InSite Classroom - Take Attendance, Move

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To move students to a different room, follow the steps below:

1. From the Take Attendance action screen, select Move



2. Select the student(s) from the left that should be moved

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Preschool 3-6 v	Take Attendance ~	Staff S 0	tudent Offset 7 1
A	Choose an o	ption	< 🕇
Adams, Sallie	Check IN		< 1
	Check OUT		_
Anderson, Mary Beth	Delete Attendance		
	Move		< 7
Apple, Ashlee	Present		
В	Select a room		
Billings, John	Room	Staff:Student	Status
	2018 Summer Swim Classes	0 : 0	\odot
Св	A Big Room	1 : 56	\odot

3. Select the room the students should be moved to. This screen also displays the student to

staff ratio

Select a room				
Room	Staff:Student	Status		
2018 Summer Swim Classes	0 : 0	\odot		
A Big Room	0 : 2	۲		
A BIG ROOM 2	0 : 1	۲		
A. Infant 1	3 : 4	\odot		
ABC Kindergarten Room	0 : 0	\odot		
After School Program	0 : 0	\odot		
AM, Before School	0 : 0	\odot		
AM, Drop In	0 : 0	\odot		

4. Click Submit. The student(s) will be moved