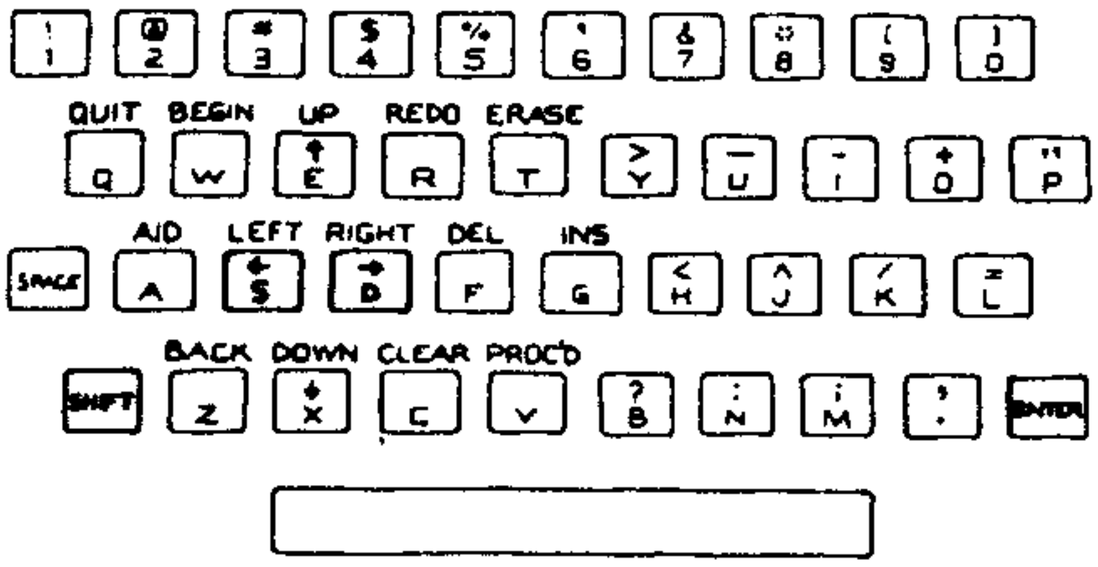
Attendance Recorder

Scott,
Foresman
School
Management
Applications

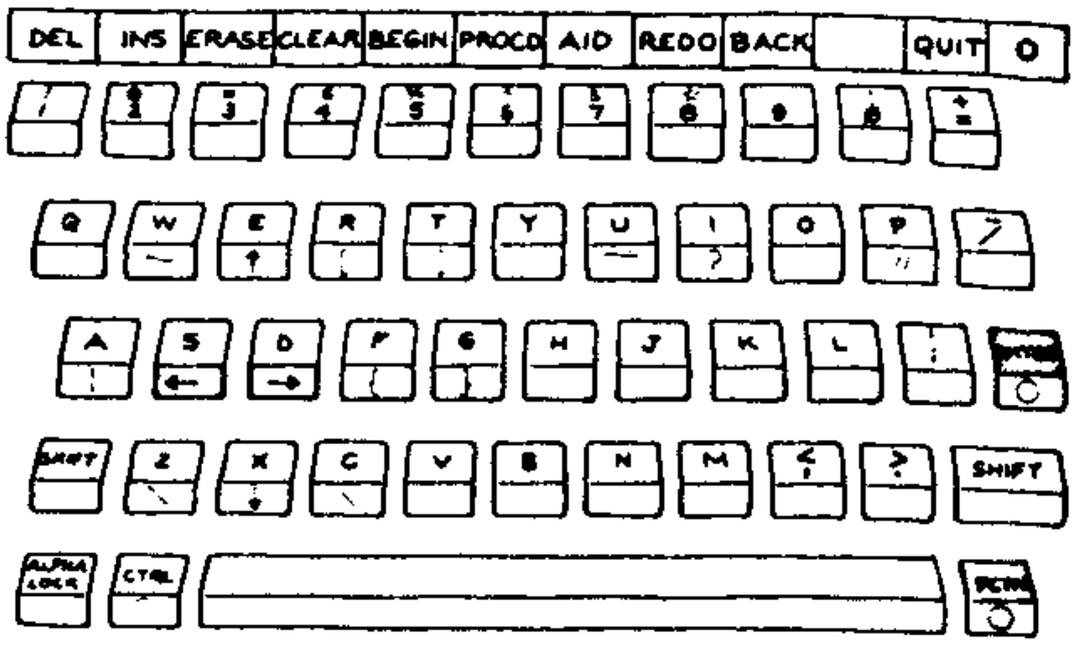
for the Texas Instruments 99/4 microcomputer

Keyboard Reference Guide

TI 99/4 Keyboard



TI 99/4A Keyboard



Function	TI 99/4	TI 99/4A
ENTER stores the data just typed.	ENTER	ENTER
LEFT (←) moves the cursor one space to the left without erasing a character.	SHIFT-S	FCTN-S
RIGHT (→) moves the cursor one space to the right without erasing a character.	SHIFT-D	FCTN-D
DEL(ETE) deletes the character beneath the cursor and automatically closes up space.	SHIFT-F	FCTN-1
INS(ERT) inserts one or more characters, starting from where the cursor is when the function is first used. To cancel this function, another function must be activated or ENTER must be pressed.	SHIFT-G	FCTN-2
ERASE deletes all data in the field where the cursor is then located.	SHIFT-T	FCTN-3
CLEAR does the same as ERASE.	SHIFT-C	FCTN-4
END stops any *School Management* program or a segment or *branch* of the application.	E/END	E/END
QUIT interrupts a program and restores the preliminary Texas Instruments display. *With disk-based applications, this function can cause loss of data or diskette damage.*	SHIFT-Q	FCTN-=
BEGIN, UP, REDO, AID, BACK, DOWN, and **PROC'D** are not used in *School Management Applications*. Some are used with *Disk Manager* (page 10).		

Special Reminders

1. You cannot substitute the letter *L* for the number *one*.
2. You cannot substitute the letter *O* for a *zero*.
3. You cannot use the underscore function to underline. *It erases characters.*
4. The space bar and space key erase characters.

Attendance Recorder

Developed by ESI, Inc.
Minneapolis, Minnesota

Scott, Foresman School Management Applications

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This Scott, Foresman *School Management Application* module is designed for use with the Texas Instruments 99/4 microcomputer. A disk controller, two disk drives for 5¼-inch diskettes, an RS-232 interface, an Optical Card Reader (optional), and a printer must be used with this module.

The Scott, Foresman *School Management Applications* were developed in conjunction with ESI, Inc., a firm that provides a variety of professional services for local, state, and Federal educational agencies, and for corporations engaged in developing technological products for education. Founded in 1968 as an educational consulting and evaluation group, ESI has come to focus its staff's professional expertise in educational computing on the development of computer software for education, training, and administration.

Component	Serial Number	Purchase Date
TI 99/4 Microcomputer		
Video Display Monitor		
RS-232 Interface		
Disk Controller		
Disk Drive 1		
Disk Drive 2		
Printer		
Optical Card Reader		
RF Video Modulator (needed with TV sets)		

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Contents

Part 2:
Using *Attendance Recorder*

How This Application Can Help You

Attendance Recorder is designed to help attendance clerks, homeroom and classroom teachers, counselors, truancy officers, and school administrators maintain current records on student absences and tardies. The application enables users to monitor daily and cumulative absences and tardies during a 12-month period for up to 1,000 students. A school can divide this year into terms or attendance reporting periods of any length desired. The user can store student attendance records on 5¼-inch "floppy" diskettes, review and edit any record on the video monitor, and print up-to-date reports as needed. Six reports are furnished: Report 1, "Daily Absence List"; Report 2, "Daily Tardy List"; Report 3, "Daily Absence/Tardy List"; Report 4, "Year-to-Date Report for the Entire Grade"; Report 5, "Year-to-Date Report for a Group"; and Report 6, "Year-to-Date Labels."

Data Storage Capacity

This application requires the simultaneous use of two diskettes. A pair of diskettes can hold a large number of records, as explained below, but this data capacity can be extended by using several pairs of diskettes, each dedicated to different grades or buildings.

The command module can maintain records on one pair of diskettes for up to 1,000 students in as many as 13 grades, kindergarten through 12th. Up to 255 attendance records, one for each day that school is in session, can be stored for each student. The school calendar and student files are stored on the DRIVE 1 diskette, and student attendance files are kept on the DRIVE 2 diskette.

Two diskettes offer considerable data capacity. However, just as a file drawer is eventually filled, a pair of diskettes will begin to reach capacity when 1,000 student names have been entered. When this point is reached, the application displays this warning on the screen:

1,000 STUDENTS ARE ENTERED.

Before you can add more student records, you will need to start a new pair of diskettes. In such a case, the basic question is how best to divide your student body between the different pairs of diskettes.

For instance, if your school has several buildings and there is seldom any need for reports combining students from various buildings, then you can simply set up one pair of diskettes for each building. If class rosters are important for your needs, and your school has many students in each grade, it might be best to set up one pair of diskettes for each grade level.

Important: Whichever method best suits your needs, it is essential to indicate on each diskette label which part of your student body is recorded on that diskette, and in which disk drive that diskette is to be placed.

The application has the following maximum capacities:

Calendar: The calendar for the school term can include up to 12 calendar months. The term can have up to 255 school days.

Students: Records for up to 1,000 students can be stored. Each grade can have up to 600 students.

Grades: A total of 13 grades can be stored, kindergarten through 12th.

Absences and Tardies: The total number of times that a student can be absent and/or tardy during a single year is 255, once per school day.

The Main Procedures

If you are developing an attendance system for the first time or computerizing an existing manual system, certain steps are necessary before *Attendance Recorder* can be used effectively:

1. If your data base is likely to exceed 1,000 students or if you have more than 255 school days in the year, it is important to decide how best to divide the data among two or more pairs of diskettes.
2. Your school calendar of days actually in session must be recorded on the diskettes and carefully verified before attendance recording begins. You can mark the days and dates that school will be in session on any desk or wall calendar and use it as a data-entry sheet.

3. Student data should be collected from class lists or rosters and entered onto the diskettes to create your initial data base.
Important: If your school does not publish a class list or roster at the beginning of the school year, one can be compiled from the information the students and/or teachers write on the Attendance Cards used to enter student absences on the card reader. After student data are entered on diskette, Report 4 can be printed and used as a class list or roster (see page 34).
4. After student data are entered, Report 4 or the "By Homeroom" version of Report 5 (see page 36) should be run. Attendance Cards can be sent with a copy of this report to classroom or homeroom teachers. The cards can then be completed by students or teachers. Instructions for completing Attendance Cards are given on page 40.
5. At this point *Attendance Recorder* is fully installed. All you have to do from this point on is collect and update student absence and tardy records on a regular basis. Suggested procedures for collecting and reporting attendance data are given on page 60.

Essential Terms

Two groups of numbers and their relationship to two types of records must be clearly understood by users of *Attendance Recorder*. The numbers are identified on screens and reports as GRADE and RECORD # or REC#. The two types of records are student records and attendance records.

1. *GRADE* Grades K through 12 can be entered in the GRADE field on various screens throughout the application by the user. The grade displayed automatically by the computer in the GRADE field on each of the screens in Options 2, 3, and 4 on the main menu will always be the lowest grade stored on diskette.

On Reports 1–6, students are sorted first by grade and then alphabetically by name within each grade.

2. *RECORD #* (also *REC#*) Record numbers, ranging from 1 to 600, are assigned by the computer. The same numbering series is repeated for students in each grade. For example, if grades 9 and 10 were stored on diskette, the first student records created in grades 9 and 10 would both be assigned record number 1. However, each student would have a unique record number because both the grade and the record number are used by the application to identify the student. Therefore, one student would be identified as grade 9/record number 1, while another would be grade 10/record number 1.

Each time a student record is created, the application assigns the lowest unused record number to that student.

3. *Student Record* The student record, identified by the student's grade and record number, is the basic record in *Attendance Recorder*. Each student record contains the name, homeroom, telephone number, and enrollment status (enrolled or withdrawn) of the individual student it identifies.

4. *Attendance Record* The attendance record, like the student record, is identified by the student's grade and record number. Each student attendance record contains attendance data (absences and tardies) for each school day listed on the calendar.

The *Attendance Recorder* Reports

On the following pages, the six kinds of reports produced by this application are shown at approximately three-quarter size. The full size of most reports, when the perforated sprocket-hole strips at each side are removed, is a standard 8½-by-11-inch notebook sheet. Report 6, "Year-to-Date Labels," is printed on strips of self-adhesive labels.

Report 1: Daily Absence List

This report lists student absences for any school day during the term you select. Absent students are sorted first by grade and then alphabetically by name. Both summary and detailed versions of this report can be requested.

Summary Version The "Daily Absence List" shows only the names of students absent in each grade. This report can be distributed to classroom teachers or posted in administrative and faculty offices at the beginning of the school day. It can be updated or corrected at any time during the school day or term.

Detailed Version The "Detailed Daily Absence Report" shows the record number, student name, homeroom, telephone number, year-to-date absences and tardies, and the last date that the student was absent. This report can be used by attendance clerks as a checklist for contacting absent students and by truancy officers, counselors, and other school administrators who monitor student absences. Space has been provided on the report for users to write comments about each student.

Report 2: Daily Tardy List

This report lists student tardies for any day you select during the school term. Tardy students are sorted first by grade and then alphabetically by name. Both summary and detailed versions of this report can be requested. These versions are like the summary and detailed absence reports, described above.

Report 3: Daily Absence/Tardy List

This report combines the student absence and tardy information included in Reports 1 and 2. Student attendance records are sorted first by grade and then alphabetically by name. Both summary and detailed versions can be requested.

Summary Version The "Daily Absence and Tardy List" shows the students absent (A) and tardy (T) by grade. Classroom teachers will find it a useful checklist when taking class attendance. After attendance is taken, the teacher can mark any changes in a student's attendance status directly on the report and return it to the attendance clerk for updating.

Detailed Version The "Detailed Daily Absence and Tardy Report" combines the information that appears on the detailed versions of Reports 1 and 2. Attendance clerks can indicate that they have contacted students, parents, or guardians directly on the report in the space provided in the COMMENT column. Counselors and truancy officers can review each student's year-to-date absences and tardies and write their comments on the report. At the end of the school day, a final version of this report can be run as a record of actual nonattendance for the day.

Report 4: Year-to-Date Report for the Entire Grade

This report, the "Year-to-Date Absence and Tardy Report," shows the total number of times individual students were absent and/or tardy during the current semester, quarter, month, or other reporting term. Students are grouped by grade and listed alphabetically by name. Each student's record number, name, homeroom, and current and year-to-date absences and tardies are shown. Absences and tardies for the current period and for the year to date are totaled for the entire grade.

This report provides school administrators with the information needed to complete periodic attendance reports for schools, districts, or government agencies. At the end of each semester, quarter, month, or whatever reporting period you normally use, you can print an up-to-date version of this report to obtain total absences and tardies for the period just ended. At the beginning of the new reporting period, you can change the total period absences and tardies to zero by using Option 6, START A NEW PERIOD (see page 56). You can then start collecting attendance statistics for the new reporting period. Year-to-date attendance totals continue to accumulate throughout the year regardless of how many periods are started.

