



## Teacher Series 1.4

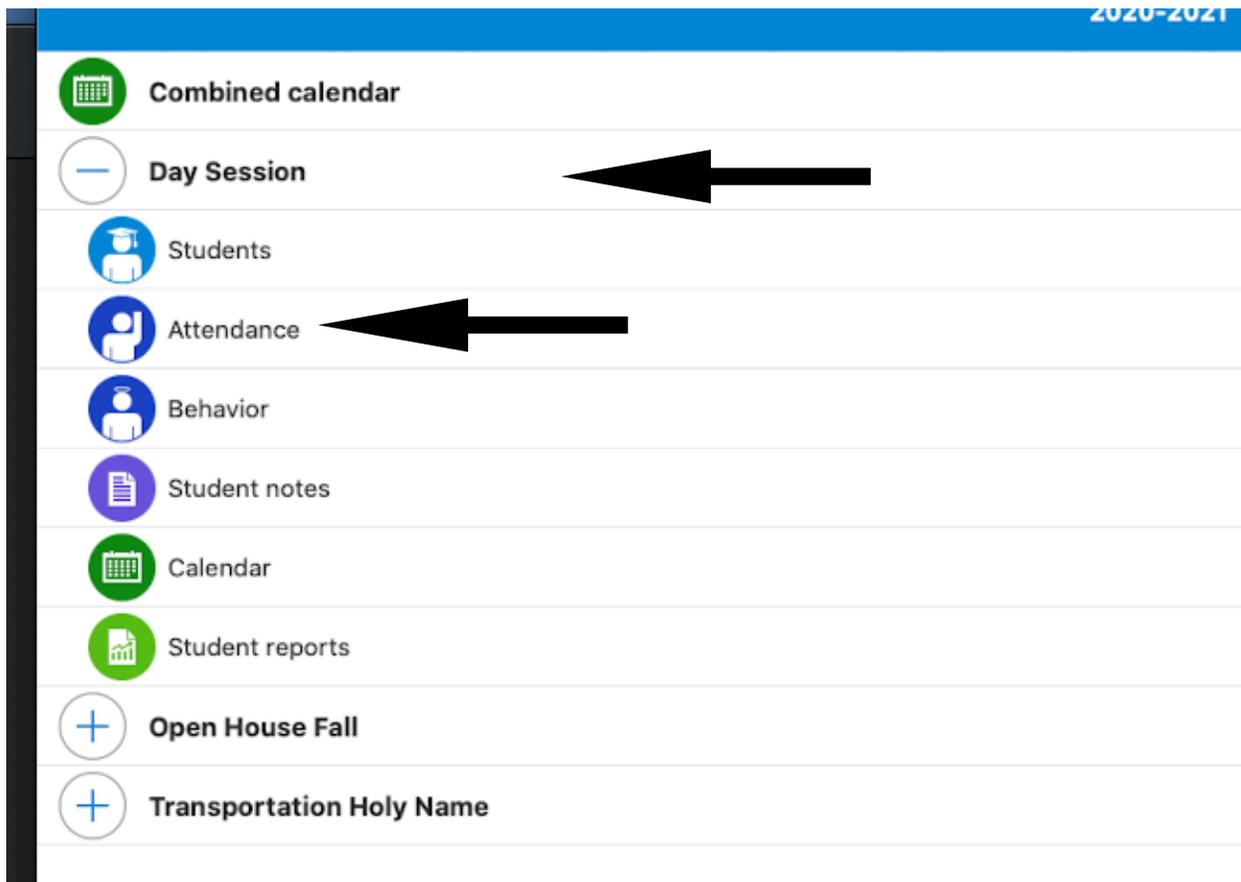
### Student Attendance Check In/Check Out



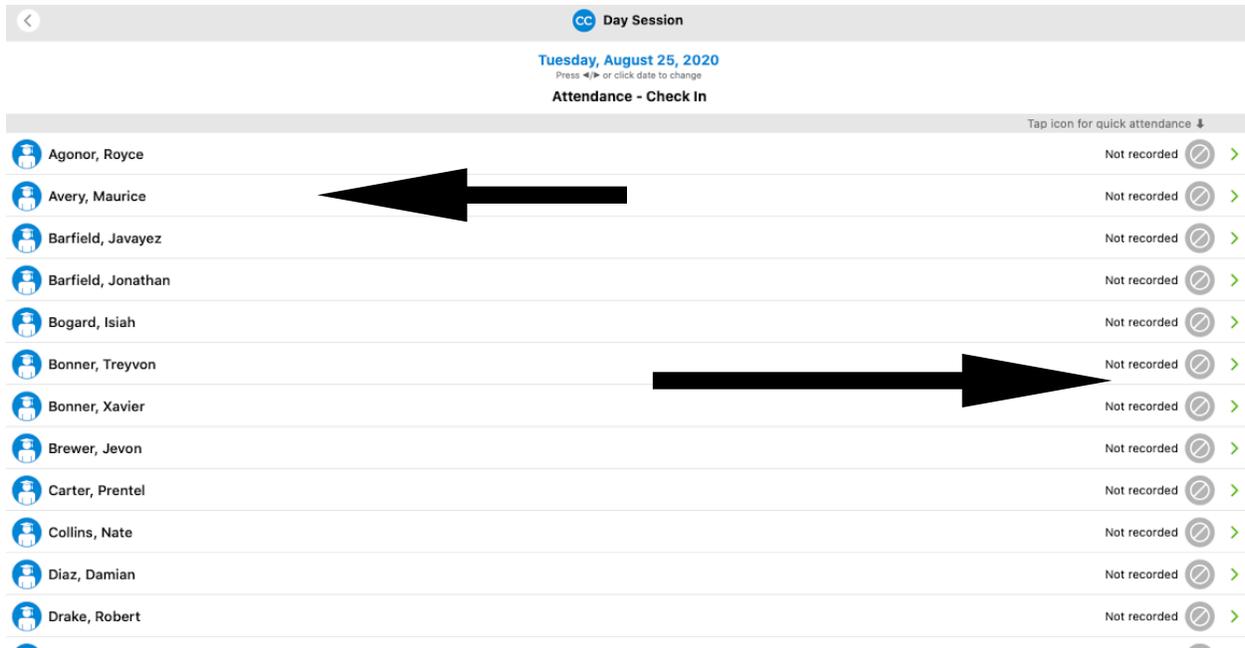
1. Sign into Track CC on the device of your choice. NOTE: The app may be slightly different depending on if you are using your phone, IPAD, LapTop or other).
2. Sign into Track CC as Teacher, select.



