access to parents and students in IDAttend Teacher Options, for these options to appear.



If your login profile is 'teacher', a teacher must be selected from the **Teacher** dropdown list or **Student Group** dropdown list, you should be already be selected and **One export file for each class code** ticked. You cannot select both.

Class may be selected from the list of classes but is optional. If only a single class list of addresses is required. If Teacher is selected, then the class dropdown list which will only contain classes that teacher teaches.

Coordinator and Admin Users can do everything. They do not need to select a Teacher, Class or Student Group or Year Level/s.

If you want all email addresses for a class output in the one file with the class code as part of the CSV file name, then tick the **One export file for each class code** option.

If you prefer each year level email addresses in one file per year level, then tick the **One export file for each year level** option.

Note:

If Teacher is selected the only other filter allowed is class.

If Student Group is selected no other filter options can be set and One export file for each class code and One export file for each year level option can not be used.

If Year Levels entered no other filter options can be set.

If One export file for each year level option is used, all other filter other options can be set, except Year Levels, if required, and all parent or student email addresses are output in year level files.

If One export file for each class code or One export file for each year level are not ticked then the single file output will be named using the users user code, except if Student Group selected, then the file will be named the selected student group name.

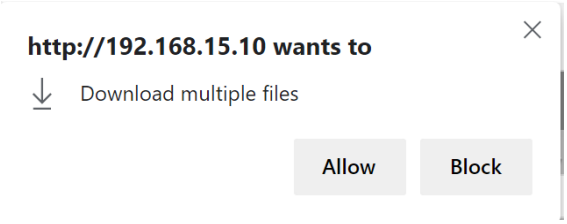
This option is only suitable for use on a Windows based device as only the last file output is saved on an iPad.

The tick boxes are mutually exclusive. If neither option is ticked the email addresses with be output with the user code as part of the file name.

If exporting parent email addresses the CSV fie name will have _parent at the end of the file name. If exporting student email addresses the CSV fie name will have _student at the end of the file name.

All CSV files are exported to the device default 'download' folder.

If the **One export file for each class code** or **One export file for each year level** is ticked, which will usually generate multiple files, depending on your web browser and security settings your browser may popup a message that the IDWeb site wants to download multiple files. You will need to allow this otherwise you will only get the first CSV file that is output.



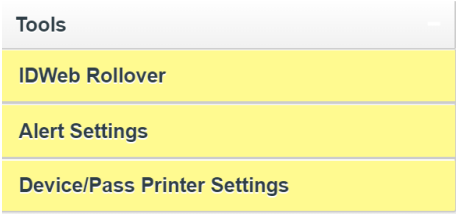
This may happen every new browser session when using this export function.

It is recommended that email addresses be exported in class files and imported into Outlook into pre-existing class folders.

If exporting all email addresses into a single file, please keep in mind the maximum number of email addresses per email. For Office365 this is 500.

All Email to parents and students where multiple recipients are on the one email MUST be sent BCC.

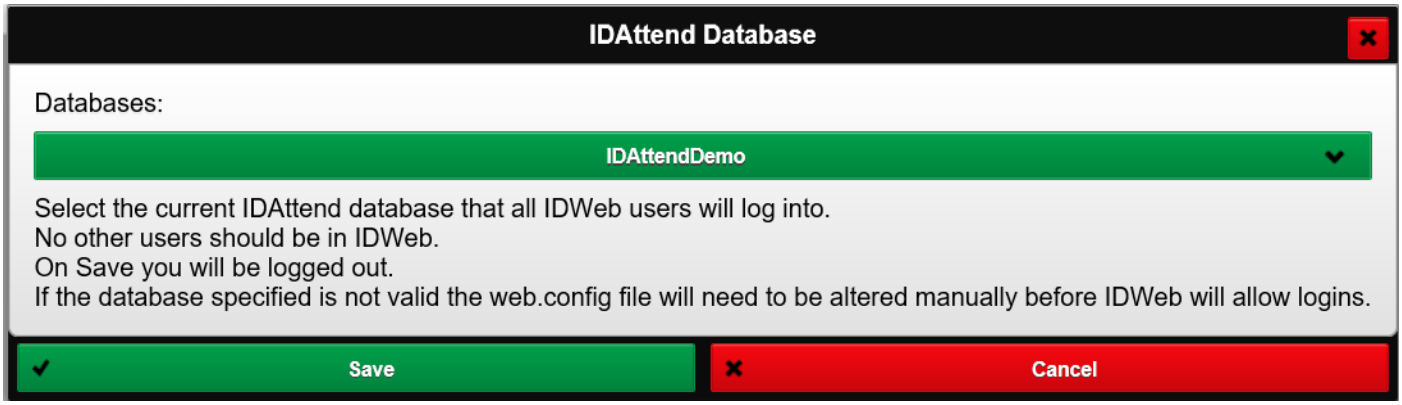
Tools Menu



IDWeb Rollover

This option will only appear for IDAttend System Admin users in IDWeb.

The Option may be used to easily change the IDWeb database at the start of a new school year.



Select the IDAttend database you want to use for the current school year for all users of IDWeb and click the Save button. There is no option to manually enter the database.

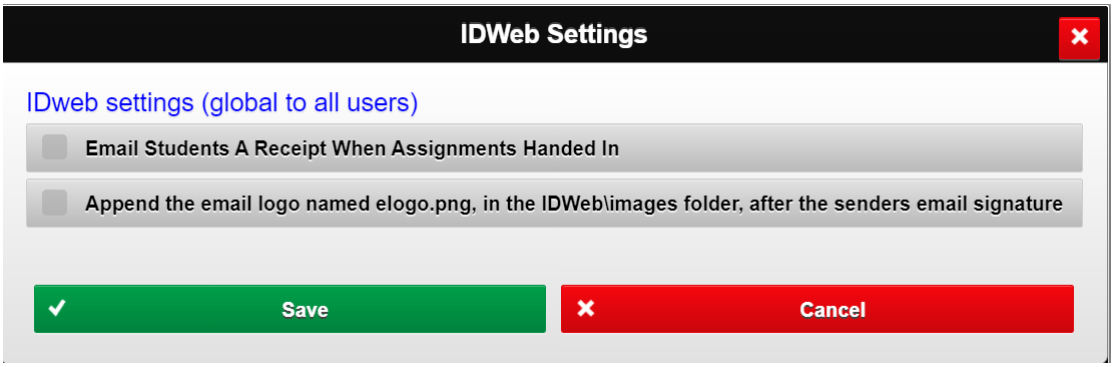
Once saved you will be logged out of IDWeb. Other users should not be IDWeb when using this function as IIS may force an application refresh unexpectedly.

Note: This function must not be used to look at a previous year's information as it applies to all users of IDWeb.

IDWeb Settings

The IDWeb Settings option is for setting options global to all users of IDWeb. This option is only available to System Admin Users.

The options available are small at present but will grow quickly as we more settings functionality from IDAttend to IDWeb.



Email Students A Receipt When Assignments Handed In – This option, if ticked, will email a receipt to the students when they hand in an Assignment and it is entered into IDWeb via the Hand In Class Assignments or one of the IDAttend options.

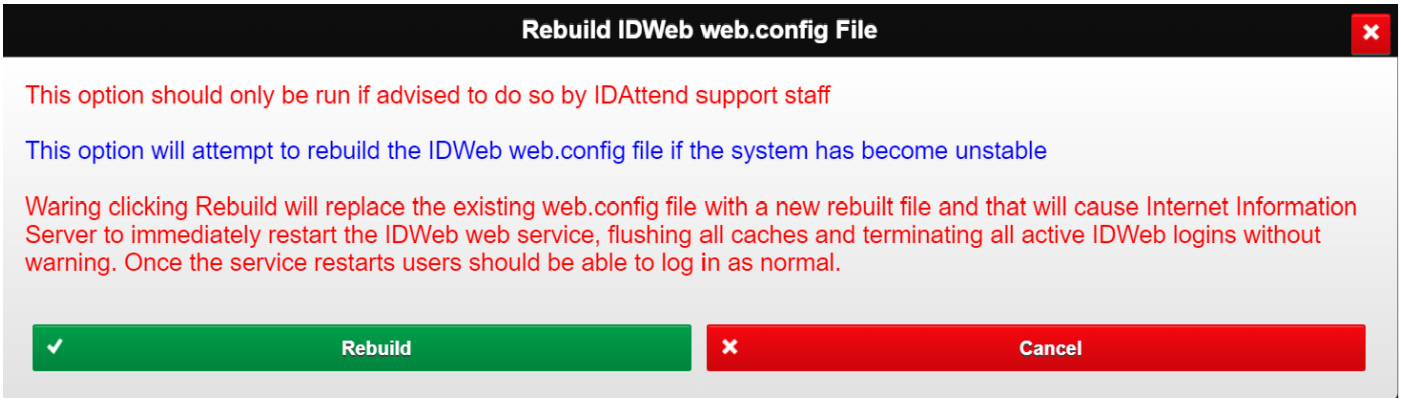
If emails are being sent form IDWeb and you wish to have an image included after each user's email signature, then the **Append the email logo named elogo.png** option may be ticked. The image must be in the IDWeb\images folder, be in png image format and be named elogo.png.

To save the settings click the **Save** button. A confirmation that the settings have been saved will be displayed or is an error, the reason will be shown. Click **Cancel** if you do not wish to save any changes made.

Rebuild IDWeb web.config File

The Rebuild IDWeb web.config File option is only available to System Admin users.

This option is generally only to be used if your system becomes unstable or we need it to be run to add extra options to the configuration file.

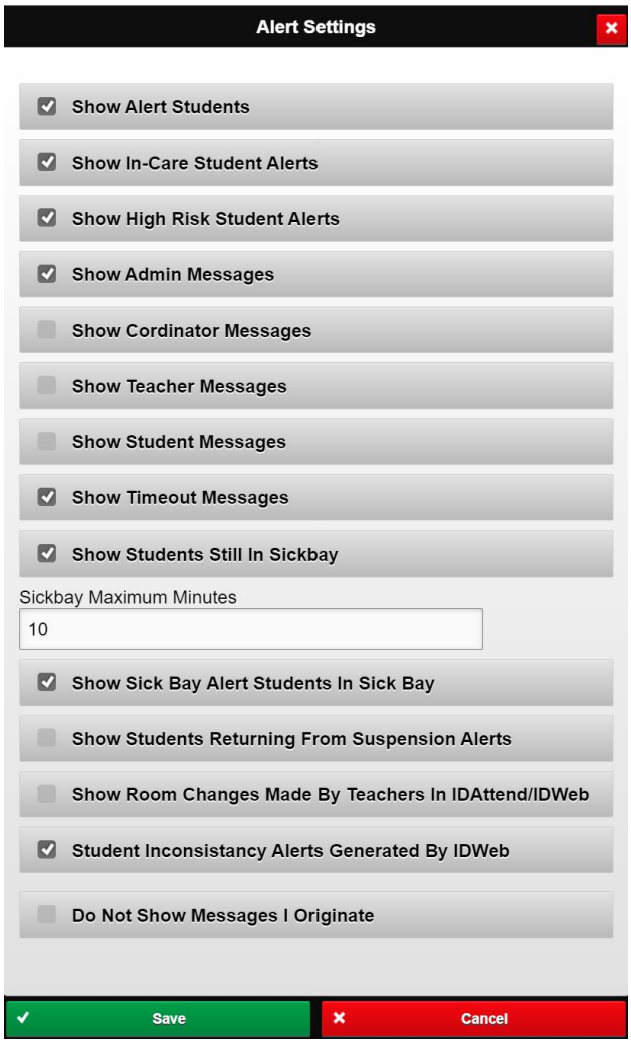


Running this option will likely cause the IIS Server to do an immediate restart of the IDWeb site and all IDWeb user logins will be terminated without waning.

Alert Settings

User with Teacher level access only have one setting they need to deal with.
By default any messages you originate will show in your list of alerts. If you wish you use this option to not show the messages you have originated. These may include some alerts that are automatically generated in the course of taking class attendance etc.

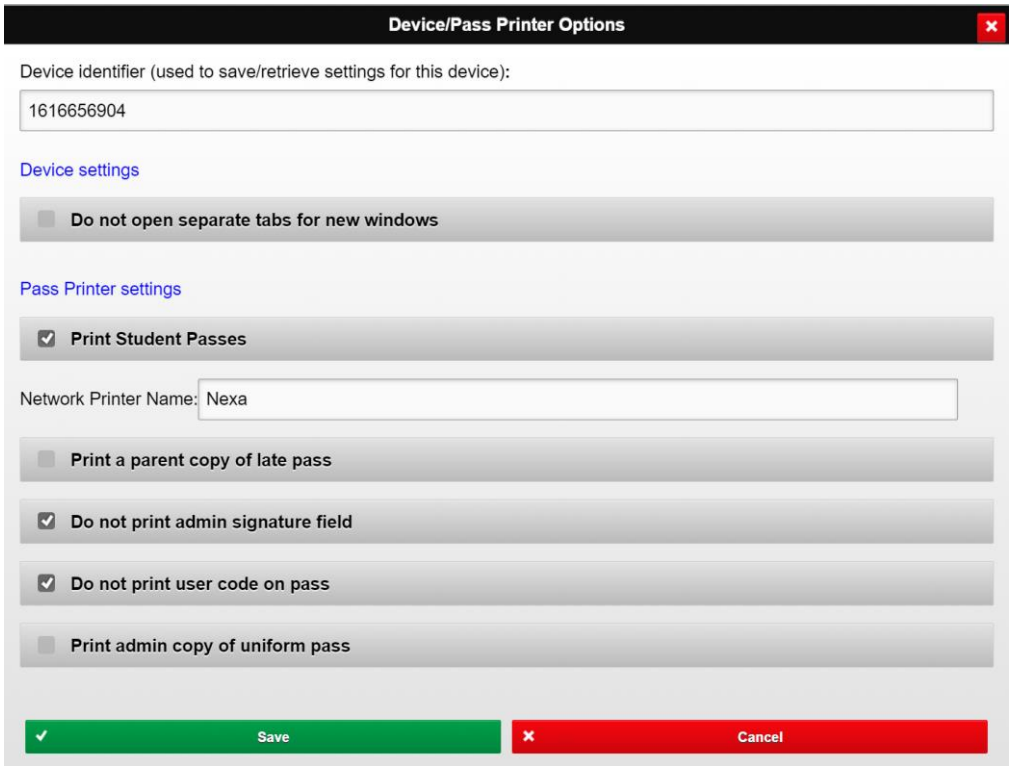
For all other user levels, you need to select the alerts/messages you wish to see.
For Admin users this would normally be Alert Students, In-Care Student Alerts, High Risk Students, Sick Bay Alert Students and possibly students still in Sickbay after X minutes.
The other options are mainly for the purpose of seeing what message are being sent using this system.



Click the Save button when you have made any changes. The Alert grid will be refreshed.

Device/Pass Printer Settings

This function may be used to set some device settings specific to this device and/or if the device you are using IDWeb on has access to a NETWORK connected receipt printer. Teaching staff would not normally set this up unless the school has asked you to do so.



Device Identifier is a unique 10-digit identifier used to identify the device and save/retrieve settings for this device. It is read only.

The options available are

Device Settings

Do not open separate tabs for new windows. This option may come in handy at schools where the browser is set to block popup windows or new tabs from opening, and the user does not have access to the setting to allow this. If you tick this option, the chances of the session timing out after 20 minutes of inactivity many become an issue.

Print Student Passes. IDWeb can only print passes to a network receipt printer. Passes are designed to print on an 80mm wide continuous roll of thermal paper. Other width printers may work, but may not have been tested for compatibility. A local receipt printer can be used but it must be shared on the network and the driver installed on the IIS Server.

If the option to print passes is ticked, you must enter the network name of the receipt printer to use. If your device normally prints passes but you do not wish to so for some reason you may untick this option and re-tick it at a later time.

Network Printer Name. This is the network name of the receipt printer you wish to use.

Print a parent copy of late pass. This option, if ticked, will print a second Parent Copy of any Not Approved Late to School.

Do not print admin signature field. If ticked this option will not an admin signature field on the passes.

Do not print user code on passes. If ticked the user's login code will not be printed on the bottom of passes. If not ticked it will be printed.

Print admin copy of uniform pass. If ticked, and a uniform violation is issued, then an admin copy of the uniform pass will also be printed.

Click **Save** to save the settings

Note: Device settings are based on the device's IP address. If this changes these settings will be lost.

Help Menu

The **Help Menu** has 5 sub menus

User Manual

The User Manual option will open the IDWeb User Manual PDF file in a new browser window.

Support

The Support shows the current list of support contacts and their contact details.

There is also a link to our online Help/Support page which enables you to lodge a request.
This can also be done via phone or email.

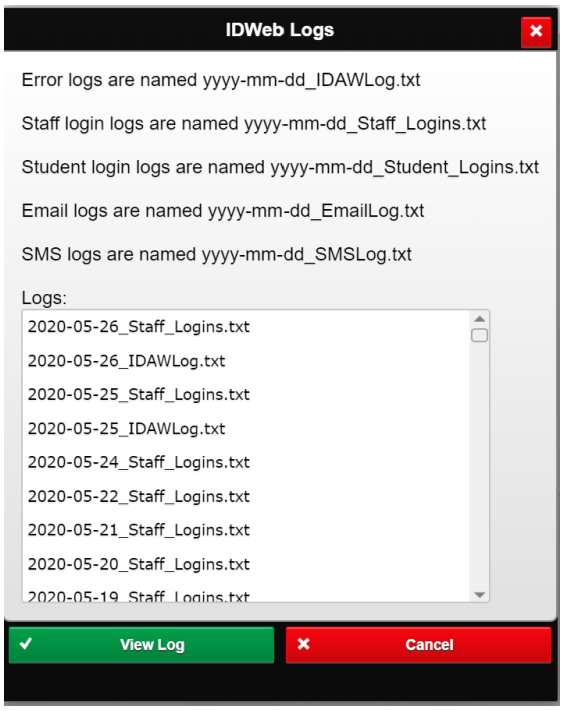
Version History

The Version History option will display the IDWeb version history PDF.

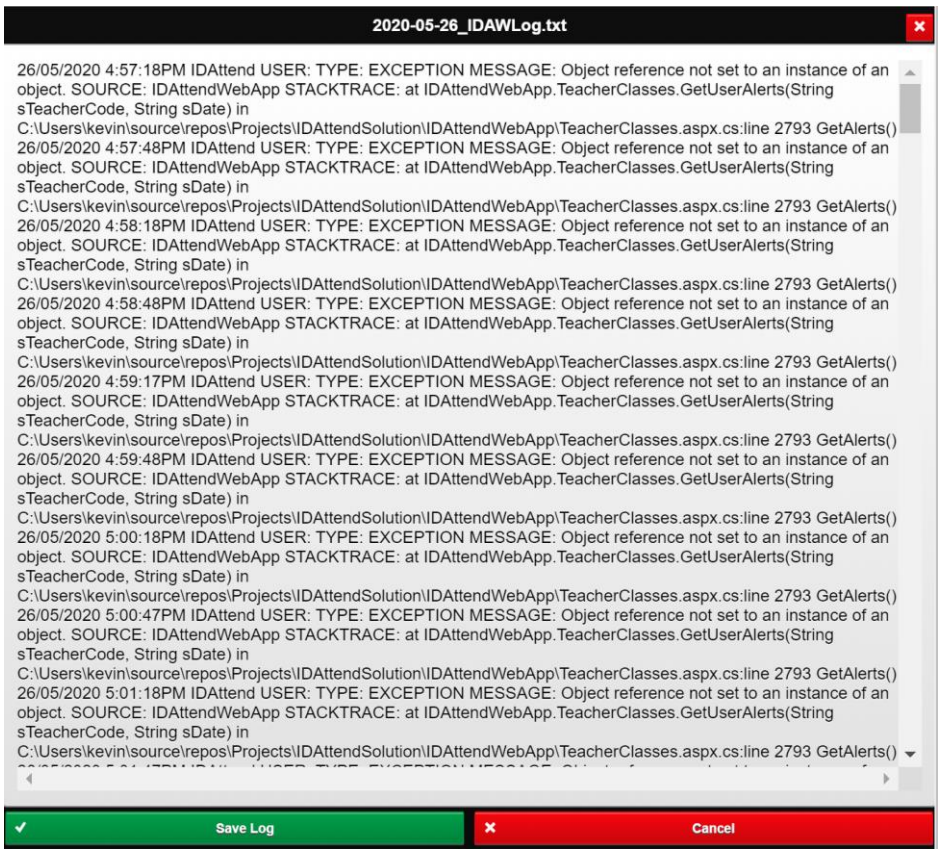
Log Files

The Log Files option will display a list of IDWeb log files. Allow you to pick one and view it and optionally save it to you download folder. There are currently 5 different log files IDAWLog for errors, Staff_Logins, Student_Logins, EmailLog and SMSMLog.

You may be asked to send us a copy of oner of the log files, Usually it will be the IDAWLog file which contains errors.



The list is in descending order by date/time last updated (most recent at the top)
Select a file from the list and click **View Log**.

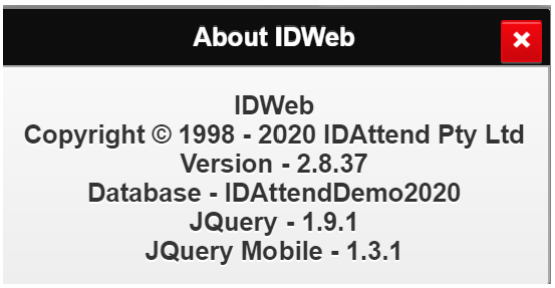


The log will be displayed. It may not make much sense to you but may contain information important to the support team.

To save the log just click Save Log and a copy will be saved in the Downloads folder with the original name of the selected log file.

About IDWeb

The About IDWeb button pops up a small window that shows the current IDWeb version you are using and the IDAttend database it is connected to.