Report 4 should be printed and verified for accuracy after you create your initial student data base using Option 2, ENTER/EDIT STUDENTS

10/11/82

*** DETAILED DAILY ABSENCE REPORT ***
PATRICK BRANWELL SCHOOL

GRADE 9

REC#	STUDENT NAME	HOME ROOM	PHONE #	YR-TO-DATE ABS	YR-TO-DATE TAR	LAST DATE ABSENT	COMMENT
2	LOWE,NICHOLAS	901	677-8235	2	1	09/13/82	
8	WEYMOUTH,MARTINA	902	534-5009	2	2	10/01/82	

GRADE 10

2	BURCH,GINA	1001	654-7823	4	0	10/08/82	
5	MARTINEAU,HARRIET	1002	433-5446	3	1	10/01/82	
3	STRUMMER,JOSEPH	1001	534-8556	2	0	09/13/82	

GRADE 11

3	BLOOM,HEIDI	1101	472-7495	1	0		
4	NECKER,GERMAINE	1101	677-5550	2	1	10/01/82	

GRADE 12

9	FUJIMOTO,JAMES	1203	512-3212	3	1	09/17/82	
4	GRIFFITHS,MARCIA	1201	344-3546	1	0		
2	MARLEY,RITA	1201	235-9007	1	0		

10/11/82

*** DETAILED DAILY TARDY REPORT ***
PATRICK BRANWELL SCHOOL

GRADE 9

REC#	STUDENT NAME	HOME ROOM	PHONE #	YR-TO-DATE ABS	YR-TO-DATE TAR	LAST DATE TARDY	COMMENT
5	EDMUNDS,DAVID	902	988-4556	2	2	09/14/82	
1	MCMANUS,DECLAN	901	243-4054	2	1		
4	RUSSELL,BRENDA	901	563-7124	0	2	09/13/82	
6	VAN ZANDT,M. STEVEN	902	655-4065	4	1		
11	WISSEL,AMANDA C.	903	549-1210	0	1		

GRADE 10

8	FRAZE,WENDALL	1002	584-8663	1	1		
6	PETERSON,SUSAN	1002	584-8663	1	2	09/14/82	
4	SNOWE,LUCY	1001	734-4344	1	2	09/16/82	

GRADE 11

6	BELMONT,MARTIN	1102	222-8009	2	2	09/23/82	
5	BLACK,PAULINE	1101	345-7234	2	1		
1	HILL,JEFFREY	1101	583-5718	1	1		
10	VELEZ,MARTHA	1103	956-9843	1	1		
2	WISSEL JR,J.STEVEN	1101	549-1210	2	2	10/01/82	

GRADE 12

6	CLARE,TERESA	1202	788-2042	2	1		
3	FLETCHER,ROBERT	1201	583-5718	1	3	10/01/82	
7	NIELSON,LIFKA	1202	978-3225	0	3	09/21/82	

(see page 48). It can also be used as a class list or roster at the beginning of the school year.

Report 5: Year-to-Date Report for a Group

Five versions of this report can be requested by the user. You can select year-to-date attendance data for an individual student or for all students in a particular homeroom. In addition, you can print selective lists of students absent on and after a date you specify, and students who have been absent or tardy a specified number of times or more often than that.

Individual Student Report School counselors and truancy officers will find the "Year-to-Date Individual Absence Report" especially useful when monitoring an individual student's attendance history. The days and dates the student was absent and tardy are listed in reverse chronological order, beginning with the most recent. Total student absences and tardies for the year are shown at the top of the report. Year-to-date totals are further broken down by showing the number of times student absences and tardies occurred on specific days of the week. This indicates whether patterns of absences and tardies have developed.

Homeroom Attendance Summary This version of the "Year-to-Date Report" lists the record numbers, names, telephone numbers, year-to-date absences and tardies, and last date absent for all students assigned to the homeroom you specify. The homeroom number is shown in the heading of the report. This report can help homeroom teachers determine when students require counseling because of poor attendance. Space is provided on the report for teachers to write comments about the students.

Report of Students Absent Since a Date This version of the "Year-to-Date Report" lists by grade those students absent during a time period you specify. The time period can cover any date on the school calendar (entered using Option 1 on the main menu) through the report run date. Students are listed by grade, alphabetically by name. Student record numbers, homerooms, year-to-date absences and tardies, and the last date students were absent (*before* the specified date) are printed.

Specific Number of Absences Report This version of Report 5 lists by grade those students with a minimum number of absences or more. For example, you can specify that you want to print a list of students with at least 10 absences to date. The computer will list only those students with 10 or more absences. Student record numbers, names, homerooms, telephone numbers, year-to-date absences and tardies, and last date absent are also shown.

Counselors and truancy officers will find this report a useful tool for monitoring students with actual or potential attendance problems. Counselors can print this report regularly to determine which students will exceed the maximum number of absences allowed by the school, district, or state, if applicable.

Specific Number of Tardies Report This version lists by grade those students with a minimum number of tardies or more. It contains the same information as the absences report except that it lists minimum tardies and last date tardy.

As with the absences version, counselors will find this report useful for monitoring students with tardiness problems.

Report 6: Year-to-Date Labels

This report is printed on self-adhesive labels that can be placed on file folders or jackets containing student academic or personal records. Label paper is available separately through your authorized Scott, Foresman dealer. You can run labels for all students stored on diskette. The application prints labels alphabetically by student name for each grade selected.

Each label shows the student name, record number, grade, date the label was run, homeroom, telephone number, and year-to-date absences and tardies.

10/11/82

*** DETAILED DAILY ABSENCE AND TARDY REPORT ***
PATRICK BRANWELL SCHOOL

GRADE 9

REC#	STUDENT NAME	HOME ROOM	PHONE #	YR-TO-DATE ABS	YR-TO-DATE TAR	LAST DATE ABSENT	TODAY	COMMENT
5	EDMUNDS,DAVID	902	998-4556	2	2	10/06/82	T	
2	LOWE,NICHOLAS	901	677-8235	2	1	09/13/82	A	
1	MCMANUS,DECLAN	901	243-4054	2	1	09/30/82	T	
4	RUSSELL,BRENDA	901	563-7124	0	2		T	
6	VAN ZANDT,M. STEVEN	902	655-4065	4	1	09/24/82	T	
8	WEYMOUTH,MARTINA	902	534-5009	2	2	10/01/82	A	
11	WISSEL,AMANDA C.	903	549-1210	0	1		T	

GRADE 10

2	BURCH,GINA	1001	654-7823	4	0	10/08/82	A	
8	FRAZE,WENDALL	1002	584-8663	1	1	10/05/82	T	
5	MARTINEAU,HARRIET	1002	433-5446	3	1	10/01/82	A	
6	PETERSON,SUSAN	1002	584-8663	1	2	10/05/82	T	
4	SNOWE,LUCY	1001	734-4344	1	2	09/30/82	T	
3	STRUMMER,JOSEPH	1001	534-8556	2	0	09/13/82	A	

GRADE 11

6	BELMONT,MARTIN	1102	222-8009	2	2	09/30/82	T	
5	BLACK,PAULINE	1101	345-7234	2	1	09/27/82	T	
3	BLOOM,HEIDI	1101	472-7495	1	0		A	
1	HILL,JEFFREY	1101	583-5718	1	1	10/01/82	T	
4	NECKER,GERMAINE	1101	677-5550	2	1	10/01/82	A	
10	VELEZ,MARTHA	1103	956-9843	1	1	09/13/82	T	
2	WISSEL JR,J.STEVEN	1101	549-1210	2	2	09/15/82	T	

GRADE 12

6	CLARE,TERESA	1202	788-2042	2	1	10/07/82	T	
3	FLETCHER,ROBERT	1201	583-5718	1	3	09/13/82	T	
9	FUJIMOTO,JAMES	1203	512-3212	3	1	09/17/82	A	
4	GRIFFITHS,MARCIA	1201	344-3546	1	0		A	
2	MARLEY,RITA	1201	235-9007	1	0		A	
7	NIELSON,LIFKA	1202	978-3225	0	3		T	

10/11/82

*** YEAR-TO-DATE ABSENCE AND TARDY REPORT ***
PATRICK BRANWELL SCHOOL

GRADE 9

REC#	STUDENT NAME	HOME ROOM	CURRENT PERIOD ABS	CURRENT PERIOD TAR	YEAR-TO-DATE ABS	YEAR-TO-DATE TAR
7	CLEMONS,CLARENCE	902	1	1	1	2
5	EDMUNDS,DAVID	902	2	1	2	2
2	LOWE,NICHOLAS	901	1	1	2	1
1	MCMANUS,DECLAN	901	0	1	2	1
9	PARSONS,CHRISTINA	903	1	1	2	3
4	RUSSELL,BRENDA	901	0	1	0	2
10	RUSSELL,WILLIAM	903	0	0	1	0
3	SCHWARZ,BRINSLEY	901	0	1	2	1
6	VAN ZANDT,M. STEVEN	902	0	1	4	1
8	WEYMOUTH,MARTINA	902	2	1	2	2
11	WISSEL,AMANDA C.	903	0	1	0	1
TOTALS:			7	10	18	16

10/11/82

*** YEAR-TO-DATE INDIVIDUAL ABSENCE REPORT ***
PATRICK BRANWELL SCHOOL

GRADE 11

REC# 7 CURRENT,CAROL ABSENCES: 4 TARDIES: 2

ABSENCES

DAY	DATE
MONDAY	10/04/82
THURSDAY	09/30/82
THURSDAY	09/16/82
TUESDAY	09/14/82

TARDIES

DAY	DATE
FRIDAY	10/01/82
FRIDAY	09/24/82

SUMMARY:

DAY	TIMES ABSENT	TIMES TARDY
MONDAY	1	0
TUESDAY	1	0
WEDNESDAY	0	0
THURSDAY	2	0
FRIDAY	0	2

10/11/82

*** YEAR-TO-DATE ABSENCE AND TARDY REPORT ***
PATRICK BRANWELL SCHOOL
HOMEROOM 1001

GRADE 10

REC#	STUDENT NAME	PHONE #	YR-TO-DATE ABS	YR-TO-DATE TAR	LAST DATE ABSENT	COMMENT
2	BURCH,GINA	654-7823	4	0	10/11/82	
1	RUSSELL,MARK	584-8663	1	1	09/29/82	
4	SNOWE,LUCY	734-4344	1	2	09/30/82	
3	STRUMMER,JOSEPH	534-8556	2	0	10/11/82	

10/11/82

*** YEAR-TO-DATE REPORT OF STUDENTS ABSENT SINCE 09/30/82 ***
PATRICK BRANWELL SCHOOL

GRADE 11

REC#	STUDENT NAME	HOME ROOM	PHONE #	YR-TO-DATE ABS	YR-TO-DATE TAR	LAST DATE ABSENT	COMMENT
6	BELMONT,MARTIN	1102	222-8009	2	2	09/13/82	
3	BLOOM,HEIDI	1101	472-7495	1	0		
1	HILL,JEFFREY	1101	583-5718	1	1		
4	NECKER,GERMAINE	1101	677-5550	2	1		

10/11/82

*** YEAR-TO-DATE REPORT OF STUDENTS WITH 2 OR MORE ABSENCES ***
PATRICK BRANWELL SCHOOL

GRADE 12

REC#	STUDENT NAME	HOME ROOM	PHONE #	YR-TO-DATE ABS	YR-TO-DATE TAR	LAST DATE ABSENT	COMMENT
6	CLARE,TERESA	1202	788-2042	2	1	10/07/82	
9	FUJIMOTO,JAMES	1203	512-3212	3	1	10/11/82	
1	MOWATT,JUDY	1201	344-3546	2	1	09/28/82	

BURCH,GINA
REC# 2 GRADE 10 10/11/82
HOMEROOM: 1001 PHONE: 654-7823
YR-TO-DATE ABSENCES: 4
YR-TO-DATE TARDIES: 0

CURTNER,MARGARET
REC# 7 GRADE 10 10/11/82
HOMEROOM: 1002 PHONE: 549-1210
YR-TO-DATE ABSENCES: 0
YR-TO-DATE TARDIES: 2

FRAZE,WENDALL
REC# 8 GRADE 10 10/11/82
HOMEROOM: 1002 PHONE: 584-8663
YR-TO-DATE ABSENCES: 1
YR-TO-DATE TARDIES: 1

HUNT,CHERYL
REC# 9 GRADE 10 10/11/82
HOMEROOM: 1003 PHONE: 488-9113
YR-TO-DATE ABSENCES: 3
YR-TO-DATE TARDIES: 2

MARTINEAU,HARRIET
REC# 5 GRADE 10 10/11/82
HOMEROOM: 1002 PHONE: 433-5446
YR-TO-DATE ABSENCES: 3
YR-TO-DATE TARDIES: 1

PETERSON,SUSAN
REC# 6 GRADE 10 10/11/82
HOMEROOM: 1002 PHONE: 584-8663
YR-TO-DATE ABSENCES: 1
YR-TO-DATE TARDIES: 2

RUSSELL,MARK
REC# 1 GRADE 10 10/11/82
HOMEROOM: 1001 PHONE: 584-8663
YR-TO-DATE ABSENCES: 1
YR-TO-DATE TARDIES: 1

SNOWE,LUCY
REC# 4 GRADE 10 10/11/82
HOMEROOM: 1001 PHONE: 734-4344
YR-TO-DATE ABSENCES: 1
YR-TO-DATE TARDIES: 2

STRUMMER,JOSEPH
REC# 3 GRADE 10 10/11/82
HOMEROOM: 1001 PHONE: 534-6556
YR-TO-DATE ABSENCES: 2
YR-TO-DATE TARDIES: 0

Organizing Data

Building the Calendar

The *Attendance Recorder* system requires that you set up your school-year calendar on the computer (Option 1 on the main menu). Use a standard desk or wall calendar that shows all the days and dates for the designated school year (years 1981–99 only are allowed). Obtain a list of all school days and official holidays and mark them on the calendar. It is important to have all this information verified before entering your calendar, although the calendar editing function allows you to add, delete, or change school in-session days and holidays *before* you enter attendance records for a certain date.

Collecting Student Data

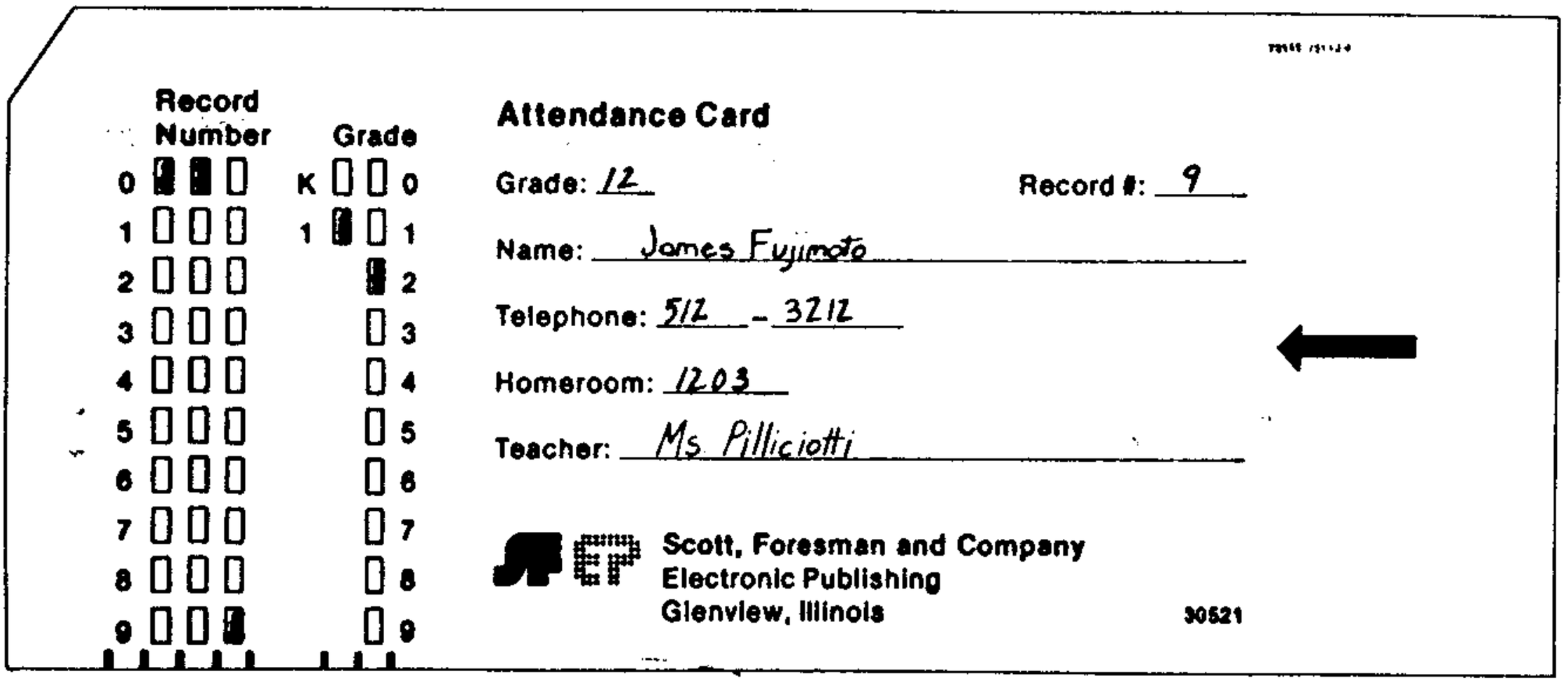
One Attendance Card is meant to be used for one student for the entire period or school year. If a card begins to show wear or will not be accepted by the card reader, it should be replaced.

The teachers and/or students should fill out the right-hand side of the Attendance Cards and return them to the attendance office. There the attendance clerk enters the student information into the system using Option 1, ENTER/EDIT STUDENTS. The *Attendance Recorder* application assigns student record numbers automatically. The attendance clerk can print Report 4, the "Year-to-Date Absence and Tardy Report," to list all the student record numbers. The clerk then fills them in on both the right-hand side of the Attendance Card and in the boxes on the left-hand side. Then the cards are sent back to the appropriate homeroom teachers.

