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Welcome to School Attendance Keeper by RVPM Designs

School Attendance Keeper (SAK) is . . . a computer program to track school attendance and create federally mandated attendance reports. School Attendance Keeper (SAK) can be used by a single user or multiple users at the same time from a shared folder on your network.

SAK a shareware program and it can be freely download and tried out. However, the demo is expires after 45 program uses. To purchase SAK user licensing go to [Licensing](#) .

The main SAK interface is this easy to use Menu/Icon bar.



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Help

[About School Attendance Keeper](#)

About School Attendance Keeper

School Attendance Keeper is . . . A computer program to track school attendance. School Attendance Keeper (SAK) can be used by a single user or many users at the same time (multi-user) from a shared folder on your network.

Licensing : This is a shareware program and it can be freely download and tried out with an unlimited number of students, classes and users. However, you are limited to 45 program uses. To purchase user licenses go to .

Licenses are sold and registered to individual schools.

Level 200 - Unlimited number users, classes, less than 200 students.

Level 500 - Unlimited number users, classes, less than 500 students.

Level 1000 - Unlimited number users, classes, less than 1000 students.

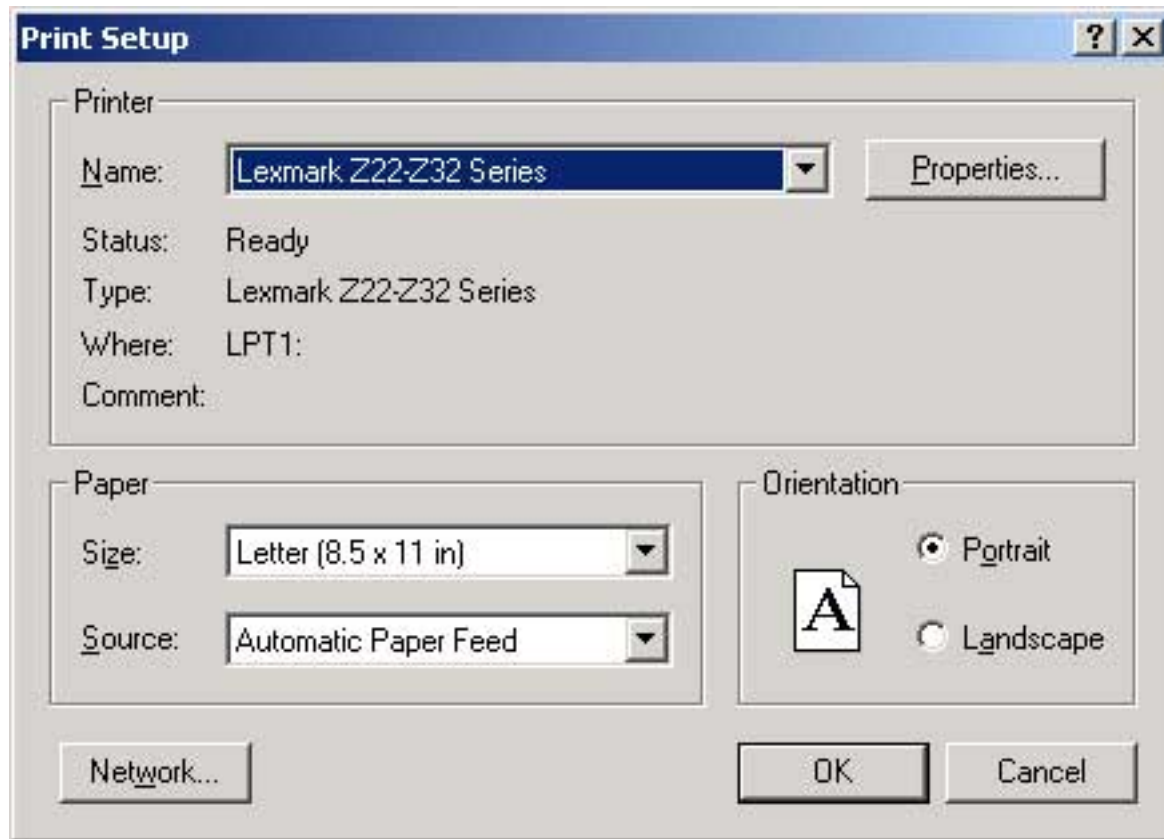
Level 2000 - Unlimited number users, classes, less than 2000 students.

Level 3000 - Unlimited number users, classes, less than 3000 students.

School districts interested in purchases multiple school licenses should contact .

Print Setup

1. File>>Print Setup



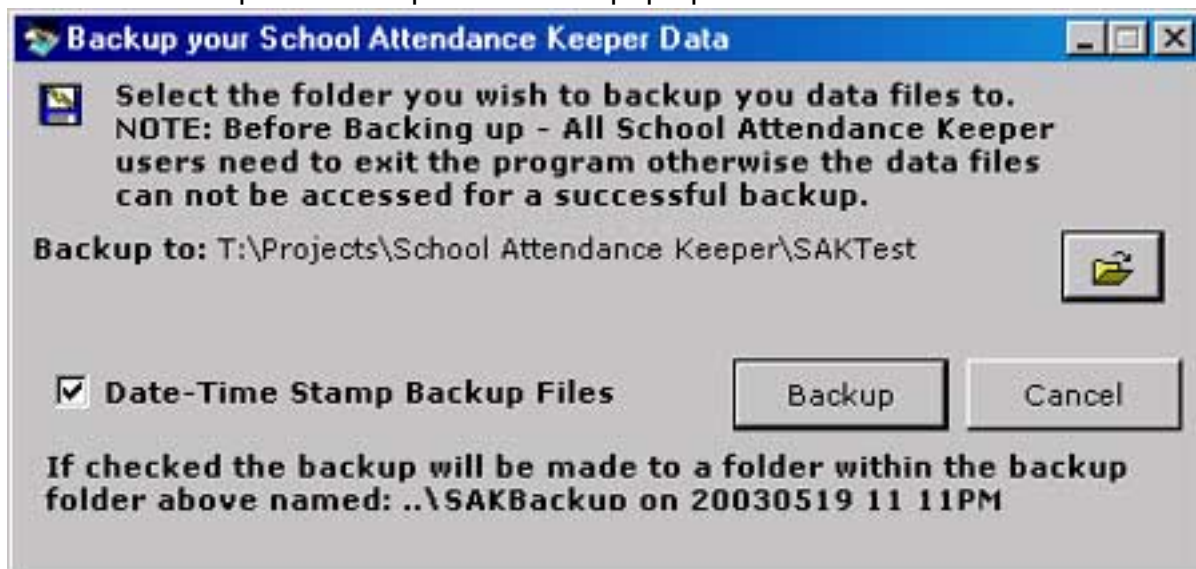
2. Select the Printer you wish to print to from the Name dropdown box.
3. If necessary use the Properties button to select printer specific options.
4. Set the Paper size and source as needed.
4. If necessary, change the orientation of the paper from portrait to landscape.
5. Select OK to send report to printer

Backing Up Your Database

Before you [purge your database](#) at the end of the school year, you should backup your SAK data files. You might also want to backup datafiles on a regular basis to have on hand in case of a system failure.

Note: All SAK network users need to exit the program before backing up, otherwise data files cannot be accessed for a successful backup.

1. File >> Backup Database produces this pop up window.



2. Use the  **file** button to navigate to the desired folder for placement of your backup files.

3. If the **Date-Time Stamp Backup Files** option is checked, the backup process will create a folder with the date-time stamp as its name and it will contain the backup file. The date-time stamp format is YYYYMMDD HHMM.

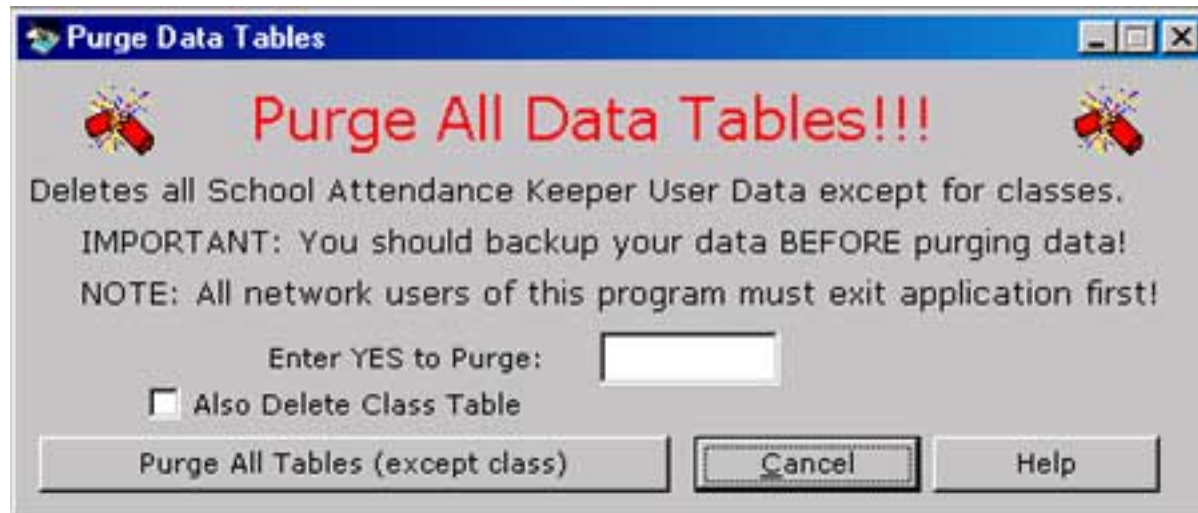
4. Click the **Backup** button.

