



Raptor University

Student Admin Training

Instructor:

Learning Objectives

This presentation will teach the attendee the following topics to get you started using the Raptor Student module:

- Adding Students
 - Manually Add Students
 - Import Students
- Approved Guardianships
 - Import Guardians
 - Manually Add Guardianships
- Student Sign In/Sign Out
- Student Reports

Agenda

This presentation will cover the following topics to familiarize you with the Raptor Student module:

- Navigating Raptor
 - Log In/Out of the Raptor Software
 - Understanding the Raptor Interface
 - User Profile
 - Student Dashboard
- Adding Students
 - Manually Add Students
 - Import Students
- Approved Guardianships
 - Import Guardians
 - Manually Add Guardianships
- Student Sign In/Sign Out
- Student Reports

Log In and Log Out

1. In your browser, enter <https://apps.raptortech.com>.
2. On the Raptor Login screen, enter your assigned **Username** and **Password**, and then click **Log in to Raptor**.

Maintenance Notifications

If Raptor is scheduled to perform maintenance on the application, a notification will be displayed when you log in. The date and time the maintenance is scheduled will be listed.

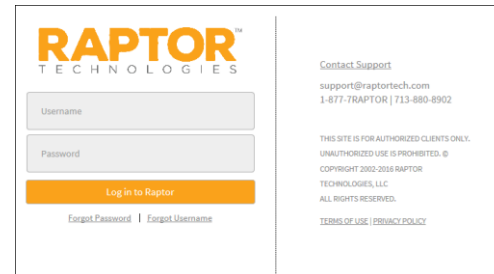
Click **Continue** to complete the login.

Change Password for First Time Users

1. If your district requires users to change their password after the first login, you will be prompted to change your password.
2. Enter a new password in the **Password** field.
Note: The password must contain a minimum of 8 characters and must include 1 uppercase character and 1 special character.
3. Re-enter the password in the **Confirm New Password** field and click **Save New Password**.

Log Out of Raptor

To log out of Raptor, select the **Logout** link in the upper area of the navigation menu.



Request Forgotten Password/Username

Forgotten Password

1. On the Raptor Log In screen, select the **Forgot Password** link, enter your **Username** and click **Send Reset Email**.
2. Open the email and click the *Please click [here](#)* link to confirm your request and reset your password.
3. On the Password Reset screen, enter a new **Password**, re-enter to confirm it, and then click **Save New Password**.

The Raptor Log In screen displays with a message indicating your password has been changed. You can now log in to Raptor with your new password.

Forgotten Username

If you have forgotten your user name, select the **Forgot Username** link. A message displays informing you that your user name is your email address.

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Username

Send Reset Email Cancel

To reset your password, enter your username and click the Send button.

Contact Support
support@raptortech.com
1-877-7RAPTOR | 713-880-8902

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Password

Confirm New Password

Save New Password Cancel

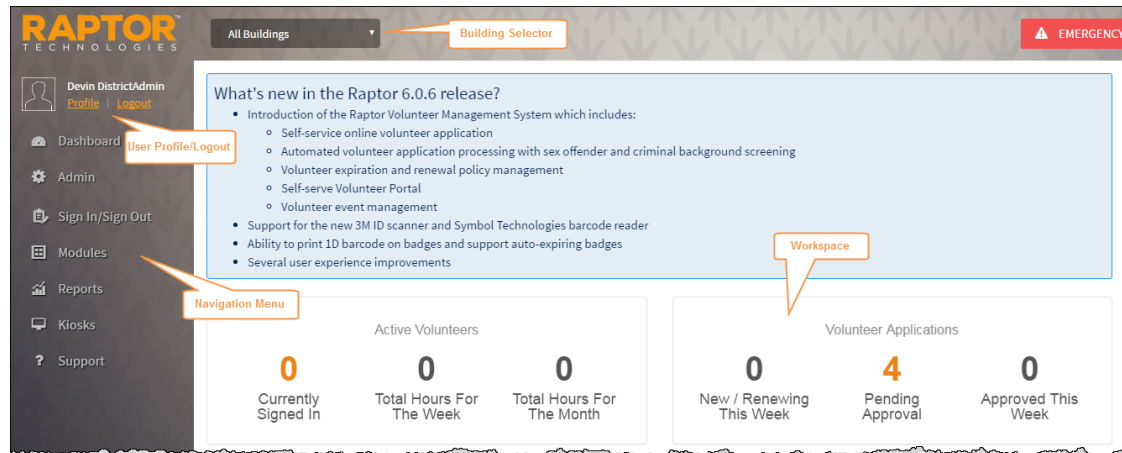
Contact Support
support@raptortech.com
1-877-7RAPTOR | 713-880-8902

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Understanding Raptor Interface

The Raptor user interface consists of the following main elements:

- **Building Selector** – Used to select the building for which you are performing tasks
- **User Profile/Logout** – Displays currently signed in user and link to access their Profile, and Log Out link
- **Navigation Menu** – Used to select the workspace in which you want to work
- **Workspace** – Area that displays in right pane when a menu item is select in the Navigation menu




User Profile

In the upper portion of the navigation pane, click the **Profile** link just below the currently signed in user's name to open the **Profile** workspace.

From this workspace, you can:

- Upload a photo
- Modify your user information and preferences
- Edit your contact information (if you have been set up as a contact)
- Change your password.

