Attendance

App & Scanning
**what?**

Through the **Mobile Attendance App (Attendance App)**, users can track and enter **Attendance and Meal Counts** on an iPad® or tablet. Parents/guardians can also check in/out their children.

**setup**

**System Preferences**

These preferences are global and apply to all users.

- General
- Enrollment
- Data History Log
- Attendance
- In-kind
- Notes
- Fees
- Email
- Dashboards

- Entry Express
- Attendance Scanning
- Staff Time Clock
- Mobile App

1. **Enable Mobile Attendance**
   - This option allows you to turn on/off access to the mobile attendance app. In order for the app to work, this option must be checked **AND** users must have access to the ChildPlus Mobile App Attendance security checkpoint in Setup | Security | User Security Groups.

2. **Enable the 'Parent Check In' Feature**
   - This option allows the mobile app to be used by parents to check their children in and out each day. If this option is not checked, each participant's attendance and meals will default the same as specified in the Entry Express section above.

- **Mark the parent's signature when a participant is checked in or checked out.**

- **Mark a participant as Tardy if they check in 15 minutes or more after the classroom begins.**

- **Mark a participant as Left Early (or Tardy/Left Early if they were also Tardy) if they check out 30 minutes or more before the classroom end time.**

- **Only allow meals to be recorded for a participant that is checked in at the time the meal is recorded.**

- **If this option is checked, users will only be able to count meals for a participant who is checked in.**

- **If this option is not checked, participants will not need to be checked in and will only need to have an attendance code of Present, Tardy, Left Early, or Tardy/Left Early in order to be counted for meals.**

- **When participants are checked in, mark all of their scheduled meals as served.**

- **If this option is checked, any meals that were not eaten will need to be manually unchecked.**

- **Require meals to be counted at the point of service. Do not allow meals to be recorded more than 0 minutes before the meal begin time or more than 0 minutes after the meal end time.**

- Begin and end times for classrooms and meals are configured at Setup | Agency Configuration | Program Info | Program Term | Classrooms on the Operating Days and Hours and 'Meals Served' tabs.
Security must be set to Full Access.
Access the Attendance App after downloading it from the App Store® for Apple iPads® or the Google Play™ Store for Android tablets. Download instructions vary according to device.

You can run the Attendance App on any iPad® device running iOS 9 or later. The Attendance App is currently available exclusively for iPads® and will not run on the iPhone®.

You can run the Attendance App on any Android tablet device running Lollipop version 5.0 or higher. The Attendance App for Android is available exclusively for Android tablet devices. Access to wireless network is necessary.

Once the Attendance App is downloaded and opened, the setup screen displays.

* Your system administrator sets access for this feature.
After the initial setup is complete, the login screen for the Attendance App is displayed in the screenshot below. Sign in using the same log in name and password you use to log into ChildPlus.

**ChildPlus**

Professional Head Start Management Software

Use the same log in used for accessing ChildPlus. If your password was changed in ChildPlus, it is also changed here.
This message displays when:

- **Attendance** has not been taken for the Classroom

![Open Classroom?](image)

To continue, tap **Open**.

- the App is opened before or after **Operating Days and Hours** for the Classroom
- you are attempting to take **Attendance** for a past or future date

![Open Classrooms?](image)

The Attendance App will not allow you to take Attendance for a past or future date (Attendance is in real time). You can edit Attendance taken on a past date.
The Attendance App defaults to the Attendance screen.

1. Tap **Please Select A Class**.
2. Tap the Classroom of the participant the Parent/Guardian is checking in.
3. Tap **Done**.

**Navigation Tips**

Use the Menu at the bottom of the Attendance App to navigate to the available options.
Tap or swipe the top left-hand corner of the App screen to:

- Refresh the data
- Use Help
- Sign Out

Help will display on your internet browser.
Parent Sign In Option

1. Highlight the participant’s name.
2. Tap .
3. Have the Parent/Guardian sign the iPad® or tablet.
4. Tap \textit{Save}.\"
Teacher's Menu for Attendance and Meals

Staff can use the Attendance App to record Classroom or individual attendance. Attendance can be edited directly from the default Attendance screen or tap and then

At the default Attendance screen:

1. Highlight the participant's name.
2. Tap Attendance.
3. Select the Attendance Code.
Meals can also be entered or edited by staff. Tap Meals.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>PM Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check All</td>
<td>Check All</td>
<td>Check All</td>
</tr>
<tr>
<td>Out</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Out</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Out</td>
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<td>In</td>
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<td>Out</td>
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<td>✓</td>
</tr>
<tr>
<td>Out</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

In this example, the participant was signed in by a Parent/Guardian and staff updated the meals.

