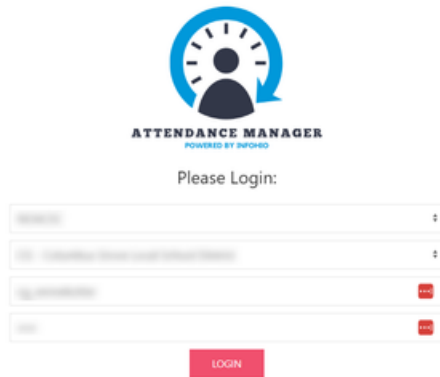# INFOhio Attendance Application

The INFOhio attendance and policy application is used to take attendance in the classroom or in the library. The attendance application communicates directly with the library management system if the library is automated with INFOhio.

The attendance application may be used by staff to take attendance or it may be used as a kiosk to allow students to scan their own IDs as they enter/exit the classroom or library.
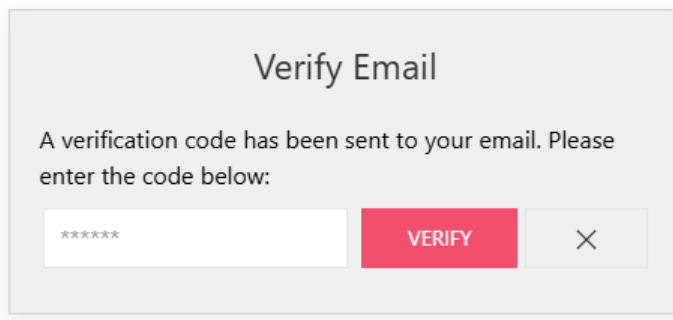
Please visit https://support.infohio.org if you have any questions about the attendance application.

Accessing Attendance

1. Go to https://attendance.infohio.org
2. Select your ITC. Your ITC must be selected before you can select your school district.
3. Then select your library / school district
4. Enter the email address and password you use to access the library system. These are the same credentials you use to log into Workflows.
5. Click the LOGIN button

6. Attendance will ask you to enter a verify your email address by entering a verification code sent to your email address. Check your email, then enter the code into the Verify Email box.

1. If you do not receive a verification code, please check trash, junk, or other folders. If you still cannot find it, please verify the email address you logged in with is a valid email address. If you need additional assistance, please visit https://support.infohio.org to open a case with INFOhio support.

Taking Attendance

The attendance application is designed to create a new report each time you take attendance, but it may be used in two different ways.

OPTION 1: USING NEW REPORTS (Recommended)

You may create a new attendance report each time you take attendance. If you take attendance for a study hall at 8am every morning, you will have five (5) attendance reports by the end of the week. There are pros and cons to this approach:

- Pro: You have a new/fresh report each time you take attendance. There's no need to remove the report and start again.
- Pro: You will be keeping a history of attendance reports which would make it possible to see who was in attendance (or not) for any particular period/day.
- Con: Produces many reports, especially if attendance is used daily. One solution to this "Con" is to archive reports on a regular basis. Archiving is discussed later in this document.

OPTION 2: REUSING REPORTS

Some users prefer to reuse reports or to remove the existing report before taking attendance each day. For example, if you had an 9am study hall every day, each morning before class, you would delete the existing report and start a new report for the day. Alternatively, some staff have elected to resuming the attendance for the day, but remove all of the records using the ❌ for each student's record. There are pros/cons to this approach as well.

- Pro: Fewer reports, cleaner desktop display
- Con: No history to refer to
- Con: Must remove/clear every report before reusing the report

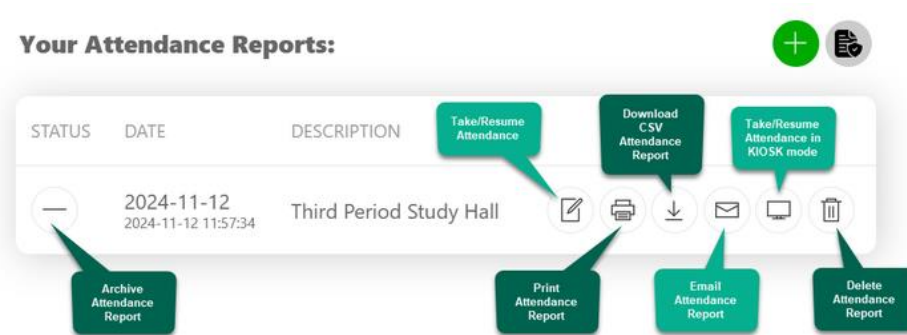INFOhio strongly recommends creating a new report for each attendance session.

Start or Resume an Attendance Report

If you have not created any attendance reports or if all of your reports have been deleted, you cannot "resume" an attendance report, but you can start a new report by clicking the big green ➕ sign at the top-right corner of the attendance report list.

Starting a New Attendance Report

- Click ➕

- Enter the name you want to use for the report. For example "Third Grade Study Hall Wednesdays 8am."
- Click [SAVE]
- Once you click the save button, the window closes and you are taken back to the attendance report list where you will now see your new attendance report listed.

Resuming / Taking Attendance

You may resume any report on your attendance report list. Simply click the Take/Resume attendance button:

Using Kiosk Mode

There are cases where it would be preferable for students to scan themselves in/out of attendance without the staff member having to manage the attendance application throughout the entire period. Using kiosk mode makes it possible for staff to start attendance for a period, then allow students to check themselves in/out of the library.

- Kiosk mode may only be started/stopped by library staff
- When stopping kiosk mode, staff must confirm their password
- Kiosk mode does not display any PII. The report is saved/hidden until the staff member turns off kiosk mode.
- Reports are identical to those created in normal mode.
- Kiosk mode may be used for any attendance report.

Reporting and Tools

Here is a brief description of each of the tools available in the attendance module:

Your Attendance Reports:

STATUS	DATE	DESCRIPTION	Take/Resume Attendance	Download CSV Attendance Report	Take/Resume Attendance in KIOSK mode
—	2024-11-12 2024-11-12 11:57:34	Third Period Study Hall			

Archive Attendance Report — Print Attendance Report — Email Attendance Report — Delete Attendance Report

Icon	Description
(pencil/edit)	Use this option to resume an existing attendance report.
(printer)	Print the attendance report. The printer dialog window will appear for you to select the printer you wish to use.
(download)	Download the report in CSV (comma delimited) format.
(envelope)	Email the report to a staff member. You will be asked to enter an email address. The report will be sent to whatever email address you enter. Please note, the report will not be sent to your email address unless you enter your email address as the recipient.
(monitor)	Resume attendance in KIOSK mode. When in Kiosk mode, students may scan their IDs, but they cannot search the database or view the reports in any way. The staff member must enter their password to turn off kiosk mode.
(trash)	Permanently delete the report. There is no undelete. If you would like to hide/archive the report so it is no longer visible in the list, but you can get it back if needed at some point in the future, use the Archive option 🔴 shown at the top-left corner of the screenshot shared above.

Attendance Web Application
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