The screenshot displays the 'Profile' workspace with three tabs: 'Profile', 'Preferences', and 'Change Password'. The 'Profile' tab is active, showing a profile picture placeholder with a 'Select File' button. Below this are input fields for 'First Name' (Devin), 'Last Name' (DistrictAdmin), 'Email Address/UserName' (devin@raptor6.com), and 'Title' (Assistant Principal). The 'Contact Detail' section includes 'Primary Building' (Raptor High School), 'Preferred Contact Method' (Email), and 'Text Messaging Phone' ((832) 771-6491). The 'User Detail' section shows 'User Status' (Active) and 'Role' (District Admin). A 'Save' button is at the bottom.

Profile			
Profile	Preferences	Change Password	
 Select File			
First Name *	Last Name *	Email Address/UserName *	Title *
<input type="text" value="Devin"/>	<input type="text" value="DistrictAdmin"/>	<input type="text" value="devin@raptor6.com"/>	<input type="text" value="Assistant Principal"/>
Contact Detail			
Primary Building *	Preferred Contact Method *	Text Messaging Phone	
<input type="text" value="Raptor High School"/>	<input type="text" value="Email"/>	<input type="text" value="(832) 771-6491"/>	
User Detail			
User Status	Role		
<input type="text" value="Active"/>	<input type="text" value="District Admin"/>		
Save			

User Profile, cont.

Upload Your Photo

1. Select **Profile** in the navigation menu (just below your name).
2. On the **Profile** tab, click **Select File**.
3. On the **File Upload** dialog, navigate to the photo to be uploaded and click **Open**. The photo is uploaded and will now display next to your name when logged into Raptor.

Modify User Information

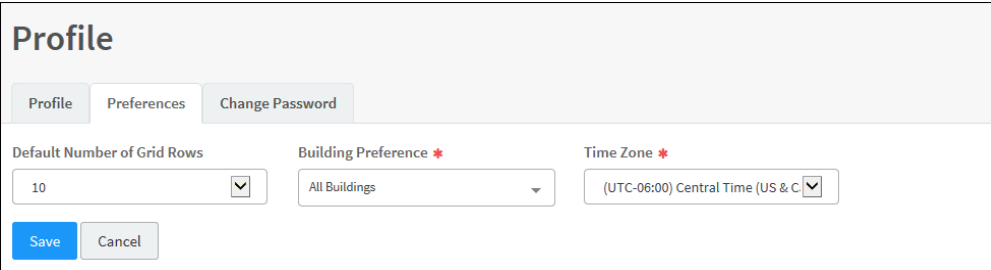
You can update your name and title and view other information that is included in your user profile from the Profile tab.

1. On the **Profile** tab, you can modify the following information:
 - **First Name** and **Last Name**
 - **Preferred Contact Method** – If you are defined as a contact, you can modify your preferred method of contact. Otherwise, this field does not display.
 - **Title** – Select your title from the drop-down list.
 - **Primary Building** – If you are defined as a contact, you can modify the primary building assigned to your account. Otherwise, this field does not display.
 - **Text Messaging Phone** – If you are defined as a contact, you can modify your phone number to be used for text message notifications. Otherwise, this field does not display.
2. Click **Save**.

User Profile—User Preferences

The **Preferences** tab on the **Profile** workspace is used to specify certain user preferences.

1. Click the **Preferences** tab and specify the following preferences:



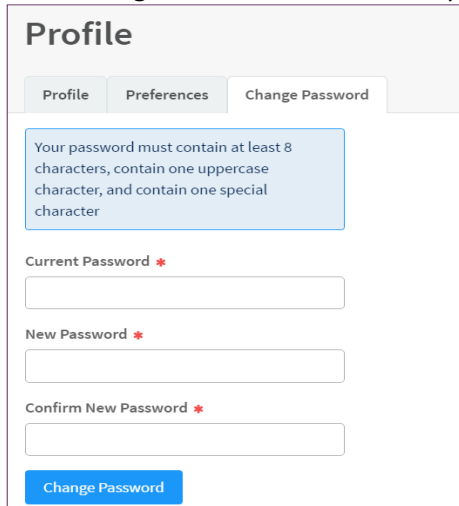
The screenshot shows a web interface titled "Profile". Below the title are three tabs: "Profile", "Preferences" (which is selected), and "Change Password". Under the "Preferences" tab, there are three settings: "Default Number of Grid Rows" with a dropdown menu showing "10", "Building Preference" with a dropdown menu showing "All Buildings", and "Time Zone" with a dropdown menu showing "(UTC-06:00) Central Time (US & C)". At the bottom left of the form are two buttons: "Save" (in blue) and "Cancel" (in grey).

- **Default Number of Grid Rows** – Select the number of grid rows from the drop-down list. This is the default number of rows that displays on each page in the user interface based on the size of your monitor.
 - **Building Preference*** – For users who have access to more than one building, select the building that displays as your default. When you log in to Raptor, this building will display in the Building Selector.
 - **Time Zone*** – Select the time zone for which you would like to view data (typically for customers who have buildings in two or more time zones).
2. Click **Save**.

User Profile—Change Password

Users can change their password at any time from the **Profile** workspace.

