Help Center

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Attendance Scanning

e-book

ChildPlus
Software

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Software

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Attendance Scanning

You can use **Attendance Scanning** to:

- Track daily attendance and meals
- Take attendance and meal counts from any location using ChildPlus Mobile
- Create a contact-free check-in/check-out kiosk for your parents/guardians using ChildPlus Mobile

Before you start using **Attendance Scanning**, print **Report 2340 - Attendance Scanning Barcodes** to generate bar code IDs for participants. You will need these bar codes to check participants in and out and record meals throughout the day.

Configure Attendance Scanning

Before you can use **Attendance Scanning**, complete the following tasks in the order below to have the module available and working correctly in ChildPlus.

Enable ChildPlus Mobile

To enable ChildPlus Mobile for your agency:

1. Go to **ChildPlus Desktop >> Security >> Security Settings >> General**.
2. Select **Allow users to access ChildPlus using a web browser**.
3. Save.
4. Copy the address and share it with any staff members who you want to have access to ChildPlus Mobile.

Assign Access to ChildPlus Mobile

To assign users access to ChildPlus Mobile:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access to.
3. Right-click **ChildPlus Mobile**.
4. Select a level of access. ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.
5. Save.

> 🗒 Repeat these steps for any additional **Security Groups**.

Assign Access to the Attendance Scanning Module

Assign access to the **Attendance Scanning** module by platform.

Attendance Scanning in ChildPlus Mobile

To assign users access to the **Attendance Scanning** module in ChildPlus Mobile:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access privileges to.
3. Expand **ChildPlus Mobile >> Attendance**.
4. Right-click **Attendance**.
5. Select a level of access. ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.
6. Save.

Attendance Scanning in ChildPlus Desktop

To assign users access to the **Attendance Scanning** module in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access privileges to.
3. Expand **ChildPlus Desktop >> Entry Express >> Attendance Scanning**.
4. Right-click **Attendance Scanning**.
5. Select a level of access. ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.
6. Save.

Enable Access to Report 2340 - Attendance Scanning Barcodes

To assign users access to **Report 2340 - Attendance Scanning Barcodes**:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access privileges to.
3. Expand **ChildPlus Mobile >> Reports >> Attendance**.
4. Right-click **Report 2340 - Attendance Scanning Barcodes**.
5. Select a level of access. ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.
6. Save.

Attendance Scanning

To configure preferences for this section, go to **ChildPlus Desktop >> System Setup >> System Preferences >> Attendance >> Attendance Scanning**.

Preference	Description
If a child is not checked in, default his attendance as	Select the attendance code for ChildPlus to automatically assign to participants who are not checked in via **Attendance Scanning** For example, if you have a classroom with 10 participants in it and nine of those participants were checked in using **Attendance Scanning** on a specific date. This status would apply to the one participant who was not checked in that day
When participants are checked in, mark all of their scheduled meals as served	Automatically mark all participant's meals for the day as served. Only select this option if your agency is not going to use **Attendance Scanning** to track meals. If you select this option, **Meals** will not be available in the **Attendance Scanning** module If a participant arrived late or left early and was not served a meal, you will have to manually remove the meal in their attendance record for the day in **Entry Express >> Attendance**
⚙ Mark a participant Tardy if they check in ___ minutes or more after the classroom begin time	Automatically mark a participant as **Tardy** if they check in ___ minutes after the classroom's **Begin Time**. To use this option, you must specify the number of minutes to wait until a participant is marked as **Tardy**
⚙ Mark a participant as Left Early (or Tardy/Left Early if they were also Tardy) if they check out ___ minutes or more before the classroom end time	Automatically mark a participant as **Left Early** if they check out ___ minutes before the classroom's **End Time**. To use this option, you must specify the number of minutes before the classroom **End Time** to wait until a participant is marked as **Left Early**

> ⚙ ChildPlus administrators can configure a classroom's **Begin** and **End Times** in **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> Classrooms >>** Operating Days and Hours.

Enable Attendance and Meal Scanning for Program Terms and Classrooms

To enable attendance and meal scanning for a **Program Term**:

1. Go to **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info**.
2. Select the correct **Program Term**.
3. Go to the **Attendance** tab.
4. Select **Enable Attendance and Meal Tracking**.
5. Save.

Classrooms

You can use this section to add classrooms, associate classrooms with a **Program Term** and configure various settings for each classroom.

Operating Days and Hours

To configure the operating days and hours for each classroom associated with a **Program Term** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >>** Setup **>>** Program Info.
2. Select the correct **Program Term**.
3. Go to **Classrooms**.
4. Select a classroom.
5. Go to **Operating Days and Hours**.
6. Complete the fields.

Field	Description
Days the Classroom Operates	Select all days the classroom is in operation for participants
Begin Date	Enter the date the classroom begins
End Date	Enter the date the classroom ends
Hours the Classroom Operates - Begin Time	Enter the time the classroom begins
Hours the Classroom Operates - End Time	Enter the time the classroom ends
Provides 1,020 annual hours for Head Start preschool children or 1,380 hours for Early Head Start infants and toddlers	Select this option if your program is center-based and provides either **equal to or greater than** or **fewer than** the number of hours listed for Head Start and Early Head Start participants
Available for the full-working-day and full-calendar-year	Select this option if your program is center-based and provides services for the full working day and the full calendar year

7. Save.

Meals Served

To configure the meals served for each classroom associated with a **Program Term** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >>** Setup **>>** Program Info.
2. Select the correct **Program Term**.
3. Go to **Classrooms**.
4. Select a classroom.
5. Go to **Meals Served**.
6. Complete the fields.