Below is a sample of a completed Attendance Card. Each record number must be entered into the boxes on the left-hand side of the card *as a 3-digit number.* Therefore, for record number 1 you would blacken box 0 in the first column, box 0 in the second column, and box 1 in the third column. Record number 12 would be filled in as 012, and so on. The card reader will not read numbers for which only one or two columns are filled in; a box in each column *must* be marked.

To indicate each student's grade level you need fill in only one box, if appropriate. Use the right-hand column to indicate grades 1 through 9, the left-hand K box to indicate kindergarten, and both columns for grades 10 and up. The sample card shows student number 9, grade 12.

Important: Immediately after entering your initial data base, you should copy your data diskettes and file the duplicates safely before proceeding with the application. To make copies, first remove your diskettes from the disk drives. Then switch off the console, remove the application module, insert the *Disk Manager* module, switch on the console again, and proceed to back up your data as explained in Part 1, pages 20–21.



Record Number

0 ■ ■ □
1 □ □ □
2 □ □ □
3 □ □ □
4 □ □ □
5 □ □ □
6 □ □ □
7 □ □ □
8 □ □ □
9 □ □ ■

Grade

K □ □ 0
1 ■ □ 1
■ 2
□ 3
□ 4
□ 5
□ 6
□ 7
□ 8
□ 9

Attendance Card

Grade: 12 Record #: 9

Name: James Fujimoto

Telephone: 512 - 3212

Homeroom: 1203

Teacher: Ms. Pilliciotti

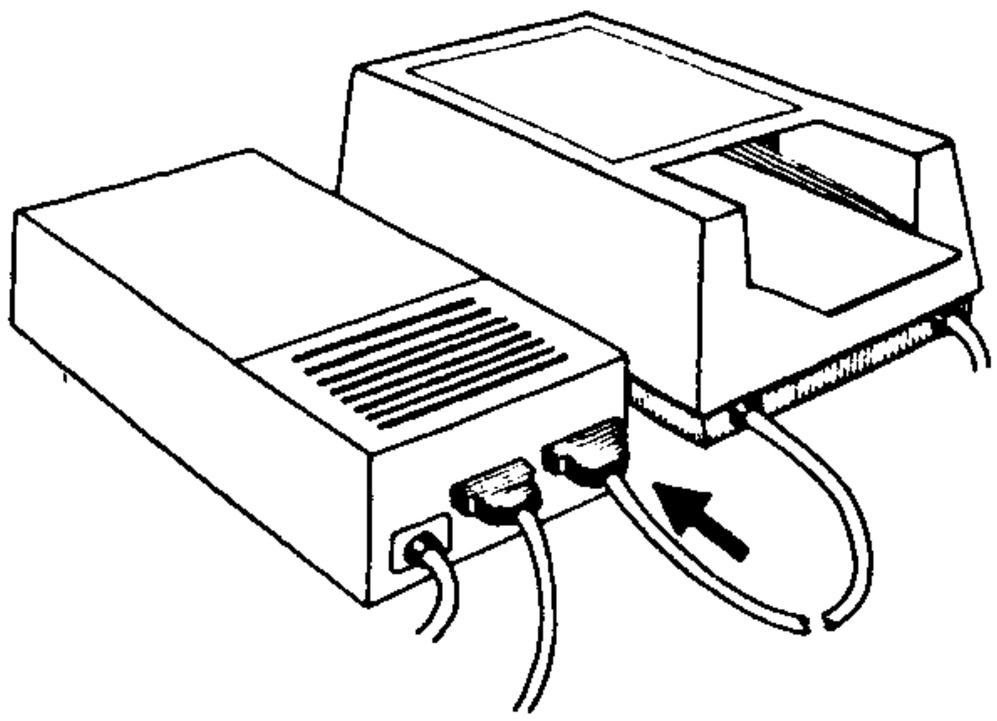
Scott, Foresman and Company
Electronic Publishing
Glenview, Illinois

30521

Using the Card Reader

The Optical Card Reader that may be used with this application reads data marked in boxes on computer cards. Note the black marks along the edge of the card: these are read by photoelectric sensors each time they pass under the sensors.

The illustration below shows the back of the card reader connected to the RS-232 interface:



The data-transmission cable is plugged into the port of the RS-232 interface *farther from* that unit's power cord socket. (The printer cable should be plugged into the port next to the RS-232's power cord.) The power cable, which has a three-pronged plug, is plugged into a grounded power outlet.

The data cards should be marked in black or dark blue pencil, ballpoint pen, or felt-tip marker. Red or yellow marks are not visible to the card reader. You need not fill in the entire box, but any stray marks outside the boundary of a rectangle may cause an incorrect reading.

Feed the cards through the front slot of the card reader one at a time, notched edge first, the side with the printed boxes facing up. If the reader does not accept the cards, check the power cable and data-transmission cable to make sure they are hooked up properly. Be sure you have not tried to enter two cards at once. Errors may also occur if a card is bent or dirty; in either case, replace the card.

If the card reader will not accept any of your cards, or if you have persistent problems, *do not* try to repair the card reader yourself. For assistance, contact the Customer Service Representative for Electronic Publishing at your Scott, Foresman Regional Office or your local authorized Scott, Foresman dealer.

General Operating Procedures

Preliminary Checks

If the system is not already turned on, and especially if any components have recently been disconnected, you should first:

1. Check that all units are properly connected. ***Important:*** If the adapter board on the flat cable of either disk drive has been connected upside down to the disk controller or the other drive's adapter board plug (see Part 1, page 8), *your diskettes will be completely erased as soon as you turn on power and insert them*. Therefore, before inserting a diskette, switch on the whole system and look at both disk drive lights. If the cables are properly connected, they should *not* glow. If the light on either drive comes on and remains shining, that drive's adapter board is plugged in upside down. Switch off all units, unplug that cable, and reconnect it the other way.

Do not insert diskettes until you have again turned on the system and made certain that the lights are not glowing.

2. In switching on the system, remember to turn on the disk controller and disk drives before the console.

3. To avoid the risk of stalling the program when you select a report, make certain that the RS-232 interface is on, with the painted red dot completely uncovered by the switch. Also doublecheck that the printer interface cable is firmly plugged into both the printer's interface connector and the port on the back of the RS-232 interface *next to* that unit's power cord.

4. Check also that the printer's LINE/LCL switch is set to LINE.

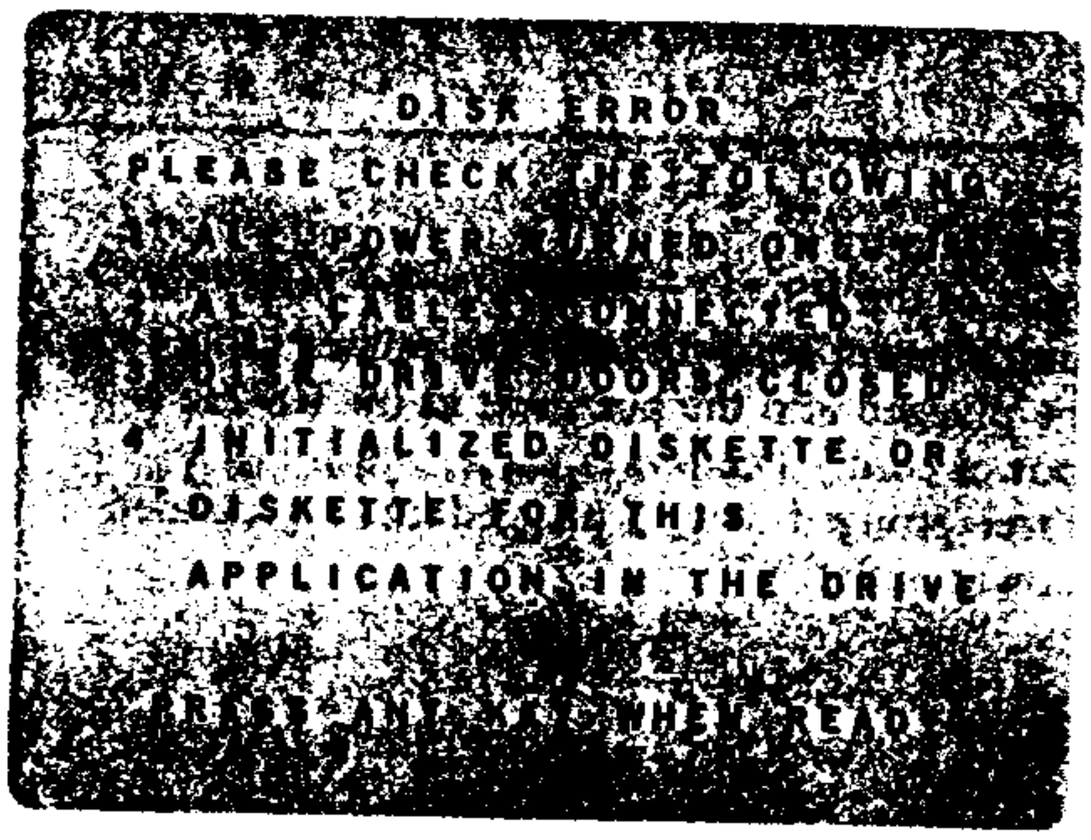
Inserting Module and Diskettes

Now you are ready to insert the command module all the way into the console port, and to place an *initialized* diskette or diskettes for this application into the appropriate disk drive or drives. If this is a two-diskette application, make sure that the diskette marked for DRIVE 1 goes into that drive, and the diskette for DRIVE 2 goes into the other drive.

(Occasionally, inserting a module may produce an abnormal, garbled monitor display. If this occurs, simply switch the console off, then on again. This will reset it.)

If you do not yet have initialized diskettes for this application and do not know how to initialize a diskette, see pages 18-19 in Part 1. As soon as the diskettes are initialized, label each one, identifying clearly what information will be recorded on it and the number of the drive to which it is assigned. If you are using diskettes that already hold data for this application, check the labels to be sure that you have the right diskettes, and that you are putting each one in its proper disk drive.

The monitor is now displaying the Texas Instruments preliminary title screen with the message: READY—PRESS ANY KEY TO BEGIN. Do so to make the preliminary program selection menu appear, and press the number displayed beside the title of this application. The computer will first display the *School Management Applications* title screen, followed by the title screen for the application. Next, the screen will briefly flash from blue to green and back to blue, and you will see the message: DISK CHECK. The disk drive lights should go on alternately as each diskette is tested, and if all is in order, you will next see the first input display. However, if the disk check had uncovered any problems, you would see this display:



If you need guidance in performing these checks, consult "Disk System Checks" and "Testing Diskettes" in Part 1. If you had inserted the wrong diskettes, or put the diskettes in the wrong drives, you would instead get this message: WRONG DISKETTE IN DRIVE 1 or DRIVE 2.

Special Function Keys

To help you in recognizing the special keys, you should place on the keyboard the black overlay that came in the carton with your TI 99/4 computer.

In *School Management Applications*, information is typed into blank *data fields* that appear as white blocks on the display. You can move the cursor *within* a given field one space to the left using the

← arrow key, or one space to the right using the → arrow key (see the keyboard overlay). Also *within* a data field, you can use the ERASE function key to erase that field only. Similarly, the key labeled DEL on the overlay can be used to delete one character, while the key labeled INS can be used to insert one or more characters, starting from the point where you position the cursor before activating the INS function.

The QUIT function can return you to the preliminary Texas Instruments screen, but it should not be used freely as recommended in Texas Instruments manuals.

Important: This function should never be used with a *School Management Application, especially not when a disk drive light is shining* (see the caution in "Special Function Keys," page 14). Although Texas Instruments advises the use of QUIT to terminate programs, with the *School Management* modules this command may sometimes halt a program abruptly without proper closing of diskette files. As a result, some or even all of the data on a diskette could be erased, and the diskette might have to be initialized again and completely re-created. The effect would be analogous to the dropping of a file drawer, with folders scattered all over the office floor.

Instead of QUIT, the E key should *always* be used to terminate an application, as explained in "Changing Modules" below.

Signal Tones

If you hear a single high-pitched tone about a second long as you press ENTER, it means you have tried to enter invalid data. For instance, you may have typed a letter in a field reserved strictly for numbers; or you may have input a number larger than the application is programmed to accept in a certain field. You will also hear this warning tone if you neglect to enter any data in a field where some entry is required for the application to work.

When you have already reached the last position in a data field, and type yet another character before pressing ENTER, you will hear a shorter, much lower tone. This signals that you have just overwritten and therefore changed the last character in that data field. If you intended to alter that character, there is no error.

Entering Data

It is essential to observe the maximum length of each field; otherwise you may type characters that will not be stored by the computer. To help you remember these length limits, the maximum number of characters a field can accept is given in boldface following the first reference to each field. If a certain field can accept only letters or only numbers, this is also specified.

If this is your first experience using this module, you should practice entering data as you read the instructions. You should also make some deliberate errors to accustom yourself to the signal tones and the use of the editing keys. Remember that you cannot hurt either the machines or your module by pressing the "wrong" keys.

Correcting Input Errors

When the cursor reaches ANY CHANGES? at the bottom right of any display, you should proofread your data carefully. If there are errors, type Y or YES and press ENTER. The cursor will return to the start of the display. *You need not retype every field*. If an entire field is correct, press ENTER to confirm it to the computer; the cursor will move to the next field. When it reaches a field with an error, use the ← and → arrow keys identified on the keyboard overlay to move the cursor to the error. Then you can either retype the rest of the field from that point or simply use the appropriate editing keys to change it. If you prefer, you can use the ERASE function key to erase the entire field, then type in the new data. Once an error is corrected, you need not continue typing to the end of the field; simply press ENTER, and the computer will register the revised data.

When the data on the screen is correct, type N or NO following ANY CHANGES?, and then press ENTER. The displayed data will then be recorded on diskette and the next display in the application will appear.

Changing Modules

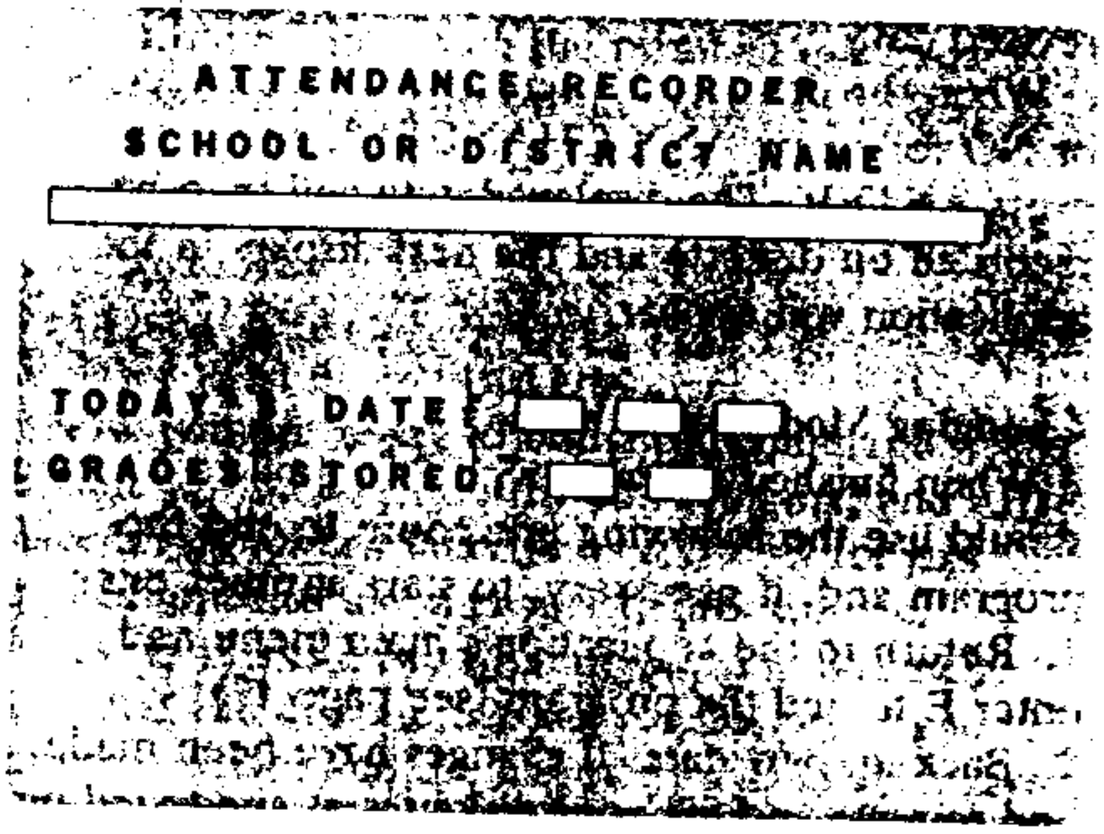
When finished working with this application, you should use the following procedure to end the program and, if necessary, to start another one:

1. Return to the application's main menu and enter E to end the program (see page 47).
2. Back up new data, if changes have been made, and remove and file your diskettes as suggested on the application's final display.
3. Press any key to bring back the preliminary Texas Instruments display.
4. Remove the command module.
5. If you wish to use another application, insert that module and the appropriate diskette or diskettes and continue work.

