

ClassSmart™

ClassCard 2006 Guide

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Recording Attendance (cont)

To complete attendance recording following successful account lookup, select the available lessons shown on the screen via the checkbox and then click the “Check-in” button (or press the <Enter> key).

Lessons for which attendance has already been recorded are identified by the “Previously Recorded” text located beside the lesson, thereby precluding the creation of duplicate attendance records.

Attendance records will not be created for students who have absences scheduled for today. In these cases, the parent/guardian should check with the office staff to remove the absence record in ClassSmart, and then re-enter or re-scan their account into ClassCard.

Exit ClassCard

To exit ClassCard, click the “X” box in the upper right corner of the Attendance screen.

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Welcome

Welcome to ClassCard,™ the attendance recording add-in module for the DataMax™ ClassSmart™ database management system. ClassCard creates an attendance record that you can use for billing and lesson verification. Please refer to the ClassSmart documentation materials for more information.

License Agreement

ClassSmart software use is authorized under specific terms and conditions outlined in the license agreement that you accepted when you installed the program on your computer. Any use of ClassSmart or the loading of ClassSmart on a computer constitutes full acceptance of the terms and conditions contained in the license agreement.

Recording Attendance

The Attendance screen accepts your customers' identification number. The identification number can be input via a keyboard or a barcode scanner. ClassCard then looks up the customer account and displays all lessons currently scheduled for today for the students assigned to the account. The customer account entered into ClassCard must match the "Customer Number" field from ClassSmart's Parent Details screen.

If ClassCard cannot match the identification number supplied to a ClassSmart account, a "No Lessons Today" message is displayed.

If ClassCard does match the identification number supplied to an account, but cannot find any lessons scheduled for today for the account, a "No Lessons Today" message appears beneath the account name.



The ClassCard Attendance Screen

System Requirements

Before installing ClassCard on your computer, please verify that your computer meets these minimum requirements:

- Intel Pentium 233 MHz or faster processor (Pentium III recommended).
- A hard disk with 180 MBytes of free space.
- A double speed or better CD-ROM drive.
- A Microsoft Mouse or compatible pointing device.
- An XVGA (1024 pixel by 768 pixel) monitor display.
- 128 MBytes of RAM
- Microsoft® Windows® 2000 SP3 , Windows XP or later.
- Optional power and file backup devices
- Optional network equipment
- Optional Microsoft Excel® software

Installation and Launch

To install ClassCard, insert the CD into your CD-ROM drive. A dialog box should automatically be displayed. Click the ClassSmart button, and when prompted, please enter the custom installation code provided to you by DataMax. Follow the instructions on the screen to complete installation.

Following installation, double click the ClassCard icon on your Windows' desktop and enter the account name and password provided to you by DataMax.

In order to operate properly, ClassCard must have access to ClassSmart data. Therefore, please ensure that ClassSmart files are available either locally on a network before attempting to open ClassCard. Please refer to ClassSmart documentation for more information.

The Attendance Screen

When ClassCard is opened, an Attendance screen is displayed, which consists of a menu bar, your company logo and name, and the controls necessary to create attendance records.

The Menu Bar

The ClassCard menu bar, located at the top of the Attendance screen, enables you to re-connect to ClassSmart data and view the on-line Help file.

The Logo and Company Name

ClassCard displays your company logo and name. You can change the logo and company name from ClassSmart's Options screen. Please refer to ClassSmart documentation for more information.