InSite screenshot - Take Attendance Overview

Last Modified on 02/18/2021 7:13 am EST

When selecting the Take Attendance action on the home screen, there are multiple options available. Click the title to be directed to each article.

- Check IN check one or more student/staff into a room
- Check OUT check one or more student/staff out of a room
- Delete Attendance delete a student's attendance for the day (only one student at a time)
- Move- move one or more student/staff to a different room
- Present- mark student(s) as present

Side Menu Options

There are 4 options on the right side of the Take Attendance screen.

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Before and After School Care Registration Room	Take AttendanceStudent Staff00	f Offset 0
А	Choose an option	< \Upsilon
Adams, Jillian <	Check IN	< i
P	Check OUT	<
Potter, Harry	Delete Attendance	-
	Move	
т	Present	

Click the arrow to the left of each icon to access menu.

lcon	Description
< 🕇	Filter - by Room or Center, Not Here, Here or Both, Not Scheduled, Scheduled or Both
< 1	Information - Important Information, Note, Here, Scheduled Today, Was Here Today, Absent, Present Time Expired
	1

< 📰	Select Options - Select All, Unselect All
< 🛠	Offline Attendance - Check In - Offline, Check Out - Offline

Filter

The Filter icon allows the student list on the left to be filtered

- Room or Center select if you wish to view the students assigned to the selected room or all students in the center not currently checked into a different room
- Not Here/Here/Both choose if you wish to view students who are not checked in, view only students checked in, or view both
- Not Scheduled/Scheduled/Both choose to view only students who are not scheduled for the day, scheduled for the day, or both



Information

The Information icon displays a legend describing what each tile from the Attendance screen means. When a tile is in color, it means there is information or active, when a tile is grayed out, it is not active.

lcon	Description
•	Important Information – contains information such as attendance, consent, and health
	Note – a note was added from the home screen

	Here – the student has been checked in
	Scheduled Today – the student is scheduled to attend
	Was Here Today – the student attended that day, but is not currently there
X	Absent – the student is scheduled to attend, but it absent
4	Present Time Expired – the student has been checked in, but not marked as Present <u>or</u> the student was marked as Present over 30 minutes ago

Select Options

This option allows you to select <u>all</u> students from the left side to Check IN, Check OUT, Move, or mark as Present.

	☆ [©]				
Before and After School Care Registration Room	Take Attendance	~	Student 0	Staff 0	Offset 0
A	>	Select Opti	ons		
Adams, Jillian		Select A	ll		
Р		UnSelect	All		
Potter, Harry					
т					
Test123, test123 <					
A					
т					

Offline Attendance

Offline Attendance allows one or more students to be checked in and out, but does not have the option to change the Check In/Out time.

1		Offline Attendance		
1	Account, Test Account			
Q	Adams, Rob	a 🗹		
-	Adams, Mary			
3	Adams, Sallie		c	
**	Adams, Bill		D E	
酿	Adams, Jane	a <	F 0	
2 3	Adams, Jillian	a 🗸		
34	Adams, Theo	a <	ĸ	
3	Allemon, Susie	a 🗸	M	
5	Anderson, Mary Beth	a 🗸		
龖	Anderson, Ty	a 🗸		
1	Anderson, Jessi		U	
i	Andrews, Marielle	3	w	
盟	Apple, Ashlee	a <	2 b	
M	Apple, Benjamin	a	e d	
B	Roby Date	F1 82		Check In
	Billings John		1	
10	Billings, Johnny	FIE		Check Out
**	Billings, Joseph	FIE		
11	Boon Betty			Submit

Offline Attendance Icons

lcon	Description	
	The student is currently checked in, but not submitted	
	Student is not checked in	
\	Student is currently checked in and submitted	
	Student was checked out and not submitted	