Beginning a Work Session

In summary, this is the sequence of procedures and screens you will go through to get to the first display where you can enter data for *Attendance Recorder:*

1. Turn on the whole system and insert the *Attendance Recorder* module into the console and the diskettes in the proper disk drives.
2. You will see the preliminary Texas Instruments title display. Press any key to proceed.
3. You will see the master program selection listing including *Attendance Recorder.* Press the appropriate number to select that application.
4. Next you will see the *School Management Applications* title display, followed by the *Attendance Recorder* title display. You may press ENTER to make each of these screens change more quickly, but they will change automatically.
5. You will next see the DISK CHECK message. *Do nothing until the disk check is completed.*
6. After the disk check is completed satisfactorily, or after any disk error has been corrected, you will see a display for entering the school or district name, the work session date, and the grades stored on the diskettes. If the diskettes in the drives have not previously been used, all data fields will be blank and the cursor will be flashing at the start of the field below SCHOOL OR DISTRICT NAME, as shown below.



Important: In *School Management* manuals, when a data field is surrounded by a black rule, as are all the fields above, you cannot pass through that field without entering at least one character.

Entering the Name

The name field must be filled in first **(maximum 28 spaces; any letters, numbers, or symbols).** Type the name of your school or district, proofread it, and when satisfied that it is correct, press ENTER. If you discover an error before pressing the ENTER key, you may use the editing keys to correct it, as explained in "Correcting Input Errors," page 43. If the error is noticed later, it can be corrected after the date is entered.

Entering the Date

Once the name is entered the cursor will move to the month field, which is the first of three date fields **(2 spaces each; numbers only)** that follow TODAY'S DATE. Enter the date in three steps as month/day/year, pressing ENTER after typing each part. Dates with only one digit, such as 1/4/82, may be typed either as:

01 (ENTER)/
04 (ENTER)/
82 (ENTER)

or as:

1 (ENTER)/
4 (ENTER)/
82 (ENTER)

Each time you press the ENTER key the cursor moves to the next section of the date. To hear the invalid entry tone, try pressing this key when the cursor is in a blank date field; *the application will not accept a blank date.* The date of each work session is stored and printed at the head of all reports until the date of the next work session is entered.

Entering the Grades

When you have entered the year in the last date field, the cursor will move to the first field following GRADES STORED, which is the first of two fields **(2 spaces each; numbers 1 through 12 and the letter K only).** Enter the numbers of the grades for which you wish to store student attendance data on this pair of diskettes. You may enter any grade or grades from K through 12. If you want to store data for only one grade, enter that grade in both fields (K–K, 1–1, 2–2, and so on). The number in the second field *must* be greater than or equal to the number in the first field.

Editing or Updating This Display If you have just entered the name, date, and grades for the first time on these diskettes, the query ANY CHANGES? will appear at the bottom right of the screen with the cursor flashing in a field of three spaces. If, however, the diskettes had been used previously, the name, date, and grades would be stored on the diskettes. In this case, the display

would appear initially with the previous name, date, and grades, and the ANY CHANGES? query would also appear immediately.

In either situation, you should proofread the screen. If name or date needs to be corrected, type Y or YES in response to ANY CHANGES? and press ENTER. The cursor will return to the beginning of the name field and the editing keys can be used for any necessary corrections. Press ENTER to move the cursor to the first date field, then type and enter the month/day/year of the current work session, as described above.

Important: The grade fields for a pair of diskettes can only be edited the first time you use those diskettes and before you actually record the grades. After you have stored the grades by answering N or NO to ANY CHANGES?, those grades cannot be altered. When you return to this display after proceeding with the application, you can only edit the name and date fields. The cursor will skip over the GRADES STORED fields.

If you enter grades K–12, you need not enter data for all those grades. But if you enter grades K–7, for example, you cannot enter data for grades 8–12 using this pair of diskettes.

When the screen information is correct, type N or NO in response to ANY CHANGES? and press ENTER. The computer will bring up the main menu, headed ATTENDANCE RECORDER. E or END will also take you to the main menu.

Important: When you return to this SCHOOL OR DISTRICT NAME screen after proceeding with the application, a set of three fields labeled NEXT SCHOOL DAY will appear, with the next in-session calendar day shown in month/day/year form. You cannot change the date in these fields, as it is updated automatically by the application each time you enter attendance data for a school day.

Creating the School Calendar

When you are using your *Attendance Recorder* diskettes for the first time, you will be required to enter at least one day of your school calendar (and at least one student record) before entering any absence and tardy data.

Each calendar display shows one month with its days and dates. Beneath every day is a one-space white data field. To build the calendar, type an X under every date when school will be in session, leaving nonschool dates blank. As explained later, you will enter one month at a time in this fashion.

Important: A maximum of 255 school days can be stored on diskette for a school year. If you attempt to enter more than 255 days on a school calendar, the message CALENDAR FILE IS FULL will be displayed each time you select the ENTER CALENDAR function of Option 1 on the main menu. If your school year has more than 255 days, you will need to use more than two diskettes (see page 32). *The calendar is restricted to the years 1981–99.*

In addition, a maximum of 12 calendar months can be stored on diskette. If you attempt to enter more than 12 calendar months while using Option 1, the application will take you back to the main menu automatically.

After the calendar is created, you can change the dates that school will be in session. You can also enter only part of your calendar and add other months later, using the ENTER CALENDAR function of Option 1 on the main menu.

Important: You can change a date on the calendar only *before* you enter attendance records for that date. If even one absence or tardy has been recorded for a given date, that date remains stored on diskette as a date that school was in session.

On the following page is the screen you will see when you create a calendar for the first time:

```
ENTER SCHOOL CALENDAR
DATE OF FIRST DAY OF SCHOOL?
 /  /
```

Type the date of the first day of the school term in the DATE OF FIRST DAY OF SCHOOL? fields (**3 fields, 2 spaces each, for month/day/year; numbers only**). This is the first date that school will be in session. The date entered in these fields *must always be later than* the date in the TODAY'S DATE fields on the SCHOOL OR DISTRICT NAME entry screen. Normally, you will be setting up a school year at a date prior to the first day of school.

Important: The calendar is restricted to the years 1981–99. These are the years for which the application has programmed calendar information.

The application will use the date you enter on this ENTER SCHOOL CALENDAR screen to create your monthly calendar. For example, if September 13, 1982 is the date of the first day of school, the application's programmed calendar contains the fact that September 13, 1982 falls on a Monday. Therefore, the school calendar will automatically display September 14 as Tuesday, September 15 as Wednesday, and so on.

After you verify that you have entered the correct starting date, answer N or NO to the ANY CHANGES? query. You will then see this display:

```
CALENDAR DIRECTIONS
ENTER 'X' FOR EACH DAY THAT
SCHOOL IS IN SESSION. TYPE
'END' IN ANY CHANGES AFTER
THE LAST MONTH IS ENTERED.

PRESS ANY KEY WHEN READY.
```

After reading the directions, press any key and the first month will be displayed. The sample screen below is based on a school year starting on September 13, 1982.

```
SEPTEMBER 1982
 S    M    T    W    T    F    S
                1    2    3    4
 5    6    7    8    9   10   11
12   13   14   15   16   17   18
19   20   21   22   23   24   25
26   27   28   29   30
```

The calendar will start with the month that you entered in the first DATE OF FIRST DAY OF SCHOOL? field on the ENTER SCHOOL CALENDAR screen. The flashing cursor will appear in the blank data field beneath the date designated as the first day of school. This is the earliest date you can enter as a school day on the calendar. Type an X in this field and press ENTER. The cursor will advance to the data field beneath the next date in the sequence. Type an X if this date is a school day or press ENTER to omit this date as a school day. Continue entering days on the calendar in this manner until the cursor advances to the ANY CHANGES? query at the bottom of the screen.

At this point you should proofread the screen. If you wish to make changes in the calendar, type Y or YES in response to ANY CHANGES? and the

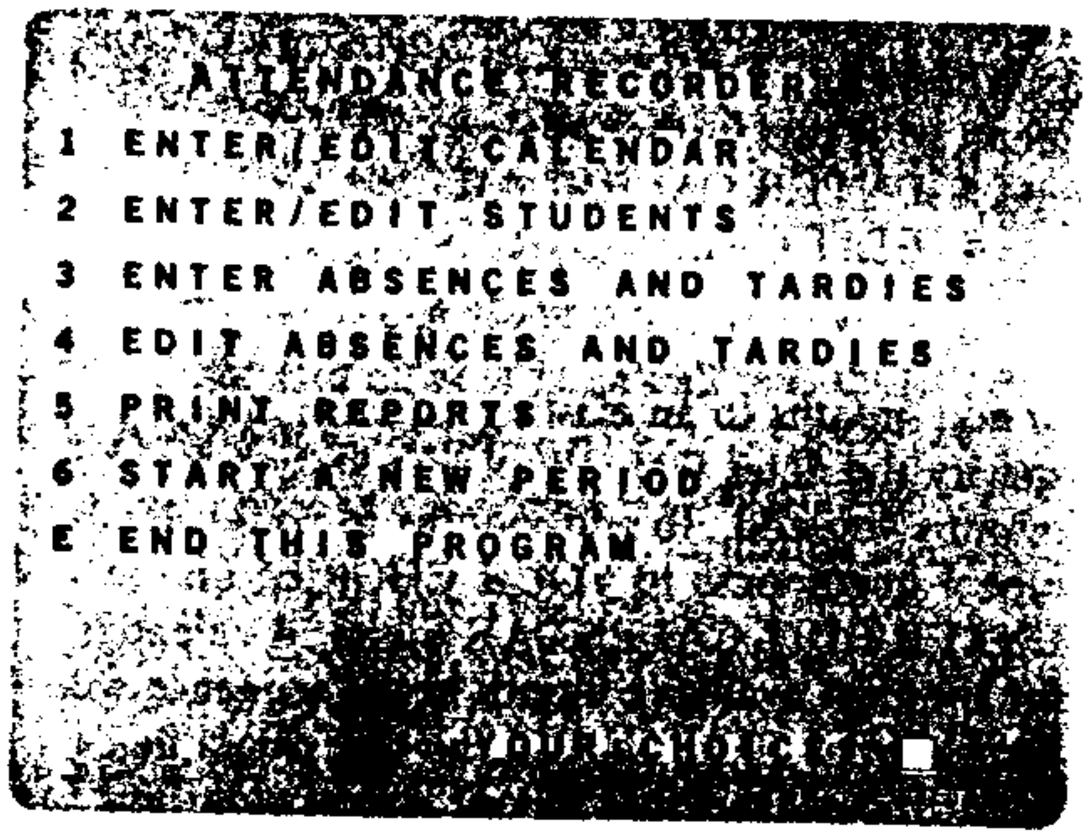
cursor will move to the data field beneath the date of the first day of school. You must then advance the cursor one day at a time until you reach the day you wish to change. To change an in-session day to a nonschool day, use the DEL (delete), ERASE, or CLEAR function key or the space bar. Then press ENTER to move the cursor to the next data field. When the cursor reaches the ANY CHANGES? field, answer N or NO to record the school days entered thus far. The message NNN DAYS ON CALENDAR (NNN = any number up to 255) will be displayed briefly above the month and year at the top of the screen. This message tells you how many school days you have entered for the school term up to this point. The screen will then display the next month in the sequence with blank data fields.

Continue to enter school days in the same manner until you finish the last month in the current term. Then answer E or END in response to ANY CHANGES? and the calendar dates entered up to this point will be stored and the application will return to the main menu. You need not enter your entire school calendar at this first work session, although it is recommended that you do so.

Once the school calendar is created you can add months to the existing calendar or change school and nonschool days for the months already entered, provided attendance data are not stored for those dates.

Using the Main Menu

The first display to appear after the SCHOOL OR DISTRICT NAME screen is the main menu:



A *menu* allows you to select from the various *options* or branches in a program simply by typing the number or letter of the desired option in response to YOUR CHOICE? and then pressing the ENTER key. In addition to the six options in this application, this menu includes the choice of entering E to end the program.

When you use the main menu for the first time you must use Options 1 and 2 in that order before selecting Options 3 through 6. If you select one of Options 2 through 6 before you create a school calendar using Option 1, the message NO CALENDAR ENTERED will be displayed and you will be unable to advance beyond the main menu. If you select any of Options 3 through 6 before entering at least one student using Option 2, the message NO STUDENTS ENTERED will be displayed and you will be unable to advance beyond the main menu.

Using the "E" Key At the end of every work session, you should return to the main menu and enter E to halt the application. This is the *only safe* way to terminate *Attendance Recorder* with no risk of losing data. *Remember that the QUIT function may erase data or even damage a diskette.* The E key (for "end") stops the application when you select it on the main menu; it also brings up the main or previous menu when you select it at various points in the application. For instance, if you are at the REPORTS menu and wish to return to the main menu, type E in response to YOUR CHOICE? and press ENTER. When you are entering or editing data and ANY CHANGES?

appears at the bottom right of an input display, entering E or END will either take you back to the main menu or to the previous menu in that option.

Option 1: Enter/Edit Calendar

When Option 1 is selected, you will next see a menu with two further choices:

1 ENTER CALENDAR
2 EDIT CALENDAR

Entering the Calendar This operation allows you to add months to an existing calendar and to specify the dates that school is in session for the months you add. To add months to your calendar, type 1 in response to YOUR CHOICE? on the ENTER/EDIT CALENDAR menu. A calendar for the next available month in the sequence will be displayed. Type an X in the blank data fields under those dates that school is in session (as described before) until the cursor reaches the ANY CHANGES? field. If you type N or NO, the message NNN DAYS ON CALENDAR will again appear, with the increased total, and the next month in sequence will be displayed. Continue to enter school days in this manner until you reach the last month you wish to record. When the cursor moves to ANY CHANGES?, answer E or END. The school days just entered for the month will be recorded and the application will return to the ENTER/EDIT CALENDAR menu.

If you wish to skip one or more months in a calendar sequence, you must pass through the months to be omitted by pressing ENTER for each date in the month. When you advance to ANY CHANGES? answer N or NO, and the next month in the sequence will be displayed. You can then either pass through this month as before or record it as a month in the school calendar by entering school days in the usual manner.

