

# Quick Links- Take Attendance

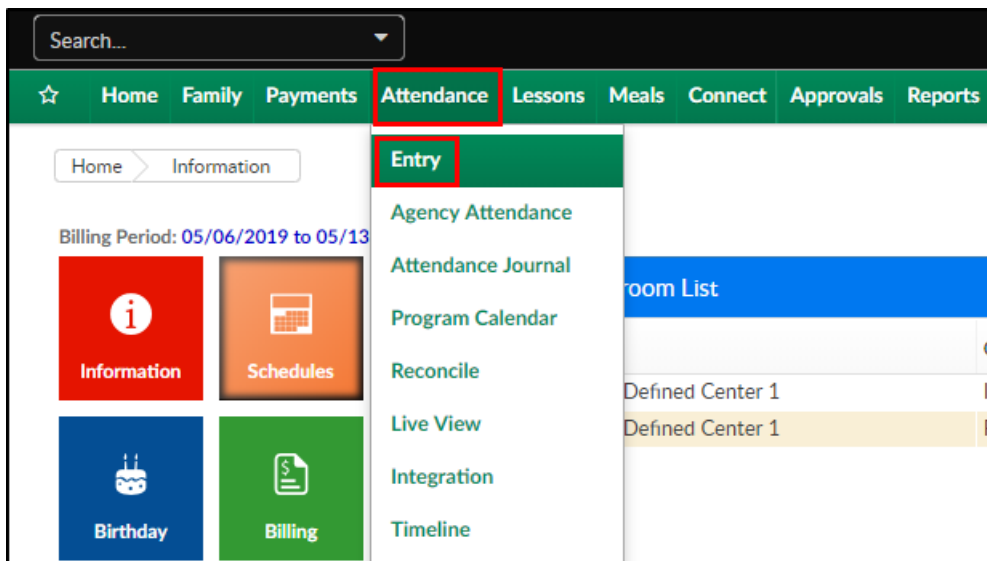
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The Attendance > Entry screen allows users to check students or staff in, edit attendance records, and review historical check-ins/outs by day.

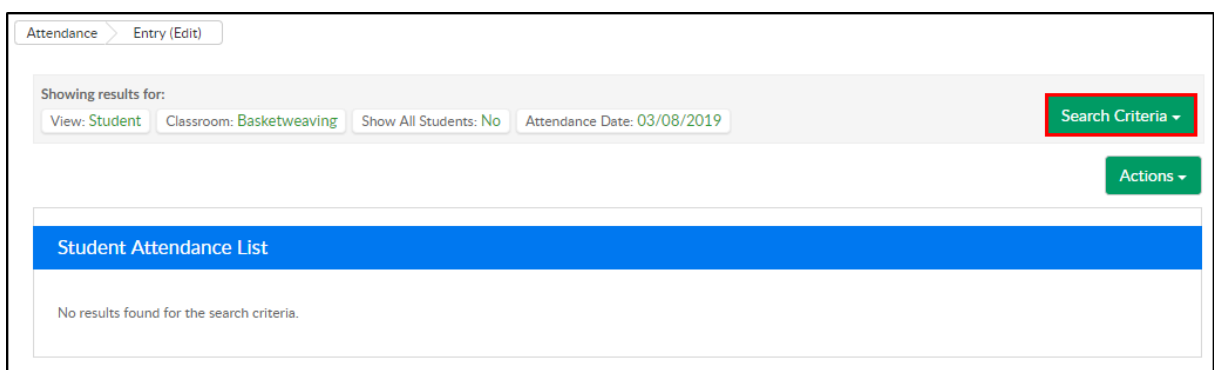
## Edit/View Attendance

To take, edit, or view attendance, follow the steps below:

1. Click Attendance, then select Entry



2. Click the Search Criteria button



3. Select the necessary search criteria

The screenshot shows a search criteria form with the following elements:

- Search Criteria** (blue header with magnifying glass icon)
- View** section with radio buttons for **Student** (selected) and **Teacher**.
- Semester** dropdown menu with a building icon and "--" text.
- Category** dropdown menu with a folder icon and "--" text.
- Classroom** dropdown menu with a document icon and "Show All" text.
- Student ID** text input field with a person icon.
- Show All Students** section with radio buttons for **No** (selected) and **Yes**.
- Include Students With Same Rate Category** checkbox.
- Attendance Date** date picker showing "03/08/2019".
- View** button (green) at the bottom right.

