INFOhio Attendance Application

This attendance module is completely web-based and does not require any setup. It is integrated with your library if you are an INFOhio automated library.

To use the attendance application, all you need is your Workflows username and password.

The documentation contained in this section is under construction and may not be complete. Please contact support@infohio.org if you would like to participate in testing the new attendance application.

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Accessing Attendance

Logging into the Attendance Application:

1. Open https://attendance.infohio.org in your favorite browser.
2. Select your ITC from the first dropdown
3. Select your School / Library from the second dropdown
4. Enter the username and password you use to log into Workflows. If you do not have Workflows credentials, please contact your ITC for assistance, please visit https://support.infohio.org.
5. Click the LOGIN button

Attendance Login Screen:

Attendance Dashboard for First Time User:

Getting Started

Attendance is organized into reports. Every time you take attendance, you're creating a report. If you take attendance for a study hall at 8am every weekday, you will end up with five attendance reports at the end of the week.

To get started, you will generally want to create reports for the sections/classes for which you will be taking attendance. In fact, when you first use the attendance module, you may see a screen that looks like this. It just means you haven't created any reports yet.
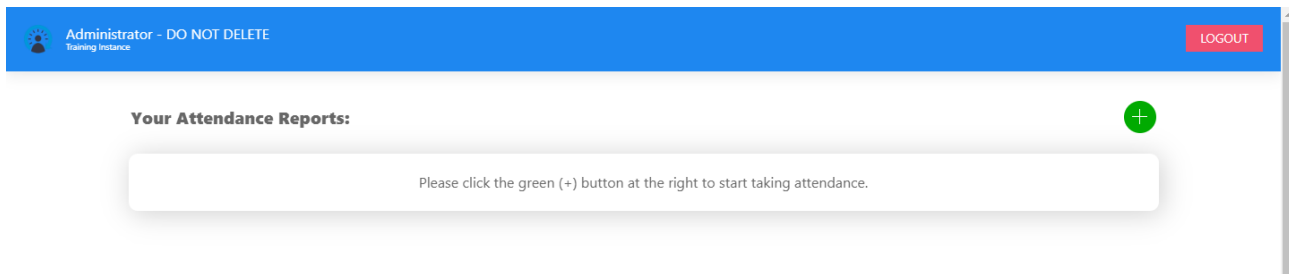
For this discussion, we expect to take attendance for a study hall at 8am every weekday and a library section every monday and wednesday at 1pm. That means I will end up with 7 attendance reports at the end of the week.
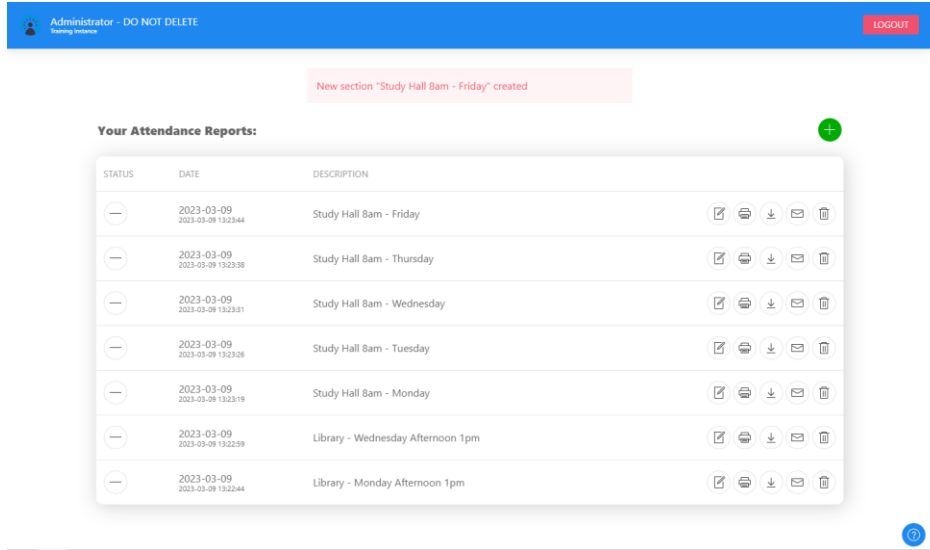
Creating an Attendance Report

