

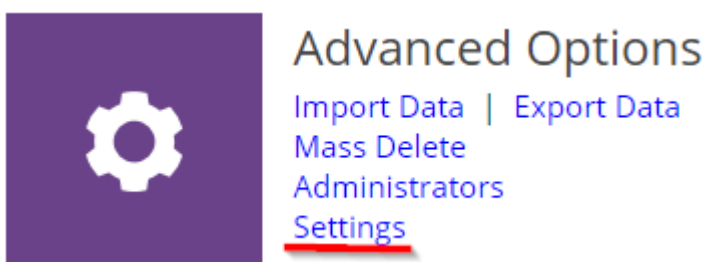


## Welcome to AccuClass

Below you will find the first steps when setting up your **Accuclass** account

```
button.accordion { background-color: #eee; color: #444; cursor: pointer; padding: 18px; width: 100%;  
border: none; text-align: left; outline: none; font-size: 21px; font-weight: bold; transition: 0.4s; }  
button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #000000; }  
div.panel { padding: 0 18px; display: none; background-color: white; } .accordion:after { content:  
'\02795'; /* Unicode character for "plus" sign (+) */ font-size: 13px; color: #777; float: right; margin-  
left: 5px; } .active:after { content: "\2796"; /* Unicode character for "minus" sign (-) */ } .note {  
background-color: #ffffcc; border-left: 6px solid #ffeb3b; } 1. Setup Timezone
```

To set up your Timezone go to **Advanced Options** and click Settings.



Once there simply select your timezone from the drop-down box (default is EST).

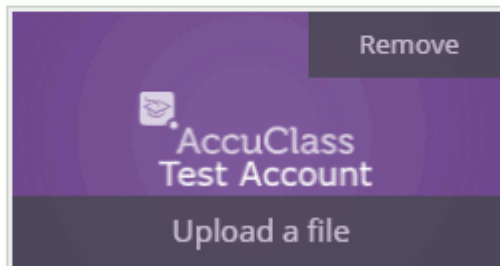


Search for people, classes or attendance...

## Account Settings

### Account Logo

Logo



### General

Time Zone

(UTC-05:00) Eastern Time (US & Canada)

☒ Show all time zones

Default Class Times

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 50  | 50  | 75  | 50  | 75  | 50  | 50  |

### AccuClass Mobile App

☒ Send app login instructions to new students

### Attendance Settings

☐ Track attendance using QR codes on classrooms

Statuses, Rules, etc...

[\[Customize\]](#)

### Notifications

Email Notifications

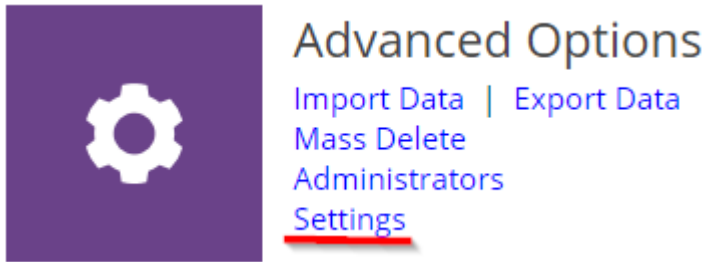
[\[Customize\]](#)

Save

Click the  button to save your timezone.

## 2. Setup Attendance Statuses & Rules

To set up your Attendance Statuses & Rules go to **Advanced Options** and click Settings.



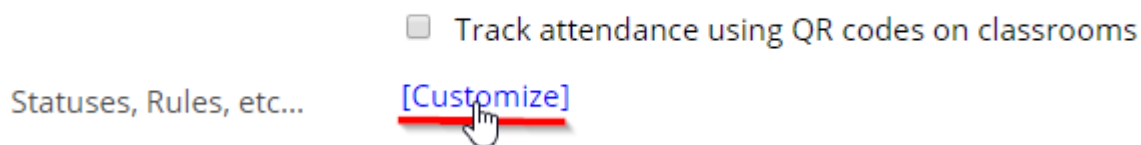
### Default Class Times

Once there simply select your **Default Class Times**, this is option lets you select the class length per day (recorded in minutes).

| Default Class Times | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------|-----|-----|-----|-----|-----|-----|-----|
|                     | 50  | 50  | 75  | 50  | 75  | 50  | 50  |

Next, Click on the **[Customize]** button next to Statuses, Rules, ect... under **Attendance Settings**.

