

**This document contains several wire frames from a recent project. These are not intended as final visual comps, but rather a conceptual presentations of the features and interactions with a visual sketch of the page.**

**Screen 1: Purpose: Allow real-time entry of entry and exit times for all students in a class**

**Problems with Current Version of this task:**

The current version (not shown) is displayed as a grid with no clear separation of time periods. Space not used effectively, little variety on page, no clear indication of where data should now be entered.

**Solutions**

Stack Entry and Exit times along with pick-up details


Stacked vertical unit is repeated horizontally to clearly differentiate time periods

Pre-filling of time fields with scheduled in and out times saves the user work and also points the user to the empty fields as the most likely place to enter new times.

Shading of pre-filled time fields maps to the origin (and certainty) of the time field

- Fields are shaded for times that were filled with defaults
- Fields are unshaded for times that were entered by a worker
- 

**Additional Requirements and Improvements:**

Use of clock button  to fill fields with current time or an override time

Allow entry of absent reasons

Support pick-up details with:

- Dropdown of persons authorized for pickup
- Allow name entry if another person picks up the student

**Screen 2: displays a different attendance screen**

**Screen 3 shows part of the course setup flow.**

While this screen is not exceptional, note the shading to denote conditional areas on the page. The client's users are not regular web users and had problems understanding disabled fields. We consistently used shading throughout the site to denote the presence of conditional fields, enhancing the users' understanding.

For drop-ins: a separate select screen will allow them to select a group of students to populate this screen

Attendance for future days cannot be entered

Population of time fields is dynamic and must be updated once every minute if attendance is being taken for current day


- Time fields **prior to the current time** are pre-populated, either from the student schedule or from attendance previously taken.

- If time taken from previously saved attendance, it shows up in normal type on a white background.

- If time is taken from student schedule it shows up in grey on a light-grey background.

**Times are only shown if they are prior to the current time.** Otherwise, time fields are left blank.

- For drop-ins student schedule is the default course schedule, if one exists.

- Pressing the clock  next to a field populates its associated field with the current time

- If **override time** is filled in, that time populates the field when a clock is pressed.

- If **Absent** radio button is clicked, the time fields are greyed out for that student

- If **Absent** radio button is clicked, the Absent Reason dropdown is shown.

- Clicking **Save Student** saves that student's record .

- The **Picked Up By** dropdown will appear only if the site has specified **Display Pick Up on Attendance**. It is populated with emergency contacts authorized to pick up the student and **Other**.


- If **Other** is chosen, the **Enter Pick-Up Details** text box is activated. This field is required if Other is selected.

Page Transition data on next page.

## Daily Attendance by Course

























Date:

Times displayed in gray fields are default times from the student's calendar. Times displayed in white fields have been previously recorded and saved. You may overtype any of the student's in-out times or select the clock next to a field to fill that field with the current time or the time entered in **Override time**. Check the appropriate boxes and click **Save Selected** to save specific records. Click **Save All** to save times for all students. If updating a drop-in course, clicking the **Select Drop-Ins** button will enable you to select additional students. Save all data before selecting this button or changes will be lost.

Selecting  enters current time: **1:10 P**

Mark all Absent?  Yes  No

Override time when  selected:

Student	Present Absent	First Period	Second Period	Third Period	Total Time	Select
Aaron Aldaz	<input checked="" type="radio"/> P <input type="radio"/> A <input type="text" value="Absent Reason"/>	In: <input type="text" value="9:00 A"/>  Out: <input type="text" value="12:00 P"/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value="1:00 P"/>  <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value=""/>  <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<b>6:30</b>	<input type="checkbox"/>
John Doe	<input checked="" type="radio"/> P <input type="radio"/> A <input type="text" value="Absent Reason"/>	In: <input type="text" value="9:02 A"/>  Out: <input type="text" value="12:00 P"/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value="1:00 P"/>  <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value=""/>  <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<b>6:30</b>	<input type="checkbox"/>
Janet Reno	<input checked="" type="radio"/> P <input type="radio"/> A <input type="text" value="Absent Reason"/>	In: <input type="text" value="9:00 A"/>  Out: <input type="text" value="12:00 P"/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value="12:05 P"/>  <input type="text" value="1:00 P"/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value=""/>  <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<b>6:30</b>	<input type="checkbox"/>
Tom Trip	<input type="radio"/> P <input checked="" type="radio"/> A <input type="text" value="Absent Reason"/>	In: <input type="text" value=""/>  Out: <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value=""/>  <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<input type="text" value=""/>  <input type="text" value=""/>  Picked Up By: <input type="text" value=""/> <input type="text" value="Enter Pick-Up Details"/> <input type="button" value="Pick-up details"/>	<b>6:30</b>	<input type="checkbox"/>

## Instructions

This screen is used for weekly attendance view and entry by Business/Site users. Parent Point users use a variation shown on the next page

Weekend days may be greyed out depending on business preferences

Any times that have not been previously saved should default to the child's schedule for the course/session selected for all but future dates. Times of future dates are not pre-filled and may not be entered.

