



InSite Provider Application 3.1.0

User Guide

Table of Contents

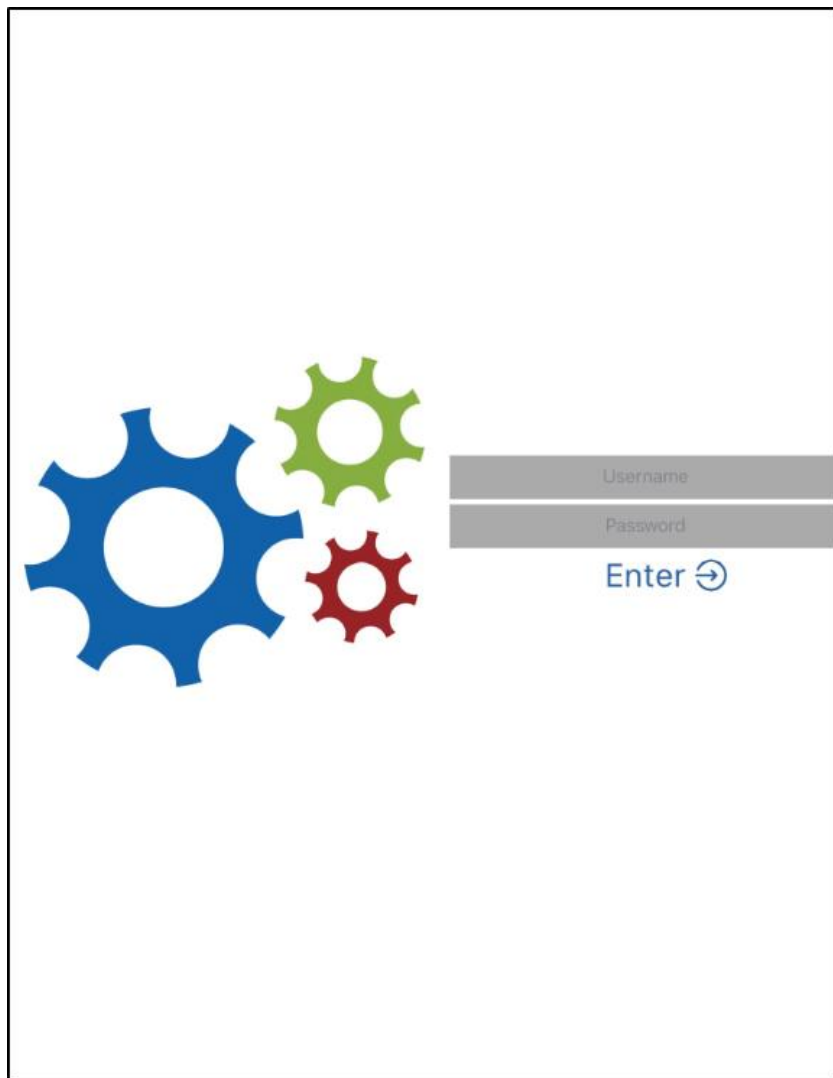
Introduction	3
<i>Logging In</i>	<i>3</i>
General Navigation.....	4
<i>Home Screen.....</i>	<i>4</i>
Staff/Student Ratio.....	5
Important Information/Info	5
Menu Options	9
<i>Live View.....</i>	<i>9</i>
<i>Today's Daily InSites</i>	<i>9</i>
<i>Main Attendance</i>	<i>11</i>
Activity IDs.....	11
Viewing Students/Staff.....	11
Additional Main Attendance Screen Options.....	15
Select Options	21
Main Attendance Screen Icons	23
Take Attendance	24
<i>Side Menu Options.....</i>	<i>24</i>
Filter	25
Information	25
Select Options	26
Offline Attendance	26
<i>Check IN/Check OUT.....</i>	<i>27</i>
<i>Delete Attendance</i>	<i>30</i>
<i>Move.....</i>	<i>31</i>
<i>Present.....</i>	<i>32</i>
Serve Meals.....	33
<i>Adding and Removing Meals.....</i>	<i>33</i>
Record an InSite	36
Add a Note	38

INTRODUCTION

Simplify your center management with Cirrus Group, LLC's InSite Provider application. This application is designed for a streamlined, quick and easy way for your administrators and staff to access the important features of the Provider Editions of DayCare Works, SchoolCare Work, and RecCare Works at your points of service, or wherever you need. Information is automatically linked to your Cirrus Group, LLC hosted applications with real-time information updates and reporting capabilities.

LOGGING IN

Log into the InSite Provider application with the username and password used to sign into DayCare Works, SchoolCare Works, or RecCare Works, then push Enter.

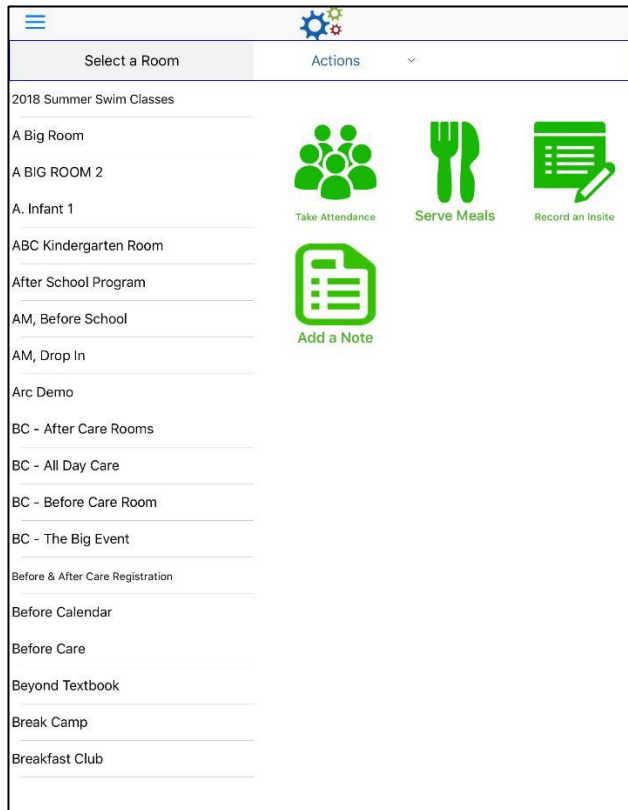


GENERAL NAVIGATION

HOME SCREEN

Upon logging in, the list of rooms will be on the left side of the screen and actions will display on the right.

Key Point: Some of the options throughout this application can be turned on/off based on user role. This can be done via the administrator site.

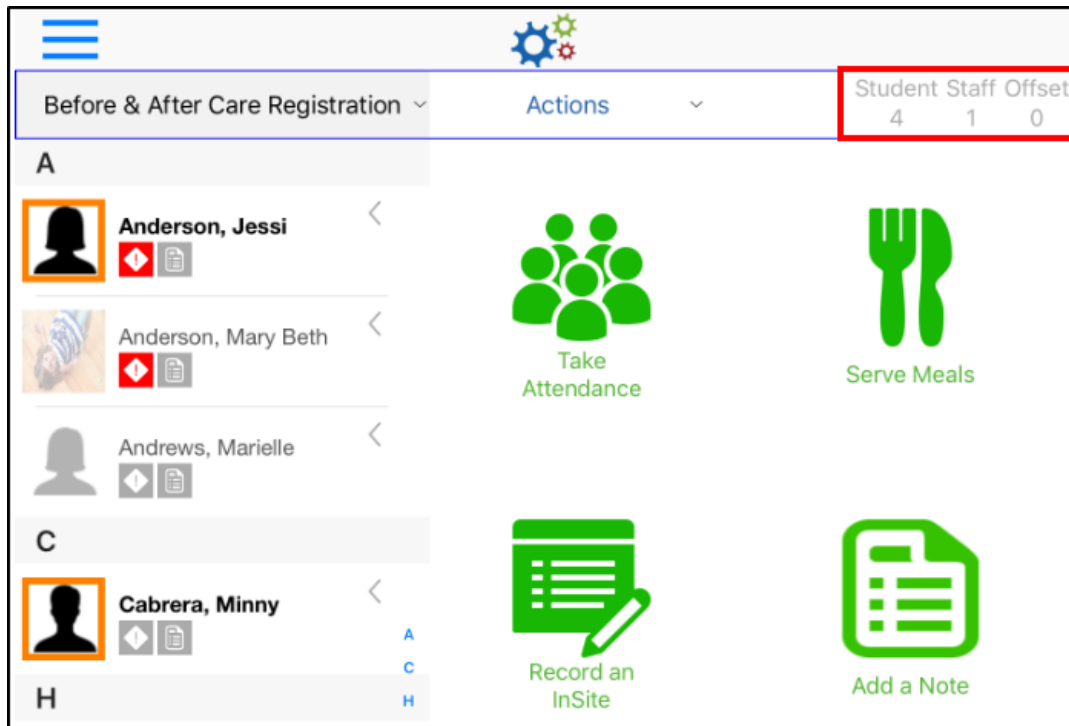


The following options are available:

- Menu Options (Top Left)
 - Classroom
 - Live View
 - Today's Daily InSites
 - Main Attendance
 - Logout
- Actions
 - Take Attendance
 - Serve Meals
 - Record an InSite
 - Add a Note

STAFF/STUDENT RATIO

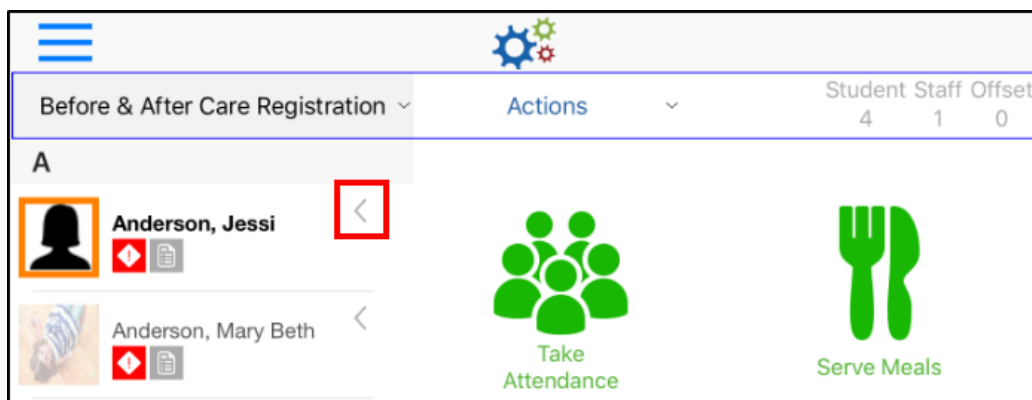
From the home screen, once a room is selected, the staff and student ratio will display in the top right corner.



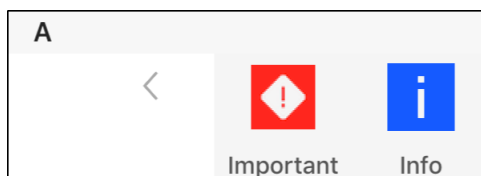
IMPORTANT INFORMATION/INFO

Once a room is selected, Important Information and Student Information is viewable.

