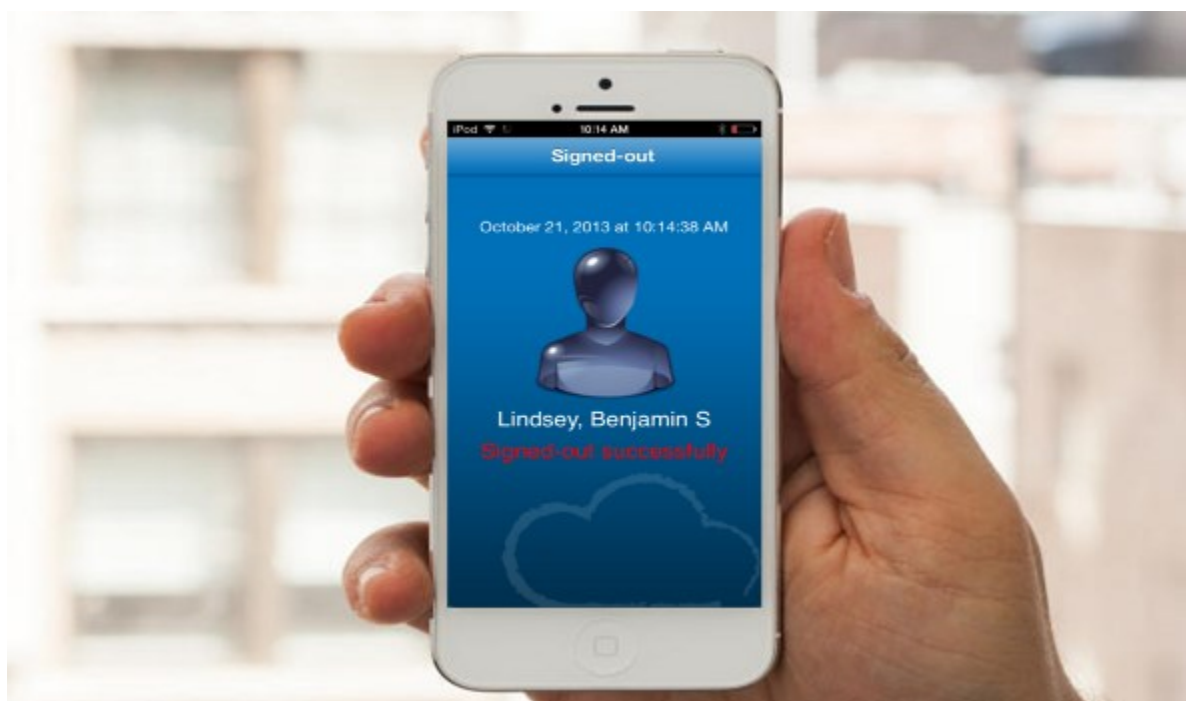


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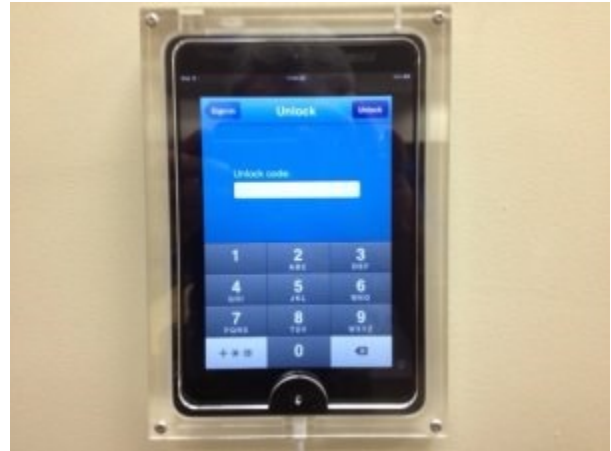
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Signing in to your Accudemia Account

You probably already have access to an Accudemia account, but if not request a demo of the software capabilities for your institution by visiting this link to [request a free trial](#). Once you're logged in as an admin; look at the menu on the left and you will find a lot of options to see different aspects of your account's information. They are grouped into 3 distinct areas: Administration, Center Attendance, and Class Attendance.