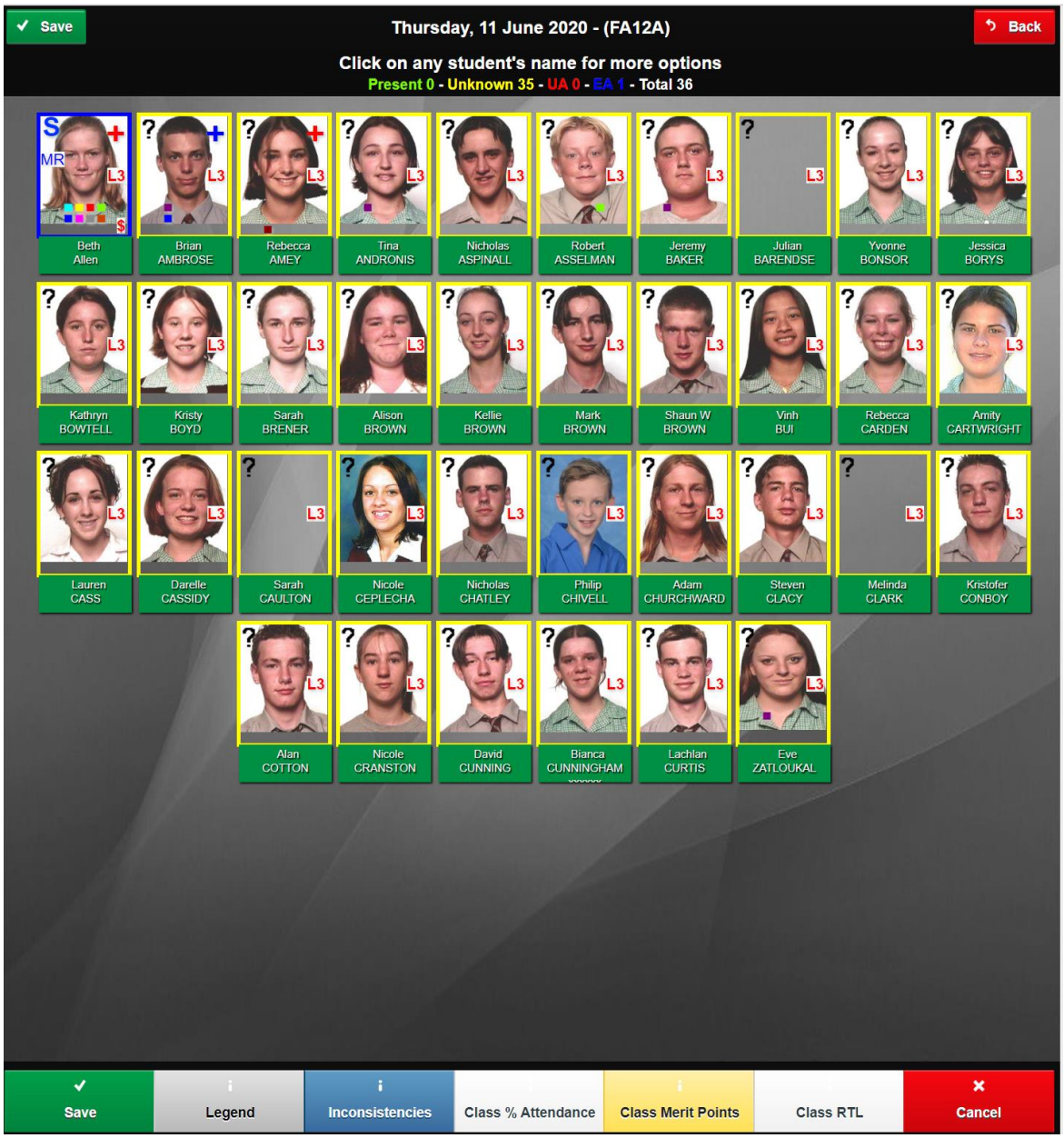
Marking your Class

Select the class you want to mark.

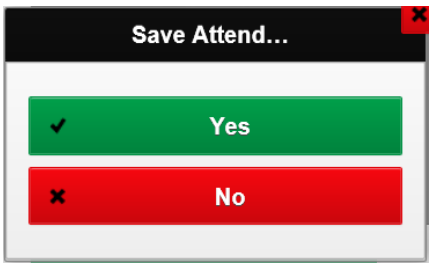
The class should be displayed. Mark the students as either Present (P) or Unexplained Absence (UA) by clicking in the top half of the student's photograph. All clicks can be done with a mouse or finger if you have a touch screen device. If the setup in IDAttend requires that teachers mark all students either absent or present then those students where attendance is not known will have a ? displayed on the student's photograph, otherwise it will default to P (Present) where attendance is unknown.

Note: Future Students are displayed in classes if the option to do so is turned on in IDAttend. Future students have (F) after their name.

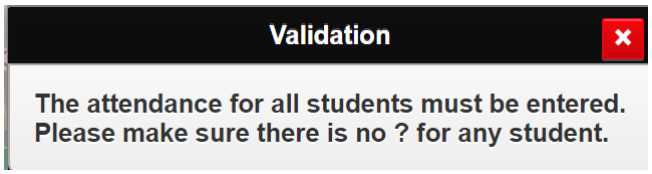
Clicking on the student's photograph if a ? is displayed, will mark them Present (P). Clicking again will mark them as Unexplained Absence (UA). Pre-existing attendance will be displayed on the student's photograph as with the Windows version and cannot be changed from this application, including Explained Late to School (blue LS) and Unexplained Late to School (red LS).



When attendance has been completed for all students, click the Save button. There is a Save button at both the top and bottom of the screen.



if any students have a ? on their picture the attendance cannot be saved and you will be asked to mark attendance for all students.



If IDAttend is set to mark students absent for the day, for the period you are marking attendance for, any student with UA will be marked as absent for all periods of the day.
To exit the screen without saving the attendance click the Back button.

When saved screen will returned to the list of classes you have for the current day.

Note: The Tutorial button is only available for Distance Education schools as it performs a special process for those schools.

The Class Merit Points button, or whatever Merit Points has been renamed to, will only appear if you have been given the right to issue points. The Class Ready To Learn option, or whatever name it has been renamed to, will also only appear if this option has been enabled.

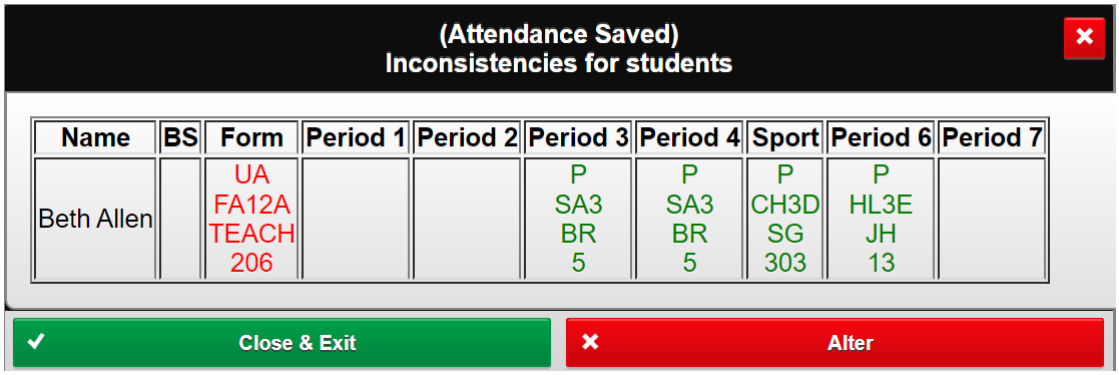
If any student's attendance could not be saved, because it has been changed by another user since the screen was loaded, a list of these students will be displayed for 10 seconds and then the screen will close and return to the list of classes you have for the current day. You can load the class again if you want and see what changes were made elsewhere. Generally, it will be a student arriving Late to School, just signed into an appointment or leaving school early.

Note: Marking a student UA (unexplained absence) in a period that has been nominated in IDAttend as marking them absent for the day (not recommended) will result in all periods of the day being marked as UA, including Excursions, Timetable Variations and Away from any detentions they may have. If the student signs in later these may be reinstated depending on the arrival time.

If any students in a class are flagged in IDAttend as In-Care and/or Hight Risk students and are marked UA (unexplained absence) from the class and school mobile phone numbers have been setup in IDAttend School Setup, not only will an alert be sent out via the Alert system but a text message will be sent to any nominated school mobile phone numbers with the same alert message.
These text messages may optionally be flagged with a 'Broadcast Category' in the Message Log and the Broadcast Message Type filter in the Log used to help locate these easier.
Refer to the Broadcast SMS & Email Options section for more information on this option.

Class Inconsistencies

If the option to show class inconsistencies when the class loads is enabled in IDAttend Teacher Options, then when the class loads any student attendance inconsistencies (been marked both Present and Unexplained Absent) for the students in the class on the class day will be shown in a list that pops up. If there are none the list will not display.



Name	BS	Form	Period 1	Period 2	Period 3	Period 4	Sport	Period 6	Period 7
Beth Allen		UA FA12A TEACH 206			P SA3 BR 5	P SA3 BR 5	P CH3D SG 303	P HL3E JH 13	

The list shows each student with at least one consistency and each period in the day with the attendance as it is now, the class code, teacher and room. UA (Unexplained Absence) is in Red and P (Present) is in Green. Click the **Close & Exit** button if you do not believe your roll marking caused an inaccurate inconsistency. Click **Alter** button to allow you to check if everything is OK, re-save when done. The Inconsistencies screen may pop up again. Click **Close & Exit** or to close the inconsistencies popup, click an area off the inconsistencies popup or click the X in the right-hand corner.

The list of inconsistencies can be also be displayed by clicking on the Inconsistencies button at the bottom of the screen if you wish to see this list again. If there are none then the list will not appear.

Class % Attendance

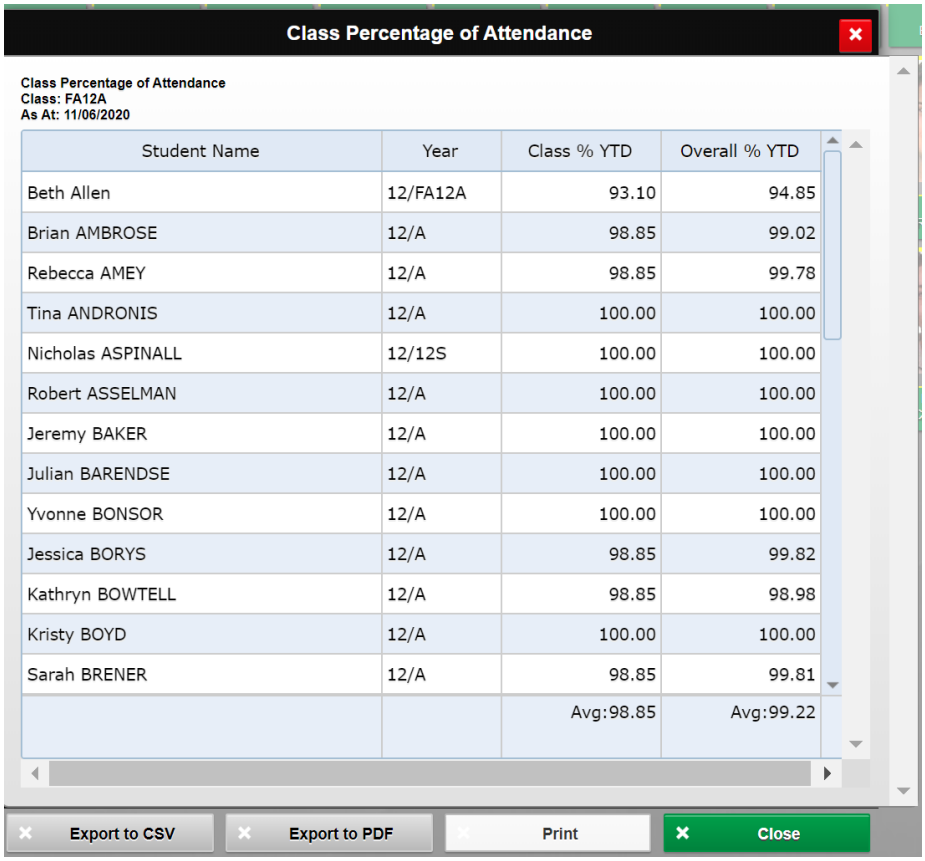
The class % Attendance options can be used to see attendance of each student in the class.

Class % YTD is the class % attendance since the class started to the current class to the current date.

Overall % YTD is the overall % attendance since the start of the year to the current date.

The overall average is shown at the bottom for both percentages.

Both percentage columns regard curriculum absences, Work Experience, Off Campus, School Activity, Attendance Not Expected, Excursion etc as Present.



Class Percentage of Attendance

Class Percentage of Attendance
Class: FA12A
As At: 11/06/2020

Student Name	Year	Class % YTD	Overall % YTD
Beth Allen	12/FA12A	93.10	94.85
Brian AMBROSE	12/A	98.85	99.02
Rebecca AMEY	12/A	98.85	99.78
Tina ANDRONIS	12/A	100.00	100.00
Nicholas ASPINALL	12/12S	100.00	100.00
Robert ASSELMAN	12/A	100.00	100.00
Jeremy BAKER	12/A	100.00	100.00
Julian BARENDSE	12/A	100.00	100.00
Yvonne BONSOR	12/A	100.00	100.00
Jessica BORYS	12/A	98.85	99.82
Kathryn BOWTELL	12/A	98.85	98.98
Kristy BOYD	12/A	100.00	100.00
Sarah BRENER	12/A	98.85	99.81
		Avg:98.85	Avg:99.22

Export to CSV | Export to PDF | Print | Close

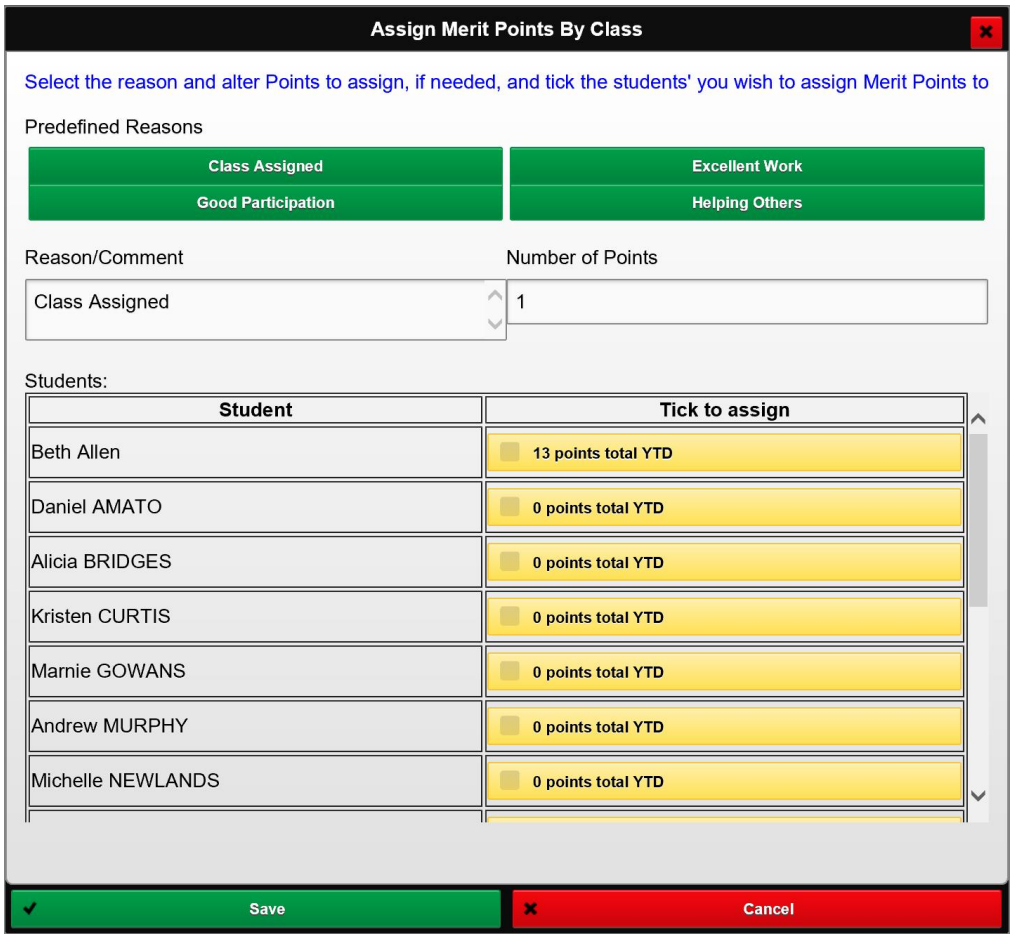
The **Export to CSV** and **Export to PDF** buttons can be used to do just that for the currently displayed entries including those on pages not displayed. The PDF option has no functionality to add a header to it so it is suggested you rename the file name be something more meaningful if required. Some browsers will pop up a Save/Save As option and will allow you to decide where and what name to use. The default name includes the date/time created as part of the name (_yyyymmdd_HHmmss).

There is a basic **Print** function on this screen if you wish to print the Log. The default device printer will be selected but may be changed if required.

To close the display, click the **Close** button.

Class Merit Points

The Class Merit Points function, if available, may be used to quickly assign a selected Reason (default is Class Assigned) and number of points (default is 1) to any number of students in the currently displayed class. All selected students will be assigned the same number of points and reason. The option may have another name if it has been changed in IDAttend School Setup.

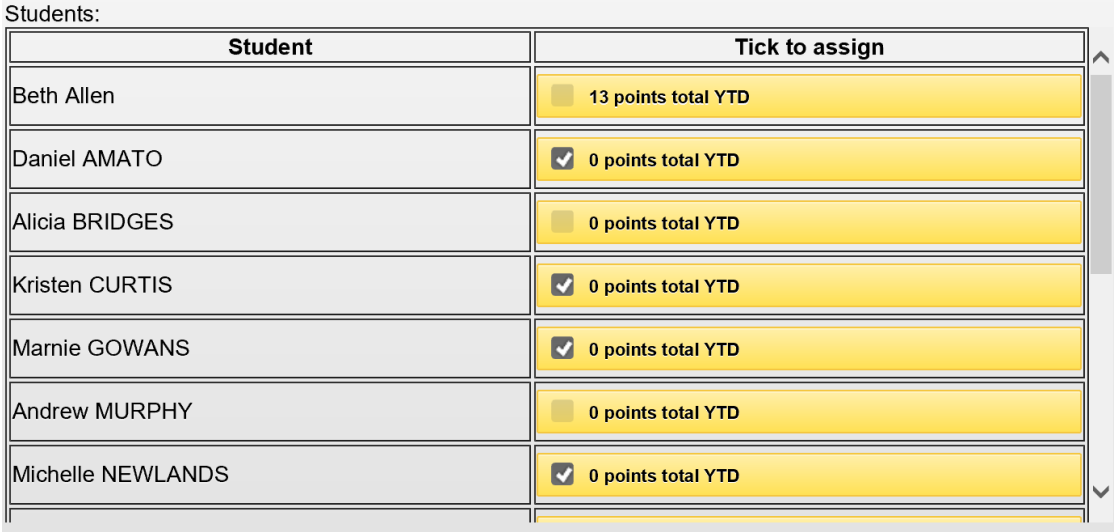


The Reason/Comment field will default to Class Assigned but all other school predefined reasons will be selectable. Any one of these may be chosen or you can enter something not on the list of predefined options if required. Addition information may also be entered if desired. A reason must be selected/entered.

Number of Points is the number of points that will be assigned to the students selected. This can be any number, including negative numbers, but there may be limits imposed by the school including positive number only, maximum numbers that can be assigned etc. These are validated. The default number of points is 1.

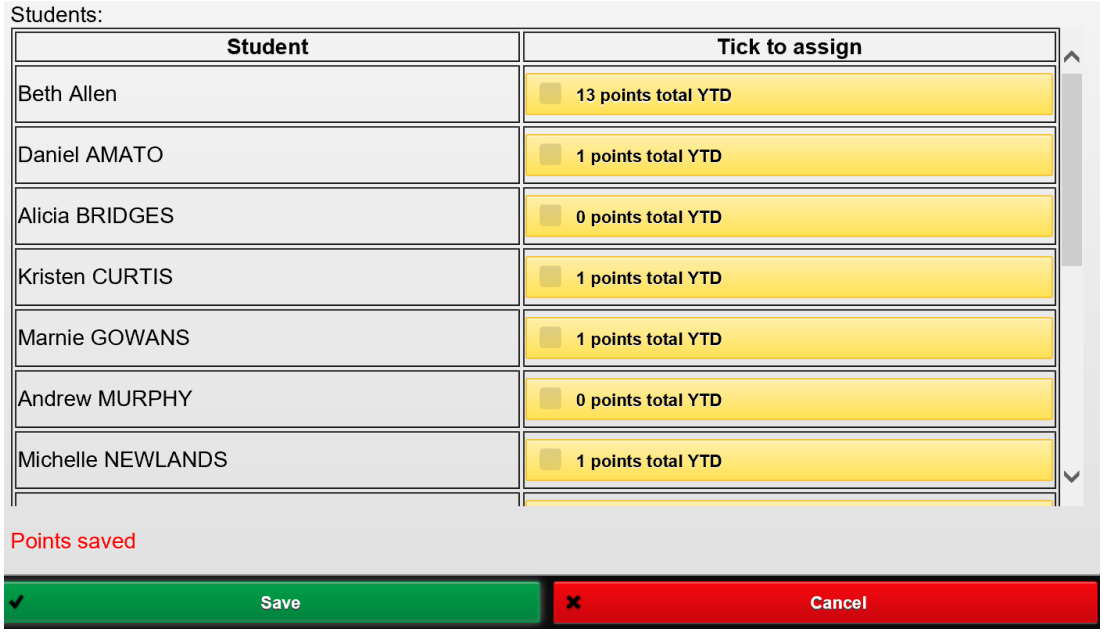
The list of students displayed will be all the students in the class, in alphabetical order. Each student will also have the total number of points that have been assigned to them YTD by all users.

To include a student in the points assignment you only need tick the box next to the student's name.



The list of students is scrollable so you may need to scroll down to reach all students.

Once all students have been selected you only need to click the Save button to save the points assignment for the selected students.

