

TIP # AT_03

“Preparing to Enter Period Attendance” (for Administrator’s Plus users)

Scenario: You’re collecting each periods attendance from teachers (not with GradeQuick) and need to enter it into Administrator’s Plus. Before you do that, you have to setup your period rotation into Administrator’s Plus.

1. Log into Administrator’s Plus with ALL rights to the Attendance module.
2. Click on ATTENDANCE – CALENDAR (Do this in the beginning of the year.)
3. Click on F6 ROTATE
4. Now, you must tell Administrator’s Plus how your periods rotate each day. For ex.
 - a. Let’s assume that you have 8 academic periods a day, every day. That would be entered in like this... (Remember, Administrator’s Plus uses “letters” for periods and “numbers” for days in the rotation)
 - i. A1B1C1D1E1F1G1H1 = 8 periods a day, AND every course meets every day. In that case, you simply have 1 rotation day and you only have to enter the above.
 - b. Let’s assume that SOME classes DO NOT meet every day. Say, PE meets days 1-3-5 (Monday-Wednesday-Friday). Now you HAVE to enter your rotation into ALL 5 days
 - i. DAY 1 = A1B1C1D1E1F1G1H1
 - ii. DAY 2 = A2B2C2D2E2F2G2H2
 - iii. DAY 3 = A3B3C3D3E3F3G3H3
 - iv. ETC. ETC. ETC.
 - v. **NOTE: THE ABOVE IS A TYPICAL 8 PERIODS A DAY, 5 DAY ROTATION. IF YOURS IS DIFFERENT, READ THE PERIOD ATTENDANCE MANUAL OR CALL SUPPORT...THEY’LL ASSIST YOU IN SETTING THIS UP.**
 - vi. **YOU CANNOT ENTER ACCURATE PERIOD ATTENDANCE UNTIL YOU SET YOUR ROTATION.**