### Attendance Settings



### Attendance Settings

What is the Attendance Settings section? This is the attendance labels that you use for your Roll Call. There are several that are pre-determined such as **Present, Absent, Tardy, Left Early, and Excused**.

# Attendance Settings

## Need Help?

To learn more about the options listed here, please take a look at the documentation:

[View Documentation](#)

### Available Statuses

- ☐  Present count as  key: [present](#)
- ☐  Absent count as  key: [absent](#)
- ☐  Excused count as  key: [excused](#)
- ☐  Left early count as  key: [left-early](#)
- ☐  Tardy count as  key: [tardy](#)

[Add other status](#)

### Selection Rules

- Set status as  Present when the student signs-in and out correctly
- Set status as  Absent when the student neither signs-in nor signs-out
- Set status as  Tardy if the student is late by  mins
- Set status as  Absent if the student is late by  mins or never signs-in (but signs-out)
- Set status as  Left early if the student signs-out  mins (or more) before the class ends
- Set status as  Left early when the student doesn't sign-out

### Attendance

Allow signing-in early by  minutes

Allow signing-out late by  minutes

☐ Automatically re-process attendance for semester  when saving these settings

Save

Cancel

### Available Statuses

In this section you can customize your statuses names, you can set them a specific color and count

### Selection Rules

This is where you determine all the rules that you want your sign-ins to follow. You can set the following rules:

- What **status** is given if the student **signs-in/signs-out correctly**.
- What **status** is given if the student **neither** signs-in/signs-out.
- What **status** is given if the student is late by **X** minutes.
- What **status** is given if the student is late by **X** minutes or never signs-in (but signs-out)..
- What **status** is given if the student is late by **X** minutes (or more) before the class ends..
- What **status** is given if the student **does not** sign-out.

Save

Click the Save button to save your Attendance Settings.

This section only applies to those people who are using a PC Sign-in Station or the AccuClass App

## 3. Setup Semesters

To set up your Semester go to **View / Edit Classes** under Classes.

## Create New Semester

Name

Start date

End date

Save

Cancel



## Classes

[View / Edit Classes](#)

[Instructors](#)

[Weekly Schedules](#)

[Notifications](#)

Next, click on **Semesters** and then **Create New** and fill in the following info:

- **Semester Name:** Complete with the name of your semester.
- **Start Date:** Complete with a reference date for the conference.
- **End Date:** Set up the dates that the conference is going to take place.


Click the  button to save your Semester.

#### 4. Enter Students

There are two ways to enter your students:

- Using an **Import** in which you must create a **.CSV** file with all the Students data. using this method it will automatically have all your student data available to you.
- Doing it manually: Input your **Students** information through AccuClass.

To manually enter them you must go to the **Students and Enrollment** section under **Students** of the main menu.



Students  
[Students and Enrollment](#)  
[Assign Cards](#)  
[Print QR Labels](#)

## Create New User

### General information

|                |                      |
|----------------|----------------------|
| Unique ID      | <input type="text"/> |
| First Name     | <input type="text"/> |
| Last Name      | <input type="text"/> |
| Preferred Name | <input type="text"/> |
| Email          | <input type="text"/> |
| Card Number    | <input type="text"/> |

### Security

|          |                          |
|----------|--------------------------|
| Password | <input type="password"/> |
| Repeat   | <input type="password"/> |

Once there click **Create New** and fill in the following info about your student:

#### General information

- Unique ID (Required)
- First Name (Required)
- Last Name (Required)
- Preferred Name
- Email
- Card Number (Will default to ID if none specified)
- Upload a Picture

#### Security

- Password
- Repeat

Click the  button to save your Students data.

