



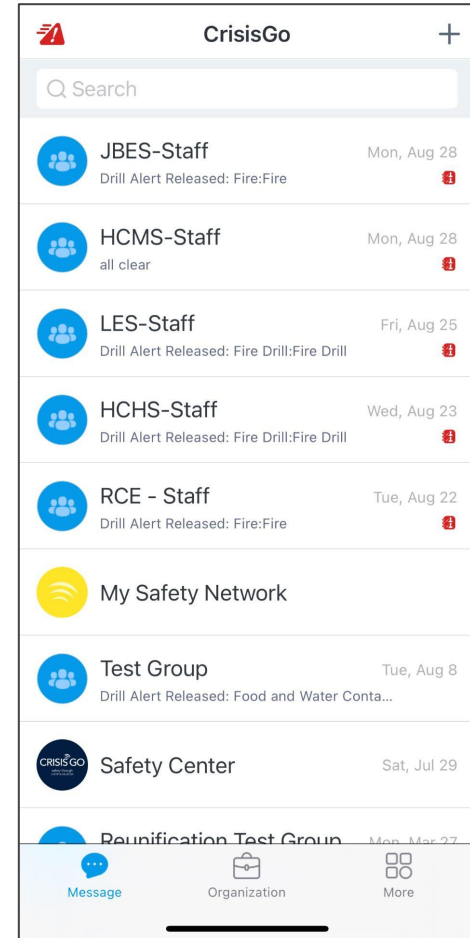
HCSC

HANOVER COMMUNITY SCHOOL CORPORATION

Crisis Go

Messages

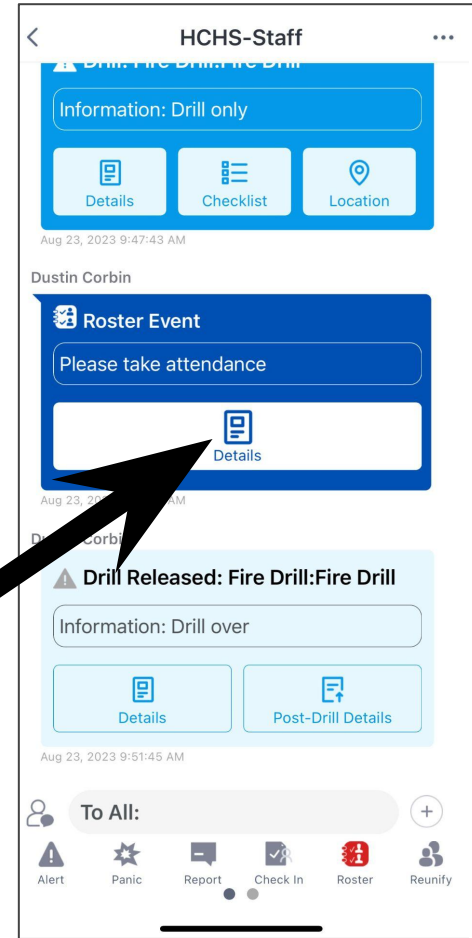
For all drills, we will be utilizing the “Message” screen on the bottom of the Crisis Go main screen.



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.

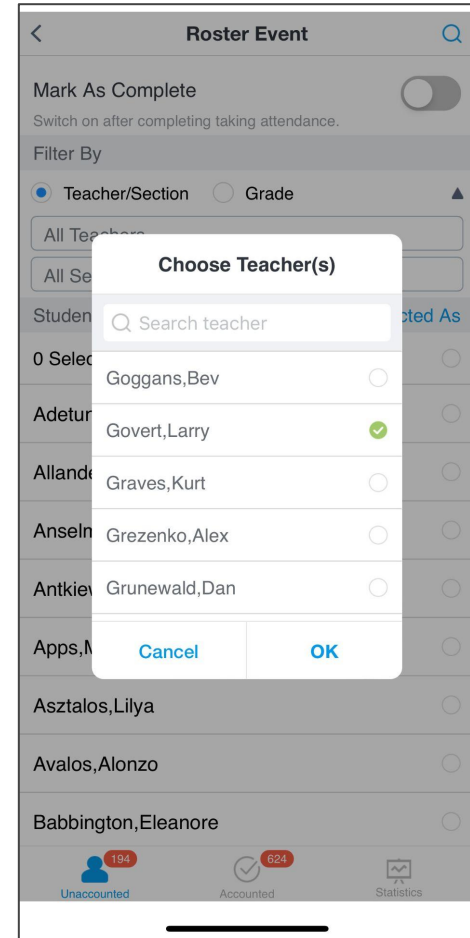
The screenshot displays the 'Roster Event' interface. At the top, there is a back arrow, the title 'Roster Event', and a search icon. Below this is a 'Mark As Complete' toggle switch, currently turned off, with the text 'Switch on after completing taking attendance.' underneath. A 'Filter By' section follows, with two radio buttons: 'Teacher/Section' (selected) and 'Grade'. Below these are two dropdown menus, the first showing 'All Teachers' and the second showing 'All Sections'. A 'Student List' header is present, with a 'Mark Selected As' link to its right. Below the header, it shows '0 Selected' with a radio button. A list of student names follows, each with a radio button: Adetunji, Khaleed; Allande, Cameron; Anselmo, Luke; Antkiewicz, Payton; Apps, Mia; Asztalos, Lilya; Avalos, Alonzo; and Babbington, Eleanore. At the bottom, there are three icons: a person icon labeled 'Unaccounted' with a red badge showing '194', a checkmark icon labeled 'Accounted' with a red badge showing '624', and a bar chart icon labeled '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.

