

# Take Attendance via Attendance Scanner App

When using the Focus Attendance Scanner App, the Take Attendance screen changes.

## Take Attendance

1. Depending on system preferences set up by the district, all students may be recorded as absent until checked in. The district may also elect to have all students recorded as present by default until checking in. See the image shown below for the described system preferences.

<input checked="" type="checkbox"/> Students can have attendance for more than one section in a period (not recommended)	<input type="checkbox"/> (No)
Default Present Code for Scanner App <b>P - Present</b>	<input type="checkbox"/> (empty)
Default Absent Code for Scanner App <b>A - Absent</b>	<input type="checkbox"/> (empty)
<input type="checkbox"/> Enable smarter Attendance Completion portal alerts	<input checked="" type="checkbox"/> (No)

2. Once students scan in, the Take Attendance screen updates showing that the student is marked present and records attended hours in the present column. The Check In box will turn green upon a student's hours registering.

Student Information									Dec 30, 2016		
Check In	Comment	Student	Student ID	Grade	Days Absent	Hours Attended	Scheduled Hours	Present	Absent	Tardy	
<input checked="" type="checkbox"/>	-	Danvers,	502021	31 - Graduate	7	00:00	06:00	00:00	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	-	Elmgren,	502007	30 - Non-Graduate	7	00:00	06:00	00:00	<input checked="" type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	-	Grimm,	502005	31 - Graduate	3	02:00	06:00	00:00	<input checked="" type="radio"/>	<input type="radio"/>	

**i** If the system preference **Require Attendance Scanner check out to receive hours** is enabled, the Present column will reflect 00:00 until the student checks out.

Attendance Scanner grace period before end of class	5 minutes	<input checked="" type="checkbox"/> (5)
Attendance Scanner grace period after end of class	15 minutes	<input checked="" type="checkbox"/> (15)
Require Attendance Scanner check out to receive hours	<input checked="" type="checkbox"/>	<input type="checkbox"/> (No)

3. You can click the **Refresh** button to update the Take Attendance screen to reflect any check ins or check outs since accessing the screen.

You have taken attendance today for this period.
 

☐ Include Inactive Students
 

List

Refresh

Save

Click if you're not finished

16 Students

Sep 20, 2018

Sep 21, 2018

Sep 24, 2018

Sep 25, 2018

Sep 26, 2018

					Student Information							[x] Sep 27, 2018			
Sep 20, 2018	Sep 21, 2018	Sep 24, 2018	Sep 25, 2018	Sep 26, 2018	Check In	Comment	Student	Student ID	Grade	Days Absent	Hours Attended	Scheduled Hours	Hours Present	Present	Adult Absence
02:30	02:30	02:30	02:30	P 02:30		-	Brook,	538	12	1	02:30	02:30	00:00		
02:30	02:30	02:30	02:30	P 02:30		-	Burdette,	915	11	0	05:00	02:30	02:30		
02:30	02:30	02:30	02:30	P 02:30		-	Dawson,	807	11	0	05:00	02:30	02:30		

4. Regardless of whether or not students are signing in and out, you have the ability to continue taking attendance, which includes overriding recorded hours via the Attendance Scanner. Therefore, if students make mistakes checking in and out, you have the ability to fix the hours. For more information on taking attendance, see the article titled, [Take Attendance](#).