



STAFF USER GUIDE



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.*

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

Transportation

Starts At

mm/dd/yyyy

Expires On

mm/dd/yyyy

Start Time

08:00 AM

End Time

09:29 AM

Integration Type

R - Tardy - L - LATE - Daily

Limit to roles

Upper School x Lower School x

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

mm/dd/yyyy

Expires On

mm/dd/yyyy

Start Time

09:30 AM

End Time

01:30 PM

Integration Type

Q - Absent - T - OTHER - Daily

Limit to roles

Upper School x Lower School x

Who to notify

Type to search

All users in the roles selected above will be notified.
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Submit





CUSTOMER SUPPORT QUICK GUIDE



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mm/dd/yyyy mm/dd/yyyy

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