



Previous: [Collecting Feedback from Students](#) | [Back to Guide](#) | Next: [Using the AccuCampus Referrals](#)

Summary: On this page, we talk about Classroom Attendance, Class-based sign-in Stations/Kiosks. Collecting Attendance data and roll calls. The final chapter deals with restrictions that can be configured based on **Location**, **Services**, and **Staff**.

Tracking Classroom Attendance

Classroom Attendance can be obtained in [AccuCampus](#) using: 1- Sign-in Stations. 2- Manual Roll calls. 3- Using an IPAD to track it.

- Firstly you need to configure each **Course** Class-Schedule by editing each Course at General-> Courses and setting a schedule for it.
- Secondly, each student must be enrolled in such Courses, so when they type their information in the Kiosk the system knows what the student is signing-in for, more information here: <https://desk.zoho.com/portal/engineerica/en/kb/articles/accucampus-how-to-enroll-students-in-their-classes-and-events>

Now we are ready to create a **Sign-in Station**. **How to Access: Center Attendance > Sign-in Stations Purpose:** Used to create, edit, and manage the **Sign-in Stations** for **Center Attendance** AND **Class Attendance**.

Action Buttons

- **Create New-** Use this option to create a new "Sign-in Station".
- **Uninstall Station** - Use this option to uninstall a Sign-in Station.
- **Waiting Lines** - Select this option to configure the **Waiting Line** features(see details in the next chapter).

Create a new Sign-in Station screen

Purpose: Used to create and edit a **Sign-in Stations/Kiosk** for **Class Attendance** at your **Locations** in AccuCampus.

General Options Input the **Station Name**, **Title**, **Instructions**, **Tracking Mode**(Select "Class Attendance"), and **Sign-In/Out Mode** (Select between Multi-step).

1. Multi-step Kiosks allow people to select additional options such as Location, Tutor, and Course before signing-in.
- **Admin Passcode** - This is usually a simple passcode between 2 and 6 characters that allows the Administrator to temporarily change the event or enroll visitors from the Kiosk screen,

notice that if you leave this empty any user can perform the above-mentioned actions.

- **Show results for** - Use this option to specify for how long a confirmation message will be shown on the screen after a sign-in/out, the several options go from several seconds to 2 minutes.
- **Show visitor IDs** - Use this option to enable/disable showing the user ID. (For confidentiality reasons some institutions will not show this information)
- **Show visitor names** - Use this option to enable/disable showing the user name.()
- **Show visitor photos** - Use this option to enable/disable showing the user photo, after enabling this option you will be able to select from 3 picture sizes depending on your needs, options are small(40 pixels wide), medium(150 pixels wide) and large(300 pixels wide). (As a safety precaution sometimes photos help double-check users identity)

Location Selection

Input the Class **Locations**:

Now install the Sign-In Station so students can start typing/swiping their credentials:

Remember that in the **Courses** information you have specified the schedule and location where classes take place, as soon as you create and use a Kiosk it will use that information to compare each swipe and know where to place each student.

Setting up Classroom Attendance

Go to Advanced Options-> Settings->Attendance"

In this screen, you would need to set all different parameters to track attendance as you can see in this screenshot:

General

Create a new log after

hours of inactivity

Default time in

mins.

☒

Logs must start and end on the same date.

☐

Require users to sign-out.

☒

Automatically sign users out after the inactivity period is due using the default time in.

☒

Automatically sign users out when signing-in to a different location.

☒

Prevent users from editing logs' after

hours.

☐

Set logs as 'invalid' if their duration is less than

minutes.

Courses

Allow users to sign-in early
by

mins.

Allow users to sign-out late
by

mins.

Required presence

%

☐

Overwrite settings of existing courses. As some attendance settings can also be defined per course, if you check this all courses will be overwritten using these values.

Class Attendance

Available Statuses

Customize

Save

Cancel

Collecting Attendance Data

Go to Class Attendance-> Roll Call:

Select a session name and date:

Roll Call

Date

12/15/2020

Event Session

19TH CENTURY EUROPE (HIST 430-01) - Dec 15, Tue 3:00PM ✕

Roll Call

Record Swipes

Now on each row, there are five buttons to change the status of the student as needed:









Roll Call

19TH CENTURY EUROPE (HIST 430-01) - Dec 15, Tue 3:00PM

Mark All As...

Clear Attendance

Change Event

 <div>Donald Duck</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>
 <div>Fred Flinstone</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>
 <div>Fred Flintstone</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>
 <div>Winnie T Pooh</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>
 <div>Roger Rabbit</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>
 <div>Jonathan Rodriguez</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>
 <div>Jorge Rodriguez</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>
 <div>Homer J Simpson</div> <div>Add Notes</div>	<div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div>

Setting attendance Restrictions

How to Access: Advanced Options > Settings > Attendance Restrictions

Purpose: Within AccuCampus, you are able to restrict the locations, services, or staff members that users can access. Attendance restrictions allow you to have prospective students, currently enrolled students, and alumni all within the same system and ensure that they only have access to the resources that are appropriate for their unique status within the institution. AccuCampus uses tags that are placed on users (typically students) which then allow attendance restrictions to be placed.