Editing the Calendar This operation allows you to display or change the dates that school is in session during any month stored on diskette. The application will allow you to display and edit school days only under the following conditions:

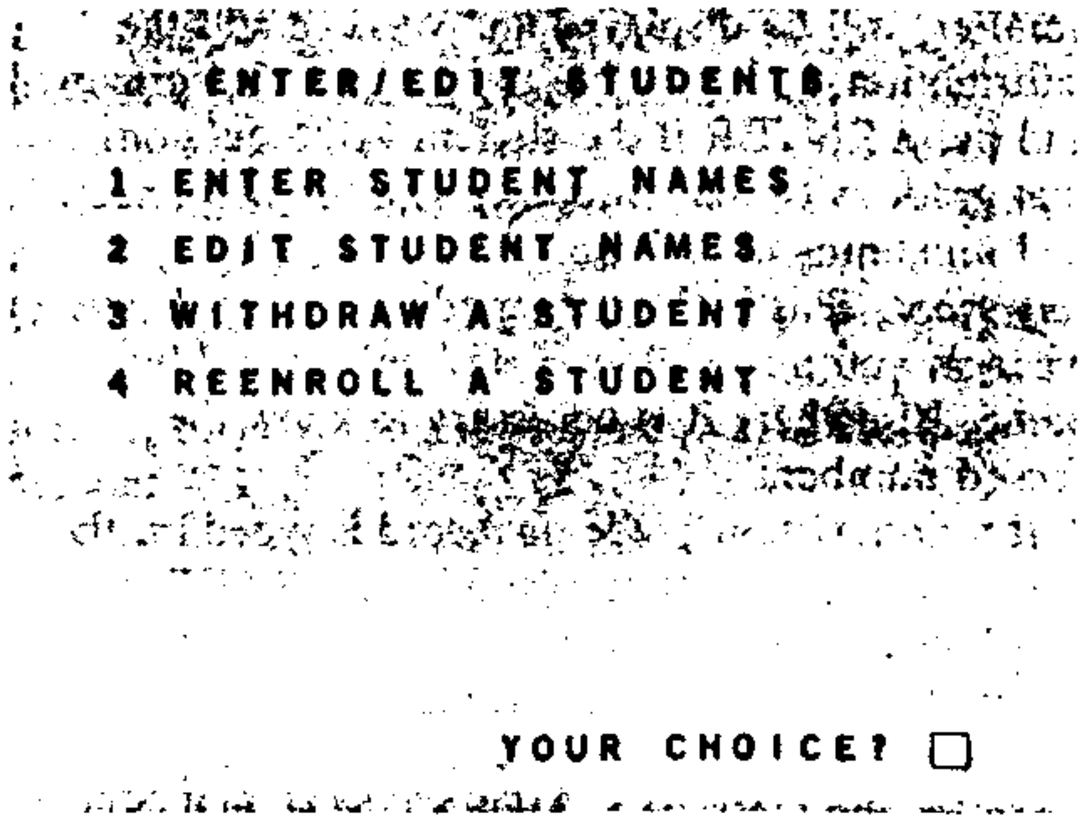
1. The day must fall on or after the date entered in the TODAY'S DATE fields on the SCHOOL OR DISTRICT NAME screen (page 44). The cursor will move from ANY CHANGES? to the data field beneath the first day of the month, and you can edit this date and all subsequent dates.
2. If you have already entered absences or tardies for a school day (page 52), of if the date in the TODAY'S DATE fields is the same as the date appearing in the NEXT SCHOOL DAY fields, you can only edit the days that fall *after* that date. The calendar will display only those days that fall after the date used to record attendance data. All other days, whether school or nonschool days, will have blank data fields beneath them. The cursor will move from ANY CHANGES? to the day following the date with attendance data and you can edit this date and all subsequent dates.
3. When you start a new period (Option 6 on the main menu), all days that fall in the previous period, now closed, will have a blank data field beneath them. The first day displayed will be the first school day of the new period. The cursor will move from ANY CHANGES? to the first day in the new period, which can be a nonschool day (a blank data field) or a school day (a field marked with an X).

To display or edit a month, type 2 in answer to YOUR CHOICE? on the ENTER/EDIT CALENDAR menu. The query WHICH MONTH? will be displayed in the middle of the screen. Type the number of the month (1–12) you wish to display or edit in this field. If the month you enter is not yet stored on diskette, or is from a previously closed period, the message CANNOT EDIT THAT MONTH will be displayed. If the month is stored, the month will be displayed with the cursor flashing in the ANY CHANGES? field. Type Y or YES and the cursor will move to the first date on the calendar. You can then edit the relevant days by using the editing keys. When you advance to ANY CHANGES?, type N, NO, E, or END and the application will return to the ENTER/EDIT CALENDAR menu.

Option 2: Enter/Edit Students

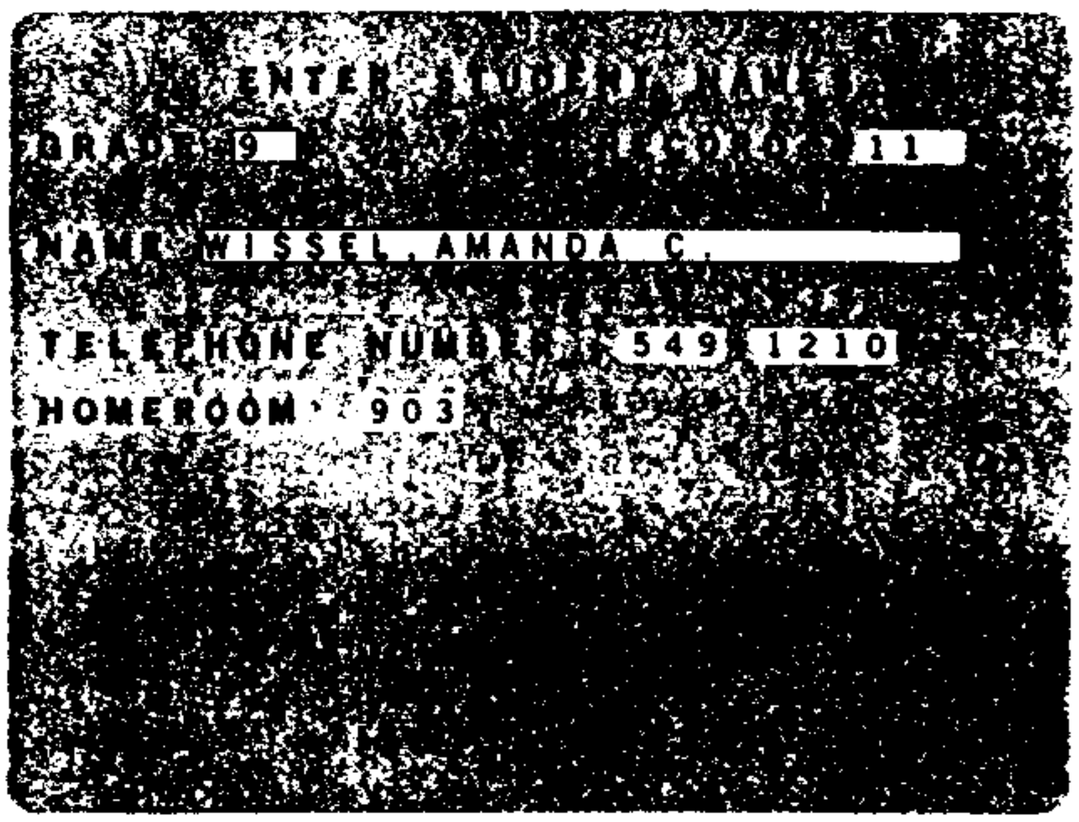
This option is used to enter and edit student data and to withdraw and reenroll students. A maximum of 600 student records can be stored for each grade. When this limit is reached, the message THERE ARE 600 STUDENTS IN THIS GRADE will be displayed. In addition, a maximum of 1,000 student records for all grades can be stored on a pair of diskettes. When this limit is reached, the message 1,000 STUDENTS ARE ENTERED will be displayed. Before you can add more students to *Attendance Recorder* you will need to record them on a new pair of diskettes. For further instructions, see "Data Storage Capacity," page 32.

The first screen you will see after selecting Option 2 is a menu which offers four further choices:



1. Enter Student Names This option allows you to add student names, telephone numbers, and homerooms from your class list or roster to diskette. Students who enter school during the year can be added to diskette at any time during the school term by the same operation.

Here is the screen you will see when you select Option 1, filled in with sample data:



The cursor will be flashing in the GRADE field, which will be filled in with the lowest grade stored on the diskettes. If you wish to add student names for the grade shown, press ENTER. To add student names for a different grade, simply type the desired grade in the GRADE field and press ENTER. It is advisable to add students in the same grade as a group; shifting from grade to grade takes more processing time and should be avoided if possible.

Important: The cursor will not advance beyond the GRADE field unless the grade entered is stored on diskette.

The computer assigns student record numbers in ascending order from 1 to 600. Each student record that you create will be assigned a unique record number within a given grade, which, combined with the student's grade, forms the student record. This becomes your key for entering, retrieving, and editing student and attendance data.

The record number displayed is the lowest number so far unused by the application. If this is the first student to be entered for this grade, the record number will be 1; if 9 student records for this grade had already been entered, the record number would be 10.

After assigning the record number, the application will move the cursor to the NAME field **(23 spaces; any characters).** Type the surname, a comma, and then the first name or initials. Remember that a comma is necessary to enable the application to distinguish between first and last names for alphabetization. If the comma is omitted, the message PLEASE INSERT A COMMA flashes beneath the NAME field and the cursor returns to the beginning of the NAME field.

Important: You *must* type a name in the NAME field. Any remaining data fields on this screen may be left blank.

After entering a name, continue in the same manner with each of the remaining fields. If you wish to leave a field blank, press ENTER. This will cause the cursor to move to the next field.

Here is a description of each field:

NAME: **23 spaces *(including one required for a comma);* any characters.**

TELEPHONE NUMBER: **2 fields, 3 and 4 spaces each; any characters.**

HOMEROOM: **4 spaces; any characters.**

Important: If a title such as *Jr.* or *III* follows a surname, it should be entered as part of the surname *before* the comma. For example, the name *Hilario Pena Jr.* should be typed *Pena Jr., Hilario.* If it were entered in the order *Pena, Hilario Jr.,* it would appear on reports as *Hilario Jr. Pena.*

In addition, the names entered for the same grade must have unique spellings. For example, if you have two students named Mary Smith in the same grade, when you attempt to enter the name of the second student you will receive the message STUDENT ALREADY ENROLLED. You can distinguish between students by using their middle initials or, if their middle initials are also the same, by spelling out the middle name of one student and using the middle initial for the other.

After you enter data in each field or pass through the TELEPHONE NUMBER and HOMEROOM fields, the query ANY CHANGES? will appear at the bottom of the screen. Proofread the screen, and if changes are required enter Y or YES. The cursor will return to the NAME field; you cannot change the grade or record number. If you answer N or NO to ANY CHANGES?, the student data for this record number are stored, and a blank ENTER STUDENT NAMES screen will appear as before, again displaying the lowest grade. Continue to enter student data in the manner just described. The computer will continue to display this screen until you indicate that you have finished by typing E or END in the GRADE or NAME field, or in reply to the ANY CHANGES? query. Doing so will take you back to the ENTER/EDIT STUDENTS menu.

After entering student records, you should print Report 4, the "Year-to-Date Absence and Tardy Report." You can then proofread the student records listed, write any necessary changes on the report, and make corrections on the computer using Option 2, EDIT STUDENT NAMES.

2. Edit Student Names This function allows you to display and edit the student records created in Option 1, ENTER STUDENT NAMES. By entering both the student grade and record number or student grade and name, you can call up any student record you wish to examine.

The easiest way to find the grade, record number, and name of a particular student is to look it up on Report 4, the "Year-to-Date Absence and Tardy Report." Therefore, an up-to-date copy of this report should be readily accessible to whoever is editing student data. Instructions for printing Report 4 are given on page 55.

Call by Grade and Record Number When the EDIT STUDENT NAMES screen appears, the cursor will be flashing in the GRADE field. To call up student data, first type the grade and then the record number of the student whose record you wish to review or edit. The remaining fields will be displayed and you can make any changes using the editing keys.

Call by Grade and Name Type the student's grade in the GRADE field, then advance the cursor past the RECORD # field to the NAME field by pressing ENTER. Type the student's surname, a comma, and then the complete first name or initial. The remaining fields, including the record number, will be displayed and you can edit the information. It is possible to type just the surname and press ENTER if the student is the only one in that grade with that surname. The complete name and remaining data fields will then be displayed. ***Important:*** This is the only mode in the application wherein you may call up a student's record by name. Elsewhere it is necessary to know the record number.

If a nonexistent grade or record is typed in, the cursor will not advance beyond the GRADE or RECORD # field until a valid number is entered. In addition, if you call up a student by grade and name, and the student name is not stored on diskette, the message STUDENT NOT FOUND will be displayed. The cursor will then move from the NAME field to the RECORD # field, at which point you can repeat the procedure until you locate the desired student. If you call up a student who has been withdrawn, the message STUDENT NOT ENROLLED will be displayed and the cursor will move to the GRADE field.

Here is how the EDIT STUDENT NAMES screen appears after you call up a sample student record:

```
                EDIT STUDENT NAMES

GRADE [1]                    RECORD #10

NAME [VELEZ,MARTHA                    ]

TELEPHONE NUMBER   956-9843
HOMEROOM   1103


                ANY CHANGES? [ ]
```

To edit student records, answer Y or YES in response to ANY CHANGES? to move the cursor to the NAME field. When the record is edited to your satisfaction, type N or NO in reply to ANY CHANGES? and another EDIT STUDENT NAMES screen will appear. After you have finished editing student records in the same manner, type E or END in the GRADE, RECORD #, or NAME field, or in response to the ANY CHANGES? query. This will take you back to the ENTER/EDIT STUDENTS menu.

3. Withdraw a Student This option removes a student's entire record from reports and displays. After a student is withdrawn, his or her records remain stored on diskette. However, none of the data for the student will appear on reports until Option 4, REENROLL A STUDENT, is used for that student. To withdraw a student, call up the student by grade and record number in the usual manner.

If the student you call up has already been withdrawn, the message STUDENT HAS BEEN WITHDRAWN will appear on the screen.

Here is a sample of the screen you will see after calling up a student:

```
WITHDRAW A STUDENT

GRADE 9          RECORD #5

NAME EDMUNDS,DAVID


ARE YOU SURE?
```

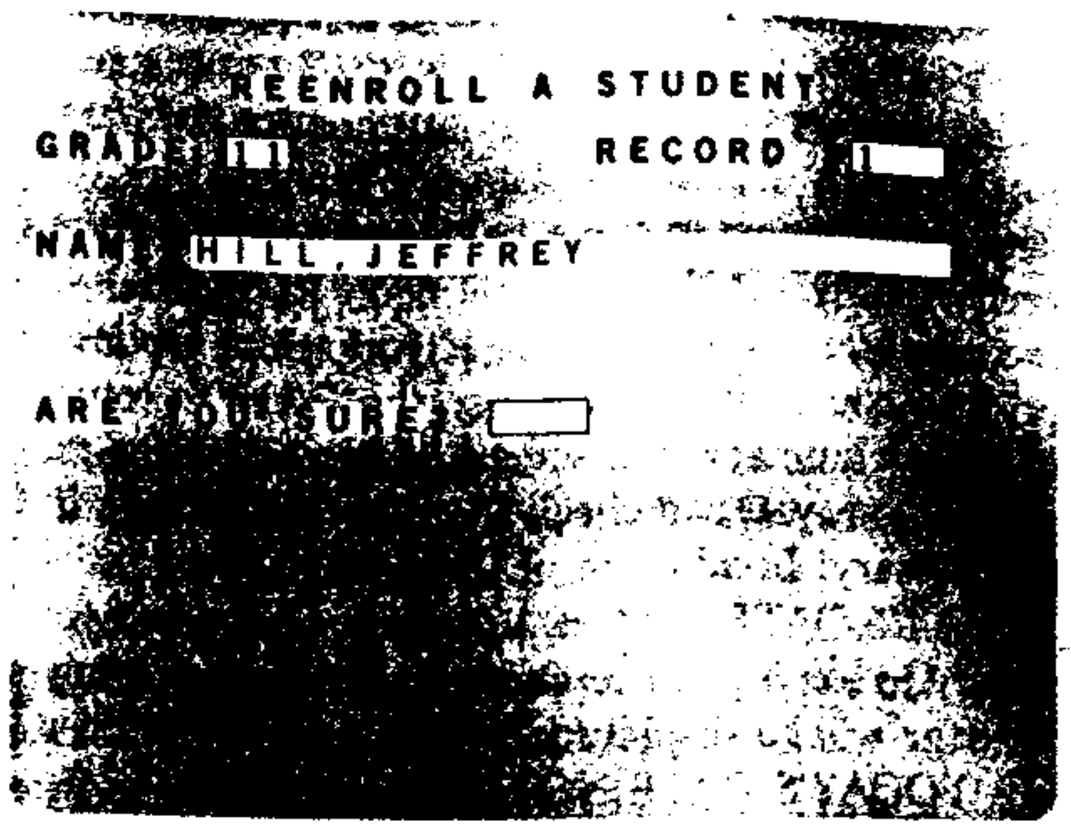
The query ARE YOU SURE? appears in the middle of the screen. At this point you should make sure that you called up the record of the person you wanted to withdraw. If you do not wish to withdraw the student, type N or NO and another WITHDRAW A STUDENT screen will appear, with the lowest grade stored on diskette in the GRADE field and the remaining fields blank. If you do not wish to withdraw this or any other student at this time, type E or END in response to ARE YOU SURE?, and the application will return to the ENTER/EDIT STUDENTS menu. You may also end the option by typing E or END in the GRADE, RECORD #, or NAME field.

If you do wish to withdraw the student, type Y or YES in response to ARE YOU SURE? and the application will automatically make that student's record inactive. Another WITHDRAW A STUDENT screen will appear almost immediately, and you can withdraw another student in the same manner. After you have finished withdrawing students, type E or END in the GRADE or RECORD # field, or in response to ARE YOU SURE? and the application will return to the ENTER/EDIT STUDENTS menu.

