

ATTENDANCE – USING ATTENDANCE CHECK-IN

- I. The Attendance Check-In Screen
- II. Checking In a Student

- I. The Attendance Check-In Screen

The screenshot displays the Genesis Student Information System interface for the Attendance Check-In screen. At the top, there are navigation tabs for 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', and 'Setup'. Below these, there are links for 'Daily Attendance', 'Codes', 'Cards', 'Letters', 'NJ ASSA', 'Register', 'Auto Dialer', 'HR Attendance', 'Global Conn.', 'Check In', and 'Reports'. The main search area has a text input field with 'DAILY' entered, a 'Search' button, and a 'Clear' button. Below the search field is a large blue keyboard with buttons for numbers 0-9, a 'Back' button, and letters Q-Z. At the bottom, there is a 'Student Information' section with a small photo of a man, and a blue 'Check In' button.

Figure 1 – Top Portion of the new Attendance→Check-In screen

Attendance Check-In

The Attendance Check-In screen provides a streamlined, quick way to check tardy students into school. The top portion of the screen is used to select the student – either by their student id or by their last name.

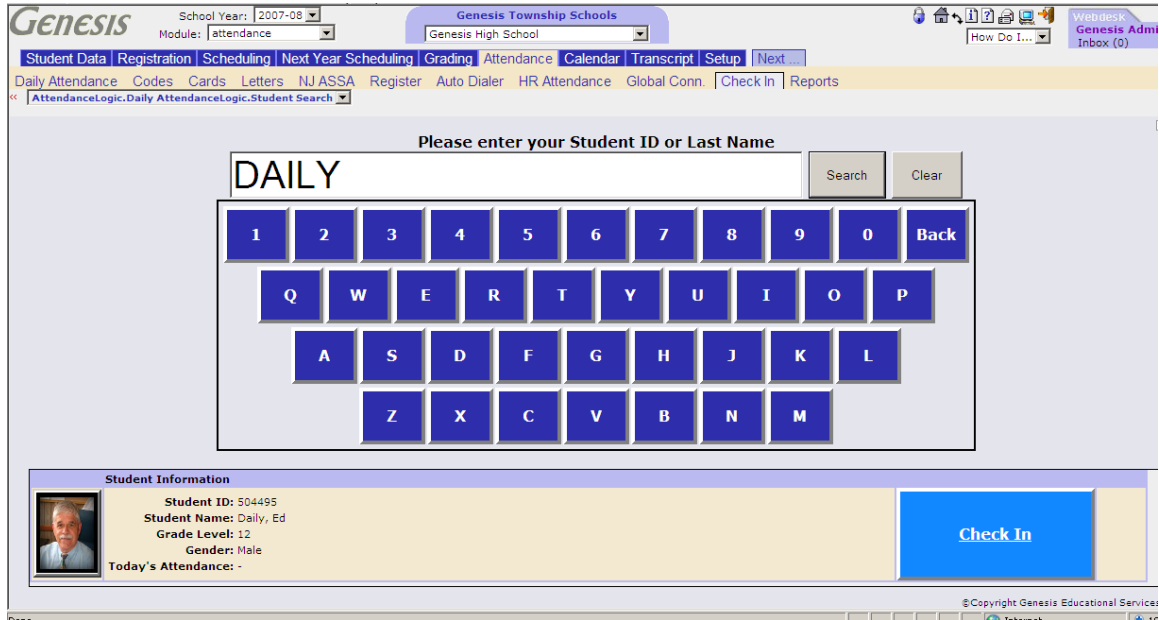
If the student’s ID cards contain a barcode of their ID #, a barcode scanner can be used to quickly read the number and locate the student’s record. A touch screen will alternately allow administrators (or students) to select letters or numbers, and perform the search, directly on the screen.

The bottom portion of the screen displays the student(s) who match the search criteria (e.g. last name) entered – or scanned – into the field at the top. A simple “Check-In” button checks in the selected student. See the procedure below. Optionally, a student pass can be printed to permit the student to walk to their classroom.

This provides a highly streamlined check-in – or checkout – process.¹

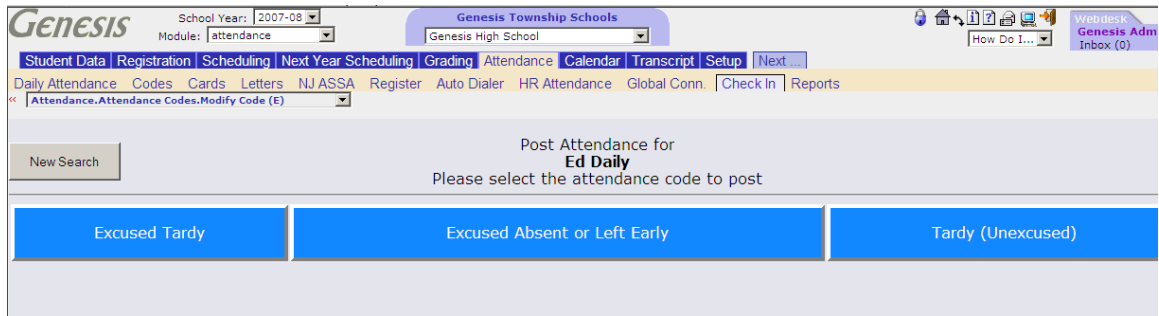
¹ Prior to using Attendance Check-In ,Attendance codes must be configured to be used with it.