1. Select a room
2. Locate the student
3. Click the arrow or swipe to the left



4. Click the Important or Info icons

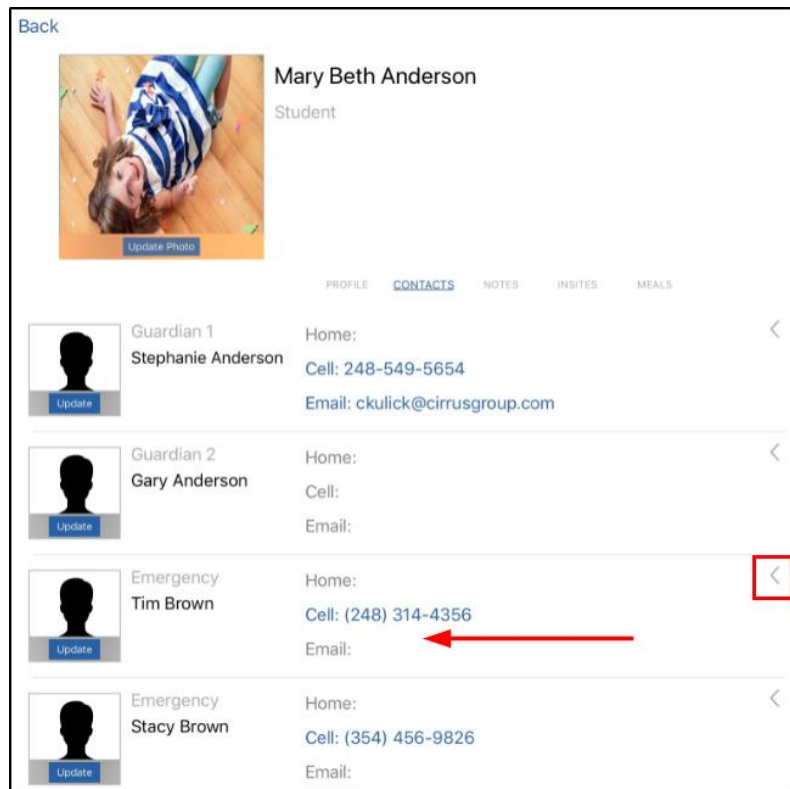


- a. Important Information - the following information will display

Back	Select Category:
Attendance	
Do Not Release 1: Steve Richards	
Consent	
Photo release: No	
Photo media consent: No	
Photo web consent: No	
Health	
Milk Allergy: Yes	
Asthma: Yes	
Participation Restriction: Yes	

- b. Student Information - the following information is available under the Info icon and pulls from the student's child record
- i. View/Update student's photo
 - ii. Profile
 1. General – full name, address, height, weight, etc.
 2. Health – miscellaneous health information
 3. Consent – consent for field trip, photo release, transportation, etc.
 4. Additional Personal – custody, language, school information
 5. Additional information – miscellaneous information, such as, bladder control, convulsion, foods forbidden, etc.
 6. Additional Activity Information – sunscreen/bug spray indicator, swim information, etc.
 7. Pickup Restrictions – any names listed here are unable to pick up the student
 - iii. Contacts – guardians, emergency, release phone numbers and email addresses

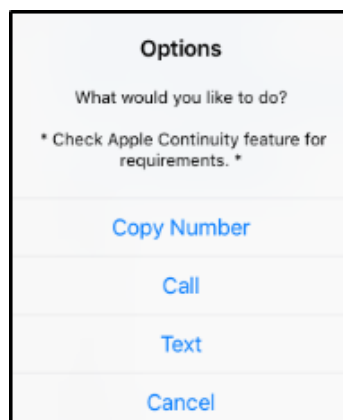
1. Swipe the contact to the left or click the arrow to view more information regarding the contact person



2. Update the picture of the contact person by clicking Update



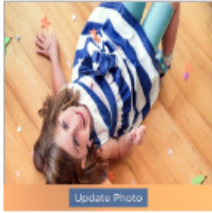
3. Select and hold to view more options



- iv. Notes – when a note is added for the day, it will show up in this section
 - v. InSites – when an InSite is added for the day, it will show up in this section. From here, they can be edited or deleted, but not added (click here to add an InSite)
1. To view or edit, click on the INSITES title

2. Edit the time, notes, or photo as necessary

Back

 Mary Beth Anderson
Student

Update Photo


PROFILE CONTACTS NOTES INSITES MEALS

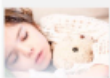
Back

Sleep Time: 10:20 AM

Wake Time: 12:00 PM

Sleep Notes:






Cancel Delete Submit

3. Once changes have been made, click:

- a. Cancel – cancel screen without saving changes
 - b. Delete – delete the InSite
 - c. Submit changes – save changes made to the InSite
- vi. Meals – when a meal is served, the time and what type of meal will be noted

Back

 Mary Beth Anderson
Student

Update Photo

Checked IN: 07:32 AM
Check IN user: Ccarline2
Last time marked present:

PROFILE CONTACTS NOTES INSITES MEALS

9:33 AM AM Snack

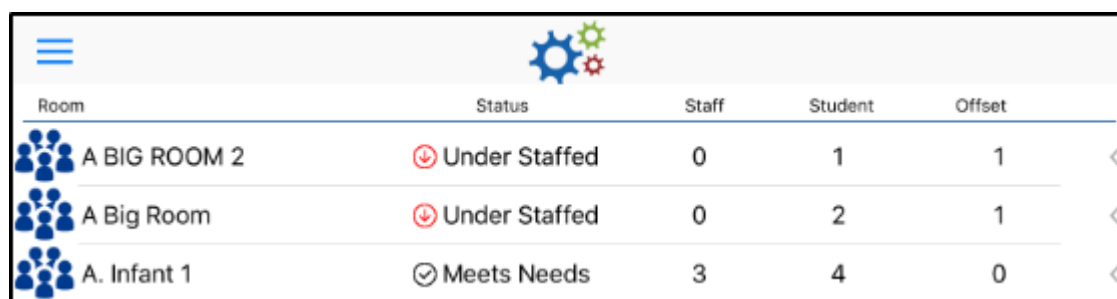
MENU OPTIONS

The ☰ (menu) icon on the top left corner is available from all screens within the application. Clicking this icon will show who is currently logged into the application, among other options:

- Classroom - this option navigates back to the home screen
- Live View
- Today's Daily InSites
- Main Attendance

LIVE VIEW

Live View will display the current staff: student ratio in each room.

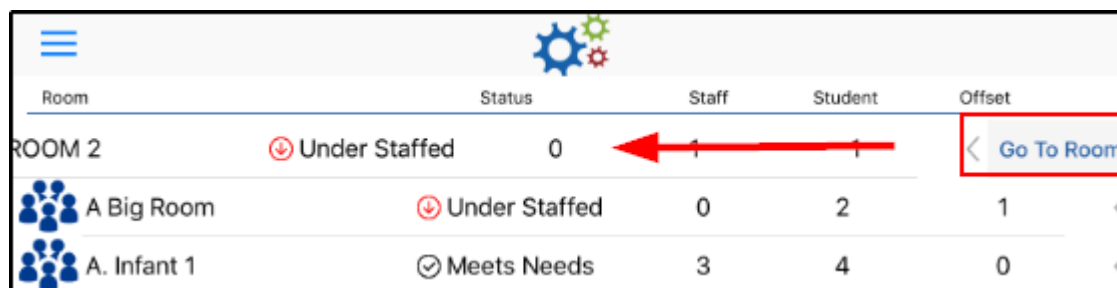


The screenshot shows the Live View interface with a table of room status. The table has columns for Room, Status, Staff, Student, and Offset. The first row is 'A BIG ROOM 2' with status 'Under Staffed', 0 staff, 1 student, and 1 offset. The second row is 'A Big Room' with status 'Under Staffed', 0 staff, 2 students, and 1 offset. The third row is 'A. Infant 1' with status 'Meets Needs', 3 staff, 4 students, and 0 offset. A red arrow points to the 'Go To Room' button in the first row.

Room	Status	Staff	Student	Offset
A BIG ROOM 2	Under Staffed	0	1	1
A Big Room	Under Staffed	0	2	1
A. Infant 1	Meets Needs	3	4	0

- Room - the rooms will display alphabetically
- Status
 - Under Staffed - there are currently too many students and not enough staff in the room
 - Meets Needs - the staff to student ratio is correct
- Staff - current number of staff in the room
- Student - current number of students in the room
- Offset - the overage or deficiency of staff per the number of students

To navigate to the room, slide the room line to the left and click Go To Room



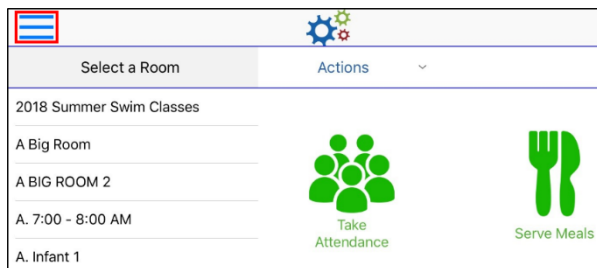
The screenshot shows the Live View interface with a table of room status. The table has columns for Room, Status, Staff, Student, and Offset. The first row is 'ROOM 2' with status 'Under Staffed', 0 staff, 1 student, and 1 offset. The second row is 'A Big Room' with status 'Under Staffed', 0 staff, 2 students, and 1 offset. The third row is 'A. Infant 1' with status 'Meets Needs', 3 staff, 4 students, and 0 offset. A red arrow points to the 'Go To Room' button in the first row.

Room	Status	Staff	Student	Offset
ROOM 2	Under Staffed	0	1	1
A Big Room	Under Staffed	0	2	1
A. Infant 1	Meets Needs	3	4	0

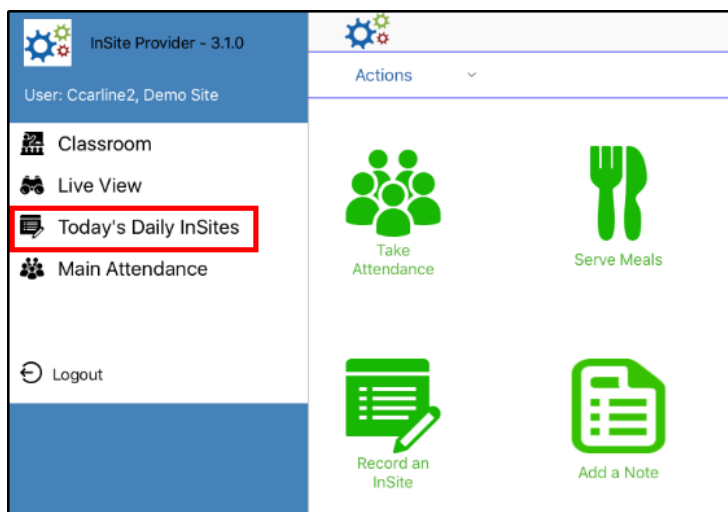
TODAY'S DAILY INSITES

InSites added from the Record an Insite button will appear in Today's Daily InSites. This screen can be filtered to view Daily Sheets, Photos, or both. Daily InSites will show the current week entries in order from oldest to newest. To locate Today's Daily InSites, follow the steps below:

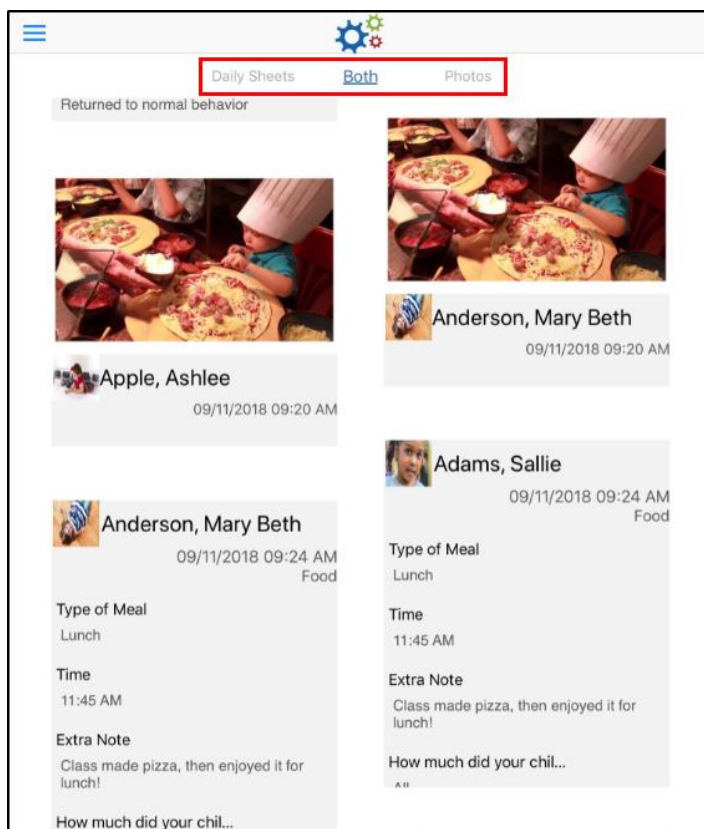
1. Click the menu icon in the top left corner



