

Attendance – Kiosk

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Attendance – Kiosk

Getting to Know Your Kiosk – Check-in/Check-out

The kiosk is used to check in/out students of various locations within the school (i.e. media center, clinic, etc.) and sign in/out students from school (i.e. students leaving early or arriving late to school).

Facts

- Located at reception or front desk and locations throughout the school
- Student facing
- Prints tardy pass when student signs into school
- Prints pass when students sign out of a location or school



Supplies

Ink

There is no need to purchase ink cartridges as the kiosks and handheld devices use thermal technology

Paper

Paper for the kiosk and handheld can easily be ordered from Amazon.

- Each roll is 50 feet = approx.. 100+ tardy slips/checkout passes
- 100 rolls = 10,000+ slips --- \$36
- Only order the 50' rolls – larger ones will not fit in the devices



** See your Office Manager if supplies are needed **

Order: <https://www.amazon.com/Thermal-King-Paper-Rolls-rolls/dp/B01991A320>

Turning on the Kiosk

1. Press the power button on the bottom left front portion of the kiosk.
2. The device will power on.
3. Press the FOCUS utility icon.

Note: Although the kiosk has a Wi-Fi option, they are hard wired via Ethernet connection.

Attendance – Kiosk

Inserting or Changing the Paper

Facing the check in/out screen of the kiosk:

1. Open the paper cover.
2. Insert the roll of receipt tape.
3. Close the cover.

If the printer paper has been inserted incorrectly, a message will display on the screen stating that the printing paper is not ready. Please check.



Logging onto the Kiosk

1. Enter your current network username and password.
2. Press the Login button.

Note: If you have not been assigned kiosk login permissions, you will not be able to logon to the kiosk. If you are unable to login to the kiosk, consult with your Administrator.

Once a user is logs onto the kiosk, they remain logged on until they log off. All attendance is recorded under “kiosk” regardless of who is logged on.

3. The kiosk home page will display once logged in.

Select a School and Kiosk Attendance Location

From the kiosk home page:

1. Select your school from the drop-down.
2. Select the kiosk location. For example, if your location is the clinic, you would select the Clinic (C) Check-in/Check-out option.

Note: If you are at the front desk where students check in/out of school, select Attendance Kiosk.

3. Click Kiosk button.
4. The Check-In Check-Out screen will display.

Attendance – Kiosk



Kiosk Mode (Attendance Kiosk)
Sunday, August 18 2019
Collier County School District Immokalee Middle School (0361) Kiosk User: S. Priester  Logout

Check In

Check Out

Reprint Pass

Note: The kiosk location and school are noted at the top of the screen. If you are logged into the wrong location/school, you will need to logout and back in to select the correct school/location.



Kiosk Mode (Attendance Kiosk)
Sunday, August 18 2019
Collier County School District Immokalee Middle School (0361) Kiosk User: S. Priester  Logout

Checking In / Out

From the check In / check out screen:

	Manually	Scanning an ID Badge
Check In	1. Press the CHECK IN button. 2. Enter the student ID number. 3. Press the green arrow. 4. A confirmation page will display with the student's information. 5. Click Confirm.	1. Press the CHECK IN button. 2. Scan the student's ID badge. 3. A confirmation page will display with the student's information. 4. Click Confirm.
Check Out	1. Press the CHECK OUT button. 2. Enter the student ID number. 3. Press the green arrow. 4. A confirmation page will display with the student's information. 5. Click Confirm.	1. Press the CHECK OUT button. 2. Scan the student's ID badge. 3. A confirmation page will display with the student's information. 4. Click Confirm.