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Roster Event

🔍

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

0 Selected

Belcher,Blake

Brown,Payton

Bunge,Zoey

Burroughs,Tyler

Campos,Carly

D'Onorio,Gabriella

Dewar,Tyler

Mayer,Avery

18

Unaccounted

0

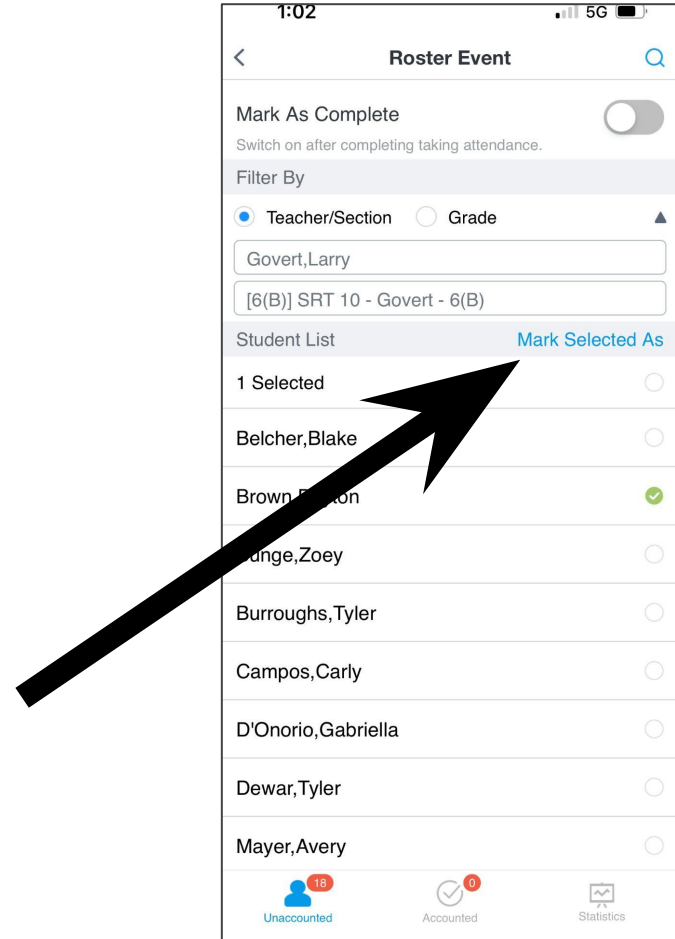
Accounted

Statistics

Selecting a Student

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

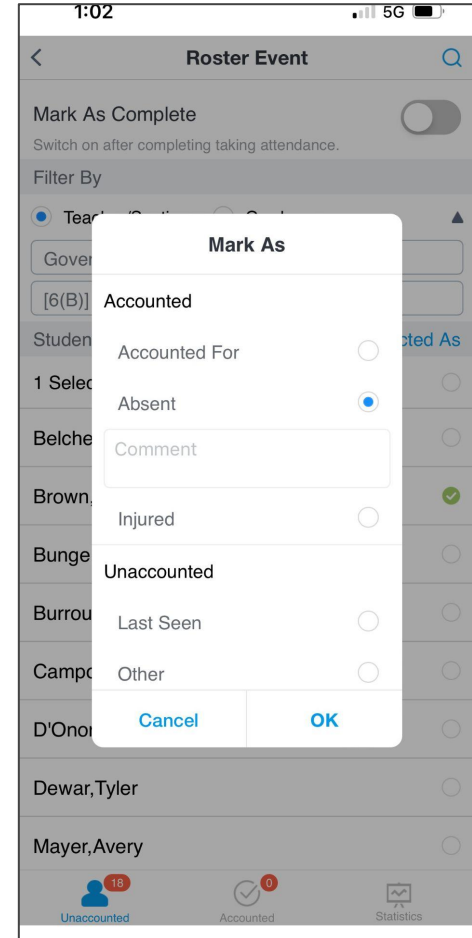
You can then touch "Mark Selected As" which will bring up another screen.



