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:

 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

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	Preschool 3-6	 Take Attendance 	Staff Student Offset 0 8 1
A		Choose an op	tion < 🍸
13	Adams, Sallie	Check IN	< 1
		Check OUT	1
C.M	Anderson, Mary Beth	Delete Attendance	
	Andrean Tr	Move	< *
I		Present	
	Apple, Ashlee		
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в		A	
	Billings, John 🚺 🗎 🔹 🌲	C	
с		w	
6	Campbell, sarah		
E			
	Everret, Kylie		
w			
1	Welsh, Joseph 🗸 🔹 🔹 🔹		
St	udent Staff	Submit	

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



 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

Anderson, Mary Beth	Success
Campbell, sarah	Success
Everret, Kylie	Success

• 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