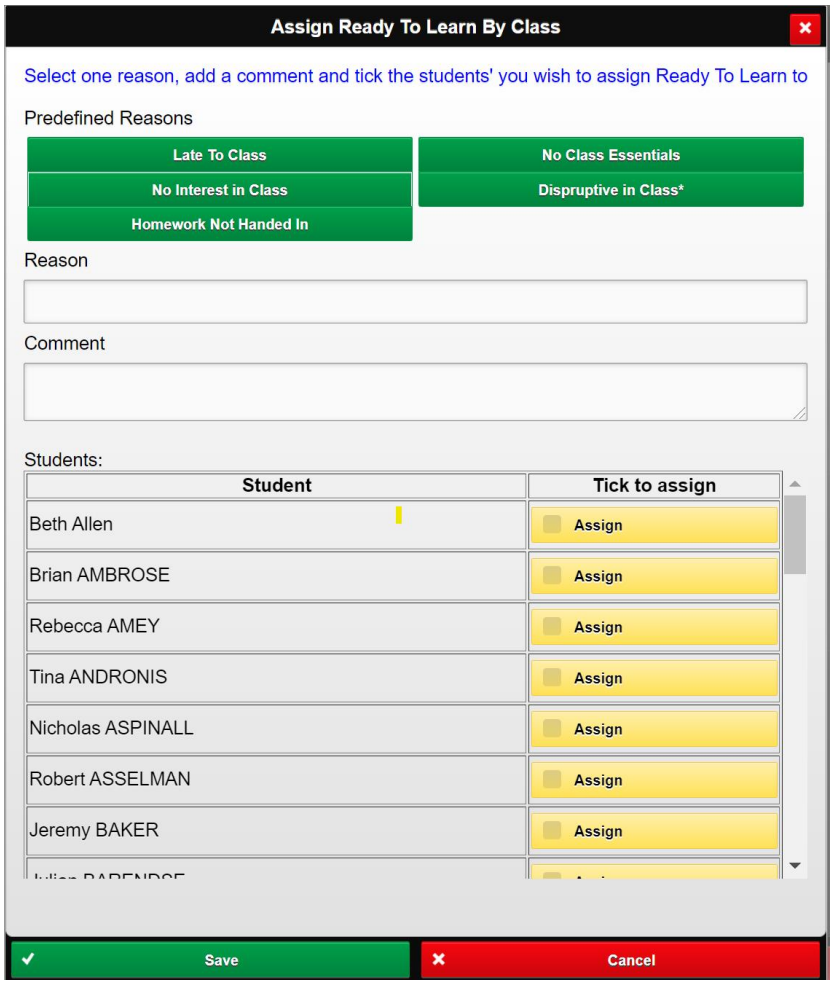


Once saved the screen will display Points saved and refresh with the total YTD points for all displayed students.

Note: The points assignment is based on the date of the class selected. If the date is in the past then the points will be assigned as at that date. The function is not available for dates into the future.

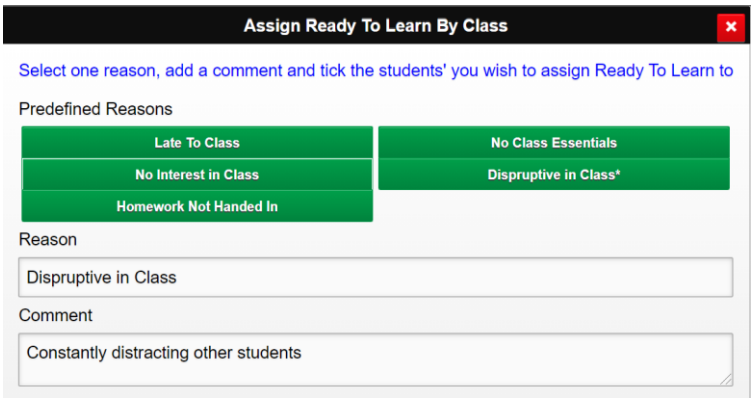
Class Ready To Learn

The Class Ready To Learn function, if available, may be used to quickly assign one selected Reason and comment to any number of students in the currently displayed class. All selected students will be assigned the same reason and comment. If points are assigned to the selected reason then those points will also be assigned to the students. The option may have another name if it has been changed in IDAttend School Setup.



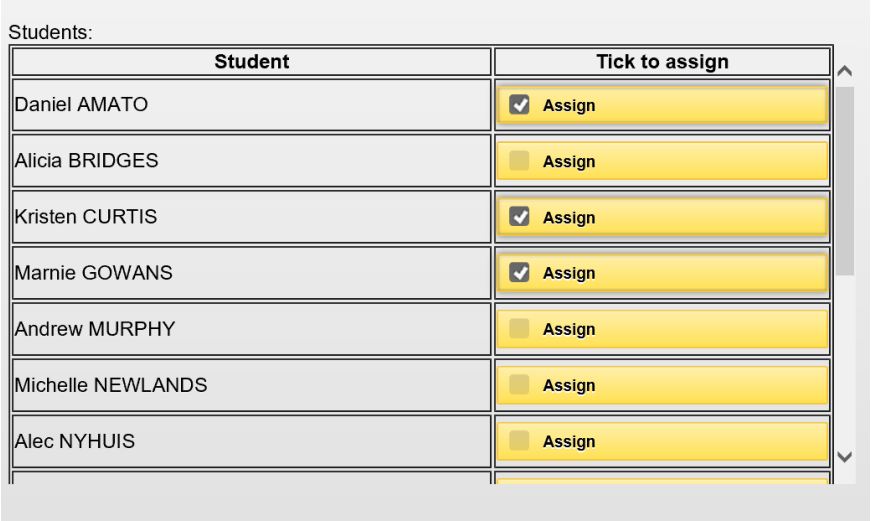
The Predefined Reasons are those defined in IDAttend Tools/Lists/Ready To Learn Options. One entry must be selected from the predefined options and will be displayed in the Reason field. The Reason field is read only.

If a predefined reason has a * next to it this indicates that, if selected, the reason has been flagged as requiring a comment be entered, and the comment should be something meaningful as to why you are assigning this option.



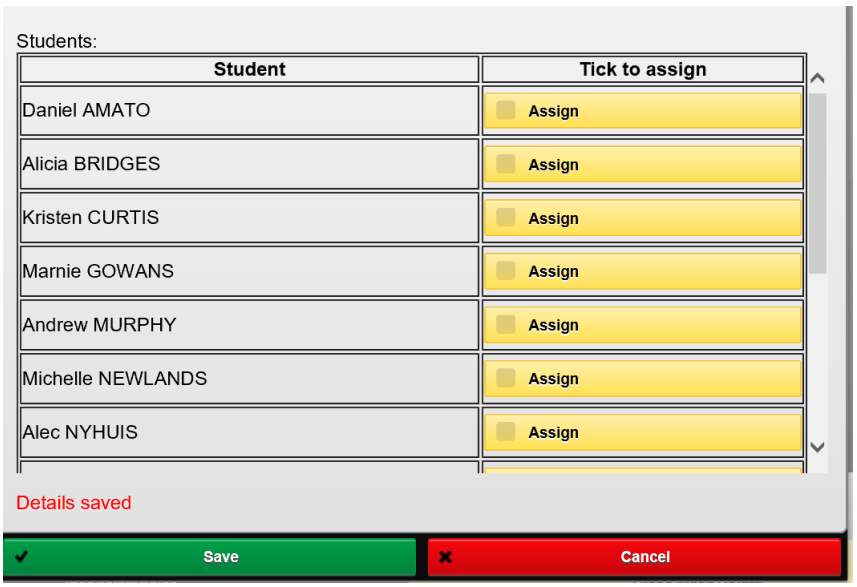
The list of students displayed will be all the students in the class, in alphabetical order. Each student will also have the total number of points that have been assigned to them YTD by all users.

To include a student in the points assignment you only need tick the box next to the student's name.



The list of students is scrollable so you may need to scroll down to reach all students.

Once all students have been selected you only need to click the Save button to save the Ready to Learn option will be assigned to the selected students. Details Saved should be displayed at the bottom of the screen and the all options cleared/reset.

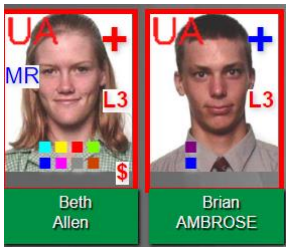


Note: The process may be repeated for the same of different students in the class.

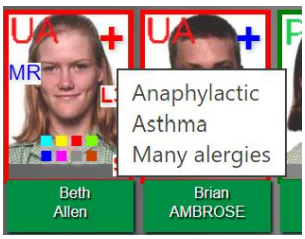
Codes on Student Photographs

If a student has a Blue cross on their photograph, this indicates that the student has a medical condition.

If the student has a Red cross on the photograph, this indicates the student has been flagged as a Medical Alert student. They may or may not have any medical condition details entered.



If you have a device with a mouse and you hover over the cross it should display the medical condition if one has been entered.



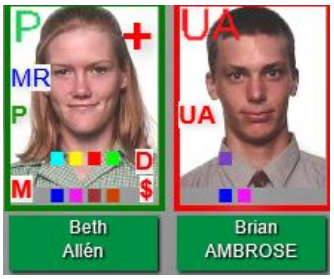
If a student has a detention assigned, for today, then they will have a red D on their photograph.

If a student is currently on a Monitoring Card, then they will have a red M, on their photograph.
Note: The Monitoring Card module name and short name (code) can be altered in IDAttend Tools/School Setup. The short name will be used here if different from the default.

Cross Class students may show in your classes as well. There are students temporarily assigned to your class for the current period on a particular day. They are also referred to as Buddy Class students.
Cross Class students have a red CC on the student's photograph. They should be marked, present or absent as per all other students.

If a student has a Uniform Violation, assigned then either a red U (unexplained) or blue U (explained) will appear on their photograph for the current session.

If a student has been marked Unexplained Absence, Present or Signed Into The Library in the previous period to the one you are marking, then there will be a red UA or green P or blue LIB in the middle left of the student's photograph. This can help identify if you are about to create an attendance inconsistency for this student, depending on weather the student is there or not.

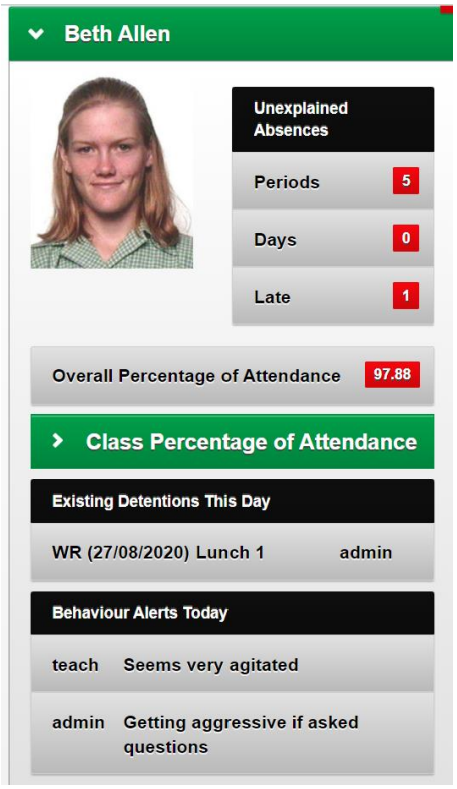


If a student been given Media Release permission a blue MR will appear on the student's photograph.

If the option to Behaviour Levels on the student photographs has been selected, and the student has a behaviour level set then the behaviour level will be displayed on the right, middle.

If a teacher has issued a Behaviour Alert for a student during the day, a red B will be displayed on the right, above the Behaviour level. This may be useful to other teachers who have the same student in other classes that day, to let them know that the student may be agitated over something or being aggressive etc.
Depending on the device you are using and the browser, if you hover your mouse over the B it may display the Reason/Comment entered by the teacher who made the entry.

Clicking on the student's name will display the Behaviour Alerts for that student for today.



Coloured Dots on Student Photographs

The coloured dots that may appear on a student's photograph are:

Left to right top row

Purple – Has a Laptop – if a BYO Device will be **Cyan**

Yellow – Special Education Student

Red – Special Circumstances

Green – International Student

Left to right middle row

Blue – Has High Risk Permission

Magenta – Excellence Program

Grey – Specific Learning Difficulty

or

Brown – Academically Advanced

Rust - General Learning/ESL Support

Left to right bottom row

Dark-red – In-Care Alert Student

Black – High Risk Alert Student

Position currently not used

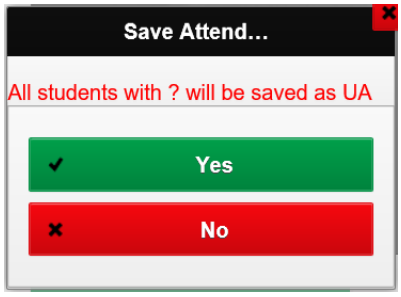
White – LGBTIQA+ Support Student

Taking attendance with students' scanning their RFID enabled student card

IDWeb has the functionality to scan student cards to indicate that students are present in any class.
For this option to work all the class must be showing ? for those students whose attendance is not known.
A suitable RFID scanner, barcode scanner or magnetic stripe scanner must be attached to the teachers device and be in 'keyboard emulation mode'. RFID scanners that beep on scan are best for this.
IDWeb can detect when a scanning device has been used and this puts it automatically into 'scan mode'.
As each student arrives in the class they only need scan their card (touch on the scanner for RFID cards).
The students attendance will change from ? to P. Double scanning of cards will **not** change the student to UA. If the class screen showed UA for a student when it loaded it will change to P. If the student's attendance has manually been changed to UA in this session then scanning that card will **not** change their attendance to P.
Teachers can still manually click on students to make them P if the student does not have their card.

If an invalid scan occurs or the number scanned does not belong to a student at the school, or the card scanned is not associated with a student in this class an error message will be displayed and must be cleared before further scanning can occur.

When all students have scanned their cards there may be some students with ? still. Because the screen is in 'scan mode', clicking the Save button will display the following screen.

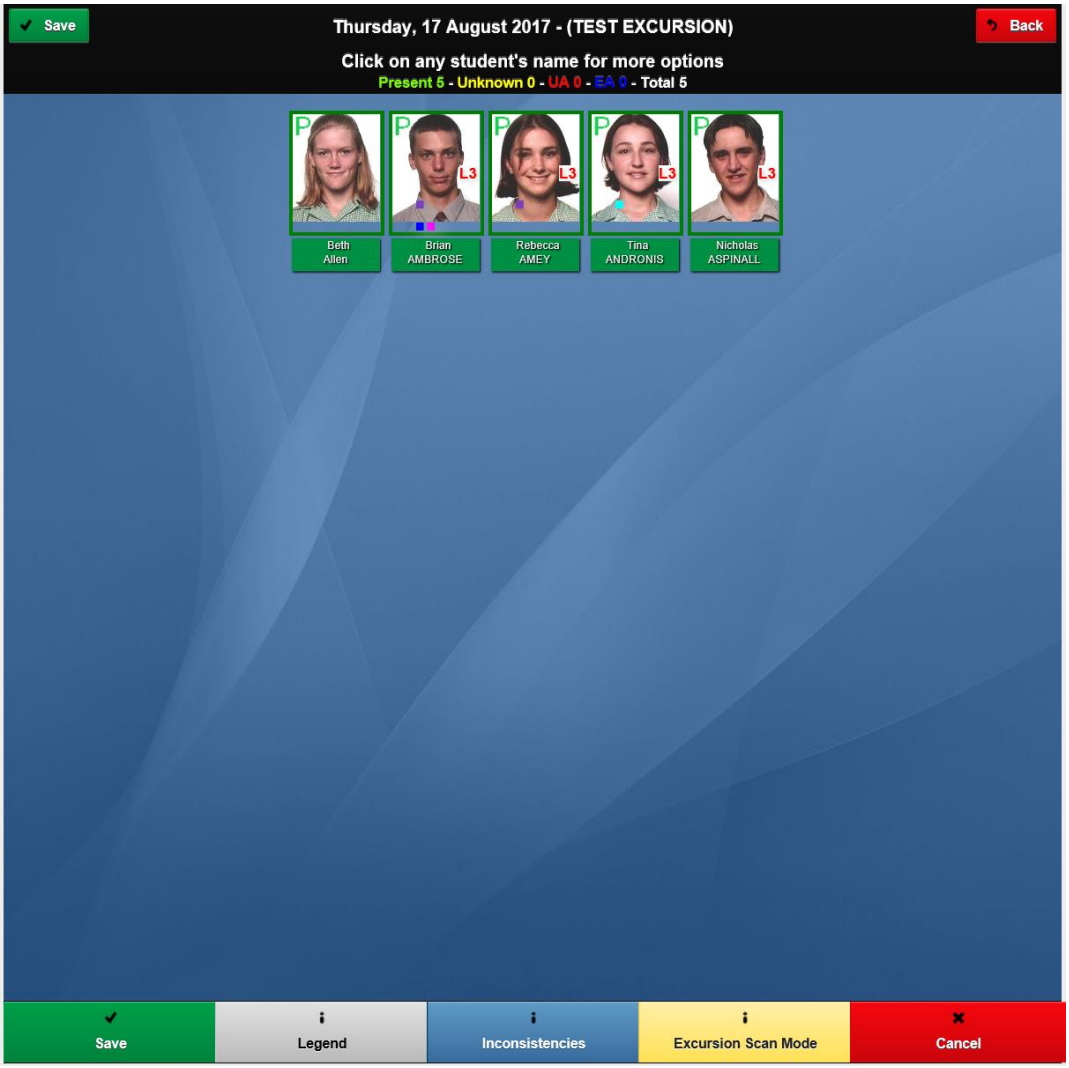


Clicking **Yes** will save the attendance as normal but any student with a ? will have their attendance saved as UA (Unexplained Absence). This feature is only available when the system is in Scan Mode.

Note: If the teacher has a touch screen device then it is recommended that the device screen not be easily accessed by the students when they are scanning. The ability to mark students via a finger click is still active. Also, teachers need to keep a look out for students who may try scanning more than one card. It is recommended that before saving the attendance that the teacher check the number the screen shows as Present against the number of students physically present in the class.

Excursion Scan Mode

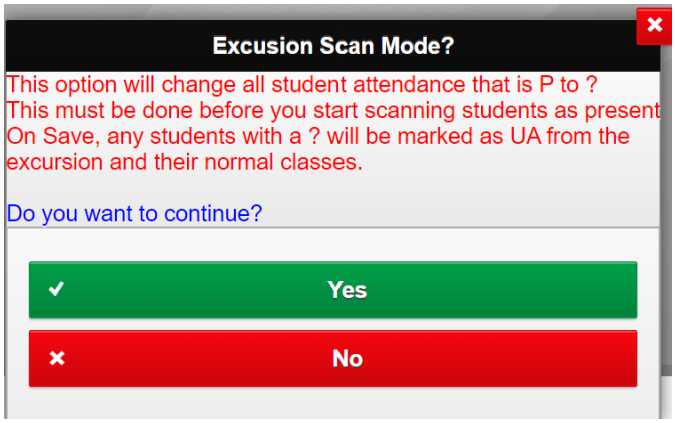
By default all Excursions have attendance set to P (present).



There may be occasions where you need to be able to scan those students who are present rather than assume they are present and Student Scan Mode will not scan students as Absent. Scanning onto a bus, present in an exam etc.
To be able to do this you will need to click the Excursion Scan Mode button at the bottom of the excursion screen. This button only appears on an excursion attendance screen.

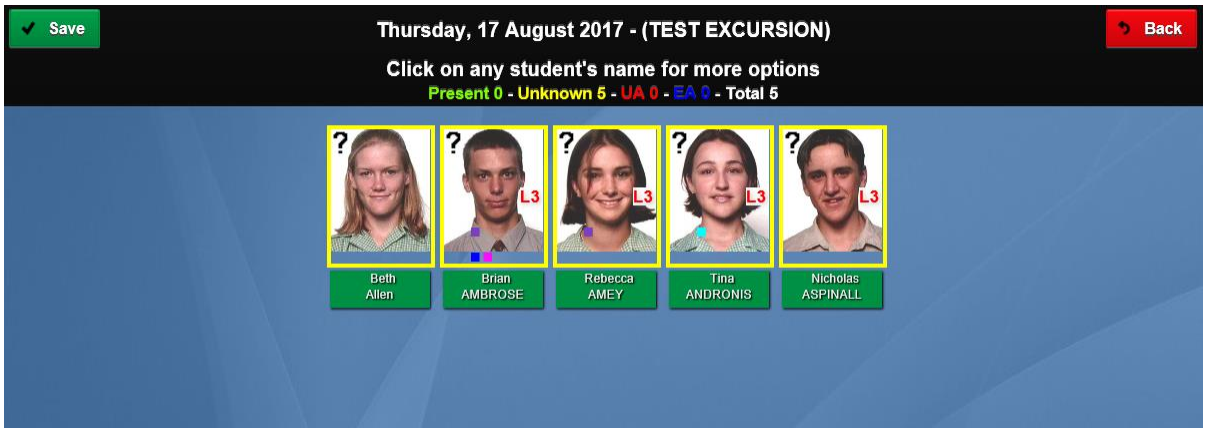
This option MUST only be chosen where you intend to scan one or more student RFID/barcode cards to indicate they are Present. Failure to scan at least one student will result in the screen not functioning in Student Scan Mode on Save.

Clicking this button will display the following screen



Clicking **No** will dismiss the screen.

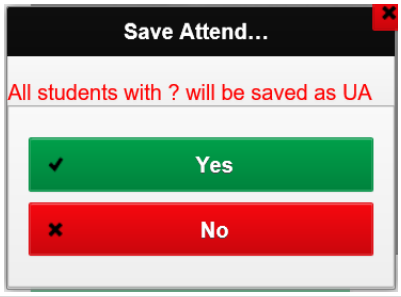
Clicking **Yes** will cause the attendance screen to refresh (reload) and all students who previously had P for their attendance will now be displayed with a **?**. No other attendance type is affected.



As each student arrives in the class they only need scan their card (touch on the scanner for RFID cards).
The students attendance will change from ? to P. Double scanning of cards will **not** change the student to UA. If the class screen showed UA for a student when it loaded it will NOT to P. If the student's attendance has manually been changed to UA in this session or saved as UA, then scanning that card will **not** change their attendance to P.
Teachers can still manually click on students to make them P if the student does not have their card or was saved as UA initially.

If an invalid scan occurs or the number scanned does not belong to a student at the school, or the card scanned is not associated with a student in this class an error message will be displayed and must be cleared before further scanning can occur.

When all students have scanned their cards there may be some students with ? still. Because the screen is in 'Excursion scan mode', clicking the Save button will display the following screen.