2. Click Today's Daily InSites



3. Select to view Daily Sheets, Photos, or Both - below is an example of both Daily Sheets and Photos



MAIN ATTENDANCE

The Main Attendance screen allows staff to view attendance, check in or check out students/staff, mark students as present, or move students to another room. There are four different ways to view/filter students:

- Center - View all students within the center
- Category - View students within a category
- Grade - View students within a specified grade
- Room - Show only students within a selected room/program

ACTIVITY IDS

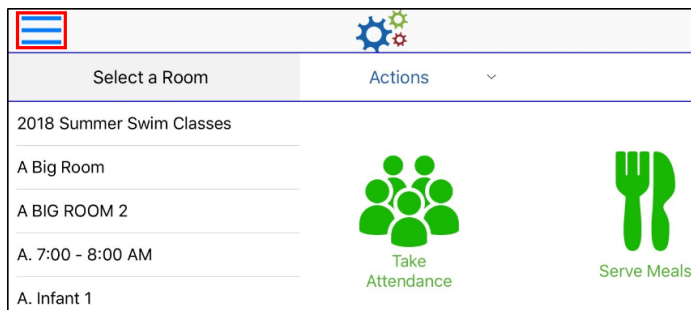
The Main Attendance screen has three activity IDs that must be enabled prior to viewing the screen and utilizing all available filters:

- **1808: Main Menu - Main Attendance** – this Activity ID must be enabled for the Main Attendance screen to be visible. This activity ID also allows users to utilize the default student filters: Center and Room
- **1819 : Main Attendance – Attendance Option – Category Filter** – this activity ID allows users to filter students by Category
- **1820: Main Attendance – Attendance Option – Grade Filter** – this activity ID allows users to filter students by Grade

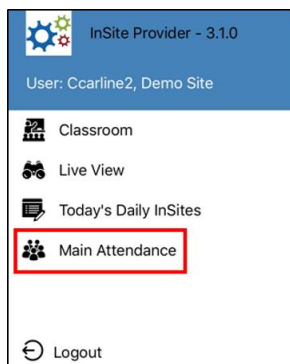
VIEWING STUDENTS/STAFF

To view student and staff attendance, follow the steps below:

1. Click the Menu icon







2. Select Main Attendance



- Under the Select Attendance Option section, select Center, Category, Grade, or Room

Select Attendance Option:

 Center	 Category	 Grade	 Room
---	---	--	---

- If Category, Grade, or Room was selected, choose from the Select An Item list. If Center was selected, skip this step

Select An Item:

Preschool

Kindergarten

First Grade

Second Grade

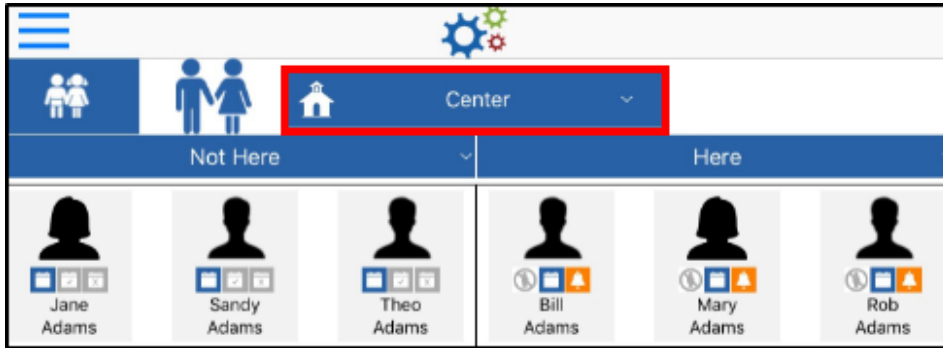
Third Grade

- The appropriate students will display based on what was selected in steps 3-4

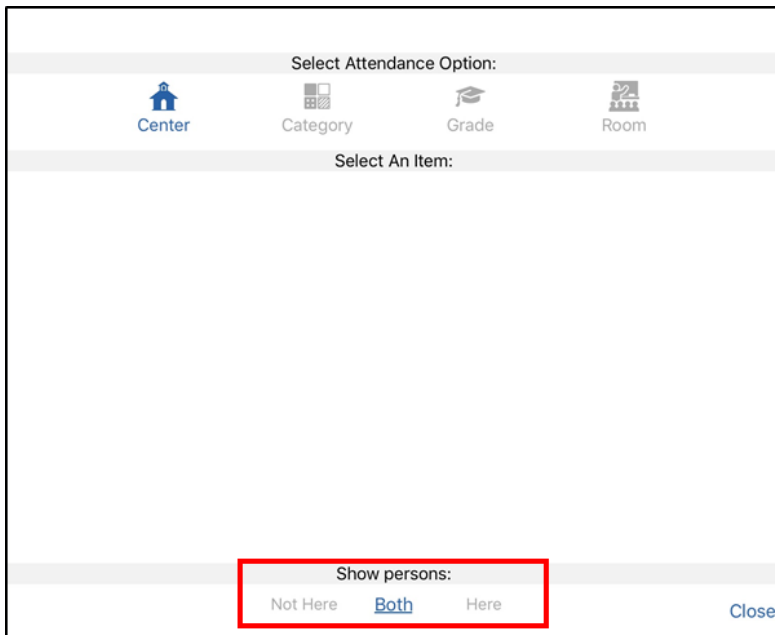


The screenshot displays the InSite Provider Application interface. At the top, there is a navigation bar with icons for a menu, a group of people, and a settings gear. Below this is a header section with a 'Center' dropdown menu. The main content area is divided into two columns: 'Not Here' and 'Here'. Each column contains a grid of student profiles, each represented by a silhouette icon and a name. The 'Not Here' column lists students like Jane Adams, Sandy Adams, Theo Adams, Jillian Adams-Test, Jessi Anderson, Mary Beth Anderson, Marielle Andrews, Benjamin Apple, Johnny Billings, Bob Boop, Samantha Boyd, Minny Cabrera, Cindy Carroll, Denise Chen, Susan Chen, Atalissa Cope, Aurora Cope, and Tiffany Cramer. The 'Here' column lists students like Bill Adams, Mary Adams, Rob Adams, Sallie Adams, Susie Allemon, Ty Anderson, John Billings, Thomas Ellington, Wade Etih, Kylie Everret, Doug Funny, Gwenth Jameson, and Samantha Karnes. At the bottom of the interface, there is a toolbar with icons for a grid, a person, a magnifying glass, an 'Actions' button, a red prohibition sign, a list icon, and a grid icon.

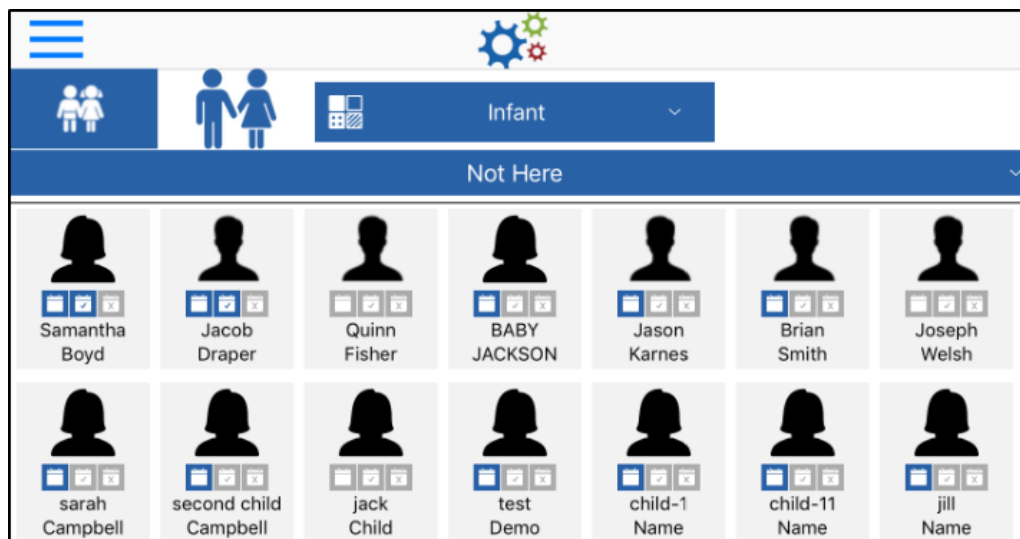
6. To filter the students by attendance status (Not Here, Both, or Here), click the drop-down menu highlighted below. **Please Note:** this title will be different depending on the options selected previously



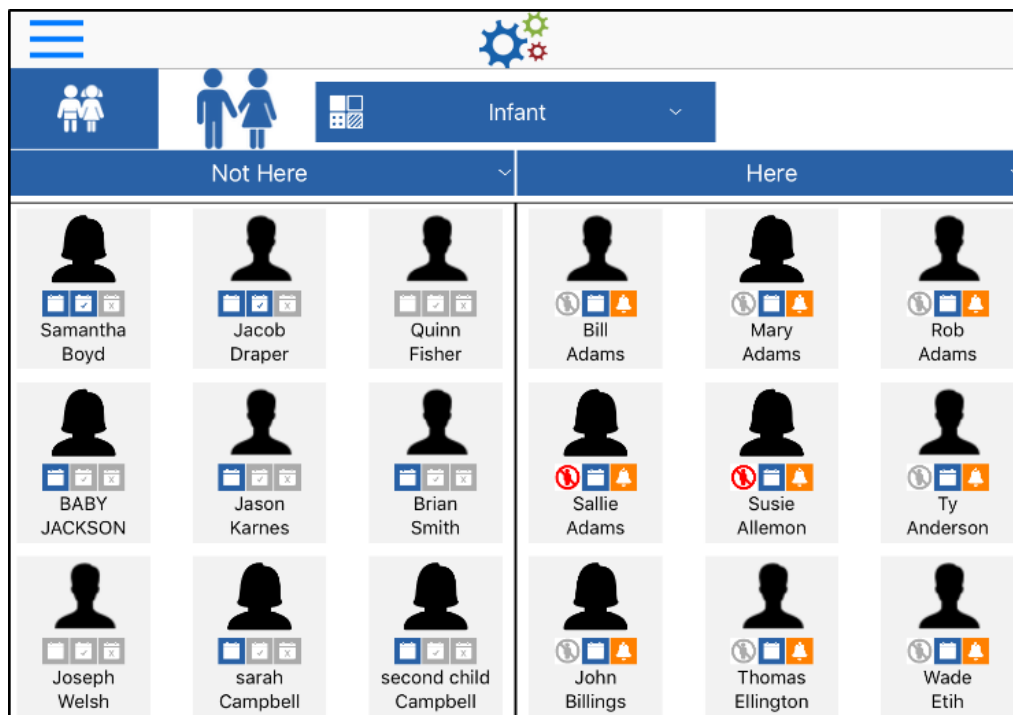
7. Select which students should display under the Show Persons section



