identiMetrics®
Simplify Your School Day

# AutoTardy User Guide

v 3.0.12


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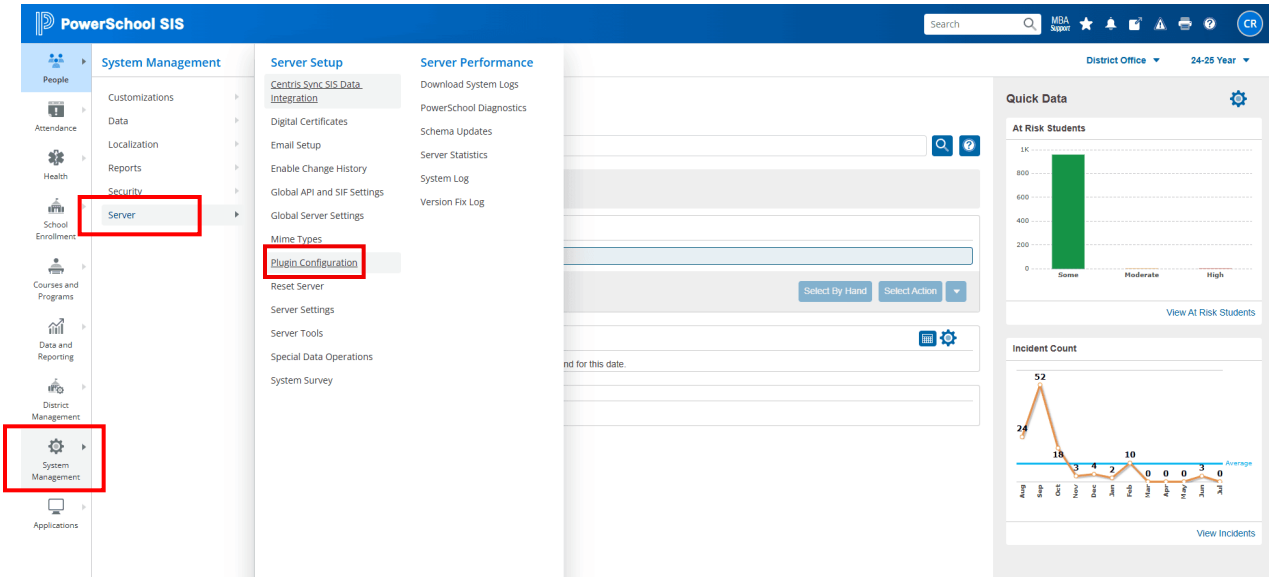
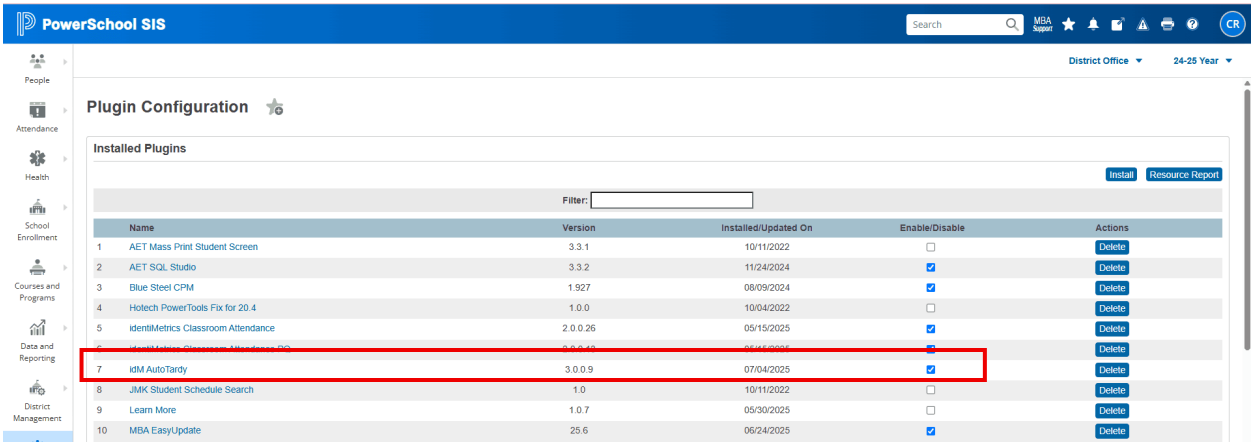
# Installing AutoTardy

Install and enable the plugins

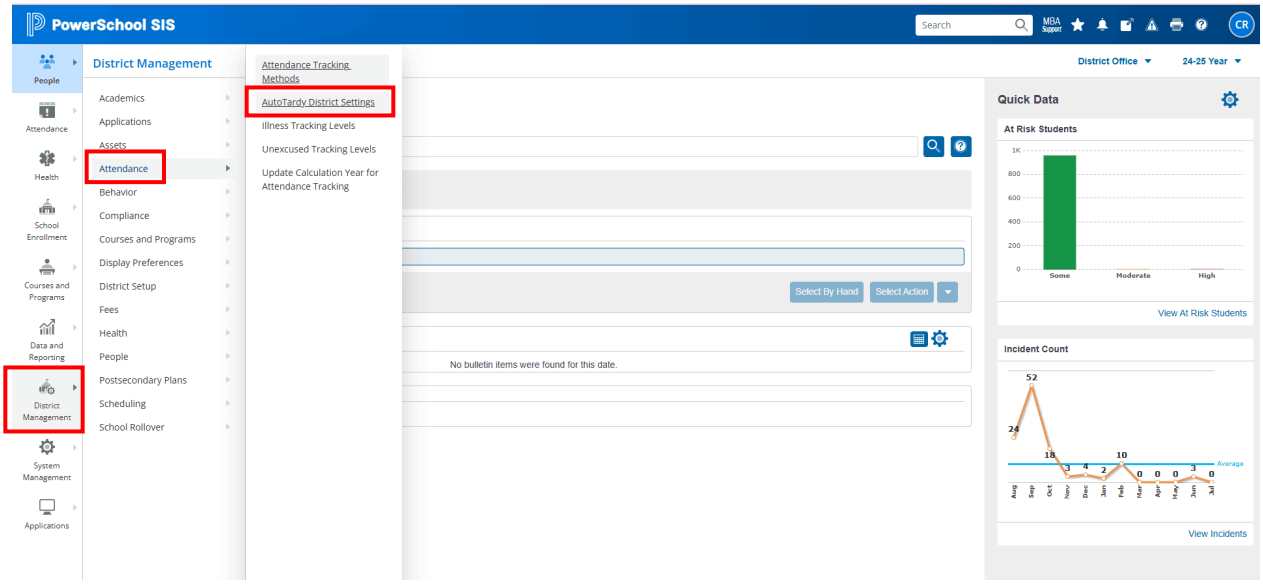


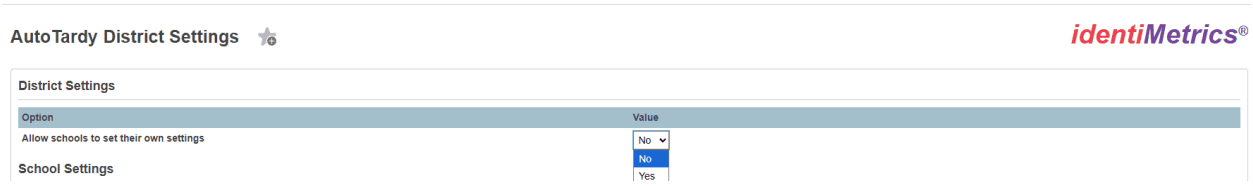
# Configuring AutoTardy

## AutoTardy District Settings

The District Settings can be applied to all schools in the district if desired. Alternatively, each school can configure their settings independently. To access the District Settings, choose District Management>Attendance>AutoTardy District Settings.

