



# 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.

# where?

- Setup
- System Setup
- System Preferences
- Attendance tab

# 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.

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.

Record 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 begin time\*.

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.

Set defaults based on agency's needs



- Setup
- Security
- User Security Groups

User Security Groups | Delete User Security Groups | Save X

Security Group Name: Attendance | Security Group Description: [ ]

Access Privileges for Members of this Security Group. Right click an item to set Access Privileges.

- Security
  - Services
  - Dashboard
  - To-Do Lists
  - Entry Express
  - Management
  - Reports
  - Setup
  - Gear Menu
  - Help
  - Download from the Web
  - Select Existing Person
  - Access the ChildPlus Community page
  - Receive Warnings when the ChildPlus license is nearing expiration
  - Edit existing notes in append-only notes fields in Module Designer
  - ChildPlus Mobile App
    - Attendance

Expand All | Collapse All | Copy to Clipboard

Full Access |  Full-Recommended |  Full-Required |  Append Access |  View Access |  No Access

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.



ChildPlus  
Attendance App  
on iPad® or tablet

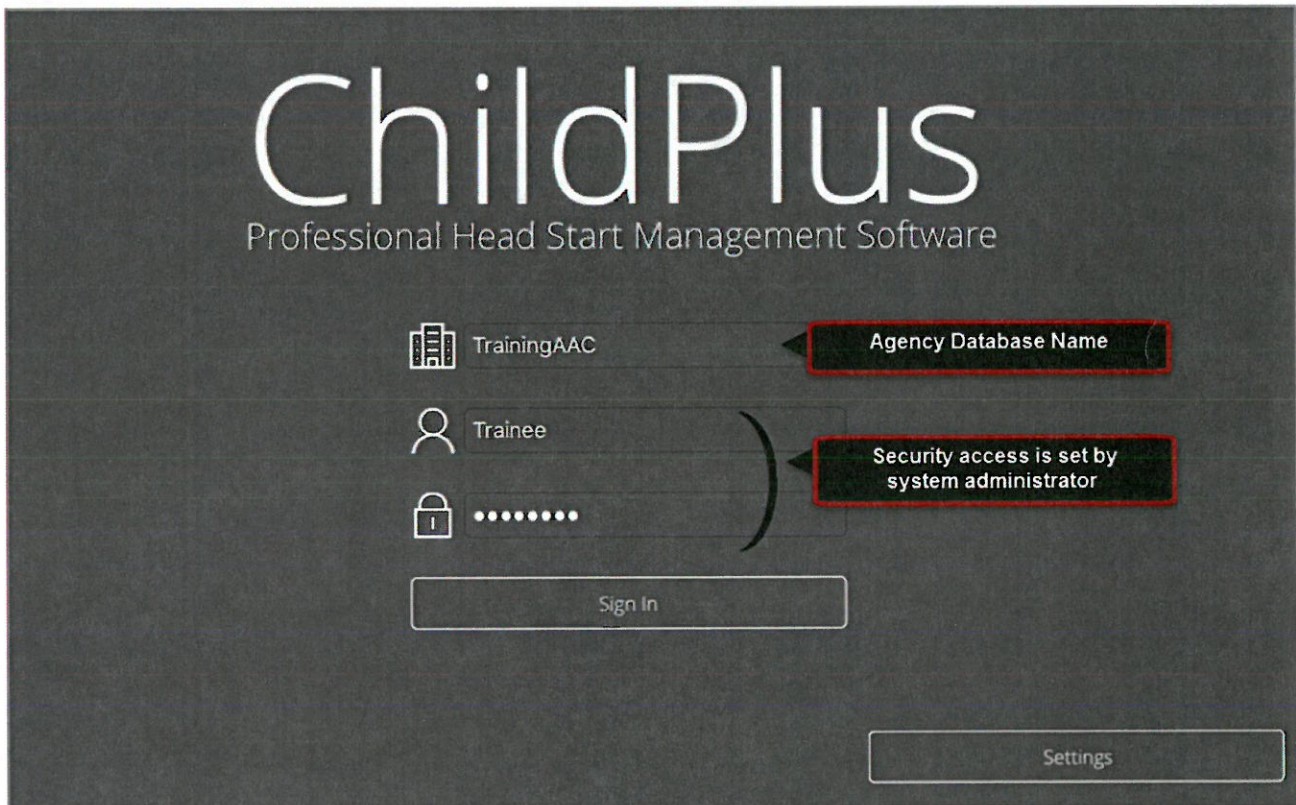


You can run the **Attendance App** on any iPad® device running iOS 9 or later. The **Attendance App** is currently available exclusively for iPads® and will not run on the iPhone®.

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.

