Attendance Add On Manual

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Introduction

This addon was designed to be used in conjunction with Google Sheets to take attendance for organizations within the Virginia Tech Community.

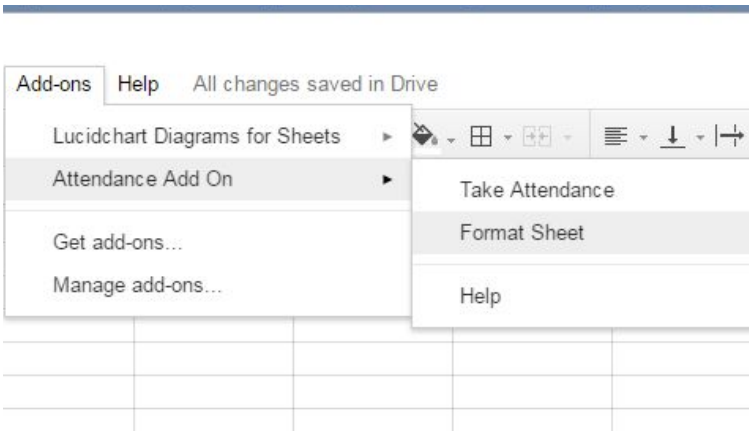
Use of Student Id Number

This application uses the unique 9 digit student identification number given to every student located on their Hokie Passport. This application does not store or use anyone's student id number externally. The data is stored directly into the active Google Sheets document and is only used for verification purposes when take attendance.

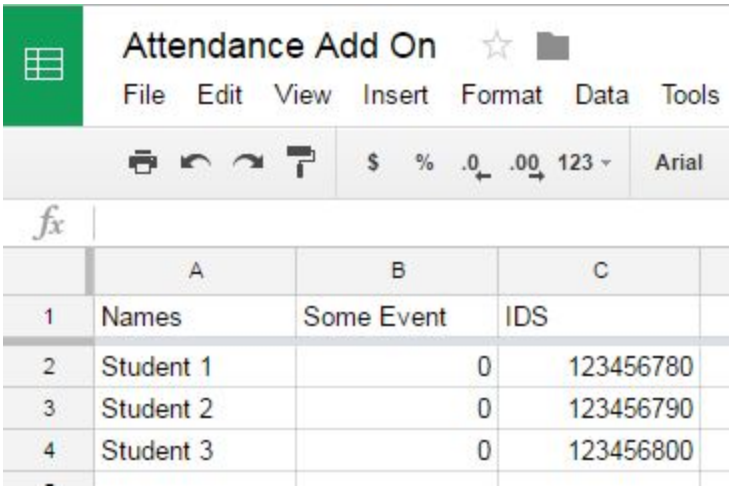
Use of MagStripe Reader

Since every Student's Hokie Passport is equipped with a magnetic stripe that stores their unique 9 digit student Id number, this application has been made to accept input from a magstripe reader. The MagTek Magnesafe Mini was used for development of this application and reads Hokie Passports in the form of ;XXXXXXXXX=YYYY? where the X's denote the 9 digit student id.

Formatting the Document



You can quickly format a document by going to the Add-ons menu, and under **Attendance Add On** selecting **Format Sheet**. This will create the template for the attendance app. If the sheet is already populated with names and IDs, you will be prompted to either retain the names and IDs and delete all event data or delete all data and start with a blank sheet. The sheet should be formatted such that the leftmost column has the heading “Names” and is the list of all names and the rightmost column has the heading “IDS” and is followed by a list of all IDS. All innermost columns are headed by the event’s name, in this example “Some Event”, and a list of zeros or ones. A zero is used to denote that a student is not present, but a one is used to denote that a student is present.