Student Options

For options regarding a particular student click on the student's name (under the photograph) for these options. Some or all of these options may not be available depending on the IDAttend options turned on for your login rights. Remember there is no right click or double click functionality in mobile web based applications.
Currently Student Details, Late To Class, Uniform Violation, Student Is Present In Class, Issue Detention, Ready To Learn, Merit Points, Left Class Without Permission, Mark as Unjustified, Send To Timeout, Issue Toilet Pass, Late To School, Explained Absences and Timetable (some options need to may need to be turned on in Tools/Teacher Options in IDAttend, depending on you login access).
This screen will pop up and have the student's name, photograph (if there is one), number of Total Unexplained Periods this year, Total Unexplained Whole Days absent and number of Unexplained Late to School.

Percentage of Attendance is also shown. This is a YTD figure. Curriculum absences are not regarded as a school absence and up to 120 minutes Late to School and Early Departure are not regarded as a penalty.
There is also a Class Attendance dropdown that will show the percentage of attendance for the student in all their classes YTD.

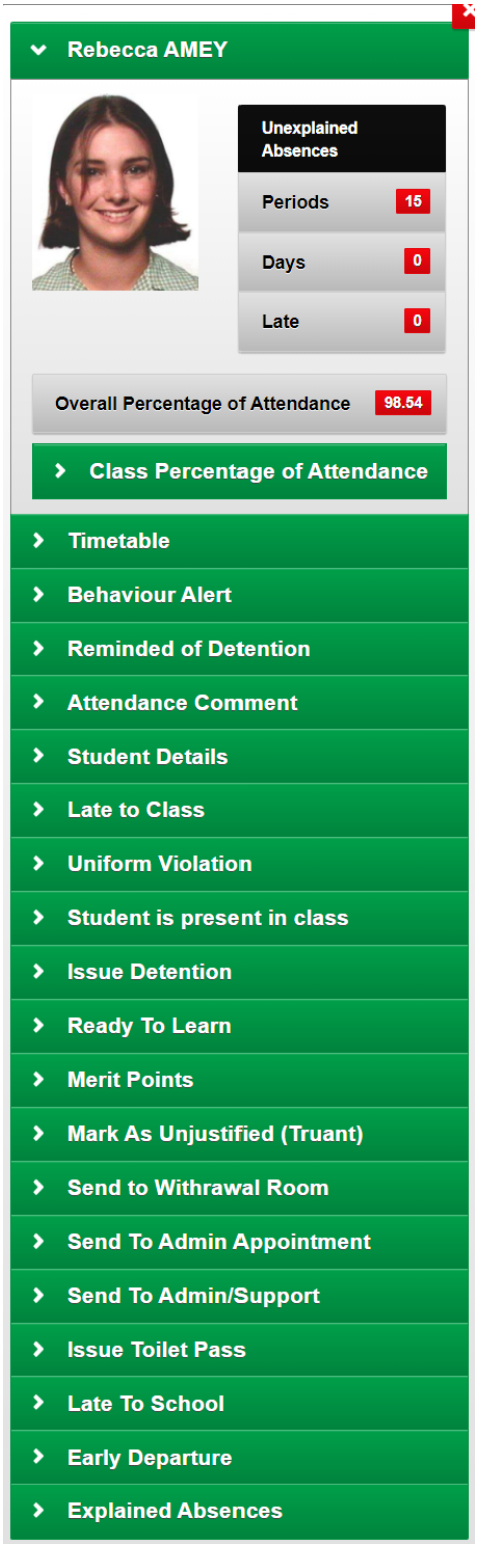
Any uniform violations for the day will be displayed and who assigned them (red is Unexplained and blue is Explained.

Any Detentions assigned to the student for the current day will also be displayed. The Reason, When and Who assigned the detention will be displayed.

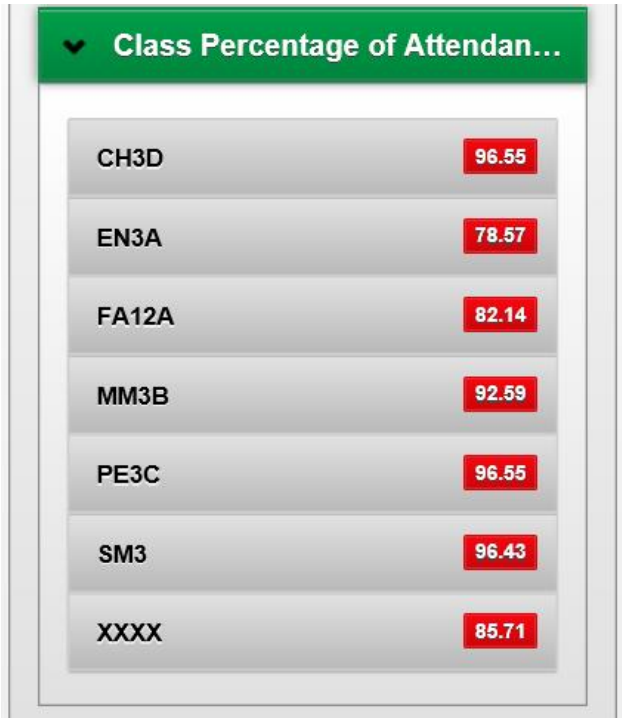
Any Merit Points assigned to the student for the current day will also be displayed. The Reason, Who assigned the points and the number of points will be displayed.

There are a large number of factors that govern how quickly this information is displayed. It may take a second or two for the information to be displayed.

To use any of the options available just click on the item header. The currently open section will close, and the entry selected will open.



Clicking the Class Percentage of Attendance will display the percentage of attendance YTD for all classes the student has been assigned to.



Student Timetable

The Timetable screen is for information purposes only. No changes can be made from this application.
As this application must make provision for use on small screen devices it only shows one day at a time.

Selecting the Timetable option will show the timetable for the student for the current day in the timetable cycle. The Day and Date are shown so you know what day/Date you are viewing

Breaks are shown in green.

The current period, if applicable, will be shown in Yellow (only for the current date).

If there is a class associated with a period or session then the class code, teacher and room will also be shown, including teacher and room changes for that day, otherwise it will be blank.

If there is any existing attendance for a class then it will be shown in the right hand column. ? indicates attendance not know, P (green) is Present, UA (red) is Unexplained Absence, LS (red) is Late to School Unexplained , LS (blue) is Late to School Explained. All other absence types are blue and indicate an explained absence as shown.

To see another day, e.g. Wednesday just click on the Day 3 button at the top.
Clicking a Day button for an earlier day in the week will show that day along with the attendance for that day, if any.
The day buttons will usually only allow you see the current timetable week.

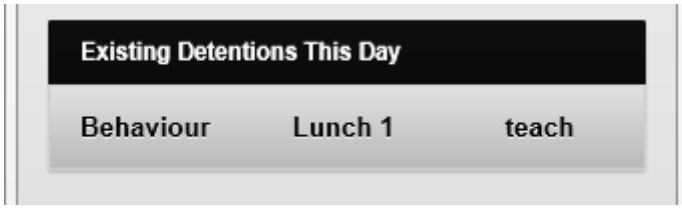
If the screen is blank for the selected day this indicates that no timetable, future or past, could be found for this student.

Behaviour Alert

This option may be used to alert other teachers that have classes with the selected student, that day, that this student appears to have a behavioural issue on the day and that they should be try and avoid any direct confrontation with the student. Refer to the section Codes On Student Photos. An entry will also be made in the Ready To Learn Log and there is an option to filter by 'IDWeb Behaviour Alert'.

Reminded of Detention

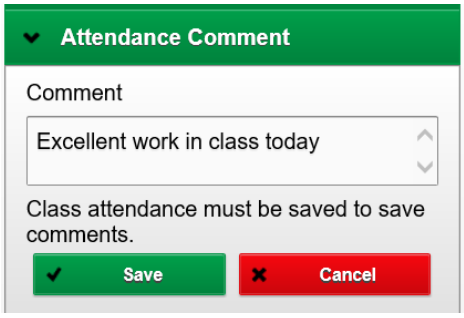
This option may be used to tell the system that student has been reminded of a detention on the current day.
It cannot be used for past or future dates. The student in question will have a red D on their photo on the class attendance screen and there will be a one or more detention entries when you click on the student name.



Click the Save button to save the reminder details.
You will get a confirmation that the reminder was saved.
If the student does not have a detention today then you will be informed of this.

Attendance Comment

This option can be used to add or update a comment that will be associated with the student's attendance in the class for the current day/period. This option is available for all users.



There is no practical limit the length of any comment you wish to enter.

Comments are not saved until the class attendance is saved. If you do not save the attendance any comments entered will be discarded.

Only students with either Present (P) or Unexplained Absence (UA) will have any comment entered, saved.

Student Details

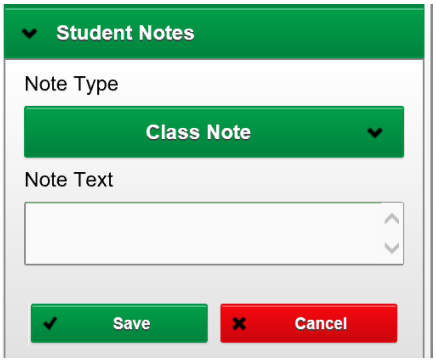
This option shows basic student details, including any medical information that has come from OneSchool or entered manually into the student's details. Behaviour and Attendance Levels are the current levels set in IDAttend. Monitoring Card shows the monitoring card start and end dates. No editing can be done from this screen. It is purely for information only.

Student Details

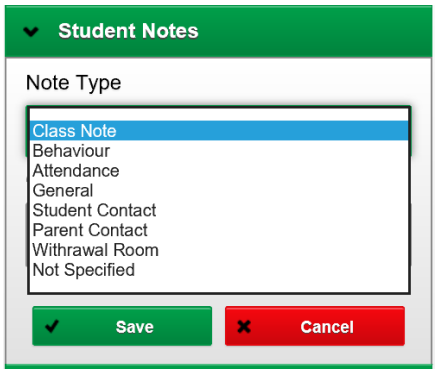
Student ID	ALL02
Name	Jess ALLFORD
Legal Name	Jessica ALLFORD
Gender	F
Status	A
Year	11
Home Group	FA11A
DOB/Age	29/10/2004 16 Y 5 M
Has Medical Condition	Yes
Medical Condition	fghfdghdfg
Medical Alert	Yes
Legal Order	Yes
Financial	No
Campus	Senior
Email	kevin@idattend.com.au
House	GREEN
MIS ID	ALL02
LUI #	4567
PIN #	12345
Other ID #	0782145244
Verified Student (AIMS)	Yes
Special Circumstances	xxx
Behaviour	L3 - Level 3
Attendance	Amber - Low Level
Monitoring Card	
Laptop	BYO Device
SRS PAF	Yes
LGBTIQA+ Support	Yes

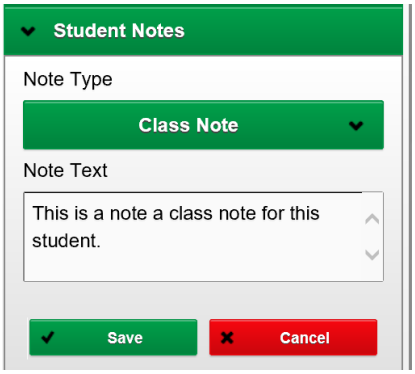
Student Notes

If the option to allow teachers to enter student notes has been enabled in IDAttend/Teacher Options, then this option should be available for teachers. It is always available for Coordinators and Admin staff.



The Note Type defaults to Class Note for all users but can be changed by selecting a different option from the list. If entered from Student Search to the default Note Type is General.





Type in the Note Text for the student. There is no practical length limitation.
The current Date/Time will be used for the note.

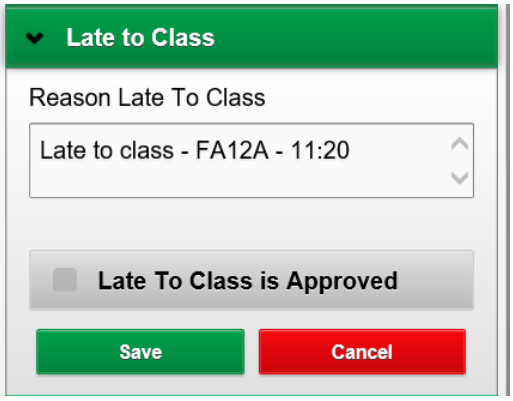
Where you are happy with the formatting of the Student note you can Click the Save button to save the note or Cancel will clear all fields back to the defaults.
Student notes may be seen for the student on the Student Details screen in IDAttend by clicking the blue Student Notes button.

Late to Class

This option is only available if it has been turn on in IDAttend for teachers. The Reason Late To Class will default to the below text and the time when you clicked on the student. Extra text may be added if desired. There are options of Approved or Not Approved and can only be assigned if the student's current attendance is P. You must first make the student is present (P) before selecting the Late to Class option. If either Yes or No is clicked the Late To Class will be committed and cannot be undone from this application. The time arrived late is the time at the end of the Reason Late To Class. It may be altered if need be but DO NOT alter any other part of Reason.

By default the Late To Class is Approved is not ticked. If the Late to Class is Approved this box should be ticked.

If Late To Class (Not Approved) is set to issue and automatic detention, the user will be informed of the detention date assigned by the system.



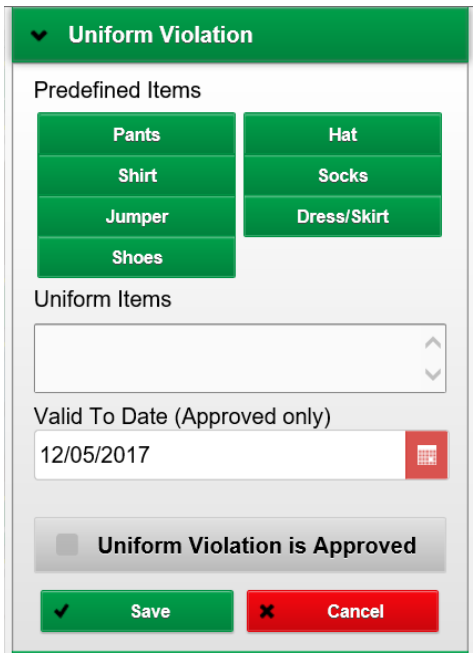
Uniform Violation

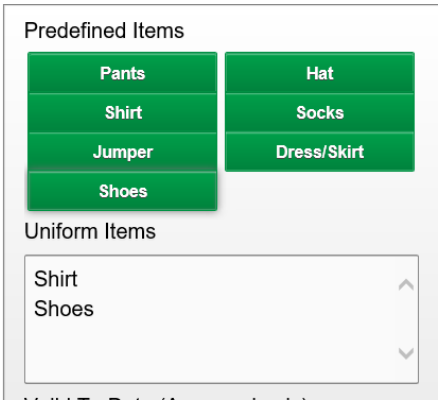
This option is only available if it has been turn on in IDAttend for teachers. This option can only be selected if the student's current attendance is either ? or P. Multiple items may be selected from the predefined items list or you may enter other items in the Uniform Items section.

The Valid To Date will default to the current class date but a date in advance of the current date may be selected if the student has a note from a parents asking that the uniform violation be allowed up till a specified date. This option is only valid if the Yes button is clicked to save the violation.

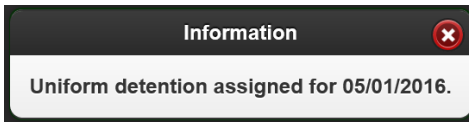
By default the Uniform Violation is Approved is not ticked. If the Violation is Approved (has a note or similar from parent) this box should be ticked.

Click **Save** to save the violation.





If a Not Approved Uniform Violation is associated with an automatic detention, IDWeb will also issue the detention and inform the user of the detention date assigned.

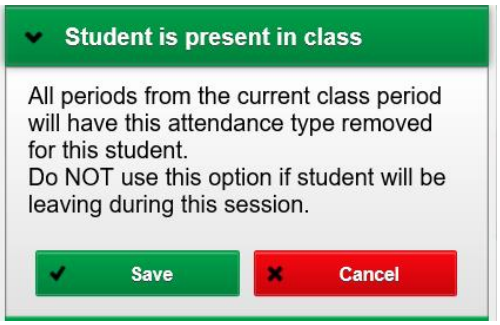


If a Pass Printer has been defined for the IDWeb device you are using, a Uniform Pass and if assigned, a Detention Slip will be printed to that receipt printer. Only network receipt printers can be used at this time.

Student is present in class

This option is only available if is has been turned on in IDAttend for teachers.

If a student has a predefined attendance for your class, such as, Sick, Holiday, Excursion, Off Campus, Work Experience or Timetable Variation and the student is present in the class regardless you have the option of selecting Student is Present in class.



NOTE: If the student is leaving during your class for this 'other event' then do NOT use this function. Leave the student's attendance as it is.

Clicking Yes will remove the student from the pre-existing attendance from the current period onwards. Previous periods will not be removed.

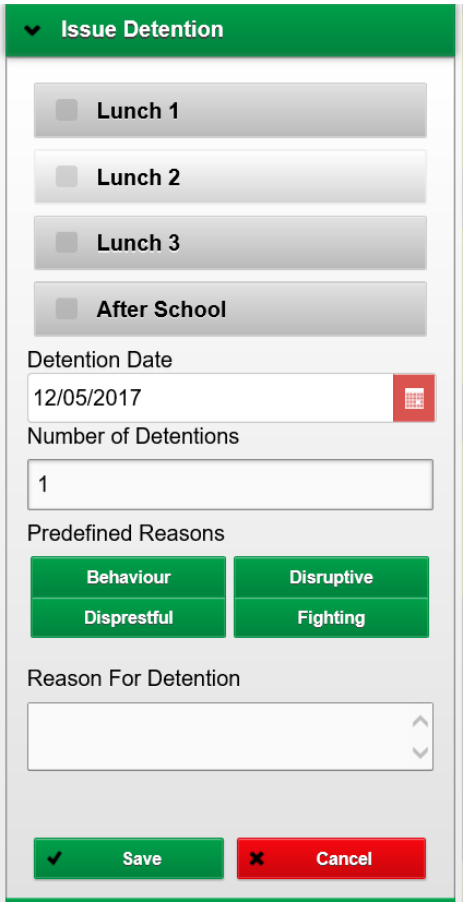
The student's attendance will remain as the original attendance but it will also show a blue P indicating they are present. It cannot be changed by clicking on the student again.
If the class were to be reloaded it would show a green P.

Note: If the student is on an excursion, and they are marked Present in Class then the actual excursion entry is not removed from the student's attendance. If the period marked Present in Class is after the start period of the excursion the student will show as being on the excursion for the earlier periods, even though they may not have done so. The earlier class teacher/s may not have noticed the student in their class or the student did not attend the earlier classes. The same applies to Timetable Variations.
This option cannot be used if marking an actual excursion or timetable variation.

Issue Detention

This option is only available if your login rights allow it and the detention options available also depend on the options set in IDAttend.

The Detention Date will default to the current date but you may change it to a future date if desired. There is no guarantee that the detention will be assigned on any date selected. There are many factors that determine when a student will be assigned the detention, including current time, defined detention days etc. The system checks for up to 70 days in advance for the first available/valid detention date on which the student does not already have a detention of that type and does not have any predefined attendance where they will be away from school on that day.



Click or tap on the detention type/s you wish to issue. Any number may be selected (ticked).

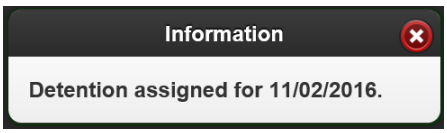
The number of detentions to issue defaults to 1 but may be any number between 1 and 5. Entering 2 or more will cause the selected detention types to be issued on multiple days.

Predefined Reasons setup in IDAttend will be displayed. You may select one of these or enter your own reason.

If the option of Require User To a Select Pre-defined Reason For Detention is ticked in the IDAttend Detention Options the user must select one of the pre-defined reasons. Extra text may also be entered.

To issue the detention click the Save button.

The detention will be issue and the user informed of the selected detention date.



If a Pass Printer has been defined for the IDWeb device you are using, a Detention Slip will be printed to that receipt printer. Only network receipt printers can be used at this time.

If the option to Send email to students when Assigned a detention is ticked in Detention Options in IDAttend, an email will be sent to the student with the detention details.

If the option to Send email to user who assigned the detention is ticked and the Email detention absences only option is not ticked in Detention Options in IDAttend, an email will be sent to the user with the detention details.

Important information about emails

The sender email address used will be the user who assigned the detention.
If an alias email address is entered into the Sender Email Address (AUTOMATED EMAILS ONLY) in Email Setup, then this address will be used as the sender of the email. As teachers or any other staff may assign a detention in IDWeb all of those users must have permission in Office 365 to send on behalf of the alias email, unless the Reply Address option only is used and in that case the email will show the users email as the from address but if replied to will default to the 'reply' alias address.

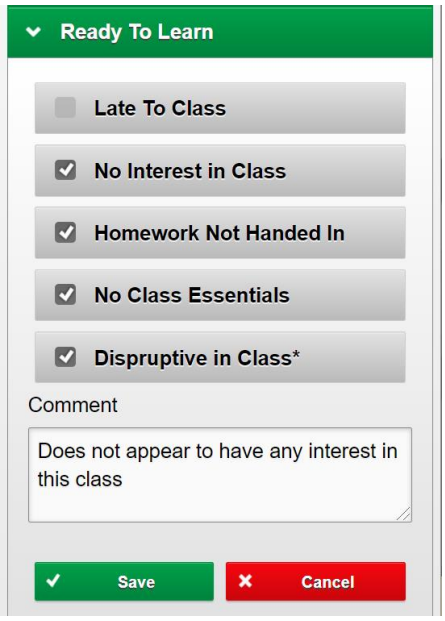
Ready To Learn

The Ready to Learn option will only be available if the Ready To Learn Options have been setup in IDAttend.

The name of the option may also be different as schools have the option to rename it in IDAttend.

The different options available are intended to allow teachers to record various entries against individual students for the selected Date/Class/period. These are generally negative comments but some may be positive. Each entry has a number of points assigned to it. These entries are intended to be reviewed by year level coordinators or school management to help identify students who may be having issues.

