

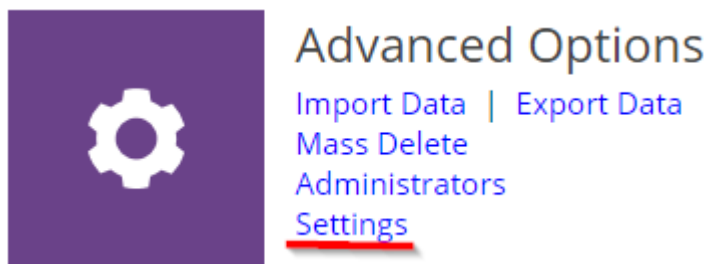


Welcome to AccuClass

Below you will find the first steps when setting up your **Accuclass** account

```
button.accordion { background-color: #eee; color: #444; cursor: pointer; padding: 18px; width: 100%; border: none; text-align: left; outline: none; font-size: 21px; font-weight: bold; transition: 0.4s; } button.accordion.active, button.accordion:hover { background-color: #7c9f22; color: #000000; } div.panel { padding: 0 18px; display: none; background-color: white; } .accordion:after { content: '\02795'; /* Unicode character for "plus" sign (+) */ font-size: 13px; color: #777; float: right; margin-left: 5px; } .active:after { content: "\2796"; /* Unicode character for "minus" sign (-) */ } .note { background-color: #ffffcc; border-left: 6px solid #ffeb3b; } 1. Setup Timezone
```

To set up your Timezone go to **Advanced Options** and click Settings.



Once there simply select your timezone from the drop-down box (default is EST).

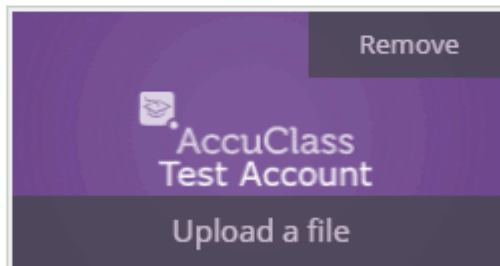


Search for people, classes or attendance...

Account Settings

Account Logo

Logo



General

Time Zone

(UTC-05:00) Eastern Time (US & Canada)

Show all time zones

Default Class Times

Sun	Mon	Tue	Wed	Thu	Fri	Sat
50	50	75	50	75	50	50

AccuClass Mobile App

Send app login instructions to new students

Attendance Settings

Track attendance using QR codes on classrooms

Statuses, Rules, etc...

[\[Customize\]](#)

Notifications

Email Notifications

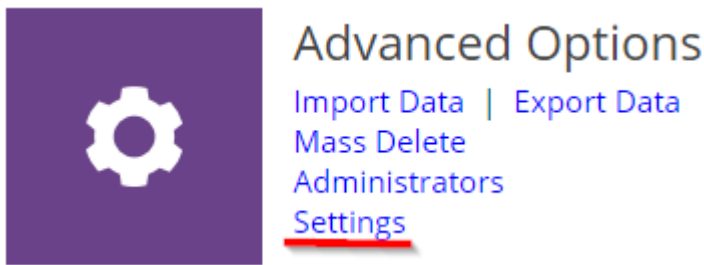
[\[Customize\]](#)

Save

Click the  button to save your timezone.

2. Setup Attendance Statuses & Rules

To set up your Attendance Statuses & Rules go to **Advanced Options** and click Settings.



Default Class Times

Once there simply select your **Default Class Times**, this is option lets you select the class length per day (recorded in minutes).

Default Class Times	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	50	50	75	50	75	50	50

Next, Click on the **[Customize]** button next to Statuses, Rules, ect... under **Attendance Settings**.

Attendance Settings

Track attendance using QR codes on classrooms

Statuses, Rules, etc...

[\[Customize\]](#)

Attendance Settings

What is the Attendance Settings section? This is the attendance labels that you use for your Roll Call. There are several that are pre-determined such as **Present, Absent, Tardy, Left Early, and Excused**.

Attendance Settings

Need Help?

