



MySchoolSask MonÉcoleSask

Class Attendance to Daily Attendance Procedure

April 2021 v2.1

Version History

Version	Date	Description
1.0	September 2020	Converted from draft to final version. Corrected modify list terminology in Step 1.
2.0	February 1, 2021	New options to run procedure are available. Associated information and sections added. Procedure can be run at division level for entire division and extended time frames. Improved performance time has mollified the restrictions on previously recommended time frames. Document reorganized to better represent options and process for adjusting records (if required).
2.1	April 12, 2021	Important information for scheduling the procedure (section 1.3, step 6) regarding <i>Run Immediately</i> flag and potential creation of duplicate records.

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1.0 Class Attendance to Daily Attendance Procedure

This procedure will calculate a student Daily Attendance value based on student Class Attendance data. If a Daily Attendance value is required by schools using AM and PM classes, for report cards for example, this procedure will create the desired value.

The Class Attendance to Daily Attendance procedure converts class attendance Absent records to a daily attendance record with the appropriate portion absent. Lates, Reasons, Comments, etc. are not and cannot be converted with this procedure. This procedure is additive only; it will not delete daily attendance records if corresponding class attendance records are deleted.

The portion absent is calculated based on the number of classes in the student’s schedule where attendance is being taken. Scheduled classes where attendance is not taken should be marked as Hide from Attendance to ensure the portion absent calculates accurately.

The Class Attendance to Daily Attendance procedure can be:

- Run manually in School View,
- Scheduled to run for the division, or
- Scheduled for run individual schools.

When the procedure is scheduled at the division level all schools with ClassToDailyAtt flag set to Y will be included in the procedure using the division input parameters entered.

Follow the steps outlined in this document to enable, run and schedule the Class Attendance to Daily Attendance Procedure for schools in your division.

1.1 Enable Procedure for the Required Schools

Note: The **ClassToDailyAtt** flag must be set to Y for any school for which the procedure will be run manually, or scheduled to run.

Go to *Division TT > Schools ST*

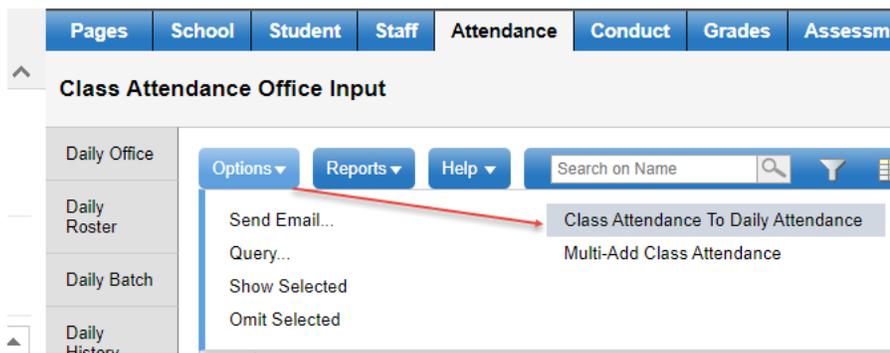
1. Select Options > Modify List
2. Edit the **ClassToDailyAtt** column
3. Check the box for the schools that need to run this procedure
4. Check the green checkbox in the column header to save the settings.

Pages	Division	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin
Schools												
Setup	Options Reports Help Search on Name [icon] [icon] [icon] [icon]											
School Years	1 Beechy Hutterite School 0 of 46 selected											
Organizations	<input type="checkbox"/>	DAN	Name	Level	Inactive?	StartGrade	NumberOfGrades	ClassToDailyAtt				
Schools	<input type="checkbox"/>	3211211	Beechy Hutterite School		N	0	10	<input type="checkbox"/>				
Details	<input type="checkbox"/>	3210113	Beechy School	K-12	N	0	13	<input checked="" type="checkbox"/>				
Schedules	<input type="checkbox"/>	5010813	Big Rose Hutterite School		N	0	13	<input checked="" type="checkbox"/>				
Calendar	<input type="checkbox"/>	5010133	Biggar Central School 2000		N	0	13	<input checked="" type="checkbox"/>				
Events	<input type="checkbox"/>	3210811	Cherry Grove School, Loreburn Hutterite Colony		N	0	10	<input type="checkbox"/>				
School Capacity	<input type="checkbox"/>	3111013	Clear Springs Hutterite School		N	0	10	<input type="checkbox"/>				
Transport Resources												
Student Transport												
School Attributes												
Preferences												

1.2 Manually Run the Procedure

To manually run the Class Attendance to Daily Attendance procedure, go to the Options menu under either:

- School view > Attendance TT > Class Office, or
- School view > Attendance TT > Daily Office



1. Select the current school year
2. Enter the **Start** and **End** dates for the range of class attendance records to be converted.

