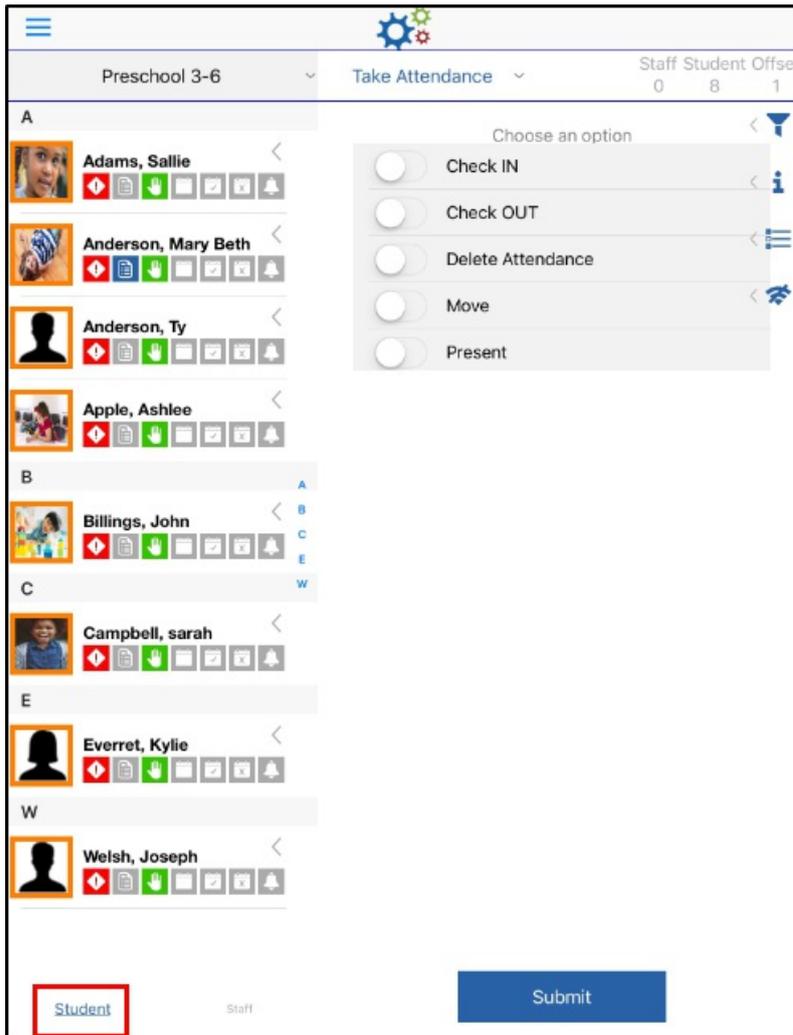


InSite Classroom - Take Attendance, Check In/Out

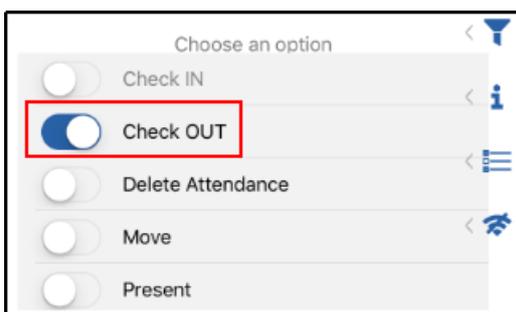
Last Modified on 02/18/2021 7:14 am EST

Follow the instructions below to check a student or a staff member into a room:

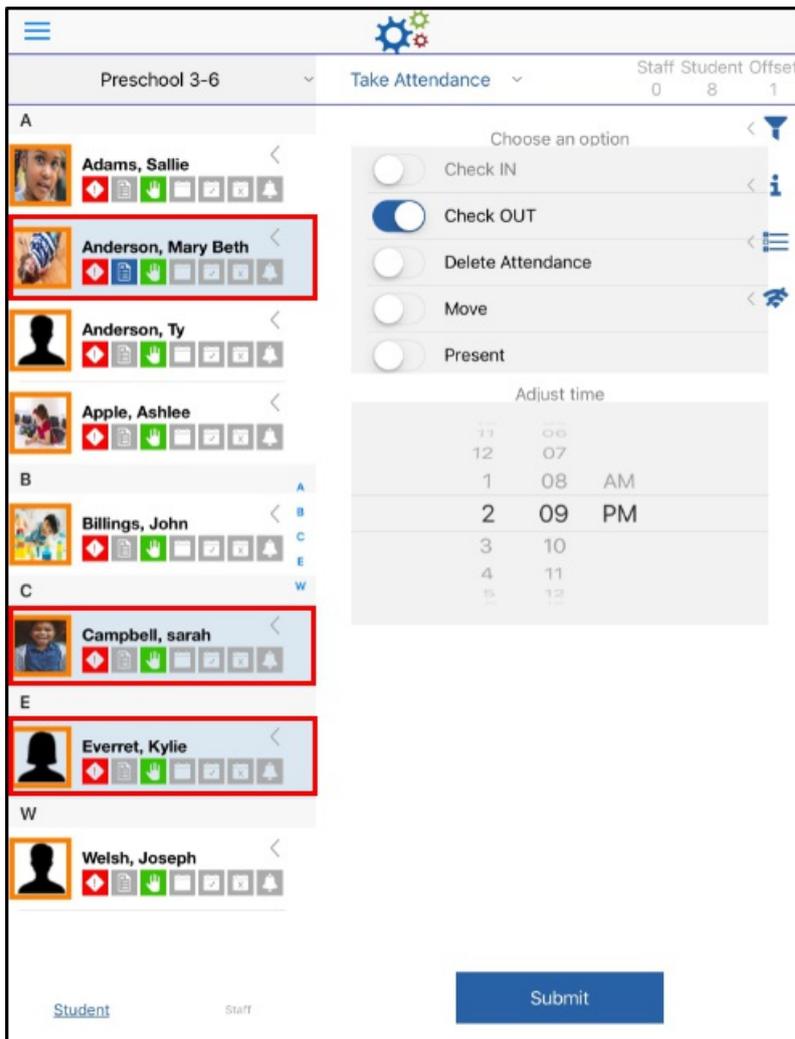
1. From the [Take Attendance](#) screen, ensure the Student option is selected at the bottom of the screen - Student is the default option. **Please Note:** for staff check in/out, select Staff instead of Student and follow the steps below



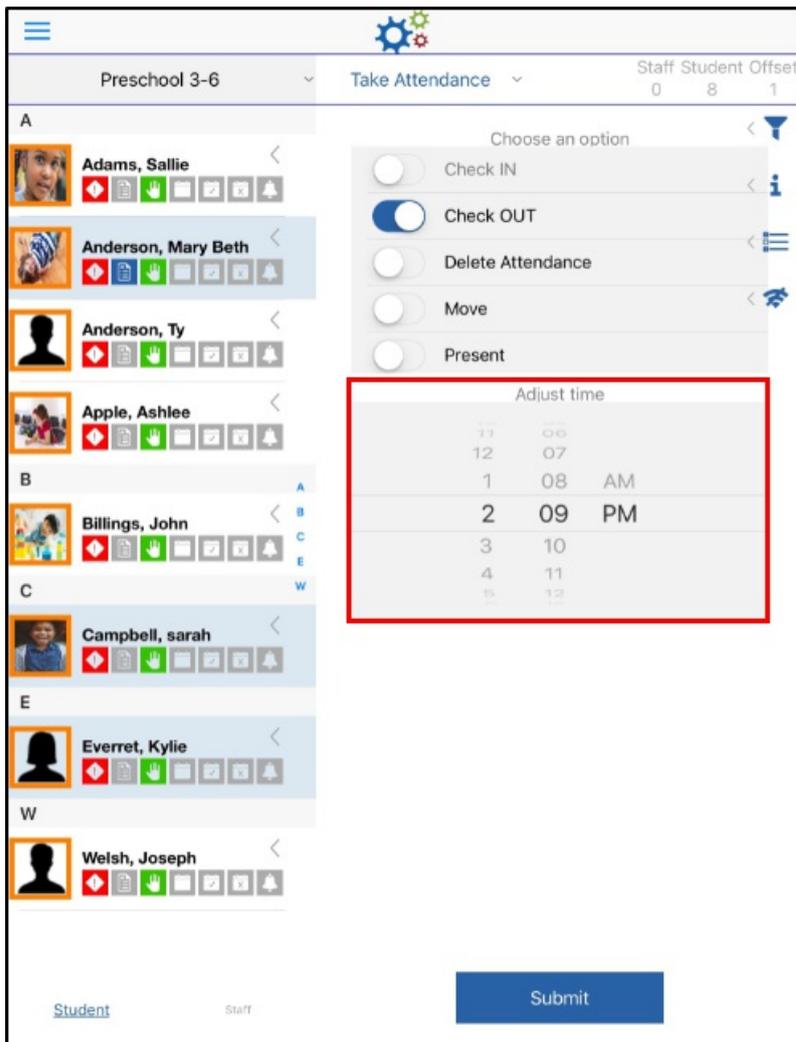
2. Choose Check IN or Check OUT - the selected option will display blue