4. Reenroll a Student This option allows you to reenroll a student who was withdrawn. After this is done, all previous data for that student will once again appear on the appropriate reports and displays.

To reenroll a student, call up the student by grade and record number. The message STUDENT ALREADY ENROLLED will be displayed if the student called up is currently enrolled.

Here is a sample of the screen you will see after calling up a student:



The query ARE YOU SURE? appears in the middle of the screen. At this point you should make sure you have called up the student record you wanted to reinstate. If you do not wish to reenroll the student, type N or NO and another REENROLL A STUDENT screen will appear, with the lowest grade stored on diskette in the GRADE field and the remaining fields blank. If you do not wish to reenroll this or any other student at this time, type E or END in response to ARE YOU SURE? (or in the GRADE, RECORD #, or NAME field). The application will return to the ENTER/EDIT STUDENTS menu.

If you do wish to reenroll the student, type Y or YES in response to ARE YOU SURE? and the application will automatically restore that student's record to the active grade file. Another REENROLL A STUDENT screen will appear almost immediately, and you can reenroll another student in the same manner. After you have finished reenrolling students, type E in the GRADE or RECORD # field, or in response to

ARE YOU SURE? and the application will return to the ENTER/EDIT STUDENTS menu.

Option 3: Enter Absences and Tardies

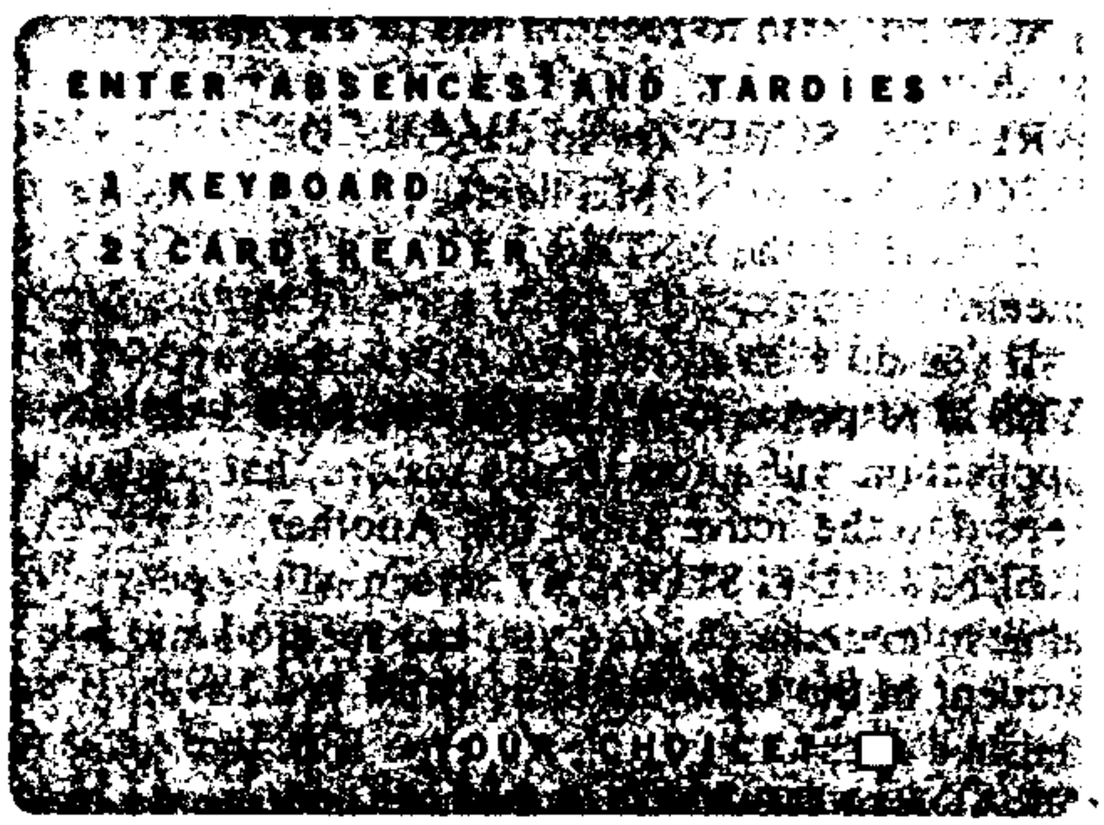
This option is used to enter student attendance records, which can be entered in two ways. First, student absences and tardies can be entered for one student at a time at the keyboard. Second, if your computer is equipped with a Scott, Foresman Optical Card Reader, you can enter student absences by inserting Attendance Cards in the reader. The Optical Card Reader can only be used to record student absences; student tardies must be entered at the keyboard.

Important: Before using this option it is essential to change the date in the TODAY'S DATE fields on the SCHOOL OR DISTRICT NAME entry screen for each school day on which attendance data are stored. Since attendance data are recorded for the date that appears in these fields, you should always verify that this is the date you want to use to record absences and tardies. If you select Option 3 prior to checking the date, use the E key to return to the preliminary title screen. After restarting the application, you can check the date and change it if necessary. In addition, if the date in the TODAY'S DATE fields is a nonschool day and you select Option 3 prior to changing it, the following message will be displayed:

TODAY'S DATE NOT FOUND ON CALENDAR FILE. PLEASE REENTER IT.

After you press any key, the application will take you back to the SCHOOL OR DISTRICT NAME screen, where you can change the date in the TODAY'S DATE fields to the appropriate school day.

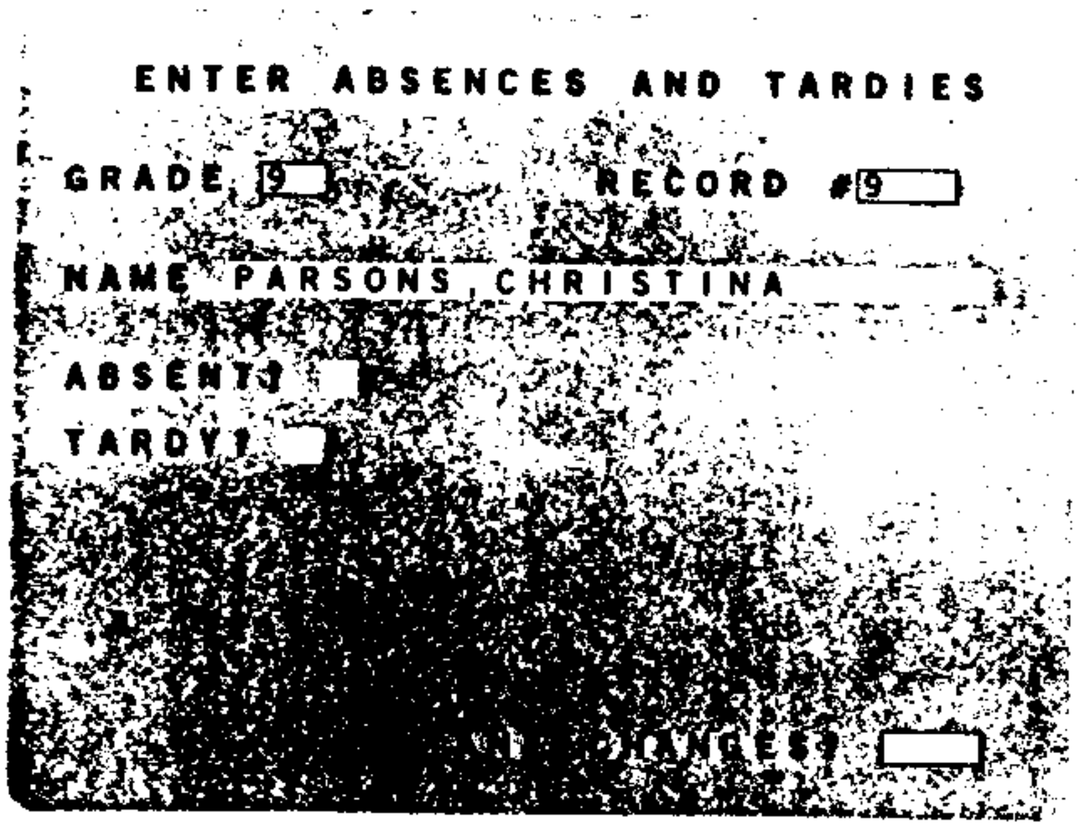
Here is the first screen you will see when you select Option 3:



1. Keyboard This operation is used to enter absences or tardies for one student at a time at the keyboard. After selecting the option, call up the relevant student grade and record number in the usual manner.

You can only enter attendance data for enrolled students. If the grade and record number entered identify a student who was withdrawn, the message STUDENT HAS BEEN WITHDRAWN will be displayed.

The student's grade, record number, and name will appear as shown on the following sample display:



If the student is absent, type Y in the ABSENT? field **(1 space; Y for yes, N or blank for no)**. After you press ENTER, the cursor will skip TARDY? and advance to ANY CHANGES? at the bottom of the screen. If the student is tardy, type N in the ABSENT? field or simply press ENTER to leave a field blank. The cursor will advance to the TARDY? field **(1 space; Y for yes, N or blank for no)**, where you can type Y to record the student as tardy. The cursor will then move to ANY CHANGES?, at which point you should check the screen. To change the student's attendance data, answer Y or YES to ANY CHANGES? and the cursor will return to the ABSENT? field. You can then change the ABSENT? or TARDY? field by typing Y or N or by using the editing keys to leave both fields blank.

To record the attendance data just entered for this student, answer N or NO to ANY CHANGES? and a new ENTER ABSENCES AND TARDIES screen will appear. Continue to enter student attendance data in the same manner. After you have finished entering attendance data, type E in the GRADE or RECORD # field, or in

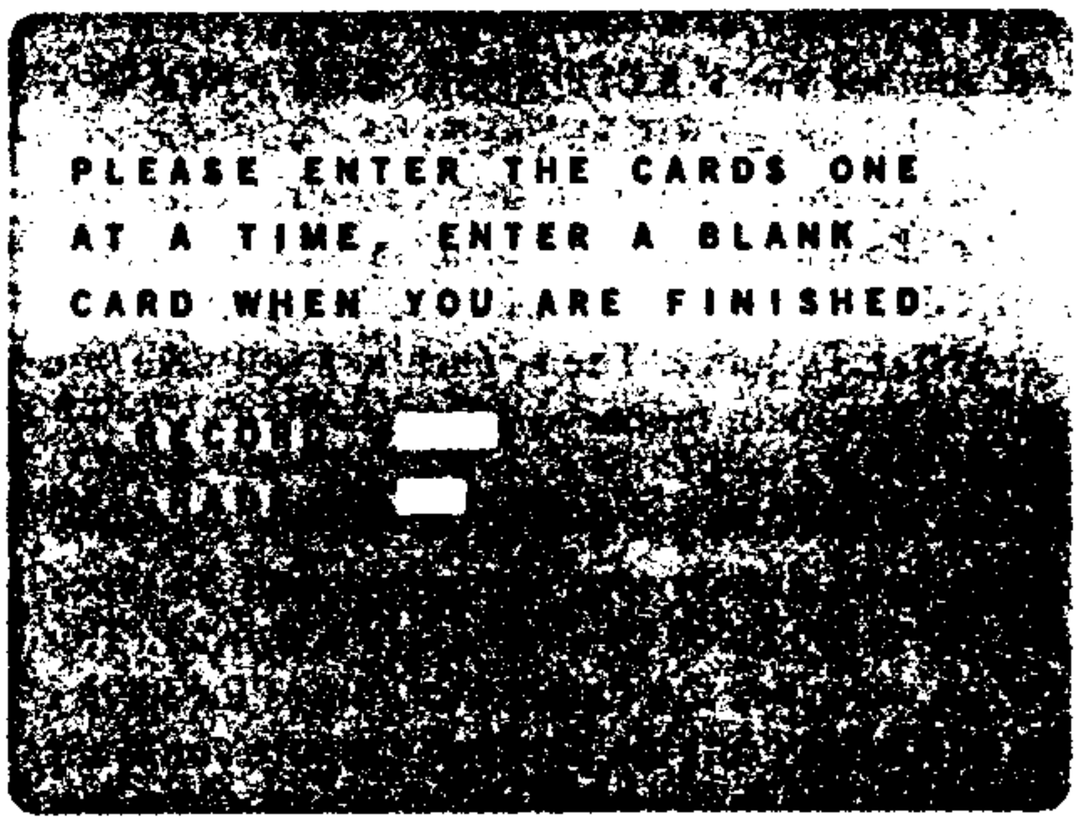
reply to the ANY CHANGES? query. An UPDATING message will be displayed, indicating that the attendance data just entered are being recorded on diskette. The screen will then display the question DO YOU WANT THE DAILY ABSENCE AND TARDY LIST? To print this report answer Y or YES. If you do not wish to print this report at this time, type N, NO, E, or END and the application will take you back to the main menu.

This summary version of Report 3 lists by grade only the students who have just been recorded as absent or tardy for this date. Any students recorded earlier the same day will not appear. This report should be selected each time you enter attendance data for a group of students. You can use the report to verify the accuracy of the attendance data entered for this date before distributing other reports to teachers. For further information on Report 3, refer to page 34.

After proofreading the report, if you find changes you want to make, you can edit the attendance data for this date using this same option or select Option 4, EDIT ABSENCES AND TARDIES (page 54).

2. Card Reader This choice allows you to enter student absences—but not tardies—by means of the Optical Card Reader. Student tardies must be entered at the keyboard as previously explained. ***Important:*** Before selecting Option 2, you should check that the Optical Card Reader is connected properly (see page 41). In addition, Attendance Cards must be completed according to the instructions given on page 40.

After selecting Option 2, you will see the following display:



After Attendance Cards for absent students are collected from all classrooms, you should:

1. Arrange the cards with the printed sides facing up, the arrows on all cards pointing in the same direction, and all notched corners aligned.

2. Slide the cards one at a time into the slot on the front of the card reader. Make sure that the printed side of the card is facing up and that the arrows are pointed towards the slot.

3. As the card goes through the reader, the grade and student record number marked on the card will be displayed in the GRADE and RECORD # fields on the screen.
Important: If the grade and/or record number spaces on the card are blank or cannot be read by the card reader, the message CHECK RECORD # AND GRADE ON LAST CARD AND INSERT AGAIN will be displayed. Check the card and mark it according to the instructions on page 40. At the end of this section is a checklist of problems that might prevent a card's being scanned. In addition, if you enter an attendance card marked with the grade and record number of a student who has been withdrawn, the message STUDENT HAS BEEN WITHDRAWN will be displayed on the screen.

4. When the message NEXT CARD PLEASE is displayed, you can place another card in the card reader. Continue to enter cards in the manner just described until all have been entered.

5. When you have finished entering Attendance Cards, insert a blank card in the card reader to end this operation. The application will then return to the ENTER ABSENCES AND TARDIES menu.

6. After you have finished entering student absences, you are asked DO YOU WANT THE DAILY ABSENCE AND TARDY LIST? To print this report answer Y or YES. If you do not wish to print the report at this time, type N, NO, E, or END and the application will take you back to the main menu. If printed at this point, this report will include only those students whose absences were just recorded.

7. If after proofreading the report you find changes you want to make, select Option 4, EDIT ABSENCES AND TARDIES.

Correcting Card Input Errors If a card is not accepted, first look for the following problems:

- Dirt or stray marks on card.
- Marks in card boxes go outside boxes.
- Creased, bent, or torn card.
- Incomplete student record number. (All 3 columns must contain a filled-in number block.)

• More than one number block darkened in any record number or grade column.
• Card was inserted backwards or upside down. (Reinsert it with printed side face up and arrow pointing toward card reader slot.)
• Student record number too high: more than 600.
• Grade number too high: more than 13.
• An invalid record number *for that grade:* no student with that number in the grade marked on the card. (Check a current copy of Report 4 for that grade.)
• An invalid grade: either (a) the grade marked on the card is not on those diskettes; or (b) there is no student with the record number shown in that grade. (Check a current copy of Report 4 for that grade.)

If none of these problems caused the failure in scanning, the card reader may not be connected properly. Make sure that it is plugged in and its interface cable is firmly connected both to the card reader and to the proper port of the RS-232 interface.

Option 4: Edit Absences and Tardies

This option is used to display or change the attendance records entered in Option 3. In addition, student attendance data can be entered for any school day that falls on or before the date entered in the TODAY'S DATE fields on the SCHOOL OR DISTRICT NAME screen. This enables you to change absence and tardy records for students previously reported as present at any time without having to change the TODAY'S DATE fields.

After selecting this option, call up the desired student by grade and record number in the usual manner.