1. Make sure you're logged in
2. Click the green PLUS sign at the top-right
3. Enter the name you want to give the report

4. Click SAVE

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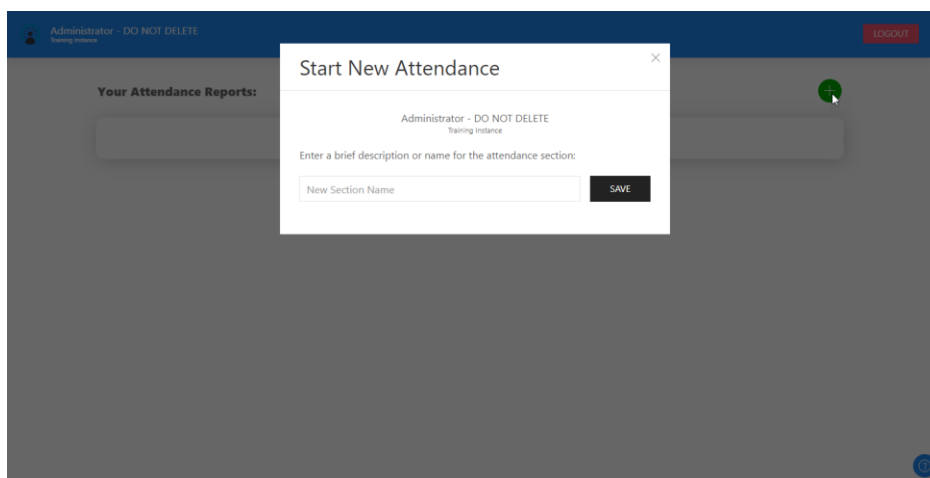
5. Your dashboard will list your new report as shown below. The dashboard screenshot below shows what the dashboard will look like after creating several attendance reports. You may reuse reports or you may create new reports as-needed.

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Taking Attendance

After you create an attendance report, you can create or resume attendance for any existing report. To take or resume attendance, click the take/resume attendance button for that report, as shown in the screenshot below:
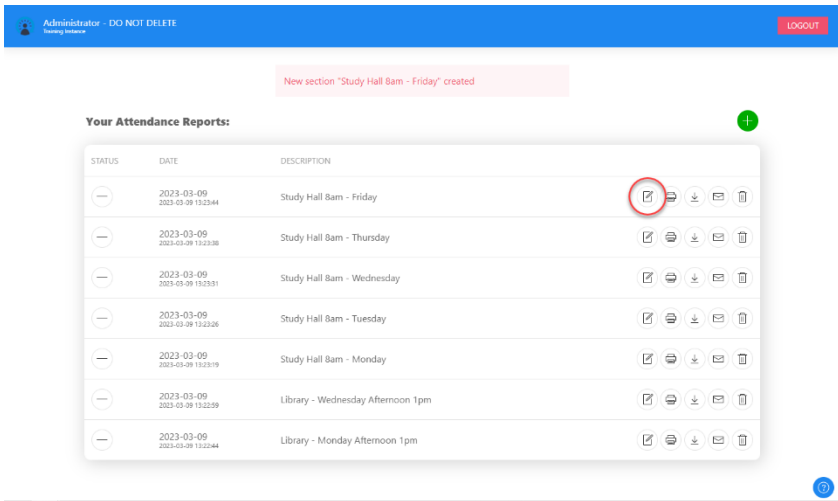

Once you start taking attendance, you will see a search box at the top of your screen. You can scan your student's ID cards or enter their names to add them to the attendance report.

In the example below, I looked for the name James. It came up with a list of students to select from. I selected the student I needed, and that added his name to the report. When you scan someone's ID, it will automatically lookup their record and add them to the attendance report.