To learn more about the options listed here, please take a look at the documentation:

[View Documentation](#)

Available Statuses

- Present count as key: [present](#)
- Absent count as key: [absent](#)
- Excused count as key: [excused](#)
- Left early count as key: [left-early](#)
- Tardy count as key: [tardy](#)

[Add other status](#)

Selection Rules

- Set status as ■ Present when the student signs-in and out correctly
- Set status as ■ Absent when the student neither signs-in nor signs-out
- Set status as ■ Tardy if the student is late by mins
- Set status as ■ Absent if the student is late by mins or never signs-in (but signs-out)
- Set status as ■ Left early if the student signs-out mins (or more) before the class ends
- Set status as ■ Left early when the student doesn't sign-out

Attendance

- Allow signing-in early by minutes
- Allow signing-out late by minutes
- Automatically re-process attendance for semester when saving these settings

Available Statuses

In this section you can customize your statuses names, you can set them a specific color and count

Selection Rules

This is where you determine all the rules that you want your sign-ins to follow. You can set the following rules:

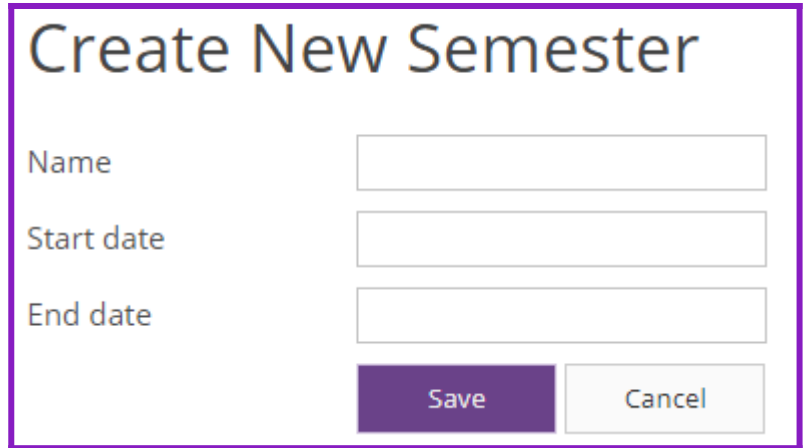
- What **status** is given if the student **signs-in/signs-out correctly**.
- What **status** is given if the student **neither** signs-in/signs-out.
- What **status** is given if the student is late by **X** minutes.
- What **status** is given if the student is late by **X** minutes or never signs-in (but signs-out)..
- What **status** is given if the student is late by **X** minutes (or more) before the class ends..
- What **status** is given if the student **does not** sign-out.

Click the button to save your Attendance Settings.

This section only applies to those people who are using a PC Sign-in Station or the AccuClass App

3. Setup Semesters

To set up your Semester go to **View / Edit Classes** under Classes.



Classes

- [View / Edit Classes](#)
- [Instructors](#)
- [Weekly Schedules](#)
- [Notifications](#)

Next, click on **Semesters** and then **Create New** and fill in the following info:

- **Semester Name:** Complete with the name of your semester.
- **Start Date:** Complete with a reference date for the conference.
- **End Date:** Set up the dates that the conference is going to take place.

Click the  button to save your Semester.

4. Enter Students

There are two ways to enter your students:

- Using an **Import** in which you must create a **.CSV** file with all the Students data. using this method it will automatically have all your student data available to you.
- Doing it manually: Input your **Students** information through AccuClass.

To manually enter them you must go to the **Students and Enrollment** section under **Students** of the main menu.



Students

- [Students and Enrollment](#)
- [Assign Cards](#)
- [Print QR Labels](#)

Create New User

General information

Unique ID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Name	<input type="text"/>
Email	<input type="text"/>
Card Number	<input type="text"/>

Security

Password	<input type="password"/>
Repeat	<input type="password"/>


Once there click **Create New** and fill in the following info about your student:

General information

- Unique ID (Required)
- First Name (Required)
- Last Name (Required)
- Preferred Name
- Email
- Card Number (Will default to ID if none specified)
- Upload a Picture

Security

- Password
- Repeat

Click the  button to save your Students data.

5. Add instructors

There are two ways to enter your instructors:

- Using an **Import** in which you must create a **.CSV** file with all the Instructors data. using this

method it will automatically have all your Instructor data available to you.

- Doing it manually: Input your **Instructors** information through AccuClass.

To manually enter them you must go to the **Instructors** section under **Classes** of the main menu.



Classes

[View / Edit Classes](#)

[Instructors](#)

[Weekly Schedules](#)

[Notifications](#)

Create New User

General information

Unique ID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Name	<input type="text"/>
Email	<input type="text"/>

Security

Password	<input type="text"/>
Repeat	<input type="text"/>


Once there click **Create New** and fill in the following info about your instructor:

General information

- Unique ID (Required)
- First Name (Required)
- Last Name (Required)
- Preferred Name
- Email
- Upload a Picture

Security

- Password
- Repeat

Click the  button to save your Instructors data.