## 5. Add instructors

There are two ways to enter your instructors:

- Using an **Import** in which you must create a **.CSV** file with all the Instructors data. using this

method it will automatically have all your Instructor data available to you.

- Doing it manually: Input your **Instructors** information through AccuClass.

To manually enter them you must go to the **Instructors** section under **Classes** of the main menu.



## Classes

[View / Edit Classes](#)

[Instructors](#)

[Weekly Schedules](#)

[Notifications](#)

## Create New User

### General information

Unique ID

First Name

Last Name

Preferred Name

Email

### Security

Password

Repeat

Save

Cancel

Once there click **Create New** and fill in the following info about your instructor:

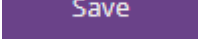
#### General information

- Unique ID (Required)
- First Name (Required)
- Last Name (Required)
- Preferred Name
- Email
- Upload a Picture

#### Security

- Password
- Repeat

Save


Click the  button to save your Instructors data.

## 6. Enter Classes & Assign Instructors

There are two ways to enter your classes:

- Using an **Import** in which you must create a **.CSV** file with all the classes data. using this method it will automatically have all your classes data available to you.
- Doing it manually: Enter the **Classes** and their Schedule.

To manually enter them you must go to the **View/Edit Classes** section under **Classes** of the main menu.



Classes  
[View/Edit Classes](#)  
[Manage Class](#)  
[Weekly Schedules](#)  
[Notifications](#)

## Create New Class

Semester

Unique code

Name

Department

Instructors  Michael Scott

Schedule  Monday  at  -  in    
 Wednesday  at  -  in    
 Friday  at  -  in    
 Add Schedule

One-time meetings

Allow signing-in early by  minutes

Allow signing-out late by  minutes


Check sessions after saving (?) ☒ Automatically ☐ Manually  
NOTE: When 'automatically' is selected scheduled sessions that overlap with one-time m

Once there click **Create New** and fill in the following info about your class:

- **Semester:** Fill in the name of the semester the class is occurring.
- **Unique Code:** This can be anything that will uniquely ID the course. (Session MAT-101-01,CRN 0488-981,etc.)



- **Class Name:** Fill in the name of the class.
- **Department (Not Required):** Fill in the Department. (English, Mathematics, Science, etc.)
- **Instructors:** Add the Instructors who will be managing the Roll Call or Sign-ins for the class so they'll have access to it when they login to AccuClass
- **Add schedule:** Select the day of the week in the dropdown box to add days that the class occurs. Adjust the times and set the classroom. (A sample will be given if none have been created.) You can also schedule one-time meetings for specific dates if you do not meet on a regular day and time of the week.
- **One-time meetings:** This section to set the schedule based on specific dates instead of recurring days of the week.
- **Allow signing-in early by:** Select the time you will allow students to sign in early by (in minutes).
- **Allow signing-out late by:** Select the time you will allow students to sign out late by (in minutes).
- **Check sessions after saving:** select **Manually** if you are changing the schedule manually from a previously saved class if not select **Automatically**.

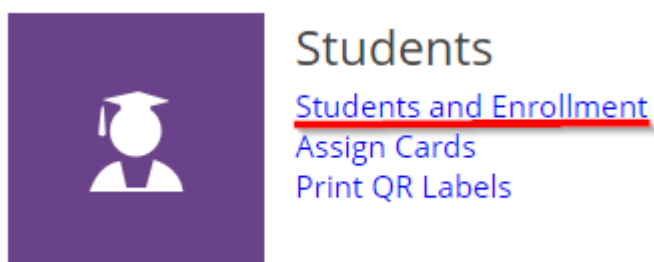
Click the  button to save your Instructors data.