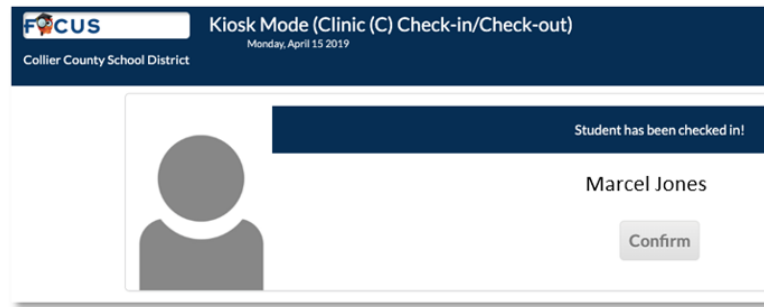
Kiosk Mode (Attendance Kiosk)
Sunday, August 18 2019
Collier County School District Immokalee Middle School (0361) Kiosk User: S. Priester  Logout

Enter or Scan Student ID:

➔

Back

Attendance – Kiosk



Checking in and out of locations within the school

The process for students is the same as signing in and out of school, they will select to check in or out the location.

The student's current period attendance is automatically updated. If the student is signed into the location for multiple periods, the attendance is automatically updated when the student checks out.

Checking in and out of school

The process is the same, but attendance will need to be managed using the Late Check In/Early Release screen in FOCUS.

FOCUS Late Check In / Early Release Sheryl Priester Barron Collier High (0311) 2018-2019 Quarter 4

Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility Florida Reports Reports

April 23 2019

224 Late Check Ins / Early Releases as of 1 seconds ago

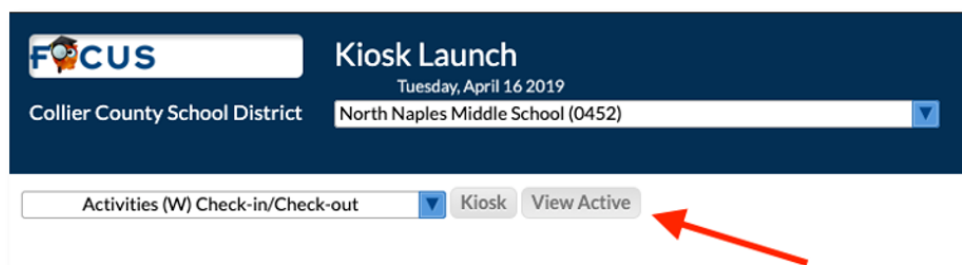
Photo	Student	Student ID	Course	Section	Code	Entry	Prior Periods	Release	Following Periods	Parent
			US GOVT 2106310	07 07 - 52 - 9627 - Marc A Lyba	W	1:13pm		1:17pm		
			DIGITAL INFOR TECH 8207310F	07 07 - ABCD - 107 - Jessica Lee Babb	A			1:15pm		
			US HIST 2100310	07 07 - 107X - Douglas W Humphrey	A			1:14pm		

Viewing Students Currently Checked into a Location

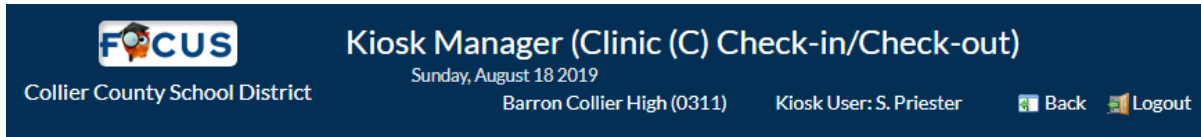
Users can view the students currently checked into a location from the View Active option on the kiosk.

During initial login:

1. Select the kiosk location.
2. Click the View Active button.



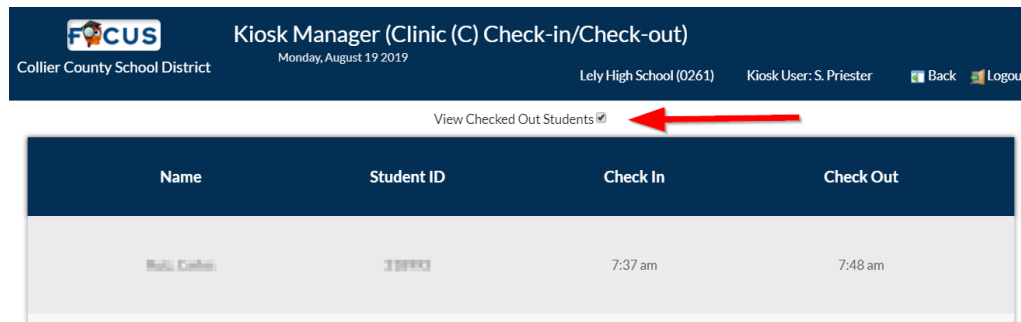
Attendance – Kiosk



View Checked Out Students ☐

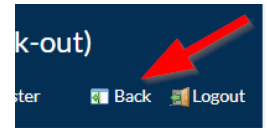
Name	Student ID	Check In	Check Out
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Click the View Checked Out Students checkbox to view a list of students that have checked out of the selected location.



Click the back button to return to the kiosk homepage.

You can also view kiosk check in/out activity from the Late Check in / Early Release page in Focus.



Printing a Pass

The kiosk prints a pass when students sign out of a location or school.

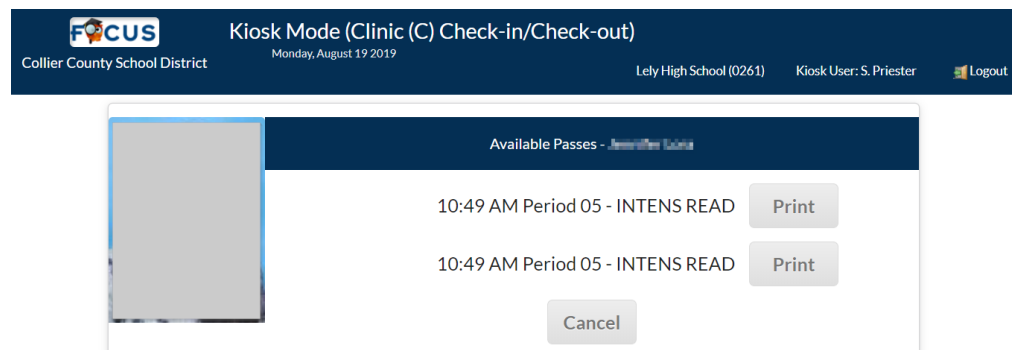
Reprinting a Pass

To reprint a pass previously printed from the kiosk



From the check in/out screen:

1. Click the Reprint Pass button.
2. Enter the student ID number.
3. Click the green arrow.
4. The available passes will display.
5. Click the print button to reprint the desired pass.
6. The pass will reprint.



Attendance – Kiosk

Managing Check ins and Check outs

Office staff will manage the check ins and check outs from the Attendance > Late Check in / Early Release page in Focus. The late check in/early release screen in FOCUS works hand-in-hand with the kiosk. Any activity recorded using the kiosk will automatically display in FOCUS regardless if you are logged on to FOCUS or not. The Late Check in / Early Release page in Focus refreshed every 3-4 seconds, so students checking in and out will display almost immediately.

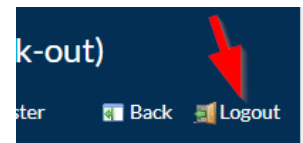
You will need to review and update attendance codes (prior/following-if applicable), parent contact, notes, etc.

Photo	Student	Student ID	Course	Section	Code	Entry	Prior Periods	Release	Following Periods	Parent
			US GOVT 2106310	07 07 - S2 - 9627 - Marc A Lyba	W	1:13pm		1:17pm		
			DIGITAL INFOR TECH 8207310F	07 07 - ABCD - 107 - Jessica Lee Babb	A			1:15pm		
			US HIST 2100310	07 07 - 107K - Douglas W Humphrey	A			1:14pm		

Logging Out of the Kiosk

The individual which logged onto the kiosk will need to log off.

1. Click the logout button in the upper right portion of the screen.
2. Enter your network username and password.
3. Click Logout.



Logging out of the kiosk requires the user to re-enter their login credentials, this is done intentionally to avoid students from logging out of the kiosk.

Use Logout PIN – you can only logout using a PIN if a PIN has been setup.

Switch User – This option will allow another user to login without logging the current user off.

Kiosk Logout

Use Logout PIN

Switch User

Logout