

iAuto Alert

Attendance Calls from iPass

Attendance calls directly from iPass is the simplest method of call delivery. There are no files to upload, and you can select or de-select student guardians directly from the Daily Attendance View screen.

For a message to appear on the Attendance screen users must be given an Extra Security Option in Security System>Manage Users. Search for the user and click on their name to open Manage Users.

Extra Security Options	
<input checked="" type="checkbox"/> Can overload classes.	<input checked="" type="checkbox"/> Can enter period attendance from daily attendance
<input checked="" type="checkbox"/> Can submit student scheduler from schedule screen.	<input checked="" type="checkbox"/> Can enter grades for closed terms
<input checked="" type="checkbox"/> Can create course conflicts from schedule screen.	<input checked="" type="checkbox"/> Can clear previous student schedules.
<input checked="" type="checkbox"/> Can delete student records.	<input checked="" type="checkbox"/> Can Update Prior Year Grades.
<input checked="" type="checkbox"/> Can input daily attendance on all home rooms.	<input checked="" type="checkbox"/> Can Update All Competency Groups.
<input checked="" type="checkbox"/> Can Edit ANY Student on Find Page.	<input checked="" type="checkbox"/> Teacher Can View ANY Student in View Only.
<input checked="" type="checkbox"/> Can View ANY Student on Find Page.	<input checked="" type="checkbox"/> Can View Locker Combinations.
<input checked="" type="checkbox"/> Can Update All Competencies.	<input checked="" type="checkbox"/> Attendance Clerk?
<input checked="" type="checkbox"/> Can Delete Success Plans	<input checked="" type="checkbox"/> Can Submit Batch Reports
<input checked="" type="checkbox"/> Can Alter User Fee Invoices and Payments	<input checked="" type="checkbox"/> Can Email Discipline Notifications
<input checked="" type="checkbox"/> Can View/Update SSN	
<input checked="" type="checkbox"/> Can View Confidential in Staff View Only	
<input type="checkbox"/> Can Delete Uploads	
<input checked="" type="checkbox"/> Can Call Using iAutoAlert	

At the bottom of the screen, under Extra Security Options, select **Can Call Using iAutoAlert** and click on  to update the user.

Select Search Filtering Criteria

Click on Attendance Reports which defaults to Daily Attendance View tab. Additional selection and filtering criteria will appear at the top of the screen. Select Attendance Codes, Phone Types, Relationship to student and Legal Status of student to filter guardian selection.

The screenshot displays the iPass software interface. On the left is a navigation tree with 'Attendance Reports' highlighted. The main window shows the 'ATTENDANCE FOR IPASS HIGH SCHOOL' page with a 'Saved Searches' section. Below this, several dropdown menus are open for selection: 'Group/Activity', 'Relationships', 'Attendance Code', 'Phone Type', and 'Legal Status'. A red circle highlights these dropdown menus, with a callout box stating 'Select Guardian relationships, legal status and phone types'. At the bottom, there is an interactive calendar for September 2010, with the 30th selected. A callout box points to the calendar with the text 'Change the date if necessary'. Below the calendar is a 'SEARCH & SAVE CRITERIA' button.

The date will automatically default to the current date. If you wish to change the date to a previous day's recorded attendance, use the interactive calendar and click on the date to change it, or adjust it on the selection menu below the interactive calendar. Click on **SEARCH & SAVE CRITERIA** to search for students and guardians to call.

Select and Schedule the Call

Once the list of names appears, all guardians will be checked automatically. You may uncheck any guardian prior to sending the call.

[SEND CALL](#)

My Attendance Preferences

» **DAILY ATTENDANCE RECORDS**

ID	Student	HR	Grade	Day	Description	In	Out	In	Out	Guardian Note	Add to Group:
						Check All Clear All				Check All Clear All	
2212	A'bbot, Tracie	1209	12	Wed	Absent Unexcused						<input type="checkbox"/>
1002	ABeeman, Courtney	1209	12	Wed	Absent Unexcused						<input type="checkbox"/>
10027	Adams, Emily	1209	12	Wed	Absent Unexcused						<input type="checkbox"/>
	Whittredge, Janet - Mother				<input checked="" type="checkbox"/> 508-246-1665 Cell						
3199	Adams, Jennifer	1209	12	Wed	Absent Unexcused						<input type="checkbox"/>
	Whitty, Jaye - Mother				<input checked="" type="checkbox"/> 508-333-4444 Cell						
	Pisos, Frank - Father				<input checked="" type="checkbox"/> 508-958-6670 112 HOME						
1799	Aiello, Jessie	1213	11	Wed	Absent Unexcused						<input type="checkbox"/>
	Griffin, Tech Ed - Mother				<input checked="" type="checkbox"/> 999-000-0001 Cell						
2189	Allen, Marcia	2202E	G05	Wed	Absent Unexcused						<input type="checkbox"/>
	Whitty, Jaye - Mother				<input checked="" type="checkbox"/> 508-333-4444 Cell						
2282	Anderson, John	1214	11	Wed	Absent Unexcused						<input type="checkbox"/>
	ANDERSON, BETH - Mother				<input checked="" type="checkbox"/> 818-261-8431 Cell						
10029	Armstrong, Adam	1214	11	Wed	Absent Unexcused						<input type="checkbox"/>
	Armstrong, Nancy - Mother				<input checked="" type="checkbox"/> 508-654-3785 HOME						
2227	Arnold, Megan	1209	12	Wed	Absent Unexcused						<input type="checkbox"/>
bsp;						Check All Clear All				Check All Clear All	

[SEND CALL](#)

Click on [SEND CALL](#) to send your call.

Please Note: A message must be previously recorded for the school for the message list to appear on the guardian and staff calls screen. Once an administrator of iAutoAlert has recorded a message it will appear for the users given the extra security option of "Can Call using iAutoAlert."

Directions for recording messages in iAutoAlert can be found in the Resource Center in the iAutoAlert folder.

