

ChildPlus Attendance App

Getting Started Guide

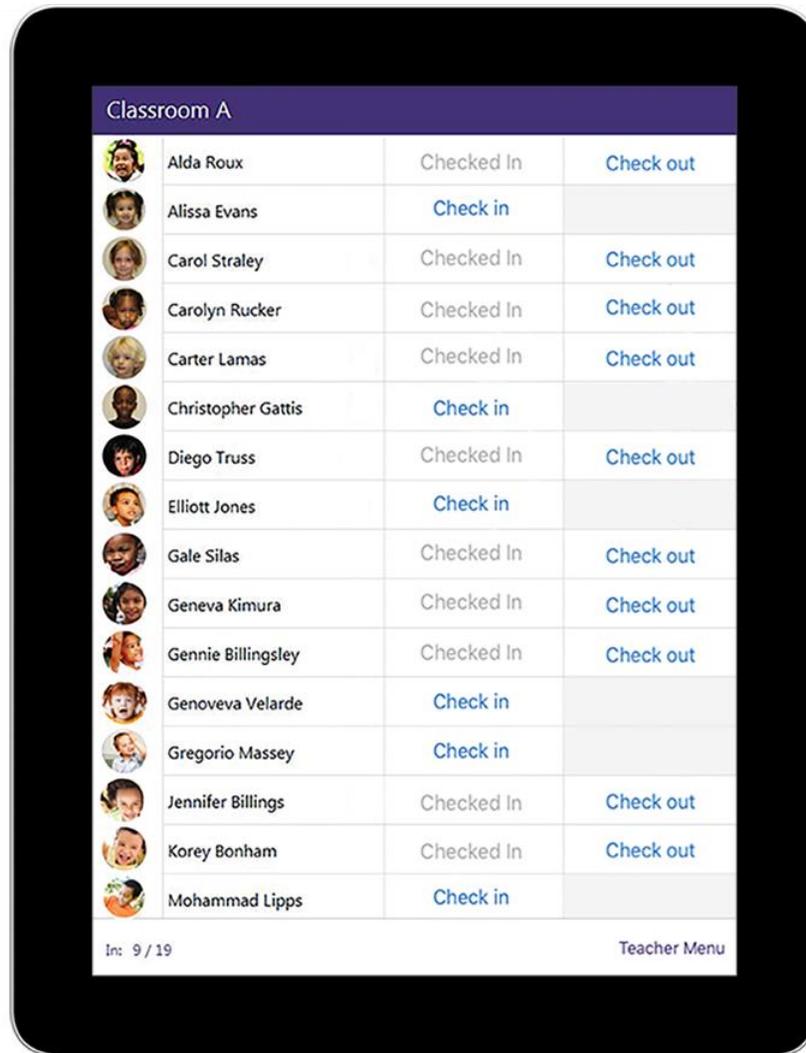


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Downloading the Attendance App for iOS

You can visit the [App Store](#) to download the Attendance App. You can run the Attendance App on any Apple device running iOS 9 or later.



Downloading the Attendance App for Android

You can visit the [Google Play Store](#) to download the Attendance App for Android. You can run the Attendance App on any Android tablet device running Lollipop version 5.0 or higher.



Activating the Attendance App in ChildPlus

Before you can start using the Attendance App, you'll need to enable it in your ChildPlus system. You can enable the app in ChildPlus via **Setup > System Setup > System Preferences > Attendance > Mobile App**. Check **Enable Mobile Attendance** to enable the app in ChildPlus.

System Preferences

These preferences are global and apply to all users.

- General
- Enrollment
- Data History Log
- Attendance**
- Migrant
- In-Kind
- Notes
- State Specific
- Fees
- Email

Mobile App

Enable Mobile Attendance

This option allows you to turn on/off access to the mobile attendance app. In order for the app to work this option must have access to the ChildPlus.net Mobile App/Attendance security checkpoint in Setup | Security | User Security

Enable the "Parent Check In" feature

This option allows the mobile app to be used by parents to check their children in and out each day. If this option attendance and meals will default the same as specified in the Entry Express section above.