Field	Description
Served	Select each meal that is served during the classroom session ChildPlus populates the days and meals served in the **Attendance** module for participants enrolled in the classroom
Begin Time	Enter the time meal service begins
End Time	Enter the time meal service ends

> To ensure accurate meal times, make sure that the **Begin** and **End Times** do not overlap different meals.

7. Save.

Access Privileges and Levels of Requirement

Access to ChildPlus must be configured by platform:

- ChildPlus Mobile (accessible through any browser)
- ChildPlus Desktop (Windows)
- Attendance App (accessible through any Apple®[1], Android™[2] or Kindle Fire™[3] device)

You can assign the following types of access privileges in ChildPlus:

Access	Description
Full Access	A User Security Group that has been granted full access to a module in ChildPlus can add, change or delete data within the module
View Access	A User Security Group that has been granted view access to a module in ChildPlus can view data within the module but cannot add, change or delete data
No Access	A User Security Group that has been denied access to a module in ChildPlus cannot view, add, change or delete data within the module

> 📝 Some items will not have all levels of security access.

You can assign the following levels of requirement for fields in ChildPlus:

Requirement	Description
Full Access - Not Required	The field can contain a blank value when the record is updated or saved
Full Access - Recommended	The field can contain a blank value, but ChildPlus will display a warning that the field was not completed when saving
Full Access - Required	The field cannot contain a blank value when the record is updated and the record will not save until the user enters a value

> 📝 Some fields will not have all levels of requirement.

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[1]Apple is a trademark of Apple Inc., registered in the U.S. and other countries and regions.

[2]Android is a trademark of Google LLC.

[3]Kindle Fire and all related marks are trademarks of Amazon.com, Inc. or its affiliates.

Check Participants In

Use **Attendance Scanning** to check participants in.

ChildPlus Mobile

To check a participant in using ChildPlus Mobile:

1. Launch ChildPlus Mobile on any mobile device with a camera.
2. Tap **Services >> Attendance >> Scanning - Attendance**. If prompted, allow ChildPlus to access your device's camera.
3. Scan the bar code of the participant you want to check in. Once the participant is checked in, ChildPlus Mobile will display a message confirming their check-in was successful.

ChildPlus Desktop

To check a participant in using ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance Scanning**. ChildPlus Desktop displays the check-in window by default.
2. Do one of the following:

   - Scan the bar code of the participant you want to check in using a bar code scanner
   - Manually enter the ChildPlus ID of the participant you want to check in and press **Enter**

Once the participant is checked in, ChildPlus Desktop will display the participant's name and the words **Checked In** in green confirming their check-in was successful.

When you check a participant in, ChildPlus will mark them as **Present** and will record the time they were checked in as their **Arrival Time**.

If you have not created an attendance record for the day yet, ChildPlus will automatically default all of your participants who are scheduled to participate on that day to **Absent**. In this case, you will have to check each participant in for them to be counted as **Present**.

> ChildPlus will display an alert message if you attempt to do any of the following:
>
> - Check in a participant who is not currently enrolled
> - Check in a participant who is enrolled in a classroom to which you do not have access

Scan Meals

Use **Attendance Scanning** to records meals for participants.

ChildPlus Mobile

To scan meals for a participant using ChildPlus Mobile:

1. Launch ChildPlus Mobile on any mobile device with a camera.
2. Tap **Services >> Attendance >> Scanning - Meals**. If prompted, allow ChildPlus to access your device's camera.
3. Scan the bar code of the participant whose meal you want to record. Once the participant's meal is recorded, ChildPlus Mobile will display a message confirming their the meal was recorded successfully.

ChildPlus Desktop

To scan meals for a participant using ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance Scanning**.
2. Click **Meals**.
3. Do one of the following:

   - Scan the bar code of the participant you want to record a meal for using a bar code scanner
   - Manually enter the ChildPlus ID of the participant you want to record a meal for and press **Enter**

Once the participant's meal is recorded, ChildPlus Desktop will display the participant's name and the name of the meal in green confirming their meal was successfully recorded.

> 📝 In order to successfully scan a meal, scan the meal during the time that the meal is scheduled to be served. For example, if a meal is scheduled to be served between 7:15 am and 8:15 am, scan it between 7:15 am and 8:15 am.

> 📝 ChildPlus will display an alert message if you attempt to do any of the following:
>
> - Scan a meal for a participant who is not checked in
> - Scan a meal for a participant who is not currently enrolled
> - Scan a meal for a participant who is enrolled in a classroom to which you do not have access
> - Scan a meal for a classroom that has not been configured with meal times

ChildPlus administrators can configure classroom meal times in **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> Classrooms >>** Meals Served.

Check Participants Out

Use **Attendance Scanning** to check participants out.

ChildPlus Mobile

To check a participant out using ChildPlus Mobile:

1. Launch ChildPlus Mobile on any mobile device with a camera.
2. Tap **Services >> Attendance >> Scanning - Attendance**. If prompted, allow ChildPlus to access your device's camera.
3. Scan the bar code of the participant you want to check out. Once the participant is checked in, ChildPlus Mobile will display a message confirming their check-out was successful.

ChildPlus Desktop

To check a participant out using ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Entry Express >> Attendance Scanning**.
2. Click **Check Out**.
3. Do one of the following:

    - Scan the bar code of the participant you want to check out using a bar code scanner
    - Manually enter the ChildPlus ID of the participant you want to check out and press **Enter**

Once the participant is checked out, ChildPlus Desktop will display the participant's name and the words **Checked Out** in green confirming their check-out was successful.

When you check a participant out, ChildPlus will record the time they were checked out as their **Departure Time**.

> ChildPlus will display an alert message if you attempt to do any of the following:
>
> - Check out a participant who is not checked in
> - Check out a participant who is not currently enrolled
> - Check out a participant who is enrolled in a classroom to which you do not have access