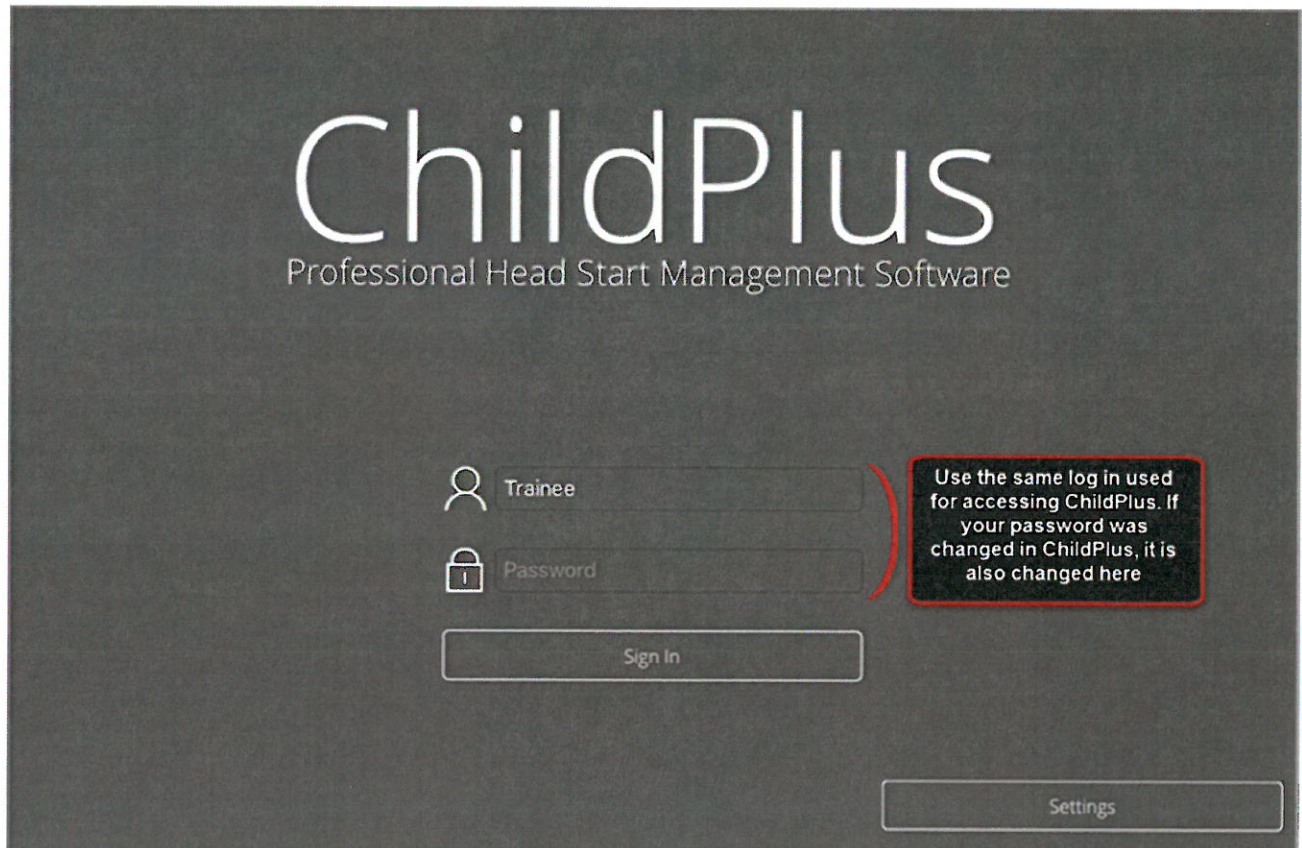


\* Your system administrator sets access for this feature.

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## data entry

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

Trainee

Password

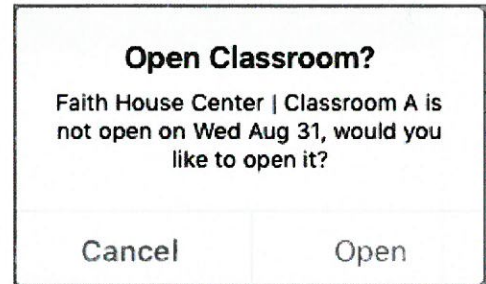
Sign In

Settings

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

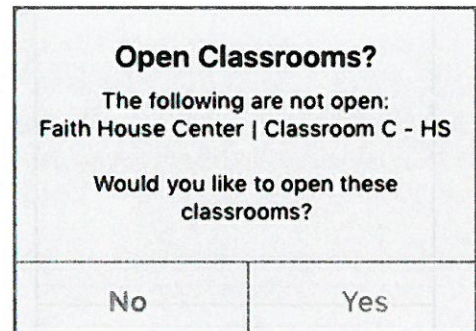
This message displays when:

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



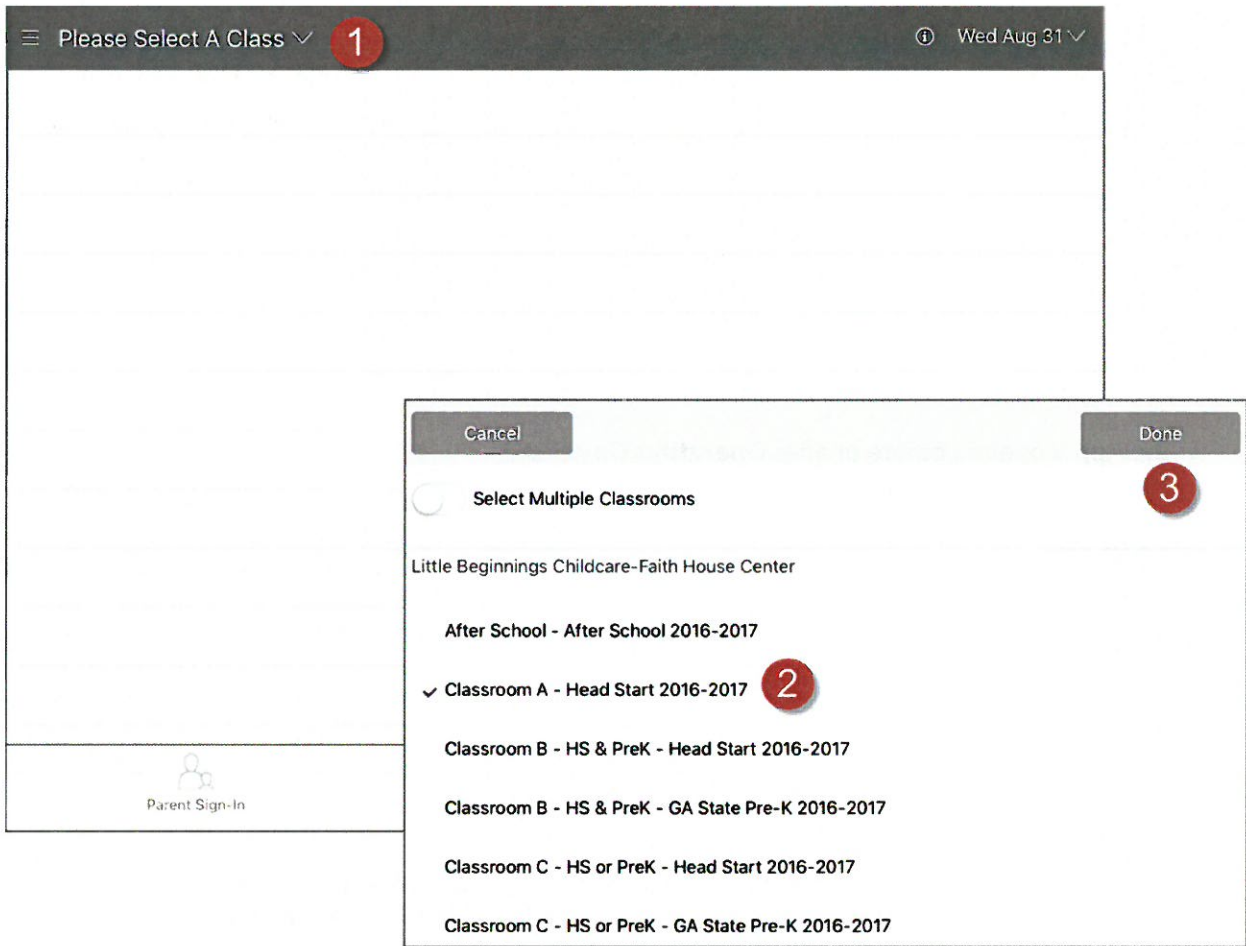
To continue, tap **Open**.

- 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



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.

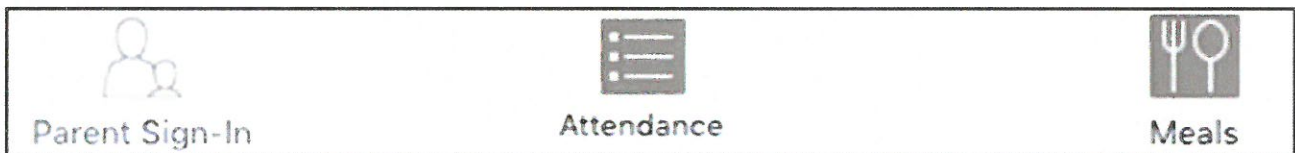
The **Attendance App** defaults to the **Attendance** screen.



