



ADVENTURE KIDS

iPad Instructions to Verify Room Roster For Check-in and Checkout of Children

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These are the steps to follow on the iPad to the best of my recollection. Hopefully this will help you to understand it and become more acquainted with its use.

Follow these steps to use the iPad for Roll Call:

1. Turn iPad on top right corner.
2. The Passcode Number is the same one as for the copier in the Supply Room (8837).
3. Select the Check-In Log app (2nd from left on the 2nd row from the bottom).
4. Select "Kids' Manned Check-in".
5. The password to login is "lcboise1".
6. To check if children are checked in for roll call, tap on "Report" (top left hand side).
7. Click on Room Roster Report.
8. Open filters on the top left hand side of the screen.
9. Click Included Event and clear all selected and only select the room and time you are in (9:30 Toddler Reef)
10. Scroll back to the top of the "Room Roster" and tap on "Cancel" to exit.

To Send a Message to the Parent of a Child in Your Classroom:

1. Go back to the Main Check-in Page.
2. Just above the search bar, there is an icon the says "Send Text"
3. In the search bar, type in the child's name.
4. Select "Parent".
5. A pre-written message is already entered.
6. Select "Send text".
7. Scroll back to the top of the "Room Roster" and tap on "Cancel" to exit.