Under **Administration > Centers and Classrooms**, is a good point to start. Click on the menu and then click the **Create New** button in the tool bar. There you can choose whether to create a center or a classroom, it's important to know the difference (see notes below) and pick the right one. Creating a center, will allow tutors to create their own schedule and students to create appointments with specific tutors; also both students and tutors will be able to sign-in to the center so you can know how long they were in. Classrooms are intended for normal classes instead, where you can schedule regular courses that take place every week at a certain time and all enrolled students can sign-in when the class is taking place. Remember to hit the **Save Changes** button once you have entered all of the information.

The difference between a Center and a Classroom in Accudemia is when using Center Attendance the students signing in can be presented with multiple options throughout the day at no set time frame whereas Classroom Attendance is using a set class following a set schedule.

All the attendance collected from [iAccu](#) using the Center Attendance is synced and merged in with the reporting data for that center. If you setup a classroom instead this data is collected separately with different kinds of reporting options such as absentees, tardies, etc. in regards to the classes schedule.

Next, click on Terms (or Semesters) under Administration on the left-side navigation panel. Create a new semester, so students can be enrolled to classes in that semester. There's information such as user accounts, centers and subject areas that do not change overtime; but there's other things such as student enrollment, tutor schedules and appointments that are defined per semester. Every time a new semester starts users will have to update such information (this can be automatically updated via automated imports in Accudemia).

Now, the only thing left is to load the Students, tutors, and classes. If you are just testing, you can go to User Accounts or Subject Areas and manually create these items ([create new user](#) or [create new subject area](#)). Otherwise, you might prefer to import the data; to do so, please review the [Data Exchange - Importing and Exporting](#) help.

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Setting up an Apple Device

To start tracking attendance in your device, you need an Apple iPod, iPhone or iPad with the operating system updated to iOS 4.0 or later. Once you have your device updated to the latest version, you can download iAccu for free from the Apple Site, iTunes, or directly from the iPod. If you have the device connected on your computer, click on the following link to download it: [Download iAccu](#)

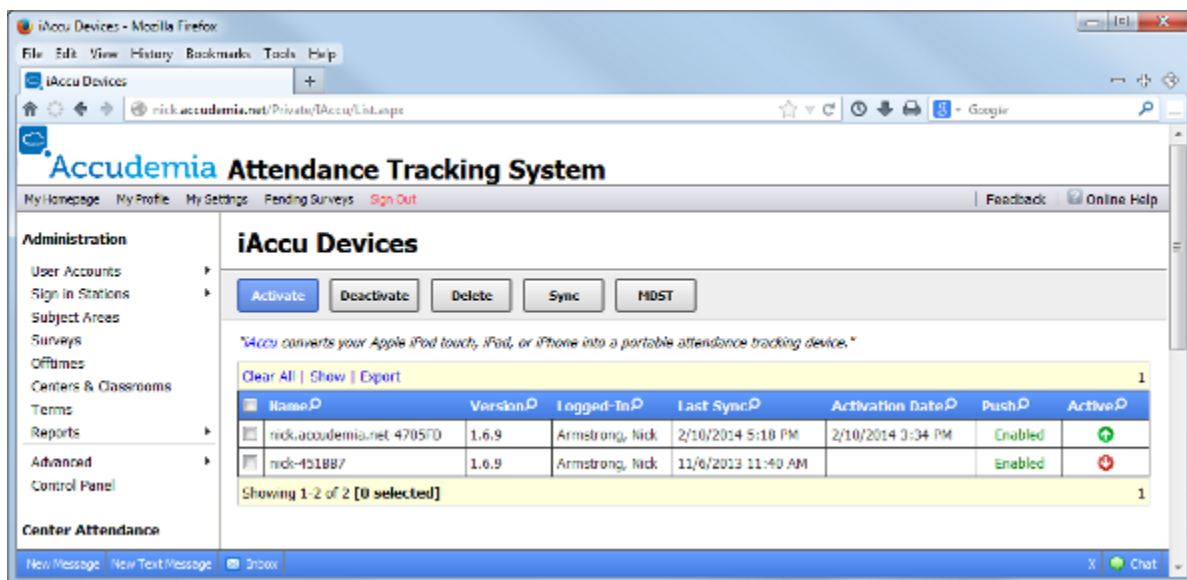
Once iAccu is installed, you can launch the application and sign-in using your Accudemia credentials. The device needs to have an Internet connection during this process. When prompted, enter your admin User ID, your password, and the domain. The domain is what you type to access Accudemia, without the accudemia.net part. For example, if you access Accudemia by typing <http://myschool.accudemia.net>, then you just need to use your school info for the “myschool” in the domain.