1. Click the **Change Password** tab and enter your **Current Password** in the text field.



Profile

Profile Preferences **Change Password**

Your password must contain at least 8 characters, contain one uppercase character, and contain one special character

Current Password *

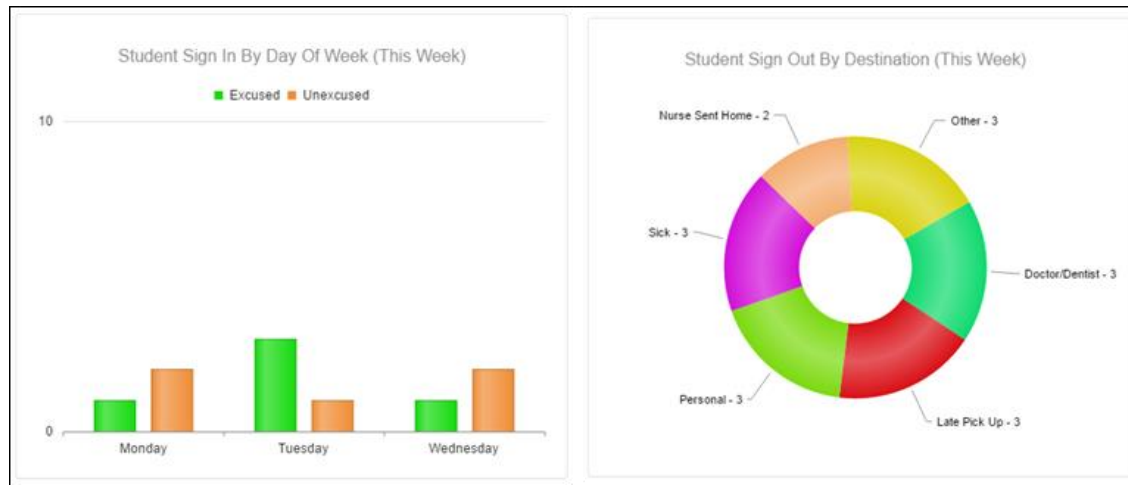
New Password *

Confirm New Password *

Change Password

2. Enter a **New Password** in the text field and then re-enter it in the **Confirm New Password** field.
Note: The password must contain a minimum of 8 characters and must include 1 uppercase character and 1 special character.
3. Click **Change Password**.

Student Dashboard



- Student Sign-Out By Destination (This Week) – A graphical view of student sign-out events based on reason. The top five reasons are shown and the remaining reasons display as Other.
- Student Sign-In By Day of Week (This Week) – A graphical view of excused and unexcused sign-in events by day of week.


Students Workspace

You can manage the students in your building using the **Students** workspace. Select **Modules > Students** in the navigation menu and then click the tab in the **Students** workspace for the tasks you want to perform.

The screenshot shows the Raptor Technologies Students Workspace. The left sidebar contains a navigation menu with options: Dashboard, Admin, Sign In/Sign Out, Modules (selected), Visitors, Contractors, Students (highlighted), Staff, Volunteers, and Reports. The main content area is titled 'Students' and has tabs for 'All Students', 'Activity', 'Delayed Entry', and 'Reports'. Below the tabs are buttons for '+ Add Student', 'Import', and 'Reset Tardy Count'. The 'All Students' tab is active, displaying a table of student records. The table has columns for Details, First Name, Last Name, ID Number, Grade, Unexcused, Excused, and Options. The data rows show five students: Meghan Doyle (ID 12313, Grade 11, 0 Unexcused, 11 Excused), Tim Doyle (ID 12314, Grade 9, 0 Unexcused, 3 Excused), Heather Thompson (ID 12315, Grade 12, 0 Unexcused, 1 Excused), Eric Ziino (ID 12312, Grade 10, 1 Unexcused, 1 Excused), and Zack Ziino (ID 12311, Grade 12, 1 Unexcused, 1 Excused). The bottom of the table shows pagination: '1' of 5 items, 10 items per page, and a refresh icon.

Details	First Name	Last Name	ID Number	Grade	Unexcused	Excused	Options
▶	Meghan	Doyle	12313	11	0	11	🖨️ 🗑️
▶	Tim	Doyle	12314	9	0	3	🖨️ 🗑️
▶	Heather	Thompson	12315	12	0	1	🖨️ 🗑️
▶	Eric	Ziino	12312	10	1	1	🖨️ 🗑️
▶	Zack	Ziino	12311	12	1	1	🖨️ 🗑️

Print Temporary ID

Click the  icon in the **Options** column to print a temporary ID badge for the student.

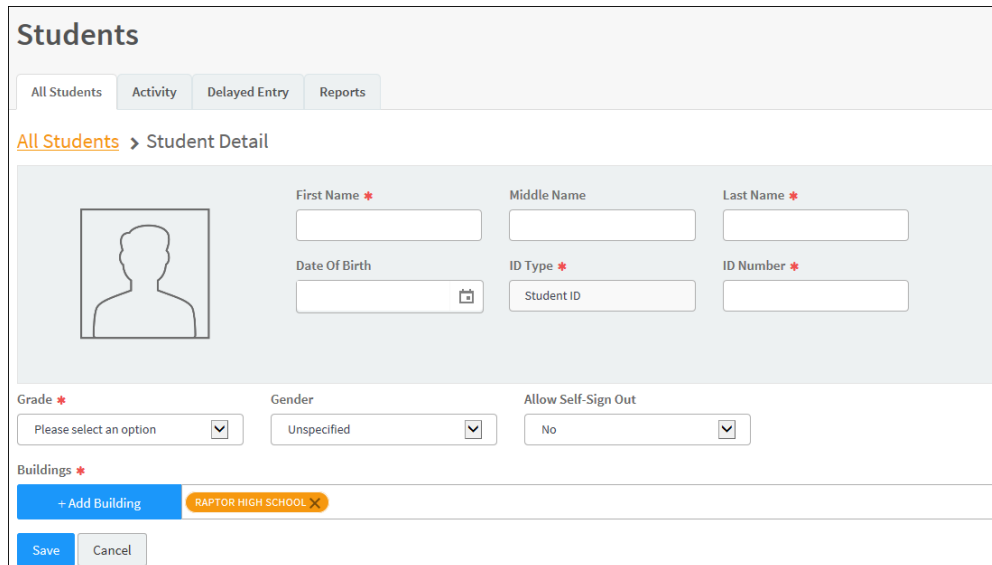
Reset Tardy Count

Click the **Reset Tardy Count** button to reset the tardy count to zero (0) for all students.