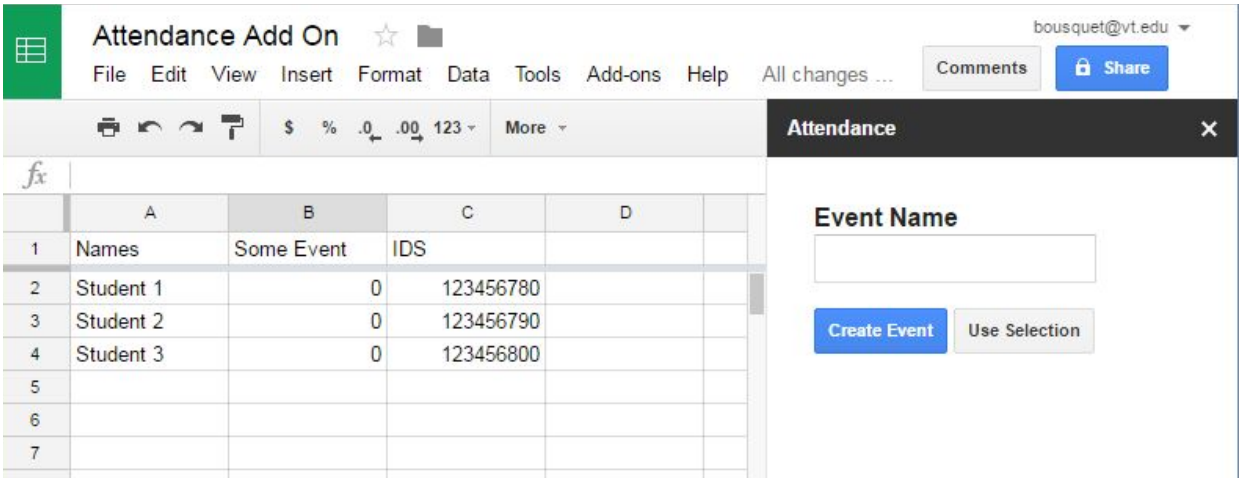
	A	B	C
1	Names	Some Event	IDS
2	Student 1	0	123456780
3	Student 2	0	123456790
4	Student 3	0	123456800

Running the Add On

You can begin taking attendance after the document has been properly formatted by going to the Add-ons menu, and under **Attendance Add On** selecting **Take Attendance**. A sidebar will appear after the script loads.

Creating an Event

Once the sidebar has loaded, an input field asking for an event name will appear. To create a new event, type the name of the event you wish to take attendance for and create and click **Create Event**. If the event you are trying to create matches the name of a previously created event (case sensitive), you will be prompted to either continue the previous event or clear all event data and begin a new one.