5. A Confirmation window will pop up upon completion. Click **OK** to finish.

Purging Your Database

Purging your database DELETES ALL School Attendance Keeper User Data. Classes maybe excepted.

1. **IMPORTANT: Backup your data before purging database** . See [Backup Database](#)
2. All network users of this program must exit the application before purging.
3. You must be closed out of the **Daily Attendance** window, or else you will get a warning window.
4. Setup Menu >> Purge Database will produce this pop up window.



5. In the textbox type Y-E-S to confirm your desire to continue.
6. Check the **Also Delete Class Table** if you want to delete the **class table** .
7. Click the **Purge All Tables** button.

Importing and Exporting Data Files

Importing

SAK can import class and student data files from a [CSV](#) file generated from any spreadsheet or database application. This ability helps new users incorporate data already generated from other programs and record sets.

Normally, importing is done once at the beginning of a year, or when you first begin setting up SAK. Importing students and classes at other times may corrupt your data files.

[*Import Classes*](#)

[*Import Students*](#)

Exporting

SAK can export class and student datafiles to [CSV](#) format files. This data can then be used by other spreadsheet and database programs. Because exporting copies information from the data files, exporting can be done at any time. Just be sure all users are closed out of the Daily Attendance window before exporting to ensure that all data will be captured accurately.

[*Export Classes*](#)

[*Export Students*](#)

CSV - Comma **S**eparated **V**alues.

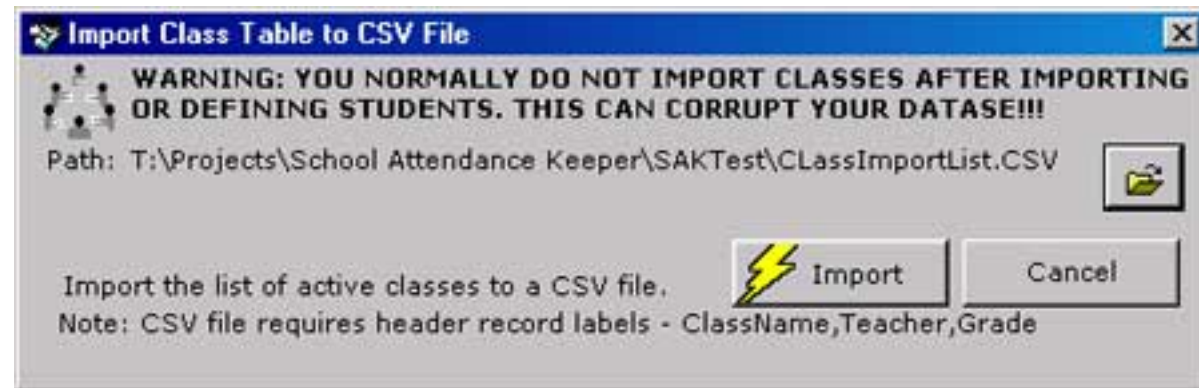
A text file that is delimited (separated) by commas, tab characters, or spaces


Import Class Data


Class records may be imported from a [CSV](#) file. Normally classes are not imported after student records have been defined. Doing so will corrupt your database.

Note: CSV file must have header record labels of ClassName, Teacher, Grade.

1. File >> Import Classes. produces this pop up window.



2. Use the  **File Browse** button to navigate to the folder where the CSV class file resides. Select the appropriate file and click Open.

3. Use the  **Import** button to start the import. It may take a few seconds to import. When the **Import Complete** window pops up it will show the number of class records imported, and the number of matched class records updated if you were overwriting old class records.

4. Click **OK** .

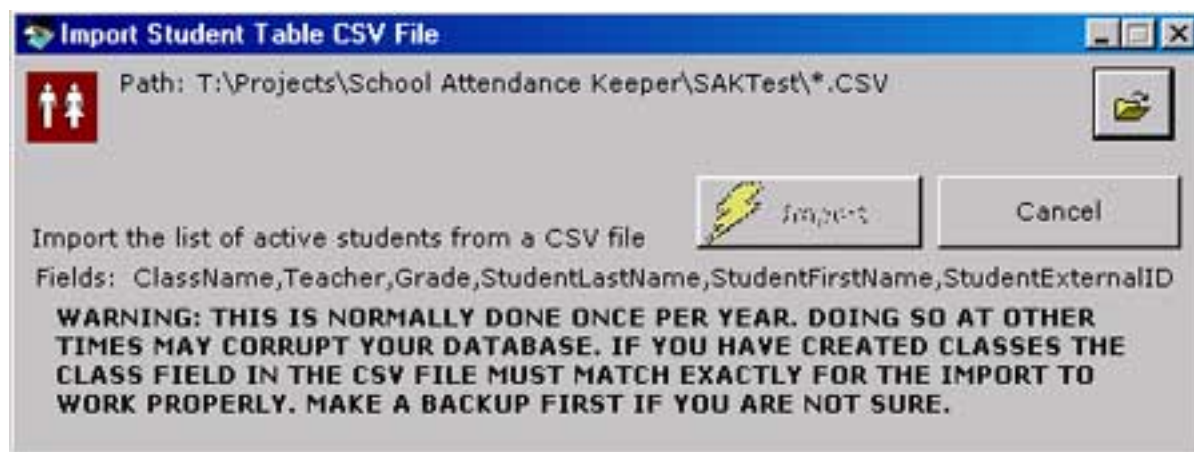
5. For these imported classes to be included, the class attendance window needs to be closed and re-opened.

Import Student Data

Student records may be imported from a [CSV](#) file. Importing students is normally done once per year. Importing students at other times may corrupt your database. If you have created classes, the class field in the csv file must match exactly the class field you created for the import to work properly. Make a [backup](#) first if you are not sure.

Note: CSV file must have header record labels of ClassName, Teacher, Grade, StudentLastName, StudentFirstName, StudentExternalID

1. File >> Import Students will produce this pop up window.



2. Use the **File Browse** button to navigate to the folder where the CSV students file resides. Select the appropriate file and click Open.



3. Use the **Import** button to start the import. It may take a few seconds to import depending on the size of the file. When the **Import Complete** window pops up it will show the number of class records imported and the number of matched class records updated if you were overwriting old class records.

4. Click **OK**.

5. Another Import Complete window will pop up and will show the number of student records imported, and the number matched and updated.


6. Note: For these imported students to be included, the class attendance window needs to be closed and re-opened.


Export Class Data

Class records may be exported to a [CSV](#) file.

1. File >> Export Classes produces this pop up window.



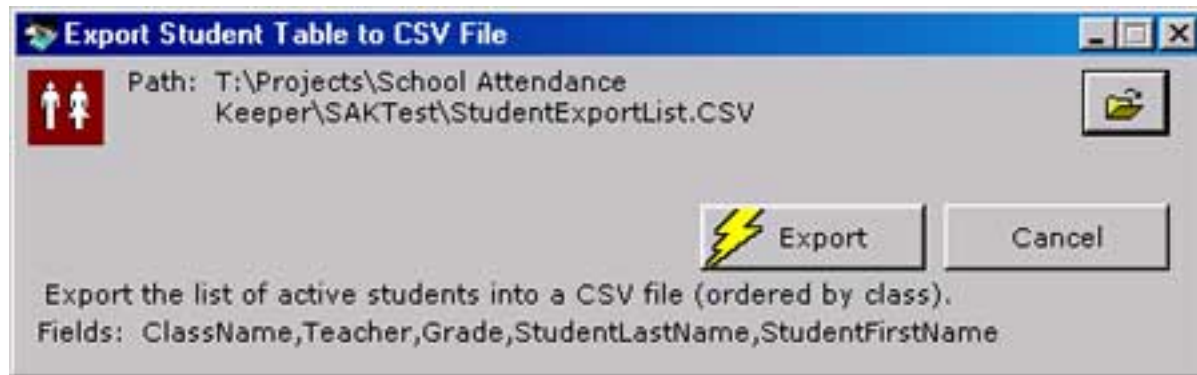
2. Use the  **File Browse** button to navigate to the folder where you want your newly created CSV Class file to reside. The file name defaults to *ExportClassList.CSV*. You may rename the file in the **File Name field**.


3. Use the  **Export** button to start the export and create the CSV file. The exported file will contain the Class Name, Teacher and Grade.


Export Student Data

Student Records may be exported to a [CSV](#) file.

1. File >> Export Students produces this pop up window



2. Use the  **File Browse** button to navigate to the folder where you want your newly created Class CSV file to reside. The File Name will default to *StudentExportList.CSV*. You may rename the file here in the **File name field**.

3. Use the  **Export** button to start the export and the creation of the Student CSV file. The exported file will contain the Class Name, Teacher and Grade, Student Last Name, Student First Name, Student External ID.