6. Enter Classes & Assign Instructors

There are two ways to enter your classes:

- Using an **Import** in which you must create a **.CSV** file with all the classes data. using this method it will automatically have all your classes data available to you.
- Doing it manually: Enter the **Classes** and their Schedule.

To manually enter them you must go to the **View/Edit Classes** section under **Classes** of the main menu.

Create New Class

Semester: +

Unique code:

Name:

Department: +

Instructors: Michael Scott
 +

Schedule:

- Monday at - in +
- Wednesday at - in +
- Friday at - in +
-

One-time meetings:

Allow signing-in early by: minutes


Allow signing-out late by: minutes

Check sessions after saving (?): Automatically Manually
NOTE: When 'automatically' is selected scheduled sessions that overlap with one-time m

Once there click **Create New** and fill in the following info about your class:

- **Semester:** Fill in the name of the semester the class is occurring.
- **Unique Code:** This can be anything that will uniquely ID the course. (Session MAT-101-01,CRN 0488-981,etc.)

- **Class Name:** Fill in the name of the class.
- **Department (Not Required):** Fill in the Department. (English, Mathematics, Science, etc.)
- **Instructors:** Add the Instructors who will be managing the Roll Call or Sign-ins for the class so they'll have access to it when they login to AccuClass
- **Add schedule:** Select the day of the week in the dropdown box to add days that the class occurs. Adjust the times and set the classroom. (A sample will be given if none have been created.) You can also schedule one-time meetings for specific dates if you do not meet on a regular day and time of the week.
- **One-time meetings:** This section to set the schedule based on specific dates instead of recurring days of the week.
- **Allow signing-in early by:** Select the time you will allow students to sign in early by (in minutes).
- **Allow signing-out late by:** Select the time you will allow students to sign out late by (in minutes).
- **Check sessions after saving:** select **Manually** if you are changing the schedule manually from a previously saved class if not select **Automatically**.

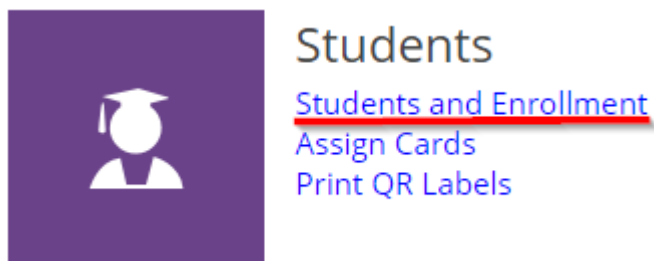
Click the  button to save your Instructors data.

7. Enroll the students.

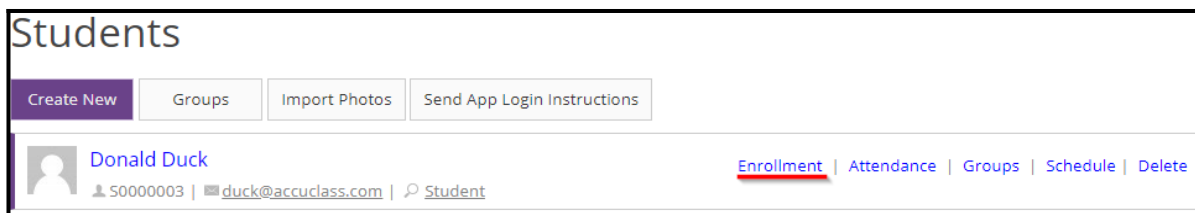
There are two ways to enroll students:

- Using an **Import** in which you must create a **.CSV** file with all the student enrollment data. Using this method it will automatically enroll all your students in their classes.
- Doing it manually: Select each class that the student is enrolled to.