In addition to these options, you'll also need to make sure that users who will be accessing the app have access to the App through **User Security Groups (Setup > Security > User Security Groups)**.

User Security Groups Delete User Security Groups

Security Group Name: Security Group Description:

Access Privileges for Members of this Security Group. Right click an item to set Ac

- Security
 - Services
 - Status Center
 - Entry Express
 - Management
 - Reports
 - Setup
 - Gear Menu
 - Help
 - Download from the Web
 - Select Existing Person
 - Access the ChildPlus.net Community page
 - Receive Warnings when the ChildPlus.net license is nearing expiration
 - Edit existing notes in append-only notes fields in Module Designer
 - ChildPlus.net Mobile App**

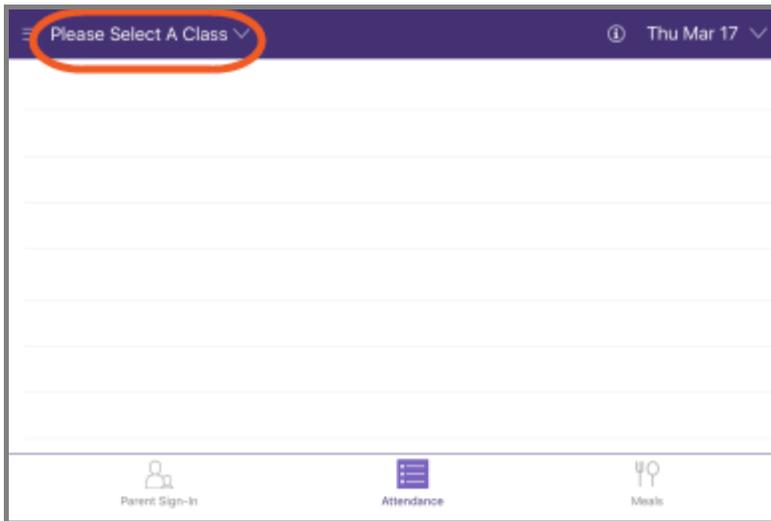
Signing into the Attendance App

Once you've downloaded the app, you'll sign into it using your AgencyID, User Name, and Password. You'll be using the same user name and password that you use to sign in to your ChildPlus system. If you don't know your AgencyID, you can find it in ChildPlus by clicking *Help > About ChildPlus.net*.

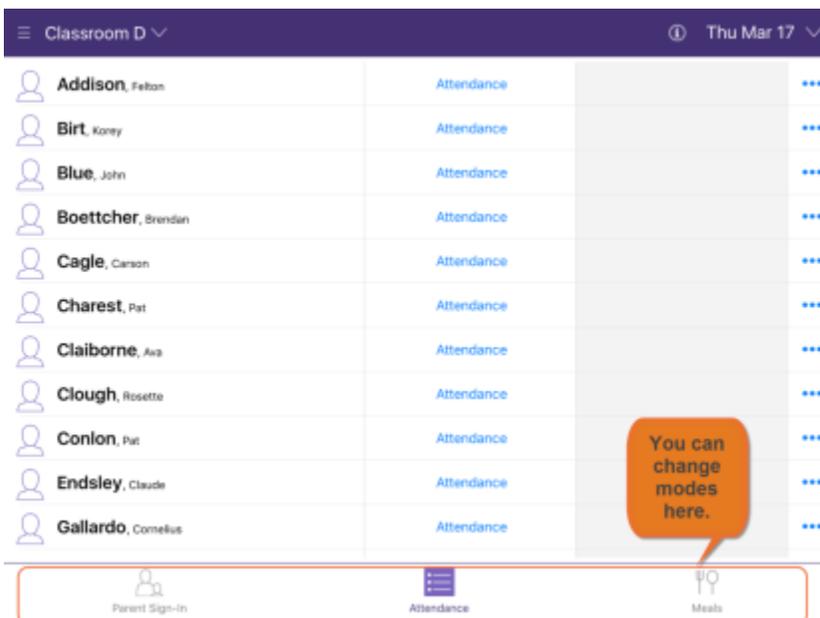
The image shows the login interface for ChildPlus.net. The background is a solid dark purple. At the top center, the text "ChildPlus.net" is displayed in a white, sans-serif font, with "Professional Head Start Software" in a smaller font directly below it. Below the text are three input fields, each with a white icon to its left: a building icon for "Agency ID", a person icon for "Admin", and a padlock icon for "Password". Each field has a white border and is currently empty. Below these fields is a white "Sign In" button with rounded corners. In the bottom right corner, there is a white "Settings" button with rounded corners.

