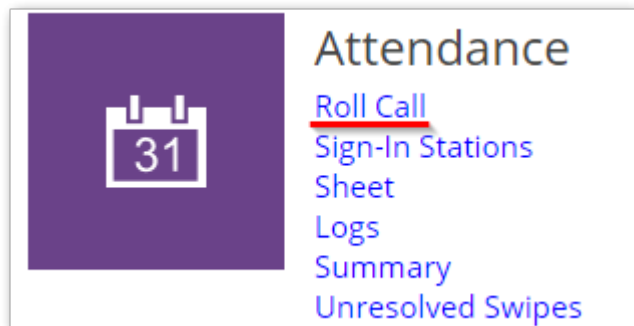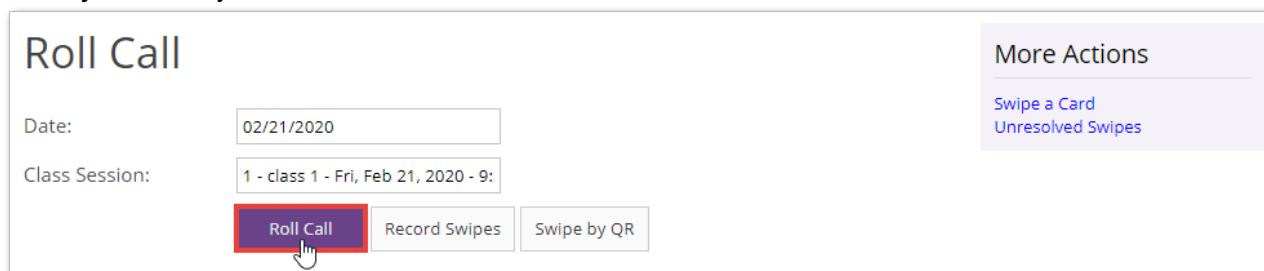# Roll Call

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.

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.

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	◄ Out ▼ 5:00pm ► In ▼ 9:30pm ▼ 12:00am Add
Total Time In	420 mins (100%)
Notes	This is a demo
Status	**Present** Absent Excused Left early Tardy ☐ Auto-select based on swipes

Save   Cancel

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.

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

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: | 02/21/2020 |
| Class Session: | 1 - class 1 - Fri, Feb 21, 2020 - 9: |

Roll Call   Record Swipes   Swipe by QR

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 | 20 seconds |
| Show In / Out | Both |

For more information visit Sign In/Out by QR Code displayed on Screen

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Back to: Attendance | Manual Table Of Contents