

Chapter 2: Entering Students

Welcome to Chapter 2 of the Attendance Manager Cloud Tutorial. In this segment we will go over adding and editing student data.

Students are manually entered under the Student tab. There is an optional method to import student data from a spread sheet and that will be discussed at the end of this chapter.

Clicking add in this drop down list will take you to the student screen. There are many data fields in which to store information on your students, but the minimum bit of information is simply a first name, last name and student ID number, and the majority of our users keep it simple with just those three fields. For student ID, we recommend using the ID number assigned to your students by their school. However, you can provide your own with the requirements being that each number is unique, each number be at least 3 digits, and that numbers do not start with a zero. There is an additional option to have the system create a random number for each student. You can select the number of digits and then each time you click on Randomize Student ID, a unique number will be created.

Two additional fields are worth mentioning here as they can be important tools for both reporting purposes and to address unique student situations.

- First is the Alternate ID field. This can be a very powerful tool if certain state reports require a set of identifying numbers that are different from your school's student ID numbers. For example, let's say that your state requires a monthly report and the students on that report need to be identified by the last few digits of their SSN or by a state licensure number. Those identifying numbers can be entered as Alternate ID numbers and then when you need those reports, you have the option of selecting which numbers to use on the report.
- The Clock-In Mode let's you define how your students can clock into class. This field is primarily used when an Attendance Terminal with a fingerprint scanner is used for student clock-ins. Very infrequently, a student may not be able to scan their fingerprint to clock-in. One example may be that the student suffered a cut on one or more fingers or a student's fingernails prevent them from using the scanner. In these rare cases, you can set this field to Student ID number, allowing that student to key in their student ID number to clock in and bypass the fingerprint scanner.

Earlier in this chapter, I mentioned the import option for entering student data. That option is found and described in detail in the Utilities menu, Import Students. This section describes in detail how to format your spreadsheet as a CSV file and then import student data into Attendance Manager Cloud.

The next chapter on creating classes will cover enrolling these students into their classes. Please refer to additional chapters of training on our website.