Selecting a Classroom

You can select what classroom you want to work with by clicking **Please Select a Class**.

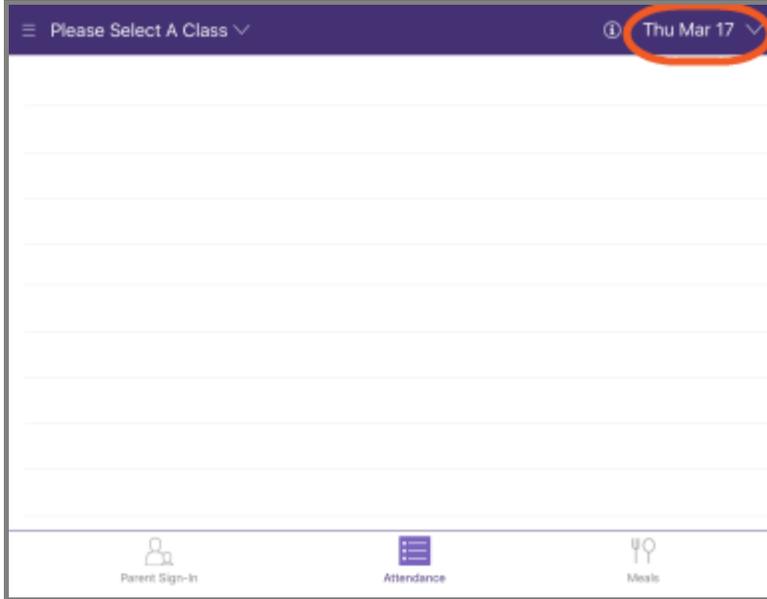


Once you select a class, you'll be on the **Attendance** page by default. Want to try a different page? You can switch pages on the bottom of the screen. There are three pages available: [Parent Sign-In](#), [Attendance](#) and [Meals](#).

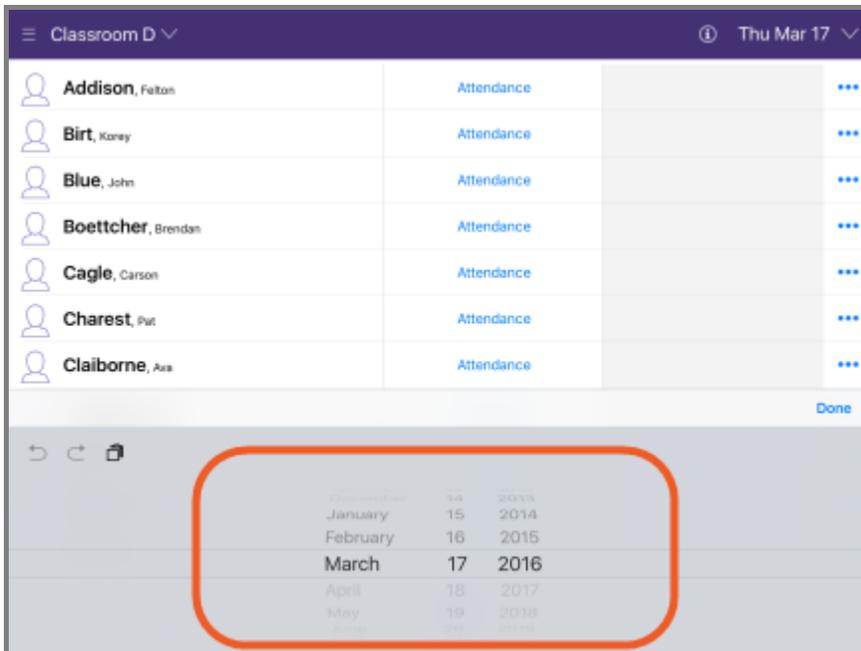


Changing the Date

By default, the Attendance App will always be set to the current date. You can change the date by clicking the down arrow next to the date.

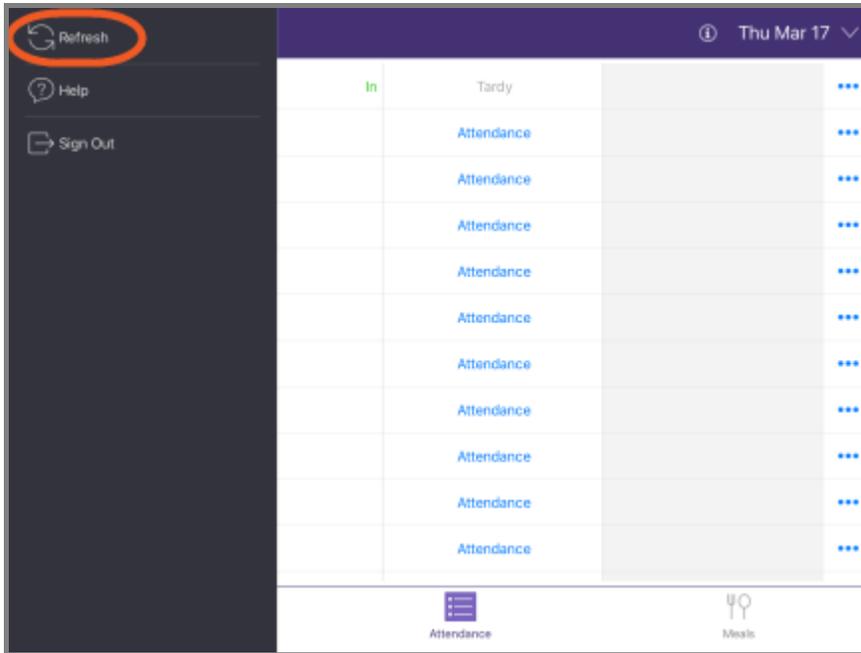


You'll then be able to change the date:



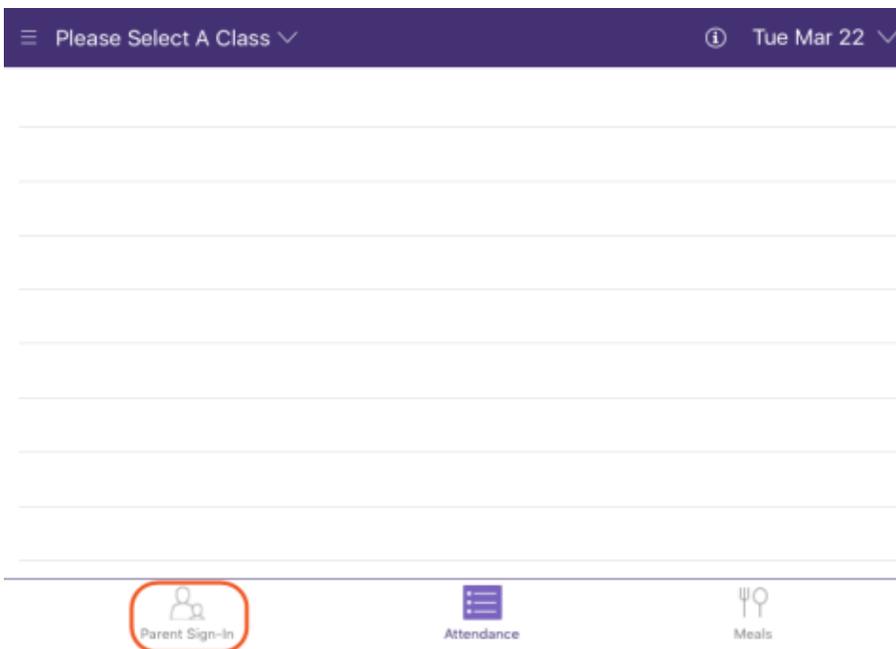
Refreshing the App

To refresh the app, click  and select **Refresh**.



