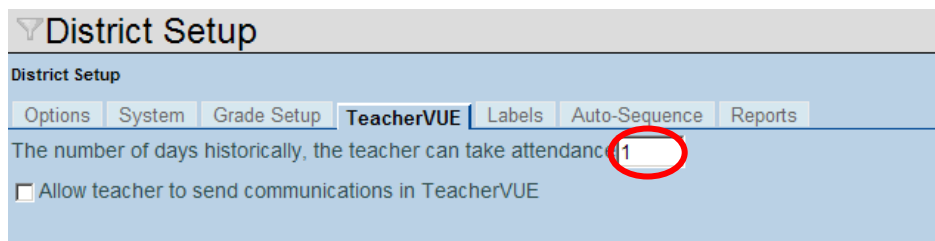


TEACHERVUE ATTENDANCE/ LUNCH COUNT SETUP

ATTENDANCE

The Attendance modules can be customized in two areas for TEACHERVUE. First, the **time span** for which teachers can take attendance can be customized. To set the editable time span:

1. Go to the **District Setup** view, found under GENESIS>>System>>Setup.
2. Click on the **TeacherVUE** tab.



District Setup

District Setup

Options | System | Grade Setup | **TeacherVUE** | Labels | Auto-Sequence | Reports

















The number of days historically, the teacher can take attendance

Allow teacher to send communications in TeacherVUE

3. Enter the **Number of Days** for which the teacher can take attendance in the box provided. For example, if the number of days is set to 2, the teacher can take attendance for today's date and yesterday. If the number is set to 3, the teacher can edit today, yesterday, and the day before yesterday.
4. If teachers are allowed to send e-mail to students & parents from the TeacherVue software, check the box **Allow Teacher to Send Communications in TeacherVUE**.
5. Click the **Save** button at the top of the view to save the changes.

The second area that can be configured is to select which **absence reasons** may be used in TEACHERVUE. The absence reasons are selected by clicking through the possible reasons one by one, so it is advisable to limit the number of reasons in use. The absence reasons are color-coded on the view to indicate the type of absences reason. The color codes indicate one of four categories of absences: **Unverified, Tardy, Excused, and Unexcused**. More than one reason can be available in each category.

Gradebook and TeacherVUE

Class Info			Taking Attendance - Press the 'Save Attendance' button (on your left) when complete					
Teacher	Room	Period						
User, Teacher	216	0			Unv			
<input type="button" value="Save Attendance"/> <input type="button" value="Cancel"/>								
Reason Types Legend								
	Unverified							
	Tardy							
	Excused							
	Unexcused							
								
			Unv	Tdy				
			Abbott, Billy	Addington, Paula	Coleman, Jose	Cooley, Carolyn	Crum, Richard	Crum, William
			905483	871686	874305	822759	872047	872044
			Male - 12	Female - 12	Male - 12	Female - 12	Male - 12	Male - 12
			SS51-Am Govt	SS51-Am Govt	SS51-Am Govt	SS51-Am Govt	SS51-Am Govt	SS51-Am Govt

Gradebook and TeacherVUE

To select the absence reasons to be used in TEACHERVUE:

- Go to the **District Attendance Code** view, found under GENESIS>>Attendance.

District Attendance Code

School Year: **2009-2010**

Attendance Reasons

Attendance Scanning Options
The Default Absence Type and Default Tardy Type drop downs are based on codes that have been marked as mandatory.

Attendance Scan Form Default Absence Type Default Tardy Type

Attendance Reasons

Line	Code	Title	Type	Apportionment Type Override	Report to State	Default Dialer	Default Letter	Default Report	Default TXP	Mandatory	SIS Code
1	Nce	Ace N	School Activity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N
2	Act	Activity	School Activity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V
3	Aic	Alt Lrn Ct	School Activity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L
4	Apl	Appeal	School Activity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N
5	App	Appealed	School Activity		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P
6	Bus	Bus Susp	Excused		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B

- Check off the reasons in the **Default TXP** column.
- Click the **Save** button at the top of the view to save the changes.
- Next, go to the **School Attendance Code** view, found under GENESIS>>Attendance.

School Attendance Code

School Name: **Apache Junction High School** School Year: **2010-2011**

School Attendance Reasons

Attendance Scanning Options
Attendance Scan Form Default Absence Type Default Tardy Type

School Attendance Reasons

Line	Used In School	Code	Title	Type	Include Dialer	Include Letters	Include Reports	Allowed In TeacherVUE
1	<input checked="" type="checkbox"/>	A	Absent (Teacher)	Unexcused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	R	Activity/Field Trip	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	G	Chicken Pox	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	B	Chronic Illness	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	C	Counselor/Office	School Activit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	X	Ditching	Unexcused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	D	Doctor/Dentist	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	S	EXC Susp Out of Sch	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input checked="" type="checkbox"/>	ET	Excused Tardy	Excused Tard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input checked="" type="checkbox"/>	FE	Family Emergency	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input checked="" type="checkbox"/>	F	Flu	Excused	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Check the reasons that can be selected in TEACHERVUE in the **Allowed in TeacherVUE** column.
- Click the **Save** button at the top of the view to save the changes.