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

### Navigation Tips

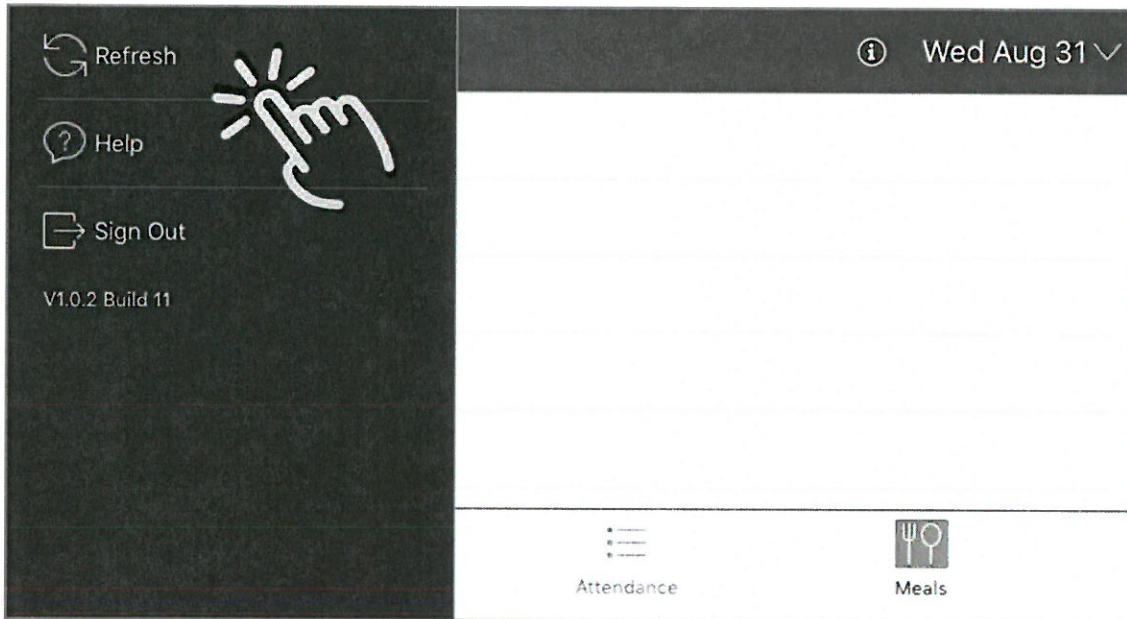
Use the **Menu** at the bottom of the **Attendance App** to navigate to the available options.



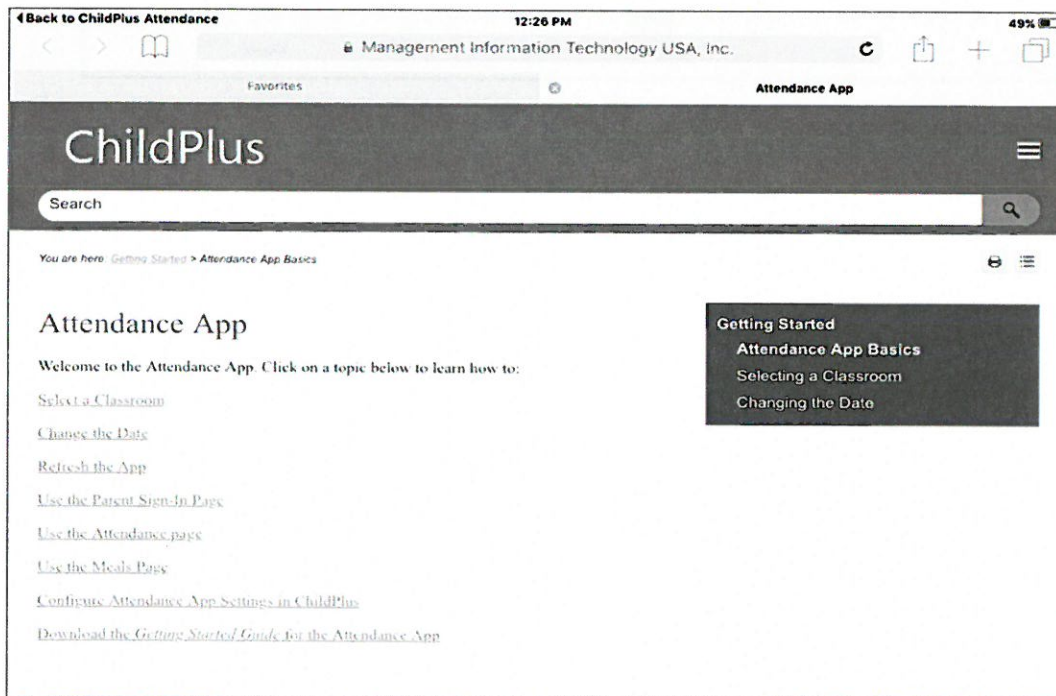


Tap or swipe the top left-hand corner of the App screen to:

- Refresh the data
- Use Help
- Sign Out



Help will display on your internet browser.




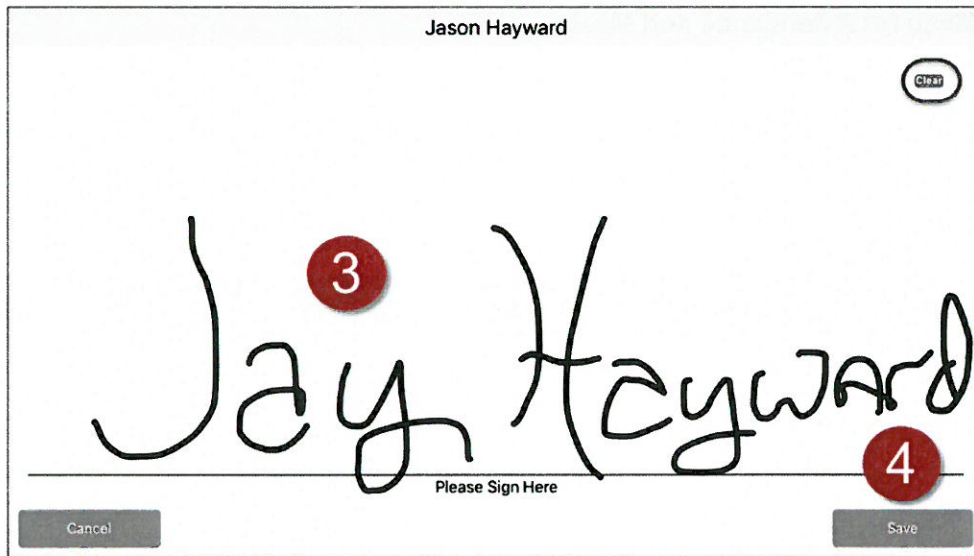
## Parent Sign In Option

Classroom A ▾ Wed Aug 31 ▾

	<b>Beltran, Johnson</b>	Attendance	⋮
	<b>Chalmers, Kimbery</b>	Attendance	⋮
	<b>Chalmers, Kurtis</b>	Attendance	⋮
	<b>Forsythe, Ellis</b>	Attendance	⋮
	<b>Fulton, Joseph</b>	Attendance	⋮
	<b>Hayward, Jason</b>	Attendance	⋮
	<b>Lipps, Mohammad</b>	Attendance	⋮
	<b>Massey, Gregorio</b>	Attendance	⋮
	<b>Moniz, Felipe</b>	Attendance	⋮
	<b>Robichaud, Sina</b>	Attendance	⋮
	<b>Rucker, [Name obscured]</b>	Attendance	⋮

Parent Sign-In Attendance Meals

1. Highlight the participant's name.
2. Tap  .



3. Have the **Parent/Guardian** sign the iPad® or tablet.
4. Tap **Save**.

Classroom A		Wed Aug 31		
	Beltran, Johnson	Out	Present	...
	Chalmers, Kimbery	Out	Present	...
	Chalmers, Kurtis	Out	Present	...
	Forsythe, Ellis	Out	Present	...
	Fulton, Joseph	Out	Present	...
	Hayward, Jason	In	Present	...
	Lipps, Mohammad		Present	...
	Massey, Gregorio		Present	...
	Moniz, Felipe	Out	Present	...
	Robichaud, Sina	Out	Present	...
	Rucker, Carolyn	Out	Present	...