Parent Sign-In

The **Parent Sign-In** page lets parents check their children in and out each day.



Checking Children In and Out

To check a child in, find their name in the list and click **Check in**. When a parent checks a child in, we'll automatically count the child as *Present* for the day.

Classroom D		Thu Mar 17
 Addison, Felton	Check in	
 Birt, Korey	Check in	
 Blue, John	Check in	
 Boettcher, Brendan	Check in	
 Cagle, Carson	Check in	
 Charest, Pat	Check in	
 Claiborne, Axa	Check in	
 Clough, Rosette	Check in	
 Conlon, Pat	Check in	
 Endsley, Claude	Check in	
 Gallardo, Cornelius	Check in	

In 0/19 Teacher Menu

Click here to check a child in

Once they are checked in, you can check the child out by clicking **Check out**.

Classroom D		Thu Mar 17
 Addison, Felton	Checked In	Check out
 Birt, Korey	Check in	
 Blue, John	Check in	
 Boettcher, Brendan	Check in	
 Cagle, Carson	Check in	
 Charest, Pat	Check in	
 Claiborne, Axa	Check in	
 Clough, Rosette	Check in	
 Conlon, Pat	Check in	
 Endsley, Claude	Check in	
 Gallardo, Cornelius	Check in	

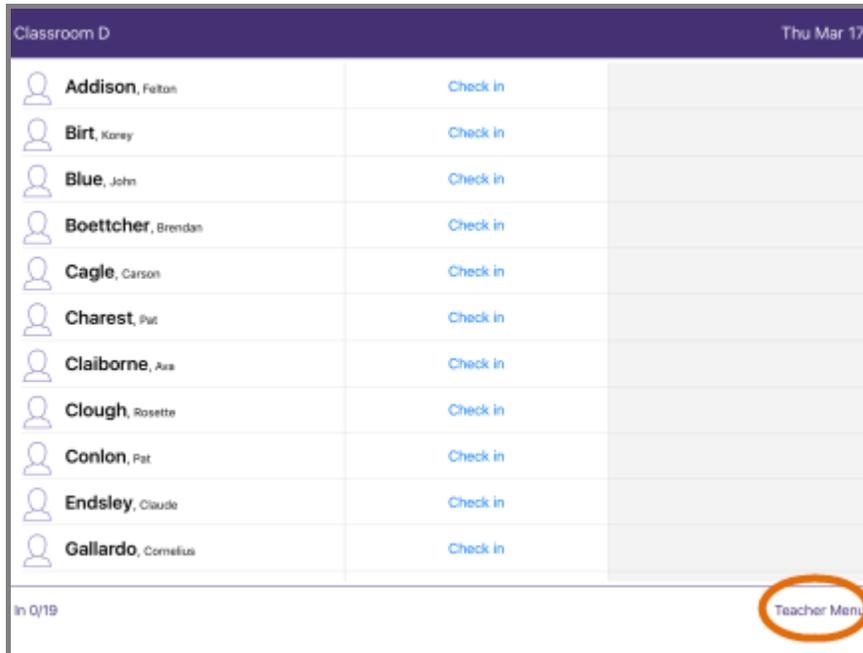
In 1/19 Teacher Menu

Click here to check a child out

Depending on your Mobile App Settings , the Attendance App can even mark the child as Tardy or Left Early if they checked in/out within a certain number of minutes before or after the classroom's normal begin or end time.