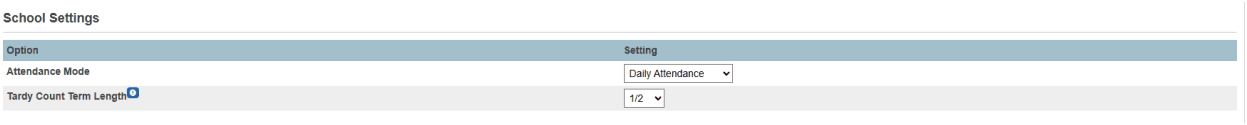



## District Settings




**Allow schools to set their own settings** - Set value to YES to allow schools to apply their own settings. Set value to NO if schools are not allowed to use their own settings and must use the settings as defined by the AutoTardy District Settings page. By default, this value is set to NO.

## School Settings

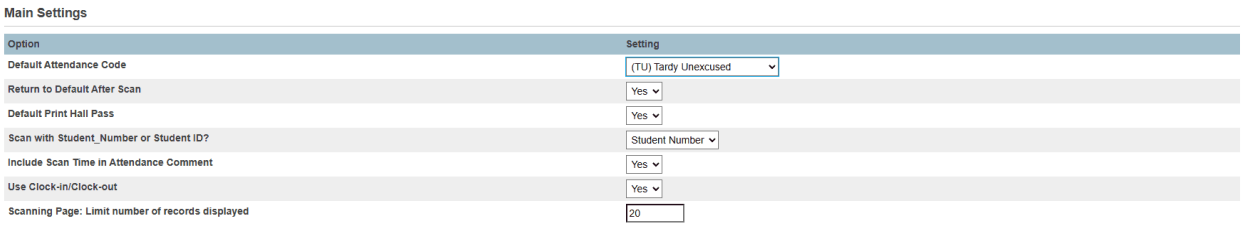



**Attendance Mode** - Determines the attendance recording preference. Choose either Daily or Meeting Attendance.

**Tardy Count Term Length** - Counts tardies within each term length and resets at the change of each term. The terms available reflect the terms you have set up in your PowerSchool Calendar.

***Note***: *Both settings can be overridden at the individual schools when the 'Allow schools to set their own settings' value is set to No.*

## Main Settings




**Default Attendance Code** – Choose the attendance code that is expected to be used most often. The code can also be changed from the default on the 'Record Attendance' page if needed. ***Note****: Attendance codes require configuration for use with the plugin. These need to be configured at the school level.*

**Return to Default After Scan** – Choose if you want the Record Attendance page to return to the chosen default after each attendance event.

**Default Print Hall Pass** – Choose if you want a hall pass to be printed by default after each attendance event. This must be set to YES if you want any attendance codes to generate a hall pass. This is a global setting. You will also need to configure individual attendance codes to generate a hall pass.

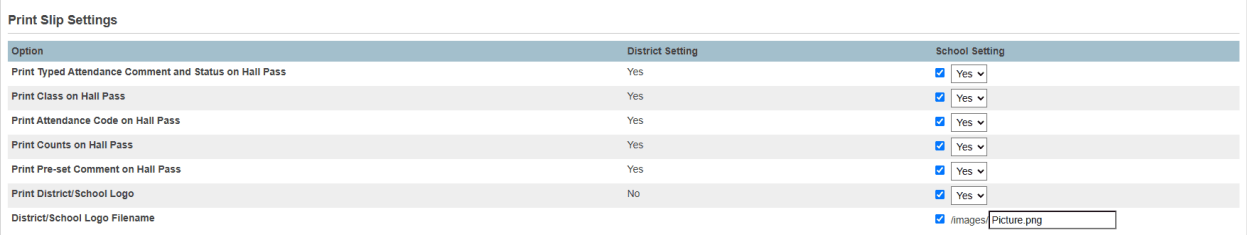
**Scan with Student_Number, Student ID or Lunch ID?** – Choose which student identifier you are using to identify students in PowerSchool.

**Include Scan Time in Attendance Comment** – Choose if you want to have the time stamp included in the comment that is saved with the attendance record.

**Use Clock-in/Clock-Out** – Choose if you will be using the clock-in/clock-out features. This is a global setting. You will also need to configure individual attendance codes for clock-in/clock-out functions.

**Scanning Page: Limit number of records displayed** – Use this to set a limit on how many attendance records are displayed on the Record Attendance page. If left empty, this will allow an unlimited number.

## Print Slip Settings


Print Slip Settings

| Option | District Setting | School Setting |
|---|---|---|
| Print Typed Attendance Comment and Status on Hall Pass | Yes | Yes |
| Print Class on Hall Pass | Yes | Yes |
| Print Attendance Code on Hall Pass | Yes | Yes |
| Print Counts on Hall Pass | Yes | Yes |
| Print Pre-set Comment on Hall Pass | Yes | Yes |
| Print District/School Logo | No | Yes |
| District/School Logo Filename | | /images/ Picture.png |

**Print Typed Attendance Comment and Status on Hall Pass** – Choose if you want the attendance comment that is typed on the Record Attendance page to be displayed on the hall pass.

**Print Class on Hall Pass** – Choose if you want the Course Name and Expression of the class that the student is enrolled to at the time of the scan to be displayed on the hall pass.

**Print Attendance Code on Hall Pass** – Choose if you want the attendance code and code category displayed on the hall pass.

**Print Counts on Hall Pass** – Choose if you want to include the total tardy count for the selected attendance code as well as the overall tardy count for all tardy codes for the chosen term length to be displayed on the hall pass. This is a global setting. You will also need to configure individual attendance codes to display counts on the hall pass.

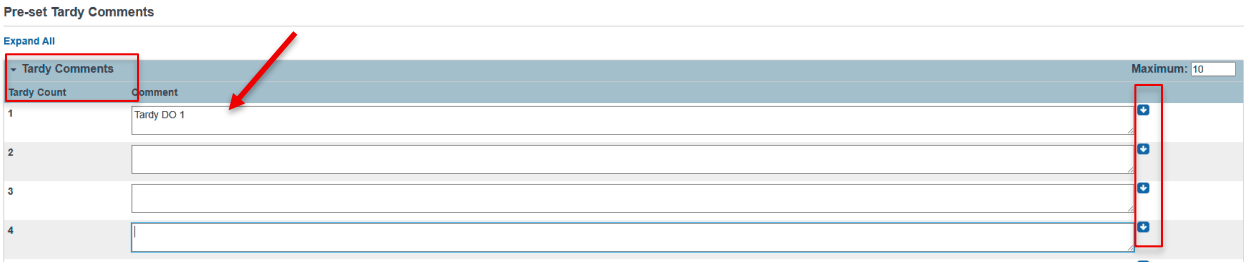
**Print Pre-set Comment on Hall Pass** – Choose if you want to include the pre-set comment for the tardy count on the hall pass. This is a global setting. You will also need to configure individual attendance codes to display comments on the hall pass.

**Print District/School Logo** – Choose if you want to display the district or school logo on the hall pass.

**District/School Logo Filename** - The logo image file needs to be prepared as a square .jpg or .png file (recommended 250x250 pixel range) with an 'appropriate for website' name (e.g school_logo.png). The file should be uploaded to the Custom Page Management images folder. Input the name of the file to the Filename field.

## Pre-set Tardy Comments

For each tardy type, choose the maximum number of comments (up to 50) that you expect to use.

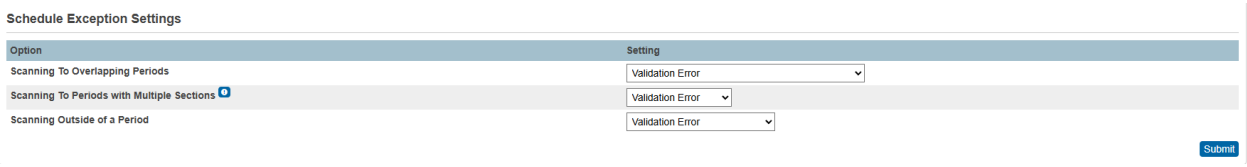



Expand the tardy type group. Add up to 400 characters of text to the comment field for the associated tardy count threshold.

You can use the down arrow to autofill your comment to subsequent threshold counts.