Taking Daily Class Attendance



This is the Daily Class Attendance Window

School Attendance Keeper 1.2 by RVPM Designs [Our School] - [Daily Class Attendance]

File Attendance Reports Setup Help

1. Select Date: Wed

2. Select Class:

3. Double click each student to change their status.

4. Check when attendance is complete.

Day's Class Attendance Status
Incomplete

Attendance Notes for the Day

Last	First	Status
Bechtelar	Mollie	Present
Daniel	Chauncey	Present
Donnelly	Reilly	Present
Effertz	Gay	Present
Jacobi	Theresa	Present
Keebler	Mayra	Present
Kiehn	Tyler	Present
Lesch	Kameron	Present
Murazik	Clarence	Present
Purdy	Eleanore	Present
Reynolds	Cara	Present
Roob	Orville	Present
Runte	Toney	Present
Schaden	Camylle	Present
Williamson	Dora	Present
Wiza	Jacques	Present

Present: 16
Absent: 0
Tardy: 0
Total: 16

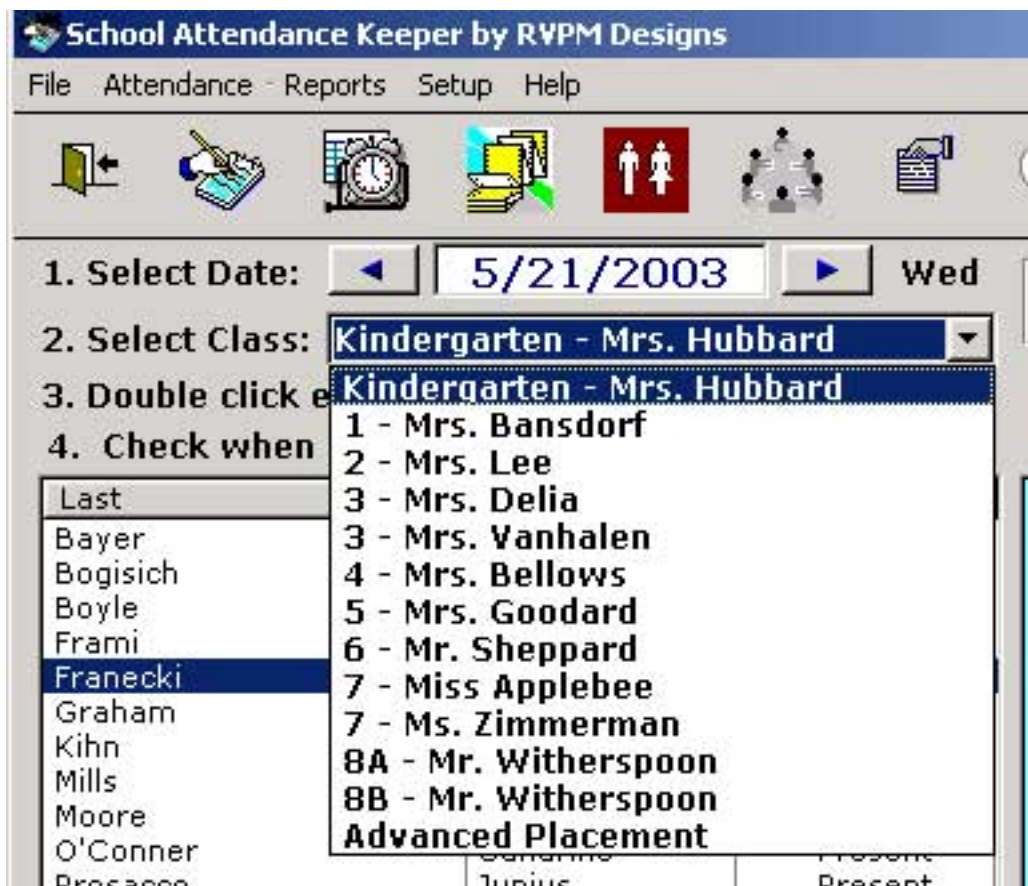
All Students Absent & Tardy

Toggle Student Status

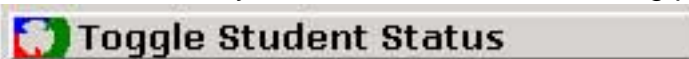
Print Class Attendance

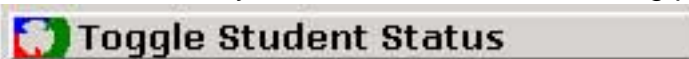
Close Attendance

1. Select the date of the attendance data to enter. The current day is the entry default.
2. Select the Class from the dropdown list of classes.



3. Double click on each student to change their attendance status from Present to Absent or Tardy. The status of the list of students automatically defaults to all students being present.



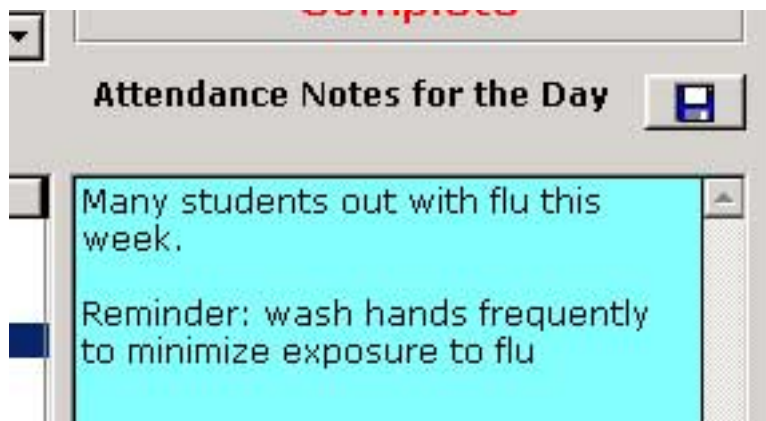
Alternately you can use the  button to cycle through Present, Absent, Tardy for the selected student. As the status of each student changes, the summary information will reflect the status changes.

4. If a warning window appears, it means the daily attendance list has been marked as Complete. The status of the Day's Class Attendance is noted in red in the upper right of the window. Uncheck the **Check When Complete ==>>** check box.



Continue making edits.

5. Entering attendance notes for the day.




Attendance notes are displayed across the network to all active users. Place the cursor in the blue text box and type the note to display.

When complete, click the  **Save Attendance Notes for the Day** button directly above the text box.

The  **All Students Absent & Tardy** button toggles between the entire class list or showing just those students who are Absent and Tardy.

The  **Print Class Attendance** button creates a report of the individual class attendance list for the current day.

The  **Close Attendance** button closes the Daily Class Attendance window. This is sometimes necessary to refresh the display, or when importing, exporting and backing up data.

Reports



This is the SAK **Reports** window where predefined reports can be selected and created.

Individual Student - Generates a single student report showing, student name, class, grade, teacher, status, days present, days absent, days tardy. Summary shows total attendance and attendance percentages.

Options :

Start Date - type date into date box in MM/DD/YYYY format or use the  date button.

End Date - type date into date box in MM/DD/YYYY format or use the  date button.

Class - Use the dropdown list to select the desired class.

Student/student ID . Use the dropdown list to select the desired student from the selected class.

Class (Date range) - Generates a class report by date range showing, class, teacher, grade, list of students, days present, absent, tardy for each student. Summary shows total days present, absent, tardy for entire class and attendance percentages.

Options you can set are:

Start Date - type date into date box in MM/DD/YYYY format or use the  date button.

End Date - type date into date box in MM/DD/YYYY format or use the  date button.

Class - Use the dropdown list to select the desired class.

Entire School Year-End Report - Generates a summary report for the entire school, for the school year,

showing days present, days absent and tardy. Notifies you if there are missing or incomplete class attendance lists.

Options:

Month - use the dropdown list to select the desired month

Class - Use the dropdown list to select the desired class

[Monthly Report \(Single Class\)](#) - Generates a spreadsheet-like grid report showing class, grade, teacher, status of data records. Lists each student with checkboxes for each day of the month containing attendance character. Summary shows totals for each student, totals for each day, total present, total absent, total tardy and attendance percentages.

Options your can set are:

Month - use the dropdown list to select the desired month

Class - Use the dropdown list to select the desired class

[Monthly Report \(Entire School\)](#) - Same as Single Class Monthly Report. Summary totals and attendance percentages are tallied for the entire school. Notifies you if there are missing or incomplete attendance lists.

Options:

Month - use the dropdown list to select the desired month

[Defined Dates/Semester](#) - Generates summary report for the entire school, broken down by class showing class, teacher, grade, list of students and total days present, absent and tardy for each student. Summary totals and attendance percentages are tallied for the entire school. Notifies you if there are missing or incomplete attendance lists.

Options:

Defined Date - use the dropdown list to select the desired semester or defined date.

To create your own date ranges see [Manage Semester/Defined Date](#) .

[All Students \(by Last Name, First\)](#) - Generates an alphabetical report that lists all students (active and inactive) in the entire school showing their last name, first name, status, and class.

[School Wide Daily Attendance](#) - Generates a report that summarizes the daily attendance of each class, showing class, teacher, grade, status of attendance, number students present, absent, tardy and total. Summary shows status of attendance, total present, absent and tardy and attendance percentages. Indicates date, time and class name of the last attendance record update.

Option:

Start Date - either type date into date box in MM/DD/YYYY format or use the  date button.

[Class List \(without students\)](#) - Generates a list of defined classes.

[Class List \(with students\)](#) - Check the Print Report Details checkbox to generates a report that lists students in each class for the entire school, showing class, teacher, student last name, and first name.

Single Student Report

Our School
Single Student Report
From: 1/01/2003 to 5/20/2003

Student: Francisco Franecki
Class: Kindergarten - Mrs. Hubbard
Grade: Kindergarten **Teacher(s):** Mrs. Hubbard
Status: Active

Absent Days: 5/15/2003, 5/20/2003

SUMMARY

Present:	95	97.94%
Absent:	2	2.06%
Tardy:	0	0.00%
Attendance Total:	97	100.00%

Entire School Year End Report

**Our School
Entire School Year-End Report
9/ 5/2002 to 6/11/2004**

SUMMARY

9/ 5/2002 to 6/19/2003

Days Present:	6059	98.94	%
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Absent:	50	0.82	%
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Tardy:	15	0.24	%
---------------	-----------	-------------	----------

Attendance Total:	6124	100.00	%
--------------------------	-------------	---------------	----------

Note: There are missing or incomplete Attendance Lists for this report.