Page Options

This list shows all “Restrictions” established in **Accucampus**.

[Account Settings > Restrictions](#)

Create Restriction

Location restrictions

Foreign Language Enrolled Student

Order: 0 | Restrict locations to users without tag 'Foreign Language Enrolled Student' | This tag identifies students enrolled in a foreign language course.

Delete

DISNY-1 116AB Location-hidden

Order: 0 | Restrict locations to users without tag 'ViewHiddenLocations' |

Delete

Prospective Student Restrictions

Order: 1 | Restrict locations to users with tag 'Prospect' | This restriction hides locations that are only available to admitted students.

Delete

Accessibility Services

Order: 1 | Restrict locations to users without tag 'Accessibility' | This restriction will allow ONLY students with a documented disability to see services offered by th...

Delete

Veteran Services Restriction

Order: 1 | Restrict locations to users with tag 'vet' | Student who do not have the tag Vet will not see veteran services.

Delete

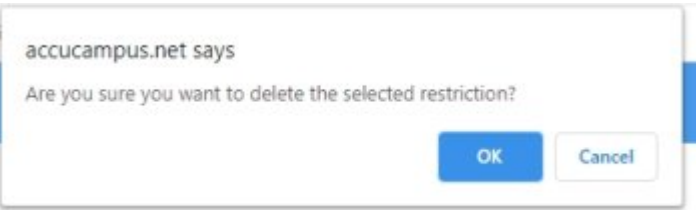
- **Create Restrictions** - Click this button to load a new page and create a new restriction.

Restriction List Options

Notice that on the right-hand side of each row(restriction) there is a button to erase:

- **Delete** - Click this button to erase this current **Restriction**.

After clicking this button a confirmation screen will appear, if you are sure you want to delete click “OK”, otherwise click “Cancel” to go back.



New Restriction screen

This is the new/edit **Restriction** screen, please check thoroughly all options and click SAVE.

Create New Restriction

The screenshot shows a web form titled "Create New Restriction". The form is set against a light gray background. It contains the following fields and controls:

- Name:** A text input field.
- Details:** A larger text area with a small icon in the bottom right corner.
- Restriction on:** A dropdown menu currently showing "Locations".
- Order:** A text input field with a note below it: "Restrictions with lower order values run before."
- Action:** A dropdown menu currently showing "Hide".
- Specific locations:** A search input field with the placeholder "Type to search...", a magnifying glass icon, and an "Add" button.
- To attendees:** A dropdown menu currently showing "Without tag".
- Specific tag:** A search input field with the placeholder "Type to search...", a magnifying glass icon, and a search button.
- Buttons:** At the bottom, there are two buttons: "Save" (blue) and "Cancel" (white with gray border).

Enter all required information such as: **Name, Details, Restriction on, Order, Action, Specific locations**(this only shows for restriction on locations), **Specific Services**(this only shows for restriction on services), **On Location, Specific Members**(this only shows for restriction on specific Staff), **On Location, To attendees, Specific Tags**.

Classroom Attendance Reports

Summary of Attendance

Report Information

Purpose: This report shows a summary of attendance for all students.

Available Filters: Date range, Page Number, Users in Group, Users with Roles, Specific Users, Locations, Courses/Seminars, Created/modified later than, Services, Staff Members.

Available Options:

Description: The report gives you a summary of the number of non-unique students and total time per course.

Example Preview in PDF and XLS

The screenshot shows the AccuCampus Attendance Summary report. It includes a header with the AccuCampus logo and the title 'Attendance Summary'. Below this, there are sections for 'REPORT FILTERS' and 'Date range: Everything'. The main table lists courses and semesters, with columns for 'Course', 'Semester', 'Visit Count', and 'Time (minutes)'. The table is filtered for 'Aalders, Alberta' and shows a subtotal of 34 visits and 3,158 minutes. Below this, there is a section for 'Zevinis11 - Aalders, Alberta' which shows a subtotal of 1 visit and 60 minutes. The report is generated on 10/28/2020 at 1:17 PM.

Report example preview:

Reports > Summary of Attendance

Change Filters				
Report filtered by				
Date range: Everything				
Aalders, Alberta (#880003886)				
	Course	Semester	Visit Count	Time (minutes)
	Not specified		34	3,158
		Subtotal:	34	3,158
Aalders, Alberta (#Zevinis11)				
	Course	Semester	Visit Count	Time (minutes)
	Not specified		1	60
		Subtotal:	1	60

Previous: [Collecting Feedback from Students](#) | [Back to Guide](#) | Next: [Using the AccuCampus Referrals](#)

From:
<http://attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://attendance-tracking.com/docs/doku.php/accucampus/administrator/quickstart/class-attendance>

Last update: **2021/03/05 15:19**