If Pre-set Tardy Comments are allowed to be set at the school level, then you must enable Override District Comments first. This will allow you to begin adding text to the comment fields.

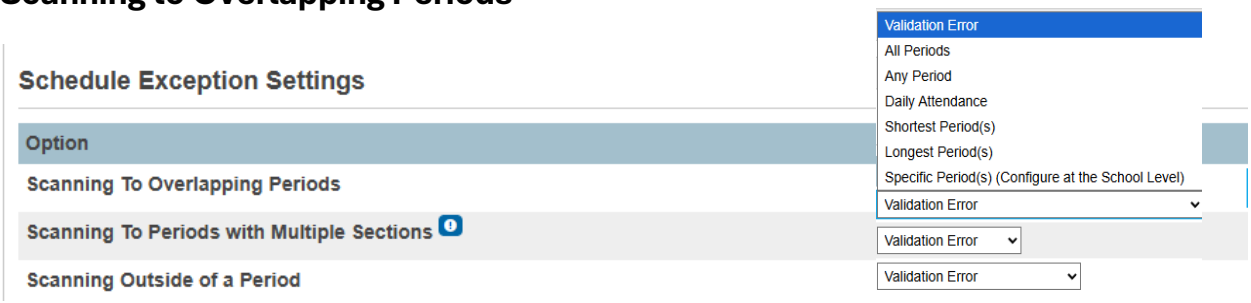
## Schedule Exception Settings




This feature is only active when the plugin is configured for Meeting Attendance. **It customizes attendance recording when a student scans at a time that their schedule includes one or more of the following:**

- **Overlapping Periods:** Multiple periods scheduled at the same time on a student's schedule.
- **Multiple Sections per Period:** Several sections assigned to the same period.
- **Passing/Non-Scheduled Periods:** Passing periods or non-scheduled periods within the school day.

### Scanning to Overlapping Periods



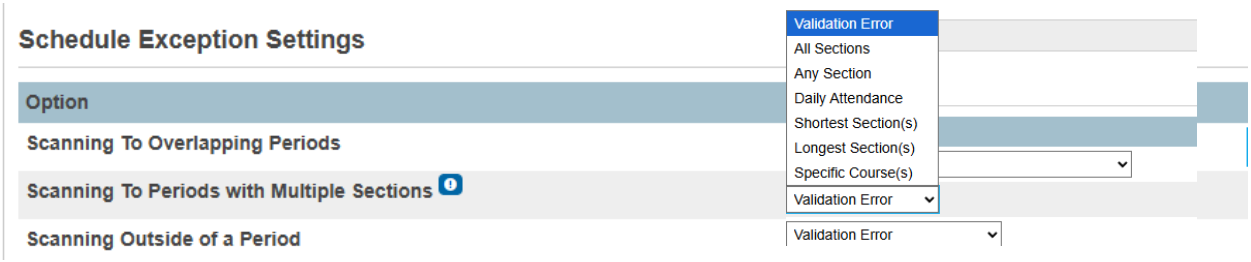

Enable this setting to handle attendance when a scan occurs during overlapping periods on a student's schedule. Select an option to define attendance recording behavior.

#### Options and Behaviors(1) Scanning to Overlapping Periods

| Option | Description | Timestamp Behavior | Tardy Count | Attendance Activity | Hall Pass |
|---|---|---|---|---|---|
| **Validation Error** | Displays a dialog on the AutoTardy Record Attendance page for manual selection at scan time. | Dependent on user selection | Dependent on user selection | Dependent on user selection | Created for configured codes. |

| | | | | | |
|---|---|---|---|---|---|
| **All Periods** | Records selected attendance code to *all* overlapping periods. | If code-enabled, records meeting time entry; timestamp added to comments for all periods. | Each period adds to the tardy count if code is set to count as tardy. | Details shown for each period. | Created for each overlapping period for configured codes. |
| **Any Period** | Records selected attendance to the *first* available overlapping period. | If code-enabled, records meeting time entry; timestamp added to comments for that period. | Only the selected period adds to the tardy count if code is set to count as tardy. | Details shown for the selected period. | Created for the selected period for configured codes. |
| **Daily Attendance** | Records to the daily record only (ignores periods). | Not recorded (even if code-enabled); timestamp added to daily comments. | Not applied. | Details shown as a daily record. | Created for configured codes. |
| **Shortest Period(s)** | Records to the *shortest* overlapping period(s). | If code-enabled, records meeting time entry; timestamp added to comments for selected period(s). | Selected period(s) add to the tardy count if code is set to count as tardy. | Details shown for selected period(s). | Created for selected period(s)for configured codes. |
| **Longest Period(s)** | Records to the *longest* overlapping period(s). | Same as Shortest. | Same as Shortest. | Same as Shortest. | Same as Shortest. |
| **Specific Period(s)** | Records to user-defined period(s) Must be configured at the school level **Multi-Select using Ctrl+click).** | If code-enabled, records meeting time entry; timestamp added to comments for selected period(s). | Selected period(s) add to the tardy count if code is set to count as tardy. | Details shown for selected period(s). | Created for selected period(s) for configured codes. |

## Scanning to Periods with Multiple Sections



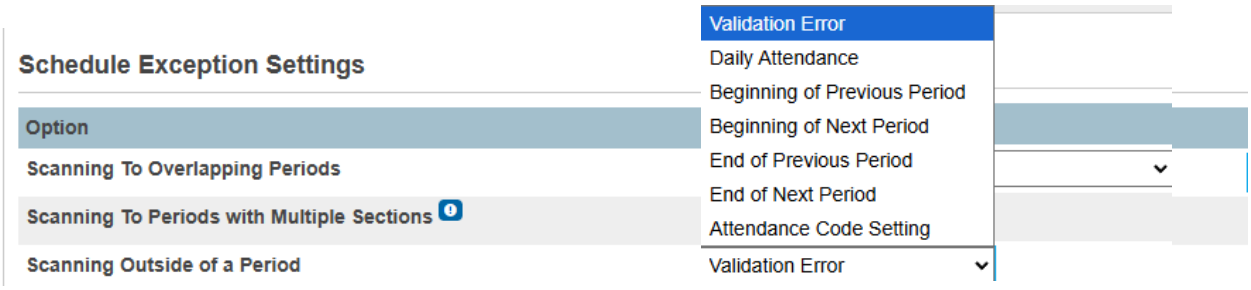

Enable this setting to handle attendance when a scan occurs at a time a student has multiple sections scheduled in the same period. Select an option for attendance recording behavior.

**Important:** If the attendance code uses Clock In/Clock Out, it records to *all* sections regardless of setting (applies "All Sections" behavior).

## Options and Behaviors( 2) Scanning to Periods with Multiple Sections

| Option | Description | Timestamp Behavior | Tardy Count | Attendance Activity | Hall Pass |
|---|---|---|---|---|---|
| **Validation Error** | Displays a dialog for manual selection at scan time. | Dependent on user selection | Dependent on user selection | Dependent on user selection | Created for configured codes. |
| **All Sections** | Records to *all* sections in the period. | If code-enabled, records meeting time entry; timestamp added to comments for all sections. | Each section adds to the tardy if code is set to count as tardy. | Details shown for each section. | Created for each section for configured codes. |
| **Any Section** | Records to the *first* available section. | Timestamp added to comments for that section. | Selected section adds to the tardy count if code is set to count as tardy. | Details shown for the selected section. | Created for the selected section for configured codes. |
| **Daily Attendance** | Records to the daily record only (ignores sections). | Not recorded; timestamp added to daily comments. | Not applied. | Details shown as a daily record. | Created for configured codes. |
| **Shortest Section(s)** | Records to the *shortest* section(s) in the period. | Timestamp added to comments for selected section(s). | Selected section(s) add to the tardy count if code is set to count as tardy. | Details shown for selected section(s). | Created for selected sections(s)for configured codes. |
| **Longest Section(s)** | Records to the *longest* section(s) in the period. | Same as Shortest. | Same as Shortest. | Same as Shortest. | Same as Shortest. |
| **Specific Course(s)** | Records attendance to defined course(s). **Enter comma-separated course number(s) to field provided).** | Timestamp added to comments for selected course(s). | Selected course(s) add to the tardy count if code is set to count as tardy. | Details shown for selected course(s). | Created for selected courses(s) for configured codes. |

