

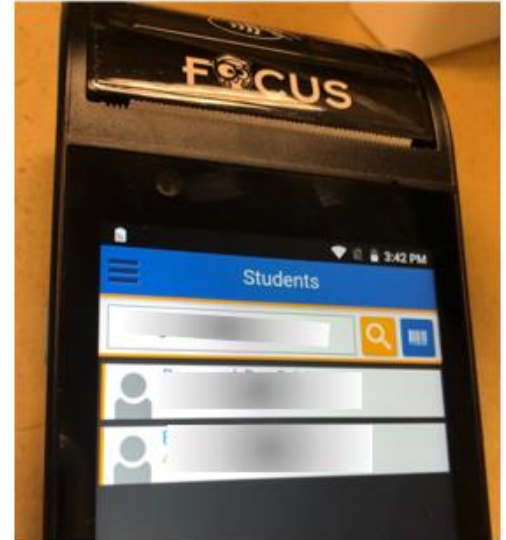
Attendance – Handheld

Handheld Devices – Tardy Tracking, Student Info, Positive Behaviors



The Focus handheld devices run an administrator version of the **Focus Community App**. It can be used for assigning tardies, viewing Student Info and assigning Positive Behaviors.

1. Log-in with network user ID and password. The handheld devices open to a basic student search screen.
2. Users can search by student name, student ID or scan a student's badge.
3. After a student is selected, the device opens the student "Summary" page.



The Summary header includes the student's name, photo, and current school of enrollment. The page lists the student's schedule, an attendance summary and current grade for the current quarter.

Users can view the same data for previous marking periods by selecting another quarter.

*Note: The Grade column will display the gradebook grade for the current marking period and posted grades for prior quarters.

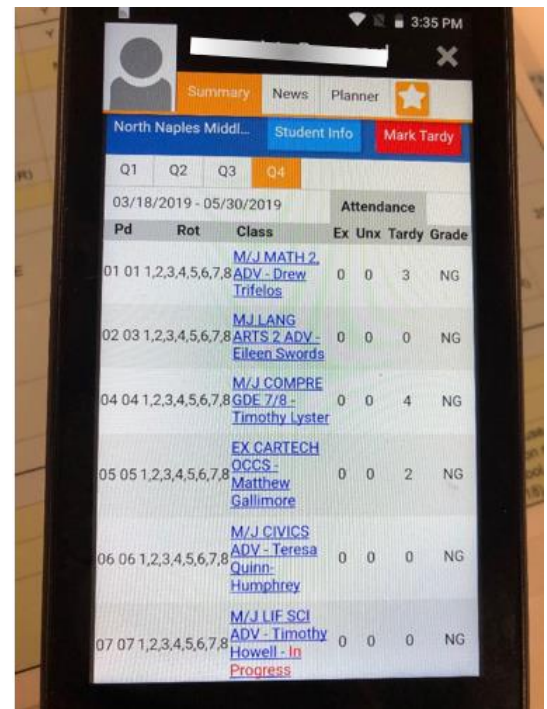
Tardy Tracking

If the student has an in-progress section when he or she is selected, the Class column will be appended with the text – In Progress. In Progress is determined by the periods start and end time setup.

When a class is in-progress, an additional **Mark Tardy** option will display. If the student does not have a class in progress, the **Mark Tardy** is hidden. This will occur before and after school hours and during passing time between classes.

Assign a tardy

1. Select **Mark Tardy**
2. A popup will allow users to select the tardy code to assign and ask for confirmation. The student's attendance is immediately updated with the selected code.



Attendance – Handheld

Note: The handheld is used to update current class attendance **ONLY**. It should be used to mark students tardy who are arriving late during Period 01 or are tardy to class throughout the day. For example, a student who was present during Period 01 but is tardy to Period 02.

Students signing in and out of school should report to the office so that their prior or following period attendance can be appropriately updated.

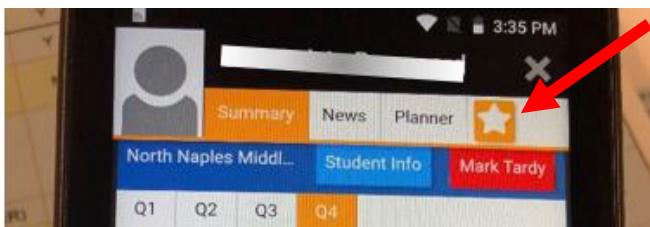
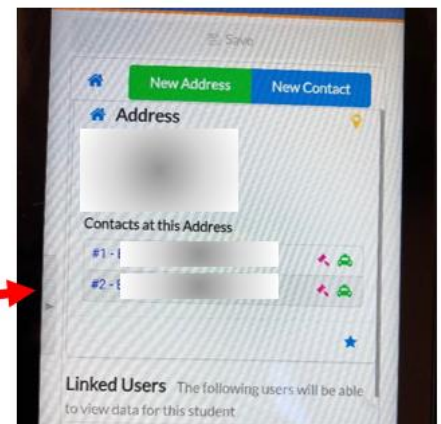
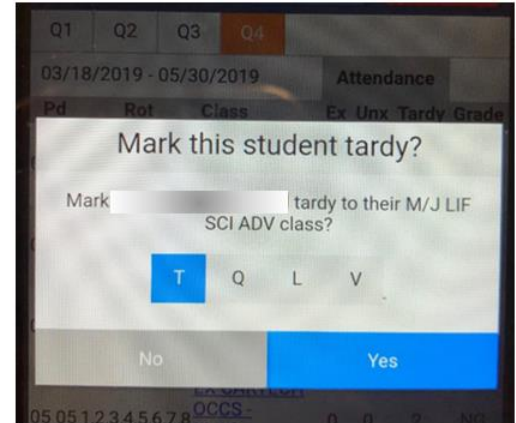
A tardy slip will print for the student. It is time stamped, includes the name of the student and their current class in progress.



Assigning Tardy Consequences

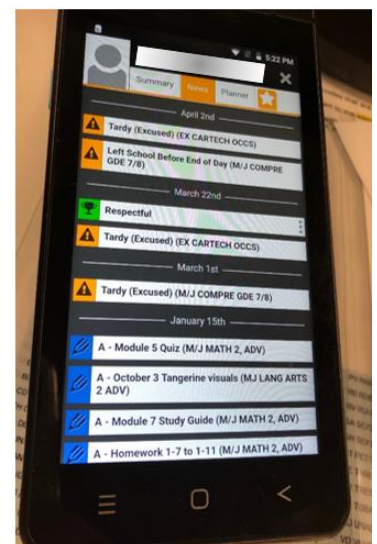
Based on school specific setup, referrals will be automatically assigned to the student when he or she has accumulated multiple tardies in the same class period. Each school will define the threshold, the action to be taken – i.e. after school detention, lunch detention, and if the assigned referral is classified as Classroom or Administrative.

If the student has met the threshold and a detention is assigned consequence, the student's tardy slip will include the student's detention information. The student will be added to the Detention List in Focus.



Assigning Positive Behaviors

Click the star button in the upper right corner of the screen. The positive behavior screen will appear. Proceed with assigning PBS tokens and click close at the bottom to close the screen.



Student Info

The handheld device can be used to view student data by selecting "Student Info" from the Summary page.

When selected, the device will open the Student Info tab selected as the default in Users > My Preferences.

The arrow icon on the left side of the screen can be used to select a different tab.

News

The News tab will list the student's gradebook assignments, absences, tardies and positive behaviors by date for the current quarter

Planner

The planner tab will list the student's grade book assignments for the current week.