Exiting Parent Sign-In

To exit the **Parent Sign-In** page, click **Teacher Menu** at the bottom of the screen and then choose whether you go to **Attendance** or **Meals**.



Classroom D		Thu Mar 17
 Addison, Felton	Check in	
 Birt, Korey	Check in	
 Blue, John	Check in	
 Boettcher, Brendan	Check in	
 Cagle, Carson	Check in	
 Charest, Pat	Check in	
 Claiborne, Aaa	Check in	
 Clough, Rosette	Check in	
 Conlon, Pat	Check in	
 Endsley, Claude	Check in	
 Gallardo, Cornelius	Check in	
In 0/19		Teacher Menu

Attendance

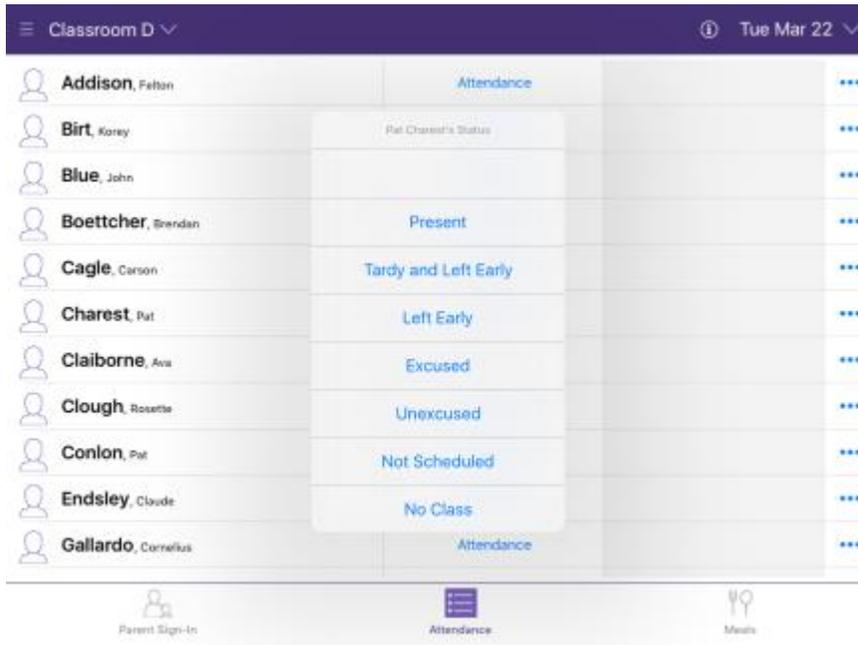
Teachers can use the **Attendance** page to record and/or edit each child's daily attendance information. In addition to daily attendance, you can also use **Attendance** to edit daily attendance information, add notes and view information about the child and their release authorizations (these options are all available by clicking **...**).

Classroom D		Thu Mar 17
Addison, Felton	Attendance	...
Birt, Kasey	Attendance	...
Blue, John	Attendance	...
Boettcher, Brendan	Attendance	...
Cagle, Carson	Attendance	...
Charest, Pat	Attendance	...
Claiborne, Aaa	Attendance	...
Clough, Rosette	Attendance	...
Conlon, Pat	Attendance	...
Endsley, Claude	Attendance	...
Gallardo, Cornelius	Attendance	...