Class Attendance To Daily Attendance	
School year	2020
Start date	04/09/2019
End date	15/10/2019
Preview mode	<input checked="" type="checkbox"/>
<input type="button" value="Run"/> <input type="button" value="Cancel"/>	

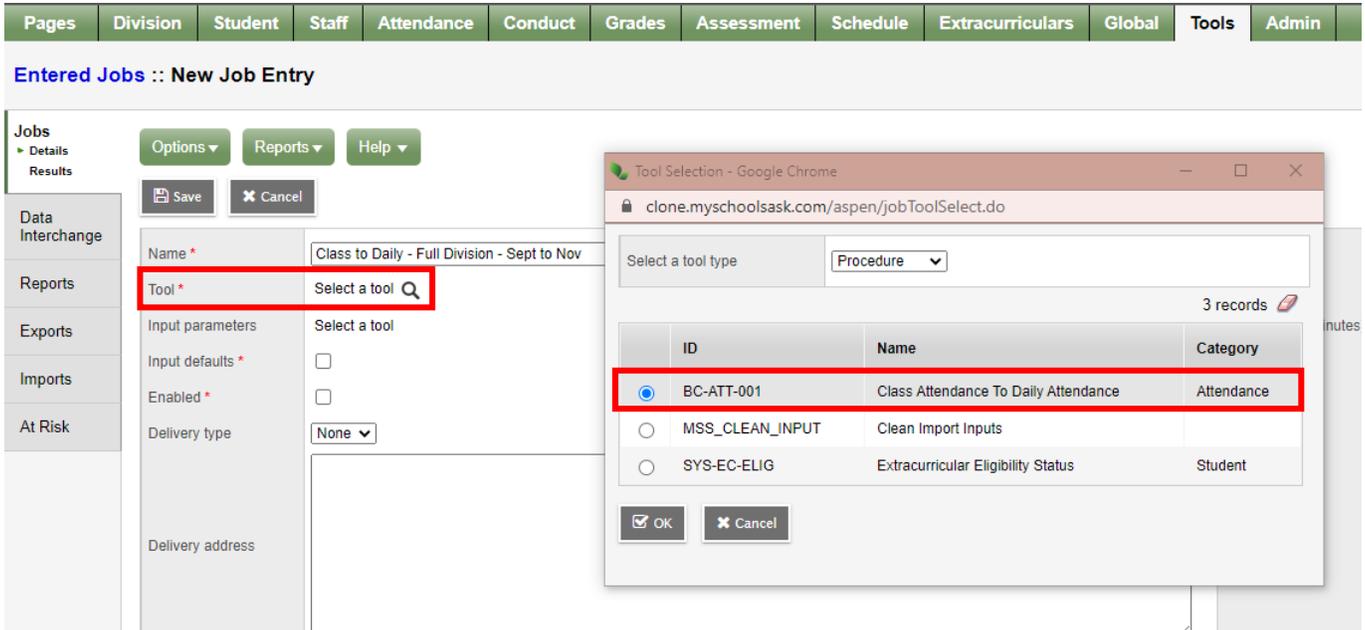
3. Optionally, select **Preview mode** to verify the number of records that will be updated prior to committing the changes.
Note: If you choose preview, this will produce as message with “preview” and this does not run the procedure. Once you have previewed and verified the number of records that will be updated, you will follow the same steps and uncheck preview mode to run the procedure. The message returned will state “Executed”. **Please ensure you see “Executed” in the message once you have run the procedure.**
4. Click **Run**