I. Checking In a Student

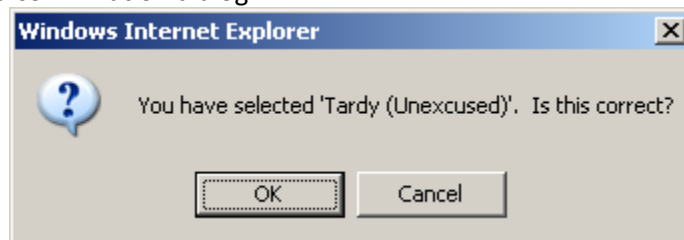


Procedure to Manually Check-In a Student (no scanner)

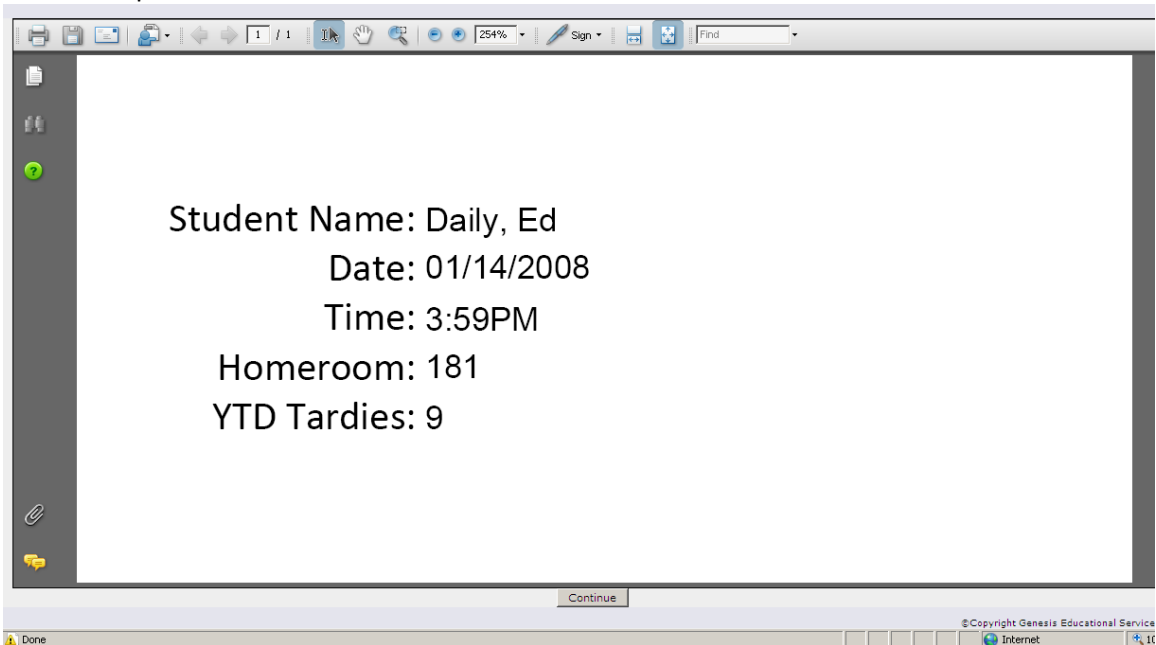
1. Go to the [Attendance](#)→[Check-In](#) Screen
2. Enter all or part of the student’s name or enter their student id
3. Click the “Search” button. This locates students who match the entered criteria.
4. To check-in a student, click on the “Check-In” button corresponding to that student. This brings up the “Select Reason” screen, shown below. This screen contains one large button for each available check-in code:



5. Click on the code you wish to use. Note that only a very small number of Attendance Codes will be used for this feature. E.g. “Excused Tardy”, “Unexcused Tardy” and possibly “Left Early” (in essence, a **check-out** code) If there are multiple codes, you will be shown a confirmation dialog:



