

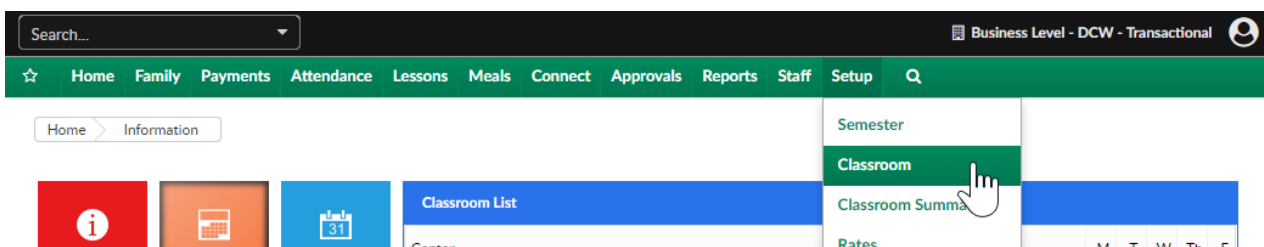
# Setting Up Attendance Groups

Last Modified on 03/14/2018 9:34 am EDT

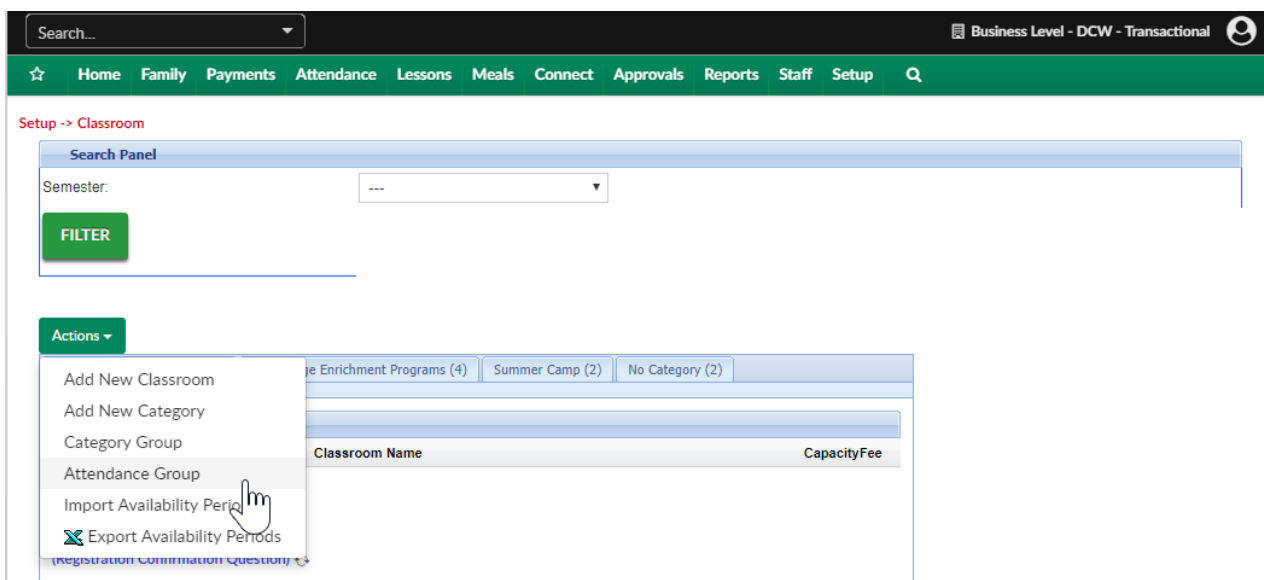
Attendance Groups in the system allow users to automatically group children in individual classrooms into one classroom for a set period of time.

For example if an attendance group is setup from 7:00 am to 8:00 to move children from all rooms to one room, when a parent checks a child in they will be checked into their schedule and then moved to the selected room.

To setup Attendance Groups go to the Setup > Rooms page.



From the Actions menu, select Attendance Group option..



To add an attendance group enter an attendance group name, capacity, ratio, age from and to and attendance group description- then press Save.

Setup -> Classroom -> Attendance Group

Add New Attendance Group

Facility	Group Name	Description	Capacity
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> DCW - Transactional	Morning		50

**Attendance Group ID:**

\* Attendance Group Name:

Capacity:

Ratio:

Age From (months):

Age To (months):

Attendance Group Description:  