1.3 Schedule the Procedure Using Input Parameters

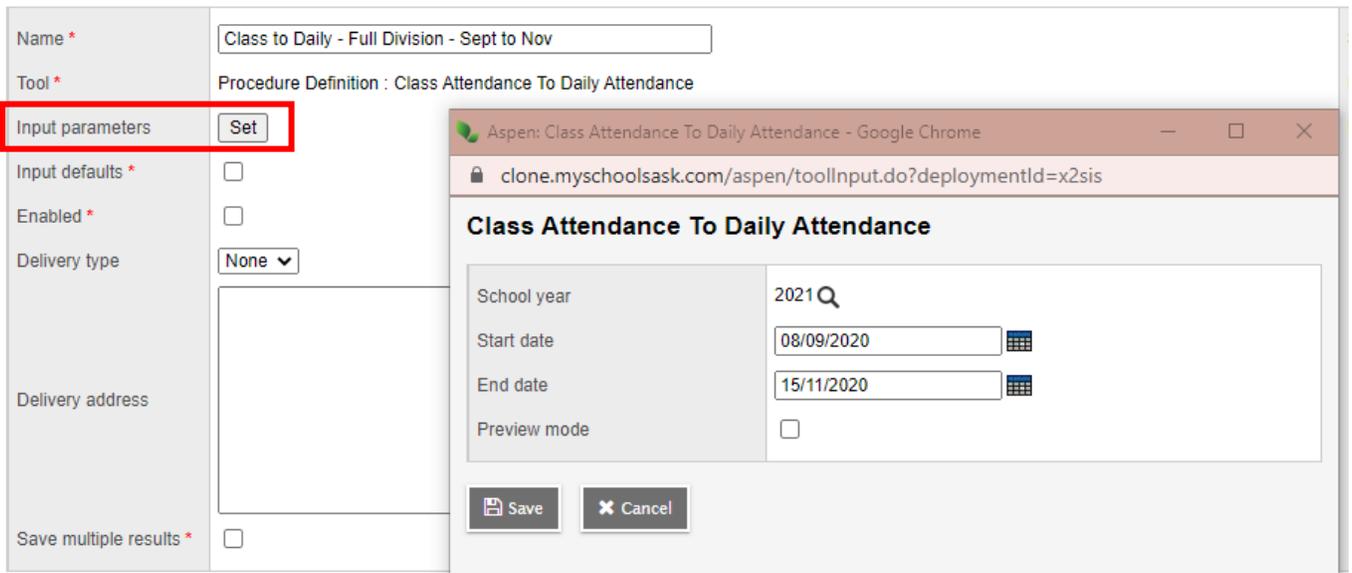
To schedule the procedure to run at a predetermined time go to:

Division or School view > Tools TT > Jobs ST

1. Options > Add



2. Select a tool by clicking the search icon beside **Select a tool**, switch the **Tool Type** to **Procedure**. Select Class Attendance to Daily Attendance.
3. Set the **Input Parameters**.



Name *	Class to Daily - Full Division - Sept to Nov
Tool *	Procedure Definition : Class Attendance To Daily Attendance
Input parameters	<input type="button" value="Set"/>
Input defaults *	<input type="checkbox"/>
Enabled *	<input checked="" type="checkbox"/>
Delivery type	<div style="border: 1px solid black; padding: 2px;"> Email None Email mail.com File </div>
Delivery address	
Save multiple results *	<input type="checkbox"/>

4. **Enable** the job and set the **Delivery Type**. Enabling the job will schedule the job to run based on the schedule in the next step. Select a Delivery Type:
 - a. None – no results will be provided.
 - b. Email – results will be emailed to anyone listed in the Delivery Address area.
 - c. File – the results will be saved in the Results leaf of the job.
5. **Save multiple results** **is not recommended**. If checked, the files will be saved in the Results area and require management as the entries on the Results page will accumulate over time, consuming disk resources on the server.
6. **Schedule** the job, this job will likely only run once. In the bottom area, under the **Once** tab set the date you want this to run.

Important Note: *By default, Run Immediately is enabled when a new job is created. Run Immediately should be disabled prior to saving the job. Setting a job to enabled at a scheduled time, with Run Immediately selected will result in the job running twice and can produce duplicate attendance records.*

Once	Weekly	Monthly	Periodic
Run Immediately	<input type="checkbox"/>		
Start date	16/11/2020 <input type="button" value="Calendar"/>		
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

