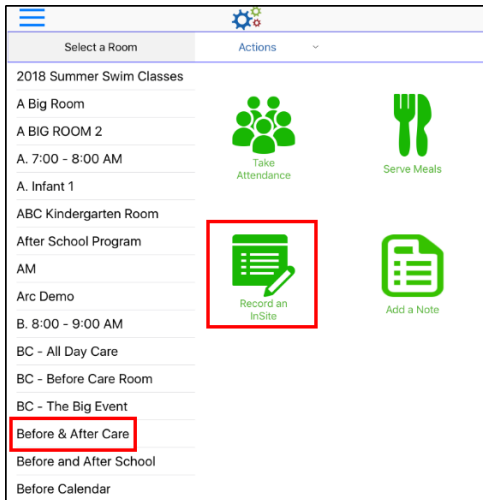


# InSite Classroom - Record an InSite

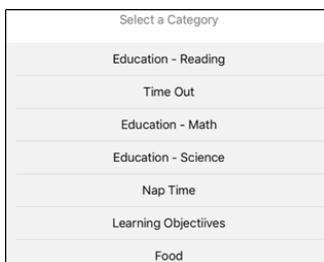
Last Modified on 02/09/2024 2:17 pm EST

InSites are used for recording activities the students were involved in throughout the day. Activities include naptime, reading, time out, etc. and are communicated to parents via the parent portal.

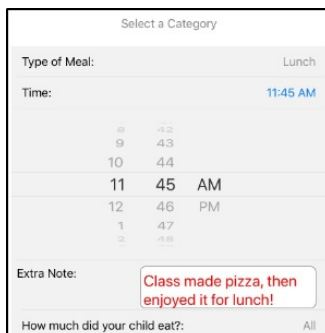
1. Select a room and click Record an InSite



2. Select a Category. **Please Note:** categories can be added/edited from the administrator site.



3. Enter the details for the InSite - time, comments, etc.



4. Add a photo and photo comment
  - Click the camera icon on the bottom right
  - Choose Library or Camera
  - Select/take the photo
  - Add any comments in the Add a comment section
  - Click Save
5. Select the student(s) from the left that participated in the InSite

The screenshot shows a mobile application interface for recording an insite. At the top, there is a header with a menu icon, a gear icon, and the text "Record an Insite" and "Staff Student Offset: 0 4 1". Below the header, there is a list of students on the left, with a red box highlighting the first four entries: Adams, Sallie; Anderson, Mary Beth; Anderson, Ty; and Apple, Ashlee. The main form area on the right is titled "Select a Category" and has "Lunch" selected. The "Time" is set to "11:45 AM". Below the time, there is a table of times: 9:42, 9:43, 10:44, 11:45 AM, 12:46 PM, and 1:47. The "Extra Note" field contains the text "Class made pizza, then enjoyed it for lunch!". Below the note, there is a field for "How much did your child eat?" with "All" selected. At the bottom, there is a "Photo" section with a photo upload icon and a photo of pizza. The "Submit" button is highlighted in blue.

6. Click Submit. These will appear in [Today's Daily InSites](#)