You can only edit attendance data for enrolled students. If the grade and record number identify a student who was withdrawn, the message STUDENT HAS BEEN WITHDRAWN will be displayed. Then another EDIT ABSENCES AND TARDIES screen will appear, with the cursor flashing in the GRADE field.

The student's grade, record number, and name will appear as shown on the following sample display:

```
        EDIT ABSENCES AND TARDIES
GRADE [11]                RECORD #[5   ]

NAME BLACK, PAULINE

DATE    [  ]/[  ]/[  ]

ABSENT?
TARDY?
```

The cursor appears in the first DATE field (**3 fields, 2 spaces each; numbers only**). The date entered must be *on or before* the date in the TODAY'S DATE fields on the SCHOOL OR DISTRICT NAME screen.
Important: If the date entered is not recorded on the school calendar as a school day or if it falls after the date in the TODAY'S DATE fields on the SCHOOL OR DISTRICT NAME screen, the message INVALID DATE will be displayed and the cursor will return to the first DATE field.

After you enter the relevant date in the DATE fields, the attendance data stored for this student on this date will be displayed in the ABSENT? or TARDY? field (or both will remain blank if the student was neither absent nor tardy on that date) and the cursor will appear in the ANY CHANGES? field. Answer Y or YES to edit the ABSENT? or TARDY? field. The cursor will move first to the ABSENT? field and then to the TARDY? field. You can change these fields in the usual manner. After you have corrected the record, answer N or NO to ANY CHANGES? and another blank EDIT ABSENCES AND TARDIES screen will be displayed. Continue to edit attendance records in this manner. When you are finished, type E or END in the GRADE or RECORD # field, or in response to the ANY CHANGES? query. The application will take you back to the main menu.

Option 5: Print Reports

You have already seen examples of all six types of reports produced by *Attendance Recorder*. This section describes the simple procedures for having the computer print the particular report you want, with the latest information on it. When you select Option 5 you will see this menu:

```
REPORTS

1 DAILY ABSENCE LIST
2 DAILY TARDY LIST
3 DAILY ABSENCE/TARDY LIST
4 YEAR-TO-DATE REPORT FOR
  THE ENTIRE GRADE
5 YEAR-TO-DATE REPORT FOR
  A GROUP
6 YEAR-TO-DATE LABELS

YOUR CHOICE? □
```

As well as the six report choices, you may type E in response to YOUR CHOICE? and then press ENTER to bring back the main menu.

Important: Before selecting any report, check that your printer is turned on, that its LINE/LCL switch is set to LINE, that the printer's interface cable leads to the port on the back of the RS-232 interface *next to* that unit's power cord, and that this cable is firmly connected at both ends.

If you select a report and the printer does not start, it may simply be off or not set to LINE. In those cases, just switch it on and/or reset it to LINE, and it will start to print.

However, if the printer is cut off from communication with the computer because the interface is not switched on, the program will stop abruptly as soon as a report is selected. The following input/output error message will be displayed at the bottom of the screen:

I/O ERROR 00 IN 12000

The code *00* means that data could not be transmitted to the printer. At this point, the application must be restarted, using this procedure:

1. Turn off the computer to reset it.
2. Make sure the RS-232 interface and the printer are both plugged in and connected properly to each other through the interface cable.
3. Switch on the RS-232 unit *before* turning on the computer again.
4. Check that the printer is on and set to LINE.
5. Turn on the computer and restart the application.
6. Get back to the REPORTS menu and select the report you want once more.

Selecting Reports 1 to 3 When you want to print any of these reports, simply type the number of the desired report in response to YOUR CHOICE? and press ENTER. The question DO YOU WANT THE TELEPHONE NUMBERS LISTED? will be displayed at the bottom of the screen. To print the detailed versions of these reports, answer Y or YES. To print the summary versions, answer N or NO and press ENTER. The messages PLEASE TURN ON PRINTER and PRESS ANY KEY WHEN READY will be displayed. After you have done this, WORKING and PRINTING messages will appear in succession while the data are sorted and the printer is operating. When the report is completed, the REPORTS menu will reappear and the cursor will be at YOUR CHOICE?, allowing you to select another report or return to the main menu.

Selecting Report 4 When you choose this report, the query WHICH GRADE? will appear at the bottom of the REPORTS menu. Type in the desired grade and press ENTER. The messages PLEASE TURN ON THE PRINTER and PRESS ANY KEY WHEN READY will be displayed as before. After you have done this, WORKING and PRINTING messages will appear in succession while the printer is operating. When the report is completed, the REPORTS menu will reappear and you can choose another report or type E to return to the main menu.

Selecting Report 5 When you want to print any one of the five versions of this report, simply type 5 in response to YOUR CHOICE? and press ENTER. The query WHICH GRADE? will be displayed at the bottom of the screen. Type in the desired grade and press ENTER. You will then see the following menu:

```
YEAR-TO-DATE REPORT
FOR A GROUP

SELECTED BY:

1 STUDENT NUMBER: [   ]
2 HOMEROOM: [    ]
3 ABSENCES SINCE: [9 ]/[13]/[82]
4 NUMBER OF ABSENCES: [1]
5 NUMBER OF TARDIES [1]
●

YOUR CHOICE? [3]
```

Type the number of the version of this report you want to print in the YOUR CHOICE? field

and press ENTER. A blank data field will be displayed to the right of the title of the version selected. These fields are shown surrounded with a black rule on the preceding sample screen, but do not actually appear until a specific version of the report is selected. On the sample screen, version 3 was chosen.

The numbers entered in these fields will be used to print selective lists of students in the previously specified grade. Here is a description of these fields:

1 STUDENT NUMBER: **Any student record number, up to 600.** A report listing the specified student's attendance data will be printed.

2 HOMEROOM: **Any homeroom, up to 4 spaces.** All students assigned to the homeroom entered will be listed on the report.

3 ABSENCES SINCE: **Any date stored on diskette as a school day, in the 6-digit month/day/year form.** The application will use the date entered as the beginning or "since" date. All students absent on or after this date will be listed.

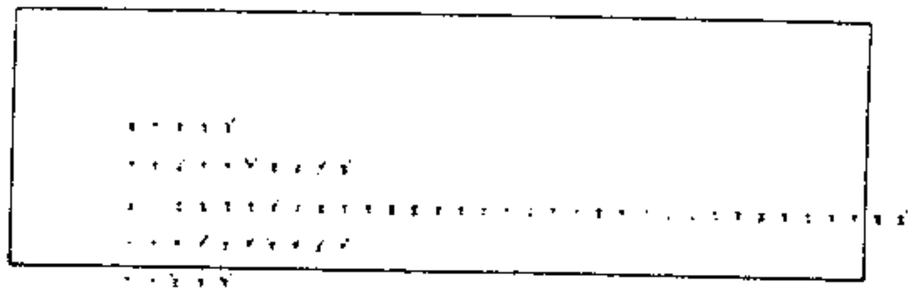
4 NUMBER OF ABSENCES: **Any number between 0 and 255.** The report will list all students with a total number of absences equal to or greater than the number entered.

5 NUMBER OF TARDIES: **Any number between 0 and 255.** The report will list all students with a total number of tardies equal to or greater than the number entered.

After entering the appropriate number or numbers in the chosen field, press ENTER. The messages PLEASE TURN ON PRINTER and PRESS ANY KEY WHEN READY will be displayed as before. Press any key and the WORKING and PRINTING messages will appear in succession while the printer is operating. When the report is completed, the YEAR-TO-DATE REPORT FOR A GROUP menu will reappear and you can then type the number of another report in the YOUR CHOICE? field. If you type E instead, the application will return to the REPORTS menu.

Selecting Report 6 Before proceeding with this option, you have to replace the regular paper in the printer with an adequate supply of self-adhesive label sheets. To load the labels, follow the instructions on page 24 of Part 1 of this manual.

When you are ready to print this report, type 6 in response to YOUR CHOICE? and press ENTER. The query WHICH GRADE? will be displayed at the bottom of the screen. Type in the desired grade and press ENTER. You will then see the message POSITION THE LABELS. PRESS ENTER WHEN POSITIONED. Check to make sure the labels are loaded correctly. When you are ready, press ENTER and a sample label, consisting of a block of X's, will be printed. At this point, the message IS THE SAMPLE CORRECT? will appear on the screen. *Do not answer it yet, unless the sample is positioned where you want it on the first label.* If the letters in the sample are not properly centered on the first label, you should adjust the labels as explained below this diagram of an incorrectly positioned sample:



To adjust the labels vertically, use the ↑ or the ↓ arrow key on the printer console until the printhead lies where you want it over the next blank label. If a horizontal adjustment is needed, switch off the printer, raise its cover, and flip up the locking levers beside each paper tractor. Also, move the printhead adjustment lever back so that the paper can slide freely. Slide the labels sideways to the correct position and then relock the paper tractors, return the printhead lever to a normal operating position, and turn on the printer. *After* the printer is once more ready, answer N or NO to the query IS THE SAMPLE CORRECT? and another sample label will be printed. The machine will repeat this check until you signal that the sample is properly positioned by answering Y or YES to the same query. Then, as printing begins, you will see WORKING and PRINTING messages on the screen.

When the student labels are completed, the REPORTS menu will reappear.

Option 6: Start a New Period

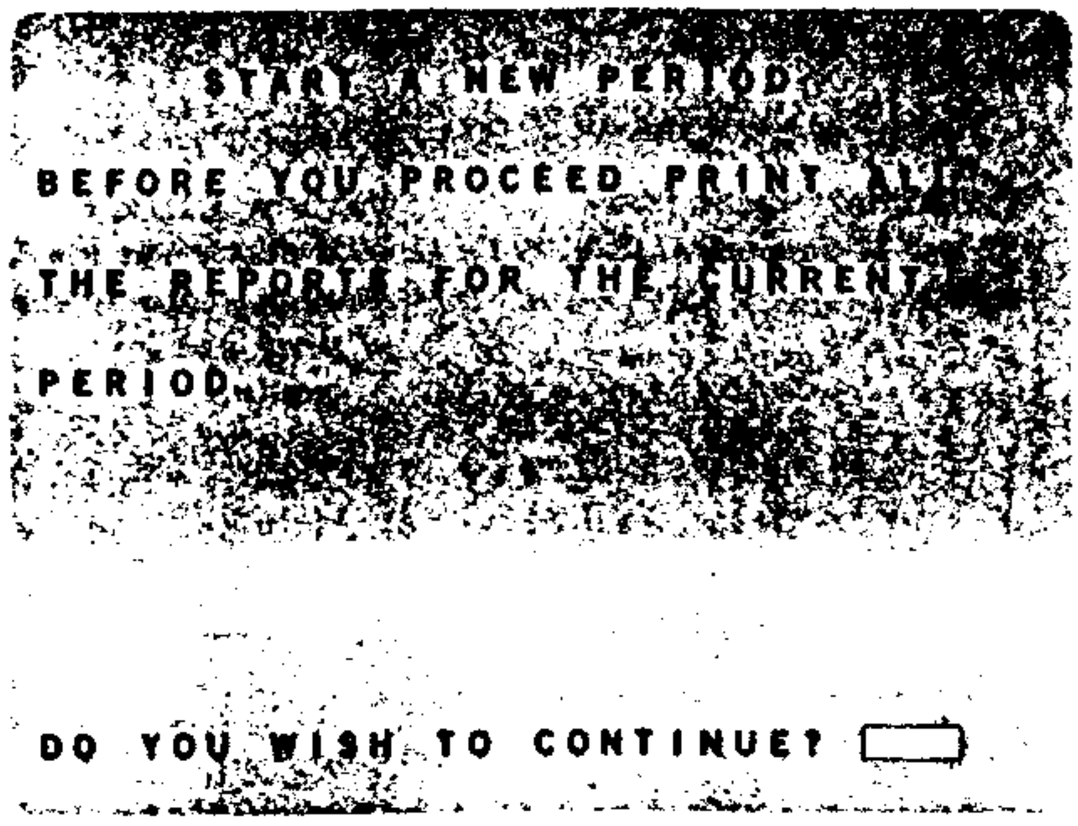
This option can be used at any time to start a new attendance reporting period. A period can start at the beginning of a month, a new semester, quarter, or at whatever interval your district requires for attendance summary reports. The following changes take place when this option is selected.

Current Period Absences and Tardies Each student's total absences and tardies for the current period as shown on Report 4 (page 37) are changed to zero. If you were to select this report before selecting Option 6 for the first time, the total current period absences and tardies would be the same as the year-to-date absences and tardies. Although absences and tardies for the current period are reset to zero after Option 6 is selected, year-to-date absences and tardies from previous periods would remain unchanged. This option allows you to collect attendance statistics for any specific period and use the information for school, district, or government reports. At the end of the period, simply print Report 4 to obtain the total student absences and tardies for the period. After the report is printed, start a new period using this option, and begin to gather attendance data for the new current period.

Next School Date The date in the NEXT SCHOOL DAY fields, which appears automatically on the SCHOOL OR DISTRICT NAME screen, becomes the first day of the new period. Therefore, it is essential to enter that date as TODAY'S DATE before entering new absences and tardies in the new period. You can still enter attendance data for days that now fall in the prior period, using Option 4, EDIT ABSENCES AND TARDIES. However, when you request Report 4 only the year-to-date absences and tardies will be changed. Current period absences and tardies will be equal to zero until you enter attendance data for dates on or after the first day of the new period.

School Calendar The school calendar will only display school days in the new period. Data fields beneath dates in the prior period will be blank. In addition, you can now edit days only in the current period.

When you select this Option 6, START A NEW PERIOD, the following display will appear:



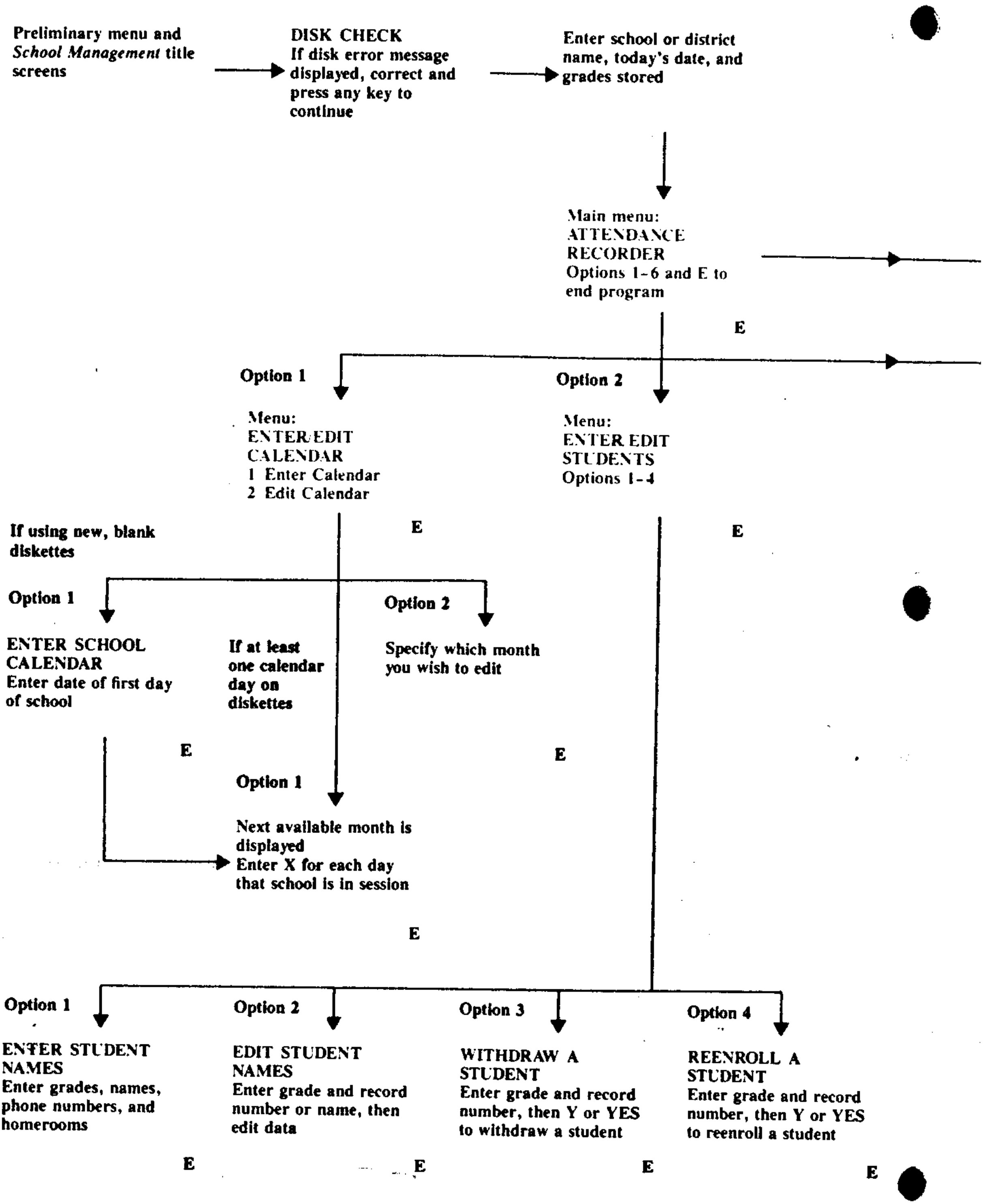
Important: You should *always* print a final copy of Report 4 for your files from the period about to be closed before proceeding. *This is the only report that is affected by this option.* The information in all other reports remains the same.