7. Set the **Start time** of the job. It is **recommended to schedule this after hours**.

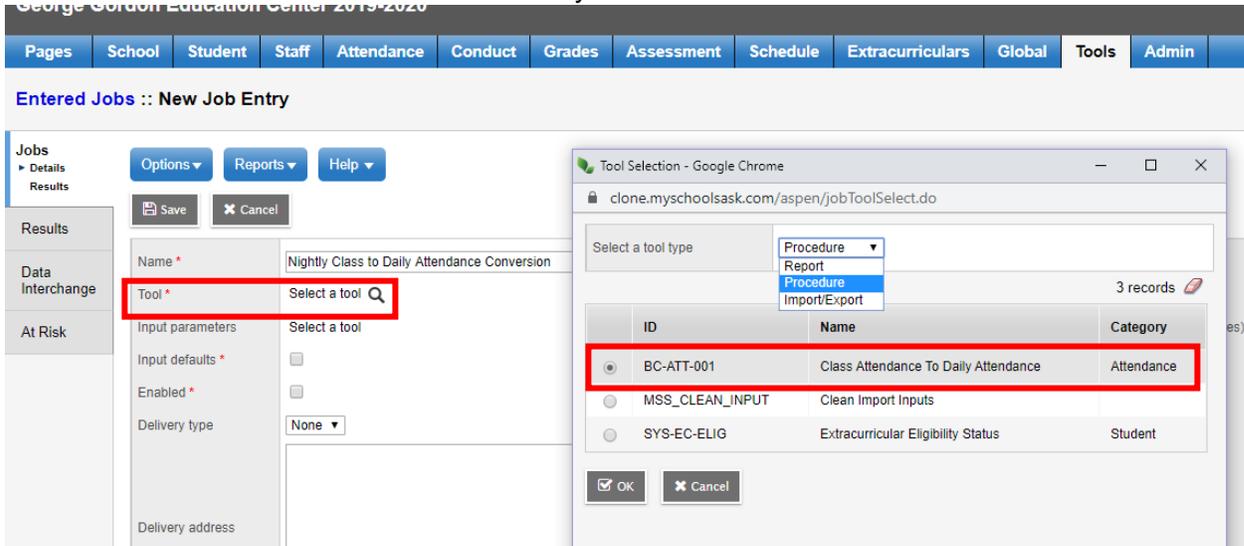
Start time	5:00 PM
End time	
Repeat time (minutes)	0

1.4 Schedule the Procedure to Run Nightly

To reduce the number of times this procedure has to be manually run it can be set up as a Scheduled Job to process once or twice a day using the **Input Defaults**. Division L1's or Integration Leads can set up the jobs for each school or it can be run for the entire division by scheduling the job in division level.

Go to: Division or School view > Tools TT > Jobs ST > Options > Add

1. Select a tool by clicking the search icon beside **Select a tool**, switch the **Tool Type** to **Procedure**. Select Class Attendance to Daily Attendance.

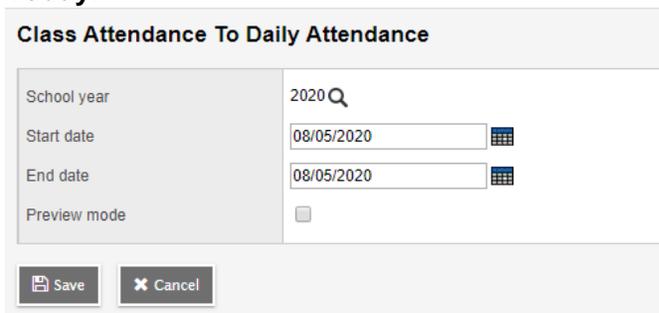


The screenshot shows the 'New Job Entry' form in the system. The 'Tool' field is highlighted with a red box, and a search icon is visible next to it. A modal window titled 'Tool Selection' is open, showing a list of tools. The 'Tool Type' dropdown is set to 'Procedure'. The table below shows the selected tool:

ID	Name	Category
BC-ATT-001	Class Attendance To Daily Attendance	Attendance
MSS_CLEAN_INPUT	Clean Import Inputs	
SYS-EC-ELIG	Extracurricular Eligibility Status	Student

2. Select **Input Defaults**. The Input Defaults for this procedure are **Start Date = Today** and **End Date = Today**. By selecting Input Defaults, rather than setting the **Input Parameters**, the job will be dynamic meaning the Input Parameters will be auto populated with the Input Defaults every night. Scheduling this job nightly will ensure Class Attendance and Daily Attendance are in sync as every day's Class Attendance will be converted nightly. Below is what the Input Parameters will look like when using Input Default. Note: **You will not have to set the Input Parameters.**

Today:



The screenshot shows the 'Class Attendance To Daily Attendance' form. The 'School year' is set to 2020. The 'Start date' and 'End date' are both set to 08/05/2020. The 'Preview mode' checkbox is unchecked. The 'Save' and 'Cancel' buttons are visible at the bottom.

Tomorrow:

Class Attendance To Daily Attendance

School year: 2020

Start date: 09/05/2020

End date: 09/05/2020

Preview mode:

Save Cancel

3. **Enable** the job and set the **Delivery Type**.
4. **Save multiple results** is not recommended. If checked, the files will be saved in the Results area and require management as the entries on the Results page will accumulate over time, consuming disk resources on the server.