Note: Tardy count can be reset at the district level, building level, or individual student level.


Manually Add Students

1. In the navigation menu, select **Modules > Students**.
2. From the Building selector, select the school the student attends.
3. On the **All Students** workspace, click **Add Student**.



The screenshot shows the 'Students' management interface. At the top, there's a header 'Students' with tabs for 'All Students', 'Activity', 'Delayed Entry', and 'Reports'. Below the tabs, a breadcrumb trail reads 'All Students > Student Detail'. The main form area is divided into two sections. The top section contains a placeholder for a student photo on the left. To the right of the photo are input fields for 'First Name *', 'Middle Name', 'Last Name *', 'Date Of Birth' (with a calendar icon), 'ID Type *' (with a dropdown menu showing 'Student ID'), and 'ID Number *'. The bottom section contains three dropdown menus: 'Grade *' (with a placeholder 'Please select an option'), 'Gender' (with a placeholder 'Unspecified'), and 'Allow Self-Sign Out' (with a placeholder 'No'). Below these dropdowns is a 'Buildings *' section with a '+ Add Building' button and a selected building 'RAPTOR HIGH SCHOOL' with a close icon. At the bottom of the form are 'Save' and 'Cancel' buttons.

Add Students, cont.

4. Enter the following information. Required fields are indicated with an asterisk (*).
 - **First Name*** – Enter the student's first name.
 - **Middle Name** – Optionally enter the student's middle name.
 - **Last Name*** – Enter the student's last name.
 - **Date of Birth** – Click the  icon and select the student's date of birth from the calendar.
 - **ID Type*** – This field is set to Student ID and cannot be changed.
 - **ID Number*** – Enter the number that is on the ID Type.

Note: If the 1D barcode reader is used for student sign-in and sign-out on the Kiosk, the barcode ID is referenced from the ID Number field (normally, the student's ID Number is the same as the 1D barcode on their student ID card). ID numbers must be unique.
 - **Grade*** – Select the grade level for the student from the drop-down list.
 - **Gender** – Optionally, select the student's gender (for future identification purposes).
 - **Allow Self Sign Out** – Select **Yes** or **No** from the drop-down list to indicate whether the student is allowed to sign themselves out of the building.
5. In the **Buildings** area, the currently selected school should be displayed. To add additional schools (buildings) the student may attend, click **Add Building** and select the building name from the drop-down list.
6. Click **Save**.

Import Students

The Import Students utility enables you to import a list of students into the Raptor system. It also includes the ability for unattended import of students by creating a manifest file that includes information about the field mapping and file to be imported.

Notes: To use this feature, you must first create an Excel spreadsheet or comma delimited file that contains the required information. The use of special characters in an Excel formatted import file may cause unexpected results.

1. In the navigation menu, select **Modules > Students**.
2. From the Building Selector, choose the building where the student information will be imported.
3. On the **All Students** workspace, click **Import** and choose **Import Students**.

The file can contain the following Student information to be imported:

- First Name*
- Last Name*
- Middle Name
- Date of Birth
- ID Number*
- Gender
- Grade
- Self Sign Out (true/false) – if not mapped, defaults to false)

*Indicates required information.

The screenshot shows the 'Students' section of the Raptor system. At the top, there are tabs for 'All Students', 'Activity', 'Delayed Entry', and 'Reports'. Below these, a breadcrumb trail reads 'All Students > Import Students'. A blue box contains the text: 'Import files can be Windows Excel or csv format with or without column headings. Individual student records must include first name, last name and student ID at a minimum.' Below this is a blue 'Select File' button. Further down, there are three input fields: 'File Name' with the text 'StudentImportFile.xlsx', 'Select Worksheet' with a dropdown menu showing 'StudentImportFile', and 'First Row Contains Column Headings' with a dropdown menu showing 'Yes'.

4. Click **Select File**, navigate to the file on your computer, select the **Excel** or **CSV** file and click **Open**.
5. If you used Excel and the file contains multiple worksheets, choose the worksheet that contains the student information from the **Select Worksheet** drop-down list.

Import Students, cont.

- If the first row of the worksheet contains column headings, select **Yes** from the **First Row Contains Column Headings** drop-down list and this row will not be imported. Otherwise, select **No**.
- Map each of the columns to be imported by selecting the appropriate field in the drop-down menu above each column that displays. **First Name**, **Last Name**, and **ID Number** are required columns.

Map Fields For Import (Not all data to import is shown)

First Name	Last Name	ID Number	Grade
FirstName	LastName	StudentID	Grade
Zack	Ziino	12311	12
Eric	Ziino	12312	10
Meghan	Doyle	12313	11
Tim	Doyle	12314	9

Queue Import Cancel Import

Notes: Although **Grade** is not a required column, if the user does not map this column, it will be set to **Not Specified** by default. Also, the columns with **Ignore** selected will not be imported.