The word "In" indicates a Parent/Guardian checked the participant in

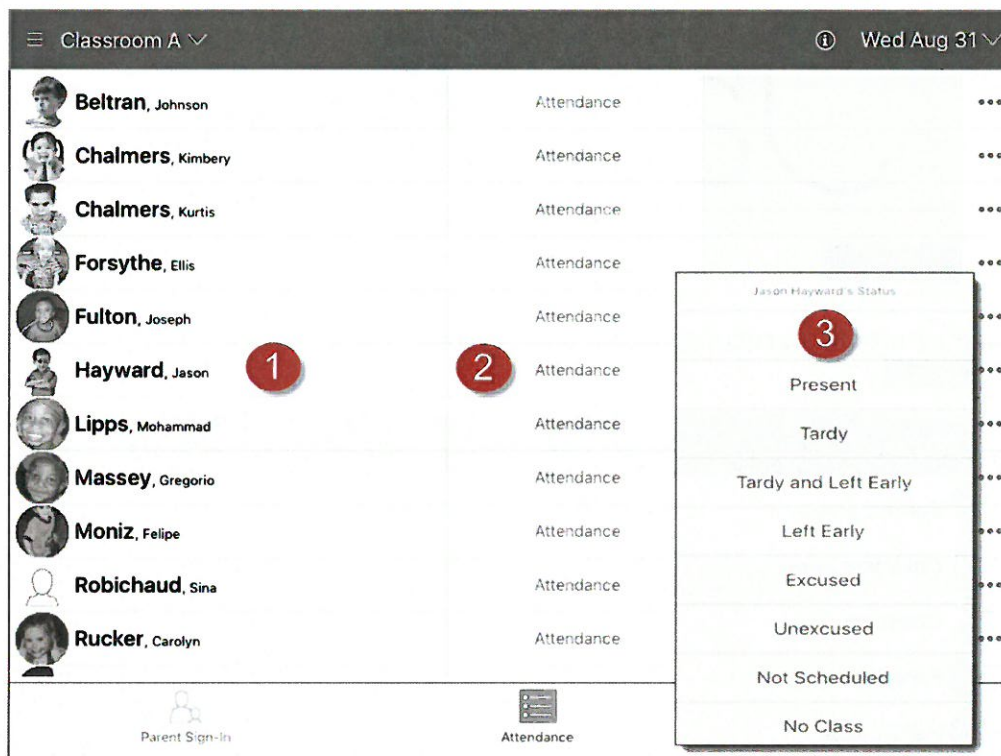
Parent Sign-in      Attendance      Meals

## 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

Teacher Menu



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



Classroom A Wed Aug 31

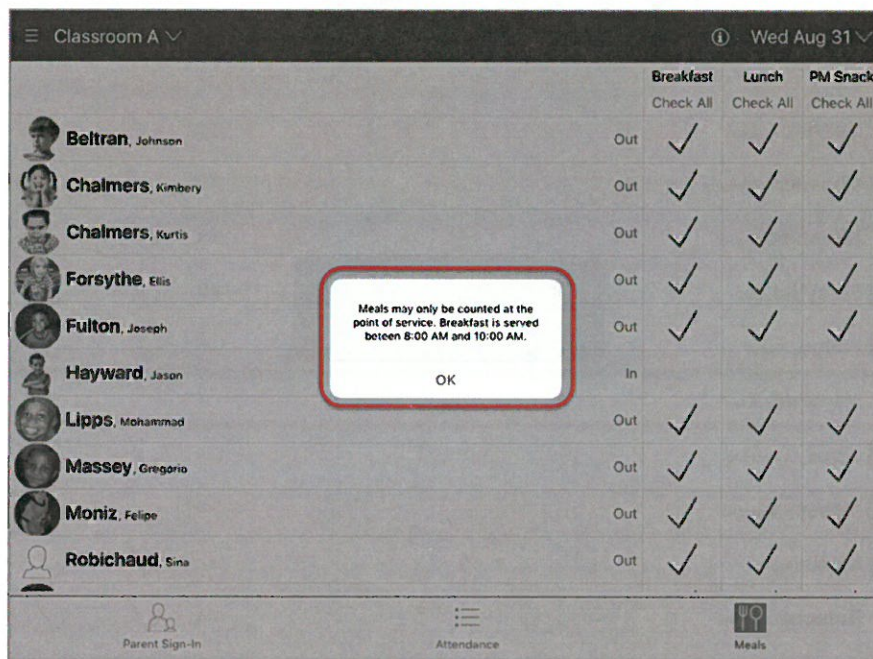
		Breakfast	Lunch	PM Snack
		Check All	Check All	Check All
<b>Beltran, Johnson</b>	Out	✓	✓	✓
<b>Chalmers, Kimbery</b>	Out	✓	✓	✓
<b>Chalmers, Kurtis</b>	Out	✓	✓	✓
<b>Forsythe, Ellis</b>	Out	✓	✓	✓
<b>Fulton, Joseph</b>	Out	✓	✓	✓
<b>Hayward, Jason</b>	In		✓	✓
<b>Lipps, Mohammad</b>	Out	✓	✓	✓
<b>Massey, Gregorio</b>	Out	✓	✓	✓
<b>Moniz, Felipe</b>	Out	✓	✓	✓
<b>Robichaud, Sina</b>	Out	✓	✓	✓