## Scanning Outside of a Class Period

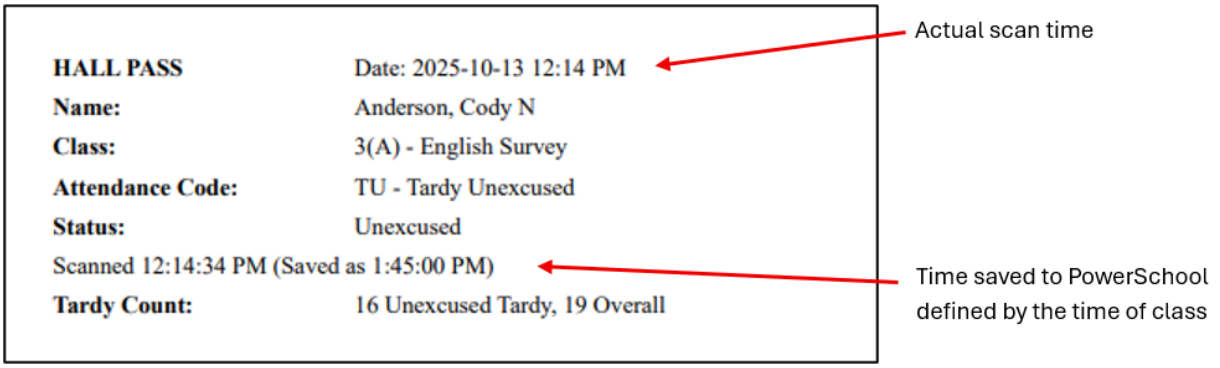



Enable this setting for scans during passing/non-scheduled times. Select an option to record attendance.

### Options and Behaviors( 3) Scanning Outside of a Class Period

| Option | Description | Timestamp Behavior | Tardy Count | Attendance Activity | Hall Pass |
|---|---|---|---|---|---|
| **Validation Error** | Displays a dialog for manual selection. | Dependent on user selection | Dependent on user selection | Dependent on user selection | Created for configured codes. |
| **Daily Attendance** | Records to the daily record only. | Not recorded; timestamp added to daily comments. | Not applied. | Details shown as a daily record. | Created for configured codes. |
| **Beginning of Previous Class** | Records to the start of the previous class (uses its start time as "saved time"). | If code-enabled, uses class start time for meeting entry; both scanned and saved times added to comments. **See Images** | Selected class adds to the tardy count if code is set to count as tardy. | Details shown for the class. **See Images** | Created for selected class for configured codes. **See Images** |
| **Beginning of Next Class** | Records to the start of the next class. | Same as Previous. | Same as Previous. | Same as Previous. | Same as Previous. |
| **End of Previous Class** | Records to the end of the previous class. | Same as Previous. | Same as Previous. | Same as Previous. | Same as Previous. |
| **End of Next Class** | Records to the end of the next class. | Same as Previous. | Same as Previous. | Same as Previous. | Same as Previous. |
| **Attendance Code Setting** | Configure per-code behaviors via AutoTardy Attendance Code Settings. | Based on attendance code level setting | Based on attendance code level setting | Based on attendance code level setting | Based on attendance code level setting |