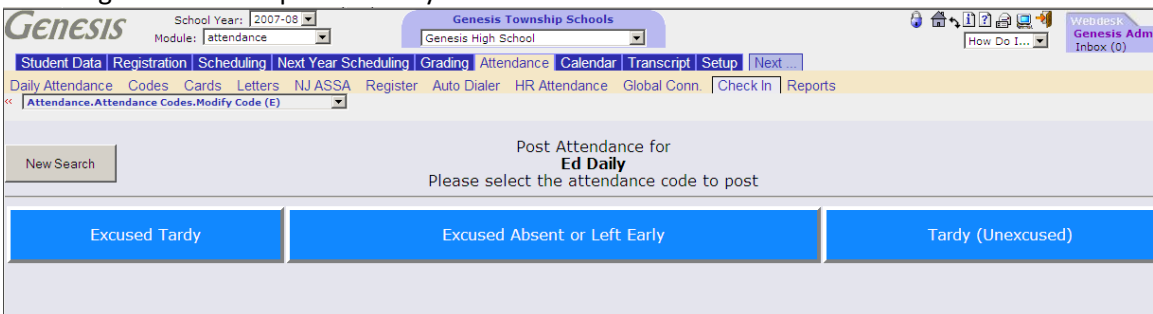
- Enter **OK** to check the child in or **Cancel** to abandon the operation. If your system is configured to print Attendance Passes, your Attendance Pass will now be displayed and can be printed out:



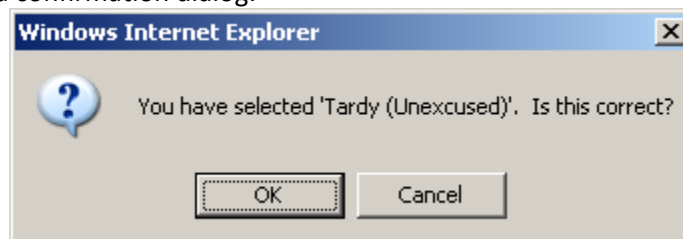
- To return to Genesis after printing out the pass, click the browser back button.

Procedure to Check-In a Student with a Bar Code Scanner

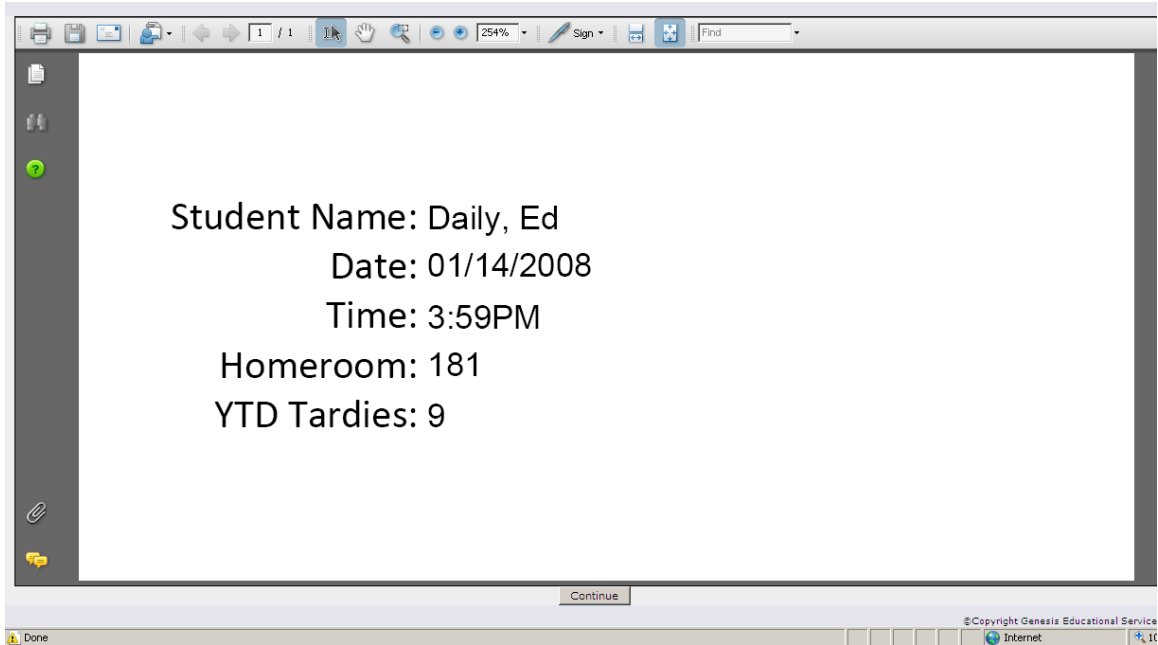
- Click the "Search" button. This locates students who match the entered criteria.
- Swipe the student's identification card barcode with a barcode scanner. This should bring the student up and allow you to check



- Click on the code you wish to use. Note that only a very small number of Attendance Codes will be used for this feature. E.g. "Excused Tardy", "Unexcused Tardy" and possibly "Left Early" (in essence, a **check-out** code) If there are multiple codes, you will be shown a confirmation dialog:



4. Enter **OK** to check the child in or **Cancel** to abandon the operation. If your system is configured to print Attendance Passes, your Attendance Pass will now be displayed and can be printed out:



5. To return to Genesis after printing out the pass, click the browser back button.