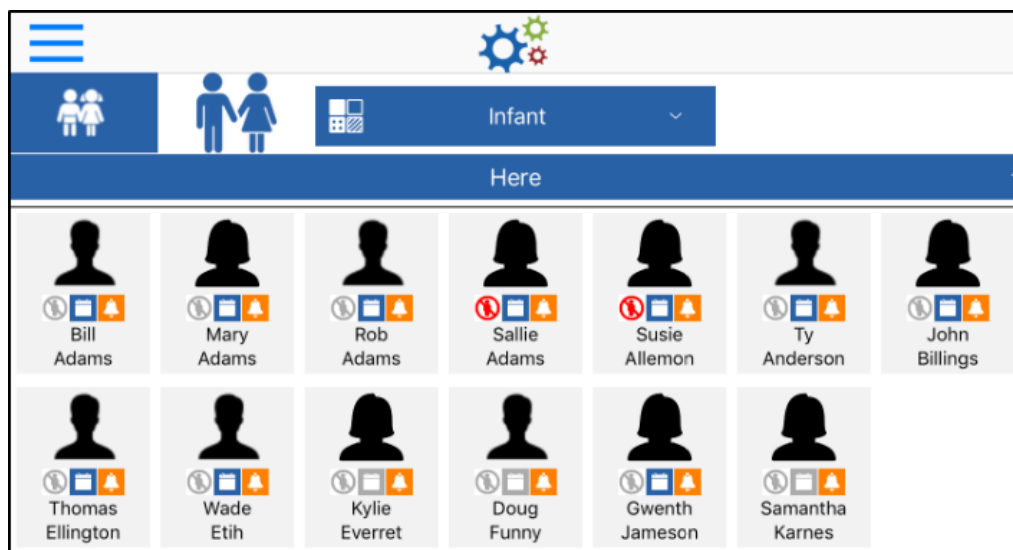
- a. Not Here – this option only displays students not currently checked in



- b. Both – all students will display (checked in and checked out)



- c. Here – only students currently checked in will display

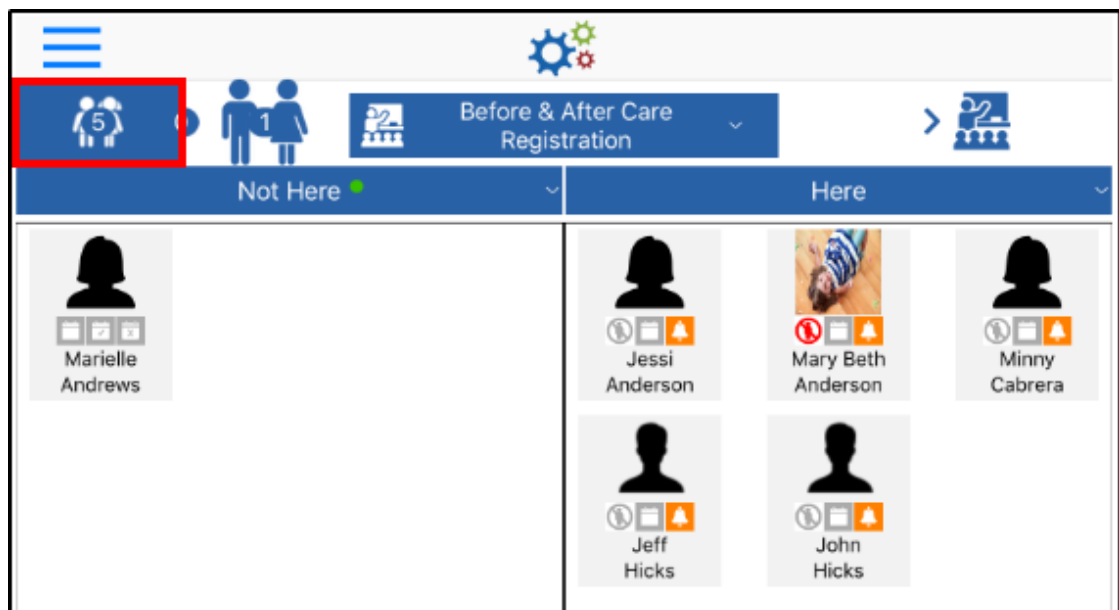


Key Point: To quickly check in/out multiple students, select all necessary students from the Not Here or Here column and drag them to the opposing column.

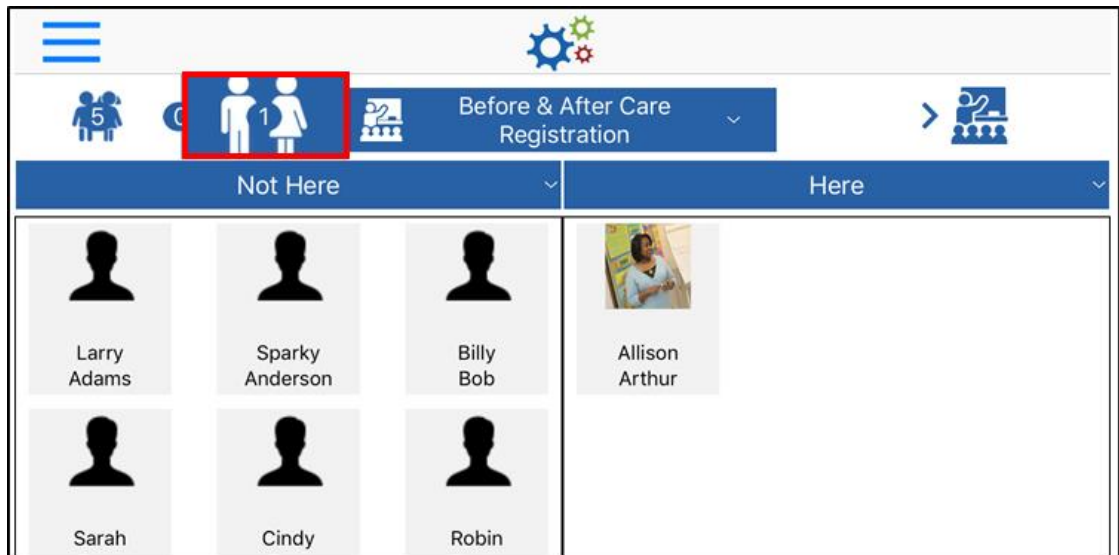


ADDITIONAL MAIN ATTENDANCE SCREEN OPTIONS

- Toggle between the staff and student lists by clicking the appropriate icon:
 - When the left icon has a blue background, students are being displayed



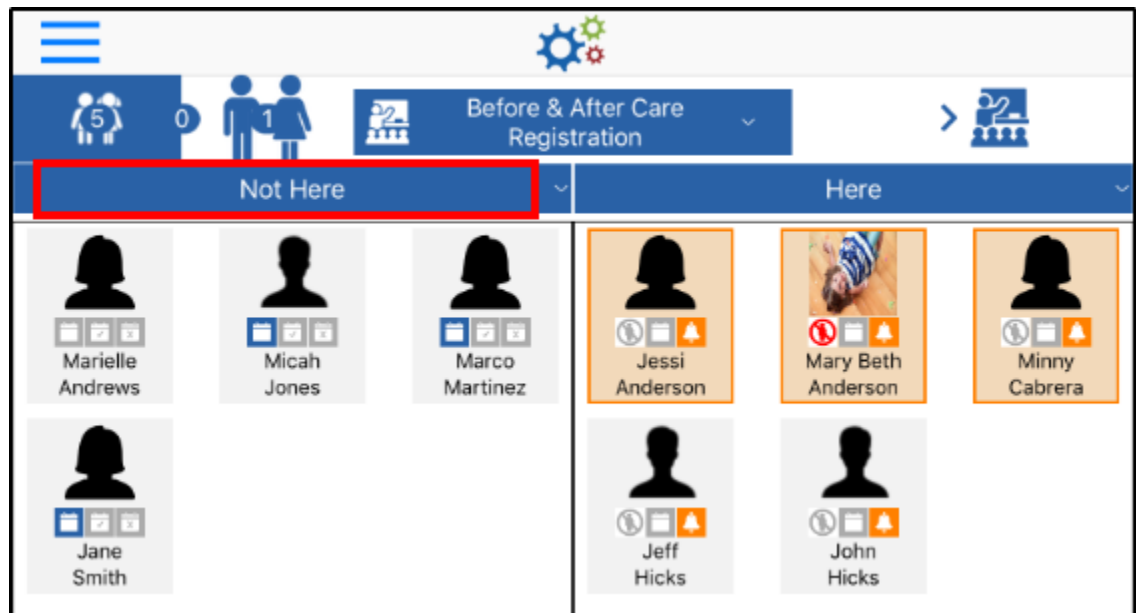
- When the right icon has a blue background, staff is displayed



- When the Attendance Option is set to Room, and a room is selected, the student/staff ratio displays in the top left corner of the screen. In the example below, there are currently 15 students and 2 staff members checked into the selected room. The number between the student and staff icons represents the offset. **Please Note:** ratios can be setup on the room configuration screen



- On the Main Attendance screen, the “Not Here” student list can be filtered to show only students with schedules, without schedules, or both:
 - Click the Not Here title



- Select the necessary filter option



- Not Scheduled – only students without a schedule for the current day will display
- Both – all students, scheduled and not scheduled, will display
- Scheduled – only students scheduled to attend that day will appear in the list

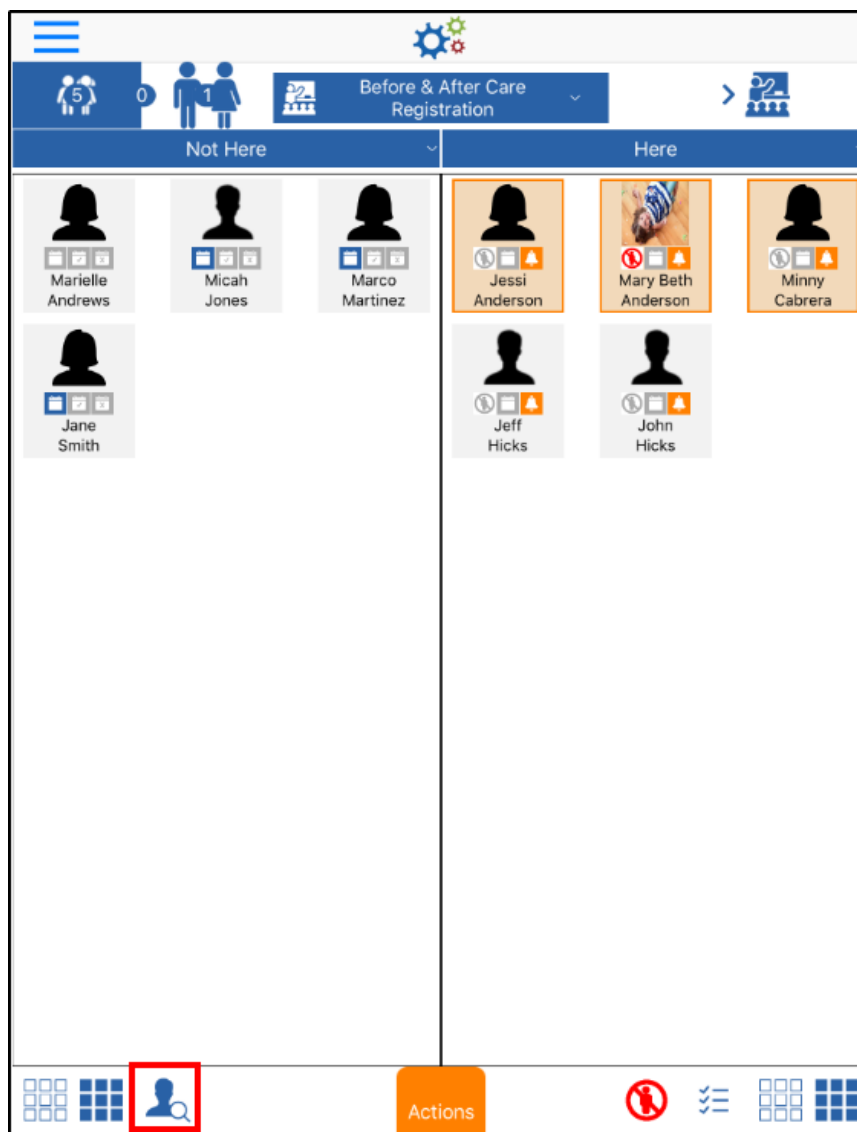
- When the list is filtered, a green circle will appear to alert staff