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

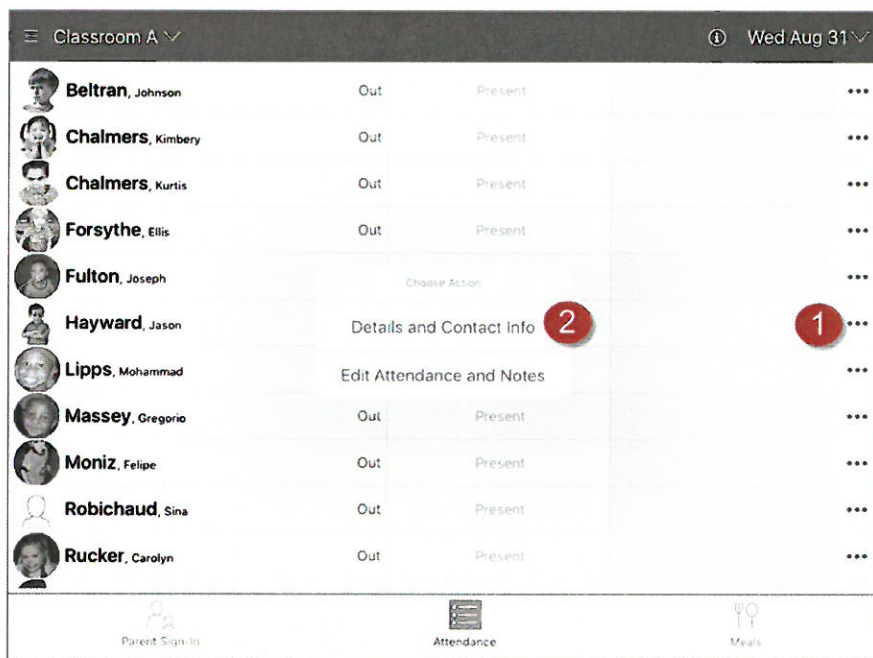
Parent Sign-In      Attendance      Meals

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**

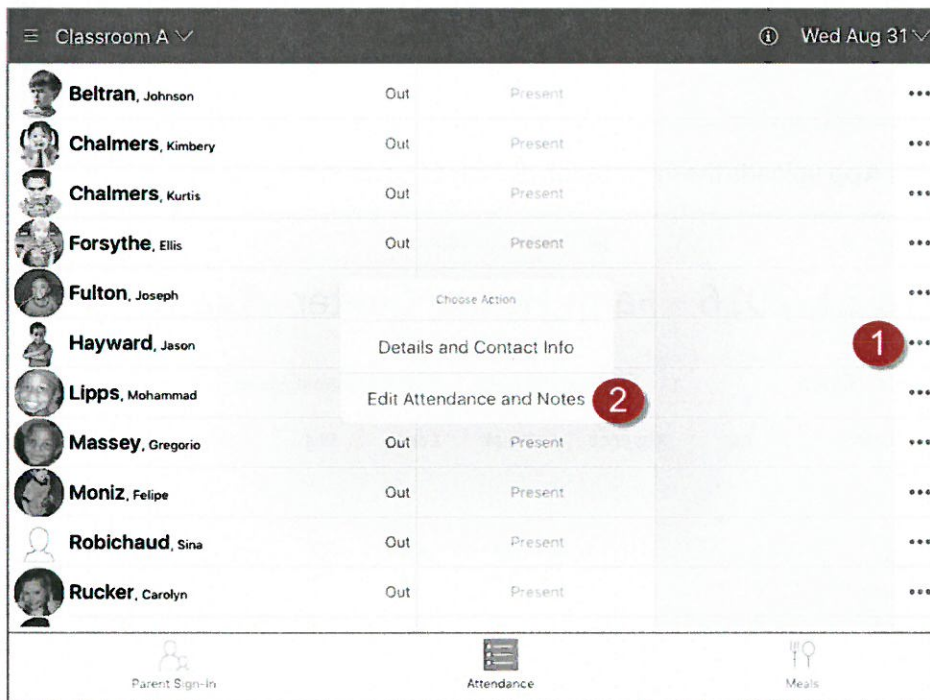
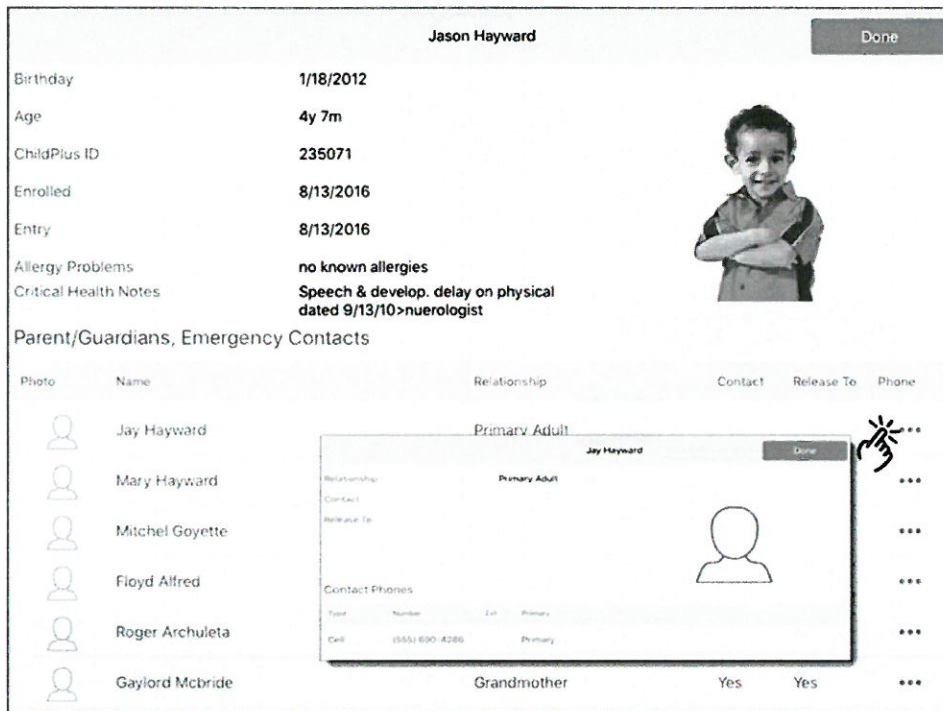


### More Options



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.

Cancel Wed Aug 31 Done

Jason Hayward Record your notes here

The Parent/Guardian checked the participant in

Edit Check In Info

In  *Jason Hayward* Edit

Out  Edit

Classroom A Wed Aug 31

To edit a past Attendance date, tap and select the date

The **Attendance App** uploads the information directly to ChildPlus.

Attendance Delete Attendance Attachments (0) Save X

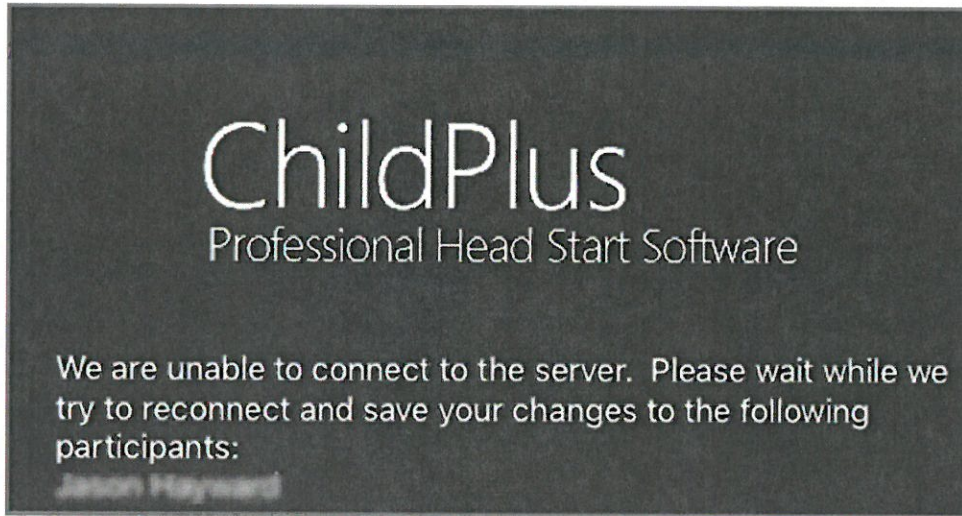
### Wed Aug 31, 2016 - Faith House Center - Classroom A

