

## Checking Students In

1. Enter your ID number. Ask a staff member if you do not remember your ID.
2. Click **Next**.  
A list of your students will display.
3. Select the students you are checking in.
  - Select the top box to select all your students.
4. Click **Submit**.

## Checking Students Out

1. Enter your ID number. Ask a staff member if you do not remember your ID.
2. Click **Next**.  
A list of your students will display.
3. Select the students you are checking out.
  - Select the top box to select all your students.
4. Click **Submit**.

## Viewing Same Day Activity

1. Enter your ID number. Ask a staff member if you do not remember your ID.
2. Click **Next**.  
A list of your students will display.
3. Review any check in/check out activity at the bottom of the screen. This list includes all activity from earlier today.