- The **Picked Up By** dropdown will appear only if the site has specified Display Pick Up on Attendance. It is populated with emergency contacts authorized to pick up the student and **Other**.
- If **Other** is Chosen, the **Enter Pick-Up Details** text box is activated. This field is required if Other is selected.

If an **Absent radio button** is Chosen: (**See Monday Absent Reason dropdown is activated (required)**)

All Time fields for that day are disabled,

If user changes any time fields and clicks **Search** without clicking **Save**, display an error message

**Save** saves the attendance entry, shows message that the attendance records has been saved and clears the course name and all other fields pending selection of another course.

**Save** remains on same page, allowing search of additional students

## Weekly Attendance View

Last Name:

[Advanced Search](#)

Enter the week and course, or session, if applicable, and click **Search** to view the student's attendance. Overtyping any of the student's in-out times. If the student was absent you will need to select an absent reason. Click **Save** to save your changes.

Student: **Aaron Aldaz**

← **Previous** Week Of:   **Next** →

Course:   Session:

	Sunday 12/15/2004	Monday Xx/xx/2004	Tuesday Xx/xx/2004	Wednesday Xx/xx/2004	Thursday Xx/xx/2004	Friday Xx/xx/2004	Saturday Xx/xx/2004
<b>Present/ Absent</b>	<input checked="" type="radio"/> P <input type="radio"/> A	<input type="radio"/> P <input checked="" type="radio"/> A	<input checked="" type="radio"/> P <input type="radio"/> A	<input checked="" type="radio"/> P <input type="radio"/> A	<input checked="" type="radio"/> P <input type="radio"/> A	<input checked="" type="radio"/> P <input type="radio"/> A	<input checked="" type="radio"/> P <input type="radio"/> A
<b>Absent Reason</b>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>
<b>In:</b>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>
<b>Out:</b>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>
<b>Pickup:</b>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>
	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>
<b>In:</b>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>
<b>Out:</b>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>
<b>Pickup:</b>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>
	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>
<b>In:</b>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>
<b>Out:</b>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>	<input type="text" value="12:00 PM"/>
<b>Pickup:</b>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>
	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>	<input type="text" value="Details"/>
<b>Total</b>	0:00	0:00	7:30	0:00	8:00	7:30	8:00
<b>Total Hours for Week:</b> 99:30							

## Instructions

This is the Course Info screen (step 1) for business users: Course Creation.

The “Next” button will be changed to “Save” when this screen is entered in Edit mode.

- Schedule Type, Schedule, Day Type, and Online Catalog are disabled, unless “No” is chosen for Include Sessions.
- If Online Catalog = Yes, Its Start/End Dates are enabled
- Minimum number of offerings is disabled unless Schedule Type = Parent Pick or Both
- Minimum number of offerings per xxxxx: **xxxxx is replaced by Week or Month depending on Business Preference: Parent Pick scheduling**
- Enforce Ratio is disabled unless “No” is chosen for Include Sessions.
- FTE Factor, Child Ratio, and Capacity are disabled, unless “Course” is chosen for Enforce Ratio.
- There will be 2 links in the navigation
  - Bus Level (Course Creation)
  - Site Level: Set up Course for Site

### Page Transition:

#### On click of Next

- If Include Sessions = No, then go to Course Creation: Fees
- If Session = Yes, then go to Course Creation: Session Properties Screen

1: Course and Schedule Information 2: Course Session Properties (Optional) 3. Fees 4. Summary

### Course Creation: Information


\*Course Number:


\*Course Name:

\*Short Description:

\*Long Description:

\*Program:

Start Date:   01/01/04

End:  On   01/01/04

After  Occurances

Release Day:  Yes  No

Support Drop-Ins:  Yes  No

Comments:

### Course Customization

\*Include Sessions:  Yes  No


#### If course does not have sessions:


Schedule Type:  Static  Parent Pick  Both

If Parent Pick: Minimum number of offerings per xxxxx:

Schedule Template:

Day Type:

Online Catalog:  Yes  No Start Date:  

End Date:  

Enforce Ratio:  Classroom  Program  Course

#### If Enforce Ratio by Course

FTE Factor:

Child Ratio:

Capacity:

Cancel

Next >>