- If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.
- Click **Queue Import**.

A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

When the import has completed processing, an email will be sent to the email address of the user indicating the number of records successfully imported and any error that may have occurred.

Import Student Photos

Student photos can be imported to display in their student detail information. You can import a single student photo or multiple student photos.

Note: To use this feature, you must first create a compressed zip file that contains the student photos you want to import.

- The student photos should be approximately 640 x 480 pixels (H x W) and saved as a .jpg file.
- The file name should be the student's ID number (for example, 1234567.jpg).
- Student photo files must be in a compressed zip format. The maximum size of the zip file is 50 GB.

Perform the following steps to import student photos:

1. On the **All Students** workspace, click **Import > Student Photos**.
2. Click **Select Files**.
3. Navigate to the zipped file, select it and click **Open**.
4. If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.
5. Click **Queue Import**.

A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

When the import has completed processing, an email will be sent to the email address of the user indicating the number of photos successfully imported and any error that may have occurred.

Import Guardians

The Import utility enables you to import a list of guardians and associate them with the students that have already been entered in Raptor.

Note: To use this feature, you must first create an Excel spreadsheet or comma delimited file that contains the required information.

IMPORTANT!

If the guardian is associated with multiple students (has more than one child in a school), it is important that the import file also includes the guardian's Date of Birth to avoid having duplicate records created for the guardian during the import process. A row containing the guardian information must be created for each student.

Perform the following steps to import guardians:

1. In the navigation menu, select **Modules > Students** and then click the **All Students** tab.
2. From the Building Selector, choose the building where the guardian information will be imported.
3. On the **All Students** workspace, click **Import** and choose **Guardians** from the drop-down list.
4. Click **Select File**, navigate to the file on your computer and select it, and then click **Open**.
5. If you used Excel and the file contains multiple worksheets, choose the worksheet that contains the guardian information from the **Select Worksheet** drop-down list.
6. If the first row of the worksheet contains column headings, select **Yes** from the **First Row Contains Column Headings** drop-down list. Otherwise, select **No**.

Import Guardians, cont.

7. Map each of the columns to be imported by selecting the appropriate field in the drop-down menu above each column that displays.

Note: The columns with **Ignore** selected will not be imported.

8. If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.
9. Click **Queue Import**.

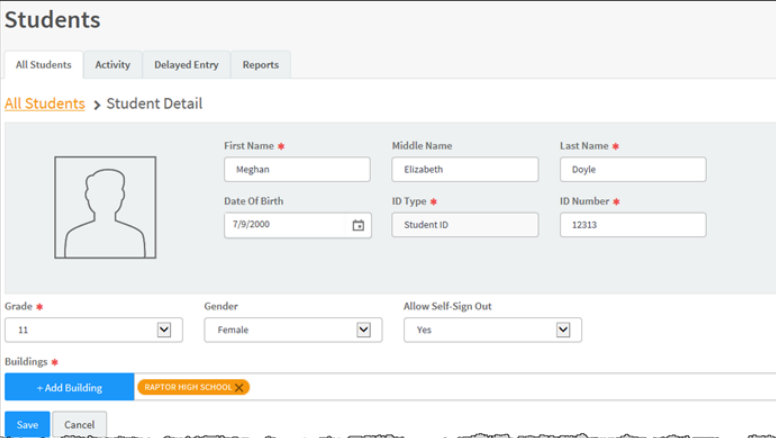
A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

When the import has completed processing, an email will be sent to the email address of the user indicating the number of records successfully imported and any error that may have occurred.

View and Modify Student Details

To view the details about a specific student:

1. In the navigation menu, select **View Modules > Students**.
2. From the Building Selector, choose the school the student attends.
3. On the **All Students** workspace, click the ► icon to expand the **Student Detail** and view or modify the information in the student record.



The screenshot shows the 'Students' interface with tabs for 'All Students', 'Activity', 'Delayed Entry', and 'Reports'. The 'All Students' tab is active, and the 'Student Detail' section is expanded. The form contains the following fields:

- First Name:** Meghan
- Middle Name:** Elizabeth
- Last Name:** Doyle
- Date Of Birth:** 7/9/2000
- ID Type:** Student ID
- ID Number:** 12313
- Grade:** 11
- Gender:** Female
- Allow Self-Sign Out:** Yes
- Buildings:** RAPTOR HIGH SCHOOL

At the bottom, there are 'Save' and 'Cancel' buttons.

4. Click **Save** to update the record.

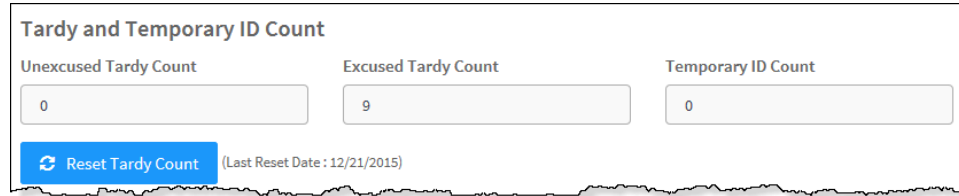
View/Modify Student Details, cont.