As it is the first time that the device connects to Accudemia, you need to login to Accudemia in your browser and activate the device. You will get the error “The device has not been activated yet!” which is normal the first time you connect it with the cloud. This is necessary though for the device to be shown in the list of available devices to activate.

Activate the Apple Device

Click on **Sign-In Stations » iAccu** under **Administration** on the left-side navigation menu.

Then select the device in the list by clicking it and click the **Activate** button at the top.



After it's done, go back to your iPod, tap iAccu, and tap Sync. If your not able to sync, then try signing out and signing back in. Downloading the data the first time might take a few minutes depending on the amount of data you have loaded in your account.

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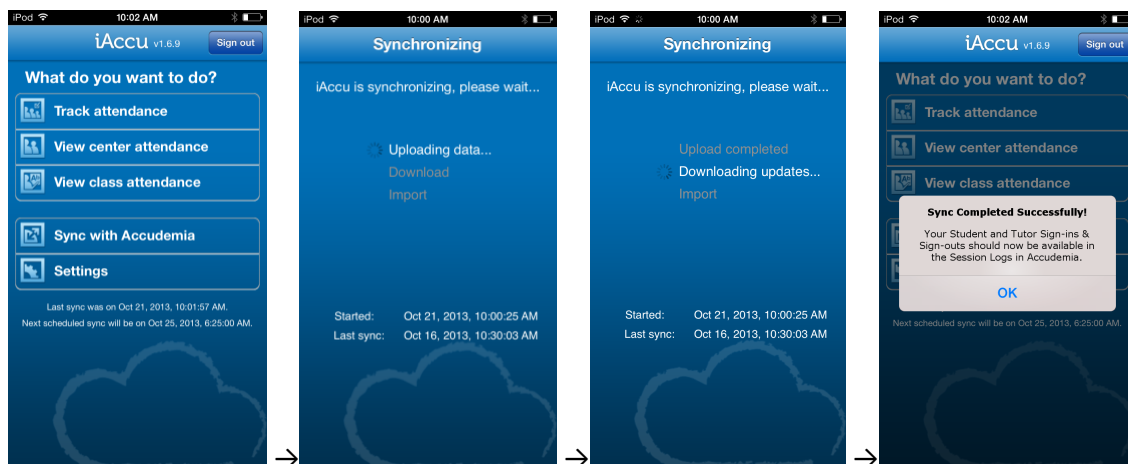
Capturing attendance

After you launch the iAccu application, you can click on either **Center Attendance** or **Class Attendance**, depending on what you want to track. You will probably want to visit the next section Customizing your iAccu Device to set your preferences.

Remember that center attendance will allow tutors to create their own schedule and students to create appointments with specific tutors; also both students and tutors will be able to sign-in to the center so you can know how long they were in. Class attendance is intended for normal classes instead, where you can schedule regular courses that take place every week at a certain time and all enrolled students can sign-in when the class is taking place.

Then you have to select the center/classroom where you currently are and the other information the application might request to make sign-ins faster. Then, you can start swiping your ID cards if you have purchased a card reader, otherwise you can just type in the student IDs.

The final step is to Sync your device again to upload the recorded data to Accudemia. Remember iAccu works offline so you can carry it with you and track attendance everywhere you are, so you have to manually sync the device when you have Internet access.



