

Attendance: In/Out Times with Meal Outside of Normal Schedule using Mobile App

To take attendance using the mobile app:

- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select the name of the participant and click on the left box to enter a “time in”. Use the selector to enter the time the participant arrived. Click “Confirm”.
- Click on the right box to enter a “time out” following the same method and click “Confirm”.
- If you need to record that they are attending outside of their normal schedule, do a long press (press and hold) on the participant’s name.
 - A new dialog box will open saying “Attendance on School Day?” which you can toggle to YES.
 - Be sure to provide a reason in the notes field (required).
 - Click “Confirm”.
- Click “Submit”. Other people who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.

