Settings for Staff Portal Attendance

Last Modified on 03/03/2021 10:59 am EST

There are several settings that affect your staff's use of the Staff Portal for Attendance and control what they are able to see and do.

Some of these settings are at the organization level and affect all staff (global) while others can be set at the individual staff level.

Organization Settings (Global - affect all staff)

These settings are global and apply to all staff. Edit these settings from the *Staff Portal* menu > *Settings* > *Portal Settings*.

Features

To use the Attendance feature of the Staff Portal select **Attendance** in the *Features* section. **Save Changes.**

Remote Access

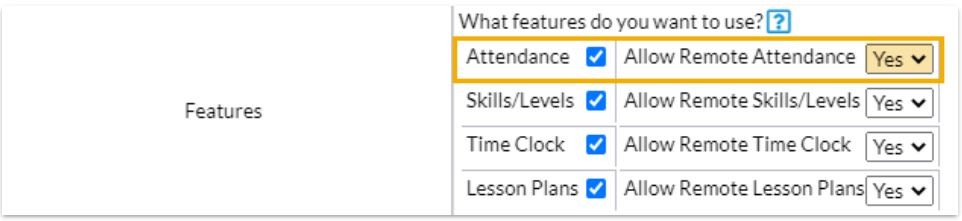
The Staff Portal is always available at your facility when you, or another User, has launched it from within Jackrabbit (see **Launch the Staff Portal from within Your Database**).

The Staff Portal can also be launched via a URL. The Staff Portal URL link can be placed on your website, or saved to a smart device, allowing staff to log in from anywhere with internet access. See **Launch the Staff Portal Remotely** for full details.

When the Staff Portal is launched remotely (through a URL) as opposed to from within your database (*Staff Portal* menu > *Launch Staff Portal*) staff are automatically able to:

- See all News (My News, Department News, and Staff News)
- View and print their schedule of classes and events
- View details of their classes (no information on enrolled students or contact information)
- Email the contacts of enrolled students (if their individual Staff Portal Settings allow them to send emails)

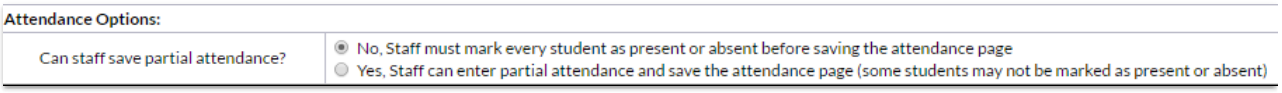
To allow staff to take attendance in the Portal when it has been launched remotely, set **Allow Remote Attendance** to **Yes** (the default is No).



Attendance Options

In this section you can determine whether staff can save partial attendance (to return later and complete) or if they must mark every student as either present or absent before saving.

Partial attendance allows you to take attendance as students come in while managing other classes at the same time. These classes will be marked with a orange check mark to indicate partial attendance. If partial attendance is not permitted, you must mark every student as either being present or absent before you are able to save the changes.



Staff Settings (Individual)

On the *Portal Settings* tab of the *Staff* record there are several settings that affect what that specific staff person is able to do in the Staff Portal in terms of class management.

Manage Classes Tab

What classes should this staff person see?

This setting allows you to select the classes that are shown in the Staff Portal when the staff person logs in.

Their Classes Only	The staff person will only see classes they are assigned as an instructor.
Their Classes with option to Show All of Today's Classes	This is helpful for staff who normally substitute teach. They will see an option in the staff portal to Show All of Today's Classes. When they check this option, all of today's classes will appear.
Their Classes AND All Classes with Category 1	This is helpful for staff who enter attendance for all classes of the same category 1, even though the staff person isn't assigned as an instructor for each class.
All Active Classes at Staff Portal Location	This is helpful for staff who aren't assigned as an instructor for classes but enter attendance for all classes (for example, gym floor manager or swim deck manager).
None	No classes will be shown for this staff person.

Allow staff person to enter attendance

To enable a staff person to take attendance in the staff portal set **Allow this staff person to enter attendance** to *Yes*. When set to *No*, the staff person will not have access to take attendance in their Staff Portal.

Allow staff person to update skills/levels

To enable a staff person to edit skills/levels in the staff portal set **Allow this staff person to update skills/levels** to *Yes*. When set to *No*, the staff person will not have access to the skills/levels information in their Staff Portal.

Allow staff person to send emails

Set this to *Yes* if you would like the instructor to be able to send emails from the Staff Portal.

When email is sent from the Staff Portal, you can choose who will get the reply.

- Select **Organization email** if you want all replies to be sent to the organization email listed in your **Notification Settings**.
- Select **Staff person's email** if you want replies to be sent to the staff person who sent the email. This option is only available if the staff person has an email address listed on the *Summary* tab of their *Staff* record.

Note: Staff can see where replies will go when they compose the email in the Staff Portal.

Allow staff person to view lesson plans

Set to *Yes* for an instructor to be able to view existing lesson plans for classes in the Staff Portal. Lesson plans can be found under *Manage Classes* in the Staff Portal. See **Lesson Plans - An Overview** for more details about adding lesson plans to classes.

Allow staff person to manage resources

Set to *Yes* for an instructor to be able to add, edit, and delete resources in the Staff Portal. See **Resources in Jackrabbit** or more details.

Attendance Page

Allow staff person to mark absent students eligible for a make-up class

When your database is set to track absences, the **Allow this staff person to mark absent students eligible for a make-up class** setting determines whether or not the staff person marking the student absent is permitted to allow a makeup for the absence.