

# Taking Attendance - Best Practices

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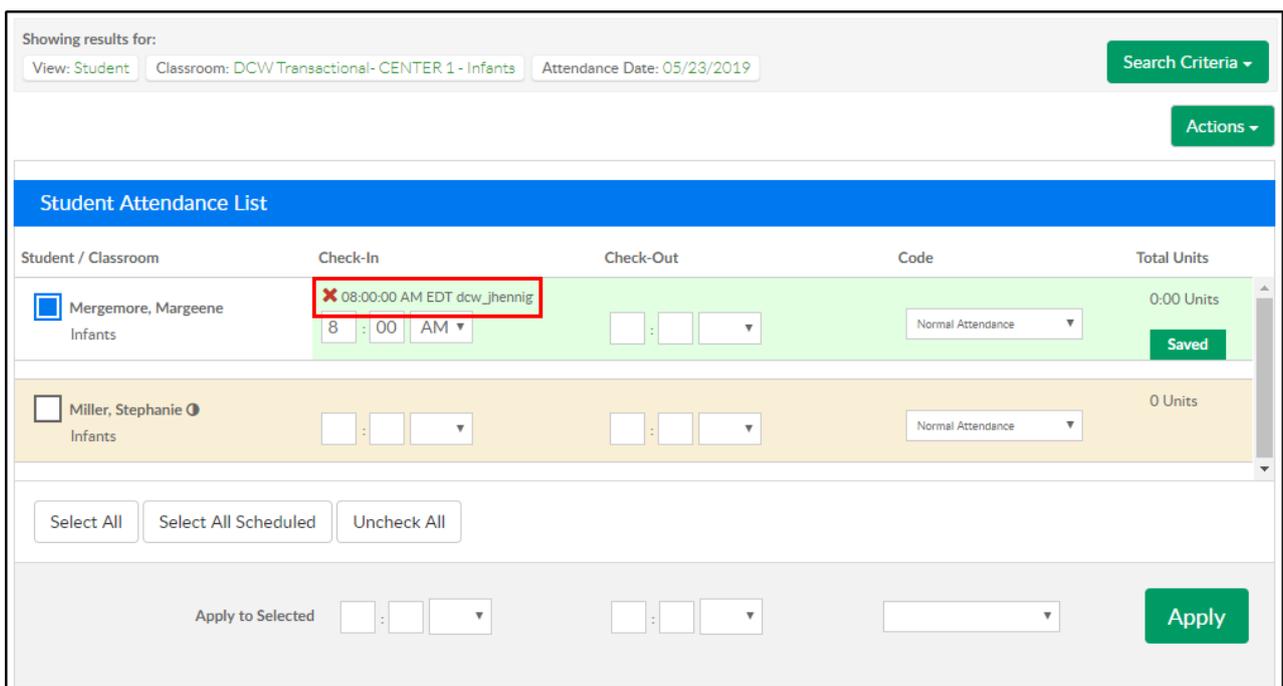
There are several ways attendance can be added to the system. The data will sync to the server, so reporting will always be up to date.

- Parents checking kids in/out by pin with the InSite Check-In application on a tablet
- Staff/Admins checking kids in/out with the InSite Classroom application on a tablet
- Staff/Admins checking kids in/out through the teacher portal  
(<https://connect.schoolcareworks.com/login.jsp> or <https://family.daycareworks.com/login.jsp>)
- Staff/Admins checking kids in/out through the admin side of the site on the attendance > entry page ([https://daycareworks.com/cg/secure\\_login.jsp](https://daycareworks.com/cg/secure_login.jsp) or [https://www.schoolcareworks.com/cg/secure\\_login.jsp](https://www.schoolcareworks.com/cg/secure_login.jsp))

Once attendance is in the system, any edits can be made by going to the [attendance > entry](#) screen. **Please Note:** make sure you are in edit mode by clicking Actions, then select Switch to Edit Mode



