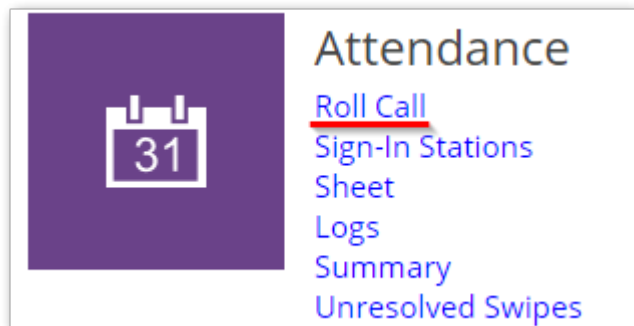


Roll Call

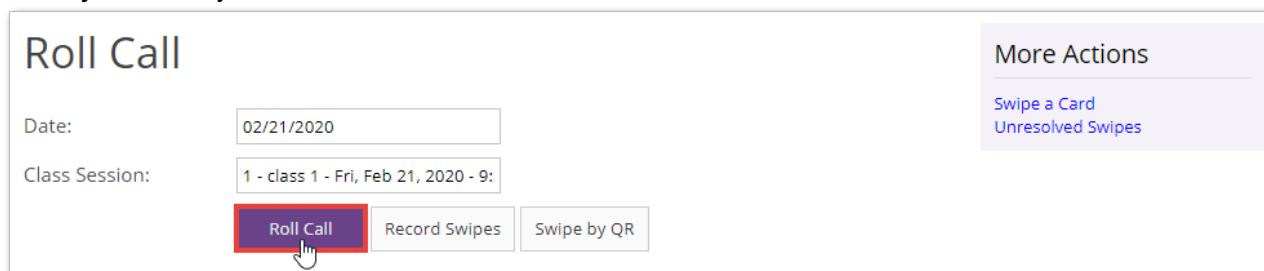
The most common method would be using the Roll Call method.



Taking Roll Call

To take **roll call** do the following:

1. From the home screen click [Roll Call](#) under the **Attendance** section.
2. Once in the Roll Call menu you will be prompted to select:
 - The **date** (current date selected by default) and
 - The **Class Session**.
3. Once you have, just click the **Roll Call** button.

A screenshot of the 'Roll Call' screen. The title 'Roll Call' is at the top left. Below it, there are two input fields: 'Date:' with the value '02/21/2020' and 'Class Session:' with the value '1 - class 1 - Fri, Feb 21, 2020 - 9:'. At the bottom, there are three buttons: 'Roll Call' (highlighted with a red border and a mouse cursor), 'Record Swipes', and 'Swipe by QR'. On the right side, there is a 'More Actions' section with two links: 'Swipe a Card' and 'Unresolved Swipes'.

4. From the **Roll Call** Screen you will see a list of all your students. You can mark them individually by clicking the appropriate button by their name or click the "Mark All As..." button to set them all to present, absent, tardy, etc.

Roll Call

1 - class 1 - Wed, Feb 12, 2020 - 3:00PM

Mark All As...

Clear Attendance

Change Class / Date

Attendance Sheet

More Actions

Swipe a Card

Unresolved Swipes

<div><div></div><div><div>Pam Beasley</div><div>Present View Details</div></div></div>	<div>Present</div>	<div>Absent</div>	<div>Excused</div>	<div>Left early</div>	<div>Tardy</div>	<div>Add Notes</div>
<div><div></div><div><div>Donald Duck</div><div>Present View Details</div></div></div>	<div>Present</div>	<div>Absent</div>	<div>Excused</div>	<div>Left early</div>	<div>Tardy</div>	<div>Add Notes</div>
<div><div></div><div><div>Toby Flenderson</div><div>Present View Details</div></div></div>	<div>Present</div>	<div>Absent</div>	<div>Excused</div>	<div>Left early</div>	<div>Tardy</div>	<div>Add Notes</div>
<div><div></div><div><div>Jim Halpert</div><div>Present View Details</div></div></div>	<div>Present</div>	<div>Absent</div>	<div>Excused</div>	<div>Left early</div>	<div>Tardy</div>	<div>Add Notes</div>
<div><div></div><div><div>Ryan Howard</div><div>Present View Details</div></div></div>	<div>Present</div>	<div>Absent</div>	<div>Excused</div>	<div>Left early</div>	<div>Tardy</div>	<div>Add Notes</div>

You could mark them all as present and as you call the roll mark the individuals absent or tardy if the are not there or arrive late.