Classroom Status **Open** Classroom Notes Non-Participant Meals Change All: Setup Apply

21 Participants	Att.	Absence	Break-	Lunch	PM	Arrival	Departure	Program	CP ID
<a href="#">Abner, Sammy</a>								HS	225313
<a href="#">Beamon, Renae</a>								HS	139622
<a href="#">Beltran, Johnson</a>	P		✓	✓	✓	8:00 AM	2:00 PM	HS	115412
<a href="#">Chalmers, Kimbery</a>	P		✓	✓	✓	8:00 AM	2:00 PM	HS	218037
<a href="#">Chalmers, Kurtis E</a>	P		✓	✓	✓	8:00 AM	2:00 PM	HS	229106
<a href="#">Cloutier, Justa B</a>								HS	215216
<a href="#">Forsythe, Ellis</a>	P		✓	✓	✓	8:00 AM	2:00 PM	HS	218868
<a href="#">Fulton, Joseph</a>	P		✓	✓	✓	8:00 AM	2:00 PM	HS	213021
<a href="#">Hayward, Jason</a>	T			✓	✓	12:17 PM	2:00 PM	HS	235071
<a href="#">Lipps, Mohammad S</a>	P		✓	✓	✓	8:00 AM	2:00 PM	HS	218888

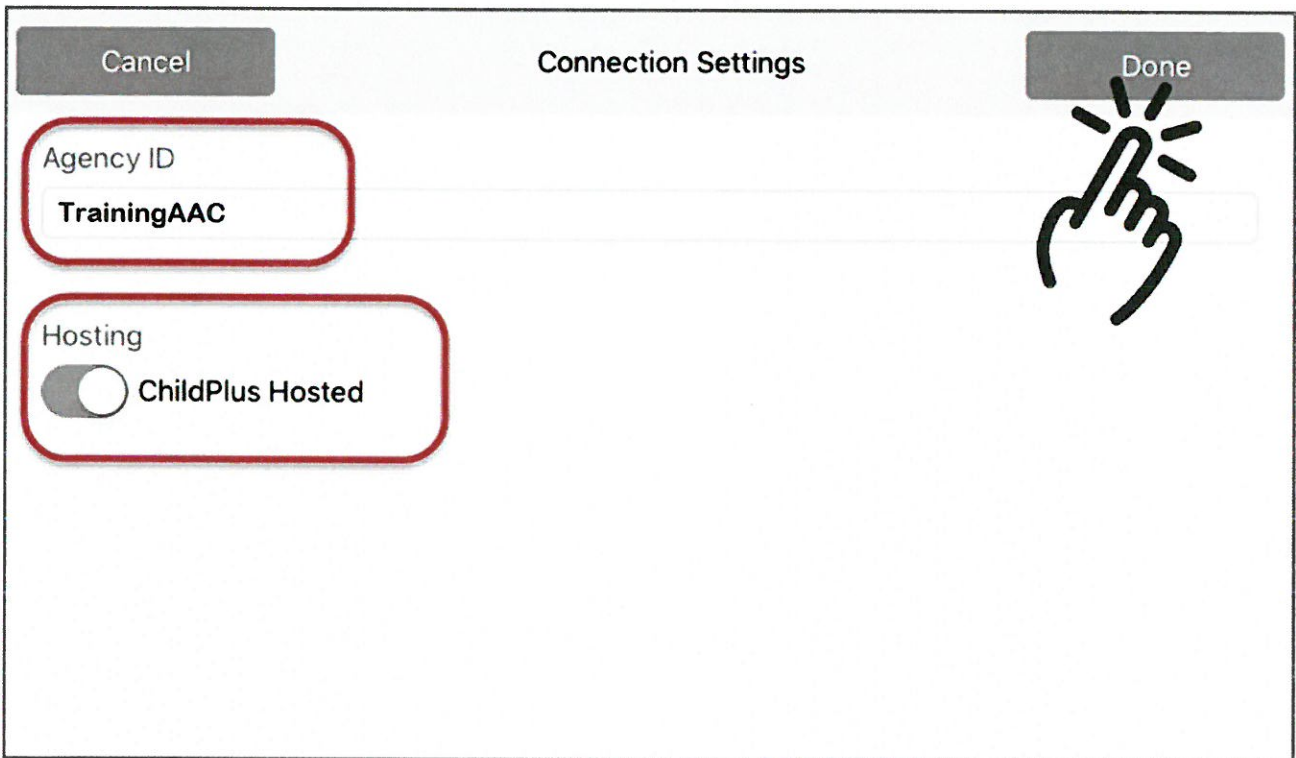


**Error Message**



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.

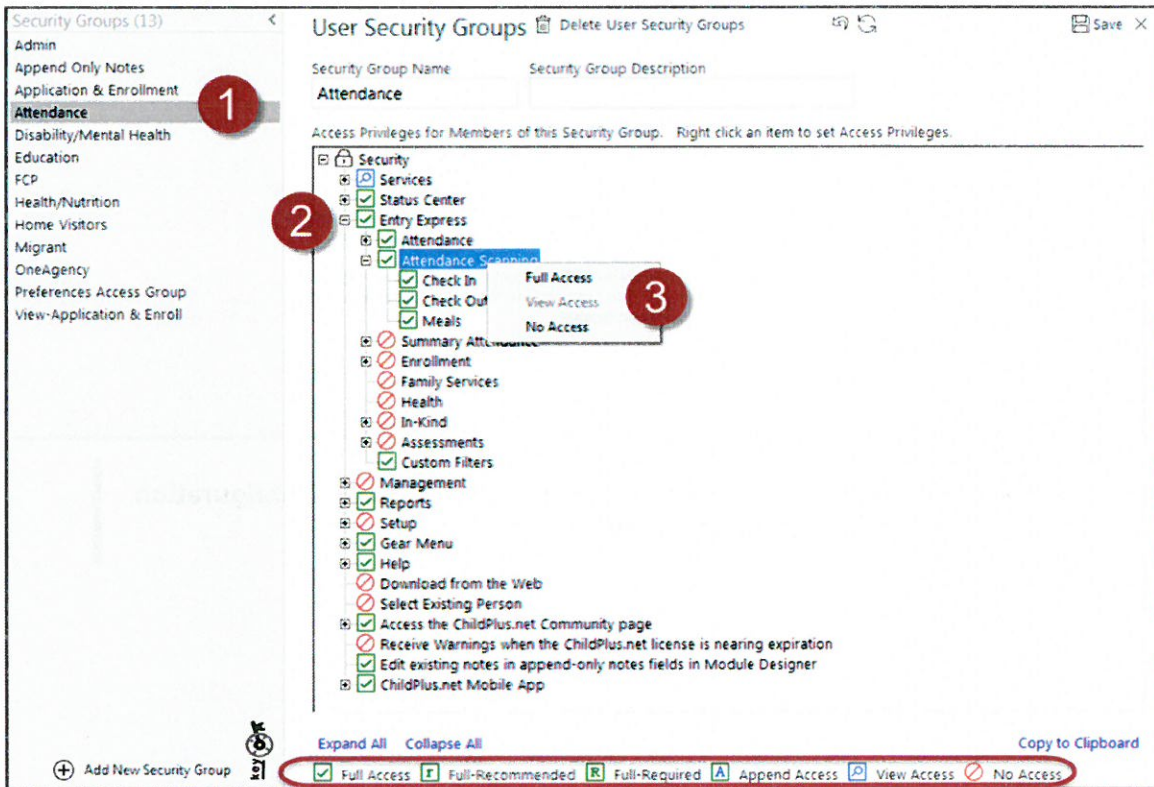
# where?

