# SHC5C

HANOVER COMMUNITY SCHOOL CORPORATION

# Crisis Go

#### Messages

For all drills, we will be utilizing the "Message" screen on the bottom of the Crisis Go main screen.



## Details

When a drill is initiated by an administrator and you acknowledge it, the following screen should pop up.

In order to take attendance you will then touch the "Details" in the blue roster event box which will take you to the roster event.



### Attendance

You can take attendance by grade or Teacher/Section.

In this case we will use teacher/section which when touched will give you a drop down.

Your name should be populated first.

<	Roster Event	Q
Mark As (	Complete	
Switch on aff	er completing taking attendance	ə.
Filter By		
Teache	r/Section Grade	
All Teach	ers	
All Section	ons	
Student Li	st M	ark Selected As
0 Selected	L	
Adetunji,k	Khaleed	
Allande,C	ameron	
Anselmo,	Luke	
Antkiewic	z,Payton	
Apps,Mia		
Asztalos, I	_ilya	
Avalos,Ale	onzo	
Babbingto	on,Eleanore	
21	94 (~)624	~
Unaccount	Accounted	Statistics

#### Attendance

Highlight the circle next to the teacher name.

In this case I am using Mr. Govert.

Then click OK. At this point touch on the drop down for section and select the class you are currently in for the drill.



### Attendance

For this example they were in SRT (6th) period .

You will notice at the bottom that there is a count for your class of accounted for and unaccounted for students.

<	Roster Event	Q
Mark As Switch on	s Complete after completing taking attenda	ince.
Filter By	1	
• Teac	her/Section Grade	
Govert	,Larry	
[6(B)] \$	SRT 10 - Govert - 6(B)	
Student	List	Mark Selected As
0 Select	ed	
Belcher	,Blake	
Brown,F	Payton	
Bunge,2	Zoey	
Burroug	ghs,Tyler	
Campos	s,Carly	
D'Onori	o,Gabriella	
Dewar,	Tyler	
Mayer, A	Avery	
9		

# **Selecting a Student**

From here you can select a single student by touching the circle on the right of the students name.

You can then touch "Mark Selected As" which will bring up another screen.



# **Marking a Student**

This slide shows what comes up when you choose "Mark Selected As".

You can list the student as any of the choices listed and click OK at the bottom to update their status.

1:02 💵 5G 🔳 **Roster Event** Q Mark As Complete Filter By Tea Mark As Gove [6(B)] Accounted Studer ed As Accounted For 1 Selec Absent Belche Brown Injured Bunge Unaccounted Burrou Last Seen Campo Other OK Cancel D'Ono Dewar, Tyler Mayer, Avery 

# **Selecting Multiple Students**

By clicking on the ## selected it will allow you to mark multiple students during the event.

Then touch "Mark Selected As" which will take you to the next screen.

Roster Event < Q Mark As Complete Switch on after completing taking attendance. Filter By Teacher/Section Grade Govert.Larry [6(B)] SRT 10 - Govert - 6(B) Student List Mark Selected As 18 Selected Ø Belcher.Blake 0 Brown, Payton 0 Bunge,Zoey 0 Burroughs, Tyler 0 Campos.Carly 0 D'Onorio.Gabriella Dewar.Tyler 0 Mayer, Avery 0  $\bigcirc$ Unaccounted

# **Selecting Multiple Students**

At this point you can account for all of your students by touching the circle next to "Accounted For" and then clicking "OK" at the bottom.



### Don't use the Roster Tab

Do not use the Roster in the Organization tab.



#### **Contact Information**

If you have any questions or concerns, please feel free to contact me either by email or phone.

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