- Select to view Students or Teachers
- Semester - choose a semester from the drop-down
- Category - select a category to pull all students within a category, not just a program
- Classroom - select a specific room from the drop-down
- Student ID - enter a student ID to pull just one student's attendance detail for the selected day
- Include Students With Same Rate Category - see all students within a [rate category](#). The default for this option can be changed in the [System Config > Extended](#) screen
- Attendance Date - select a date to view/edit attendance

4. Click View

5. A list of students will display in the Student Attendance List. The next step will depend on if the user is in Normal Mode or Edit Mode, see section below

## Normal/Edit Mode

The system offers different methods for administrators to record attendance for the center. To switch between attendance modes select the Actions drop-down menu, then select the "Switch To" option.

- **Normal Mode** allows admins to check a student in/out of a center in real time; a past time cannot be entered. This option is similar to using the [InSite Provider application](#) to check a student in/out

Student Attendance List				
Child Name	Classroom Name	Check-In	Check-Out	Total Units
<input type="checkbox"/> <a href="#">Blue, Bella</a>	Preschool	check in		0 Units
<input type="checkbox"/> <a href="#">Miller, Carson</a>	Preschool	check in		0 Units

Check In    Check Out

- **Edit Mode** allows admins to enter past or present check in/out times

Student Attendance List				
Student / Classroom	Check-In	Check-Out	Code	Total Units
<input type="checkbox"/> Blue, Bella Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input type="checkbox"/> Miller, Carson Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>		0 Units

Select All    Select All Scheduled    Uncheck All

Apply to Selected     :       :     

**Apply**

## Checking In Student(s) in Edit Mode

1. The students that match the selected search criteria will display in the Student Attendance List

Student Attendance List				
Student / Classroom	Check-In	Check-Out	Code	Total Units
<input type="checkbox"/> Blue, Bella Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input type="checkbox"/> Long, Jake Infant A	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input type="checkbox"/> Miller, Carson Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units

Select All    Select All Scheduled    Uncheck All

Apply to Selected     :       :     

**Apply**

2. Enter the check in/out time for each student as needed. As times are entered, push tab to go to the next field. After pushing tab, the times are saved automatically and the username of the admin who entered the time, will display above each time
  - To edit the times, enter a new time in the check in/out fields and it will override the previously entered time
  - To delete a time, click the red X

Student Attendance List				
Student / Classroom	Check-In	Check-Out	Code	Total Units
<input type="checkbox"/> Blue, Bella Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input type="checkbox"/> Long, Jake Infant A	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input checked="" type="checkbox"/> Miller, Carson Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0.00 Units

Apply to Selected  :  
 :

### 3. Multiple student check in/out options

- Mark each student by clicking the square to the left of their names. When the square is blue, they are selected

Student Attendance List				
Student / Classroom	Check-In	Check-Out	Code	Total Units
<input checked="" type="checkbox"/> Blue, Bella Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input type="checkbox"/> Long, Jake Infant A	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input checked="" type="checkbox"/> Miller, Carson Preschool	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input checked="" type="checkbox"/> O'Brien, Tonya	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units
<input type="checkbox"/> O'Malley, Jeffrey	<input type="text"/> : <input type="text"/> <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance	0 Units

Apply to Selected  :  
 :

- Use the Select All option - this will select all the students on the list
- Use the Select All Scheduled option - this will select only the students on the list with a schedule in the system for the current day

### 4. Enter the times in the Check In and Check Out columns, and select the code. Codes can be setup in [Valid Values](#) under Student Attendance Code

Apply to Selected  :  
 :

5. Click Apply to apply the times and code to all selected students

## Checking In Student(s) in Normal Mode

1. The students that match the selected search criteria will display in the Student Attendance List

Student Attendance List				
Child Name	Classroom Name	Check-In	Check-Out	Total Units
<input type="checkbox"/> <a href="#">Blue, Bella</a>	Preschool	<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">Long, Jake</a>	Infant A	<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">Miller, Carson</a>	Preschool	<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">O'Brien, Tonya</a>		<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">O'Malley, Jeffrey</a>		<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">O'Neal, Herbert</a>		<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">Parr, Dash</a>		<a href="#">check in</a>		0 Units

2. Click Check In next to each student as they arrive in real time, or to check in multiple students, follow the steps below

Student Attendance List				
Child Name	Classroom Name	Check-In	Check-Out	Total Units
<input type="checkbox"/> <a href="#">Blue, Bella</a>	Preschool	<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">Long, Jake</a>	Infant A	<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">Miller, Carson</a>	Preschool	<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">O'Brien, Tonya</a>		<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">O'Malley, Jeffrey</a>		<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">O'Neal, Herbert</a>		<a href="#">check in</a>		0 Units
<input type="checkbox"/> <a href="#">Parr, Dash</a>		<a href="#">check in</a>		0 Units