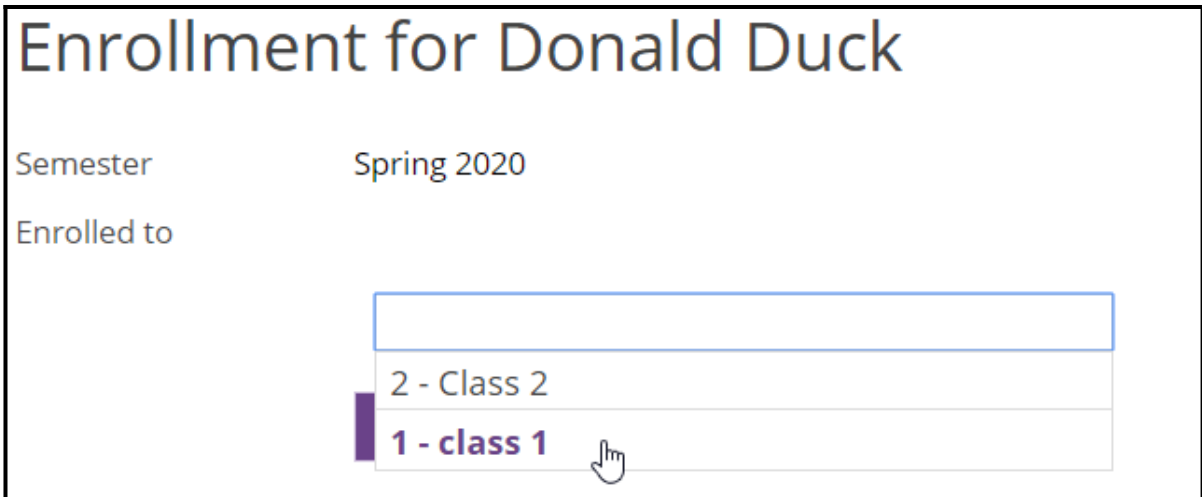
To manually enter them you must go to the **Students and Enrollment** section under **Students** of the main menu.



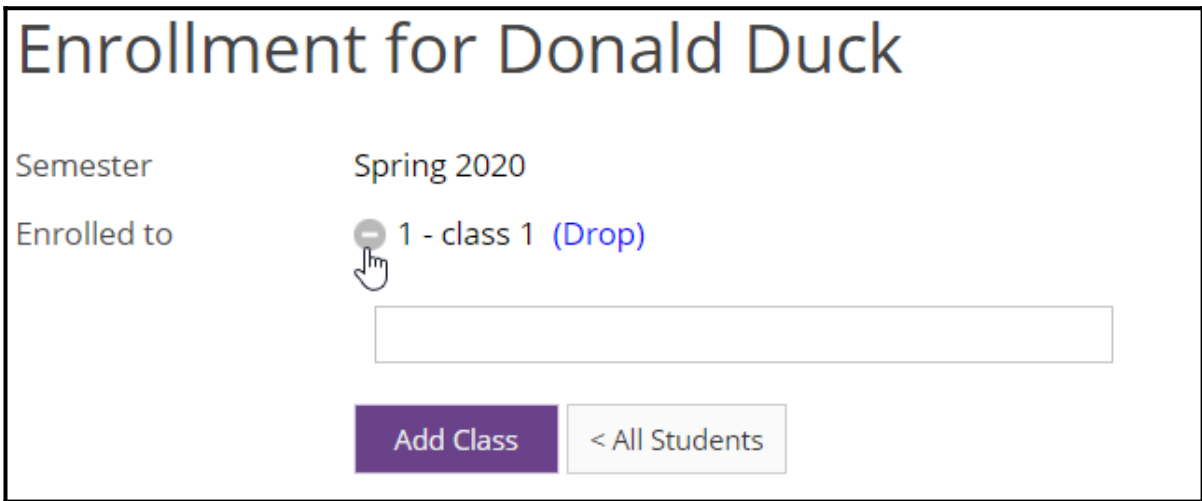
1. Once there click on **Enrollment** on the student you want to enroll.



2. Then select the class from the drop-down box.



3. If you accidentally select the wrong class you can remove it by clicking the minus sign.

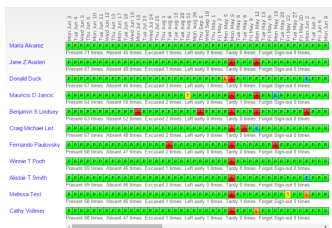


4. When finished click the **Add Class** button.

You can also enroll the students similarly under the **Classes** section. Just select the **class** first and then choose the **students** you want enrolled in it.

8. Record Attendance!

Click on an option below to choose how you would like to track attendance for your classroom!



By a METHOD



With a DEVICE

To find out which attendance method is best for you, visit [Recording Attendance](#)

9. View and Edit Attendance Data

To view and edit the attendance of a class go to the **Attendance** section and click on **Sheet**.