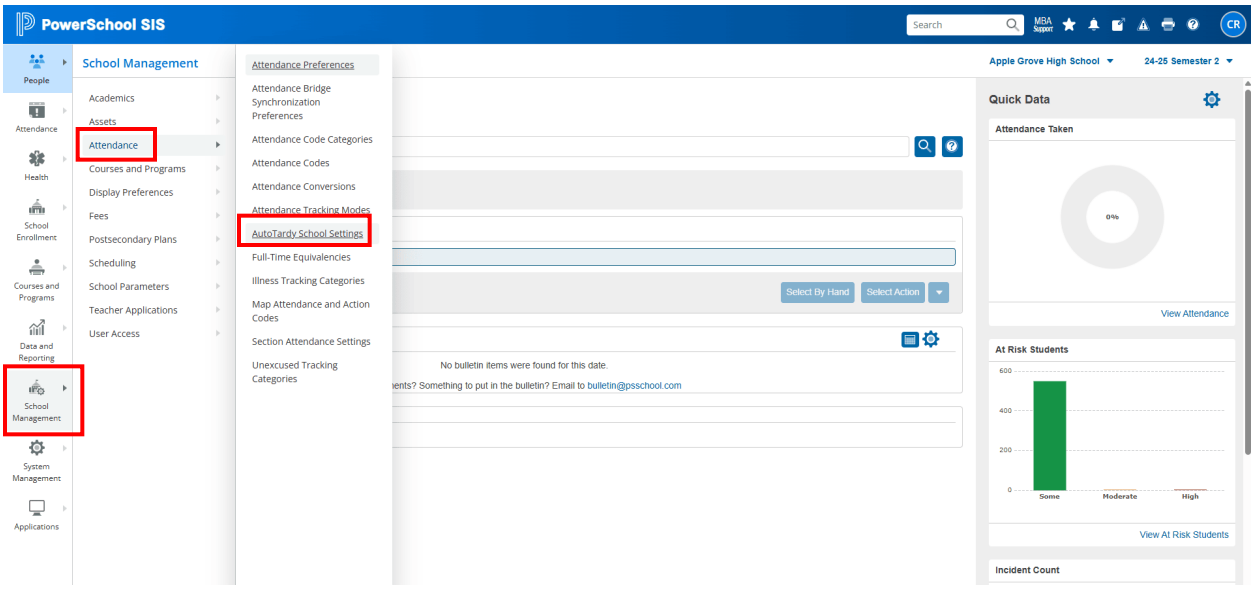
**Images**



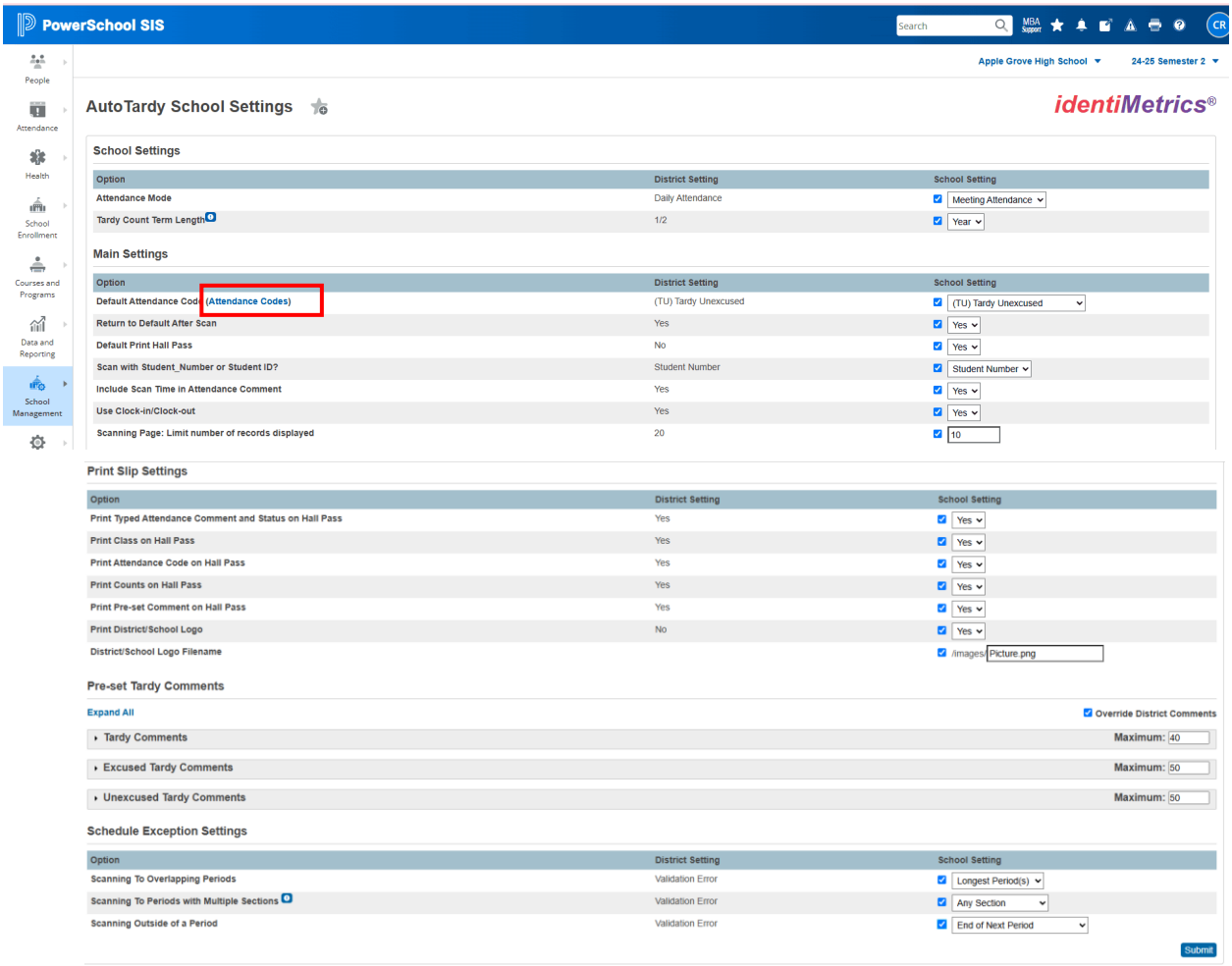

| Student | Student Number | Grade | Course: Expression | Term | Scan Date | Attendance Comment | Code |
|---|---|---|---|---|---|---|---|
| Anderson, Cody N | 14 | 9 | English Survey: 3(A) | 25-26 | 10/13/2025 | Scanned 12:14:34 PM (Saved as 1:45:00 PM) | TU |

# AutoTardy School Settings

To access the School Settings, choose School Management>Attendance>AutoTardy School Settings.



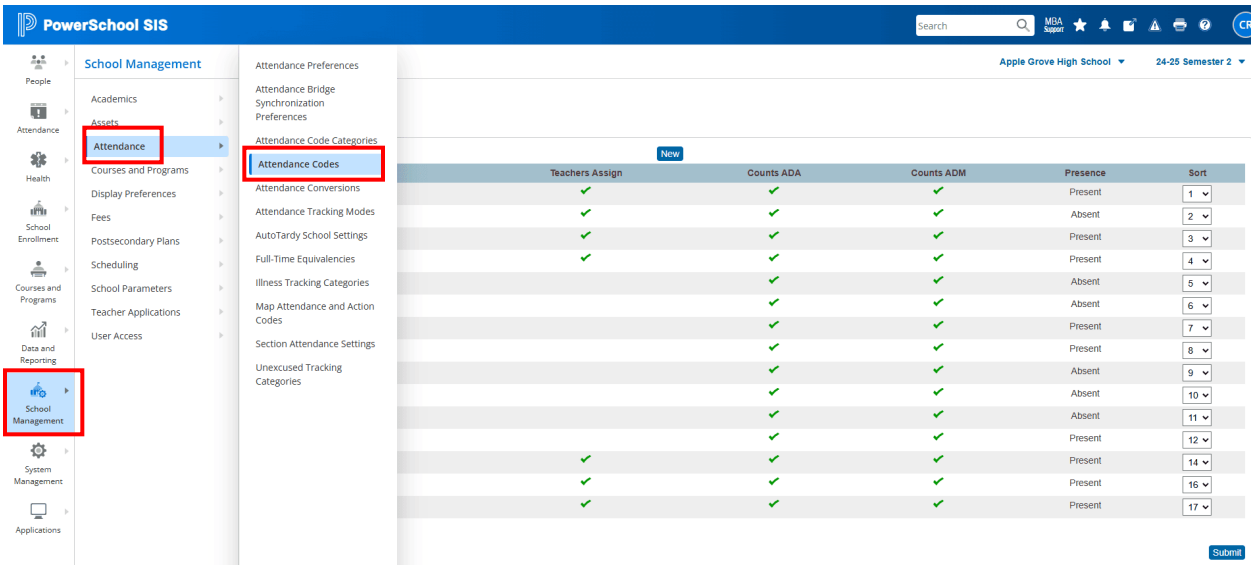

Please see School Settings for configuration details.



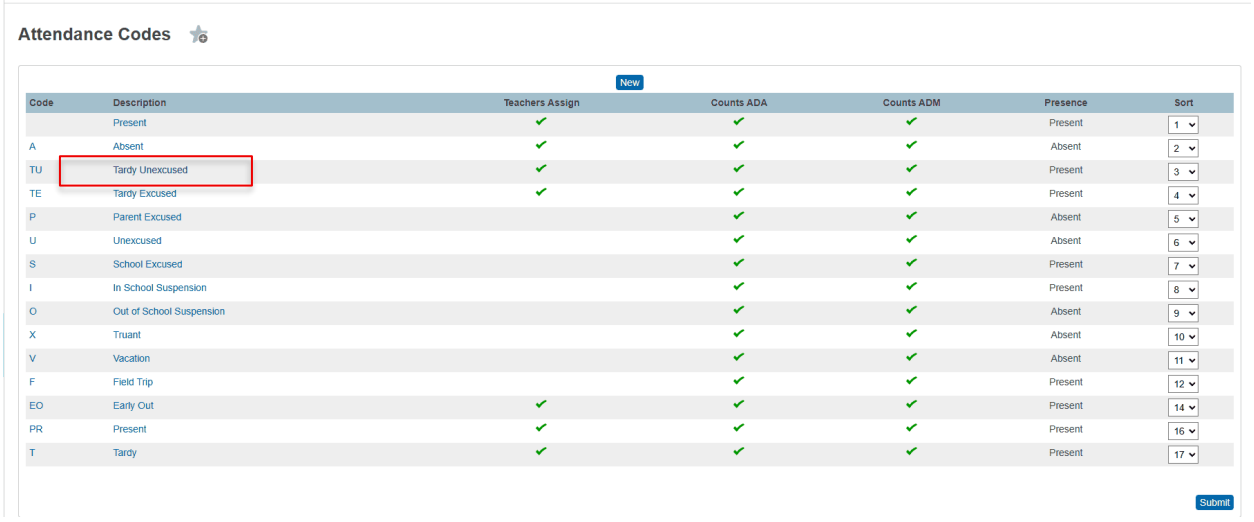

# Attendance Code Setup

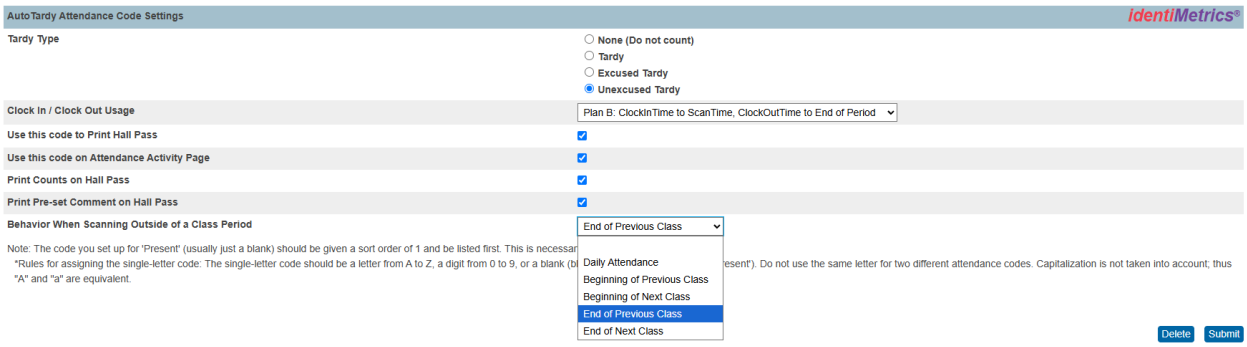
All attendance codes that will be used to record attendance with the AutoTardy plugin must be configured.

