

KeepnTrack

In this video we will look at how to sign students in or out, including Late Arrivals and Early Dismissals.

Front Office: Student Sign-In/Out

From the Keepntrack Kiosk, click the For Students bar. You are given the typical Sign In and Sign Out options, as well as Early Dismissal and Late Arrival. Let's first go through normal Sign In. If the student has a record and ID number, simply type or scan their ID number and press Continue.

In this next screen, you will choose the Activity the student is signing in to. Some Activities will have sub-menus listing specific Destinations. If you need to print a badge, select the Print Badge checkbox. This box may be checked by default according to your system settings.

The activity chosen will be recorded, and a verification message appears in yellow text under the command line.

Now let's sign in a Late Arrival. Click the Student log-in. Now choose Late Arrival. Enter the student's name or ID number, then press Continue or <enter>. This will bring up a list of Late Arrival activities for her to sign in to.

Make an Activity selection. This will sign the student in as Late Arrival, again logging the chosen activity.

That's it for signing in. Now we will look at signing out, by signing the first student out from the Fundraiser. Click on the Student option, choose Sign Out, and type in the student ID, Continue.

This will instantly sign the student out of her activity, in this case the Fundraiser.

To sign out more quickly, enter the barcode directly in this command line, and that will sign out the student from his activity.

Now for recording an Early Dismissal. A student does not need to be signed in to be recorded for the Early Dismissal.

Click the Student option, and Early Dismissal. Type in the name or ID, and again choose an activity, or reason for early dismissal.

For questions regarding the listed Activities, contact your site Administrator.

For KeepnTrack support, call our Tech Support team at 1-800-320-5830.