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**SAVE**

To add rooms to the attendance group go back to setup > room

Search... Business Level - DCW - Transactional

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup

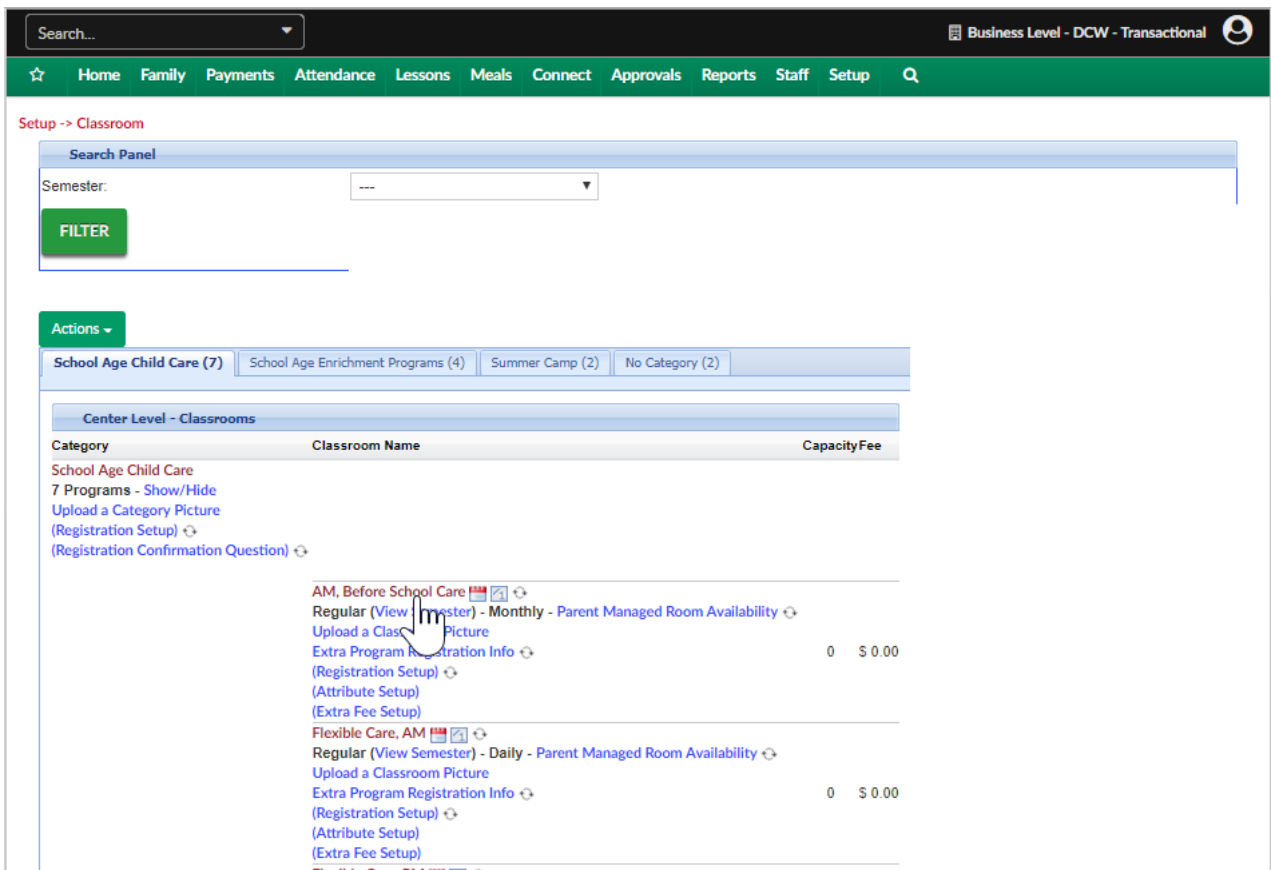
Setup -> Classroom -> Attendance Group

Add New Attendance Group

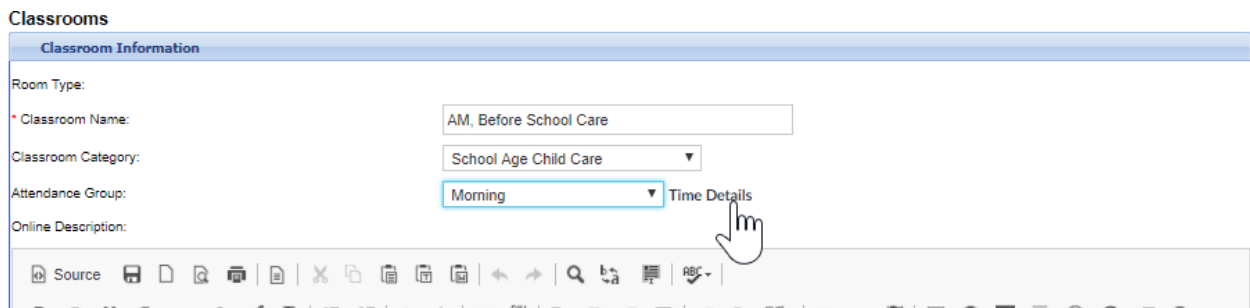
Facility	Group Name	Description	Capacity
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> DCW - Transactional	Morning		50

- Semester
- Classroom**
- Classroom Summary
- Rates
- Fees

Select a classroom name, then scroll to the attendance group section.



Select the attendance group, then press Time Details.



Enter the attendance group name, then select the from and to time and which room the children should be moved to- then press Save.

Setup -> [AM, Before School Care](#) -> Attendance Group Time

Add New Attendance Group Time

Group Name	From Time	To Time	To Room
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**Room Attendance Group**

**Attendance Group Time ID:**

\* Attendance Group Name:  
Morning ▾

From Time:  
07 ▾ : 00 ▾

To Time:  
08 ▾ : 00 ▾

To Room:  
Flexible Care, AM ▾

**SAVE**

Attendance Groups allow the combining of classrooms so a site can be more efficient with staff. mostly used morning and evenings sometimes for lunch or naps.

If a site is using the staff scheduling feature, attendance groups will add the expected classroom counts to the room they will be moved to so the correct amount of teachers will be scheduled.