Note: The School Attendance Codes must be configured for each school that uses TEACHERVUE.

LUNCH COUNTS

TeacherVUE can be configured to allow teachers to take Lunch Counts, by homeroom. Once Lunch Counts have been taken, a report can be generated to provide the information to the Food/Nutrition department.

To enable lunch counts:

1. Navigate to the **School Setup** view, found under GENESIS>>System>>Setup. Click on the TeacherVUE tab.

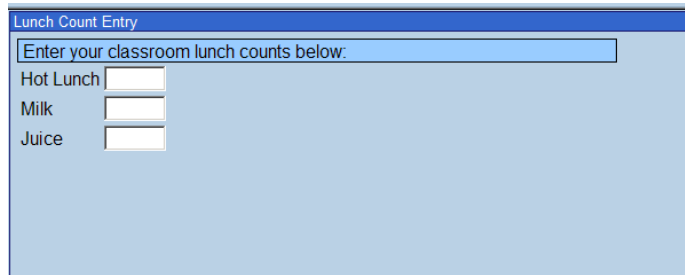
The screenshot shows the 'School Setup' form for 'Adams Elementary' in the '2010-2011' school year. The 'TeacherVUE' tab is selected and circled in red. Below the tabs are sections for 'Global Attendance Security', 'Global Grading Security', and 'Lunch Counts'. The 'Lunch Counts' section has a checkbox for 'Take Lunch Counts for Homeroom Classes' which is currently unchecked. There are ten text input fields for 'Lunch Description 1' through 'Lunch Description 10'.

2. Check **Take Lunch Counts for Homeroom Classes** and enter Lunch Descriptions, as needed. Click Save.

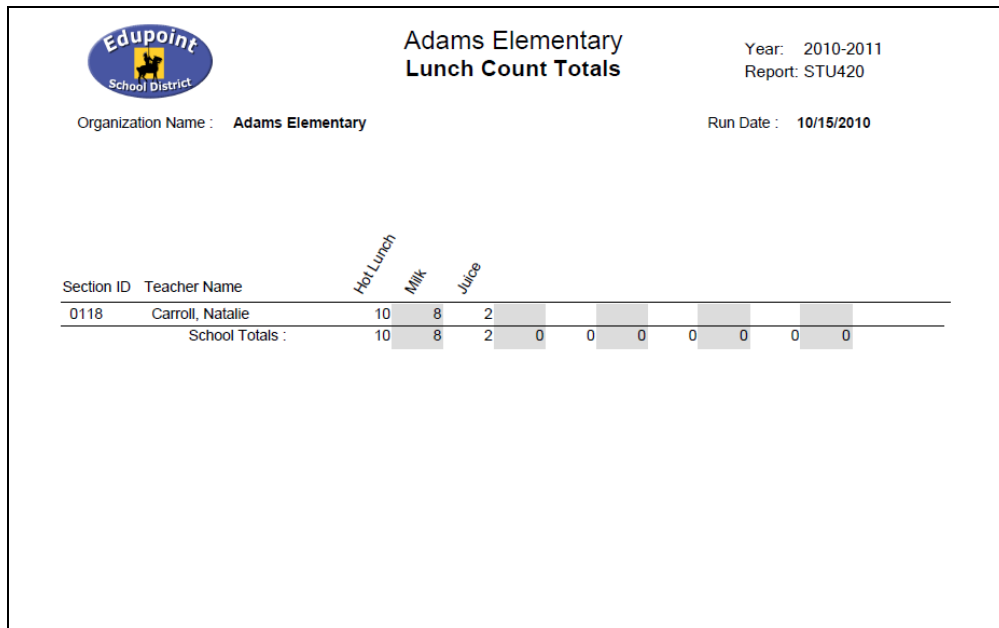
This screenshot shows the same 'School Setup' form, but the checkbox for 'Take Lunch Counts for Homeroom Classes' is now checked and circled in red. The 'Lunch Description 1' field contains the text 'Hot Lunch', 'Lunch Description 2' contains 'Milk', and 'Lunch Description 3' contains 'Juice'. The other description fields are empty.

Gradebook and TeacherVUE

- Teachers can now enter their counts in the **Enter your classroom lunch counts below:** fields.



- The **Lunch Count Totals** report, **STU420**, can be accessed in the PAD tree under GENESIS >>Schedule>>Reports>>List.



Section ID	Teacher Name	Hot Lunch	Milk	Juice						
0118	Carroll, Natalie	10	8	2						
School Totals :		10	8	2	0	0	0	0	0	0

Gradebook and TeacherVUE