Attendance Sheet

1 - class 1

Show Totals | Enrollment | Attendance Summary | Change Class | Print

Mon, Jan 6, 2020
Wed, Jan 8, 2020
Fri, Jan 10, 2020
Mon, Jan 13, 2020
Wed, Jan 15, 2020
Fri, Jan 17, 2020
Mon, Jan 20, 2020
Wed, Jan 22, 2020
Fri, Jan 24, 2020
Mon, Jan 27, 2020
Wed, Jan 29, 2020
Fri, Jan 31, 2020
Mon, Feb 3, 2020
Wed, Feb 5, 2020
Fri, Feb 7, 2020
Mon, Feb 10, 2020

Donald Duck

A A A A T A A A A A A T A A A P

Once there you will be prompted to select the class your want the Attendance Sheet to be pulled. Select the class and click the **View Attendance** button.

At this point you will see a complete chart of the students and the days of the semester with the attendance data.

There are multiple ways to **edit** attendance:

- To edit the attendance for a particular **day**, select the appropriate column for that day. This will open the **Roll Call** for that day.

Roll Call

1 - class 1 - Mon, Feb 10, 2020 - 10:00AM

More Actions
Swipe a Card
Unresolved Swipes

Mark All As... | Clear Attendance | Change Class / Date | Attendance Sheet

Donald Duck
Present | View Details

Present | Absent | Excused | Left early | Tardy

Add Notes

- To edit the attendance for a **student**, select the student by clicking on their name. This will open the students **Attendance Logs** for every day.

Attendance Logs

Change Filters

Donald Duck (ID S0000003)

1-class 1

Monday 01/06/2020	10:00am - 10:50am	Absent	0 mins	0%
Wednesday 01/08/2020	3:00pm - 3:50pm	Absent	0 mins	0%
Friday 01/10/2020	9:30am - 10:20am	Absent	0 mins	0%
Monday 01/13/2020	10:00am - 10:50am	Absent	0 mins	0%
Wednesday 01/15/2020	3:00pm - 3:50pm	Tardy	46 mins	92%
Friday 01/17/2020	9:30am - 10:20am	Absent	0 mins	0%
Monday 01/20/2020	10:00am - 10:50am	Absent	0 mins	0%
Wednesday 01/22/2020	3:00pm - 3:50pm	Absent	0 mins	0%
Friday 01/24/2020	9:30am - 10:20am	Absent	0 mins	0%
Monday 01/27/2020	10:00am - 10:50am	Absent	0 mins	0%
Wednesday 01/29/2020	3:00pm - 3:50pm	Absent	0 mins	0%
Friday 01/31/2020	9:30am - 10:20am	Tardy	23 mins	46%
Monday 02/03/2020	10:00am - 10:50am	Absent	0 mins	0%
Wednesday 02/05/2020	3:00pm - 3:50pm	Absent	0 mins	0%
Friday 02/07/2020	9:30am - 10:20am	Absent	0 mins	0%
Monday 02/10/2020	10:00am - 10:50am	Present	50 mins	100%

Total time: 1:59 hr

- To edit the attendance for a particular **Log**, select the appropriate log for that day. This will open the **Attendance Details** for that log.

View Attendance Details

Student: Donald Duck

Session: 1 - class 1 - Mon, Feb 10, 2020 - 10:00AM

Date: Monday 02/10/2020

Swipe History: No swipes found

10:00am [Add](#)

Total Time In: mins (100%)

Notes:

Status: **Present** Absent Excused Left early Tardy


Auto-select based on swipes

[Save](#) [Cancel](#)

You can click the **Hide Totals** button if you would like to view the charted data without the text summary for each student.

10. Export Class Attendance

To export your data go to the **Advanced Options** section and click **Export Data**.



Advanced Options
[Import Data](#) | [Export Data](#)
[Mass Delete](#)
[Administrators](#)
[Settings](#)

You can download your data by clicking the Download lightened text. You are able to download your data as **.CSV** , **HTML** and **Excel 2007/10** file..

What do you want to download?

	CSV Format	HTML Format	Excel 2007/10 Format
Students:	Download	Download	Download
Instructors:	Download	Download	Download
Instructors Assignments:	Download	Download	Download
Enrollment:	Download	Download	Download
Classes:	Download	Download	Download
Card Swipes:	Download	Download	Download
Attendance:	Show Filters...	Show Filters...	Show Filters...
Attendance Swipes:	Show Filters...	Show Filters...	Show Filters...
Attendance Summary By Status:	Show Filters...	Show Filters...	Show Filters...

S

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- Students
- Instructors
- Instructors Assignments
- Enrollment
- Classes
- Card Swipes
- Attendance
- Attendance Swipes
- Attendance Summary By Status

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[Back to: Administrator Guide](#) | [Up Next: Recording Attendance](#)

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