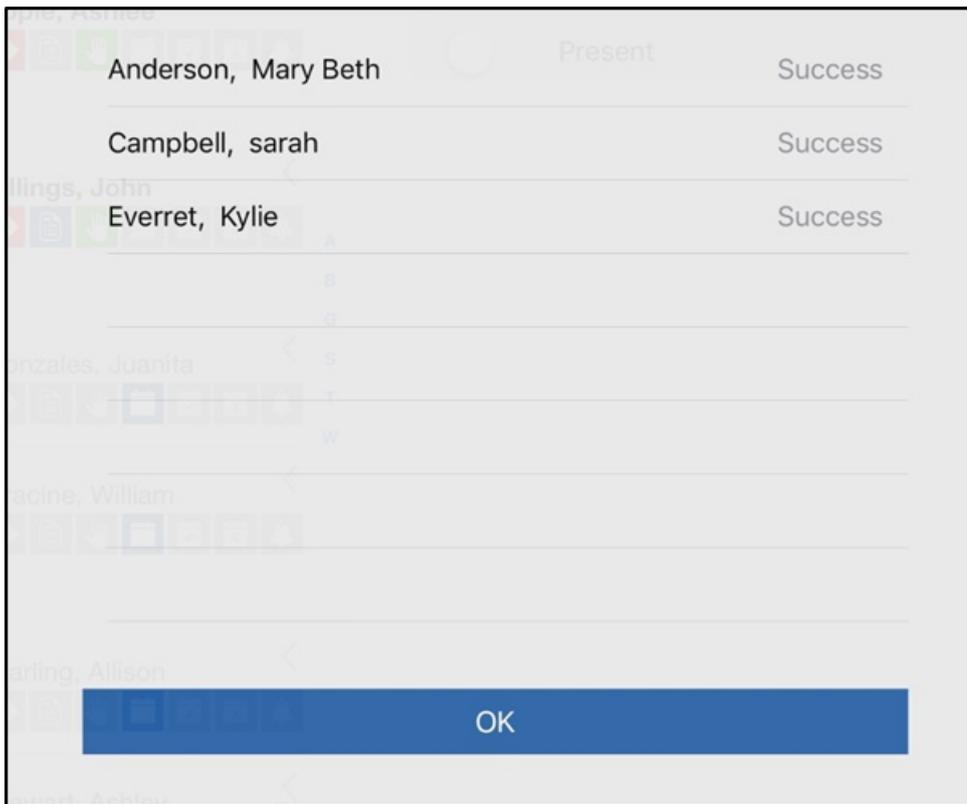
3. Tap the student(s) to check in/out. The line will turn light blue when a student is selected, to deselect, tap the student again



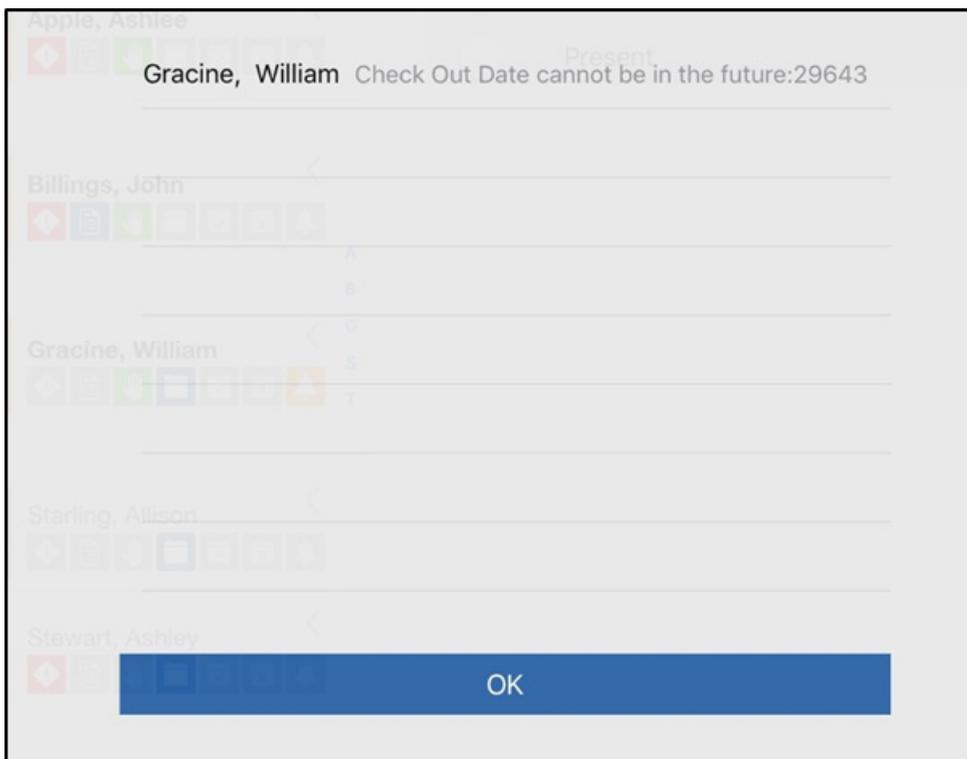
4. Select the correct time for check in/out - the time will default to the current time.
Please Note: only past times are selectable



5. Click Submit
6. The confirmation screen will display the status of each student's check in/out
 - Success - the check in/out was successful



- o Check In/Out Date cannot be in the future



7. Click OK

8. If a future time was selected, select the correct time and click Submit again