There are two ways to access the Attendance code page. Navigate to School Management>Attendance>Attendance codes or on the AutoTardy School Settings page use the link provided for the Attendance codes.




Select the attendance code you are configuring. In this example I will use Tardy Unexcused.






**Tardy Type-** Choose the tardy type that you would like assigned to the attendance code. Tardies of this type will be grouped and counted together.

**Clock In/ Clock Out Usage** – Select the plan that will be applied to the timestamp entry for this attendance code. If not using this option, please select Plan A: no times needed. Plan B is typically used for Tardy codes. Plan C is typically used for Early Dismissal codes.

**For Meeting Attendance**

Plan B: ClockIn Time to Scan Time, ClockOut Time to End of Period.

Plan C: ClockIn Time to Start of Period, ClockOut Time to Scan Time.

**For Daily Attendance**

Plan B: ClockIn Time to Scan Time, ClockOut Time to End of Day.

Plan C: ClockIn Time to Start of Day, ClockOut Time to Scan Time.

***Note**: For Daily Attendance, if a student scans in more than once with a tardy code set to use clock-in/clock-out, the clock in time will be updated to the most recent scan time.*

**Use this code to Print Hall Pass** – Select this option if a hall pass should be generated for this attendance code.

**Print Counts on Hall Pass** – Select this option if counts should be displayed on the hall pass.

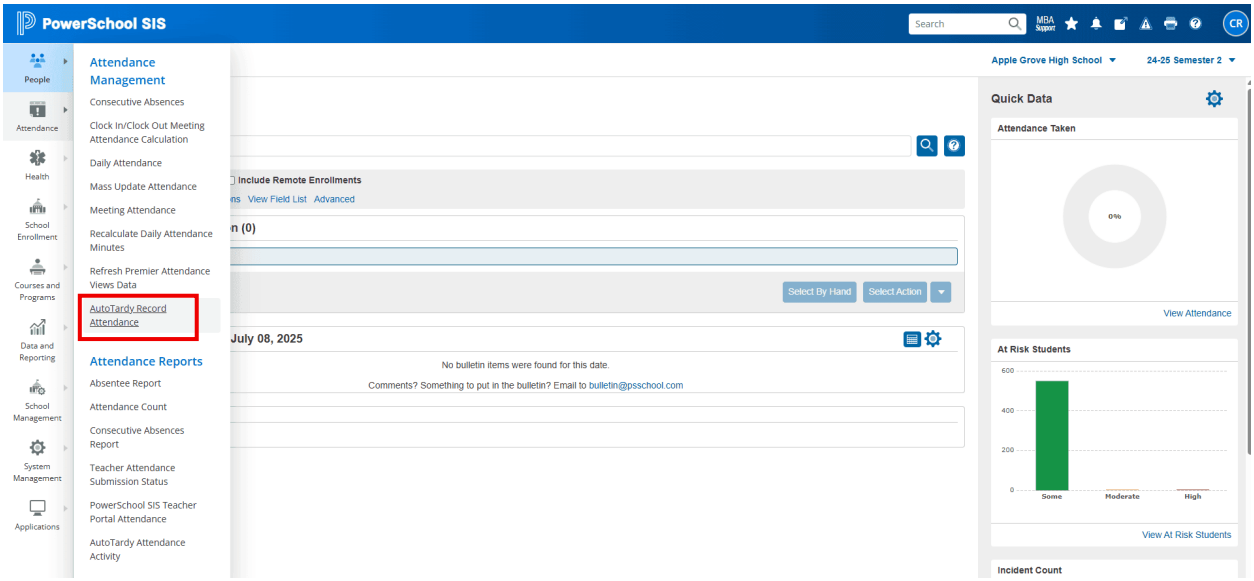
**Print Pre-set Comment on Hall Pass** – Select this option if a comment should be displayed on the hall pass.

**Scanning Outside of Scheduled Period -** Select an option for non-scheduled period scans (See Options and Behaviors(3) Scanning Outside of a Class Period)

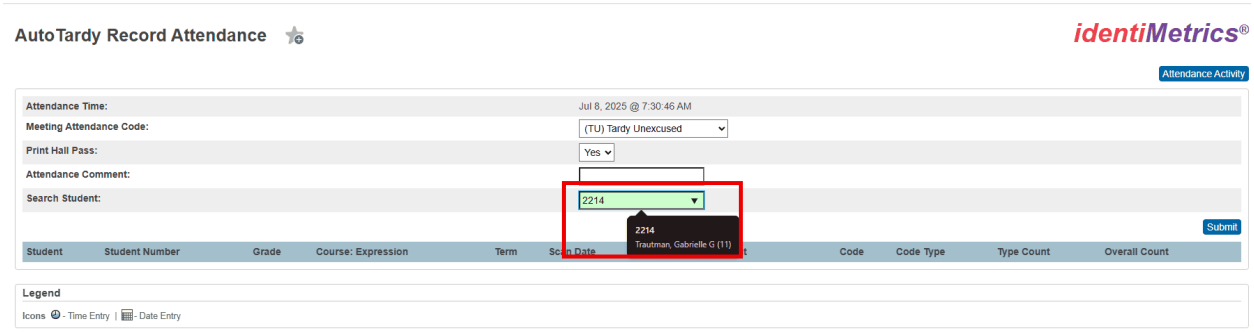
# Using AutoTardy

Login to PowerSchool with a full access account that includes edit privileges by default.

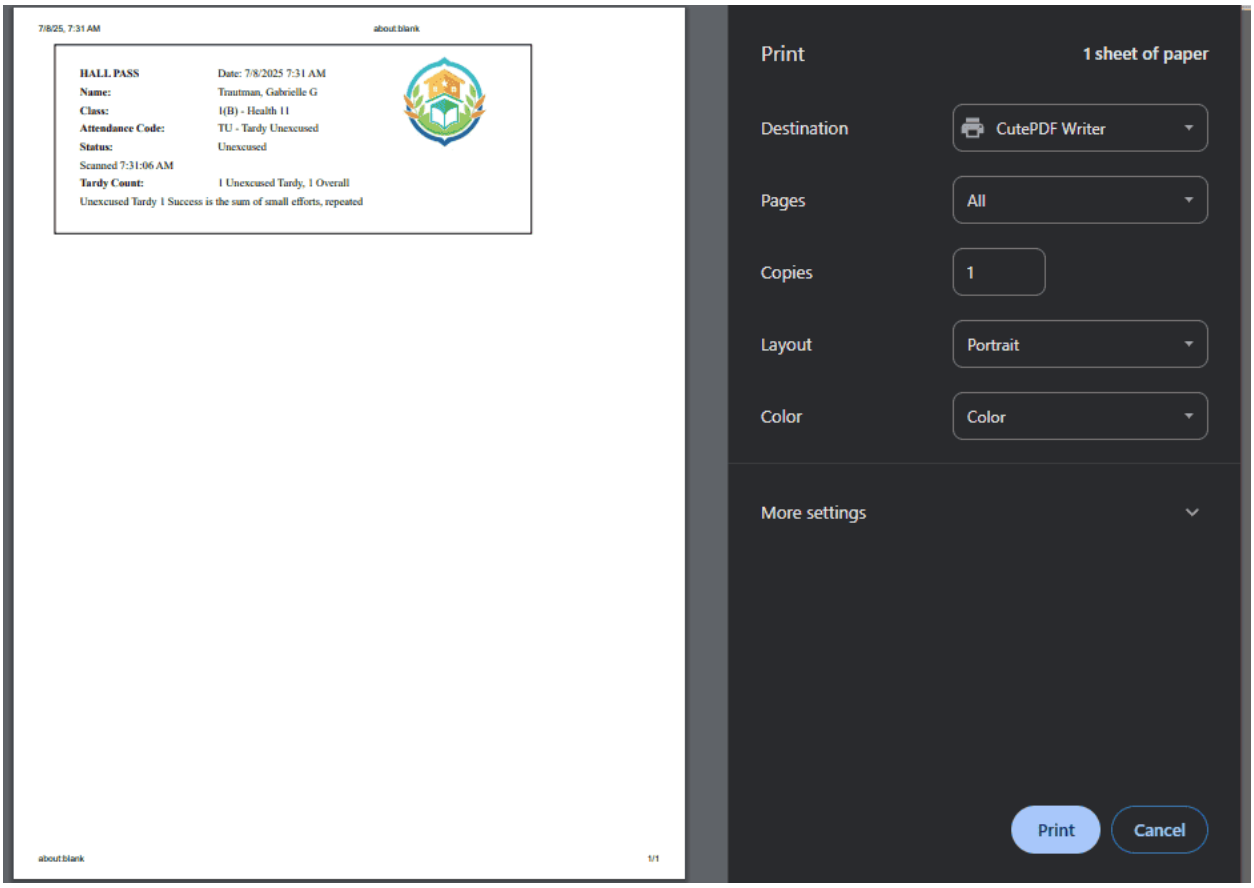
Navigate to the AutoTardy Record Attendance page.