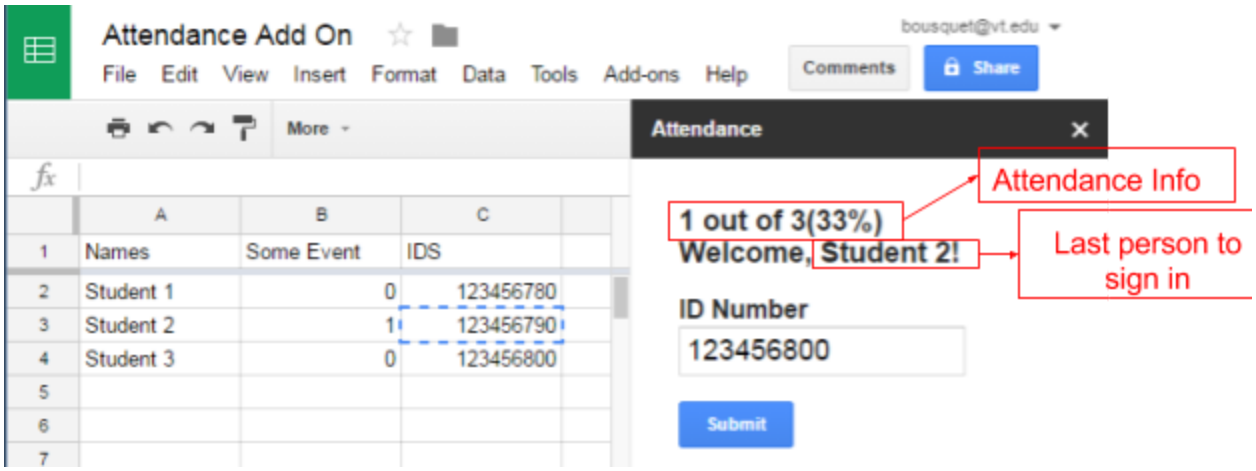


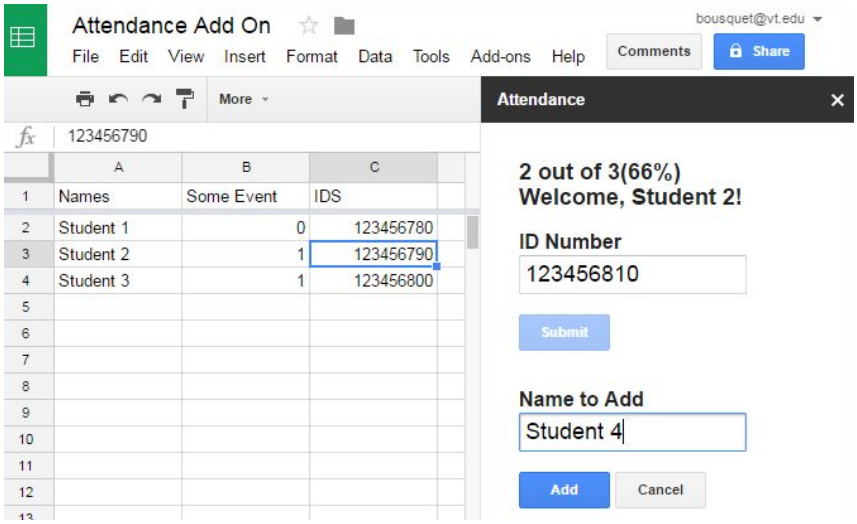
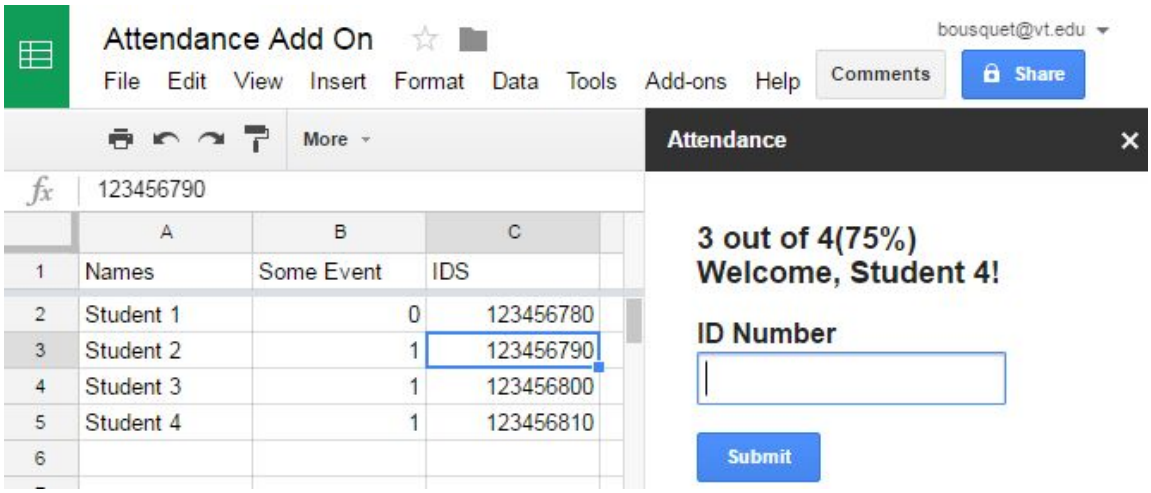
Continuing an Event

To continue taking attendance for a previous event, you can type in the name of the event and select **Create event**, which will prompt you to continue the event. You may also select the event heading, or any range in its column and click **Use Selection**. If there is a selection that spans multiple columns, the leftmost column in the selection will be used. An error message will be shown if the user selects the Names or IDS column.

Inputting IDs

After you have created or continued an event, you may begin inputting ID numbers to mark people present. You may either input the 9 digit ID number or use the students Hokie Passport and a magstripe reader to input them. After inputting the number, either click **Submit** or hit the **Enter** key to mark the student present. The image below also shows where some important information is shown on the side bar while taking attendance for an event.



Adding new names and IDs

If while taking attendance an ID is submitted that is not recognized, the user will be prompted to enter a name to map to that ID, and that person will be marked present for the current event. That name ID combination will be marked absent for all events other than the current one.