From this screen you also click to view the details of a particular student's attendance. If you are using one of the swipe methods list below it will show the sign-in/sign-out swipes here.

View Attendance Details

View Attendance Details

Student	Pam Beasley		
Session	TEST - class 1 - Mon, Feb 24, 2020 - 10:00AM		
Date	Monday 02/24/2020		
Swipe History	<div> <div><</div> <div>Out ▾</div> <div>5:00pm</div> </div> <div> <div>></div> <div>In ▾</div> <div>9:30pm</div> </div>		
	<div> <div>▾</div> <div>12:00am</div> </div>	Add	
Total Time In	420	mins (100%)	
Notes	<div>This is a demo</div>		
Status	<div> <div>Present</div> <div>Absent</div> <div>Excused</div> <div>Left early</div> <div>Tardy</div> </div>		
	<input type="checkbox"/> Auto-select based on swipes		
	<div> <div>Save</div> <div>Cancel</div> </div>		

From the view attendance details menu you have the following information:

- **Student:** This field displays the Student Name.
- **Session:** This field displays the Class Code, Class Name, Date and Time.
- **Date:** This field displays the date of session.
- **Swipe History:** From this field one can see when the student signed in/out. You can also edit the swipe times or add you own manually.
- **Total Time In:** This field records the amount of time and percentage the student was in the class.
- **Notes:** This field is used to write down any additional comments.
- **Status:** From this field one can select or change the status of the student.

If you select **Auto-select based on swipes** the system will automatically take in what the attendance status is based on the swipes recorded. This will take affect after you click **Save**

Record Swipes

To record swipes do the following:

1. From the home screen click [Roll Call](#) under the **Attendance** section.
2. Once in the Roll Call menu you will be prompted to select:

- The **date** (current date selected by default) and
- The **Class Session**.

3. Once you have, just click the **Record Swipes** button.

The screenshot shows the 'Roll Call' interface. It has a title 'Roll Call' and two input fields: 'Date:' with the value '02/21/2020' and 'Class Session:' with the value '1 - class 1 - Fri, Feb 21, 2020 - 9:'. Below these fields are three buttons: 'Roll Call' (purple), 'Record Swipes' (white with a red border and a mouse cursor), and 'Swipe by QR' (white). To the right of the form is a 'More Actions' sidebar with links 'Swipe a Card' and 'Unresolved Swipes'.

4. From this menu one can manually sign someone in/out.

The screenshot shows the 'Roll Call' interface for the class '1 - class 1 - Fri, Feb 21, 2020 - 9:30AM'. There is a 'Change Class' button. Below is a list of students, each with a profile picture, name, and 'View Details' link. To the right of each student's name are two green buttons: 'Sign-In' and 'Sign-Out', and a link 'Add Notes'. The students listed are Pam Beasley, Andy Bernard, Donald Duck, Toby Flenderson, Jim Halpert, and Ryan Howard.

The sign in time that is recorded for the student is the time that you manually sign the student in

Swipe by QR

To swipe by QR do the following:

1. From the home screen click [Roll Call](#) under the **Attendance** section.
2. Once in the Roll Call menu you will be prompted to select:
 - The **date** (current date selected by default) and
 - The **Class Session**.
3. Once you have, just click the **Swipe by QR** button.

Roll Call

Date:

Class Session:

More Actions

[Swipe a Card](#)
[Unresolved Swipes](#)

4. From this menu students can sign in/out using the AccuClass app on their mobile devices. Admins have the option to edit the following settings:
- Change the QR code refresh time.
 - Show either the Sign In / Sign Out QR codes or Both.



1A

TEST | class 1

9:30am to 5:00pm
(16 students enrolled)

IN
(0)

OUT
(16)

Refreshing QR codes in 11 seconds...
Users in / out are updated every 30 seconds

Settings

QR refresh time

Show In / Out

For more information visit [Sign In/Out by QR Code displayed on Screen](#)

[Back to: Attendance](#) | [Manual Table Of Contents](#)

From:
<http://attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://attendance-tracking.com/docs/doku.php/accuclass/manual/attendance/roll-call>

Last update: **2020/02/24 11:23**