Entire School Monthly Report

Our School Entire School Monthly Attendance Report April

SUMMARY			
Day Present:	622	100.00	%
Absent:	0	0.00	%
Tardy:	0	0.00	%
Attendance Total:	622	100.00	%

Semester/Defined Range Report

Our School
First Semester
9/ 5/2002 to 11/12/2003

Class: Kindergarten - Mrs. Hubbard		Teacher(s): Mrs. Hubbard			
Grade: Kindergarten	Last	First	Present	Absent	Tardy
	Bayer	Willis	166	0	0
	Bogisich	Nayell	194	1	1
	Boyle	Michaela	193	2	0
	Frami	Vicky	192	3	1
	Franecki	Francisco	192	3	0
	Graham	Devon	195	0	2
	Mills	Danika	192	3	2
	Moore	Willie	194	1	0
	O'Conner	Sandrine	193	2	0
	Prosacco	Junius	193	2	1
	Schuster	Arturo	194	1	0
	Stark	Bo	195	0	1
	Waters	Conner	192	3	1

Note: There are missing or incomplete Attendance Lists for this class.

Class: 1 - Mrs. Bansdorf		Teacher(s): Mrs. Bansdorf			
Grade: 1	Last	First	Present	Absent	Tardy
	Bechtelar	Mollie	195	0	0
	Daniel	Chauncey	195	0	0
	Donnelly	Reilly	195	0	0

Manage Semester/Defined Date Ranges



This is the **Manage Semester/Defined Date Range** window where predefined date ranges for various school year's reports can be set up and saved.

Note: These can overlap and are toatally under your control. This means that you need ot be aware of the potential to have inadvertant overlaps for semester dates.

Manage Defined Date Ranges / Semesters

Defined Date Range/Semester	Start Date	End Date	Disp. Ran
Entire School Year	9/ 5/2002	6/19/2003	1
First Semester	9/ 5/2002	11/12/2003	2
Second Semester	11/13/2002	1/31/2003	3
Third Semester	2/ 3/2003	4/23/2003	4
Fouth Semester	4/24/2003	6/19/2003	5

This is where you can optionally setup predefined date range for various school year's reports. These can overlap and are totally under your control. This means that you need to be aware of the potential to have inadvertant overlaps for semester dates.

To Add, Edit or Delete Semester/Defined Date Ranges go to [Update and Edit Semester/Date Ranges](#)

Update and Edit Semester/Date Range



This is the **Manage Semester/Defined Date Range** window where you can setup predefined date ranges for various school period reports.

Note: These defined dates can overlap and are toatally under your control. This means that you need of be aware of the potential to have inadvertant overlaps for semester dates.

Manage Defined Date Ranges / Semesters

Defined Date Range/Semester	Start Date	End Date	Disp. Ran
Entire School Year	9/ 5/2002	6/19/2003	1
First Semester	9/ 5/2002	11/12/2003	2
Second Semester	11/13/2002	1/31/2003	3
Third Semester	2/ 3/2003	4/23/2003	4
Fouth Semester	4/24/2003	6/19/2003	5

Buttons: **Insert**, **Change**, **Delete**, **Close**

This is where you can optionally setup predefined date range for various school year's reports. These can overlap and are totally under your control. This means that you need to be aware of the potential to have inadvertant overlaps for semester dates.

Adding a Semester/Defined Date Range

1. Click **Insert** . The **Adding a Defined Date Range-Semester** window will open.

Adding a Defined Date Range-Semester

Desc:

Semester Start Date: **3**


Semester End Date: **3**

Semester List Display Rank:

Buttons: **OK**, **Cancel**

5/22/2003 14:20:19

2. Give the time frame a meaningful description.

3. Type in a Start and End Date in the MM/DD/YYYY format or use the  **date** button.
4. To position this defined date within the list, set the **List Display Rank** to the desired position.
5. Click **OK**.

Changing a Semester/Defined Date Range

1. Click **Change**. The **Changing a Defined Date Range-Semester** window will open.



Changing a Defined Date Range-Semester

Desc: Entire School Year

Semester Start Date: 9/5/2002

Semester End Date: 6/19/2003

Semester List Display Rank: 1

PENNI
Administrator
5/20/2003 14:12:29

OK Cancel

2. Make desired changes to the Description, Start Date, End Date, or Display Rank.
3. Click **OK**.

Deleting a Semester/Defined Date Range

1. Click **Delete**. A **Confirm Delete** warning window will appear.
2. If you are sure you want to delete the Semester/Defined Date Range click **Yes**.

All Students by Last Name Report

Our School
All Students by Last, First Name
 May 20, 2003

Adams	Jaeden	Active	88 - Mr. Witherspoon
Auer	Tevin	Active	4 - Mrs. Bellows
Bartell	Amy	Active	5 - Mrs. Goodard
Bayer	Carol	Active	5 - Mrs. Goodard
Bayer	Willis	Inactive	Kindergarten - Mrs. Hubbard
Beatty	Savanah	Active	3 - Mrs. Vanhalen
Bechtelar	Mollie	Active	1 - Mrs. Bansdorf
Bednar	Elden	Active	2 - Mrs. Lee
Beer	Marjolaine	Active	3 - Mrs. Delia
Bernhard	Quintin	Active	6 - Mr. Sheppard
Bins	Stephanie	Active	4 - Mrs. Bellows
Bode	Lida	Active	3 - Mrs. Delia
Bogan	Jacquelyn	Active	2 - Mrs. Lee
Bogisich	Nayeli	Active	Kindergarten - Mrs. Hubbard
Boyle	Michaela	Active	Kindergarten - Mrs. Hubbard
Bradtke	Adan	Active	8A - Mr. Witherspoon
Bradtke	Dorsey	Active	5 - Mrs. Goodard
Brekke	Sidney	Active	3 - Mrs. Vanhalen
Brown	Vivienne	Active	8A - Mr. Witherspoon
Budzinski	Abe	Active	7 - Miss Applebee
Buettner	Edythe	Active	6 - Mr. Sheppard
Buettner	Michale	Active	8B - Mr. Witherspoon
Champlin	Kathryne	Active	5 - Mrs. Goodard

This Day's School Attendance Report

Our School
 Entire School Daily Class Attendance (absent and tardy only)
 Date: 5/20/2003

|1 - Mrs. Bansdorf

Class: Kindergarten - Mrs. Hubbard		
Grade: Kindergarten		Teacher(s): Mrs. Hubbard
Status: Complete		
Present: 13		
Absent: 1	Absent: Francisco Franecki	
Tardy: 1	Tardy: Danika Mills	
Total: 14		
<hr/>		
Class: 1 - Mrs. Bansdorf		
Grade: 1		Teacher(s): Mrs. Bansdorf
Status: Incomplete		
Present: 14		
Absent: 2	Absent: Theresa Jacobi, Mayra Keebler	
Tardy: 0		
Total: 16		
<hr/>		
Class: 2 - Mrs. Lee		
Grade: 2		Teacher(s): Mrs. Lee
Status: Incomplete		
Present: 0		
Absent: 0		
Tardy: 0		
Total: 0		

List of Classes

Without Students

**Our School
Classes**
May 20, 2003

Kindergarten - Mrs. Hubbard	Mrs. Hubbard	Kindergarten
1 - Mrs. Bausdorf	Mrs. Bausdorf	1
2 - Mrs. Lee	Mrs. Lee	2
3 - Mrs. Delia	Mrs. Delia	3
3 - Mrs. Vanhalen	Mrs. Vanhalen	3
4 - Mrs. Bellows	Mrs. Bellows	4
5 - Mrs. Goodard	Mrs. Goodard	5
6 - Mr. Sheppard	Mr. Sheppard	6
7 - Miss Applebee	Miss Applebee	7
7 - Ms. Zimmerman	Ms. Zimmerman	7
8A - Mr. Witherspoon	Mr. Witherspoon	8A
8B - Mr. Witherspoon	Mr. Witherspoon	8B
Advanced Placement	Stanley Googleman	AP

With Students

**Our School
Classes**
May 20, 2003

Kindergarten - Mrs. Hubbard	Mrs. Hubbard	Kindergarten
1 Bogisich	Nayeli	
2 Boyle	Michaela	
3 Frami	Vicky	
4 Franecki	Francisco	
5 Graham	Devon	
6 Mills	Danka	
7 Moore	Willie	
8 O'Conner	Sandrine	
9 Prosacco	Junius	
10 Schuster	Arturo	
11 Stark	Bo	
12 Waters	Conner	

Class Report by Defined Date Range

Our School
First Semester
9/ 5/2002 to 11/12/2003

Class: Kindergarten - Mrs. Hubbard		Teacher(s): Mrs. Hubbard			
Grade: Kindergarten	Last	First	Present	Absent	Tardy
	Bayer	Willis	166	0	0
	Bogisich	Nayell	194	1	1
	Boyle	Michaela	193	2	0
	Frami	Vicky	192	3	1
	Franecki	Francisco	192	3	0
	Graham	Devon	195	0	2
	Mills	Danika	192	3	2
	Moore	Willie	194	1	0
	O'Conner	Sandrine	193	2	0
	Prosacco	Junius	193	2	1
	Schuster	Arturo	194	1	0
	Stark	Bo	195	0	1
	Waters	Conner	192	3	1

Note: There are missing or incomplete Attendance Lists for this class.

Class: 1 - Mrs. Bansdorf		Teacher(s): Mrs. Bansdorf			
Grade: 1	Last	First	Present	Absent	Tardy
	Bechtelar	Mollie	195	0	0
	Daniel	Chauncey	195	0	0
	Donnelly	Reilly	195	0	0

General Setup



This is the General Setup window where global settings for the entire program are set. These options will effect all active classroom users.

School Attendance Keeper - General Setup

Registered School Name: Administrator
appears on all reports

School Name (line2*): Developing the Minds of our Young

School Name (Line3*): 123 West School Street, AnyTown, USA
*if any

Teacher's Attendance Windows shows School wide notes. Update every 10 sec.