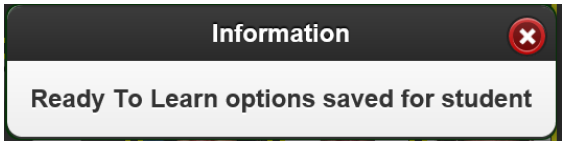
The available options are school defined so the number and titles will vary from school to school.



Tick any number of entries you wish to have recorded against the student for the current class/day/period.
A comment may be added if needed. The same comment will be added to each entry when saved.

If a predefined reason has a * next to it this indicates that, if selected, the reason has been flagged as requiring a comment be entered, and the comment should be something meaningful as to why you are assigning this option.

Click the Save button to save the entries.



Click on this option for the same student will display the entries, if any, that have already been selected and saved. You can add more entries if desired or untick any you no longer want saved for the current day/class/period. Unticking them all and saving will delete all previous entries for the day/class/period that may have already been saved.

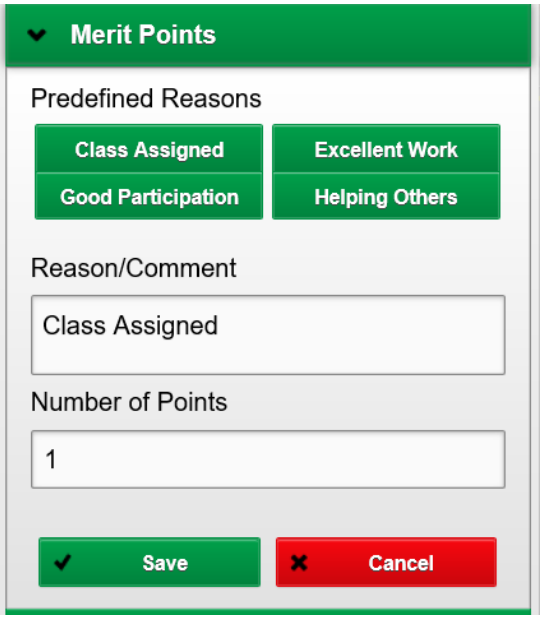
Merit Points

The Merit Points option will only be available if your login rights allow access to it. This is setup in Tools/Teacher Options in IDAttend.

The name of the option may also be different as schools have the option to rename it in IDAttend.

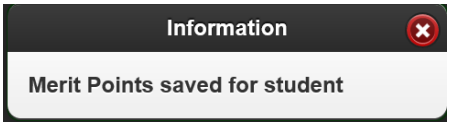
Merit Points is designed to allow teachers to assign any number of 'merit points' to students if so desired for whatever reason they deem necessary.

The available predefined reasons are school defined so the number of titles will vary from school to school.



The default, from the Class Attendance screen, is Class Assigned and 1 point. If from the Student Search screen the Class Assigned option is not available. This allows teachers to just click the Yes button to save the entry. Any of the other options can be selected if required and/or any reason/comment can be entered. A reason/comment must be entered and the student must have been marked Present (P). The predefined options may have a default number of points associated with them. If so the number of points will change to suit when that option is selected. The number of points may be varied and be either a positive or a negative number. The school may have set a maximum positive and/or negative for the number of points that can be assigned, and this will be validated.

Click the Yes button to save the entry.
If the number of points is blank or 0 then 1 point will be assigned.
When the entry has been saved the following screen will appear.

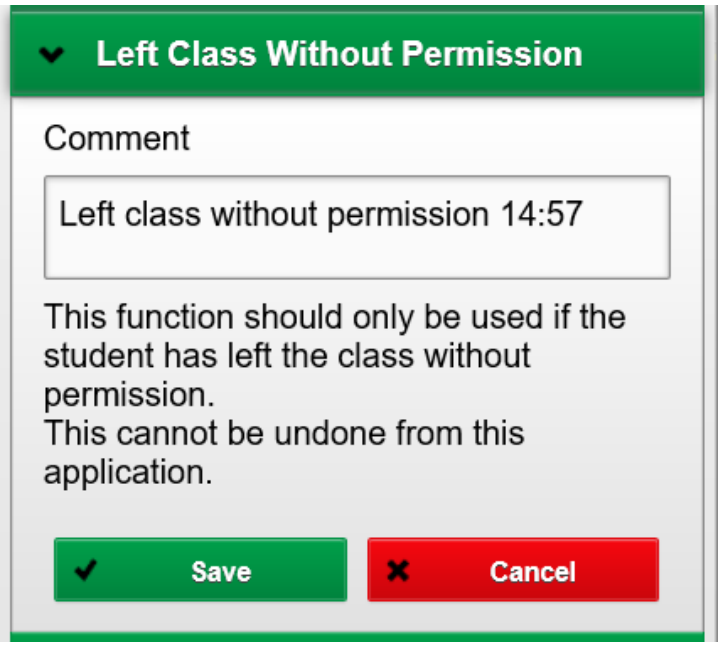


There is no limit to the number of entries that may be made per class/day for any student.
There is currently no way to delete an entry made in error for this application but you can add another entry with a negative value for the points to in effect cancel out the points. You could also add something to this effect in the comment.

Left Class Without Permission

The comment must be entered but defaults to Left class with permission, and the student must have been marked Present (P) to use this function.
any additional text may be added to the comment if required.

This function may only be used during class time on the day. It cannot be done later.

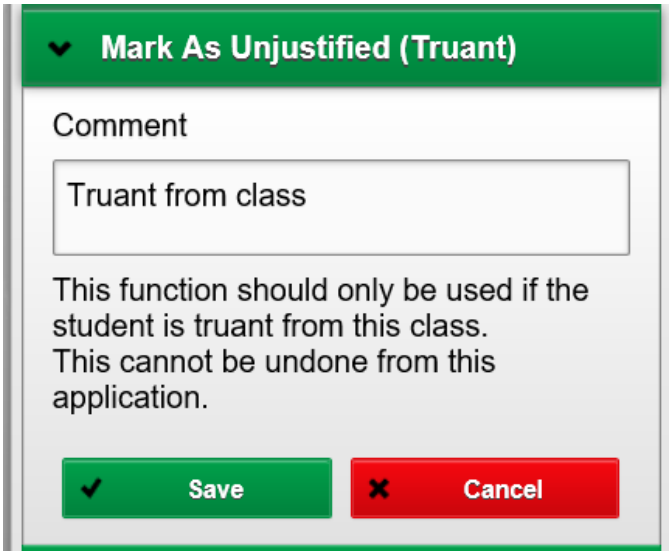


If the Save button is clicked the student's attendance will be set to P with LWP in red.

Also an alert will be sent to all admin users, who are watching Alert Student, in IDAttend of the fact, if the Alert Module is in use.

Mark as Unjustified (Truant)

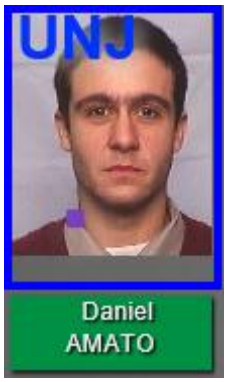
The comment will default to Truant from class. This option can be used if the student's attendance is ?, P or UA



To save the entry just click the Save button. Click Cancel to discard the entry.
Once saved you cannot change the entry.

When saved the student's photograph will have UA and UNJ on their photo.

If the class is reloaded the student will show only UNJ on their photograph.

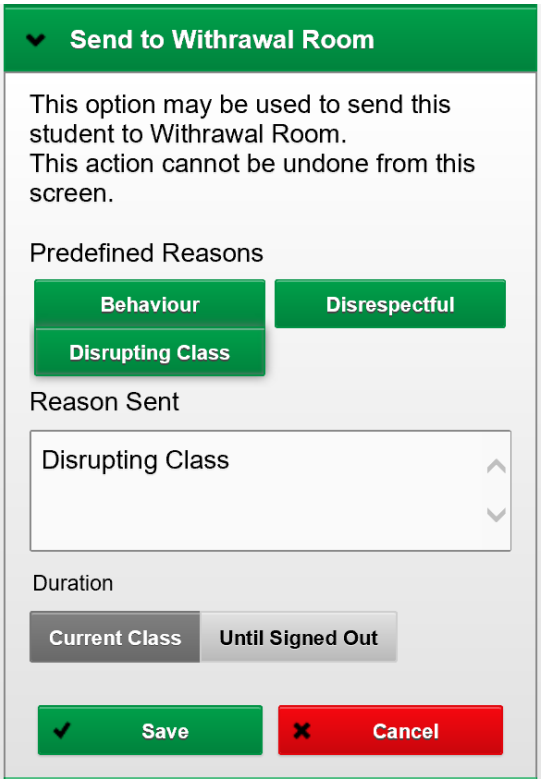


Send to Timeout

The Send to Timeout (Timeout can be renamed, so may be called something else on your screen) can be used to send a student to 'Timeout' from the current class.

This function can only be used during the actual class time on the actual class day.

The student must first be marked present, P, to use this function.



If Predefined Reasons have been setup in IDAttend you can select one or more of those and/or add the reason manually.

The default time sent is for the balance of the current class, including multi session classes.

To save the entry click the Save button or No to cancel the entry.

Once saved you will receive a confirmation and the 'short code' for Timeout will appear on the students photograph.

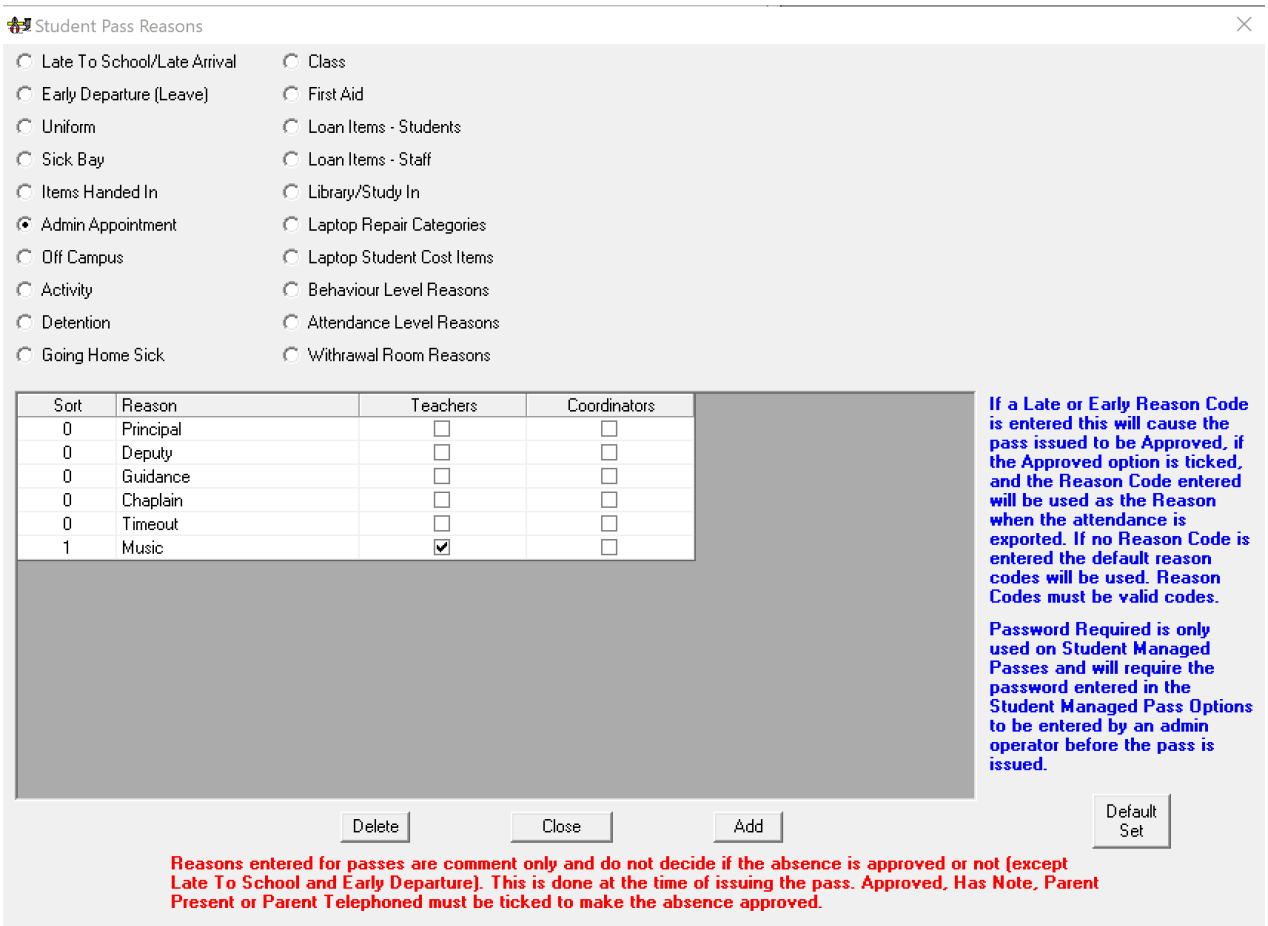
If IDAttend has been configured to issue a detention when a student is assigned to Timeout, the user will be informed of the detention date assigned.

Send to Admin Appointment

The Send to Admin Appointment option is not available for Teachers or Coordinators in IDAttend but can be made available in both log types in IDWeb. To initially enable this option you need to turn on the options Allow Teachers To Send Students To Admin Appointments In IDWeb and/or Allow Coordinators To Send Students To Admin Appointments In IDWeb. Only tick the options you want to enable in IDWeb.

In IDAttend go to Tools/Lists/Student Pass Reasons

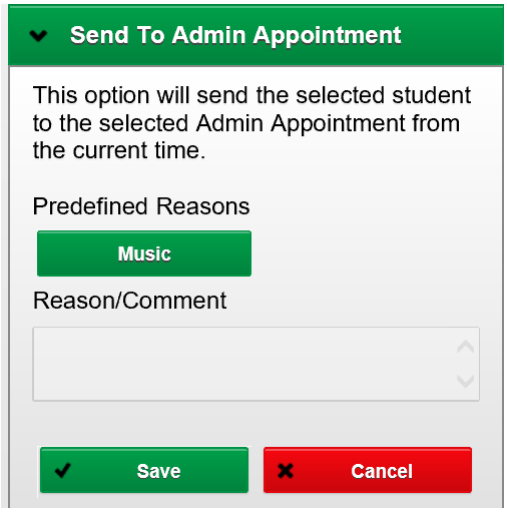
Select Admin Appointment.

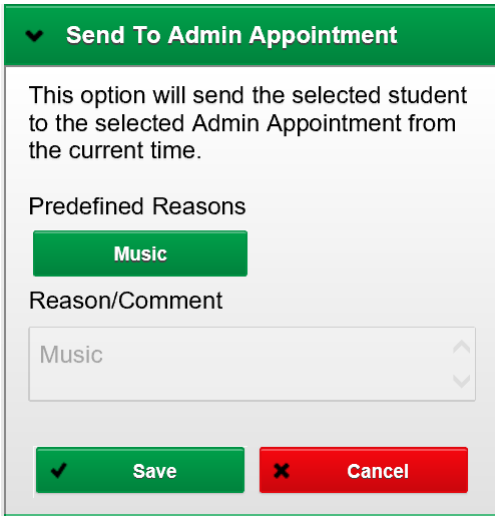


The existing options that you have set will appear but there will also be a Teachers and Coordinators columns with tick boxes.
The tick boxes can be used tell IDWeb which options to display for teachers and for coordinators. The options selected can be totally different for either and these staff really need to understand what these function do.

In our example here, we have only enabled the Music option for Teachers. Your options will likely be very different.

In IDWeb the Send to Admin Appointment option will appear. The only reasons that will be shown will be those that have been enabled for the login type of the users. Admin Users have all Admin Appointment options available.





Click an available option that you want to send the student to. Two options can NOT be selected.
For teachers and Coordinators the Reason/Comment field cannot be edited at this point in time.
For admin users extra text can be added if need be.
Click Save to send the student to the Admin Appointment or if desired Cancel to clear the field to default settings.
The Admin Appointment will be saved at the current date/time and must be in the class time and cannot be set to a date/time in advance.

There is a procedure for music teachers when students are sent to music via an Admin Appointment in IDAttend.
If you are not you aware of it please contact Shaun or Dewald for further information.

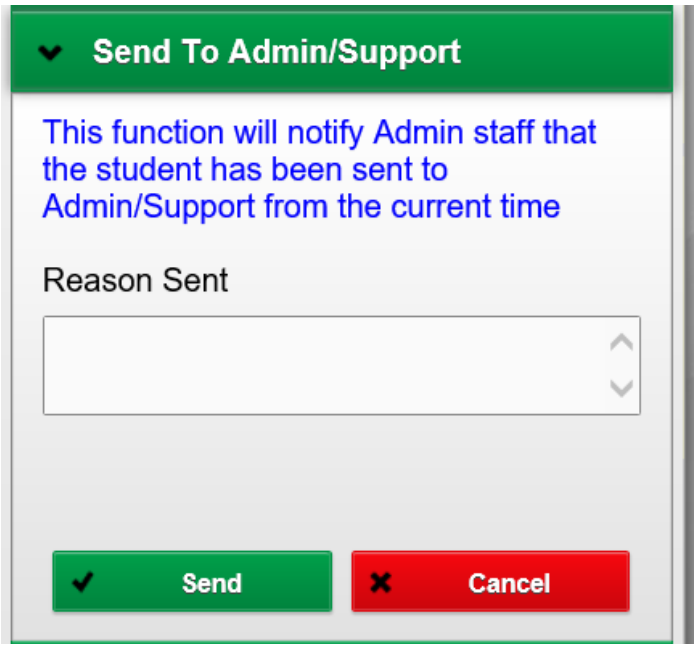
If a Pass Printer has been defined for the IDWeb device you are using, an Admin Appointment Pass will be printed to that receipt printer. Only network receipt printers can be used at this time.

Send To Admin/Support

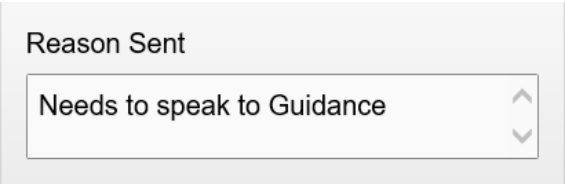
The option to allow teachers to Send a student to Admin/Support must be turned on in Teacher Options in IDAttend.

This option can only be issued during the class time. They cannot be issued if the class date is not the current date.

The option will send an Alert/Message to all Admin staff that you have sent to student to Admin/Support from the current time.



The **Reason Sent** must be entered and only needs be a short reason why they are going.



Click the **Send** button to send the notification to Admin.

Toilet Passes

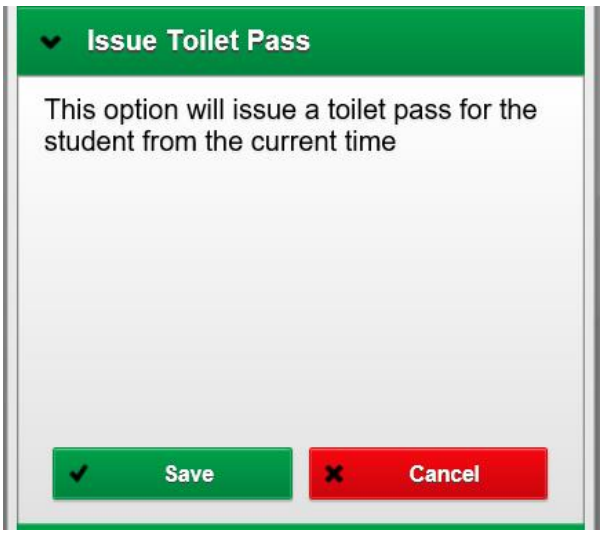
The option to allow teachers to issue Toilet Passes must be turned on in Teacher Options in IDAttend.

This function can be handy for schools to track who/how often/during which class/how long they were gone and if they returned to class or not, for students who request to use the toilet facilities during class time.

Toilet passes can only be issued during the class time. They cannot be issued if the class date is not the current date.

Toilet Passes is a two-part function.

Clicking on a student's name on the class attendance screen will have the option of Issue Toilet Pass.



To issue the pass just click **Save**.

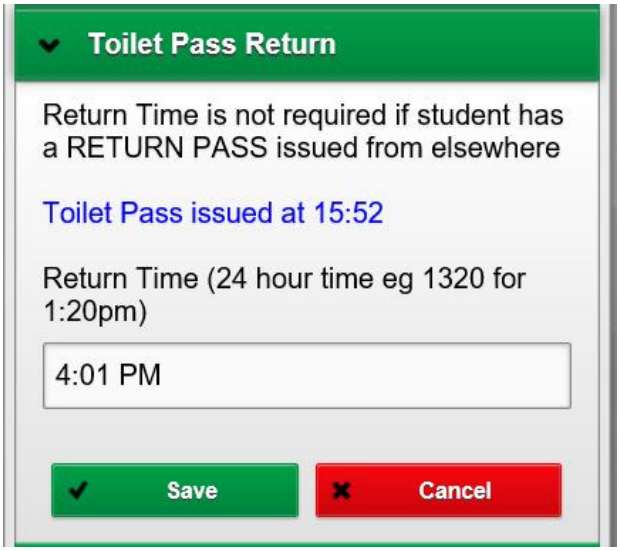
An confirmation that the pass was issued with be displayed.

If a Pass Printer has been defined for the IDWeb device you are using, a Toilet Pass will be printed to that receipt printer. Only network receipt printers can be used at this time.

When the student returns to the class you can again display the student menu and the Issue Toilet Pass option will now be named **Toilet Pass Return**.
If the student has a RETURN PASS issued from elsewhere there is no need to process the Toilet Pass Return.

The option will show the time the original toilet pass was issued.

The Return Time will default to the current time but this may be altered if required. 24 hour format must be used if entering a time.
The return time can be changed to a time during the class it actually occurred if required. Return time outside the class time is not permitted.



To save the return to class click **Save**.

An confirmation that the pass was issued with be displayed.