- Select All/Deselect All – There is a Select All and Deselect All option at the bottom of the Not Here column and one set at the bottom of the Here column. This option allow staff to quickly check in all students/staff within a column



- Search Staff – The Search Staff feature is a quick way to check in staff members
 - Click the Search Staff icon at the bottom of the screen



- Search for the staff member by full or partial first or last name and click Submit

Not Here Here

Search Staff

Ande

Submit

Sparky Anderson

Check In

Enter Staff Name

"Ande" Ands Ancestors

- Select the staff member by clicking on their name, then click Check In

Not Here Here

Search Staff

Ande

Submit

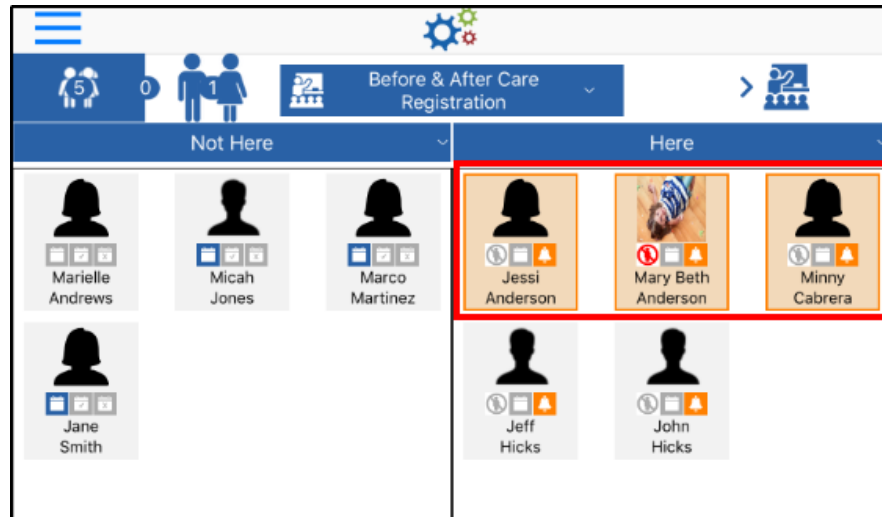
Sparky Anderson

Check In

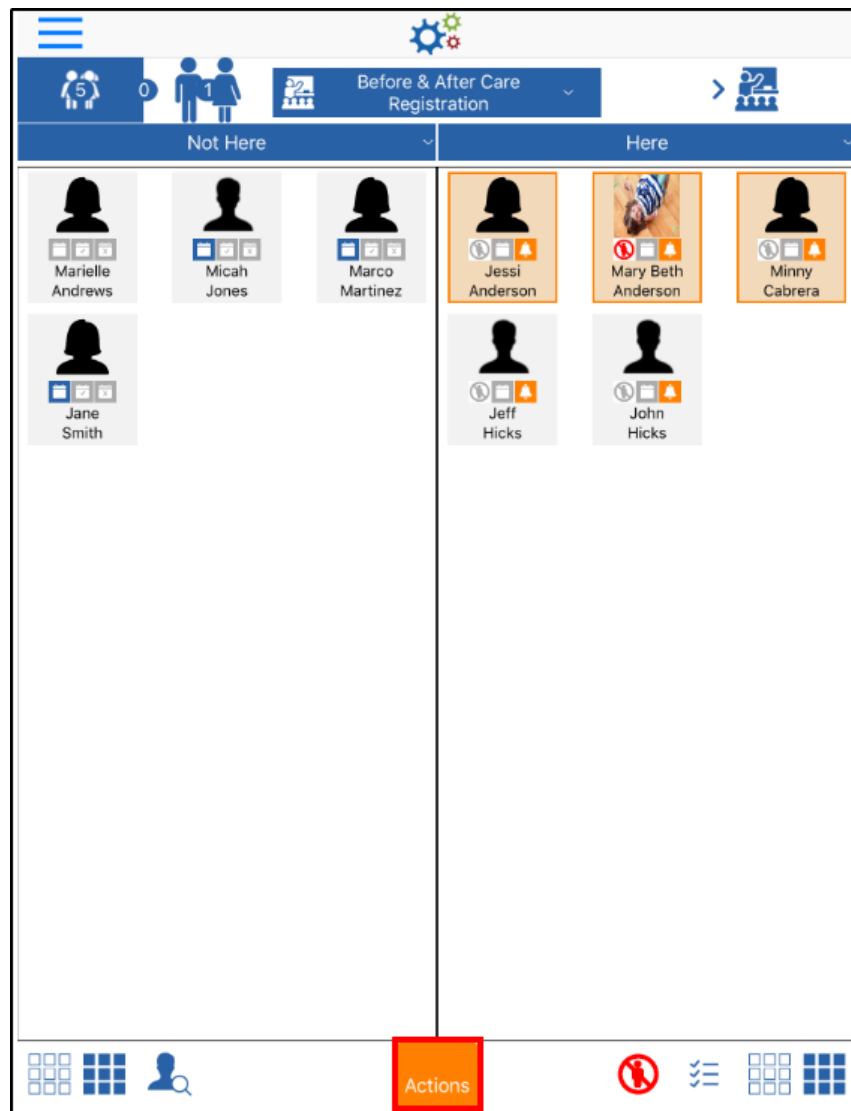
Enter Staff Name

"Ande" Ands Ancestors

- The Actions menu is a quick and easy way to check students/staff in or out at a specified time
 - Select the students or staff to check in/out



- Click the Actions menu at the bottom of the screen



- Select the correct time and click Check In/Check Out, Present, or Move

The screenshot shows a user interface for tracking student attendance. At the top, there are three student cards: Jane Smith, Jeff Hicks, and John Hicks. Below these is a large empty grid area. At the bottom, there is a navigation bar with an orange 'Actions' button, a blue 'Check Out' button, and two green buttons labeled 'Present' and 'Move'.

- Present – this option marks the student as present in the room
- Move – move students or staff to other rooms
- A confirmation screen will appear, click OK

SELECT OPTIONS

The Here column displays a list of students currently in the selected room. Use the Select Options icon to view where the students were initially checked in to, if applicable.

Please Note: The Select Options will only list the original room the student was checked into, it will not list the movements of the student throughout the day.

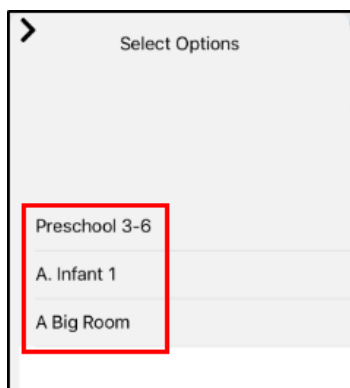
For Example: If a student was checked into "Room A" and moved to "Room B", then "Room C", the Select Options would only show "Room A".

Follow the steps below to view or move students to their original room:

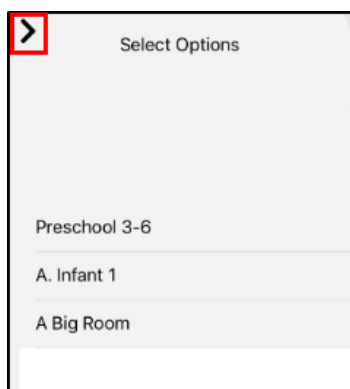
1. From the Main Attendance screen, select the center, category, grade, or room you wish to view
2. Click the Select Options icon from the bottom of the screen



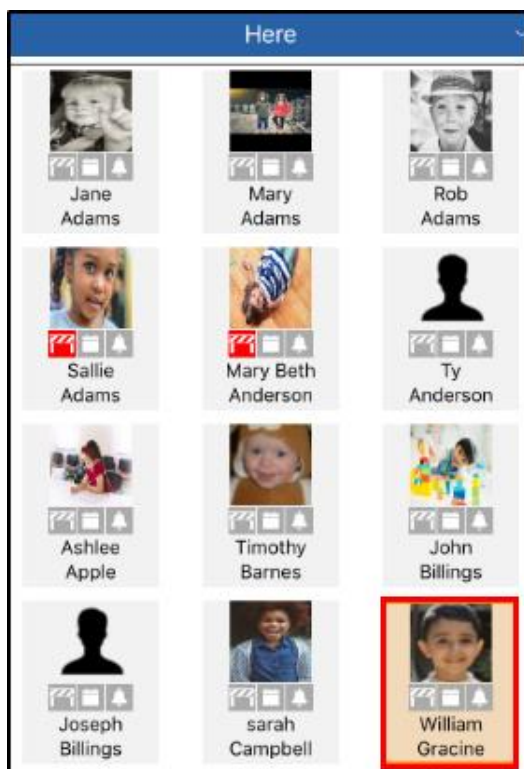
3. A list of rooms will appear. Select a room to view the list of students



4. Click the arrow button to confirm room selection








5. All students that were checked in to the selected room will be highlighted. From here they can be moved, marked as present, or simply view the students from the selected room



MAIN ATTENDANCE SCREEN ICONS

On the main attendance screen, there are 5 icons that appear. The chart below will describe what each icon means:

Icon	Description
	Scheduled Today – the student is scheduled to attend
	Was Here Today – the student attended that day
	Absent – student is absent
	Pickup Restrictions – the student has restrictions in the system on who can/cannot pick them up
	Present Time Expired – the student has been checked in, but not marked as Present <u>or</u> it has been over 30 minutes since student has been marked as Present

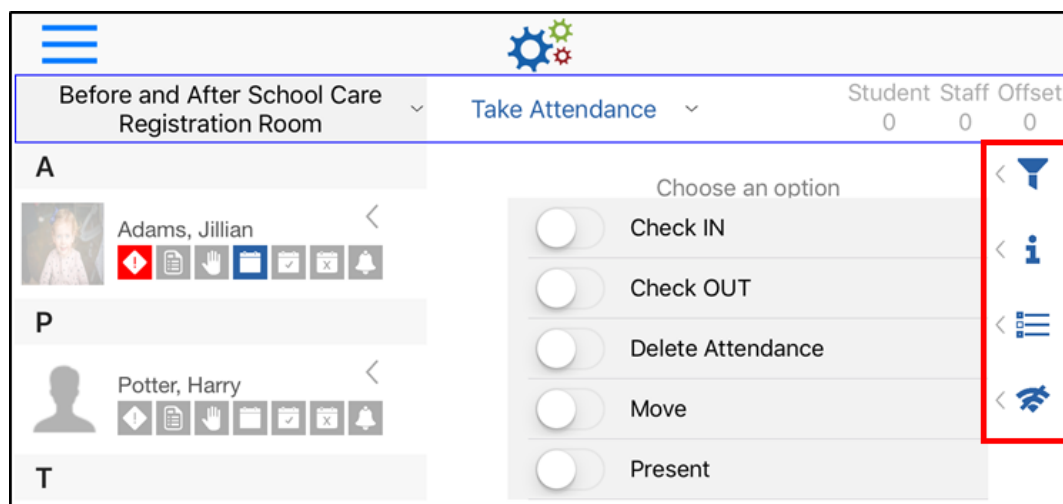
TAKE ATTENDANCE

When selecting the Take Attendance action on the home screen, there are multiple options available:

- Check IN - check one or more students/staff into a room
- Check OUT - check one or more students/staff out of a room
- Delete Attendance - delete a student's attendance for the day (only one student at a time)
- Move - move one or more students/staff to a different room
- Present - mark one or more students as present

SIDE MENU OPTIONS

There are 4 options on the right side of the Take Attendance screen.