4. Modify any of the following information in the student record (asterisk * indicates a required field):
 - **First Name***
 - **Middle Name**
 - **Last Name***
 - **Date of Birth**
 - **ID Type*** – This field is set to Student ID and cannot be changed.
 - **ID Number*** – The identification number associated with the ID Type.
 - **Grade*** – Select the grade the student is currently in.
 - **Gender** – The student's gender. Select **Female**, **Male** or **Unspecified**.
 - **Allow Self-Sign Out** – Select **True** or **False** to indicate whether the student can sign out without a guardian being present using the Kiosk or Front Desk.
 - **Buildings*** – The buildings where the student may sign in and sign out.
5. Click **Save** to update the record.

View Tardy and Temporary ID Count

View Tardy and Temporary ID Count

In the **Tardy and Temporary ID Count** area on the **Student Detail** workspace, users can view the number of times the student has been tardy (unexcused or excused), and the number of temporary IDs that have been issued to the student since the last reset.



The screenshot shows a user interface titled "Tardy and Temporary ID Count". It contains three input fields: "Unexcused Tardy Count" with the value 0, "Excused Tardy Count" with the value 9, and "Temporary ID Count" with the value 0. Below these fields is a blue button labeled "Reset Tardy Count" with a circular arrow icon. To the right of the button, the text "(Last Reset Date : 12/21/2015)" is displayed.

Reset Tardy Count

Click **Reset Tardy Count** to reset the tardy count to zero (0) for the selected students.

Note: Tardy count can also be reset at the district level and building level.

View or Add Guardian Information

Use the **Guardians** area on the **Student Detail** workspace to view the details for the guardian who is approved to sign out the selected student, and to modify the guardian information or add a guardian.

Note: You can also import guardians from the **All Students** workspace (**Import > Guardians**).



Details	First Name	Last Name	Relationship	Options
▶	Diana	Dare	Aunt	✎ 🗑
▶	Susan	Doyle	Other	✎ 🗑

Add Guardian

1. In the navigation menu, select **Modules > Students**.
2. From the Building Selector, select the school the student attends.
3. On the **All Students** workspace, click the ▶ icon next to the student's name to expand the Student Detail.
4. In the Guardians area, click **Add Guardian**.

Add Guardian, cont.

5. Use one of the following methods to enter the guardian's information into Raptor:
- Click **Scan** to scan the guardian's ID and enter the information into the system.
 - For guardians who have been previously scanned into the system, enter their name and click **Find**.
 - Click **Manual** and enter the information on the guardian form.

The screenshot shows the 'Students' section of the Raptor system. It includes tabs for 'All Students', 'Activity', 'Delayed Entry', and 'Reports'. Below these is a breadcrumb trail: 'All Students > Student Detail > Guardian Detail'. A search bar contains a 'Scan ID' button, a 'Quick Find...' input field, a 'Find' button, and a 'Manual Entry' button. The main form area has a placeholder for a student photo on the left. To the right are input fields for 'First Name *', 'Middle Name', and 'Last Name *'. Below these are fields for 'Date Of Birth' (with a calendar icon), 'ID Type' (a dropdown menu), and 'ID Number'. At the bottom, there is a 'Relationship *' dropdown menu with the text 'Please select an option' and a checkmark icon. 'Save' and 'Cancel' buttons are at the very bottom.

Students

All Students Activity Delayed Entry Reports

All Students > Student Detail > Guardian Detail

Scan ID Quick Find... Find Manual Entry

First Name * Middle Name Last Name *


Date Of Birth ID Type ID Number

Relationship *
Please select an option

Save Cancel

Add Guardian, cont.

If you are using manual entry, enter the following information.

- **First Name*** – Enter the guardian's first name.
- **Middle Name** – Optionally enter the guardian's middle name.
- **Last Name*** – Enter the guardian's last name.
- **Date of Birth** – Click the  icon and select the guardian's date of birth from the calendar.
IMPORTANT: If the guardian is associated with multiple students (has more than one child in a school), it is important that the manually added guardian's information includes their Date of Birth. Without the date of birth, the Raptor system does not have enough information about the guardian to link subsequent manual entries to the same guardian.
- **ID Type** – Select the type of government-issued identification used (Driver License or Passport).
- **ID Number** – Enter the number that is on the ID Type.
- **Relationship*** – Select how the guardian is related to the student from the drop-down list.

6. Click **Save**.

View Student Activity History

Use the **Activity History** area on the **Student Detail** workspace to view details for all sign in events, sign out events, and temporary IDs created for the student.

By default, the Date/Time, Event Type, Building Name and Destination columns display. From the column menu, you can also choose to display the Event Method and Notes columns.

Note: The Event Method and Guardian Name are hidden by default.

Activity History			
Date Time ↓	Event Type	Building Name	Destination
12/06/16 1:15 PM	Sign In	Raptor High School	Appointment
07/13/16 11:12 AM	Sign In	Raptor High School	Appointment
06/02/16 11:24 AM	Sign In	Raptor High School	Appointment
04/29/16 3:41 PM	Sign In	Raptor High School	Doctor/Dentist

Student Activity

Use the **Activity** tab to view student sign in and sign out activity for the current day, such as the name of the student and their ID number, the time they signed in/signed out, when a temporary ID is created, destination (reason for sign in/sign out), method for sign in/sign out, and guardian name.