To record attendance, enter or scan the Student Number, Student ID or Lunch ID to the 'Search Student' field or begin typing the first few letters of the last name to select your student and then click Submit.



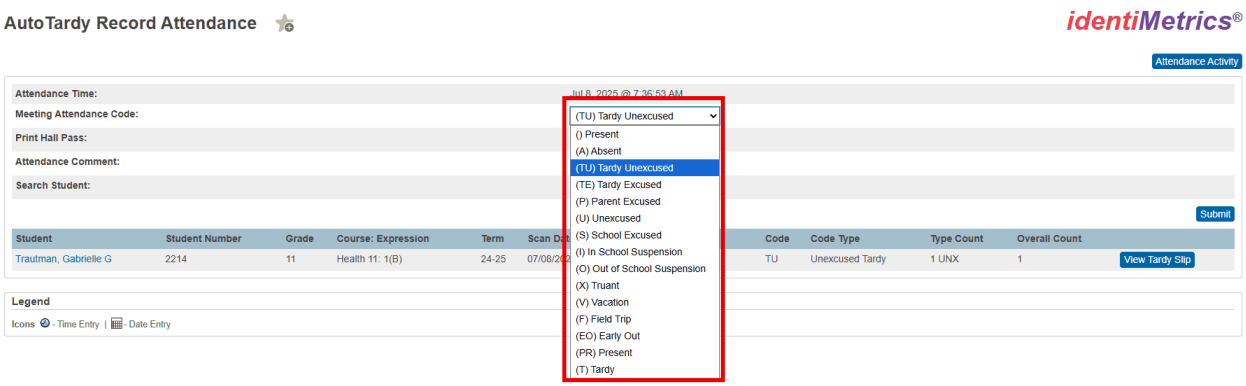

If a hall pass option is configured for this attendance code, select Print or if your browser is set to 'kiosk mode' your hall pass will automatically print.



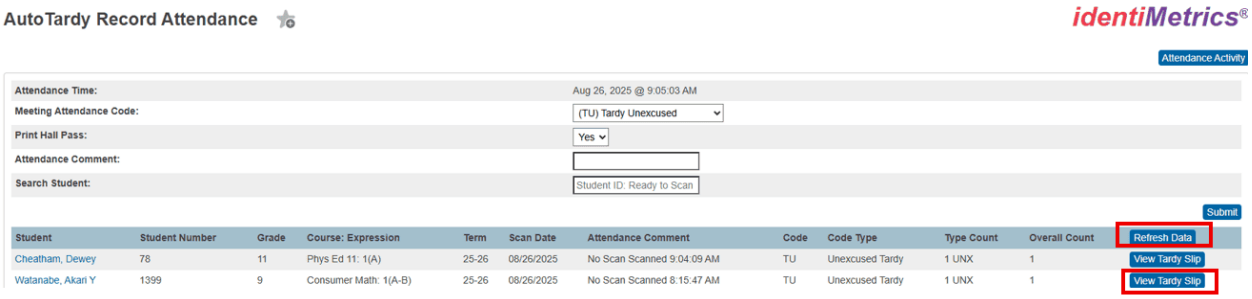

Repeat these steps to record attendance for your students.

## Helpful Hints

- ✓ If you need to select a different attendance code from the default that has been chosen, use the drop-down option for the **Attendance Code** field to display your list of attendance code options.

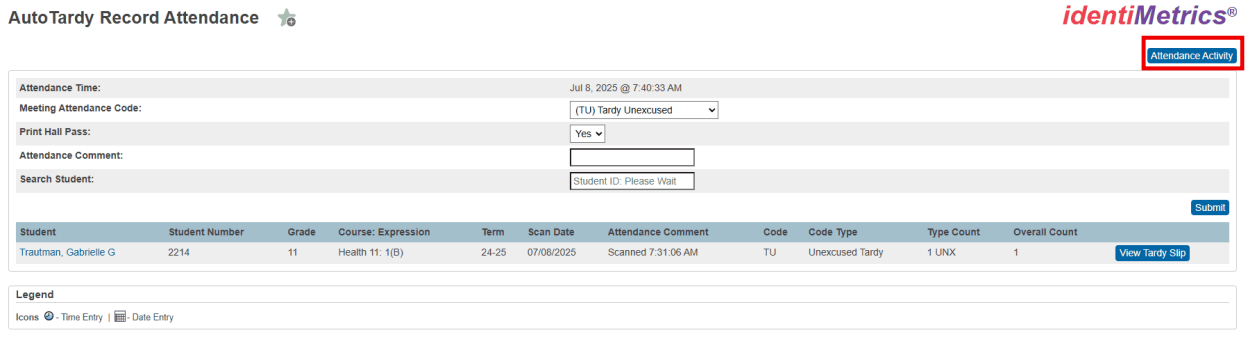


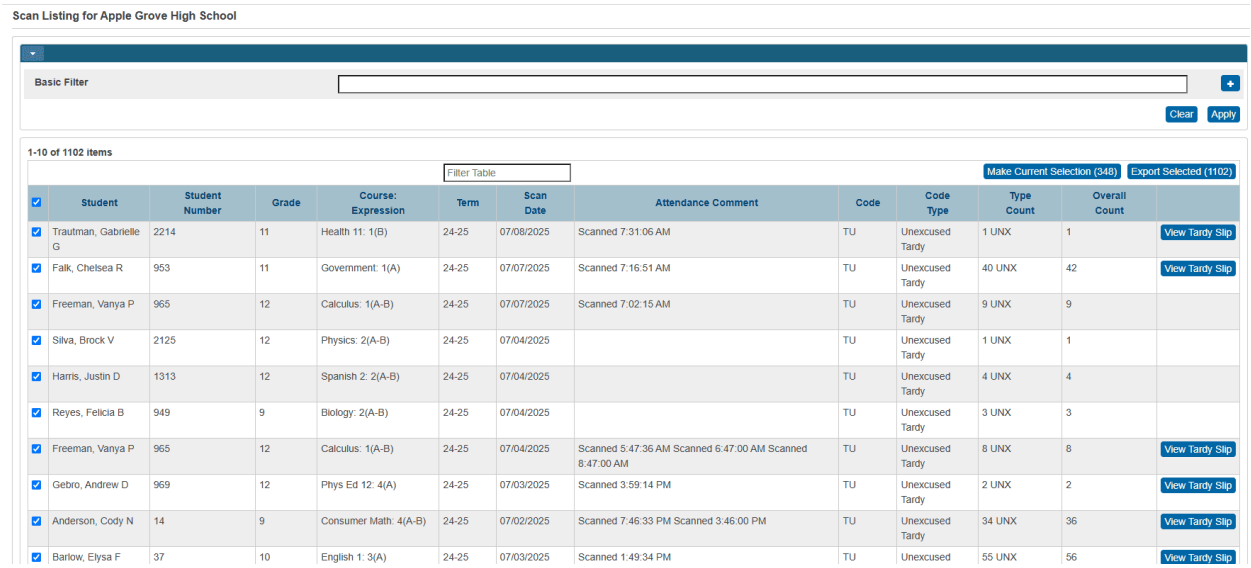

- ✓ If you wish to view the attendance page for a selected student, click in the student's name to link you to that page.
- ✓ Use the Refresh Data option to display attendance activity recorded by another user.
- ✓ To reprint or view the hall pass for any student click on View Tardy Slip.