Click the arrow to the left of the icon to access each menu.

Icon	Description
	Filter - by Room or Center, Not Here, Here or Both, Not Scheduled, Scheduled or Both
	Information - Important Information, Note, Here, Scheduled Today, Was Here Today, Absent, Present Time Expired
	Select Options - Select All, Unselect All
	Offline Attendance - Check In - Offline, Check Out - Offline








FILTER

The Filter icon allows the student list on the left to be filtered.

- Room or Center - select if you wish to view the students assigned to the selected room or all students in the center not currently checked into a different room
- Not Here/Here/Both - choose if you wish to view students who are not checked in, view only students checked in, or view both
- Not Scheduled/Scheduled/Both - choose to view only students who are not scheduled for the day, scheduled for the day, or both

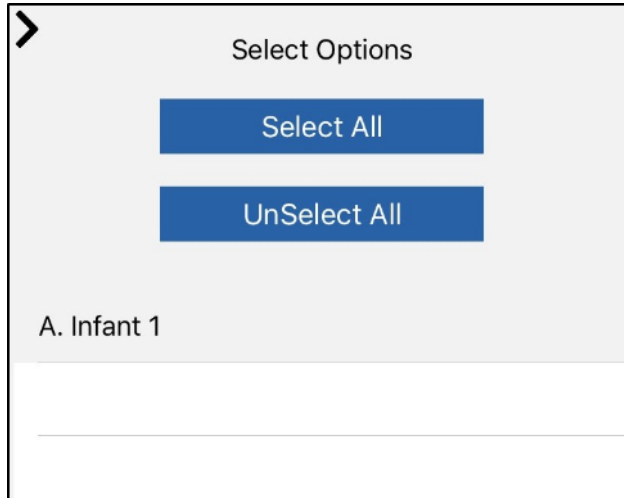
INFORMATION

The Information icon displays a legend describing what each tile from the Attendance screen means. When a tile is in color, it means there is information or active, when a tile is grayed out, it is not active.

Icon	Description
	Important Information – contains information such as attendance, consent, and health
	Note – a note was added from the home screen
	Here – the student has been checked in
	Scheduled Today – the student is scheduled to attend
	Was Here Today – the student attended that day, but is not currently there
	Absent – the student is scheduled to attend, but it absent
	Present Time Expired – the student has been checked in, but not marked as Present <u>or</u> the student was marked as Present over 30 minutes ago

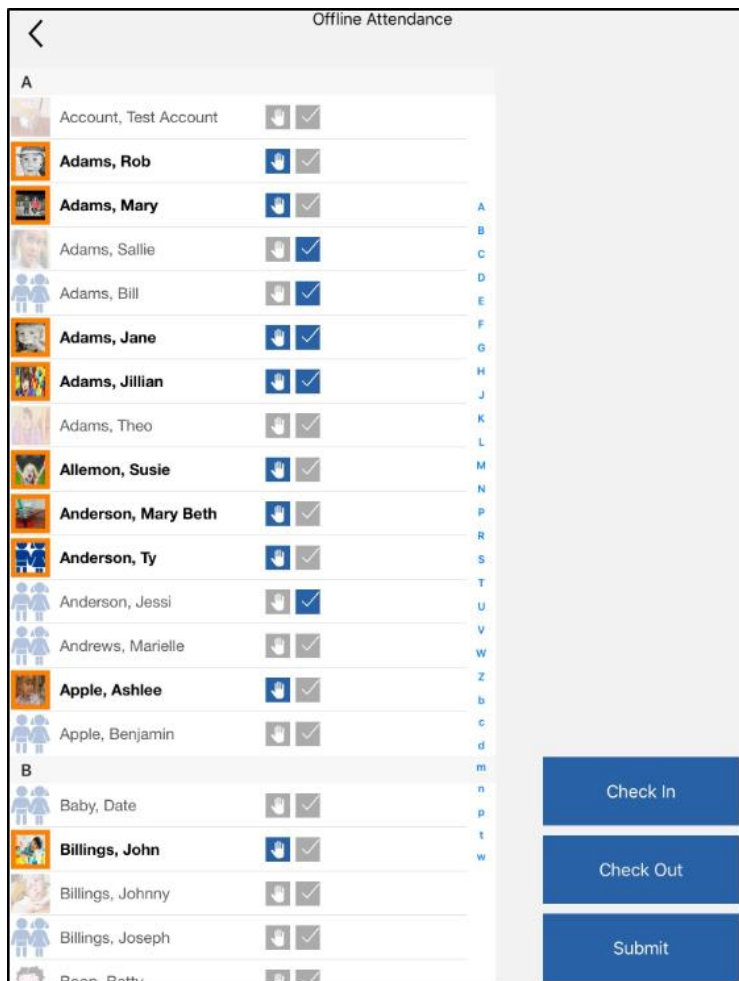
SELECT OPTIONS

This option allows students from the left to all be selected, deselected, or only students within a certain room to be checked in, checked out, moved, or marked as present.







OFFLINE ATTENDANCE

Offline Attendance allows one or more students to be checked in and out, but does not have the option to change the Check In/Out time.



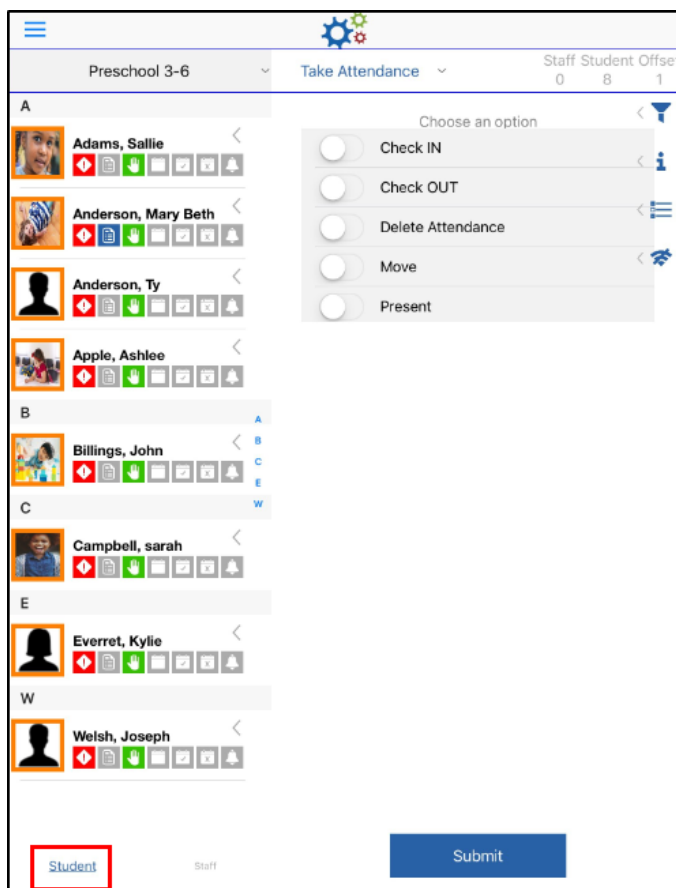
Student Name	Hand Icon	Checkmark Icon
Account, Test Account	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Rob	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Mary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Sallie	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Bill	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Jane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Jillian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Theo	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allemon, Susie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Anderson, Mary Beth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Anderson, Ty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Anderson, Jessi	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Andrews, Marielle	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Apple, Ashlee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Apple, Benjamin	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Baby, Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Billings, John	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Billings, Johnny	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Billings, Joseph	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bogg, Betty	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Icon	Description
	The student is currently checked in, but not submitted
	Student is not checked in
	Student is currently checked in and submitted
	Student was checked out and not submitted

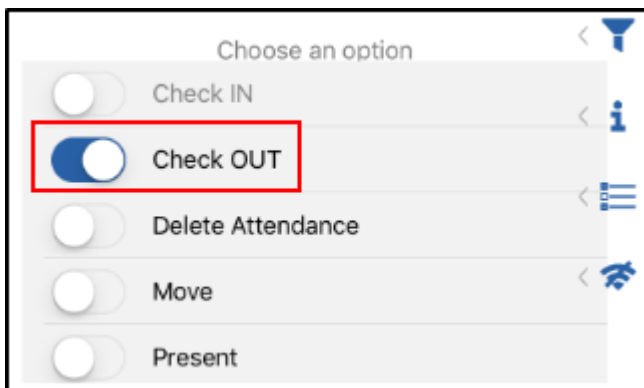
CHECK IN/CHECK OUT

Follow the instructions below to check a student into a room:

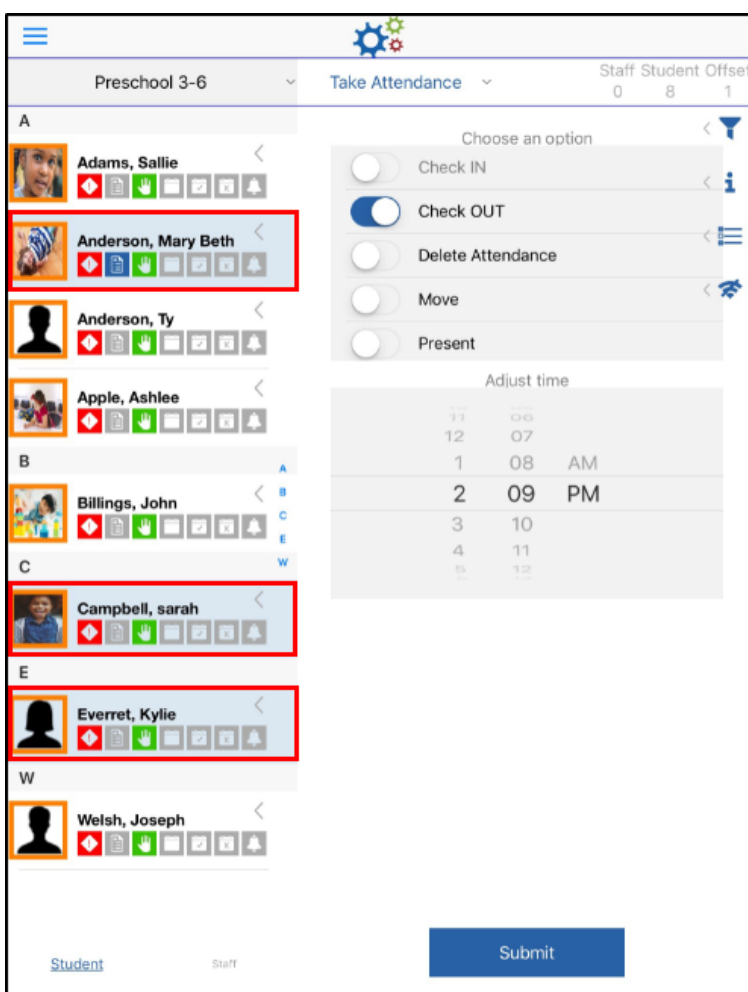
1. From the Take Attendance screen, ensure the Student option is selected at the bottom of the screen - Student is the default option. Please Note: for staff check in/out, select Staff instead of Student and follow the steps below



2. Choose Check IN or Check OUT - the selected option will be blue



3. Tap the students to check in/out. The line will turn light blue when the student is selected. To deselect, tap the student again



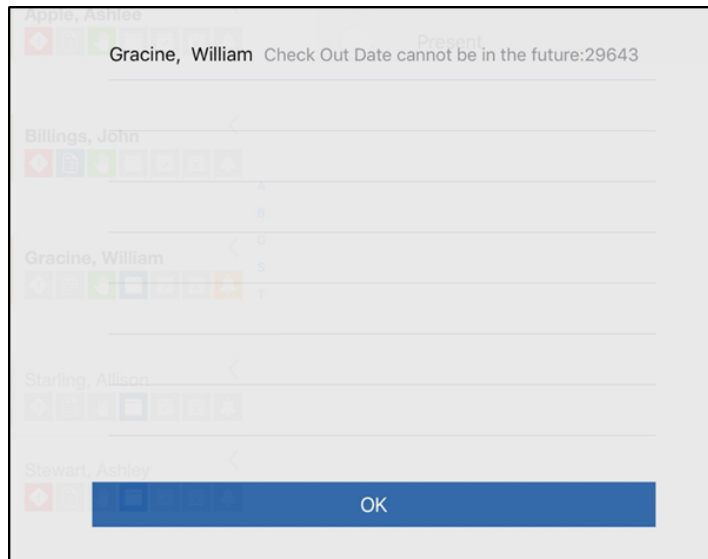
- Select the correct time for check in/out - the time will default to the current time. **Please Note:** only past times are selectable

The screenshot shows the 'Take Attendance' interface for 'Preschool 3-6'. On the left, a list of students is displayed under categories A, B, C, E, and W. On the right, a 'Choose an option' menu is open, showing options: Check IN, Check OUT (selected), Delete Attendance, Move, and Present. Below this menu, the 'Adjust time' section is highlighted with a red box, showing a time picker set to 2:09 PM. At the bottom right, there is a blue 'Submit' button.