- Select each student by clicking the white square; when the square is blue, the students are selected

Student Attendance List				
Child Name	Classroom Name	Check-In	Check-Out	Total Units
<input checked="" type="checkbox"/> <a href="#">Blue, Bella</a>	Preschool	check in		0 Units
<input checked="" type="checkbox"/> <a href="#">Long, Jake</a>	Infant A	check in		0 Units
<input checked="" type="checkbox"/> <a href="#">Miller, Carson</a>	Preschool	check in		0 Units
<input type="checkbox"/> <a href="#">O'Brien, Tonya</a>		check in		0 Units
<input type="checkbox"/> <a href="#">O'Malley, Jeffrey</a>		check in		0 Units
<input type="checkbox"/> <a href="#">O'Neal, Herbert</a>		check in		0 Units
<input type="checkbox"/> <a href="#">Parr, Dash</a>		check in		0 Units

- Click Check In/Check Out to add the attendance to the selected students

Student Attendance List				
Child Name	Classroom Name	Check-In	Check-Out	Total Units
<input checked="" type="checkbox"/> <a href="#">Blue, Bella</a>	Preschool	check in		0 Units
<input checked="" type="checkbox"/> <a href="#">Long, Jake</a>	Infant A	check in		0 Units
<input checked="" type="checkbox"/> <a href="#">Miller, Carson</a>	Preschool	check in		0 Units
<input type="checkbox"/> <a href="#">O'Brien, Tonya</a>		check in		0 Units
<input type="checkbox"/> <a href="#">O'Malley, Jeffrey</a>		check in		0 Units
<input type="checkbox"/> <a href="#">O'Neal, Herbert</a>		check in		0 Units
<input type="checkbox"/> <a href="#">Parr, Dash</a>		check in		0 Units

## Staff Attendance

If attempting to add/edit staff attendance for a previous day, and the following error message is received, there is a setting on the [System Config > Extended](#) screen that determines whether or not staff can add/edit time in the past.

Teacher Attendance List				
Teacher	Check-In	Check-Out	Code / Job Category / Classroom	Total Units
<input checked="" type="checkbox"/> . Employee ID:	7 : 00 AM ▼	<input type="text"/> : <input type="text"/> ▼	NORM ▼ -- ▼ -- ▼	0 Units
<div style="background-color: #f08080; padding: 5px;"> <span style="background-color: #c00; color: white; padding: 2px 5px; font-weight: bold;">Error</span> Sorry, Staff Check-in not allowed prior to the current date for         </div>				

The setting that determines this ability is: Allow Editing Prior to Current Date

- Yes - administrators are able to add/edit check in/out times for staff members any day

- No - administrators can only edit/add check in/out times for staff members on the current day, not a day in the past

## Read Only/Edit for Staff Attendance

Activity ID 1690 on the [Setup Roles](#) screen determines if administrators are able to edit attendance times for teachers.

- If Read Only is selected:

Attendance Issues ⚠

**Possible Attendance Issues List**

Ignore	Accept	Name	Status	Check In Date	In User	Check Out Date	Out User	Kiosk Process Date
No Attendance Issues								

Process

Teacher Attendance List

Teacher	Check-In	Check-Out	Code / Job Category / Room	Total Units
Adams, Larry Employee ID:	✘ 06:28:00 AM EDT emccauley	07:46:00 AM EDT emccauley		1:30 Units
Anderson, Sparky Employee ID:	✘ 07:36:00 AM EDT emccauley			0:0 Units

- If All Permissions is selected:

Attendance Issues ⚠

**Possible Attendance Issues List**

Ignore	Accept	Name	Status	Check In Date	In User	Check Out Date	Out User	Kiosk Process Date
No Attendance Issues.								

Process

Teacher Attendance List

Teacher	Check-In	Check-Out	Code / Job Category / Room	Total Units
<input type="checkbox"/> 1, Staff Employee ID:	✘ 06:27:00 AM EDT emccauley 6 : 27 AM	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal -- --	0:0 Units
<input type="checkbox"/> Adams, Larry Employee ID:	✘ 06:28:00 AM EDT emccauley 6 : 28 AM	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Teacher --	0:0 Units

## Helpful Reports

To see attendance over a period of time go to reports > room/program and pull one of the below reports- be sure you enter a date range and select the data you want to see by center, category or room!

- Reports > Room/Program, [Attendance - Child Attendance Detail - Excel](#)
  - Reports > Room/Program, Attendance - Site Summary Attendance - Excel
-