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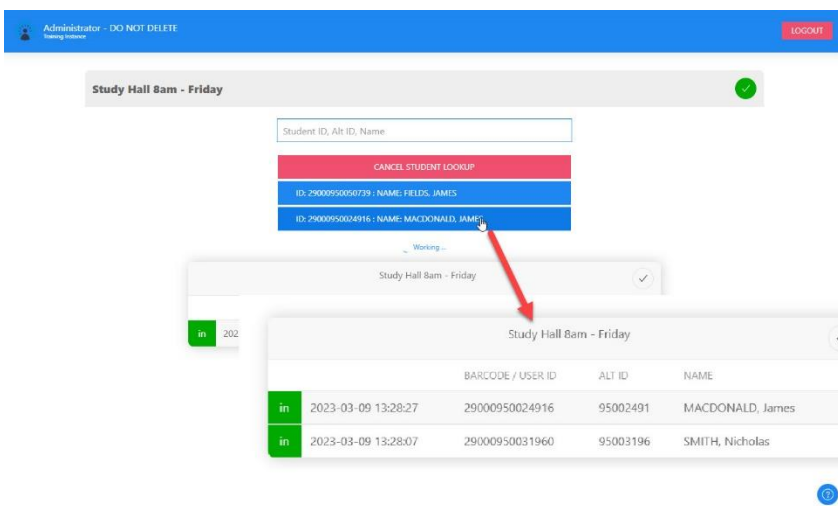
In and Out

If students leave the room, you can track their exit by re-scanning their ID or by clicking the IN button. Doing either with add an "OUT" entry for the student. The example below shows what it looked like after James Macdonald left the room.
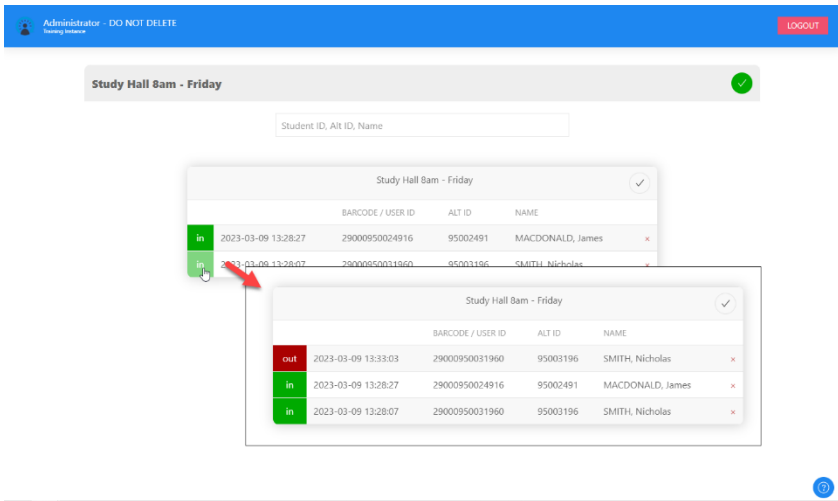


When you're finished taking attendance, click the green checkmark at the top-right corner of the report. This will take you back to your dashboard.

Condensed vs Log Mode

By default, the attendance module is set to display your attendance reports in "log" mode. Log mode shows you every time someone enters or leaves the room, and it tracks the date/time for each event.

However, some situations call for a more condensed view that shows just the current status of each person who attended that day. Condensed mode shows whether each user is In or Out but does not show all of the in/out details throughout the attendance period.

You can switch between modes by using the button at the top-left corner of your attendance report.