- Click Submit
- The confirmation screen will display the status of each student's check in/out, Click OK
 - Success - the check in/out was successful

The screenshot shows the confirmation screen after submitting attendance. It displays a list of students with their names and a 'Success' status. The 'OK' button is at the bottom.

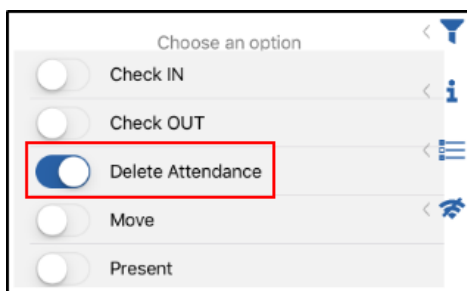
- b. Check In/Out Date cannot be in the future



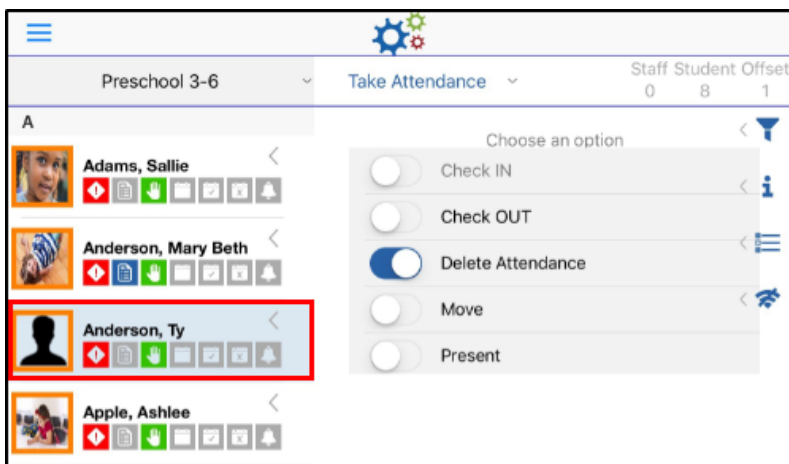
DELETE ATTENDANCE

To delete a student's attendance for the day, follow the steps below:

1. Click Delete Attendance



2. Select the student to delete. **Please Note:** only one student's attendance can be deleted at a time

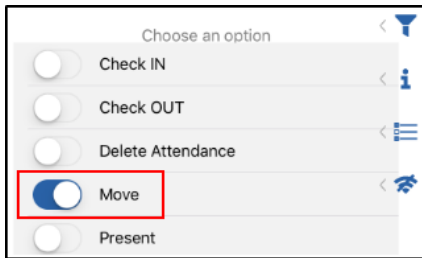


3. Click Submit - There is no confirmation screen, once you click submit, the attendance will be deleted

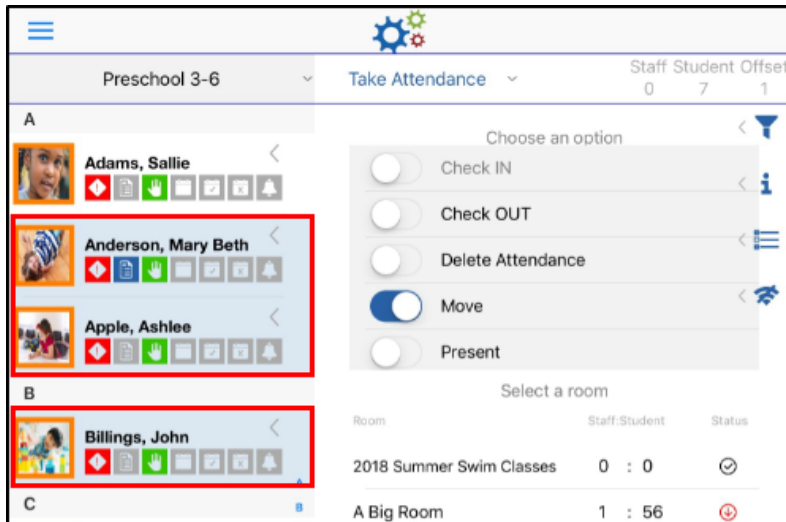
MOVE

To move students to a different room, follow the steps below:

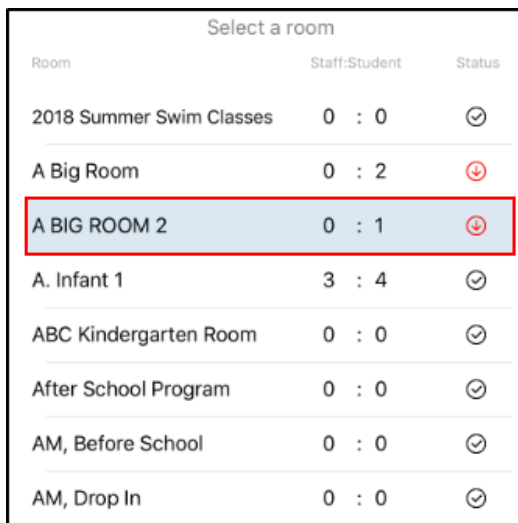
1. Select Move



2. Select the students from the left that should be moved



3. Select the room the students should be moved to. This screen also shows the staff to student ratio

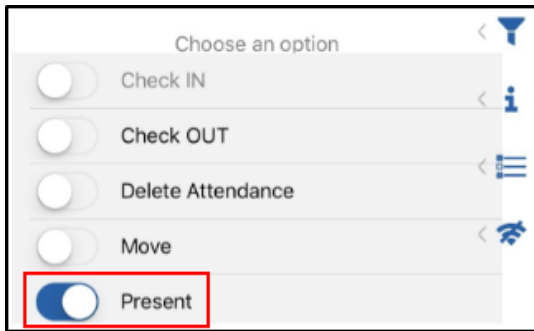


4. Click Submit

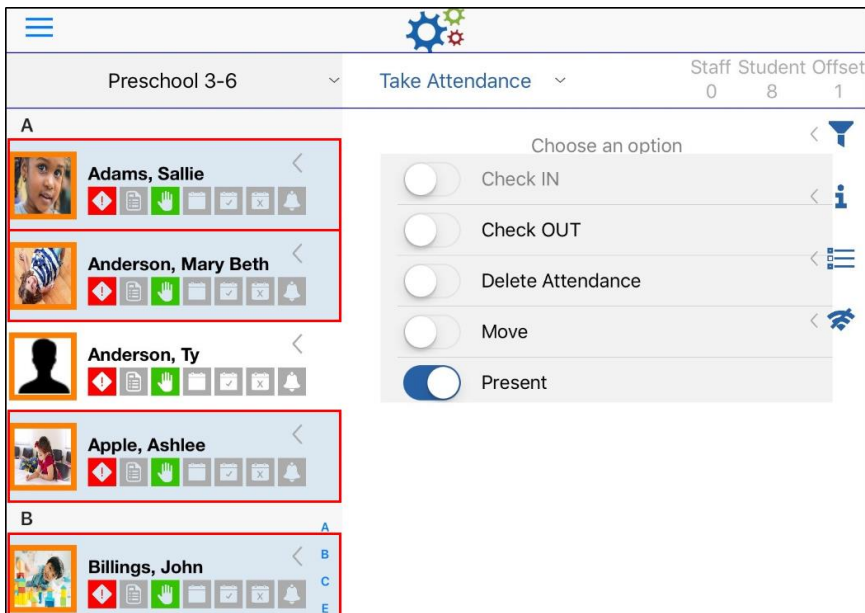
PRESENT

The Present option allows staff to record that students are currently present and accounted for. The Present icon will consistently reappear 30 minutes after the student has been marked as Present.

1. To mark a student as present, select Present from the Take Attendance screen



2. Select the students from the left that should be marked present. **Please Note:** only students who are checked in will show in this section



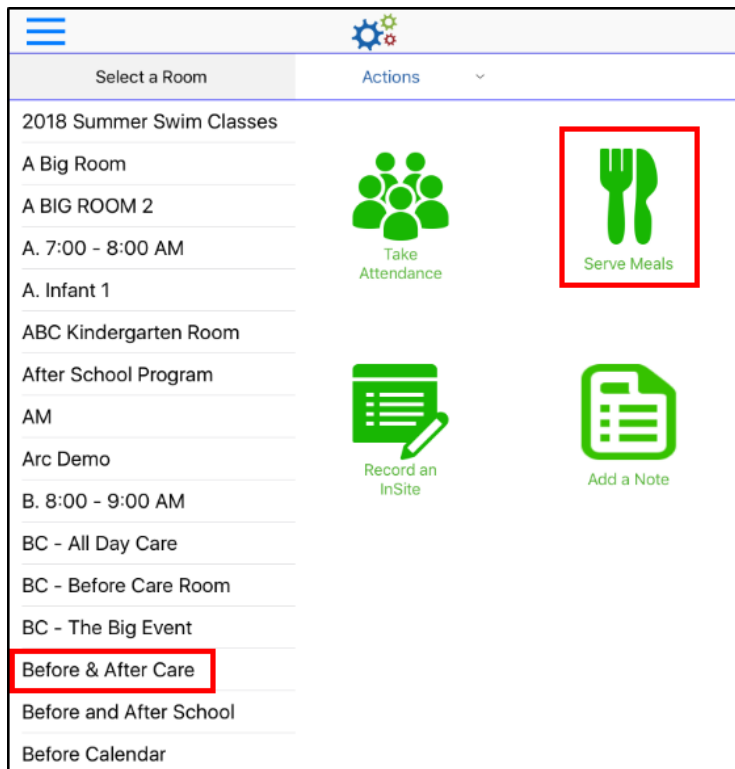
3. Click Submit
4. Click OK on the confirmation screen

SERVE MEALS

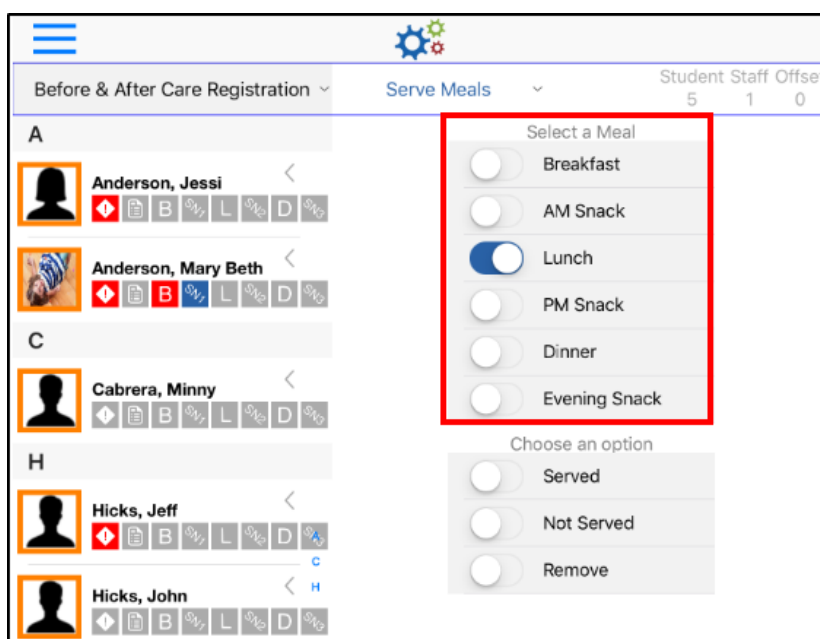
Use the Serve Meals option from the home screen to record meals served to students. Once a meal is selected, there are three options to choose from: Served, Not Served, or Remove.