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Customizing your iAccu Device

After you sign in to iAccu, tap **Settings** to customize the way the device will track attendance. There you will see several options you should explore before start recording sign-ins:

General

- **iAccu name:** Lets you set a name for the device to help identify it. The device is listed under it's device ID by default which is a long confusing serial number.
- **ID Management:** Lets you choose the ID that is saved from the card. This feature is great for users using a [magnetic-strip card reader](#).
 1. Tap Show raw swipe first so you know what is stored in the card.
 2. Then go back and change the options:
 - **ID start** - Sets the starting digit.
 - *Example: A123456789 is read from the card and I want 123456789 so 2 is my starting digit.*
 - **ID length** - Sets the number of digits in the ID and the rest is trimmed.
 - *Example: A123456789 is read from the card and I want A123456 so my length is 7*
 - **Note:** You can use the 2 settings above together to get 123456 from A123456789 by setting 2 as my **ID Start** and 6 as my **ID Length**.
 3. Tap the Show edited swipes and swipe a card to see how the ID will be taken from the card (it must be the same format that you have loaded in Accudemia for the Student's User ID)
 4. Optional Areas:
 - **Inspect barcode** - Simply lets you read what is on a barcode by scanning it.
 - **Keyboard** - Lets you choose the default keyboard used on this iAccu device. If your ID is only using numbers and no letters you may want to set the devices to use the number pad instead. (default is the the alpha keyboard with the ability to switch to the number pad)
- **Clear database:** lets you reset the data on your device. It's usually not necessary unless you want to start from scratch and redo the initial sync from Accudemia.
- **Sync:** Lets you choose to download the profile pictures so you see the photo of the user when they sign-in. (Syncs may take longer if selected)

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Tracking

- **Enable Sounds:** Enable if you want to hear a beep when someone signs-in.
- **Lock Screen:** If enabled, you will be prompted for a password to get out of the sign-in station mode. This way, you can give the device to students and be sure they won't change other settings.
- **Center based:** Here you will find a bunch of options regarding center attendance tracking, where you can define selection defaults, enable comments, and setup automatic sign-out.
 1. **Sign-out** - Allows you to set sign-out options
 - Let students sign-out by themselves
 - Sign everyone out at a specific time
 - Set fixed session period
 - Students specify their session time
 2. **Allow adding comments**
 - No
 - At Sign-in
 - At Sign-out
 3. **Appointments**
 - Allow access early by *X minutes*.
 - Allow access late by *X minutes*.
 - Must stay in for at least *X minutes*.
 4. **Walk-ins:** Lets you set a fixed selection for this session so you don't have to select them with each scan and you can also set whether you want to track the item or not.
 - **Selection order**
 - **Centers**
 - **Tutors** - Additionally you can set their availability.
 - **Instructors** - Additionally you can use registration.
 - **Subject Areas** - Additionally you can use enrollment.
 - **Services**
 - **Guests** - Turn on/off feature, set Guest ID, & Guest Session time.
 5. **MDST (Multi-Device Session Tracking):** Simply means using more than one iAccu device for the same session.
 - **Session Duration** - *50 minutes, 60 minutes, etc.*
 - **Sign-in Window** - *Example: 15 minutes before and 5 minutes after start time of the session.*
 - **Sign-out Window** - *Example: 15 minutes before and 15 minutes after end time of the session.*

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- **Class based:** These options allow you to control how sign-ins to classes are recorded, and what happens when a student which is not registered signs-in.
 1. **Allow access early by** - Set early sign-in time or disable.
 2. **Unresolved Scans** - Set how to handle.
 - **Person not registered**
 - Discard
 - Standby
 - Sign-in
 - Sign-in and auto-register
 - **When there is no class**
 - Discard
 - Standby
 - **When multiple classes**
 - Discard
 - Standby
 - Ask User
 - Sign-in based on enrollment (will sign them into the class registered for)
- **Unknown Person:** Choose whether unknown users will be able to sign-in, or will be rejected.
- **Require Confirmation:** If enabled, users will have to confirm before signing in. It adds a simple step at the end of the sign in procedure to prevent wrong sign-ins.
- **Confirmation Screen:** Set how long to display the Sign-in Screen. *1-5 seconds*

Manual Mode

- **Enter ID manually:** Lets you set the device to use or not use the manual ID entry mode.

Barcode Scanning

- **Use device camera** Lets you set the device to use or not use the camera for barcode scanning.
- **Camera** Lets you set which camera to use on the device. Front-facing or rear-facing camera.
- **Auto-scan** Default is to leave this setting on to swipe students in faster.
- **Do not sleep** For use where battery power is not an issue and you need the screen to stay active such as being used like a wall-mounted time clock.

Troubleshooting iAccu

Coming soon!