Name *: Class Attendance To Daily Attendance

Tool *: Procedure Definition : Class Attendance To Daily Attendance

Input parameters: Set

Input defaults *:

Enabled *:

Delivery type: **None** (dropdown menu open with options: None, Email, File)

Delivery address:

Save multiple results *:

5. Create a **schedule** for the job. Under the **Weekly** tab, set the **Start date** to be the day you are creating the job and set the **End date** to be the last day of school. Schedule it to run every week-day night. Weekend nights can be avoided because attendance is not taken those days. **Note:** these dates are not the Input Parameters they are the days the job will run.

Save multiple results:

Once **Weekly** Monthly Periodic

Start date: 08/05/2020

End date: 30/06/2020

Days: Sun Mon Tue Wed Thu Fri Sat

6. Set the **Start time** of the job. It is recommended to schedule this after hours.

Start time	4:00 PM
End time	
Repeat time (minutes)	0

Note: The procedure can be scheduled to run twice daily. Two jobs can be scheduled one to run at noon and one to run after school. Creating two jobs to run twice a day will ensure that AM attendance is converted at lunch and PM attendance is converted at the end of the day, this will keep Class and Daily Attendance the most in sync.

2.0 Adjusting Attendance Records After the Procedure has Run

There are cases where changes to attendance records already converted need to be adjusted to ensure that daily and class attendance records remain synchronized. The steps below show how to adjust the daily attendance and class attendance records.

2.1 Example 1: Adjust Full Day Absence

Adjust Daily Attendance Record and Push Change to Class Attendance Records

If a student was marked Absent – Unexcused without a reason for both their AM & PM Attendance periods, the parent then would receive a phone call. If the parent didn't contact the school until the next day to excuse this absence the Absent – Unexcused will already have been converted. The already created daily attendance records can be manually adjusted in the Class Office area and then applied to the class attendance record.

- o School view > Attendance TT > Class Office ST.

Change the Date to the applicable day and locate the student whose attendance needs to be updated. (Note: due to length of screen these screenshots have been split into two)

Name	Pupil #	YOG	Daily Code
<input type="checkbox"/> Amentler, Jolene	1026999	2031	A >>

...

The screenshot shows a date selector with the date 08/05/2020 highlighted in a red box. Below it is a grid with columns for 9, 10, AM, and PM. The AM and PM columns show an 'A' with a person icon, indicating an absence.

....

1. Adjust the Daily Code column with the information provided by the parent.

Student > Name * Amentler, Jolene

Date * 08/05/2020

Absent?

Late?

Dismissed?

Excused?

Portion absent * 1.0000

Other code

Other code PM

Reason Excused by Parent

Arrivals & Departures

Type	Time	Is excused?
No matches		

Save Cancel Delete

2. Push this adjusted Daily Code down to the AM and PM class attendance periods.

Name	Pupil #	YOG	Daily Code
<input type="checkbox"/> Amentler, Jolene	1026999	2031	A-E [Excused by Parent]

Both AM/PM periods will be adjusted with the updated information.

Name Amentler, Jolene

Course ATT-AM-k-1-2

Period AM

Date * 08/05/2020

Is absent?

Is Late?

Is dismissed?

Is excused?

Time in

Time out

Other code

Reason Excused by Parent

Save Cancel Delete

2.2 Example 2: Adjust Half Day Absence

Adjust both Daily and Class Attendance Records

This scenario is similar to the Example 1 wherein a parent calls in to excuse an absence after the procedure has run, **except** the student is absent for only a half day. In this case the Daily Code as well as the Class Attendance period needs to be updated. (Note: due to length of screen these screenshots have been split into two)

<input type="checkbox"/>	Name	Pupil #	YOG	Daily Code	
<input type="checkbox"/>	Akhand, Octavio	1102500	2027	...	>>
<input type="checkbox"/>	Amentler, Jolene	1026999	2031	A-E [Excused by Parent]	>>
<input type="checkbox"/>	Arya, Marisela	1028465	2031	...	>>
<input type="checkbox"/>	Barbalich, Hafsa	1042974	2030	A	>>

Date: 08/05/2020

10	AM	PM
...
...	A-E	A-E
...
...	A	...
...

1. Adjust the Daily Code column with the information provided by the parent.

Student > Name * Barbalich, Hafsa

Date * 08/05/2020

Absent?

Late?

Dismissed?

Excused?

Portion absent * 0.5000

Other code

Other code PM

Reason Excused by Parent

Arrivals & Departures

Type	Time	Is excused?
No matching		

Save Cancel Delete