Students

All Students

Activity

Delayed Entry

Reports

Activity

First Name	Last Name	ID Number	Date Time	Event Type	Destination
Meghan	Doyle	12313	07/13/16 11:12 AM	Sign In	Appointment
Tim	Doyle	12314	07/13/16 11:12 AM	Sign In	Appointment

1

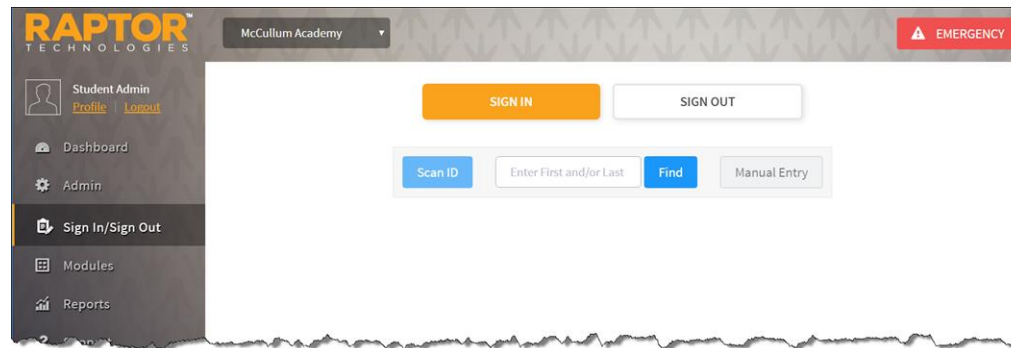
10 items per page

1 - 2 of 2 items

Student Sign-In Procedures

Use the Sign In/Sign Out workspace to sign in and sign out students entering and leaving your building.

1. Select **Sign In/Sign Out** in the navigation menu. By default, the **Sign In** button is selected.
2. In the **Find** text box, enter **First and/or Last Name** or **Student ID** and then click **Find**.



Note: If the system finds the exact match during the search, the student's information displays.

If the system returns multiple matches, find the name in the Results list and then click **Sign In** next to the name of the person you are signing in.

Student Sign-In Procedures, cont.

3. From the Destination/Reason drop-down list, select the reason for late sign in.

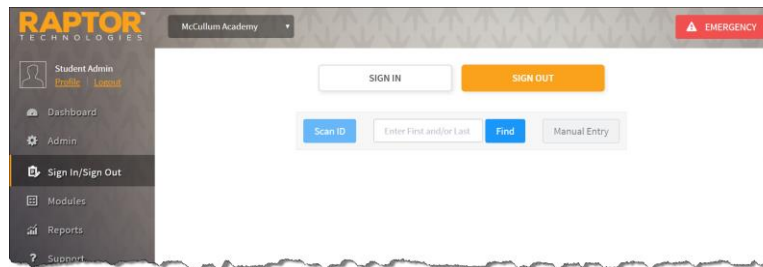
The screenshot shows the Raptor Technologies Student Sign-In interface for McCullum Academy. The interface includes a sidebar with navigation links: Student Admin (Profile, Logout), Dashboard, Admin, Sign In/Sign Out, Modules, Reports, and Support. The main content area features a 'SIGN IN' button and a 'SIGN OUT' button. Below these is a search bar with a 'Scan ID' button, a text input field for 'Enter First and/or Last Name or Student ID...', a 'Find' button, and a 'Manual Entry' button. A student profile card displays a silhouette icon, First Name (Kyle), Middle Name, Last Name (McCullum), Date Of Birth (06/06/2004), ID Type (Student ID), and ID Number (12345). At the bottom, there is a 'Destination / Reason' dropdown menu with the text 'Please select an option', a 'Notes' text area, and three buttons: 'Submit & Print', 'Submit', and 'Cancel'. An 'EMERGENCY' button is located in the top right corner.

4. Click **Submit & Print** to sign in and print a tardy badge, or click **Submit** to enter the information into the system without printing a badge.

Sign Out Students

To sign out students when they leave the building, perform the following steps:

1. From the navigation menu, select **Sign In/Sign Out** and then click **Sign Out**.
2. Click **Student**.
3. In the **Find** text box, type the **First Name, Last Name** or **ID Number** and then click **Find**.



If the system finds the exact match during the search, the person's information displays.

4. If the system returns multiple matches, find the name in the Search Results list and then click **Sign Out** next to their name.

Use one of the following methods to complete the student sign out process.

- Guardian Pickup
- One-Time Pickup
- Self-Sign Out

Sign Out Students, cont.

Guardian Pickup

1. If the person picking up the student is listed in the Guardian area, select the check box next to the name of the person signing out the student and click **Guardian Sign-Out**.
2. If the selected guardian does not have a complete record, a window displays informing you that the guardian's record is incomplete. Click one of the following buttons to continue the sign out:
 - **Scan ID** – Insert the guardian's ID in the scanner and click **Scan ID**. If there is a problem with the scan, the user can click **Rescan ID** or click **Edit** to modify the guardian's record.
 - **Continue Without Scanning** (the next time the guardian picks up the student, the user will be asked again to scan their license.)

The **Guardian Details** workspace displays where the user can update the guardian details or sign out additional students.

 - If the guardian is signing out additional students at the same time (and is authorized to sign out), click **Add Students** and enter the name(s) of the students the guardian is authorized to sign out.
 - Select the check box next to the name of each student the guardian is signing out and then click **Continue**.
 - **Cancel** – Exit the dialog and select a different guardian or perform a One-Time Pickup.
3. Select the **Destination/Reason** for sign out from the drop-down list and then click **Submit & Print** or **Submit**.

Note: If **Submit & Print** is selected, a Visitors badge is printed that includes the guardian's name and the name of the student(s) being signed out.

Sign Out Students, cont.