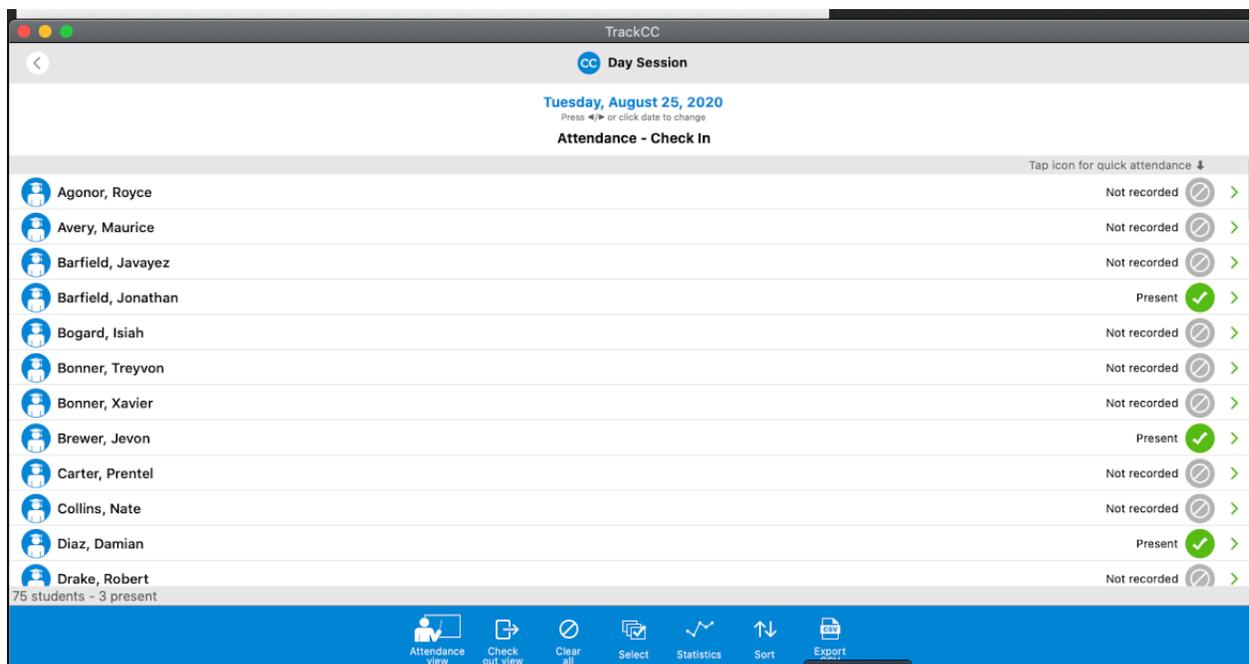
3. Select Class you would like to take attendance for.
4. Select Attendance.



5. Find the students name you would like to mark as present, absent or other.
6. By clicking once on the Not recorded icon, it will change to present, each click changes the button to a different status.



7. The icons at the bottom of the screen can be used for different views, reporting and other.



8. The same process above can be used to check a student out of the facility.

9. Click on the “Check-out view in the right hand menu.

10. When you click in the status column for each student, instead of changing to “Present”, it changes to “Checked out”.

August 27, 2020

**Student view**

Student name	Student id	Status	Details
le	328377	Not recorded	
le	387961	Not recorded	

- ★ Save changes
- + Download attendance data
- ✓ Mark all present
- 📊 Statistics
- 👤 Check-out view
- 🖨️ Print this page
- ✓ Select

11.

The system is also logging the check in/check out time and this is available when looking at the individual students information or downloading reports.

My school » Day Session » Class Checkout

**Day Session**

Thursday, August 27, 2020

Attendance view **Student view**

Click status icon on right for quick checkout

Student name	Gender	Student id	Status	Details
Agonor, Royce	Male	328377	Checked out	
Avery, Maurice	Male	387961	Checked out	
Rabhit Hamdi	Male	298275	Not recorded	

- ★ Save changes
- + Download checkout data
- ✓ Mark all present
- 📊 Statistics
- + Check-in view
- 🖨️ Print this page
- ✓ Select

Click "Save changes"

Be sure to click "Save Changes" when you are finished.