ADDING AND REMOVING MEALS

1. Choose a room from the left and click Serve Meals



2. Select a meal to record



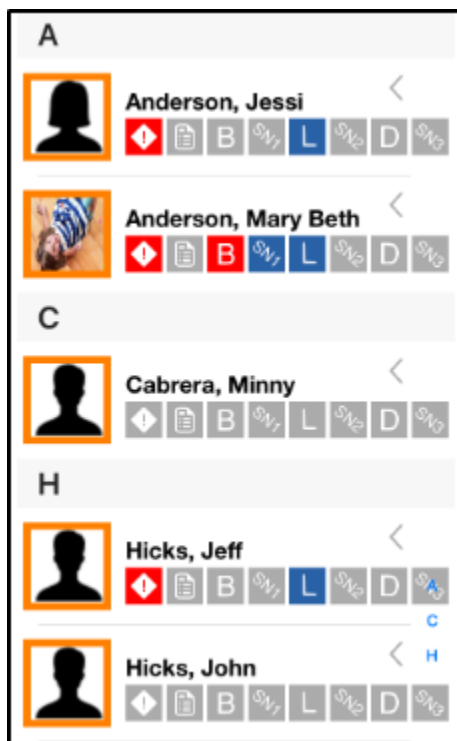
- a. Breakfast
- b. AM Snack
- c. Lunch
- d. PM Snack
- e. Dinner
- f. Evening Snack

3. Choose an option

- a. Served - the meal was served to the student
- b. Not Served - the meal was not served to the student
- c. Remove - a meal needs to be removed from the student

4. Select the students on the left that are associated to the selected meal. **Please Note:** only students that have been checked in for the day will be on the list

5. Click Submit
6. Once the meal has been submitted, each meal indicator will turn blue, see chart below
 - a. When the icon is blue - the corresponding meal has been Served
 - b. When the icon is gray - the corresponding meal has not been recorded
 - c. When the icon is red - the Not Served option was selected



The below chart explains what each meal indicator stands for:

Icon	Description	Icon	Description
	Breakfast		PM Snack
	AM Snack		Dinner
	Lunch		Evening Snack

RECORD AN INSITE

InSites are used for recording activities the students were involved in throughout the day. Activities include naptime, reading, time out, etc. and are communicated to parents via the parent portal.

1. Select a room and click Record an InSite

The screenshot shows the InSite application interface. On the left, there is a list of rooms under the heading "2018 Summer Swim Classes". The rooms listed are: A Big Room, A BIG ROOM 2, A. 7:00 - 8:00 AM, A. Infant 1, ABC Kindergarten Room, After School Program, AM, Arc Demo, B. 8:00 - 9:00 AM, BC - All Day Care, BC - Before Care Room, BC - The Big Event, Before & After Care (highlighted with a red box), Before and After School, and Before Calendar. On the right, there are four action buttons: "Take Attendance" (with a group of people icon), "Serve Meals" (with a fork and knife icon), "Record an InSite" (with a notepad icon, highlighted with a red box), and "Add a Note" (with a document icon). At the top, there is a "Select a Room" dropdown and an "Actions" dropdown.

2. Select a Category. **Please Note:** categories can be added/edited from the administrator site.
3. Enter the details for the InSite - time, comments, etc.

The screenshot shows the "Select a Category" form in the InSite application. It includes the following fields and options: "Type of Meal:" with a dropdown menu set to "Lunch"; "Time:" with a dropdown menu set to "11:45 AM"; a time selection grid with hours (8, 9, 10, 11, 12, 1, 2) and minutes (42, 43, 44, 45, 46, 47, 48) and AM/PM indicators; "Extra Note:" with a text input field containing the text "Class made pizza, then enjoyed it for lunch!"; and "How much did your child eat?:" with a dropdown menu set to "All".

4. Add a photo and photo comment
 - a. Click the camera icon on the bottom right
 - b. Choose Library or Camera
 - c. Select/take the photo
 - d. Add any comments in the Add a comment section
 - e. Click Save
5. Select the student(s) from the left that participated in the InSite

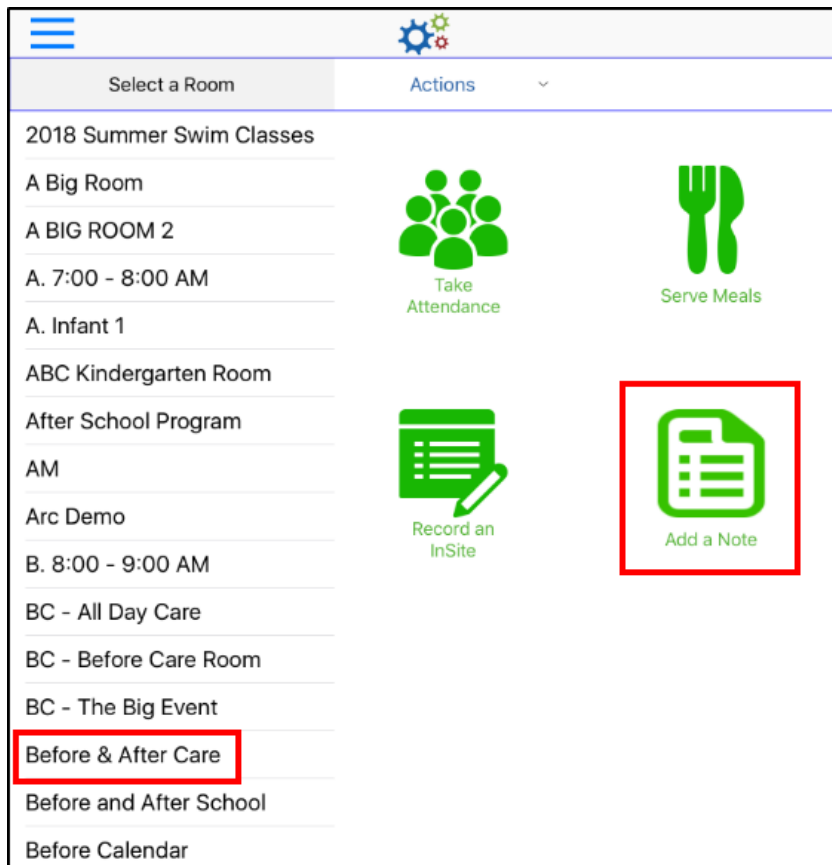
The screenshot shows the InSite application interface. On the left, a list of students is displayed, each with a profile picture and name: Adams, Sallie; Anderson, Mary Beth; Anderson, Ty; and Apple, Ashlee. The main area is titled 'Record an Insite' and includes a dropdown for 'A Big Room'. Below this, there's a 'Select a Category' section with 'Type of Meal' set to 'Lunch' and 'Time' set to '11:45 AM'. A digital clock shows the time as 11:45 AM. An 'Extra Note' field contains the text 'Class made pizza, then enjoyed it for lunch!'. Below this is a 'How much did your child eat?:' field with a dropdown set to 'All'. A 'Photo' section at the bottom features a camera icon and a photo of pizza. At the very bottom are 'Cancel' and 'Submit' buttons.

6. Click Submit. These will appear in Today's Daily InSites

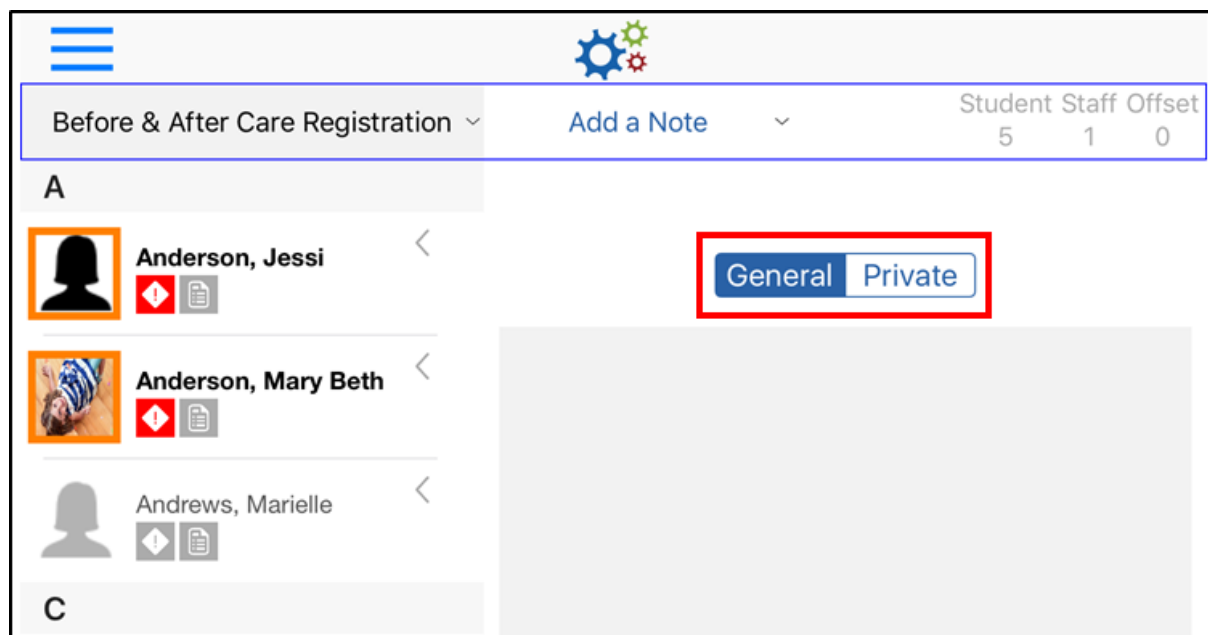
ADD A NOTE

Notes can be added to a student or several students and marked as general or private. Follow the steps below to add a note:

1. Select a room and click Add a Note



2. Select General or Private - the selected option will be blue



- a. General - these notes show up when student is checked out on InSite app
 - b. Private - these notes are not viewable by parents
3. Enter the details for the note

Before & After Care Registration ▾ Add a Note ▾ Student Staff Offset
5 1 0

A

Anderson, Jessi < General Private

Anderson, Mary Beth < Picture day was a success!

Andrews, Marielle <

C

4. Select the students on the left - the selected students will be light blue

Before & After Care Registration ▾ Add a Note ▾ Student Staff Offset
5 1 0

A

Anderson, Jessi < General Private

Anderson, Mary Beth < Picture day was a success!

Andrews, Marielle <

C

Cabrera, Minny < A

H

Hicks, Jeff < J M S

Hicks, John <

5. Click Submit
6. Click OK on the confirmation popup to submit the notes