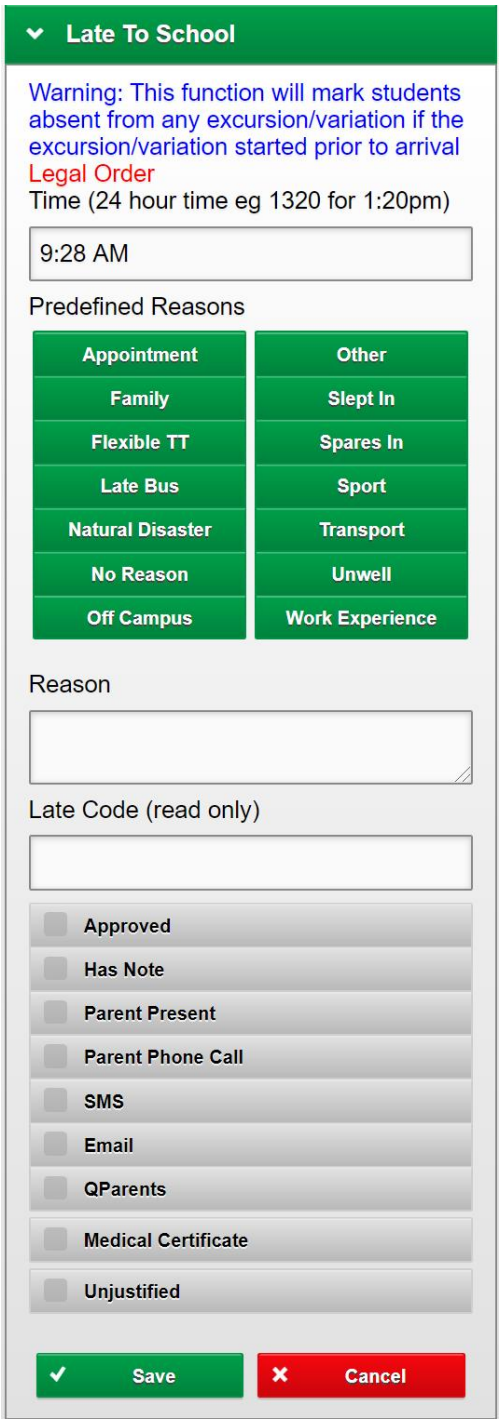
Late To School

Late to school will only be an option for teachers if this have been turned on for teachers in IDAttend Tools/Teacher Options. It is generally only intended for Primary Schools where the students do not come to the office to sign in late.

For Teacher level users only - each reason that may be shown must be ticked in the Teacher column in IDAttend Tools/Lists/Student Pass Reasons – Late To School section. By default, none are ticked. These options only affect teacher level users.

The function can only be used in the current class period on the current day. The Late To School option will only be available for the current date.

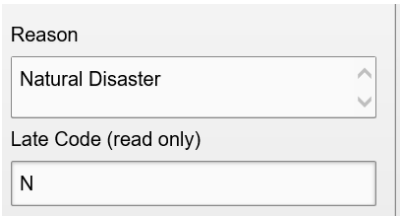
The student in question must have been marked present (P) to use this function.



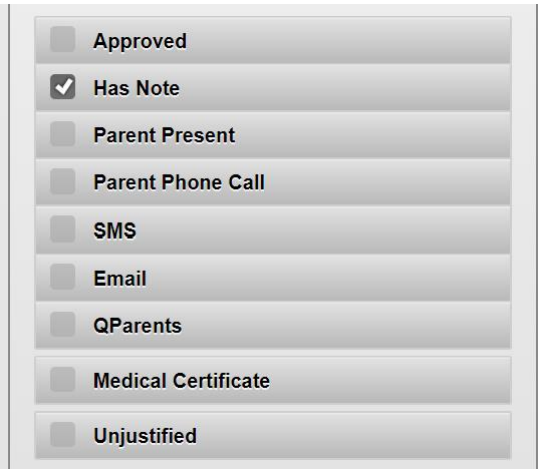
The **Time** will default to the current time. This may be altered if required. All times must be typed in in 24 hour format. E.g. 9:10 AM would be entered as 0910 1:20PM would be 1320. The AM/PM will be added for you.
The time can only be between 6:00 AM and 11:59 PM. Validation is done to ensure it is with school hours.

The **Predefined Reasons** will likely differ from school to school as these are school defined. Only one predefined reason may be selected. Addition text may be entered as well. If the reason late is not in the Predefined List you may type a reason in.

Late Code is a field that is for display only. If you select a Predefined reason that has a special attendance code associated with it, such as Natural Disaster, then the letter N would appear in this field and usually **Approved** will be ticked. If you were to remove the selected Predefined reason completely this code would disappear as well and the **Approved** tick will be unticked. Selection a different Predefined reason that does not have a Late Code associated with it will clear the Late Code field. Not all, or perhaps not any predefined reasons have a Late Code associated with them.



'Approval' options



There are a number of tick box options that can be selected that will 'approve' the late to school. Only those options that are relevant, if any, should be ticked.
If no 'approval' options are ticked then the Late To School will be regarded as not approved.

If the Late To School is not approved, and an automatic detention is associated with Late To School, a detention will be assigned.

The **Unjustified** tick box will only be available if this option has been turned on in IDAttend. This option should only be used if one of the approval tick boxes has been ticked and it is considered that the explanation for leaving is unreasonable in the Principal's opinion.

Medical Certificate should only be ticked if a medical certificated has been provided as evidence of the reason late.

Click **Save** to save the Late To School. A confirmation message will be displayed.

If a Pass Printer has been defined for the IDWeb device you are using, a Late Pass and if assigned, a Detention Slip will be printed to that receipt printer.

If the student has arrived at school prior to a detention on the day of the Late to School that detention will be reinstated to the current day.
If a detention has been reinstated and if the Pass Printer has been setup a list of the all of the students detentions into the future will be printed, if the Late to School was approved.

If the student was on an excursion and has arrived prior to the commencement of this and may already have been marked absent from it, the excursion will be reinstated for the student.

Any timetable Variations that the student may have on the day and may have already been marked absent from will be reinstated from the arrival time.

Only network receipt printers can be used at this time.

Once the Late to School has been saved a LC (Late to Class) will be displayed on the student's photograph. Red if not approved and blue if approved. Any previous periods will be marked LS (Late to School).

The LC may change to LS is the class is reloaded and the Late to School was less than the school defined number of minutes before end of the period. The default is 5 minutes.

Please note: At this time the Late to School function will mark a student absent from an excursion if they arrive at school after the excursion start time. It will be the same absence type as the late to school.

This option is available from the Student Search screen for all users if permitted by your access rights.

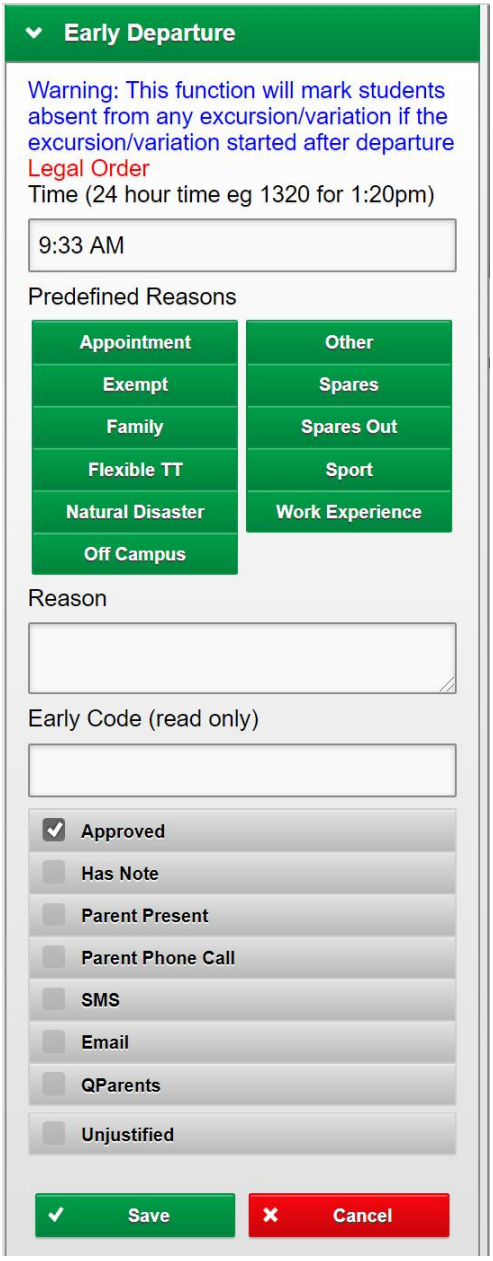
Early Departure

Early Departure will only be an option for teachers if this have been turned on for teachers in IDAttend Tools/Teacher Options. It is generally only intended for Primary Schools where the students do not come to the office to leave early.

For Teacher level users only - each reason that may be shown must be ticked in the Teacher column in IDAttend Tools/Lists/Student Pass Reasons – Early Departure section. By default, none are ticked.

The Early Departure option will only be available for the current date.

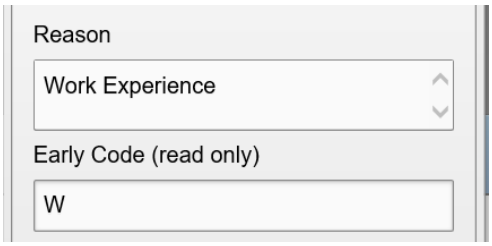
The student in question must have been marked present (P) to use this function.



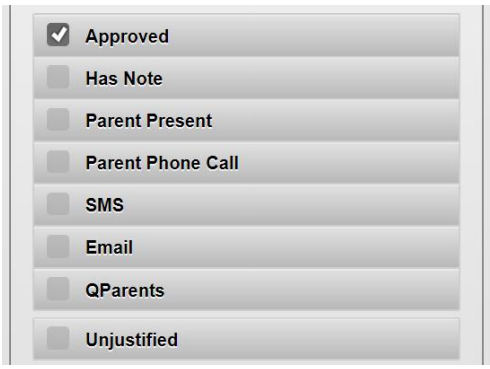
The **Time** will default to the current time. This may be altered if required. All times must be typed in in 24 hour format. E.g. 9:10 AM would be entered as 0910 1:20PM would be 1320. The AM/PM will be added for you. The time can only be between 6:00 AM and 11:59 PM. Validation is done to ensure it is with school hours.

The **Predefined Reasons** will likely differ from school to school as these are school defined. Only one predefined reason may be selected. Addition text may be entered as well. If the reason leaving is not in the Predefined List you may type a reason in.

Early Code is a field that is for display only. If you select a Predefined reason that has a special attendance code associated with it, such as Work Experience, then the letter W would appear. If you were to remove the selected Predefined reason completely this code would disappear. Selection a different Predefined reason that does not have a Early Code associated with it will clear the Early Code field. Not all, or perhaps not any predefined reasons have a Early Code associated with them.



'Approval' options



There are a number of tick box options that can be selected that will 'approve' the late to school. Only those options that are relevant, if any, should be ticked.

Approved is always ticked by Default but may be unticked if this Early Departure is not with school or parent permission.
If no 'approval' options are ticked then the Early Departure will be regarded as not approved.

The **Unjustified** tick box will only be available if this option has been turned on in IDAttend. This option should only be used if one of the approval tick boxes has been ticked and it is considered that the explanation for leaving is unreasonable in the Principal's opinion.

Click **Save** to save the Early Departure. A confirmation message will be displayed.

If a Pass Printer has been defined for the IDWeb device you are using, a Leave Pass will be printed to that receipt printer. Only network receipt printers can be used at this time.

Once the Early Departure has been saved and if the student has left in the current class an AA (Approved Absence) will be displayed on the student's photograph. Red if not approved and blue if approved.

Please note: At this time the Early Departure function will mark a student absent from an excursion if they leave before the excursion start time. If the student leaves during an excursion they will be marked as absent from that time and present on the excursion prior. It will be the same absence type as the early departure.

This option is available from the Student Search screen for all users if permitted by your access rights.

If the student is leaving prior to a detention they have on the day of an Early Departure, the detention will be moved to a new day. On save the new detention date will be shown on the screen.

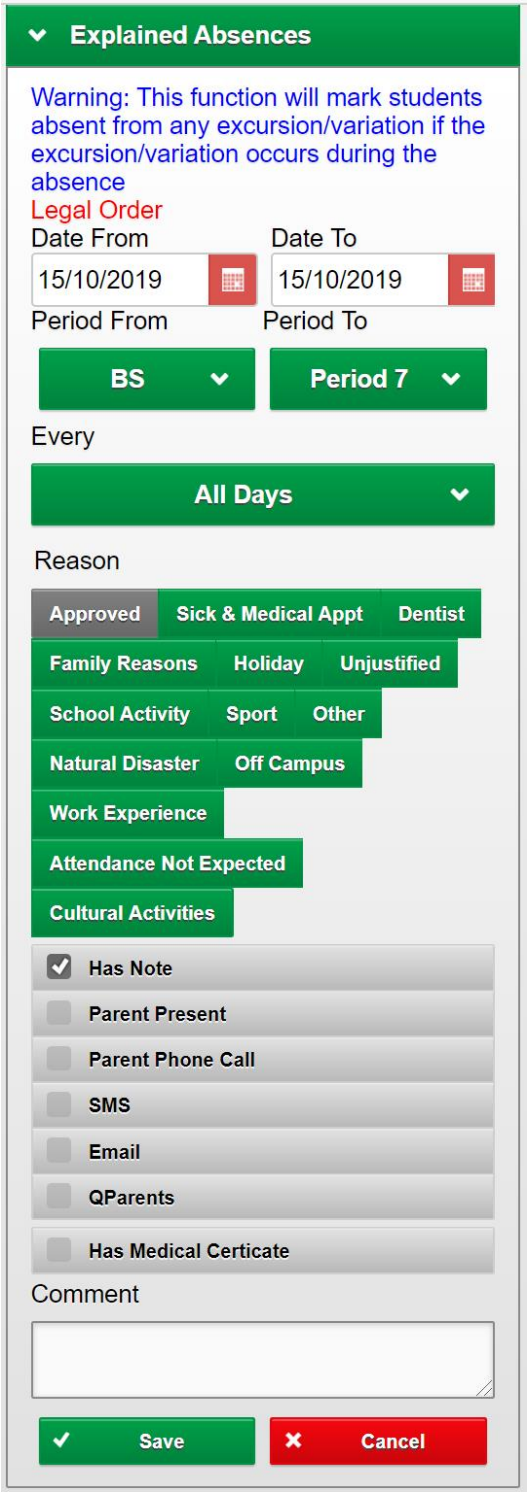
If the Pass Printer has been setup a list of the all of the students detentions into the future will be printed.

Explained Absences

Explained absences allows teachers and admin staff to enter absences that have been explained by parents for the selected student. This is the IDAttend Mark as Approved Absence For Date Range.

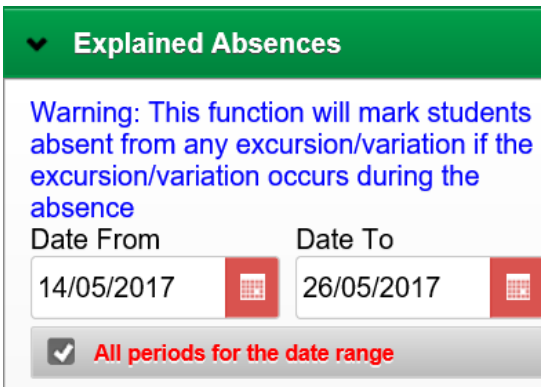
This option is only available for teachers if turned on in IDAttend Tools/Teacher Options.

For Teacher level users only - each reason that may be shown must be ticked in the IDAttend Tools/Lists/Teacher Absence Reason Options. By default, none are ticked. These options only affect teacher level users.



The Date From and Date To will default to the current date. These may be altered to any date range. Date To must be equal to or greater that Date From.

If the date range selected is more than 1 day then a tick box will be displayed on the screen All Periods for the date range. It will be ticked by default.



What this means if ticked is if you select a Period From greater than the first period of the day and your end date is say the end of the week **ALL** periods on the days between the two date will have their attendance set to that which you select.
If you are entering all day absences over a date range you would leave this ticked.

If for example you only want the explained absence to be for the last two periods of each day of the date range you would select the second last period as the Period From and the last period of the day as the Period 2 and **UN-TICK** the All Periods for the Date Range.

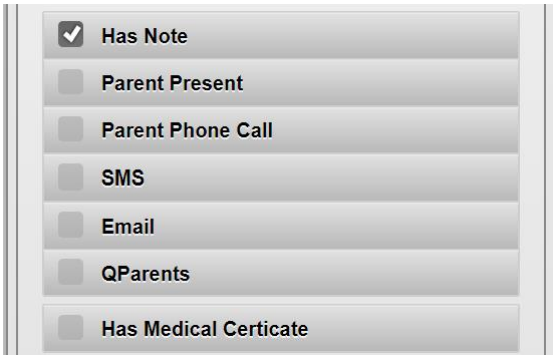
The default Period From will be first period of the Date From and the default Period To will be the last period of Date To. Great care must be exercised when selecting these periods otherwise existing attendance may be overwritten and lost when that was not the intention of the user.

The Every list will default to All Days

If its only one day a week or every 2 weeks you can select the appropriate day from the list. Selecting any day other than All Days will hide the All Periods For The Date Range option as it is no longer valid.

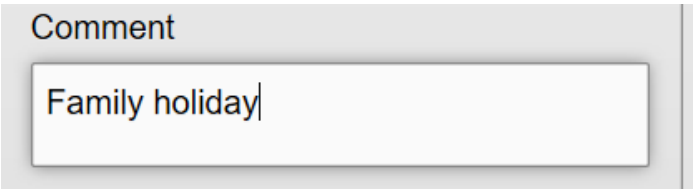
The Reason, default is Approved, for the Absence is a matter of clicking on one of the options available. These options cannot be altered by the school. Please ensure you select the appropriate option.

By default Has Note is ticked. You can tick any of the other 'approval' options available if applicable.



Note: Has Medical Certificate should only be ticked if a medical certificate has been provided and only if Sick & Medical Appt or Dentist has been selected as the Reason.

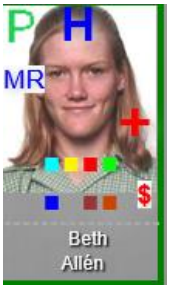
A short comment should normally be entered to explain the reason for the absence if applicable.



Please ensure all information entered is correct.

Click the **Save** button to save the explained absence. A confirmation message should appear.

If the Explained Absence date/period range includes the current class that is open and the existing attendance shows ? or UA then this will be changed to P and the new attendance just applied will show in blue next to the P. The example below show Holiday as the new absence type. Attendance for other students can be saved as normal if required.



If the class were to be reloaded only the H would appear for the student.

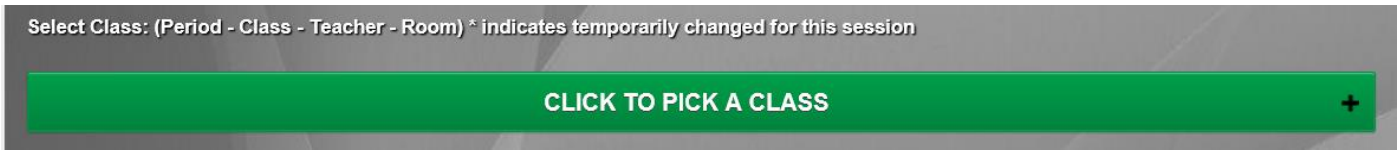
Note: This function will overwrite any existing attendance without warning. Please ensure all information if correct before saving.

If the student is on an excursion on any day that is in the Explained Absences date/period range will be marked absent from the excursion. Any detentions the student has for the date range will be moved to another date in the future.

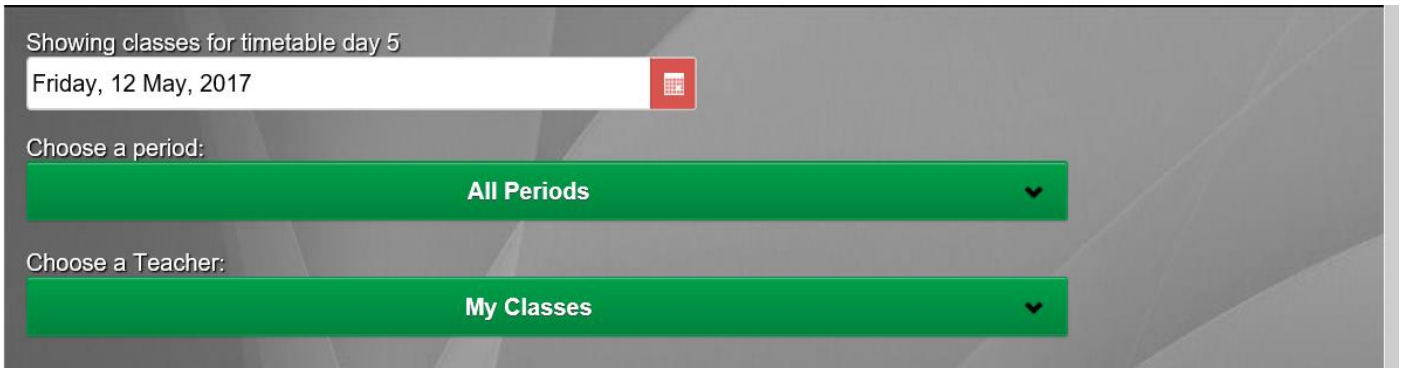
This option is available from the Student Search screen for all users if permitted by your access rights. Admin users have more Reasons to choose from, such as Suspended etc.