From the edit mode screen you can delete attendance by selecting the red x above a record:



Change the time a child was checked in/out by clicking into the field editing the time then press

tab

Showing results for:  
View: Student Classroom: DCW Transactional- CENTER 1 - Infants Attendance Date: 05/23/2019 Search Criteria Actions

### Student Attendance List

Student / Classroom	Check-In	Check-Out	Code	Total Units
<input checked="" type="checkbox"/> Mergemore, Margeene Infants	<input type="text" value="8"/> : <input type="text" value="00"/> AM <input type="text" value="dcw_jhennig"/>	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	Normal Attendance	0:00 Units Saved
<input type="checkbox"/> Miller, Stephanie Infants	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	Normal Attendance	0 Units

Select All Select All Scheduled Uncheck All

Apply to Selected  :     Apply

If time is being entered or changed, click into the field, then press tab. The screen will auto-save for you!

You can also mass check in/out children by selecting the box icon next to each child's name-

Attendance Entry (Edit)

Showing results for:  
View: Student Classroom: Show All Attendance Date: 05/15/2018 Search Criteria Actions

### Student Attendance List

Student / Classroom	Check-In	Check-Out	Code	Total Units
<input type="checkbox"/> Baggins, Frodo AM, Before School Care	<input type="text" value="8"/> : <input type="text" value="00"/> AM <input type="text" value="dcw_jgass"/>	08:12:00 AM EDT dcw_jgass <input type="text" value="8"/> : <input type="text" value="12"/> AM <input type="text" value=""/>	Normal Attendance	1:00 Units
<input type="checkbox"/> Baggins, Frodo Flexible Child Care Registration	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	Normal Attendance	0 Units
<input checked="" type="checkbox"/> Brave, Merida AM, Before School Care	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	Normal Attendance	0 Units
<input checked="" type="checkbox"/> Child, New Flexible Care, PM	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> : <input type="text" value=""/> <input type="text" value=""/>	Normal Attendance	0 Units

In the Apply to Selected section, enter the check in and/or check out times, select the attendance code from the drop-down, then click Apply. **Please Note:** students can only be checked in or out in the past, no FUTURE times.

Attendance > Entry (Edit)

Showing results for:  
 View: Student Classroom: DCW Transactional- CENTER 1 - Infants Attendance Date: 07/02/2019 Search Criteria ▾

Actions ▾

**Student Attendance List**

Student / Classroom	Check-In	Check-Out	Code	Total Units
<input checked="" type="checkbox"/> Mergemore, Margeene Infants	<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, Stephanie ● Infants	<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  :    :    Normal Attendance ▾ Apply

The time will be added to the selected student's records, then press Save All.

**Student Attendance List**

Student / Classroom	Check-In	Check-Out	Code	Total Units
<input checked="" type="checkbox"/> Mergemore, Margeene Infants	8 : 00 AM ▾	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance ▾	0 Units
<input checked="" type="checkbox"/> Miller, Stephanie ● Infants	8 : 00 AM ▾	<input type="text"/> : <input type="text"/> <input type="text"/>	Normal Attendance ▾	0 Units

Select All Select All Scheduled Uncheck All

Apply to Selected  :    :    Normal Attendance ▾ Apply

Please review the attendance applied, then click Save All. Save All

To pull a report that displays the day's attendance go to actions and select Attendance Detail Export- Excel

☆ Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup Q

Attendance > Entry (Edit)

Showing results for:

View: Student Classroom: DCW Transactional-CENTER 1 - Infants Attendance Date: 07/02/2019 Search Criteria ▾

Actions ▾

Student Attendance List

Switch to Normal Mode

Attendance Detail Export - Excel

Import Attendance

Student / Classroom	Check-In	Check-Out	Code
	08:00:00 AM EDT		

Additional reports can be pulled for a particular date range, child, classroom, etc. by navigating to [Reports > Room/Program](#).