Teacher's Attendance Windows to show *All Absent and Tardy*

Teacher Updates to Attendance Notes from Attendance Screen

Present Character: P

Absent Character: A

Tardy Character: T

Save Cancel

Registered School Name

Enter the name of your school. Once SAK is registered the School Name will not be editable. Two additional lines are supplied for optional information such as school address and school motto. These three lines of information will appear as headers or footers on all reports.

Teacher Attendance Windows show School wide notes. Update every *n* seconds . This option allows notes from each classroom to be displayed schoolwide to all network SAK classroom users. Teachers and administrators are able to enter messages that will display school wide. When unchecked, the window is removed and not available for viewing or entering. Recommended updating value of 10 seconds.

Teacher Attendance Windows to show "All Absent and Tardy" check box . When this is checked a button appears that allows Teachers to toggle views from showing the entire class list, to showing just those who are absent and tardy.

Teacher Updates to Attendance Notes from Attendance Screen. This allows teachers to add and edit notes in the **Attendance Notes** window. When unchecked, Teachers are able to view notes but not add or edit them.

Set Characters for Present, Absent, Tardy . This option customizes the characters to represent Present, Absent, and Tardy. Recommended options: Present = 'P'; Absent = 'A'; Tardy = 'T'.

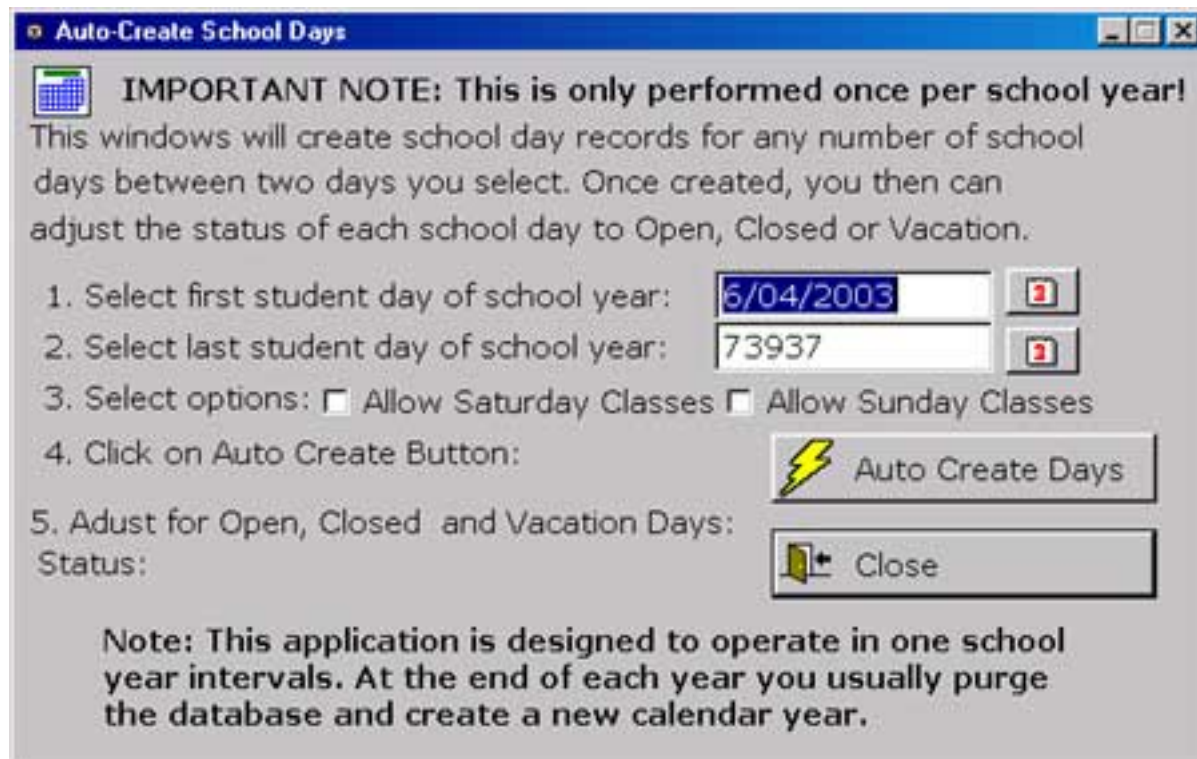
Auto-create School Days

This is the Auto-Create School Days window.



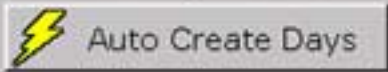

Auto-create school days is performed only once per school year.

SAK is set up to work one year at a time. At the end of each school year, the data needs to be backed up and purged, and a new year created.


This operation creates a school calendar from the start date, the first student day of the school year, and the end date, the last student day of the school year.




IMPORTANT NOTE: This is only performed once per school year!
This windows will create school day records for any number of school days between two days you select. Once created, you then can adjust the status of each school day to Open, Closed or Vacation.

1. Select first student day of school year: 
2. Select last student day of school year: 
3. Select options: Allow Saturday Classes Allow Sunday Classes
4. Click on Auto Create Button: 
5. Adust for Open, Closed and Vacation Days:
Status: 

Note: This application is designed to operate in one school year intervals. At the end of each year you usually purge the database and create a new calendar year.


1. Select the first student-day of the school year. Type in the date in MM/DD/YYYY format or use the  **date** button to choose a start date.

2. Select the last student day of the school year. Type in the date in MM/DD/YYYY format or use the  **date** button to choose an end date.

3. Click the checkboxes to select options for the days of the school year. **Allow Saturday Classes** , will create school days on Saturdays; **Allow Sunday Classes** , will create school days on Sundays.

4. Click on the  button and SAK will create an attendace record for each school day.

5. To complete the setup it is necessary to adjust the calendar for holidays, workshop days, and inclement weather days.

Go to **Manage School Days** on the **Setup Menu** or click  to adjust the calendar as necessary.

Further instructions for [Manage School Days](#) .

Manage School Days



This is the **Manage School Days** window.

This is where the school year calendar is adjusted for closings due to vacation days, teacher in-service days, or due to inclement weather or emergencies. These adjustments are done once at the beginning of the school year to define the school year calendar.

Warning: Change actions here with school day records cannot be reversed and should be carefully considered once the school year is set up. Changing the status of an "Open" Day will Automatically delete all related Class-Day and Student-Day Records.

Manage School Days
Manage your school year.

Day	Day Status
Tue 9/ 3/2002	Closed
Wed 9/ 4/2002	Open
Thu 9/ 5/2002	Open
Fri 9/ 6/2002	Open
Mon 9/ 9/2002	Open
Tue 9/10/2002	Open
Wed 9/11/2002	Open
Thu 9/12/2002	Closed
Fri 9/13/2002	Closed
Mon 9/16/2002	Open
Tue 9/17/2002	Open
Wed 9/18/2002	Open
Thu 9/19/2002	Open
Fri 9/20/2002	Open
Mon 9/23/2002	Open
Tue 9/24/2002	Open
Wed 9/25/2002	Open
Thu 9/26/2002	Open
Fri 9/27/2002	Open
Mon 9/30/2002	Open

Day's Attendance Notes
Used to track call-ins etc..

Open: 179
Snow/Weather: 0
Closed: 30

Save Day's Notes

Create New Year

Change Selected Status Insert Delete Close

WARNING: CHANGE ACTIONS HERE WITH SCHOOL DAY RECORDS CAN NOT BE REVERSED AND SHOULD BE CAREFULLY CONSIDERED ONCE THE SCHOOL YEAR IS SET UP. CHANGING THE STATUS OF AN "Open" DAY WILL AUTOMATICALLY DELETE ALL RELATED CLASS-DAY AND STUDENT-DAY RECORDS!!!

Do not show further warnings when changing day status.

To Add, Edit and Delete go to [Update and Edit School Days](#)

Update and Edit School Days



This is **Update and Edit School Days** window where you can add, edit and delete school day records.

Warning: Change actions here with school day records CANNOT BE REVERSED and should be carefully considered once the school year is set up. Changing the status of an "Open" Day AUTOMATICALLY DELETES ALL RELATED Class-Day and Student-Day Records.

Manage your school year.

Day	Day Status
Tue	9/ 3/2002 Closed
Wed	9/ 4/2002 Open
Thu	9/ 5/2002 Open
Fri	9/ 6/2002 Open
Mon	9/ 9/2002 Open
Tue	9/10/2002 Open
Wed	9/11/2002 Open
Thu	9/12/2002 Closed
Fri	9/13/2002 Closed
Mon	9/16/2002 Open
Tue	9/17/2002 Open
Wed	9/18/2002 Open
Thu	9/19/2002 Open
Fri	9/20/2002 Open
Mon	9/23/2002 Open
Tue	9/24/2002 Open
Wed	9/25/2002 Open
Thu	9/26/2002 Open
Fri	9/27/2002 Open
Mon	9/30/2002 Open

Day's Attendance Notes
Used to track call-ins etc..

Open: 179
Snow/Weather: 0
Closed: 30

Save Day's Notes

Create New Year

Change Selected Status Insert Delete Close

WARNING: CHANGE ACTIONS HERE WITH SCHOOL DAY RECORDS CAN NOT BE REVERSED AND SHOULD BE CAREFULLY CONSIDERED ONCE THE SCHOOL YEAR IS SET UP. CHANGING THE STATUS OF AN "Open" DAY WILL AUTOMATICALLY DELETE ALL RELATED CLASS-DAY AND STUDENT-DAY RECORDS!!!

Do not show further warnings when changing day status.

Close the **Daily Class Attendance** window before making changes.

Adding a Day

1. To add a day, click once on any day, and click the **Insert** button. The **Adding a School Day** window opens.

Adding a School Day

Note: You can only have one base day record for each school day.