One-Time Pickup

1. If the person picking up the student is not listed in the Guardian area, click **One-Time Pickup**.
2. Specify the person who is picking up the student by scanning their ID, entering their name in the **Find** text box, or manually entering their information.
3. Select the **Destination/Reason** for sign out from the drop-down list and then click **Submit & Print** or **Submit**.

Self Sign-Out

If the student has permission to perform Self Sign-Out, their profile will display **Yes** in the **Allow Self Sign-Out** field. In this scenario, perform the following steps to sign out the student:

1. Click **Self Sign-Out**.
2. Select the appropriate **Destination/Reason** from the drop-down list.
3. Click **Submit & Print** or **Submit**.

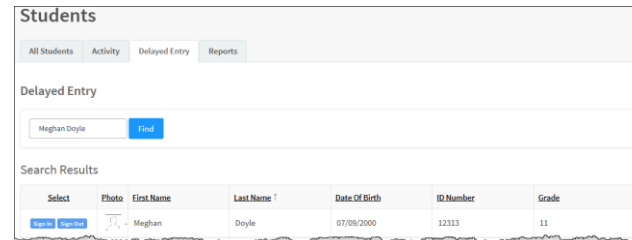
Note: The **Self Sign-Out** button will not display for students when the **Allow Self Sign-Out** field is set to **No**.

Delayed Sign In and Sign Out

If you are unable to sign in or sign out due to equipment issues or internet connection issues, you can use the **Delayed Entry** feature to manually enter the sign-in or sign-out date and time. This feature allows users with the *Can Sign In Students* permission to record the actual sign-in or sign-out times but the entry is delayed until the system is available.

Note: This feature is not visible at the All Buildings level.

1. Select the school from the Building selector.
2. From the navigation menu, select **Modules > Students** and then click the **Delayed Entry** tab.
3. Enter the student's **First Name** and/or **Last Name** or **ID Number** in the text field, click **Find**.
4. Select **Sign In** or **Sign Out** next to the student's name.
5. Complete the following information:
 - **Sign-In/Sign-Out Date/Time** – Click the 📅 icon to select the date and then click the ⌚ icon to select the time that the student actually signed in or signed out.
 - **Destination/Reason** – From the drop-down list, select the reason the student is signing in or signing out.
6. Click **Submit**.
A *Delayed Entry Successful* message displays in the lower right corner of the screen.



The screenshot shows the 'Students' module with the 'Delayed Entry' tab selected. A search bar contains 'Meghan Doyle' and a 'Find' button. Below, the 'Search Results' table is displayed with the following data:

Select	Photo	First Name	Last Name	Date of Birth	ID Number	Grade
<input type="checkbox"/>		Meghan	Doyle	07/09/2000	12313	11



The screenshot shows the 'Sign-In/Sign-Out' form. It includes a 'Sign-In Date/ Time' field with a calendar icon, a 'Destination / Reason' dropdown menu, and a 'Notes' text area. At the bottom are 'Submit' and 'Cancel' buttons.

Student Reports

You can access Student reports from the Students workspace or the Reports workspace:

- To access from the Students workspace, select **Students** in the navigation menu and then click the **Reports** tab.
- To access from the Reports workspace, select **Reports** in the navigation menu and then click the **Students** tab.

The following Student reports are available:

- Active Students – All students who are currently active, including student ID, grade, excused and unexcused tardy counts, and number of temporary IDs issues.
- Temporary IDs – All students who have been issued a temporary ID, including date and time.
- Tardy Count – All students who have signed in tardy, including the total excused or unexcused tardy counts.
- Student Sign-In/Sign-Out History – A history of all student sign-in and sign-out instances, including the reason.

Support

The Support menu item launches the Raptor Support Center where you can find Self Help Resources for using Raptor.

- [Raptor Support Center](#)
- [Self Help Resources](#)

Raptor Support Center

The Support menu item in the navigation menu launches the Raptor Support Center where you can find Self Help Resources for using Raptor.

The screenshot shows the Raptor Support Center interface. At the top, there's a header "Raptor Support Center". Below it, the page is divided into two main sections: "Self Help Resources" and "Contact Us".

Self Help Resources: This section contains five tiles with icons and labels: "GETTING STARTED" (with a right-pointing arrow icon), "KNOWLEDGE BASE" (with a lightbulb icon), "PRODUCT NEWS" (with a megaphone icon), "RAPTOR UNIVERSITY" (with a graduation cap icon), and "COMMUNITY" (with an icon of two people).

Contact Us: This section includes a blue button labeled "Send Email To Support". Below it, the text reads: "Support Phone: (713) 880-8902. Choose option 2." and "Support Email: support@raptorware.com".

Raptor Live Support: This section has a heading "Raptor Live Support" followed by the text: "Are you on the phone with us right now? Enter the code provided by the support engineer to start the support session." Below this text are two input fields: "Name" (containing the text "Devin DistrictAdmin") and "9-Digit Code". At the bottom of this section is a blue button labeled "Start Support Session".

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1-877-TRAPTOR 713-880-8902 www.raptortech.com

Contact Us Via Email

To contact the Raptor Support team through email:

1. Click **Send Email To Support**.
2. Complete the information on the form and then click **Send**.

Self Help Resources

Raptor Self Help Resources are available to enhance your understanding and use of the product:

- **Getting Started** – Supported Environments, Raptor Hardware Service Installation, and Raptor CLI Import Tool
- **Knowledge Base** – not yet available
- **Product News** – Release Notes and Recorded Release Webinars
- **Raptor University** – Documentation and Raptor University Training Courses
- **Community** – Submit your feedback and future user forum