Tap the meal to be updated.
This message is displayed if **Meals Served** times have been designated in your agency's setup and you are attempting to log a meal outside the assigned times. **Setup >> Agency Configuration >> Program Info >> Select Program Term >> Classroom Tab >> Meals Served**

More Options

1. Tap the more options icon.
2. Tap Details and Contact Info.
Pertinent participant information is displayed. To view the phone number of any Parent/Guardian or Emergency Contact, tap the more options icon. To close the screen, tap Done.

1. Tap the more options icon.
2. Tap Edit Attendance and Notes.
Edit as needed. Tap **Done** to exit the screen.

The Attendance App uploads the information directly to ChildPlus.

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**Attendance**

**Wed Aug 31, 2016 - Faith House Center - Classroom A**

<table>
<thead>
<tr>
<th>Classroom Status</th>
<th>Open</th>
<th>Classroom Notes</th>
<th>Non-Participant Meals</th>
<th>Change All</th>
<th>Setup</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abner Sammy</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Breamon Renae</td>
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<td>Beltran Johnson</td>
<td>P</td>
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<tr>
<td>Chalmers Kimbery</td>
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<td>Chalmers Kurtis E</td>
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<td>Forsythe Ellis</td>
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<td>Fulton Joseph</td>
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<tr>
<td><strong>Hayward Jason</strong></td>
<td>T</td>
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<td></td>
<td></td>
<td></td>
<td><strong>HS 235071</strong></td>
</tr>
<tr>
<td>Upps Mohammad S</td>
<td>P</td>
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<td></td>
</tr>
</tbody>
</table>

**In:** 12:17 PM

**Out:**

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2/23/2017

Attendance App Instructions

www.childplus.com
Error Message

ChildPlus
Professional Head Start Software

We are unable to connect to the server. Please wait while we try to reconnect and save your changes to the following participants:
Jason Hayward

If this message is displayed, the wireless connectivity has been interrupted. Allow the connection time to reset. If the Refresh option is available, tap to see if the connection can be restored.

Your database and connection settings can be checked at the log in screen. Tap Settings and verify the information as determined by your system administrator.
what?
Through the Attendance Scanning module, users can check participants in or out and scan meals using a barcode scanner connected to a computer with ChildPlus.

setup

Manually check in or out a participant and record meals without a scanner by typing the participant's ChildPlus ID number.

2. To assign a security level, click the + sign on Entry Express.
3. Right-click on Attendance Scanning and select Full Access.
what?

Through the Reports module, users can create a barcode list of participants.

Click 2340 - Attendance Scanning Barcodes.

Configure the Agency logo in Setup >> Agency Configuration >> Agency Information
Alvey, Cortez
Faith House Center | Classroom A
Allergies: none

Barron, Alex
Faith House Center | Classroom A
Allergies: All nuts, tomato products, soy products, & envir

Beltran, Johnson
Faith House Center | Classroom A
Allergies: None

Chalmers, Kimbery
Faith House Center | Classroom A
Allergies: none

Chalmers, Kurtis E
Faith House Center | Classroom A
Allergies: Citrus, pineapple

Forsythe, Ellis
Faith House Center | Classroom A
Allergies: none

Fulton, Joseph
Faith House Center | Classroom A
Allergies: 

Hayward, Jason
Faith House Center | Classroom A
Allergies: no known allergies
In the **Attendance Scanning** module, the default is set to your agency's specifications in **Setup >> System Preferences**. If a participant is not scanned, they are recorded as the default set in the **System Preferences**.

**Check Participants In**

1. Click [Check In].
2. Scan the barcode or type the ChildPlus ID number.
3. ChildPlus marks the participant as **Present** and records the time as their **Arrival Time** for the day.

If a participant is scanned who is not currently enrolled, ChildPlus displays this message:

⚠️ **<Participant Name>** is not enrolled in any classroom that is currently in session.

If the user does not have security privileges set for their login, this message is displayed:

⚠️ **<Participant Name>** is not enrolled in a classroom to which you have access.
Scan Meals

1. Click **Meals**.
2. Scan the barcode or type the ChildPlus ID number.
3. ChildPlus records the meal appropriate to the time of day (Breakfast, AM Snack, Lunch, PM Snack or Supper).

If a participant is not checked in, the following message is displayed:

⚠️ <Participant Name> is not checked in. Meal counts can only be recorded for participants who are checked in.

If a meal count is scanned outside the time restrictions, the following message is displayed:

⚠️ Meal counts must be taken at the point of service.

- If a participant’s meal is not scanned (for example, accidentally missed) and the time limit has lapsed, the information has to be manually entered in **Entry Express >> Attendance**.

- Set the times for each meal in **Setup >> Agency Configuration >> Classrooms tab >> Meals Served tab**.
If a Classroom has not been configured with times for meals, the following message is displayed:

⚠️ The Classroom has not been configured with meal times.

Check Participants Out

1. Click [Check Out].
2. Scan the barcode or type the ChildPlus ID number.
3. ChildPlus records the time as their Departure Time for the day.

If a participant is not checked in, the following message is displayed:

⚠️ <Participant Name> is not checked in.