To start a new period, answer Y or YES to the question DO YOU WISH TO CONTINUE?, and an UPDATING message will be displayed. After the message disappears, the application will return to the main menu.

Important: Before entering attendance data for the new period, verify that the date in the TODAY'S DATE field on the SCHOOL OR DISTRICT NAME screen is the same as the date in the NEXT SCHOOL DAY field on the same screen. If not, answer Y to the ANY CHANGES? query at the bottom of that screen and change the date in the TODAY'S DATE field.

If you do not wish to start a new period answer N, NO, E, or END to the question, DO YOU WISH TO CONTINUE? and the application will return to the main menu.

The *Attendance Recorder* Flow Chart



End of program

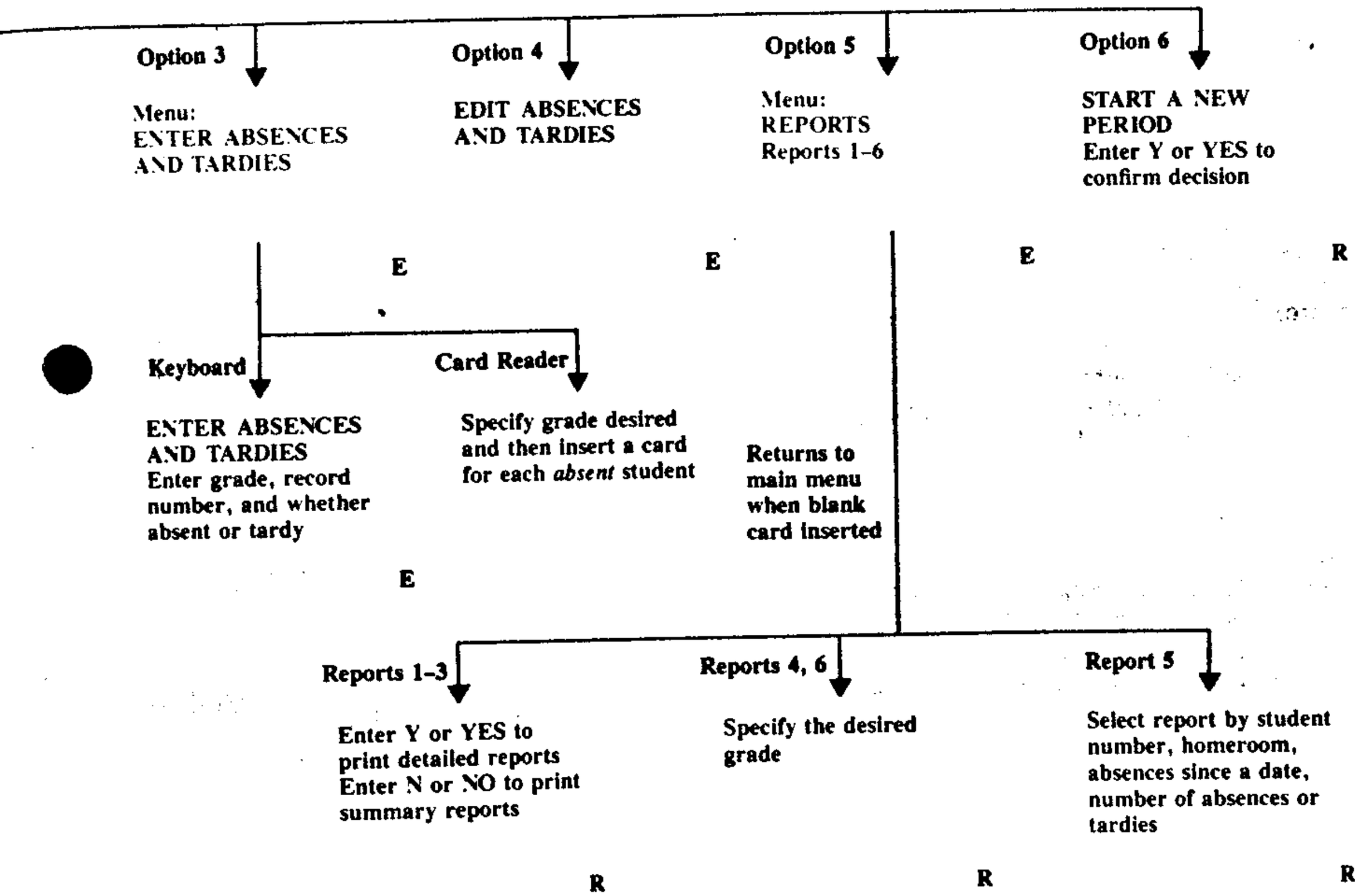
Back up new data
Remove disks before
switching off machine
Press any key to return
to preliminary display

Key:

E (beside a screen): The E key can be used here to return to the previous display, or if selected on the main menu, to end the program. Until E is entered, the application will continue in the sequence of displays for the option being used.

R (beside a screen): The computer returns automatically to the previous menu after this step.

Caution: **Remember *never* to use the QUIT function to stop the application, as it may cause data on diskettes to be destroyed. *Always* use the E key to end the application.**



Suggested Attendance Procedures

This section offers some suggested methods of processing student absences and tardies. You may choose to adapt these procedures to suit your own school or district's particular needs.

Recording Daily Attendance

Every morning each homeroom teacher can take attendance, sending the Attendance Cards of absent students and the names of tardy students to the attendance office. There the attendance clerk enters the absence and tardy information into the computer, using Option 3, ENTER ABSENCES AND TARDIES. The cards are returned to the homeroom teachers.

An alternative method would be to keep the cards in a master file in the attendance office. When teachers send the names of absent and tardy students to the office, the appropriate cards could be pulled, fed through the card reader, then returned to the file.

Then the clerk should run the summary version of Report 3, the "Daily Absence and Tardy List," using reproducing master paper to produce enough copies to send to all teachers and counselors. Continuous-form reproducing masters usable with tractor-feed printers can be obtained from various business or school-supply dealers. You may also make photocopies of the report for distribution.

When each teacher takes attendance during the second period of the school day, he or she uses Report 3, noting any changes in a student's attendance status (for example, if a student listed as absent arrives late to school). The teachers send any reports with changes back to the attendance office, where the attendance clerk enters the changes into the computer using Option 4, EDIT ABSENCES AND TARDIES.

Report 3 should be run at the end of the day as a final accounting of absences and tardies for the day.

Important: If your state defines absence as not arriving by a certain time or period of the day (for example, a student who arrives at school after the close of fourth period is counted as absent), the final version of Report 3 can be run after that time or class period.

Reporting Periodic Attendance

At the end of a month, semester, quarter, or whatever is your regular reporting period, print Report 4, the "Year-to-Date Absence and Tardy Report," to obtain the total student absences and tardies for the period. School administrators can then use these cumulative absence and tardy figures for calculating average daily attendance and membership, and preparing attendance reports for schools, districts, or government agencies.

School counselors and truancy officers can review individual students' attendance histories by using the "Year-to-Date Individual Absence Report" (Report 5). Attendance clerks may print the report for each student at the end of a period or year and place a copy in the student's permanent file folder. "Year-to-Date Labels" (Report 6) can be placed on each folder.

Hints to Help You

Backing Up New Data

When you finish a work session by entering E at the end of the main menu, you will see a message reminding you to update your backup diskettes if significant new data have been entered on either of your master diskettes. Updating both diskettes, so that they contain the latest student attendance information, is an essential precaution against loss of data. *Backup data is especially vital with an attendance application.*

You should make *daily backups* of new data, and it is ideal to have two backup copies of every diskette. However, if you do not back up new data daily, it is important that you do so at least at the end of every week. For the instructions on copying diskettes automatically using the *Disk Manager* module, see Part 1, page 20. Remember to refile your diskettes for their protection after each use.

Rebuilding of Files

The accidental interruption of the application in the middle of a work session will lead to a much lengthier than normal resorting or reordering of the student data on your diskettes. *Such a process does not occur routinely.* It can happen only when Option 2 or 5 is selected from the main menu after one of the following occurrences:

1. The switching off of the console while entering or editing student names using Option 2.
2. The use of the QUIT function to stop the application. *Remember that the use of this function is to be avoided (see page 14).*
3. Any loss of electricity to the computer while the application is running, whether this is caused by a power failure, removal of the plug, or switching off of the machine.
4. The switching off of a disk drive while its light is shining.
5. Electrical or magnetic interference from a nearby source such as an electric pencil sharpener or an intercom unit.

After any of these incidents, the reorganization of student files begins automatically the next time someone starts to enter or edit student data or print reports. Although Option 2 can be selected from the main menu, a REBUILDING message appears in the student name field while the files are resorted. When the message disappears, you may proceed with entering or editing student data.

If you select a report from the REPORTS menu after a program interruption, the application will print the report's heading, then pause while the rebuilding process takes place. The REBUILDING message will appear on the screen, then the report will be printed as usual.

Since a complete reorganization could take up to one and three-quarters hours if there were a maximum of 600 students on the diskettes (the maximum for the grade being processed when the interruption took place), it is obviously wise to avoid any of the five conditions listed above during the middle of a work session.

Security Measures

It is a wise precaution to keep the command module separate from the data diskettes, and to store both in secure files with limited access. In addition, of course, it is advisable to keep master diskettes and backups in separate files.

It is the responsibility of your district to provide other security measures to forestall unauthorized use of the module and alteration of data on the diskettes. It is advisable to establish clearly who shall and shall not have access to attendance information.

In Case of Difficulty

If the module does not appear to be performing properly, return to the preliminary Texas Instruments screen by turning the computer off and then on again. Withdraw the command module, realign it with the module port on the console, and reinsert it carefully. Then press any key to make the master selection list appear. The title of this application will be on that list. Press the appropriate number to select the application. If the *School Management Applications* title display does not appear, turn the computer off, doublecheck the connections between all units, then switch on the computer again and restart the application as explained above.

Important: Remember not to use the QUIT function recommended by Texas Instruments, as it may destroy diskette data for this application.

If the module is accidentally removed from the console port while being used, the computer may behave erratically. To restore normal operation, turn off the console, wait a few seconds, reinsert the module carefully, and switch on again.

If you experience further difficulty, consult "Checking Your System" in Part 1. Additional information may be found in your *User's Reference Guide* for the TI 99/4 or TI 99/4A. If you need further assistance, contact the Customer Service Representative for Electronic Publishing at your nearest Scott, Foresman Regional Office, or your local authorized Scott, Foresman dealer.

Microcomputer Glossary

backup: a duplicate data disk made as a reserve in case of accidental erasure of or damage to a master disk; also, the process of copying the contents of a master disk onto a reserve disk, which is most conveniently done when both disks are in connected disk drives.
branch: an alternative procedure in an application that is triggered instead of another procedure by a specific input or command. In *School Management Applications*, the user-controlled branches are identified by numbered lists on menu screens and selected by entering the desired number.
character: any letter, number, or other symbol, such as an asterisk or plus sign. To a computer a space counts as one character.
cursor: a movable symbol (such as a rectangle or a dash) that flashes on a monitor screen at the point where the next character can be typed. Data cannot be entered at any place or any time that the cursor is not flashing.
data-entry form: a form that conveniently presents varied input data for one application in a clear layout to make accurate keyboard input easier.
default: an item of data that a computer will use as input unless given other data. The most likely response to a query on a display is often preset to be a default.
disk: a magnetic recording medium on which coded information can be stored and swiftly retrieved from any location on the disk. Disks work much faster and more reliably than cassette tapes for data storage and retrieval.
diskette: a small "mini-floppy" disk, 5¼ inches across, made of flexible plastic coated with a thin layer of metallic oxide.
diskname: a user-assigned code name consisting of up to ten characters (with no periods or spaces), which is recorded on a disk to enable a computer to "recognize" that disk when it is in a drive.
display: the information shown on a video monitor screen at any one time.
editing keys: certain keys that, when used with the SHIFT or FCTN key, can move the cursor within a data field, erase an entire field, or delete and insert characters.
ENTER: a command key at the right of the TI 99/4 keyboard that signals the computer to accept or "remember" the last group of data typed in.
field: a specific space on a disk or other data-storage device that is reserved for a single item of information, and limited to a certain number of characters; for instance, a field of 23 spaces for a name, or one of 4 spaces for a room number. In *School Management Applications*, each data field is displayed on the monitor as a white block whose length indicates the number of characters that can be input there. Some fields are for numbers or letters only.
initialization: the process by which an operator identifies a disk with a unique diskname, while the computer clears the disk and sets up an index to prepare it for new data.
input: any data that must be provided to a computer in order to use an application.
interface: a communications link between two devices or computer systems, in which such variables as their rates of data handling or their types of electronic coding are adjusted to work together.
menu: a video display on which branches are listed as numbered options that are selected by typing the desired number and pressing the ENTER key. On some menus, just pressing the number is sufficient.
microcomputer: a small, economical, portable computer that is very simple to operate.
output: any product of a computer such as a printed report or a video display.
RAM (Random Access Memory): computer circuitry that allows information to be both "written" in and also "read" out, but that offers no safeguards against erasure.
read/write head: the part of a disk drive that both records data on a disk and locates it to be played back.
ROM (Read Only Memory): computer circuitry that permanently protects stored contents, thus allowing a program to be freely "read" and used, but not tampered with nor erased.
sector: a segment of a disk that can hold a certain maximum quantity of data (usually 256 characters). A sector is analogous to one drawer in a bank of file cabinets. Diskettes are said to be *soft-sectored* if a computer can adjust their sectors, and *hard-sectored* if the diskette is manufactured with predefined sectors.
Solid State Software ™ : read-only application (or *command*) modules that contain pretested computer programs and that are fast-working, durable, and tamper-resistant because they have no loose wires or moving parts.

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Boldface page numbers refer to diagrams

Warranty and Service Information

Texas Instruments Incorporated extends this consumer warranty only to the original consumer purchaser.

Warranty Coverage

This warranty covers the electronic and case components of the software module. These components include all semiconductor chips and devices, plastics, boards, wiring, and all other hardware contained in this module ("the Hardware"). This limited warranty does not extend to the programs contained in the software module and in the accompanying book materials ("the Programs").

The Hardware is warranted against malfunction due to defective materials or construction. **This warranty is void if the hardware has been damaged by accident or unreasonable use, neglect, improper service, or other causes not arising out of defects in material or construction.**

Warranty Duration

The Hardware is warranted for a period of three months from the date of the original purchase by the consumer.

Warranty Disclaimers

Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above three-month period. Texas Instruments shall not be liable for loss of use of the Hardware or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

Legal Remedies

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Performance by TI Under Warranty

During the three-month warranty period, defective Hardware will be replaced when it is returned postage prepaid to a Texas Instruments Service Facility listed below. The replacement Hardware will be warranted for a period of three months from date of replacement. Other than the postage requirement, no charge will be made for replacement. TI strongly recommends that you insure the Hardware for value prior to mailing.

Texas Instruments Consumer Service Facilities
Texas Instruments Service Facility
P.O. Box 2500
Lubbock, Texas 79408

Geophysical Services Incorporated
41 Shelley Road
Richmond Hill, Ontario, Canada L4C5G4

Consumers in California and Oregon may contact the following Texas Instruments offices for additional assistance or information.

Texas Instruments Consumer Service
831 South Douglas Street
El Segundo, California 90245
(213) 973-1803

Texas Instruments Consumer Service
10700 Southwest Beaverton Highway
Beaverton, Oregon 97005
(503) 643-6758

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The following should be read and understood *before* purchasing and/or using the software module.

Scott, Foresman and Company does not warrant that the *School Management Applications* Programs will be free from error or will meet the specific requirements of the consumer. The consumer assumes complete responsibility for any decisions made or actions taken based on information obtained using the Programs. Any statements made concerning the utility of the Programs are not to be construed as express or implied warranties.

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