Base Day:

Day's Tardy Notes etc.
i.e. half day

Status: Open

OK Cancel

Last Updated: PENNI
Administrator
5/22/2003 9:19:25

2. Type in the date of the new base day to create in MM/DD/YYYY format or use the date button. Note: You can only have one base day record for each school day.

3. Enter any notes in the **Day's Attendance Notes...** text box.

4. Save the Day's Attendance Notes by clicking the **Save Day's Notes** button.

5. Click **OK** and the new base day will be added to your calendar and will default to **Open** status.

Editing a Day

1. To change the status of a day, highlight the day by clicking once.

2. Click on the **Change Selected Status** button. A warning window will pop up.

Are you sure?

Warning: About to change the status for : Tue 9/03/2002

This can not be reversed and will delete all class day and student-day records for this day as well.

Are you sure?

Yes No

3. If you are sure about the change click **Yes** .

4. The **Day Status** will change to **Closed** .

Deleting a Day

1. To delete a day, **highlight the day to delete** .

2. Click the **Delete** button. and a warning box will open to remind you that this action cannot be reversed.

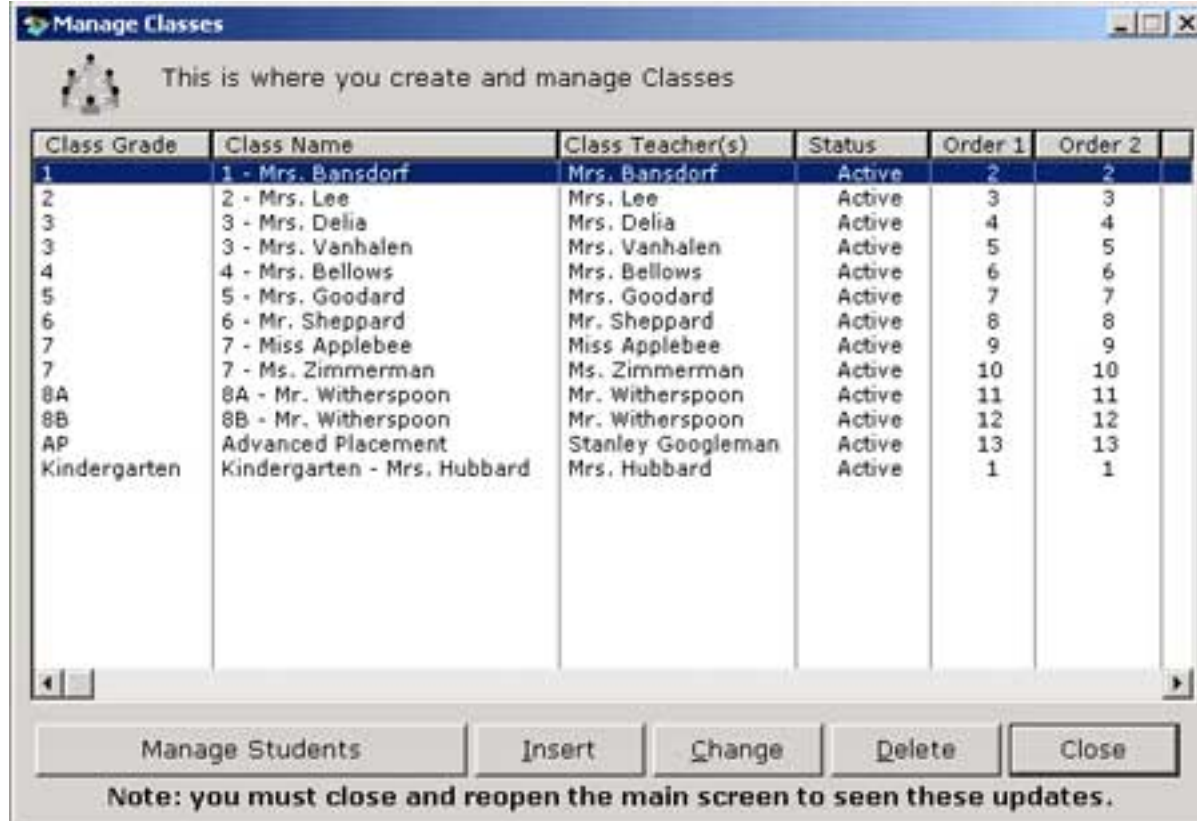


3. If you are sure about the deletion, click **Yes** . This will delete the selected day and all the related class-day and student-day records.

Manage Classes



This the **Manage Classes** window, where you can view class information.



This is where you create and manage Classes

Class Grade	Class Name	Class Teacher(s)	Status	Order 1	Order 2
1	1 - Mrs. Bansdorf	Mrs. Bansdorf	Active	2	2
2	2 - Mrs. Lee	Mrs. Lee	Active	3	3
3	3 - Mrs. Delia	Mrs. Delia	Active	4	4
3	3 - Mrs. Vanhalen	Mrs. Vanhalen	Active	5	5
4	4 - Mrs. Bellows	Mrs. Bellows	Active	6	6
5	5 - Mrs. Goodard	Mrs. Goodard	Active	7	7
6	6 - Mr. Sheppard	Mr. Sheppard	Active	8	8
7	7 - Miss Applebee	Miss Applebee	Active	9	9
7	7 - Ms. Zimmerman	Ms. Zimmerman	Active	10	10
8A	8A - Mr. Witherspoon	Mr. Witherspoon	Active	11	11
8B	8B - Mr. Witherspoon	Mr. Witherspoon	Active	12	12
AP	Advanced Placement	Stanley Googleman	Active	13	13
Kindergarten	Kindergarten - Mrs. Hubbard	Mrs. Hubbard	Active	1	1

Manage Students Insert Change Delete Close

Note: you must close and reopen the main screen to see these updates.

Class Grade, Class Name, Class Teacher(s), Status, Display Order are displayed.

To Add, Edit and Delete Classes go to [Update and Edit Classes](#)

To manage the student of a particular class, highlight the class and click the **Manage Students** button.

For help with Managing students go to [Manage Students](#)

Update and Edit Classes



This is the **Update and Edit Classes** window where you can Add or Edit Classes.

Manage Classes _ □ ×

This is where you create and manage Classes

Class Grade	Class Name	Class Teacher(s)	Status	Order 1	Order 2
1	1 - Mrs. Bansdorf	Mrs. Bansdorf	Active	2	2
2	2 - Mrs. Lee	Mrs. Lee	Active	3	3
3	3 - Mrs. Delia	Mrs. Delia	Active	4	4
3	3 - Mrs. Vanhalen	Mrs. Vanhalen	Active	5	5
4	4 - Mrs. Bellows	Mrs. Bellows	Active	6	6
5	5 - Mrs. Goodard	Mrs. Goodard	Active	7	7
6	6 - Mr. Sheppard	Mr. Sheppard	Active	8	8
7	7 - Miss Applebee	Miss Applebee	Active	9	9
7	7 - Ms. Zimmerman	Ms. Zimmerman	Active	10	10
8A	8A - Mr. Witherspoon	Mr. Witherspoon	Active	11	11
8B	8B - Mr. Witherspoon	Mr. Witherspoon	Active	12	12
AP	Advanced Placement	Stanley Googleman	Active	13	13
Kindergarten	Kindergarten - Mrs. Hubbard	Mrs. Hubbard	Active	1	1

Manage Students Insert Change Delete Close

Note: you must close and reopen the main screen to see these updates.

Adding a Class

1. To add a class, click the **Insert** button and the Add Class window pops up.

The screenshot shows a window titled "Manage Classes" with a subtitle "This is where you create and manage Classes". Inside, there is a sub-window titled "Adding a Class". The sub-window contains the following fields and controls:

- Class Name:** A text input field with a placeholder "(used for selection list This is usually in the form of 'Kindegarten - Mrs. Smith')".
- Grade:** A text input field with a placeholder "(ie. 3, Kindegarten, 1, Special Needs)".
- Class Teacher (s):** A text input field.
- Display Order 1:** A spin box set to "14" with a placeholder "(Used to order the teacher's selection list of classes.)".
- Display Order 2:** A spin box set to "14" with a placeholder "(Used to order the administrator's drop list of classes.)".
- Active:** A checked checkbox.
- Buttons:** "OK" and "Cancel".
- Note:** "Inactive classes are not visible when creating new attendance days."
- Last Update:** A field showing "//" and "0:00:00".

At the bottom of the "Manage Classes" window, there are buttons for "Manage Students", "Insert", "Change", "Delete", and "Close". A note at the bottom states: "Note: you must close and reopen the main screen to see these updates."

2. Type in the Class name, Grade, Class Teacher, [Display Order 1](#) , [Display Order 2](#) , and [Status](#) .
3. Click **OK** to create the class.
4. In order to see these adjustments in the drop down menus, you must close and reopen the main **Daily Attendance** window.

Changing a Class

1. Double click the class to select.
2. The **Changing Class** window pops up.

The screenshot shows a 'Manage Classes' window with a sub-dialog titled 'Changing a Class'. The form contains the following fields and controls:

- Class Name:** A text box containing '1 - Mrs. Bansdorf'. Below it is a note: '(used for selection list This is usually in the form of "Kindegarten - Mrs. Smith")'.
- Grade:** A text box containing '1'. Below it is a note: '(ie. 3, Kindegarten, 1, Special Needs)'.
- Class Teacher (s):** A text box containing 'Mrs. Bansdorf'.
- Display Order 1:** A text box containing '2'. Below it is a note: '(Used to order the teacher's selection list of classes.)'.
- Display Order 2:** A text box containing '2'. Below it is a note: '(Used to order the administrator's drop list of classes.)'.
- Active:** A checked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons.
- Note:** 'Inactive classes are not visible when creating new attendance days.'
- Last Update:** 'ROMAN3', 'Roman Victor', '5/12/2003 22:06:31'.
- Main Window Buttons:** 'Manage Students', 'Insert', 'Change', 'Delete', 'Close'.
- Footer Note:** 'Note: you must close and reopen the main screen to seen these updates.'

