

TX – 2 – 6E

Tardy Kiosk

What will be covered:

This session will provide an overview of one district's Tardy Kiosk and Schedule Letters.

- Information from end users
 - Tardy Policy
 - Kiosk or Teachers
 - Printer type
- Setup
 - Codes and Configuration
- Printer:
 - Receipt printer
- Schedule Letters
 - Letter parameters

Links to additional resources

http://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/HelpContent/Guides/2291791_TardyKiosk.pdf#nameddest=Setup

[Link to pdf of Power Point](#)



Texas Skyward User Group Conference

Tardy Kiosk

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Tardy Kiosk



This session will provide users with an overview of one district's Tardy Kiosk and Schedule Letters.

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- Setup
 - Configuration
 - Codes
- Printer
 - Receipt printer
- Schedule Letters setup






Information from End Users

1. What is your Tardy Policy?
2. Do you want the system to auto-populate offenses? With or without actions/consequences?
3. When or how often should the system reset?
4. Will you be using kiosk station or will teachers be recording tardies?
5. Will you be using receipt printer?
6. How should tardy counts be calculated? By period or total count?

Attendance Codes
WS/OF/AT/PS/CO/AT

- Absence Type Code and Reason Code
 - Tardy Kiosk – Elementary level and one secondary
 - Tardy – Use by teachers at the secondary level via gradebook.

◀ ▶ ▼
Codes ☆

-  Go to Attendance Configuration - CF
-  Go to Attendance Utilities - UT
-  **Codes - CO**
 -  Absence Types - AT
 -  Absence Reasons - AR

Configuration WS/OF/AT/DE/PS.CF/TK
Fields to Print on Tardy Slip

Tardy Kiosk Configu

* Student Entry by: Student Other Id

* Absence Type: TARDY

Absence Reason: K Tardy

Period to Use: Current Period Enter Period

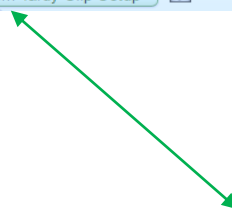
* Calc minutes late based on: Period Start Times Class Start Times Absent Start Times Specific Start Time 12:00 AM

Display In Times on Attendance

* Tardy Slip Type: Standard Absent with Days

Custom Tardy Slip Setup







Field	Free form text
Student Full Name	
Grade Level	
Date and Time	
Periods Tardy	
Free Form Line 7	
Free Form Line 1	Per 9 week grading period:
Free Form Line 2	6-8 tardies = Lunch Detention
Free Form Line 3	9-11 tardies = 1/2 day ISS
Free Form Line 4	12+tardies = 1 day ISS and
Free Form Line 5	parent/student/admin conf
Free Form Line 6	(Excessive tardies may result
Free Form Line 8	in comm service hour)
Student First Name	
Student Last Name	
Grad Year	
Other ID	
Homeroom #	
Homeroom Teacher	
Days Absent	
Current/Upcoming Class	
Current/Upcoming Class Room	



Schedule Letters Codes

WS/OF/AT/AL/PS/CO

Codes

-  Go to Attendance Letters Configuration - CF
-  Go to Attendance Letters Utilities - UT
-  Codes - CO
 -  **Threshold - TH**
 -  Letter Attendance Type - LT
 -  Date Ranges - DR

Schedule Letters (3 steps)
1. Scheduling Parameters
WS/OA/AT/AL/SL

Scheduling Parameters

Task Information

Task Status: Active Inactive

Task Description:

Start Date:

Start Time:

End Date:

Day(s) of the week

Mon Tue Wed Thur Fri Sat Sun

Week(s) of the month

First Second Third Fourth Fifth Sixth

Month(s) of the year

January February March April May June
 July August September October November December

Additional Export Options

Email Results To:

Export Location: ?

2. Attendance Update Parameters

Attendance Update Parameters

Student Selection

By Range
 By Individual

 Purge Update Records without a Letter ?

Letter Type: Class Total

Attendance Type:

Term:

Low High

Term Date:

Starting Attendance Date:

Grace Prd: ?

Periods:

Attendance Accumulation

Method

Period
 Date
 Days/Calendar Method

Minimum # of periods for an attendance

date to count as 1 day absent:

Thresholds to be updated for this Term Type

- 006 - 6th Tardy
- 007 - 7th Tardy
- 008 - 8th Tardy
- 009 - 9th Tardy
- 010 - 10th Tardy

3. Attendance Letter Parameters

Attendance Letter Parameters

Letter Type: Class Total

Attendance Type:

Term:

Letter Status: Previously Sent Not Sent

Low High

Periods:

Term Date:

Send out letters (create & mark as sent) Page Break By Student/Family

Print Detailed Attendance Print Window Envelopes

Print Tardies Accrued During Letter Term Use Mailing Address

Use Report Heading

Report Heading:

Print for Families:

Post Attendance Letters to Family Access

Print using Custom Attendance Letter

For Family Home Language of Spanish, use

Merge individual letters into one file (individual letters will still be accessible)

Create Mail Merge File

Create Discipline Records for Students Receiving Letters

Create Intervention Records for Students Receiving Letters

Selected Threshold:

Thresholds to be updated for this Term Type

- ▲
-
- ▼

Offense (Tardy Referral) Setup

Offense Setup



Offense Setup

School Year:

Offense:

Location:

Disc Officer:

Offense Date: Fixed

Variable (Today school days)

Offense Time:

Referred By:

Offense Points:

Staff:

Cost (\$):

Campus ID:

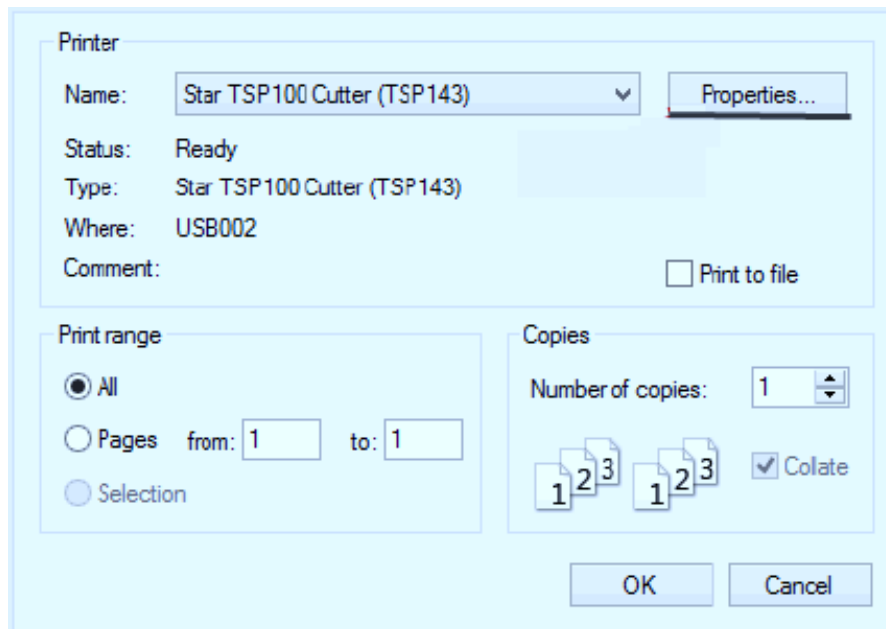
Parent Notified

Allow Creation of Multiple Offenses

Comments:

Receipt printer

- The “page setup” will depend on the browser being used.
- Internet Explorer, Firefox and Chrome, all will need to have Headers and Footers empty.
- Under the printer properties, set Paper Size to 72mm x 200mm.



Printer

Name: Star TSP100 Cutter (TSP143) Properties...

Status: Ready

Type: Star TSP100 Cutter (TSP143)

Where: USB002

Comment: Print to file

Print range

All

Pages from: 1 to: 1

Selection


Copies

Number of copies: 1

Colate

OK Cancel

Using Tardy Kiosk screen


Tardy Kiosk ☆

Click the button below to enter the Tardy Kiosk Interface.
 The Tardy Kiosk Interface will open in a new window and this existing window will automatically be closed.
 The Exit Tardy Kiosk button on the Tardy Kiosk Interface screen will return the user to the login screen and require the user to log in again; which will prevent students from any unauthorized access.

Tardy Kiosk Interface

*Enter ID:

Student Info

Student:	<input type="text" value="Jeanne Abellascr"/>	Advisor:	<input type="text"/>
Grad Year:	<input type="text" value="2020"/>	Grade:	<input type="text" value="09"/>
Date of Birth:	<input type="text" value="10/21/2001"/>	Homeroom:	<input type="text"/>
School:	<input type="text" value="001"/>	Period:	<input type="text" value="4"/>
Calendar:	<input type="text" value="001"/>	Time:	<input type="text" value="11:05"/> <input type="text" value="AM"/>
Date:	<input type="text" value="09/19/2016"/> <input type="text" value="Monday"/>		

Tardy Kiosk check-in screen

- Successful vs. unsuccessful

Tardy Kiosk Interface

*Enter ID: [.....] [?] Save and Print Tardy Slip Clear Student Exit Tardy Kiosk

Student Info

Student: [Jeanne Abellascr] Advisor: [.....]
 Grad Year: [2020] Grade: [09]
 Date of Birth: [10/21/2001] Homeroom: [.....]
 School: [001] Period: [1]
 Calendar: [001] Date: [09/16/2016] **Friday** Time: [08:57] **AM**

Print

Printer Name: [\\NOC-PRINT01] Properties...
 Status: Offline: 0 documents waiting
 Type: Xerox Global Print Driver PCL6
 Where: [.....] - Xerox WorkCentre 5335
 Comment: [.....] Print to file

Print range: All Pages from: [1] to: [1] Selection

Copies: Number of copies: [1] Collate

OK Cancel

Tardy Record Created
 Jeanne Abellascr successfully marked tardy in Period 1.

Tardy Kiosk Interface

*Enter ID: [.....] [?] Print Tardy Slip Clear Student Exit Tardy Kiosk

*The current time does not fall within an Attendance Period that meets on this date.

Student Info

Student: [Jeanne Abellascr] Advisor: [.....]
 Grad Year: [2020] Grade: [09]
 Date of Birth: [10/21/2001] Homeroom: [.....]
 School: [001] Period: [.....]
 Calendar: [001] Date: [09/16/2016] **Friday** Time: [07:47] **AM**



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THANK YOU FOR ATTENDING!