Parent Sign-In Attendance Meals

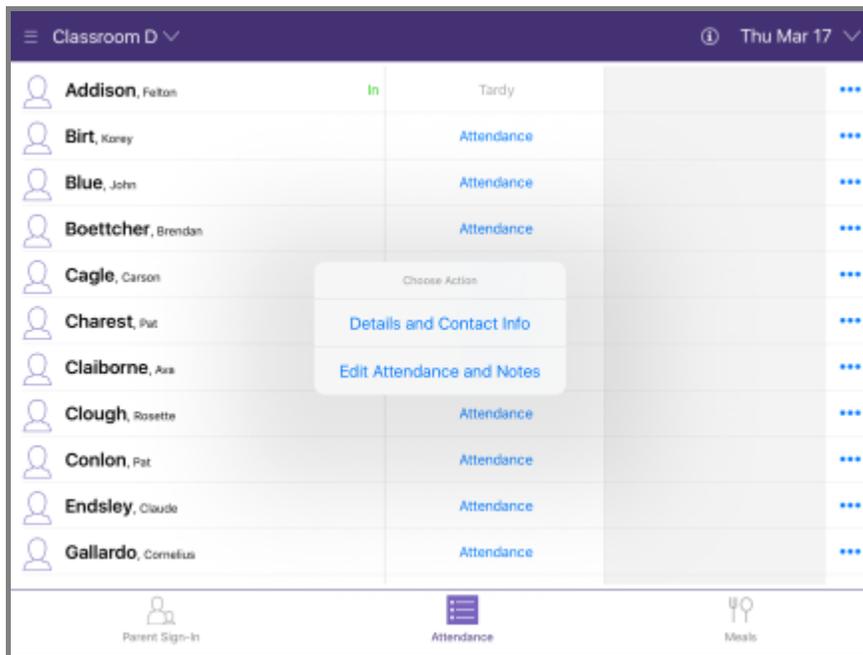
Recording Daily Attendance

To record daily attendance on the app, click the blue **Attendance** link next to the child's name. You can then choose which attendance status you'd like to assign to the child.



Editing Attendance Information

Do you need to edit a child's attendance status from within the app? You can do so by clicking **☰** and selecting **Edit Attendance and Notes**. You can also edit information directly in you ChildPlus system.



App Settings

You can configure the settings available for the Attendance App from within your ChildPlus system via *Setup > System Setup > System Preferences > Attendance > Mobile App*.

The screenshot shows the 'System Preferences' page in the ChildPlus system. The navigation bar includes 'Services', 'Status Center', 'Entry Express', 'Management', 'Reports', and 'Setup'. Below the navigation bar, there are tabs for 'General', 'Enrollment', 'Data History Log', 'Attendance', 'Migrant', 'In-Kind', 'Notes', 'State Specific', 'Eees', and 'Email'. The 'Attendance' tab is selected. The page title is 'System Preferences' and it includes a note: 'These preferences are global and apply to all users.' Below this, there are several checkboxes and input fields for configuring the mobile app. The 'Mobile App' section is expanded, showing the following settings:

- Enable Mobile Attendance
This option allows you to turn on/off access to the mobile attendance app. In order for the app to work this option must be checked AND users must have access to the ChildPlus.net Mobile App/Attendance security checkpoint in Setup | Security | User Security Groups.
- Enable the "Parent Check In" feature
This option allows the mobile app to be used by parents to check their children in and out each day. If this option is not checked each participant's attendance and meals will default the same as specified in the Entry Express section above.
- Record the parent's signature when a participant is checked in or checked out.
- Mark a participant as Tardy if they check in minutes or more after the classroom begin time*.
- 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*.
- Only allow meals to be recorded for a participant that is checked in at the time the meal is recorded.
If this option is checked users will only be able to count meals for a participant who is checked in.
If this option is not checked, participants will not need to be checked in and will only need to have an attendance code of Present, Tardy, Left Early, or Tardy/Left Early in order to be counted for meals.
- When participants are checked in, mark all of their scheduled meals as served.
If this option is checked, any meals that were not eaten will need to be manually unchecked.
- Require meals to be counted at the point of service. Do not allow meals to be recorded more than minutes before the meal begin time* or more than minutes after the meal end time*.

*Begin and end times for classrooms and meals are configured at Setup | Agency Configuration | Program Info | Program Term | Classrooms on the "Operat Hours" and "Meals Served" tabs.

Visit **Online Help** in your ChildPlus system to learn more about each of these options.

Support

Need help? Please email support@childplus.com or call us at 800.888.6674.

About ChildPlus

Want to learn more about ChildPlus? Visit our website at www.childplus.com.