3. Make changes to Class Name, Grade, Class Teacher, [Display Order 1](#) , [Display Order 2](#) , and [Status](#) .
4. After making adjustments, select **OK** .
5. In order to see these adjustments in the drop down menus, you must close and reopen the main **Daily Attendance** window.

Deleting a Class

To preserve school attendance data integrity, **deleting classes is not allowed** . Instead set their [Status](#) to **Inactive** .

To manage the students of a particular class, highlight the class and click the Manage Students button which will open up the **Manage Students** window.

Go to [Manage Students](#) for more information.

Display Order 1 in **Manage Classes** is used to order the teacher's selection of classes.

Display Order 2 in **Manage Classes** is used to order the administrator's drop list of classes.

Making a class or student **INACTIVE** , retains the historic data for the year.

An **ACTIVE** class or student has new data created for each school day.

To preserve school attendance data integrity this application does not allow deletion of classes or students. Instead you may set them to inactive.

Manage Students



This is the **Manage Students** window where you can view the members of a class.

The screenshot shows a window titled "Manage Students" with a dropdown menu set to "Kindergarten - Mrs. Hubbard". Below the menu is a table with the following data:

Last	First	Status	Student External ID
Bayer	Willis	Inactive	
Bogisich	Nayeli	Active	
Boyle	Michaela	Active	
Frami	Vicky	Active	
Franecki	Francisco	Active	
Graham	Devon	Active	
Mills	Danika	Active	
Moore	Willie	Active	
O'Conner	Sandrine	Active	
Prosacco	Junius	Active	
Schuster	Arturo	Active	
Stark	Bo	Active	
Waters	Conner	Active	

Below the table is a navigation bar with buttons: "Toggle Selected Student Status", "Manage Student Days", and two icons. At the bottom are buttons: "Insert", "Change", "Delete", and "Close".

Note: Inactive students are excluded from attendance lists.

Select the desired class from the dropdown menu. The display will show the student last name, first name, status and any external ID for all members of the selected class.

To Add, Edit and Delete Classes go to [Update and Edit Student](#)

Update and Edit Student



This is the **Update and Edit Student** window where you can Add, Edit or Delete a Student.

Last	First	Status	Student External ID
Bayer	Willis	Inactive	
Bogisich	Nayeli	Active	
Boyle	Michaela	Active	
Frami	Vicky	Active	
Franecki	Francisco	Active	
Graham	Devon	Active	
Mills	Danika	Active	
Moore	Willie	Active	
O'Conner	Sandrine	Active	
Prosacco	Junius	Active	
Schuster	Arturo	Active	
Stark	Bo	Active	
Waters	Conner	Active	

Adding a Student

1. Click the **Insert** button. Alternately you can click anywhere in the student list box and right mouse click, then choose **Insert** . The **Adding Student** window will pop up.

2. Select the Class from the drop down menu to assign the student to a class.

3. Enter Last Name, First Name, External Student ID that is used by the school.

4. Assign a display order for the class list.
5. Besure that **Active** is indicated in Status. Inactive students are not added to new class attendance lists.
6. When complete click **OK** .

Editing a Student

1. Highlight the student and click the **Change** button. Alternately you can highlight the student and right mouse click, then choose **Change** . The **Change Student** window will pop up.

The screenshot shows the 'Manage Students' application window. At the top, there is a 'Select Class:' dropdown menu set to 'Kindergarten - Mrs. Hubbard'. Below this is a table with columns: Last, First, Status, and Student External ID. The table contains three rows: Bayer Willis (Inactive), Bogisich Nayeli (Active), and Boyle Michaela (Active). A 'Changing a Student' dialog box is open over the table, showing the selected student's details: Student Class (Kindergarten - Mrs. Hubbard), Last Name (Bayer), First (Willis), Student External ID (empty), Display Order (1), and Student Internal ID (9). The Status* section has radio buttons for Active and Inactive, with Inactive selected. The dialog box has OK and Cancel buttons and a note: '*Inactive students are not added to new class attendance lists.' Below the dialog box, there are navigation buttons (back, forward, search, etc.) and a note: 'Note: Inactive students are excluded from attendance lists.' At the bottom of the application window, there are buttons for 'Toggle Selected Student Status', 'Manage Student Days', 'Insert', 'Change', 'Delete', and 'Close'.

Last	First	Status	Student External ID
Bayer	Willis	Inactive	
Bogisich	Nayeli	Active	
Boyle	Michaela	Active	

2. To move a student to a different class, from the drop down menu select the new class to which to assign the student.

3. To change a student's name, delete the old name and type the new name in the Last Name text area. If a student's last name changes, you may need to change the display order if you have it arranged alphabetically.

4. To change a student's status, highlight the student and use the you can use the **Toggle Student Status** button making the student **inactive** , or **active** .

Deleting a Student

Warning: This operation **CANNOT BE REVERSED** and will **delete all student-day records and effects all past reports!** Consider making a student's **Status Inactive** instead of deleting. (See **Editing a Student** above).

1. To Delete a student, highlight the student name.

2. Click the **Delete** button. A Warning Box will pop up.
 3. If you are sure you want to delete the student click **Yes** .
 4. In order for these changes to take effect you will need to reopen or refresh the Class Attendance window.
- Go to [Manage Student-Days](#) to manage Student days.

Manage Student-Days



This is the **Manage Student-Days** window where you can view past attendance records for every day a student was active.

School Attendance Keeper by RVPM Designs - [Manage Student-Days]

File Attendance Reports Setup Help

This is where you can edit or even delete past attendance records. You would delete a record here if a student was assign to the wrong class or the student status was active and a student-day record was automatically created and it needed to be removed.

Date	Class Name	Last	First	Status	Update Machine	Upd
9/ 5/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	PENNI	Adm
9/12/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/11/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/10/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/ 6/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/13/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/16/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/17/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/20/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/23/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/24/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/25/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/27/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/30/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 1/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
5/12/2003	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 2/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 3/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 4/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 7/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 8/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 9/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/10/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/11/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/15/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr

Toggle Attendance Status Insert Change Delete Close

To Add, Edit or Delete Student-Days due to incorrect past attendance records go to [Update and Edit Student Day](#)

Update and Edit Student-Day



This is the **Update and Edit Student-Days** window where you can edit or delete past attendance records.

This is where you can edit or even delete past attendance records. You would delete a record here if a student was assign to the wrong class or the student status was active and a student-day record was automatically created and it needed to be removed.

Date	Class Name	Last	First	Status	Update Machine	Upc
9/ 5/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	PENNI	Adm
9/12/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/11/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/10/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/ 6/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/13/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/16/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/17/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/20/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/23/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/24/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/25/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/27/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
9/30/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 1/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
5/12/2003	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 2/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 3/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 4/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 7/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 8/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/ 9/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/10/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/11/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr
10/15/2002	Kindergarten - Mrs. Hub	Franecki	Francisco	Present	ROMAN3	Rorr

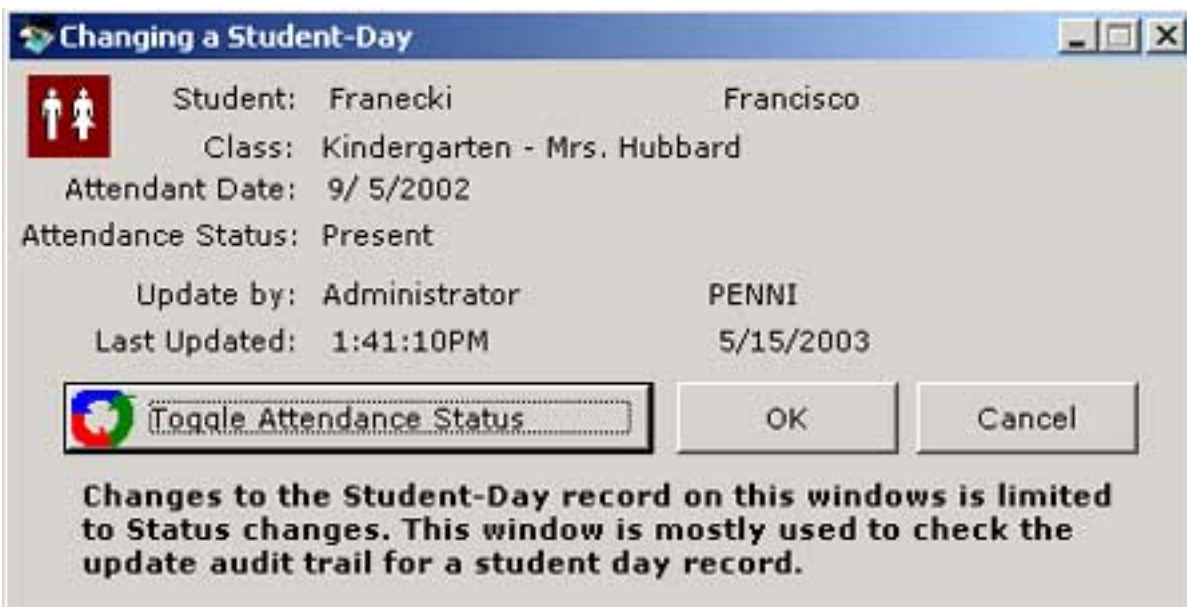
Toggle Attendance Status Insert Change Delete Close

Adding Student-Day Records


Record inserts for student-days are performed only through the [Daily Class Attendance](#) window.

