Check In/Out

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Tool Search: Check In/Out

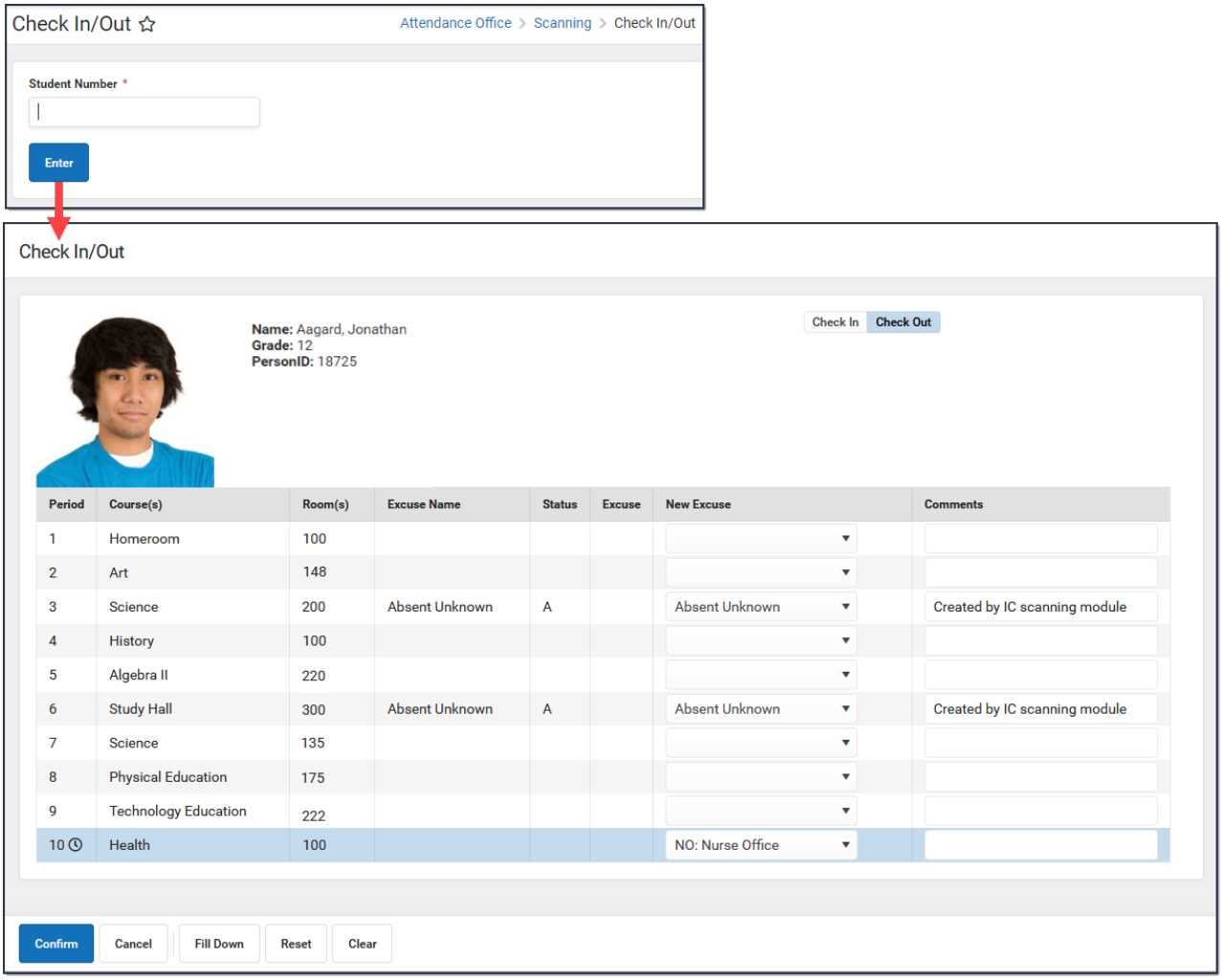
Scanning tools are available with Campus Workflow Suite.

