InSite Classroom - Serve Meals

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Use the Serve Meals option from the home screen to record meals served to students. Once a meal is selected, there are three options to choose from: Served, Not Served or Remove.

Important: In order to track meals on the InSite Classroom app, it must be enabled. Go to the Home > General screen, locate the CACFP Information section, and select Yes under the CACFP Enrolled field.

Adding and Removing Meals

1. Choose a room from the left and click Serve Meals



2. Select a meal to record

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Before & After Care Registration ${\scriptstyle \!$	Serve Meals	✓ Stude 5	nt Staff Offset 1 0
А		Select a Meal	
Anderson, Jessi	\bigcirc	Breakfast	
📥 \land 🖹 B 🗞 L 🎭 D 🇞	\bigcirc	AM Snack	
Anderson, Mary Beth		Lunch	
🖉 🕑 🖹 B 🦠 L % D %	\bigcirc	PM Snack	
С	\bigcirc	Dinner	
Cabrera, Minny	\bigcirc	Evening Snack	
н	Ch	hoose an option	
	\bigcirc	Served	
Hicks, Jeff	\bigcirc	Not Served	
C Hisks John C H	\bigcirc	Remove	

- Breakfast
- AM Snack
- Lunch
- PM Snack
- Dinner
- Evening Snack
- 3. Choose an option



- Served the meal was served to the student
- Not Served the meal was not served to the student
- Remove a meal needs to be removed from the student

4. Select the students on the left that are associated to the selected meal. **Please Note:** only students that have been checked in for the day will be on the list

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Before & After Care Registration ${\scriptstyle \lor}$	Serve Meals	~	Studer 5	nt Staff 1	Offset 0
Α		Select a Meal			
Anderson Jassi	\bigcirc	Breakfast			
	\bigcirc	AM Snack			
Anderson, Mary Beth		Lunch			
	\bigcirc	PM Snack			
С	\bigcirc	Dinner			
Cabrera, Minny	0	Evening Snac	:k		
н	С	hoose an optior	n		
		Served			
Hicks, Jeff	\bigcirc	Not Served			
	\bigcirc	Remove			
Hicks, John					

- 5. Click Submit
- 6. Once the meal has been submitted, each meal indicator will turn blue, see chart below
 - When the icon is blue the corresponding meal has been Served
 - When the icon is gray the corresponding meal has not been recorded
 - When the icon is red the Not Served option was selected



The below chart explains what each meal indicator stands for:

Icon Description	lcon	Description
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В	Breakfast	SNZ	PM Snack
SN7	AM Snack	D	Dinner
L	Lunch	SNG	Evening Snack