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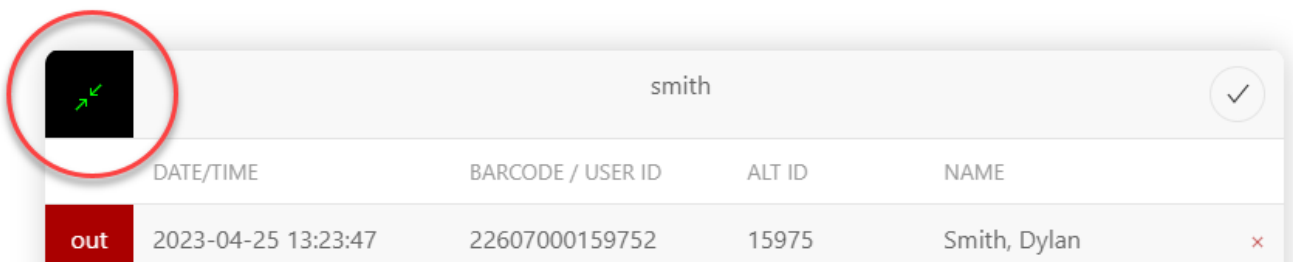
Deleting and Archiving Reports

You may permanently remove a report by clicking the trash can icon to the right of the report on your dashboard. Doing so will permanently erase that report, so don't click that button unless you really mean to do so.

Alternatively, if you would like to keep your attendance reports for your records, you can archive the report. Archiving the report simply hides it from your list, but keeps it saved so you can review it later.

Click the MINUS sign to the left of a report to archive it. Similarly, click the PLUS sign to the left of the report to un-archive (restore) the report to your dashboard.

Once a report is archived using the button on the left, you can view the archived reports by clicking the Show/Hide Archived button at the top-right corner of the report. Archived reports will be highlighted in yellow, and they will show a PLUS sign to the left so it can be restored if needed.

To unarchive/restore a report, click the PLUS sign as shown here.

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Printing, Downloading, Emailing Reports

There are print, download, and email buttons for each report on your dashboard. The buttons are self-explanatory and include tooltips that tell you what each button does.
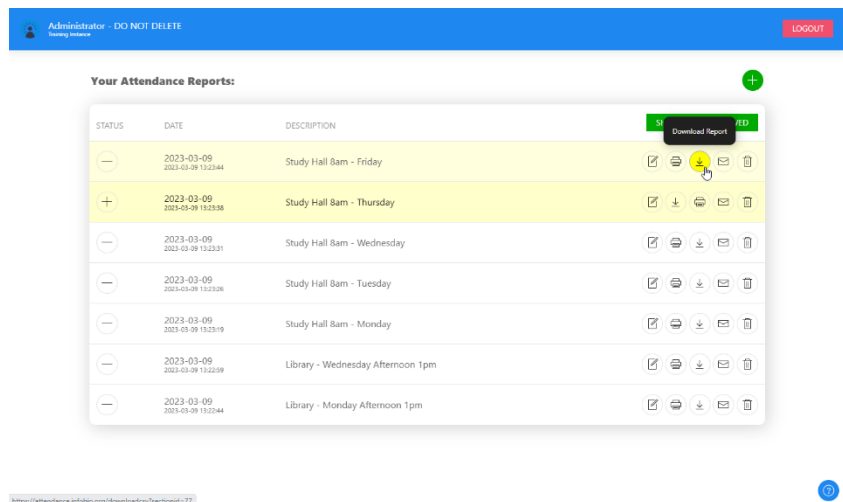
Printing

Click the printer button to print a copy of the report directly to your printer. Printing is strictly black/white and should work with any printer. However, if you're using an older browser, you may not be able to use the print button. In that case, you would want to download the report.

Downloading a Report

Click the Download button to save a copy of the report directly to your computer. The system will name the report file for you. Downloaded reports are in CSV (Excel) format.

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Emailing a Report

Click the mail button to email a copy of the report to your email. When you click the button, you will be asked for the email address that will receive the report. Enter your email address then click the SEND button.

Email Attendance Report

Enter a valid staff email address below. Only school staff are permitted to receive email from the attendance module.

staff email address

CANCEL   SEND

Sending email from this application to personal email accounts or email accounts not managed by your school violates privacy and security requirements. Please contact your school administrator or INFOhio for more information.

Click Cancel if you're not sure you want to email the report.

Reports are emailed as attachments. For security and privacy reasons, no additional information, comments, details are included with the report email.

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