The Check In/Out tool is used to track tardies at the beginning of the school day when students enter the building late or to track students who leave before the end of the school day. Students can scan their ID cards at a designated area, like the front office, or the attendance taker can enter student ID numbers manually on the **Check In/Out** screen. Attendance takers may also enter the reason why the student is checking in or out. This information is automatically sent to a printer, and a hall pass is printed for the student.

An alert sounds when a student triggers a stop or warning scan, or when the scanned student number is invalid.

For scanners to function correctly, the cursor must be positioned in the entry box *before* scanning a barcode. If the cursor is not in the box, the scanner cannot copy/paste the number, and the student does not correctly scan in.

Printers must be configured to automatically print hall passes. See Printer Setup for more information.



Check In/Out Field Descriptions

After you enter a Student Number and click **Enter**, an image of the student, along with their identification information and their current period schedule, displays. The current period is indicated with a clock icon.

> The Check In/Out Scanner may encounter issues with period schedules with periods that overlap.

Field	Description
Check In *or* **Check Out**	Use the toggle to indicate whether the student is checking in or checking out.
Period	The name of the Period.
Course(s)	The name of the course.

Field	Description
Room	The room in which the Course is scheduled.
Excuse Name	The existing excuse code and name for the period.
Status	The attendance status for the period: **T: Tardy, P: Present,** or **A: Absent**.
Excuse	The existing excuse code for the period.
New Excuse	The new excuse code for the period. See New Excuse Field Logic for more information. Users with R (Read) rights only cannot modify the New Excuse. The default New Excuse can be set at System Administration > Scanning > Scanner Settings. See Scanner Settings for additional information.
Comments	Use this field to enter any additional information about the absence.

New Excuse Field Logic

Check In/Out Scanner Check In Logic

- The system compares the attendance code assigned to the period the student is checking into against the scheduled periods before and after the check-in. If the student checks in during passing time, the code for the next period is used.
- For any periods *before* the check-in, the system compares each period working backward one-by-one from the current period:
  - If the Attendance Codes match OR attendance was entered by the teacher, the code is overwritten to the default code (from Scanner Settings for the Check In/Out Scanner) and continues to check prior periods.
  - If Attendance Codes do NOT match AND attendance was NOT entered by the teacher, the existing codes are left as-is, and stop checking prior periods.
- For any periods *after* the check-in, the system compares each period working forward one-by-one from the current period:
  - If the Attendance Codes match OR attendance was entered by the teacher, the code is removed (because the student is now present in school) and continues to check future periods.
  - If Attendance Codes do NOT match AND the teacher did NOT enter attendance, the existing codes are left as-is, and no further checks are performed for future periods.

Check In/Out Scanner Check Out Logic

- The system compares the attendance code assigned to the period the student is checking out of against periods after the check-out. If the student checks out during passing time OR an unscheduled period, the code for the last period is used.
- For any periods *before* the check-out:
  - All existing attendance will remain as-is since check-outs do not affect prior periods.
- For any periods *after* the check-out the system compares each period working forward one-by-one from the current period:
  - If the Attendance Codes match OR attendance was entered by the teacher, the code is overwritten to the default code (from Scanner Settings for the Check In/Out Scanner).
  - If Attendance Codes do NOT match AND the teacher did NOT enter attendance, the existing codes are left as-is, and no further checks are performed for future periods.

Actions

Action	Description
Confirm	Saves the values and navigates the user back to the Tardy Scanning Screen.
Cancel	Navigates back to the Tardy Scanning screen.
Fill Up/Down	Select a New Excuse for the Period the student scanned in, then click **Fill Up**. All previous periods' New Excuse will change to the selected excuse. **Fill Down** is used when the **Check Out** is selected.
Reset	Resets the default New Excuse values if the values were cleared in error.
Clear	Removes all selected values in the New Excuse and Comments fields.

Attendance data in the grid is automatically captured on the student's Attendance tab once you click Confirm. See the Attendance documentation for additional information.