## 7. Enroll the students.

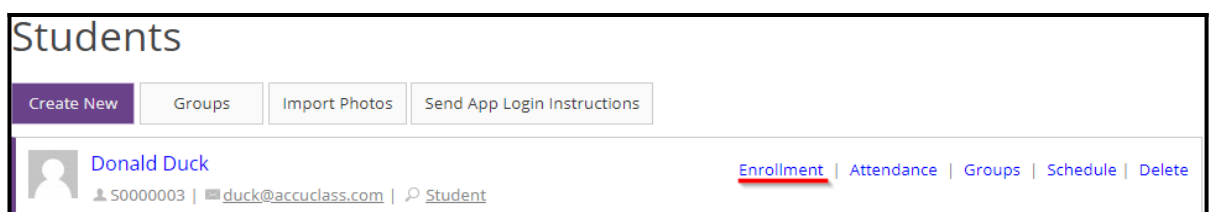
There are two ways to enroll students:

- Using an **Import** in which you must create a **.CSV** file with all the student enrollment data. Using this method it will automatically enroll all your students in their classes.
- Doing it manually: Select each class that the student is enrolled to.

To manually enter them you must go to the **Students and Enrollment** section under **Students** of the main menu.




1. Once there click on **Enrollment** on the student you want to enroll.



2. Then select the class from the drop-down box.



To view and edit the attendance of a class go to the **Attendance** section and click on **Sheet**.



# Attendance Sheet

1 - class 1

Show Totals

Enrollment

Attendance Summary

Change Class

Print

Donald Duck

Mon, Jan 6, 2020

Wed, Jan 8, 2020

Fri, Jan 10, 2020

Mon, Jan 13, 2020

Wed, Jan 15, 2020

Fri, Jan 17, 2020

Mon, Jan 20, 2020

Wed, Jan 22, 2020

Fri, Jan 24, 2020

Mon, Jan 27, 2020

Wed, Jan 29, 2020

Fri, Jan 31, 2020

Mon, Feb 3, 2020

Wed, Feb 5, 2020

Fri, Feb 7, 2020

Mon, Feb 10, 2020

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Once there you will be prompted to select the class your want the Attendance Sheet to be pulled. Select the class and click the **View Attendance** button.

At this point you will see a complete chart of the students and the days of the semester with the attendance data.

There are multiple ways to **edit** attendance:

- To edit the attendance for a particular **day**, select the appropriate column for that day. This will open the **Roll Call** for that day.

## Roll Call


1 - class 1 - Mon, Feb 10, 2020 - 10:00AM

Mark All As...

Clear Attendance

Change Class / Date

Attendance Sheet

Donald Duck

Present | [View Details](#)

Present

Absent

Excused

Left early

Tardy

[Add Notes](#)

More Actions

[Swipe a Card](#)

[Unresolved Swipes](#)

- To edit the attendance for a **student**, select the student by clicking on their name. This will open the students **Attendance Logs** for every day.

Attendance Logs

Change Filters

Donald Duck (ID S00000003)

1-class 1

|                      |                   |         |         |      |
|----------------------|-------------------|---------|---------|------|
| Monday 01/06/2020    | 10:00am - 10:50am | Absent  | 0 mins  | 0%   |
| Wednesday 01/08/2020 | 3:00pm - 3:50pm   | Absent  | 0 mins  | 0%   |
| Friday 01/10/2020    | 9:30am - 10:20am  | Absent  | 0 mins  | 0%   |
| Monday 01/13/2020    | 10:00am - 10:50am | Absent  | 0 mins  | 0%   |
| Wednesday 01/15/2020 | 3:00pm - 3:50pm   | Tardy   | 46 mins | 92%  |
| Friday 01/17/2020    | 9:30am - 10:20am  | Absent  | 0 mins  | 0%   |
| Monday 01/20/2020    | 10:00am - 10:50am | Absent  | 0 mins  | 0%   |
| Wednesday 01/22/2020 | 3:00pm - 3:50pm   | Absent  | 0 mins  | 0%   |
| Friday 01/24/2020    | 9:30am - 10:20am  | Absent  | 0 mins  | 0%   |
| Monday 01/27/2020    | 10:00am - 10:50am | Absent  | 0 mins  | 0%   |
| Wednesday 01/29/2020 | 3:00pm - 3:50pm   | Absent  | 0 mins  | 0%   |
| Friday 01/31/2020    | 9:30am - 10:20am  | Tardy   | 23 mins | 46%  |
| Monday 02/03/2020    | 10:00am - 10:50am | Absent  | 0 mins  | 0%   |
| Wednesday 02/05/2020 | 3:00pm - 3:50pm   | Absent  | 0 mins  | 0%   |
| Friday 02/07/2020    | 9:30am - 10:20am  | Absent  | 0 mins  | 0%   |
| Monday 02/10/2020    | 10:00am - 10:50am | Present | 50 mins | 100% |

Total time: 1:59 hr

- To edit the attendance for a particular **Log**, select the appropriate log for that day. This will open the **Attendance Details** for that log.

# View Attendance Details

|               |   |
|---------------|---|
| Student       | Donald Duck   |
| Session       | 1 - class 1 - Mon, Feb 10, 2020 - 10:00AM   |
| Date          | Monday 02/10/2020   |
| Swipe History | No swipes found   |
|               | <div><div>▼</div><div>10:00am</div><div>Add</div></div>   |
| Total Time In | <div>50</div> mins (100%)   |
| Notes         | <div></div>   |
| Status        | <div><div>Present</div><div>Absent</div><div>Excused</div><div>Left early</div><div>Tardy</div></div> <div><input type="checkbox"/> Auto-select based on swipes</div> <div><div>Save</div><div>Cancel</div></div> |

You can click the **Hide Totals** button if you would like to view the charted data without the text summary for each student.

## 10. Export Class Attendance

To export your data go to the **Advanced Options** section and click **Export Data**.



## Advanced Options

[Import Data](#) | [Export Data](#)  
[Mass Delete](#)  
[Administrators](#)  
[Settings](#)

You can download your data by clicking the Download lightened text. You are able to download your data as **.CSV** , **HTML** and **Excel 2007/10** file..

| What do you want to download? |                                 |                                 |                                 |
|-------------------------------|---------------------------------|---------------------------------|---------------------------------|
|                               | CSV Format                      | HTML Format                     | Excel 2007/10 Format            |
| Students:                     | <a href="#">Download</a>        | <a href="#">Download</a>        | <a href="#">Download</a>        |
| Instructors:                  | <a href="#">Download</a>        | <a href="#">Download</a>        | <a href="#">Download</a>        |
| Instructors Assignments:      | <a href="#">Download</a>        | <a href="#">Download</a>        | <a href="#">Download</a>        |
| Enrollment:                   | <a href="#">Download</a>        | <a href="#">Download</a>        | <a href="#">Download</a>        |
| Classes:                      | <a href="#">Download</a>        | <a href="#">Download</a>        | <a href="#">Download</a>        |
| Card Swipes:                  | <a href="#">Download</a>        | <a href="#">Download</a>        | <a href="#">Download</a>        |
| Attendance:                   | <a href="#">Show Filters...</a> | <a href="#">Show Filters...</a> | <a href="#">Show Filters...</a> |
| Attendance Swipes:            | <a href="#">Show Filters...</a> | <a href="#">Show Filters...</a> | <a href="#">Show Filters...</a> |
| Attendance Summary By Status: | <a href="#">Show Filters...</a> | <a href="#">Show Filters...</a> | <a href="#">Show Filters...</a> |

- S  
:
- Students
  - Instructors
  - Instructors Assignments
  - Enrollment
  - Classes
  - Card Swipes
  - Attendance
  - Attendance Swipes
  - Attendance Summary By Status

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[Back to: Administrator Guide](#) | [Up Next: Recording Attendance](#)

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