Marking Other Classes

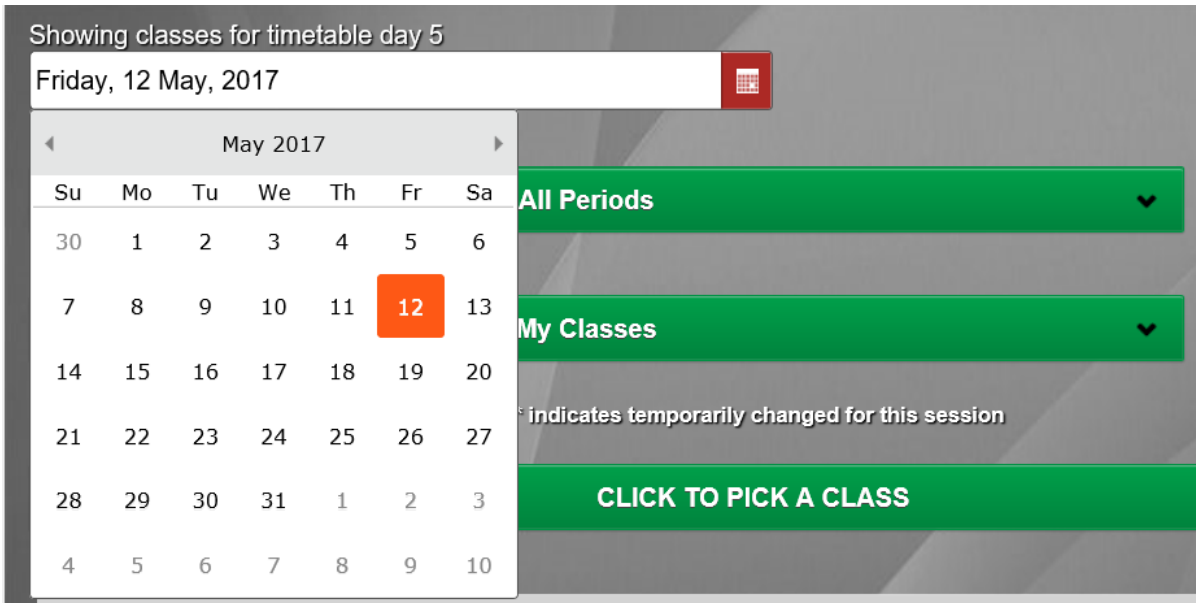
By default, the classes for the logged in user will be displayed. If you do not have any classes for the current day the class list will look like this.



Clicking on the **CLICK TO PICK A CLASS** option will display the Change Teacher screen. This can also be achieved if there is a list of classes by clicking on the Change Teacher option on the Menu.

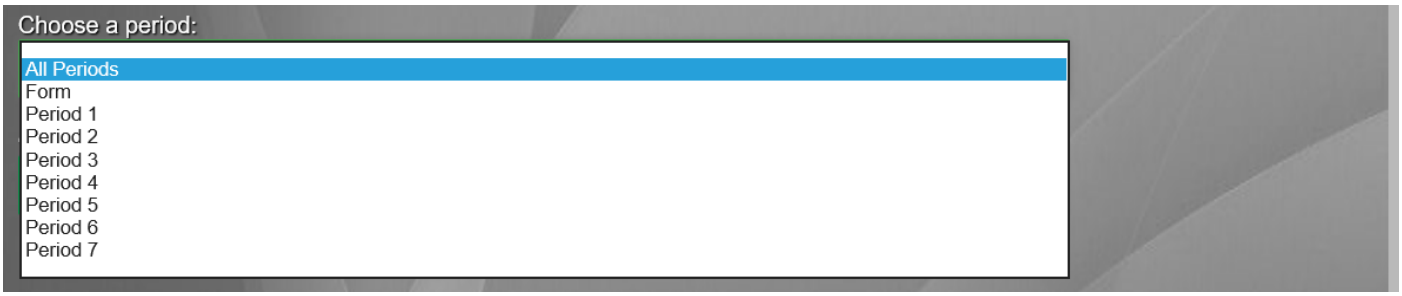


Clicking on the date field will drop down the calendar. Clicking on a date on calendar will change the date of the classes being displayed for the selected teacher. The Period list will be refreshed each time a new date is selected and default to All Periods.

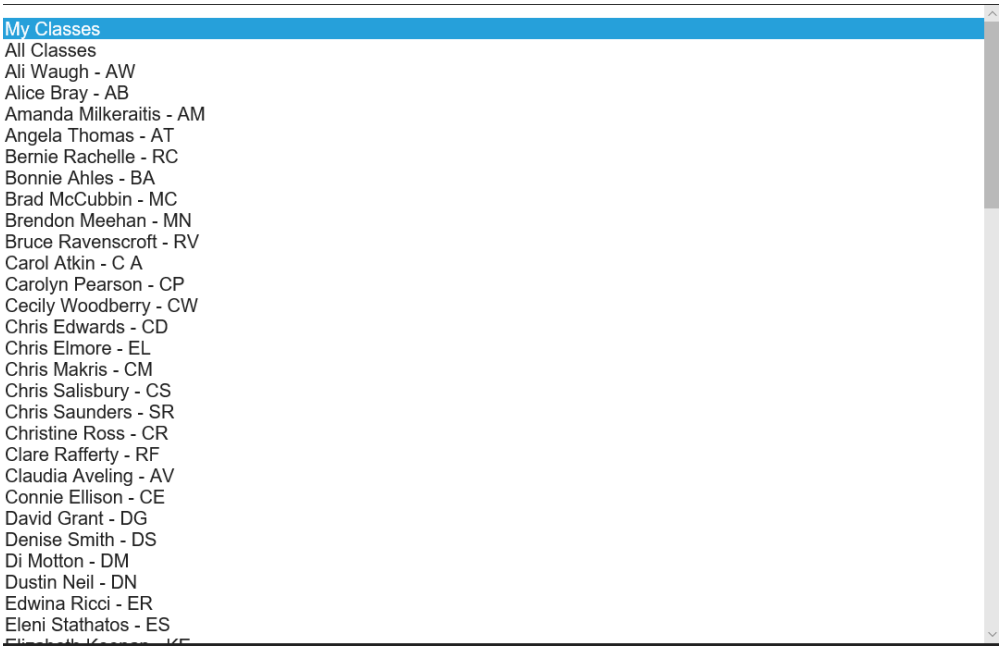


Weekends are not shown on the calendar.
Select any date in the past or future you wish to view/mark.
Dates into the future may also be picked but attendance in the future will not be saved and the Late to Class, Uniform Violation, Student Present and Detention options will not be available.

If selecting the All Classes option, which may result in a long list of classes you can use the Select Period option. The default is All Periods but any period may be selected so that only those classes for the selected period are shown. The Period option will also work for any selected teacher if required.

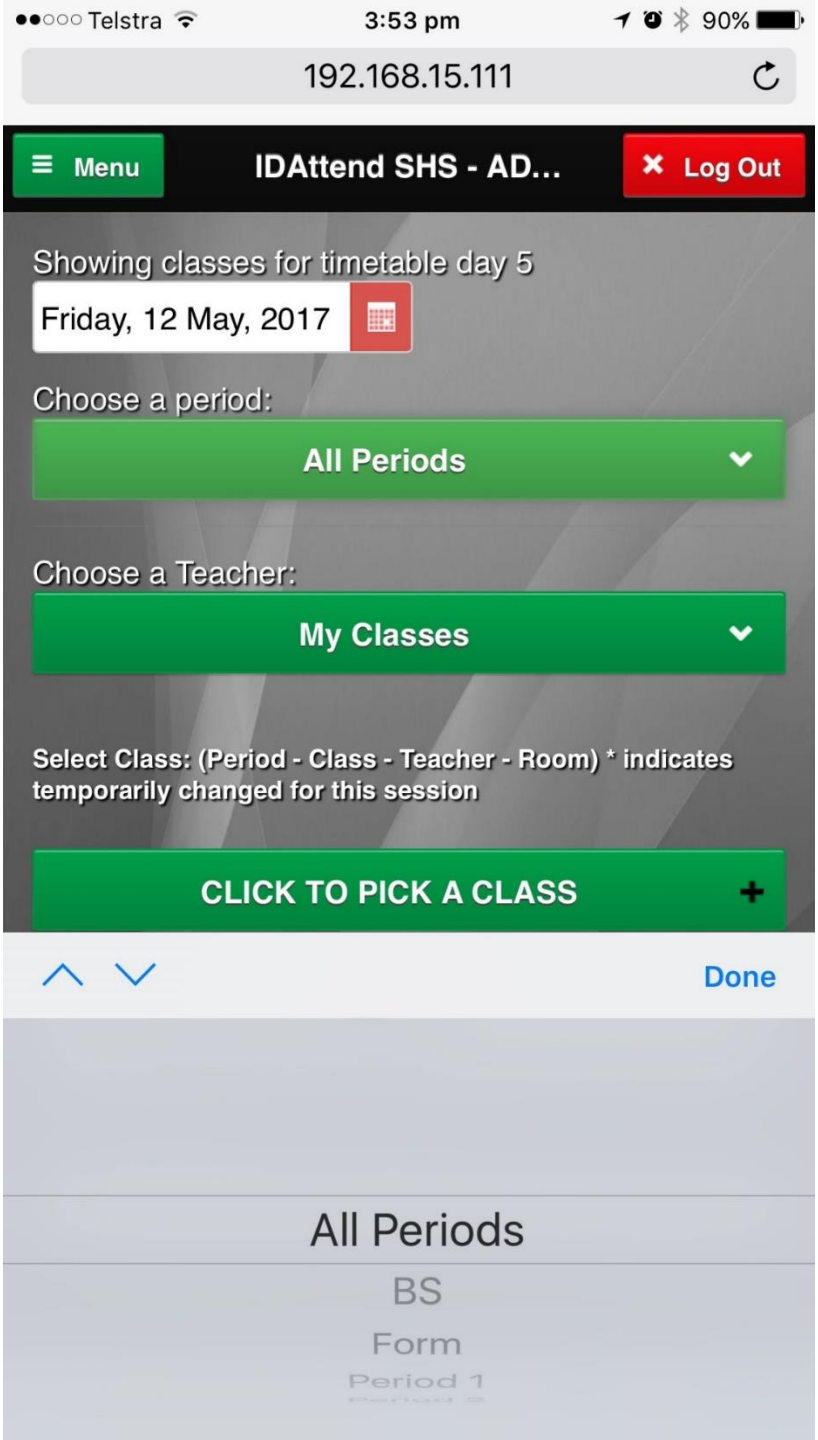


Clicking on the My Classes button will display My Classes, All Classes plus a list of all teachers. You may select All Classes to get a list of all classes for the selected date or the classes of another teacher, if there are any. Selecting My Classes will show only your classes, if there are any. **The All Classes option is the only way to see classes that do not have a teacher assigned to them.**



Mobile Device Dropdown Lists

Note: Dropdown lists on phones may appear differently. This is a screen shot from an iPhone 6. The dropdown list appears at the bottom of the screen. The functionality is the same. You make your selection and click Done.



Student Search

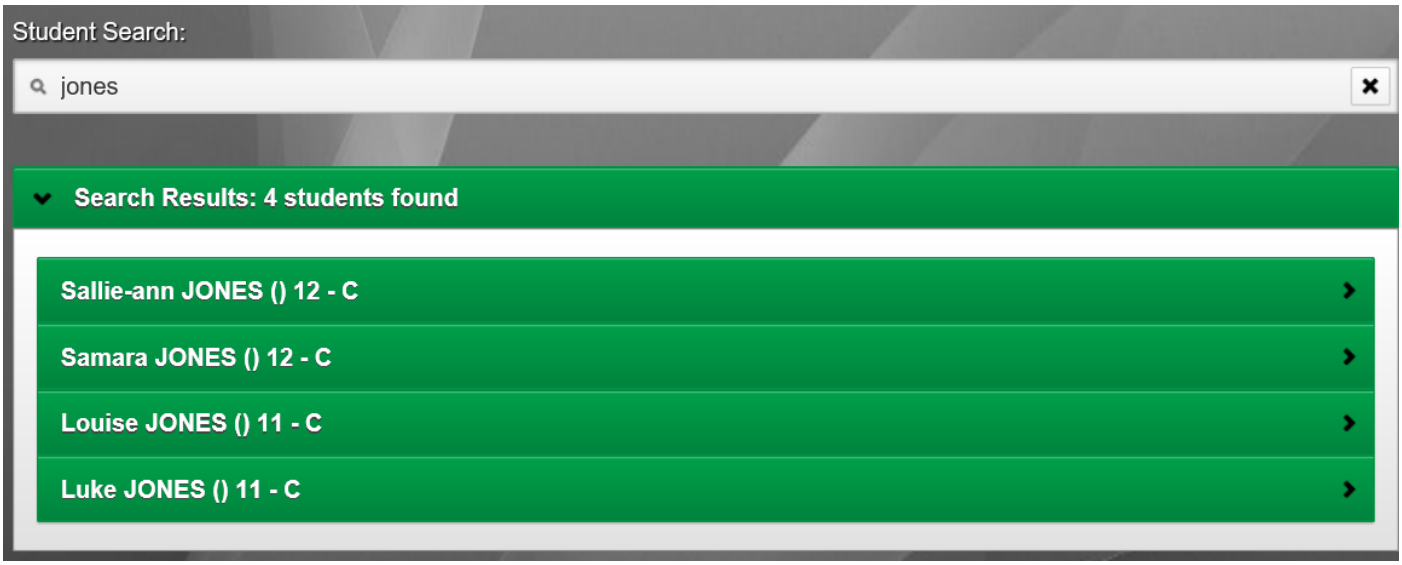
There are a number of options available for students via the Student Search screen. These are designed to be used outside the classroom or by Admin staff and only relate to the student displayed. The functionality of these options is as described for the Class Attendance version of the option.

Admin staff may have far more options that teachers depending on teacher permissions in IDAttend.

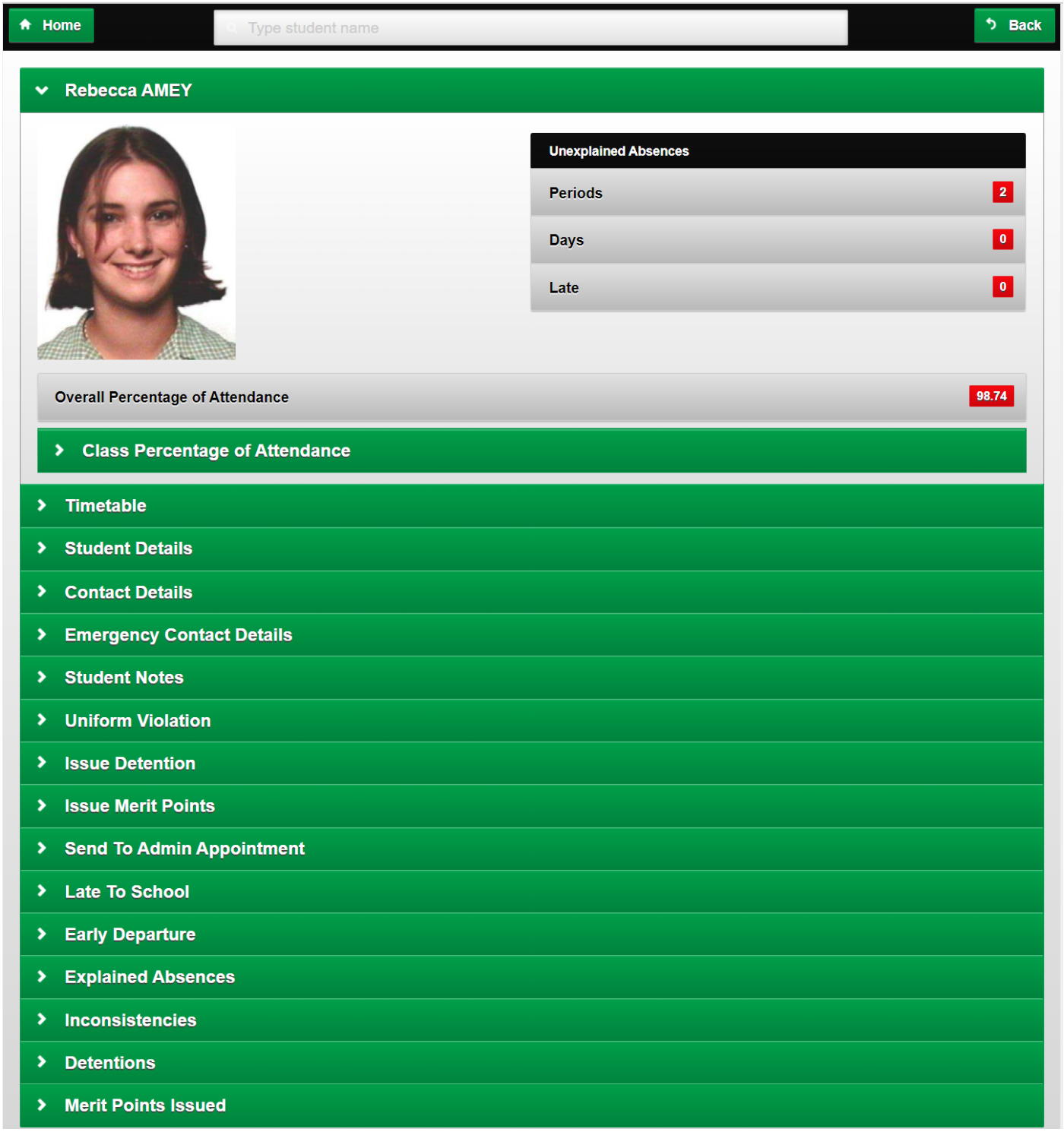
There are also student search options on other screens in IDWeb. All work the same way.

To use this function just start typing in the student's first name, last name, Student ID, MIS ID, PIN, Other ID, year level, home group, student email address, parent first name, parent last name, parent personal mobile number, parent work mobile number, parent hone phone number, parent work phone number or parent email address.

After the first two letters have been entered a list of students will be displayed. Enter more letters and the list will be refined. When done click on the student you wish to use from the remaining list. The search looks for students based on both first and last names, including preferred names.
You can also use this function from the screen using an RFID or barcode scanner to bring up the student straight away. There is no need to click on the search field.



The number of options that are displayed will depend on your login rights.



The information shown is the same as clicking on the student's name on the class attendance screen, except it is not class based.

Options available are Student Details, Contact Details, Uniform Violation, Issue Detention, Merit Points, Timetable, Inconsistencies & Merit Points Issued.

There are a large number of factors that govern how quickly this information is displayed. It may take a second or two for the information to be displayed.

A number of the above options may not be available depending on the user's login rights and options set in IDAttend.

The operation and use of these options is as per the Class Attendance options.

You can search for a different student by entering the search criteria on the top of the screen.

Clicking the Home button will take you back to the original Class List screen.

Clicking the Back button will go back one screen. If you have viewed multiple students while on this screen then Back with take you back one at a time. If only the one student viewed it will take you back to the Class List screen.

Contact Details

The Contact Details screen is only available from the Student Search screen and will only be available if the users login rights allow it. Teachers can be given access to view these details in Teacher Options in IDAttend.

The basic details are Student home address, Postal Address, if there is one, Family Contact Notes, if there are any that have been entered and and family contacts. Each family contact is separated with a ---------- to help make it easier to see where one contact ends and another starts.
The various phone numbers and email address for each contact will only be displayed if there is in fact a number/email address.
Email addresses can be clicked on to create an email to that address. On smartphones the telephone numbers can be clicked on to call that number.

Contact Details

Home Address	4 Fainter Court Pacific Pines QLD 4211
Postal Address	PO Box 123 Helensvale QLD 4211
Notes (all contacts)	xxxxxxxxxxxxxx 1 2 3

Relationship	Mother
Name	Mrs Kathleen Beckwith
Gender	F
Home Phone	07 5580 0000
Personal Mobile	4190 000 000
Email	kevin@idattend.com.au

Relationship	Father
Name	Mr Kevin Beckwith
Gender	
Personal Mobile	0409 000 000
Email	kevin@idattend.com.au

Emergency Contact Details

The Emergency Contact Details screen is only available from the Student Search screen and will only be available if the users login rights allow it. Teachers can be given access to view these details in Teacher Options in IDAttend.

The basic details are Student home address, Postal Address, if there is one, and emergency contacts. Each emergency contact is separated by a ---------- to help make it easier to see where one contact ends and another starts.
The various phone numbers for each contact will only be displayed if there is in fact a phone number.
On smartphones the telephone numbers can be clicked on to call that number.

Emergency Contact Details

Home Address	4 Fainter Court Pacific Pines QLD 4211
Postal Address	PO Box 123 Helensvale QLD 4211

Relationship	Mother
Name	Kathleen Beckwith
Phone 1	07 5580 0000

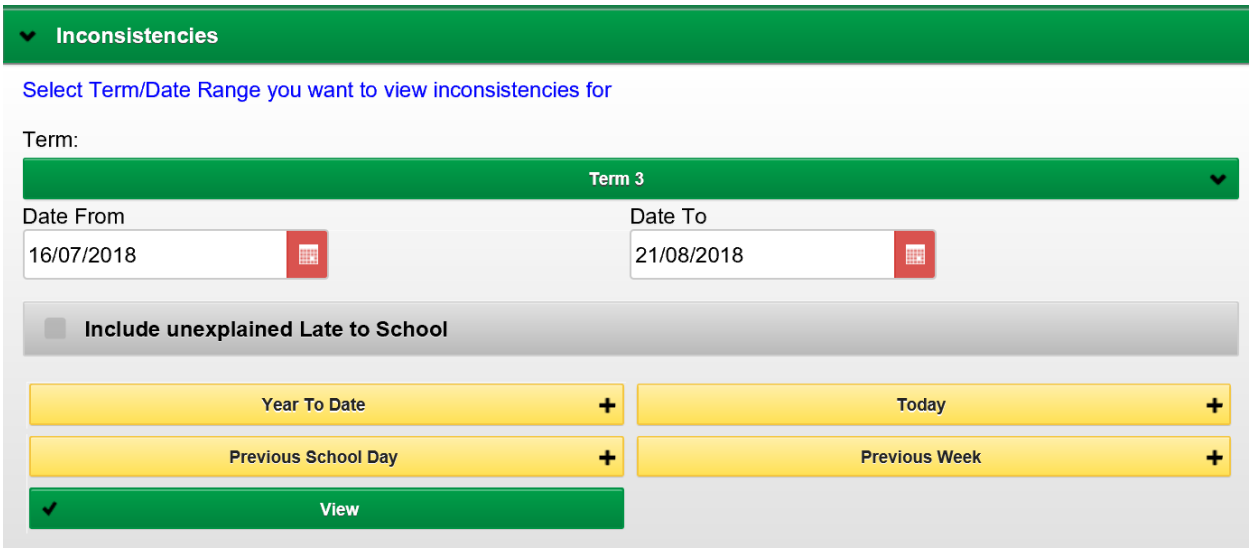
Relationship	Father
Name	Kevin Beckwith
Phone 1	01 0000 0000
Phone 2	02 0000 0000
Phone 3	0300 000 000
Phone 4	0400 000 000

Relationship	Friend
Name	Wendy
Phone 1	04 0900 0000
Notes	Friend

Student Inconsistencies

The Inconsistencies function may be used to see a list of attendance inconsistencies, marked both Present and Unexplained Absence in the same day for the selected student.

