

The Self Check-In Feature - Take Attendance & Increase Parent Engagement

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Streamline operations, reduce admin time and cost, and increase parent engagement. Sound good?

With the **Self Check-in** feature, parents and students can bypass the front desk and check in independently. The student's attendance will be automatically recorded in Jackrabbit, eliminating the need for paper class rolls or the use of mobile devices on a slippery pool deck to take attendance.

No special equipment is required. For Self Check-in, you only need a dedicated device (e.g., tablet or phone), a laptop, or a desktop computer; it's mobile-friendly and supports physical and virtual keypads.

**Expand/Collapse
All**

Set Up Self Check-in

The Welcome screen is where the parent/student will enter their Primary Phone Number, select the student or students, and start the Self Check-in process.

- Your organization's logo will appear on the Self Check-in pages if one has been added in your General Settings (under the Gear icon). If no logo has been uploaded, your organization's name will be displayed.
- Once a parent/student has started the check-in process, it will reset to the Welcome screen after 90 seconds of no activity.

The next screen allows the parent/student to select which classes are being checked into. If you have chosen to use birthday/first day/level-up

messages, they will appear here before classes are selected.

- 1 The Balance Due display is controlled by a [Self Check-in setting](#).
- 2 Options for class selection: Select all classes for all students, select all classes for one student, or select individual classes.
- 3 Badges display helpful information.
- 4 A [Self Check-in setting](#) determines whether a class is available for check-in if the student has a scheduled absence. A badge displays an alert that there is a scheduled absence, and if not permitted to check in, the badge will include instructions to stop by the front desk.
- 5 A class passed its start time will display but will not be active for Self Check-in.
- 6 When a substitute has been assigned to a class, their name will be displayed to let the student know their regular instructor is away.

A confirmation screen will display when the parent/student selects the Check In button.

- 1 The confirmation text is controlled by a [Self Check-in Setting](#).
- 2 When I'm Finished is selected, Self Check-in returns to the Welcome page, ready for the next parent/student.

What Happens Next?

Here's where all the magic happens!

When a student's check-in is complete:

- The student is marked as present. Attendance is recorded in the Class record in real-time and is immediately reflected in the Staff Portal and the Parent Portal.
- Classes that have been checked into will no longer appear on the Self Check-in screen. This also applies to any students who are already marked present in Jackrabbit or the

Staff Portal. If that was the only class for the student that day, a message on the Welcome page will advise that the student has already been checked in.

- Student sign-in has been expedited, and your office staff has been freed up to do what they do best - be there for whatever families need!

Introduce Self Check-in to Your Families

We have created a short video tutorial and an email template to help you announce the Self Check-in feature to your families.

Watch the video

Share this link:

<https://sproutvideo.com/playlists/ec9ddfb9121d61>

The email template can be found under Families > Email Families or Families > All Families > Send Message > Email. It includes a link to the video tutorial.

Replace your information in the highlighted areas, and you are good to go!

After you have notified families of the new Self Check-in, review the All Families > Primary Phone column to identify families missing their Primary Phone number (Family record > Summary tab). Message these families directly from the All Families page.

Tracking and Reporting for Self Check-in

Organizations that track Absences

Whenever an absence is created with Self Check-in, it is stamped with the UserID "Self Check-in" in

the Absences tab of the Student record, the Class Absence History, and the [Absences-Makeups report](#). The [Student Attendance report](#) properly reflects attendance/absences.

Organizations that track Attendance

When attendance is recorded with Self Check-in, it is stamped with the UserID "Self Check-in" and properly documented in the [Attendance report](#), the Attendance tab of the Class record and the Student record, and the [Student Attendance report](#).

Learn more about [Reporting on Your Student's Attendance](#).

User Activity Report

All activity with Self Check-in is recorded and accessible using the [User Activity report](#). Active links in the report for the Student and Class columns provide additional details.

Frequently Asked Questions

Q. *Does every staff member need a PIN?*

A. No. It's only necessary that staff members who will authenticate and open Self Check-in have a PIN.

Q. *What's the benefit of having a unique PIN for staff members who will open Self Check-in?*

A. While it isn't a requirement, having a unique PIN makes it easy to track who authenticated the Self Check-in in your organization's activity.

Q. *Can I just have one PIN that we all share to open Self Check-in?*

A. Yes. If you prefer to only have one 'global' PIN to open Self Check-in, consider having one staff member create the PIN and share it.

Another option is to create a staff member specifically for the PIN *First Name:* SelfCheckIn / *Last Name:* PIN. Make sure the Self Check-in PIN staff member has an email address you have access to so you can set up the PIN via email. Once you've created the 6-digit PIN, you can give it to any staff member that will open your Self Check-in.

Q. *Can I have more than one Self Check-in open for use at the same time?*

A. More than one Self Check-in can be open and in use at the same time, so if you have 3 tablets in your lobby, they can all be used simultaneously for check-in.

Q. *Can a parent or student change their class check-in status once they've checked in?*

A. Once a parent/student has marked themselves as checked in (present) for a class, they can't change the student's status in that class to absent. In this instance, a Jackrabbit User (within Jackrabbit) or a staff member (via the Staff Portal) would need to make the change for the parent/student.

Q. *If someone doesn't check in using the Self Check-in are they considered absent?*

A. This is based on your Self Check-in Settings. If *Automatically Mark Students Absent* is chosen and families use Self Check-in, the absence of a 'check-in' assumes the student is absent. This can be changed using the Staff Portal or by a Jackrabbit User.

If *Do NOT Mark Students Absent* is selected, and a student does not check in using the Self Check-in, attendance for the class is considered incomplete until an absence is entered manually.
