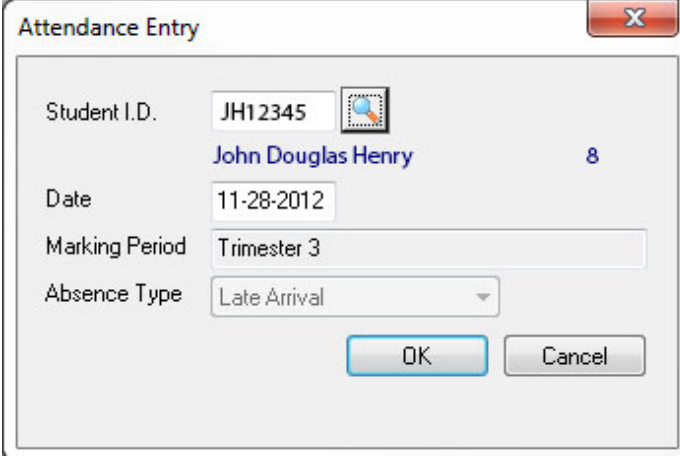


Quick Reference: Card Reader

The Card Reader offers a quick and easy tool for tracking student attendance. Each time a student swipes their card, the Card Reader can be programmed to create an attendance record for that student automatically, giving your school an accurate, low-effort tool for tracking students. Each attendance desk will need a computer (or other device running Senior Systems Advantage, for example, an iPad) and a Card scanner. To start taking attendance, simply open Deans Office and select **Maintenance > Security Desk Attendance**.



The image shows a software dialog box titled "Attendance Entry". It contains the following fields and controls:

- Student I.D.:** A text box containing "JH12345" and a small icon of a card reader.
- Name:** The text "John Douglas Henry" is displayed in blue.
- Room:** The number "8" is displayed in blue.
- Date:** A text box containing "11-28-2012".
- Marking Period:** A text box containing "Trimester 3".
- Absence Type:** A dropdown menu with "Late Arrival" selected.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Using the Card Reader:

1. When students arrive, each student swipes their Student ID card through the barcode reader.
2. This opens the Attendance Entry screen in Dean's Office with the Student ID number displayed, along with the student's name and the date.
3. At this point, either the program can automatically create the record, or the desk attendant can click **OK**. This will create an attendance record for the student.