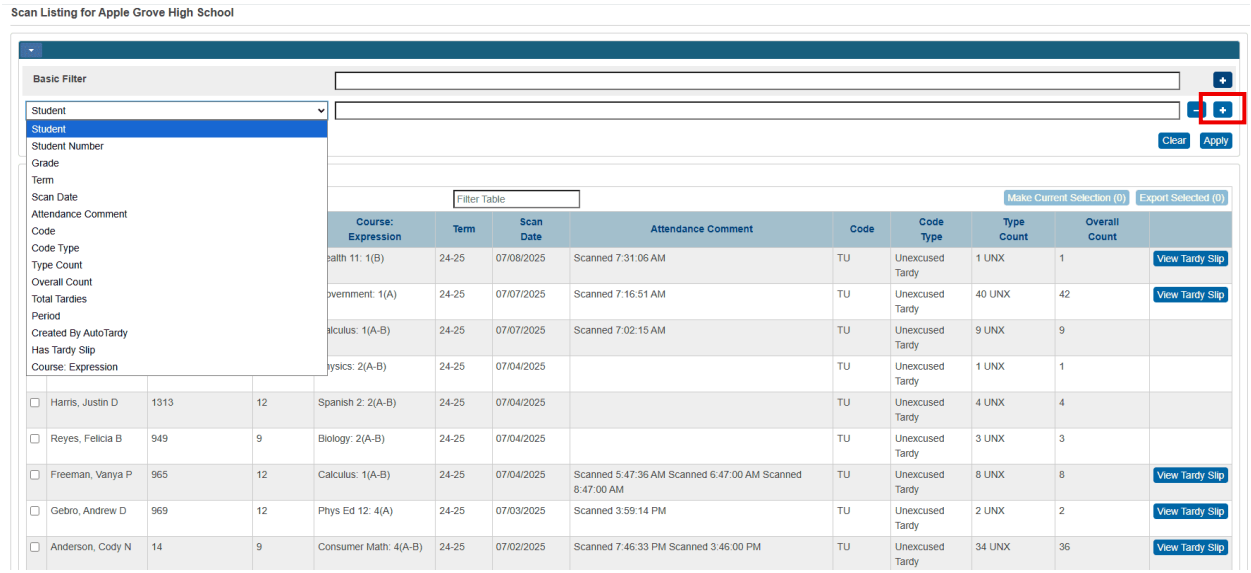

# Attendance Activity

To review historical attendance activity for your students, click on Attendance Activity.






Click on the + to view the list of filter options. Multiple filters can be applied to a single search.




**Student** – Type the student last name, first name to list attendance activity for a specific student.

**Student Number** – Type the student number to find attendance activity for a specific student.

**Grade** – Type the grade level to find attendance activity for students in a specific grade.

**Term** – Type the term using the PowerSchool abbreviation to find attendance activity for a student within that term e.g S1, S2, T2, 24-25.

**Scan Date** – Search a date to find associated attendance activity.

**Attendance Comment** – Type the first few letters of the comment you wish to search to find associated attendance activity for those students.

**Code** – Select the code to search attendance activity associated with students assigned to that code.

**Code Type** - Type the first few letters of the code type you wish to search to find associated attendance activity for those students.

**Type Count** – Type a value to search for all code types that meet the assigned criteria.

**Overall Count** - Type a value to search for the overall count that meets the assigned criteria.

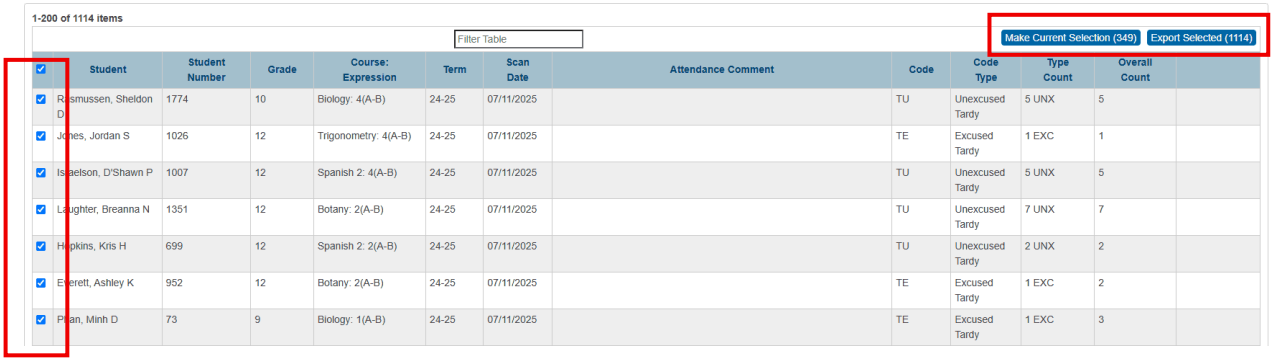
**Total Tardies** – Type a value to search for the total tardies that meet the assigned criteria.

**Period** – Type a period number or expression value to search for attendance activity assigned to that period.

**Created by AutoTardy** – Select YES to search all attendance records created by AutoTardy. Select NO to search all attendance records set for 'Use on Attendance Activity Page' that were not created by AutoTardy.

**Has Tardy Slip** – Select YES to search all attendance records where AutoTardy has created a tardy slip.

**Course: Expression** – Type the first few letters of the course name to search for attendance activity that corresponds to the selected course.




| Student | Student Number | Grade | Course: Expression | Term | Scan Date | Attendance Comment | Code | Code Type | Type Count | Overall Count |
|---|---|---|---|---|---|---|---|---|---|---|
| Rasmussen, Sheldon D | 1774 | 10 | Biology: 4(A-B) | 24-25 | 07/11/2025 | | TU | Unexcused Tardy | 5 UNX | 5 |
| Jones, Jordan S | 1026 | 12 | Trigonometry: 4(A-B) | 24-25 | 07/11/2025 | | TE | Excused Tardy | 1 EXC | 1 |
| Israelson, D'Shawn P | 1007 | 12 | Spanish 2: 4(A-B) | 24-25 | 07/11/2025 | | TU | Unexcused Tardy | 5 UNX | 5 |
| Laughter, Breanna N | 1351 | 12 | Botany: 2(A-B) | 24-25 | 07/11/2025 | | TU | Unexcused Tardy | 7 UNX | 7 |
| Hopkins, Kris H | 699 | 12 | Spanish 2: 2(A-B) | 24-25 | 07/11/2025 | | TU | Unexcused Tardy | 2 UNX | 2 |
| Everett, Ashley K | 952 | 12 | Botany: 2(A-B) | 24-25 | 07/11/2025 | | TE | Excused Tardy | 1 EXC | 2 |
| Phan, Minh D | 73 | 9 | Biology: 1(A-B) | 24-25 | 07/11/2025 | | TE | Excused Tardy | 1 EXC | 3 |

# Managing User Selection

**Make Current Selection** feature allows you to select a specific group of students (or staff) to work with in PowerSchool. It defines the "current selection" of records for subsequent actions, such as exporting data, running reports, or performing group functions. Use the check box to select specific records or the check box in the Student column to select all.

**Export Selection** feature allows you to export data for the current selection of students (or staff) into a file, typically a text or CSV file, for use in external applications like Excel.