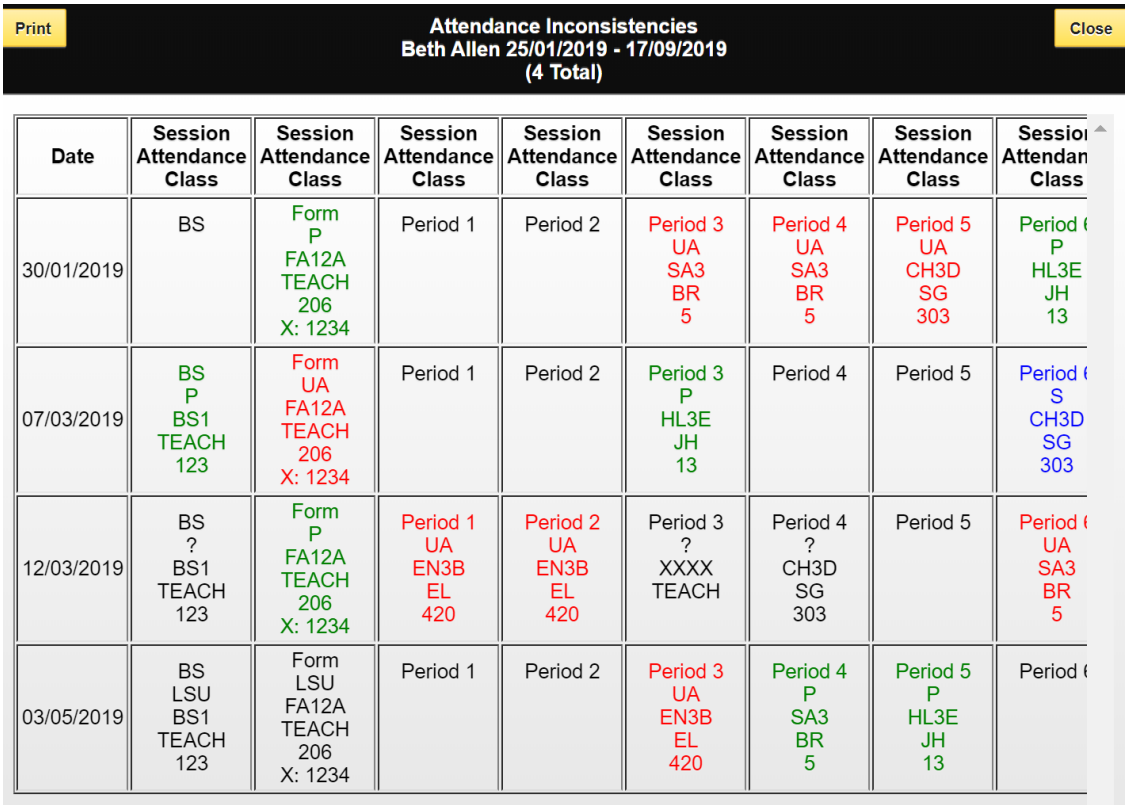
The following screen will appear.



The Date Range will default to the current term. This can be altered by selecting a different term from the Term list or clicking on the From/To Date fields and selecting different dates. There are buttons to allow the user to quickly select Year To Date, Today, Previous School Day and Previous Week.

By default any results will not include any Unexplained Late To School entries if they caused an inconsistency on their own. The option Include unexplained Late to School may be ticked to include these entries in the results.

Click the View button to display any inconsistencies the student may have for the date range selected.



Date	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class	Session Attendance Class
30/01/2019	BS	Form P FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 UA SA3 BR 5	Period 4 UA SA3 BR 5	Period 5 UA CH3D SG 303	Period P HL3E JH 13
07/03/2019	BS P BS1 TEACH 123	Form UA FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 P HL3E JH 13	Period 4	Period 5	Period S CH3D SG 303
12/03/2019	BS ? BS1 TEACH 123	Form P FA12A TEACH 206 X: 1234	Period 1 UA EN3B EL 420	Period 2 UA EN3B EL 420	Period 3 ? XXXX TEACH	Period 4 ? CH3D SG 303	Period 5	Period UA SA3 BR 5
03/05/2019	BS LSU BS1 TEACH 123	Form LSU FA12A TEACH 206 X: 1234	Period 1	Period 2	Period 3 UA EN3B EL 420	Period 4 P SA3 BR 5	Period 5 P HL3E JH 13	Period

The list of Inconsistencies will be displayed, one line per date with the Period names at the top, Attendance entered, Class Code, Teacher Code, Room and if Entered in Room List, the Room Telephone Ext Number (X). The period names are at the top of each entry as period names can vary from day to day.
UA entries will be in Red, Present in Green, Explained in Blue and classes not marked have a ? and no class will be blank.

Please note the above results is with the Include Unexplained Late to School option un-ticked. Note the unexplained lates are in black as the are only shown for 'completeness' and will only be included if the there is one or more unexplained absence and one or more present entries.
If the option to include unexplained late to school is ticked then they will show in red and will likely result in a lot more entries, shown which may not be really relevant.

The screen can be scrolled vertically as well as horizontally if required.

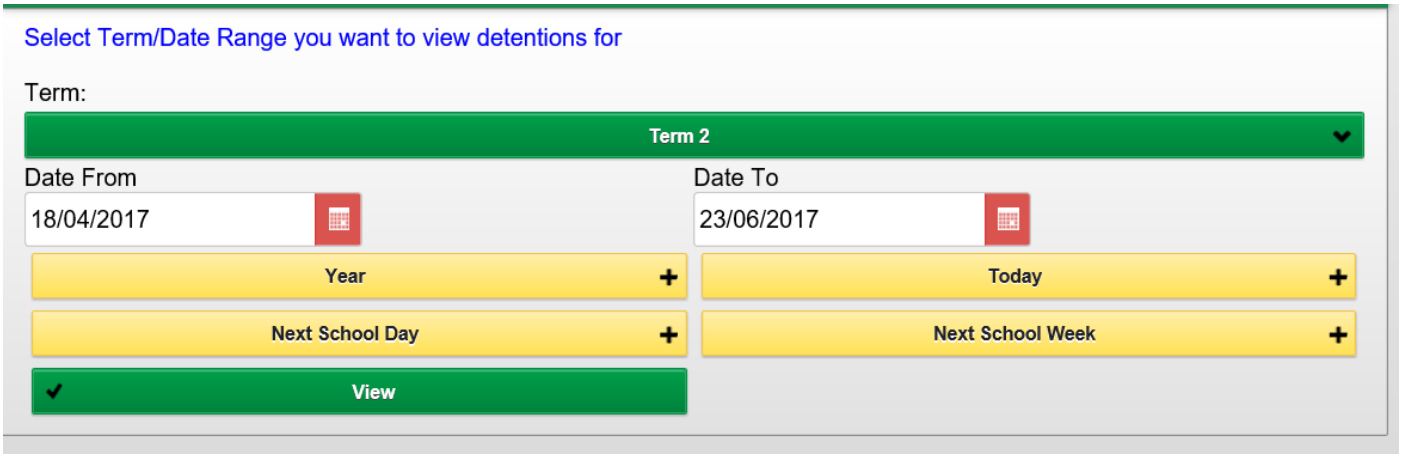
There is a basic **Print** function on this screen if you wish to print the List. The default device printer will be selected but may be changed if required.

This function is available to students if used in 'Student' mode.

Student Detentions

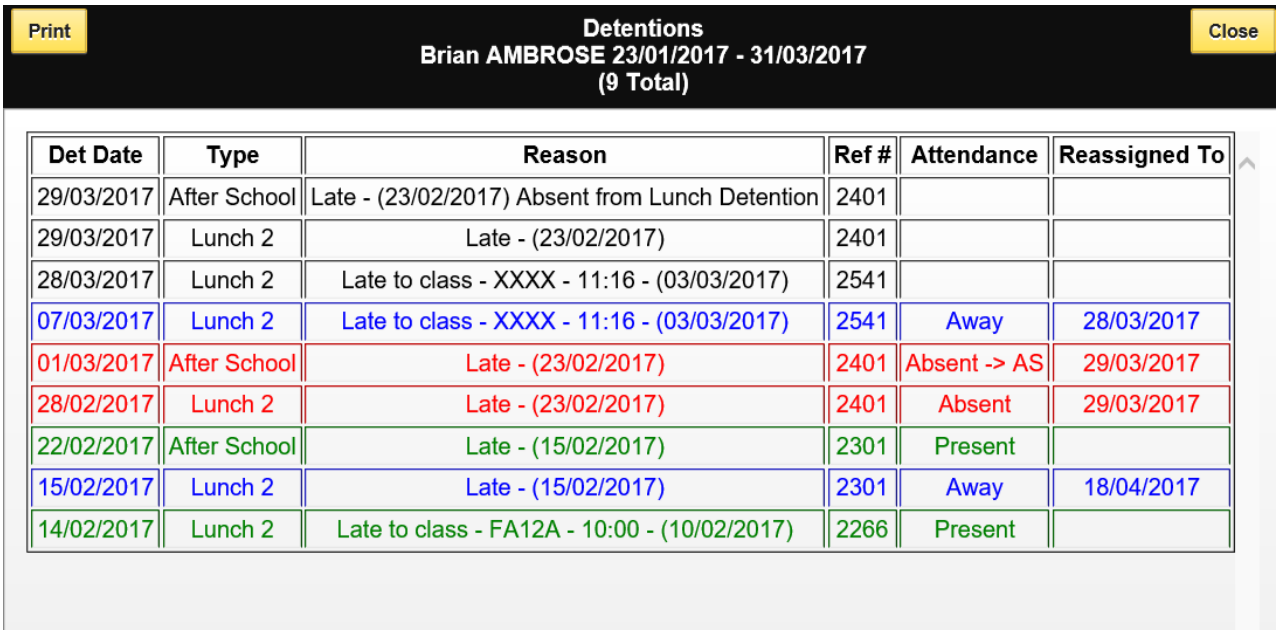
The Detentions function may be used to see a list of detentions for the selected student.

The following screen will appear.



The Date Range will default to the current term. This can be altered by selecting a different term from the Term list or clicking on the From/To Date fields and selecting different dates. There are buttons to allow the user to quickly select Year, Today, Next School Day and Next School Week.

Click the View button to display any detentions the student may have for the date range selected.



Det Date	Type	Reason	Ref #	Attendance	Reassigned To
29/03/2017	After School	Late - (23/02/2017) Absent from Lunch Detention	2401		
29/03/2017	Lunch 2	Late - (23/02/2017)	2401		
28/03/2017	Lunch 2	Late to class - XXXX - 11:16 - (03/03/2017)	2541		
07/03/2017	Lunch 2	Late to class - XXXX - 11:16 - (03/03/2017)	2541	Away	28/03/2017
01/03/2017	After School	Late - (23/02/2017)	2401	Absent -> AS	29/03/2017
28/02/2017	Lunch 2	Late - (23/02/2017)	2401	Absent	29/03/2017
22/02/2017	After School	Late - (15/02/2017)	2301	Present	
15/02/2017	Lunch 2	Late - (15/02/2017)	2301	Away	18/04/2017
14/02/2017	Lunch 2	Late to class - FA12A - 10:00 - (10/02/2017)	2266	Present	

The list of Detentions will be displayed, one line per date/Detention Type.

Entries are colour coded to make it easier to view. Black are entries where detention attendance has not been taken, Red are entries where the student was marked absent from the detention, Green is present, Blue they were away from school on that day and the detention moved to another day.

The screen can be scrolled vertically as well as horizontally if required.

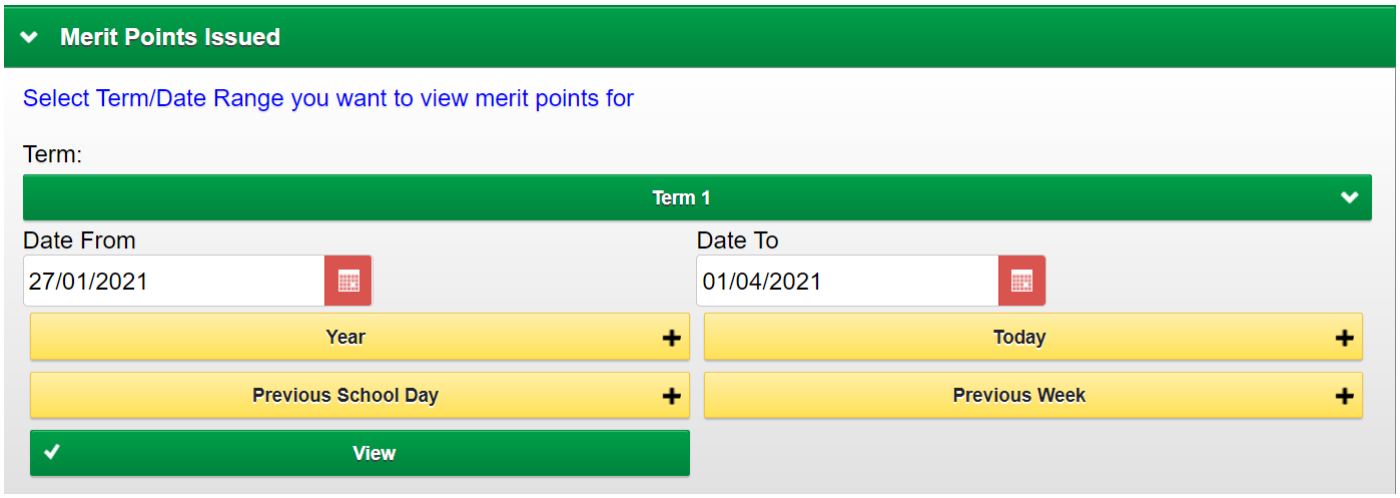
There is a basic **Print** function on this screen if you wish to print the list. The default device printer will be selected but may be changed if required.

This function is available to students if used in '**Student'** mode.

Student Merit Points Issued

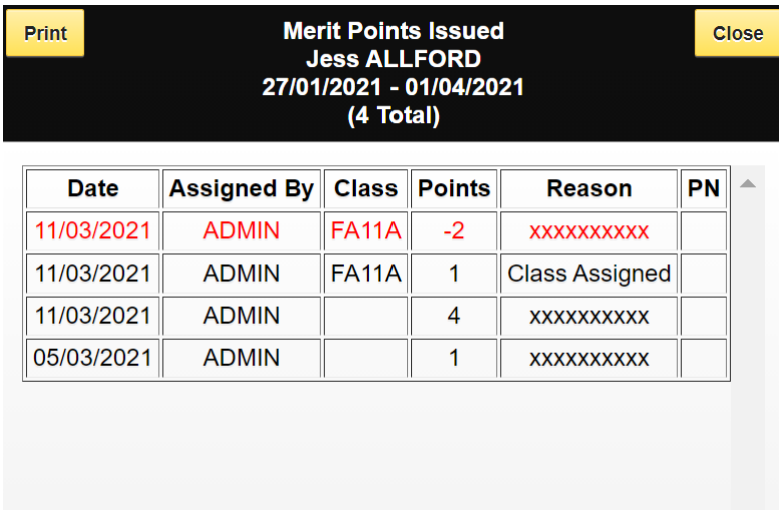
The Merit Points Issued function may be used to see a list of merit points issued for the selected student.
The name of Merit Points can be changed so it may have a different name.

The following screen will appear.



The Date Range will default to the current term. This can be altered by selecting a different term from the Term list or clicking on the From/To Date fields and selecting different dates. There are buttons to allow the user to quickly select Year, Today, Next School Day and Next School Week.

Click the View button to display any merit points issued to the student or the date range selected.



Date	Assigned By	Class	Points	Reason	PN
11/03/2021	ADMIN	FA11A	-2	xxxxxxxxxx	
11/03/2021	ADMIN	FA11A	1	Class Assigned	
11/03/2021	ADMIN		4	xxxxxxxxxx	
05/03/2021	ADMIN		1	xxxxxxxxxx	

The list of Merit Points will be displayed, one line per entry in descending date order.

Positive point entries are in Black, negative point entries are in red.

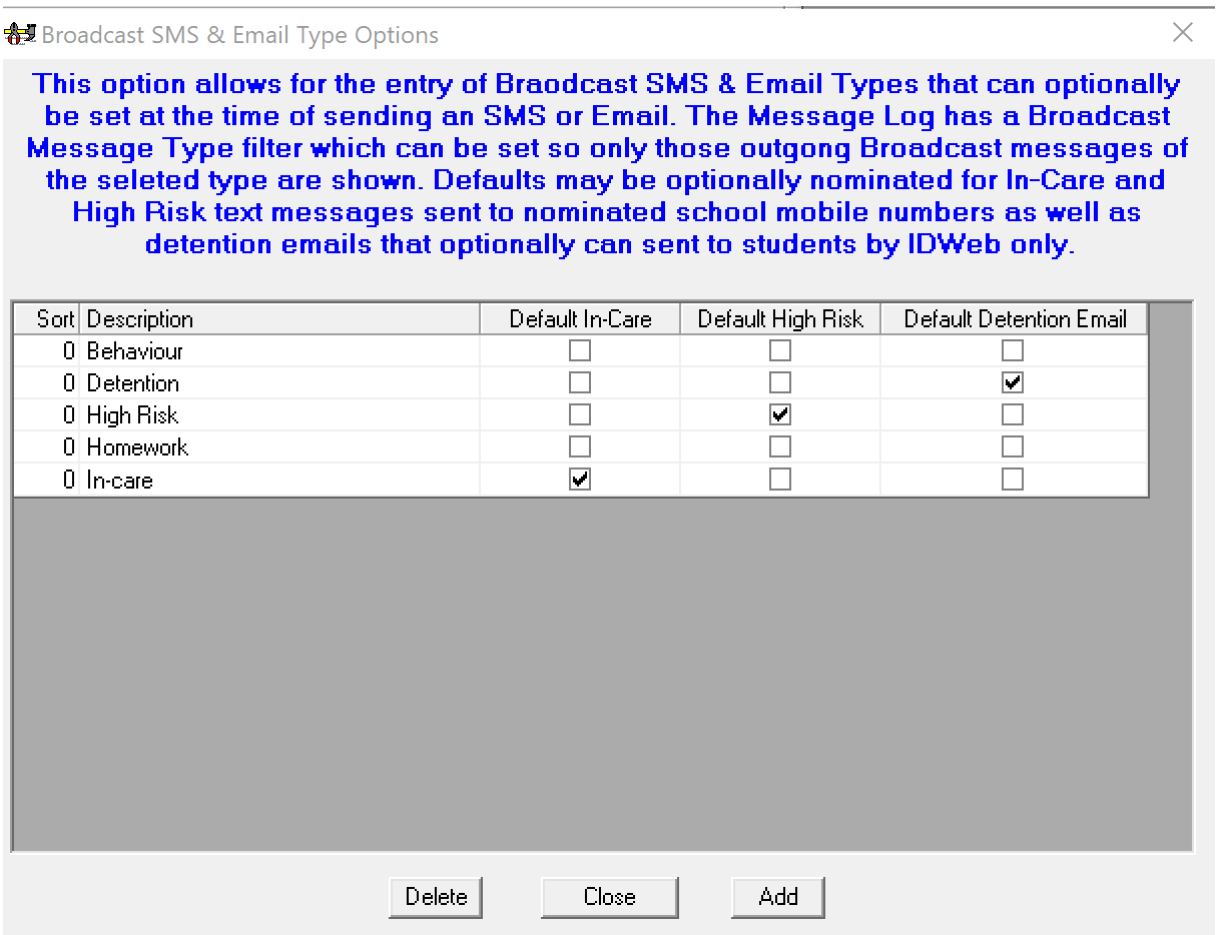
The screen can be scrolled vertically as well as horizontally if required.

There is a basic **Print** function on this screen if you wish to print the list. The default device printer will be selected but may be changed if required.

This function is available to students if used in '**Student'** mode.

Broadcast SMS & Email Options

The Broadcast SMS & Email Options is currently setup in IDAttend under Tools/Lists/ Broadcast SMS & Email Options.



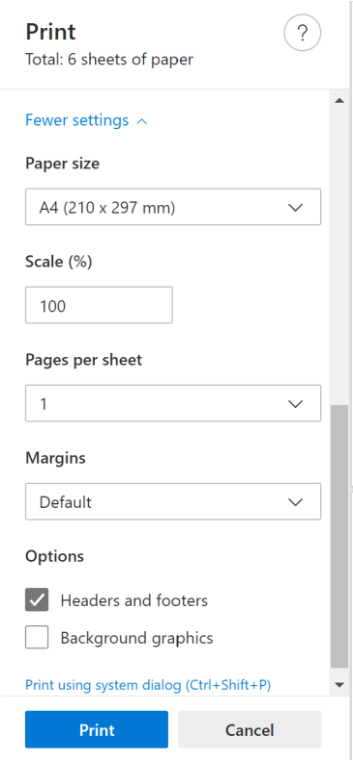
These options may be optionally setup so that users can select a 'Broadcast Message Type' when sending an email or SMS to Parents, Students or Staff, if appropriate.
The Broadcast Message Type filter in the IDAttend Message Log can then be used to see these in the Parent Broadcast SMS Messages Sent & Outgoing Teacher/Broadcast Emails sections of the Log.
You may be required to have proof of messages sent to parents etc, this option if used correctly, may help to locate these message quickly, if required.

There are also options for automated In-Care and High Risk student text messages to nominated school mobile numbers, if setup in IDAttend Tools/School Setup. If a suitable category is created in the list, that entry can be ticked as the default category to use if either an In-care or High Risk Text message is sent to them nominated numbers. **Creating these categories or not has no bearing on the sending of these automated text messages sent from IDAttend and IDWeb.**

These is also a Default Detention Email category that may be nominated if a suitable category is setup in the list. This only applies to IDWeb where, if setup in IDAttend Detention Options, an email is sent from IDWeb to the student concerned if a detention is issued to the student and also emails are sent to the student if the IDWeb Detention Log is used to mark student attendance at the detention. These keep the student informed if they were marked present, absent etc.
This email category will be associated with these automated email entries in the Message Log.

Print Options

Print options can be added to reports and other print options on Logs etc.

If you require page numbers, when the print dialog box is displayed, scroll down to More settings, and under Options click Headers and footers.

Once selected most browsers will remember the settings selected. Functionality may vary form browser to browser.