Editing Student-Day Records


Changes are limited to **Status Changes** only. Use this window to check the update audit trail for a student-day record.



Changing a Student-Day

 Student: Franecki Francisco
Class: Kindergarten - Mrs. Hubbard
Attendant Date: 9/ 5/2002
Attendance Status: Present

Update by: Administrator PENNI
Last Updated: 1:41:10PM 5/15/2003



Changes to the Student-Day record on this windows is limited to Status changes. This window is mostly used to check the update audit trail for a student day record.

Deleting Student-Day Records

Delete a record here if a student was assigned to the wrong class or the student status was Active when it should have been Inactive, and a student-day record was automatically created and it needs to be removed.

1. Click the **Delete** button.
2. A **Confirm Delete** window will pop up.
3. If you are sure you want to delete the student-day record, click **Yes** .

Manage Class Days



This is the **Manage Class-Days** window where a class record for each school day is displayed.

Manage Class Days

Class Name	School Day	Status	Last Update	Time	Update
Kindergarten - Mrs. Hubba	9/ 5/2002	Complete	5/15/2003	1:41:10PM	Adminis
1 - Mrs. Bansdorf	9/ 5/2002	Complete	5/12/2003	10:24:20PM	Roman \
2 - Mrs. Lee	9/ 5/2002	Complete	5/12/2003	10:24:22PM	Roman \
3 - Mrs. Delia	9/ 5/2002	Complete	5/12/2003	10:16:28PM	Roman \
3 - Mrs. Vanhalen	9/ 5/2002	Complete	5/12/2003	10:27:07PM	Roman \
4 - Mrs. Bellows	9/ 5/2002	Complete	5/12/2003	10:25:15PM	Roman \
5 - Mrs. Goodard	9/ 5/2002	Complete	5/12/2003	10:27:11PM	Roman \
6 - Mr. Sheppard	9/ 5/2002	Complete	5/12/2003	10:27:13PM	Roman \
7 - Miss Applebee	9/ 5/2002	Complete	5/12/2003	10:16:34PM	Roman \
7 - Ms. Zimmerman	9/ 5/2002	Complete	5/12/2003	10:25:17PM	Roman \
8A - Mr. Witherspoon	9/ 5/2002	Complete	5/12/2003	10:25:19PM	Roman \
8B - Mr. Witherspoon	9/ 5/2002	Complete	5/12/2003	10:24:13PM	Roman \
Kindergarten - Mrs. Hubba	9/ 6/2002	Complete	5/12/2003	10:27:55PM	Roman \
1 - Mrs. Bansdorf	9/ 6/2002	Complete	5/12/2003	11:01:32PM	Roman \
7 - Miss Applebee	9/ 6/2002	Complete	5/12/2003	10:16:36PM	Roman \
8B - Mr. Witherspoon	9/ 6/2002	Complete	5/12/2003	10:27:39PM	Roman \
Kindergarten - Mrs. Hubba	9/10/2002	Complete	5/12/2003	10:27:52PM	Roman \
1 - Mrs. Bansdorf	9/10/2002	Complete	5/12/2003	11:01:30PM	Roman \
8B - Mr. Witherspoon	9/10/2002	Complete	5/12/2003	10:27:46PM	Roman \
Kindergarten - Mrs. Hubba	9/11/2002	Complete	5/12/2003	10:27:52PM	Roman \
1 - Mrs. Bansdorf	9/11/2002	Complete	5/12/2003	11:01:30PM	Roman \
8B - Mr. Witherspoon	9/11/2002	Complete	5/12/2003	10:27:47PM	Roman \

Note: This window is used to check the update date and status of Class-Days. Class-Days are instances of "Open" school days and active classes. These records are created only when the day and the class are selected from the Class Attendance Screen.

Close

This window is used to check the update date and status of Class-Days. Class-Days are instances of **Open School days** and **Active Classes** . These records are created only when the day and the class are selected from the Daily Class Attendance window.

The [Daily Class Attendance](#) creates these records.

Network Installation

To install SAK on a network the program must be installed into a shared network folder. All users must have access rights to that shared folder. Security rights required for a successful deployment are read, write, create, delete and create folder.

The installation program creates a shortcut in the network folder that can be copied to user desktops.

Product registration is by workstation. The product's registered school name and license key needs to be typed (or pasted) into registration window for every workstation only upon starting the program the first time, otherwise users will get the 45 use shareware nag screen.

Suggestion: Once you receive your license, copy the license information into a text file in the shared network folder for easy reference when creating each workstation's desktop shortcut. The license key can then be typed (or pasted) into the registration fields.

Tip: Copy keyboard shortcut is Ctrl-C and Paste is Ctrl-V.

About RVPM Designs



RVPM Designs is . . . primarily a custom software development house.

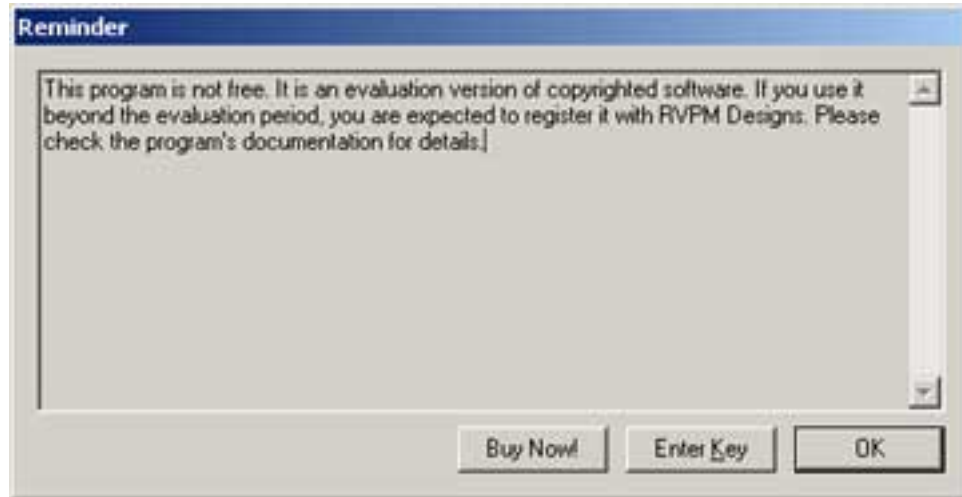
We develop software for PCs, Macs, multi-user Client/Server applications, handhelds, database driven web sites as well as provide RVPM Designs clients computer graphic services such as aerial mapping and image enhancements.

We truly enjoy working with our customers expanding the art of software development and graphics. It is a refreshing and challenging business.

RVPM Designs is a partnership of and

Product Registration

When your demo version of SAK is ready to expire after 45 uses the **Reminder to Register** your copy of SAK will appear on startup.



To purchase a full license of SAK click the **Buy Now!** button, which will bring you to the SAK licensing website where you can purchase the appropriate number of user licenses for your school.

If you have already purchased a license and have received an email with the Registration Key, you can click the Enter Key button. The registration window will pop up.

Registration Window

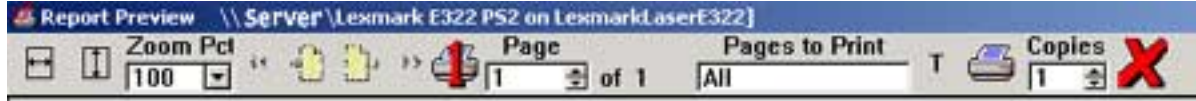


1. Enter the Name of the School to which SAK will be Registered. This school name will show up as the header on all reports.
2. Copy and paste the registration key code from the confirming registration email into the Key field.

Report Preview Overview



Report Preview Print This is where you can preview a report before you print it.



Full Width Preview expands the report to fill the full width of the screen

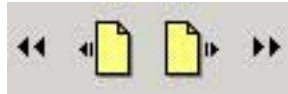


Full Height Preview expands the report to fit the full length of the screen

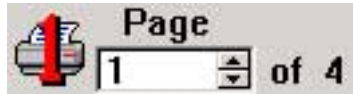
Zoom Pct

100

Current Display Percentage sets the report to a zoom percentage of your choice.



Scroll through pages to print is a way to navigate forward and backward through the pages of report.



Print This Page, Page Number Shown print the page that is currently shown.

Pages to Print

All

Pages to Print. All or Ranges (i.e. 1-3.5,7,12-15) is where you can set a range or section of pages to print.

T

Print Report to Text File is where you can export the results of the report to a text file for use with other software programs.



Printer Setup sets option for your selected printer.

Copies

1

Number of Copies to Print sets the number of copies you want to print out.



Exit without Printing closes the print preview window.

Daily Single Class Attendance Report

Our School
Class Report by Date Range
 5/20/2003 to 5/20/2003

Class: Kindergarten - Mrs. Hubbard

Grade: Kindergarten

Teacher(s): Mrs. Hubbard

Last	First	Present	Absent	Tardy
Bayer	Willis	1	0	0
Bogisich	Nayeli	1	0	0
Boyle	Michaela	1	0	0
Frami	Vicky	1	0	0
Franecki	Francisco	1	0	0
Graham	Devon	1	0	0
Mills	Danika	1	0	0
Moore	Willie	1	0	0
O'Conner	Sandrine	1	0	0
Prosacco	Junius	1	0	0
Schuster	Arturo	1	0	0
Stark	Bo	1	0	0
Waters	Conner	1	0	0

SUMMARY

	9/ 5/2002	to	6/19/2003	
Days Present:	13		100.00	%
Absent:	0		0.00	%
Tardy:	0		0.00	%
Attendance Total:	13		100.00	%
	Complete			