- Setup
- **Security**
- User Security Groups

# setup



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



1. Select the **Security Group**.
2. To assign a security level, click the **+** sign on **Entry Express**.
3. Right-click on **Attendance Scanning** and select **Full Access**.



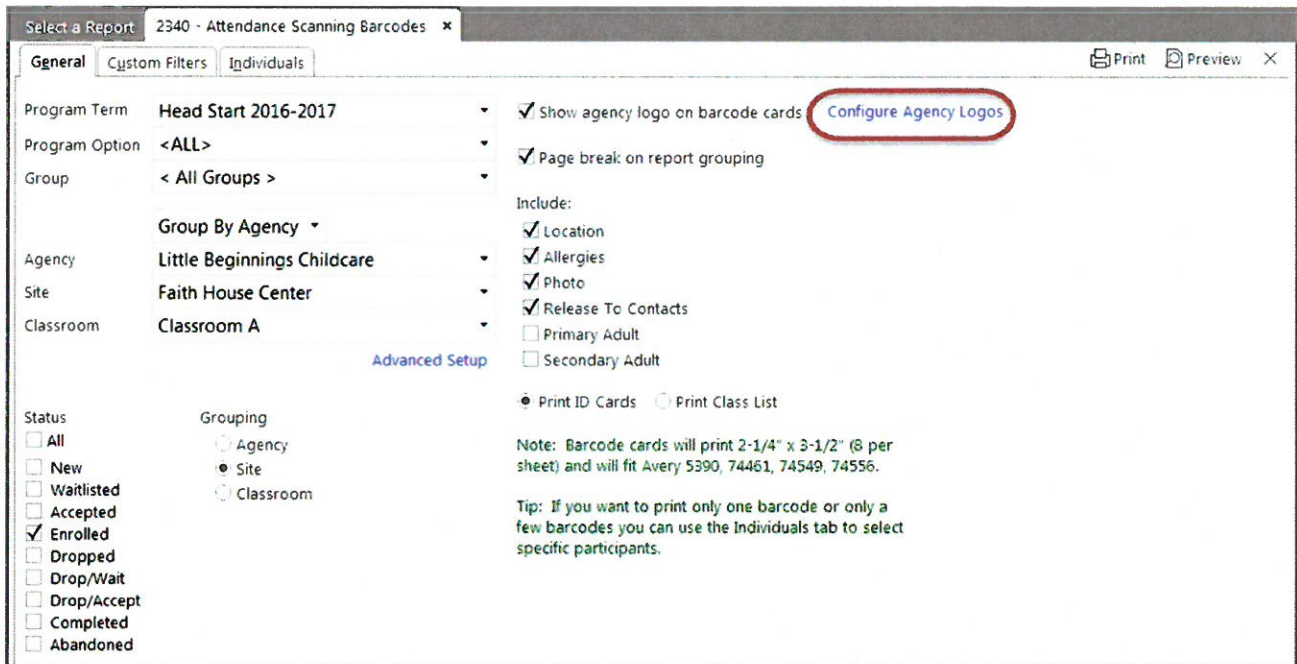
# what?

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



- Reports
- Attendance
- Select Report

Click **2340 - Attendance Scanning Barcodes**.



Configure the Agency logo in **Setup >> Agency Configuration >> Agency Information**



**Alvey, Cortez**

Faith House Center | Classroom A

**Allergies: none**



235066



**Barron, Alex**

Faith House Center | Classroom A

**Allergies: All nuts, tomato products, soy products, & enviro**



199752



**Beltran, Johnson**

Faith House Center | Classroom A

**Allergies: None**



115412



**Chalmers, Kimbery**

Faith House Center | Classroom A

**Allergies: none**



218037



**Chalmers, Kurtis E**

Faith House Center | Classroom A

**Allergies: Citrus, pineapple**



229106



**Forsythe, Ellis**

Faith House Center | Classroom A

**Allergies: none**



218868



**Fulton, Joseph**

Faith House Center | Classroom A

**Allergies:**



213021



**Hayward, Jason**

Faith House Center | Classroom A

**Allergies: no known allergies**



235071



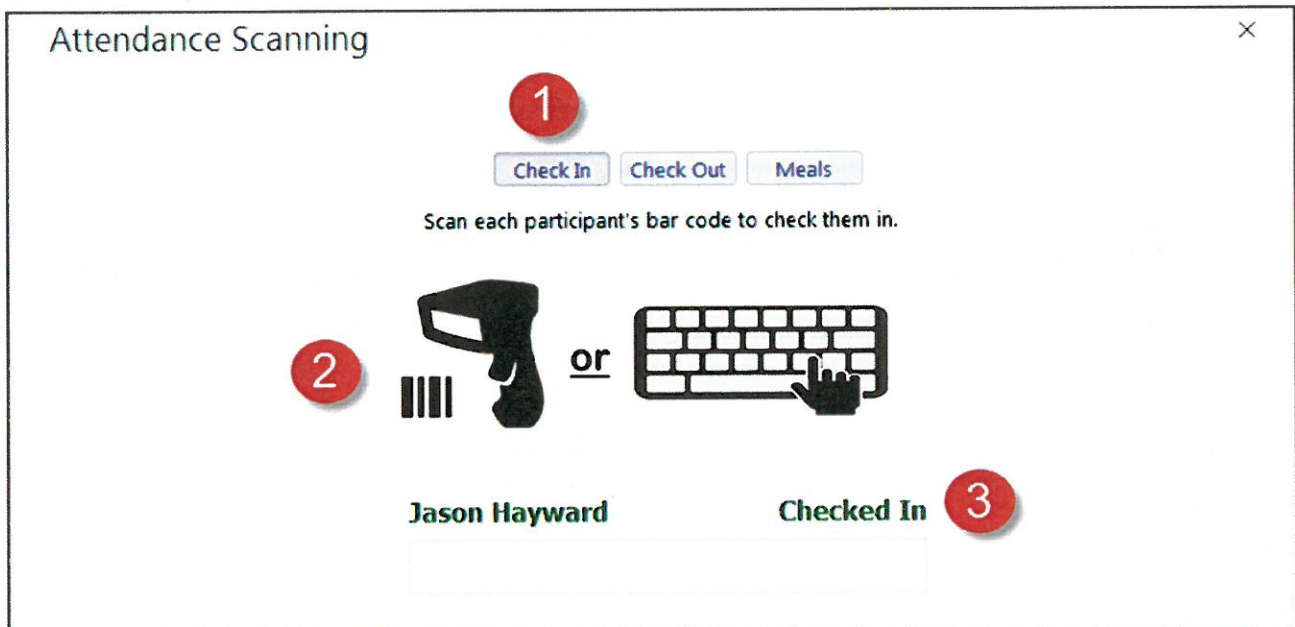


● Entry Express

● Attendance Scanning

- \* In the **Attendance Scanning** module, the default is set to your agency's specifications in **Setup >> System 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:



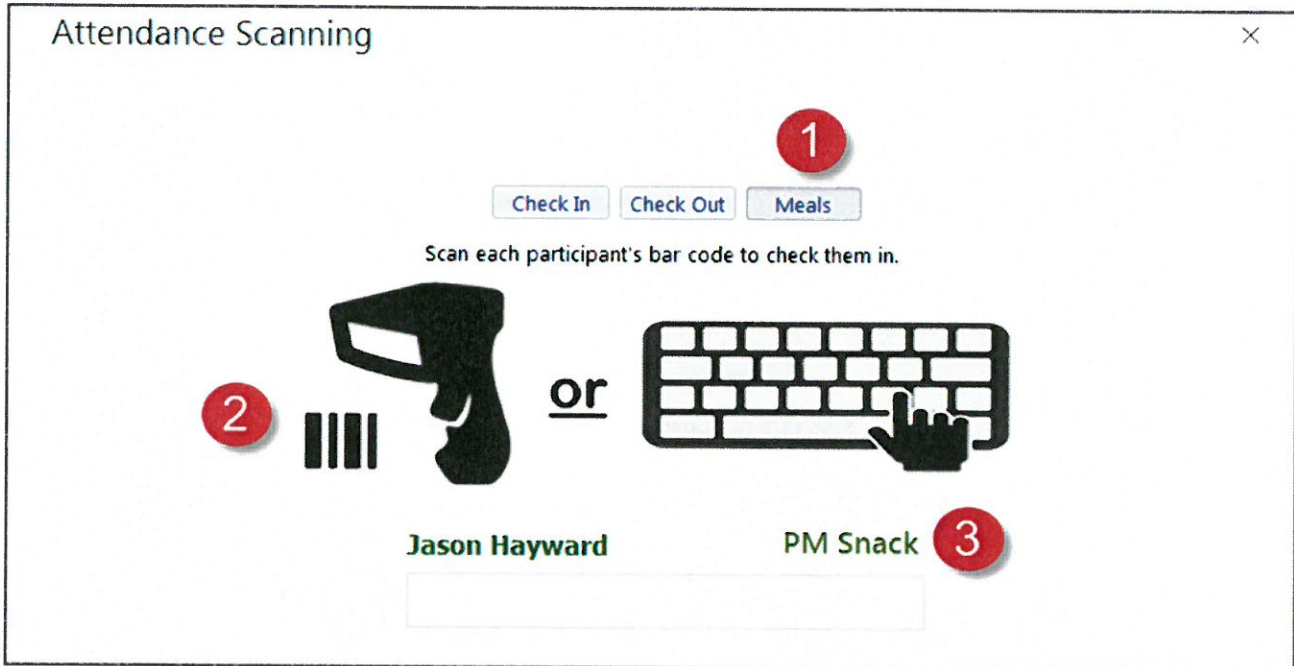
.<Participant Name> is not enrolled in any classroom that is currently in session.

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:



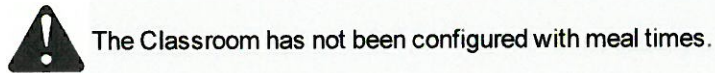
Meal counts must be taken at the point of service.



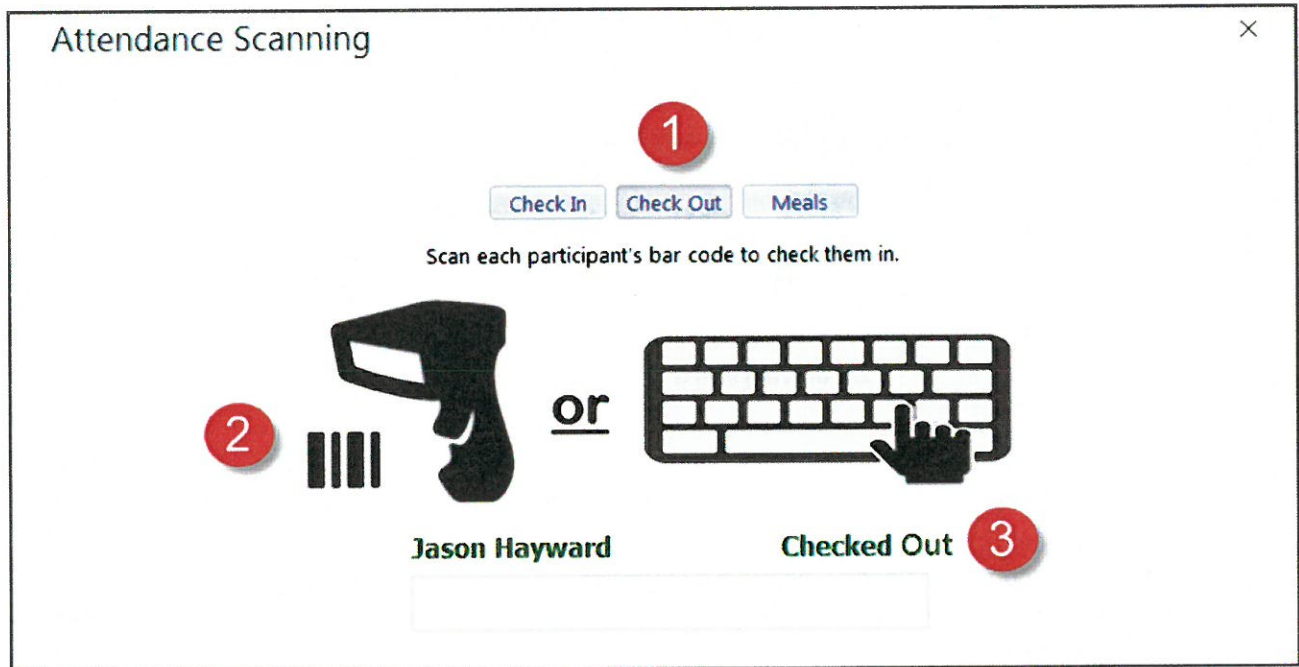
If a participant's meal is not scanned (for example, accidentally missed) and the time limit has lapsed, the information has to be manually entered in **Entry Express >> Attendance**.

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:



## 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:

