

Front Desk Check-In Guide

Daily attendance, taken at the front door on an iPad or laptop.

Go to: reports.northridgelearning.com/attendance · The **Check-In** tab opens first. Bookmark this page on the front-desk device.

Checking students in

1 Find the student.

Students are grouped by class and teacher. Use the search box at the top to jump straight to a name if the list is long.

2 Tap the box next to their name.

The row turns green and shows the check-in time. Tap again to undo it if you tapped the wrong name — each tap saves right away.

3 Watch the counts at the top.

“Present” and “Not yet checked in” update live as you go, for the whole school and for each class.

At the end of the day

4 Click Finalize day — only once everyone who came in has been checked in.

This locks the day and marks every student who was not checked in as absent. Double-check the count before you click it.

5 Made a mistake after finalizing?

Click Reopen day to unlock it, fix the check-in, then Finalize day again.

Fire drill / emergency roster

6 Print the roster for a class, or Print all classes for the whole school.

The printed page has an extra Safe Zone column (blank on screen, only appears on paper) for checking off heads at the outside meeting spot.

Do	Don't
Check a student in as soon as they arrive.	Don't finalize the day before everyone has arrived — it marks the rest absent.
Use the date picker only to look at a different day, not for today.	Don't worry about a wrong tap — tap the box again to undo it.

If something goes wrong

A tap doesn't save (shows “Not saved”)

Check the WiFi connection and tap the box again. The checkbox reverts on its own if it can't save, so nothing is lost silently.

The page looks empty or won't load

Reload the page. If it still won't load, tell Mike — use a paper roster in the meantime.

Wrong date is showing

Use the date box at the top left to switch back to today.