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.



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.

The screenshot shows the 'Roster Event' interface. At the top, there is a back arrow, the title 'Roster Event', and a search icon. Below this is a 'Mark As Complete' toggle switch, currently turned off, with the text 'Switch on after completing taking attendance.' underneath. A 'Filter By' section follows, with 'Teacher/Section' selected (indicated by a blue dot) and 'Grade' as an option. Below the filter, there are two input fields: the first contains 'Govert,Larry' and the second contains '[6(B)] SRT 10 - Govert - 6(B)'. A 'Student List' header is followed by a blue link 'Mark Selected As'. The list itself shows '18 Selected' with a green checkmark. Below this, a list of student names is shown, each with a green checkmark: Belcher,Blake; Brown,Payton; Bunge,Zoey; Burroughs,Tyler; Campos,Carly; D'Onorio,Gabriella; Dewar,Tyler; and Mayer,Avery. At the bottom, there are three icons: 'Unaccounted' (a person icon with a red '18' badge), 'Accounted' (a checkmark icon with a red '0' badge), and 'Statistics' (a bar chart icon).

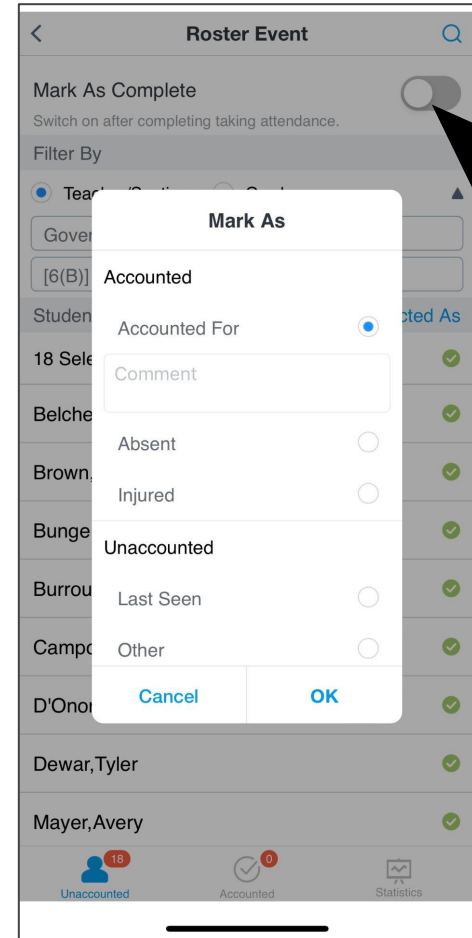
Student List	Mark Selected As
18 Selected	✓
Belcher,Blake	✓
Brown,Payton	✓
Bunge,Zoey	✓
Burroughs,Tyler	✓
Campos,Carly	✓
D'Onorio,Gabriella	✓
Dewar,Tyler	✓
Mayer,Avery	✓

Unaccounted 18 Accounted 0 Statistics

Selecting Multiple Students

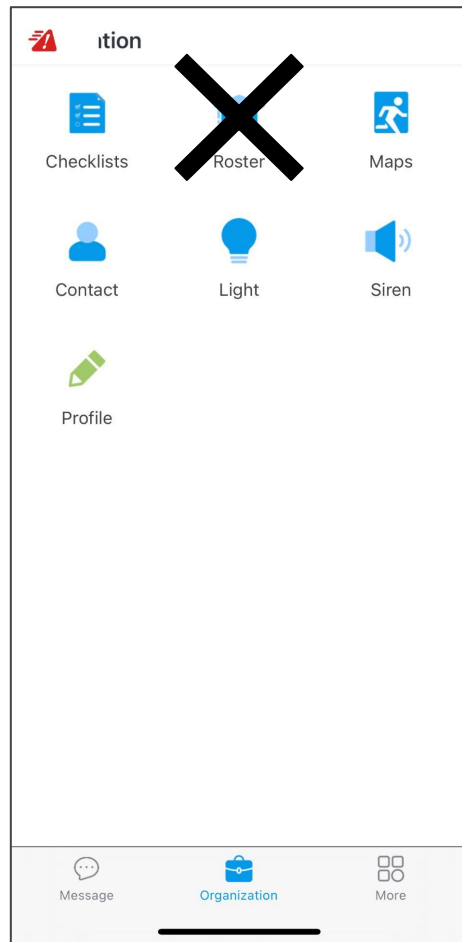
At this point you can account for all of your students by touching the circle next to “Accounted For” and then clicking “OK” at the bottom.

After submitting, touch the “Mark as Complete” button in the top right corner.



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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