



# Attendance Management & SIS Integration Guide For Super Admin

## Mapping Roles

### All SIS Integrations

To map Roles, complete the following steps:

- Select **Settings > Roles**.
- Select **Edit Role** using the pencil icon.
- From the **Integration Options** section, use the dropdown to select your matched role/group that is pulled from your SIS. *Please note, you can select multiple roles/groups to be mapped over into one Visitu role.*
- Once all chosen roles have been matched with your mapped roles/groups from your SIS, go to **Settings > Integrations and press 'Sync Now'** on top right to update roles in Visitu.
- After syncing, please review under '**User Count**' under Settings > Roles. *If you see inconsistencies, please reach out to our team at [success@pikmykid.com](mailto:success@pikmykid.com).*

## Mapping Attendance Reasons

### Only For Blackbaud, PowerSchool & ProgressBook Schools

To map attendance reasons from your SIS, complete the following steps:

- Create **Tardy Reason** (*Settings > Attendance > Tardy Reasons > New > Name > Submit*).
- **Edit** newly created Tardy Reason (*Pencil Icon*).
- Select **Integration Type** and choose (*Pulled SIS Attendance Reason*).
- **Submit**.
- For buildings that have multiple school levels (e.g. Elementary & Middle or Lower & Upper, etc.), the **Limit To Roles** customization allows you to create the same Attendance Reason Name while mapping to different SIS reasons. When this is used, only those specified reasons will populate for that configured role.

See screenshots on the following page for reference.



### Create Tardy Reason

Name

Starts At

 

Expires On

 

Start Time

 

End Time

 

Integration Type

Limit to roles

 Lower School 

Who to notify

All users in the roles selected above will be notified.  
Guardians of students will be notified by default.

### Create Tardy Reason

Name

Starts At

 

Expires On

 

Start Time

 

End Time

 

Integration Type

Limit to roles

 Lower School 

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## CUSTOMER SUPPORT QUICK GUIDE



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**Create Tardy Reason**

Name  
Transportation

Starts At      Expires On  
mm/dd/yyyy      mm/dd/yyyy

Start Time      End Time  
08:00 AM      09:29 AM

Integration Type  
R - Tardy - L - LATE - Daily

Limit to roles  
Upper School   Lower School

Who to notify  
Type to search

All users in the roles selected above will be notified.  
Guardians of students will be notified by default.

Submit

**Create Tardy Reason**

Name  
Transportation

Starts At      Expires On  
mm/dd/yyyy      mm/dd/yyyy

Start Time      End Time  
09:30 AM      01:30 PM

Integration Type  
Q - Absent - T - OTHER - Daily

Limit to roles  
Upper School   Lower School

Who to notify  
Type to search

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Submit

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