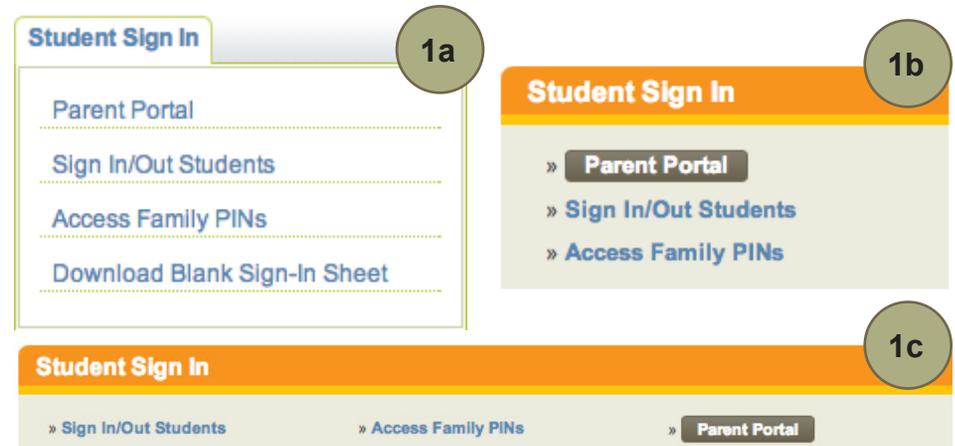


Cocoa's student sign-in feature will allow families to sign their children in and out using a Parent Portal that electronically captures sign-in/sign-out times and parent/guardian signatures. You may also sign children in and out using the admin or teacher interface, as well as report when paper sign-in has been used.

A new top navigation menu, **Student Sign In**, has been added to Cocoa, which has the following options: **Parent Portal**, **Sign In/Out Students**, **Access Family PINs**, and **Download Blank Sign-In Sheet**. Parent Portal, Sign In/Out Students, and Access Family PINs also appear on the Home page. Options are available to admin and teacher users.

- (1a) In the top navigation menu, Student Sign In options are on the right.
- (1b) Student Sign In options on the Admin Home page are on the right side, under the Find a Child module.
- (1c) For the Teacher Home page, the Student Sign In links are at the bottom left.



Parent Portal

To begin the parent sign-in process, select **Parent Portal**. Choose your site from the drop-down, and click **Launch Parent Portal**.



From the Parent Portal kiosk, families must enter their PIN (personal identification number) then press **Submit** to sign their children in and out.

The **Staff** button in the top right corner will bring you to the main Cocoa Login screen.

- (2a) The top of the portal displays the site name and the current date and time.
- (2b) Use the Staff button to log into the admin/teacher interface.
- (2c) Families must tap into the PIN input field to bring up the iPad keyboard and type their PIN.
- (2d) To continue, press the Submit button.

Note an error message will appear if a non-existing PIN is used.



3a Clinton School 03/11/2013 1:25:04 PM Staff

Sign In / Firma de comienzo / 簽到 Sign Out / Firme de salida / 簽出

3b Peter Bishop 3c Peter Bishop

Henrietta Bishop Henrietta Bishop

Signature / Firma / 簽名

3d

3e Submit / Aceptar / 呈交 3f Clear / Borrar / 刪除

(3a) The Home button, in the upper left, goes back to the PIN entry screen.

(3b) To sign a child in, tap their name under the Sign In column; if a child has already been signed-in, their name will be disabled.

(3c) To sign a child out, tap their name under the Sign Out column; if a child has already been signed-out, their name will be disabled.

(3d) Families must use their finger or a stylus to enter their signature.

(3e) The Submit button will complete the sign-in/sign-out process.

(3f) The Clear button will erase the signature field.

Once a valid PIN has been entered, a list of the children enrolled at the site will be displayed.

Families can choose which child(ren) to sign in or out by pressing on that child's name. When a child is signed-in, they will automatically be marked as Present in the attendance form. Note that the system allows for a child to be signed-in and out multiple times in one day, such as if a child needs to leave and return for a doctor's appointment.

To complete the sign-in/out process, the parent must sign their name and tap **Submit**. This signature, along with the date and time, will be captured and stored in Cocoa. When a signature is submitted, the Portal returns to the PIN page, and a thank you message is temporarily displayed.

If a family enters the wrong PIN by mistake, they can use the back button or select the **Home** icon in the upper left corner of the screen to return to the PIN page. Error messages will be displayed if a child is not selected and/or the signature field is empty.

Note you must launch the Parent Portal each morning. If the Parent Portal is left open from the day before, use **Staff** to go back to Cocoa and relaunch the Parent Portal for a new day.

Sign In/Out Students

Staff can view a daily attendance status report, sign children in and out, and report when paper sign-in forms have been used via the **Sign In/Out Students** screen.

This screen displays a list of children, the times they have been signed in or out, as well as the contact numbers for Parent/Guardian A. Note that this report reflects the sign in/out status



COCOA

Electronic Sign In System

based on the time the report was opened. The date and time of the report are shown at the top of the page. Use the **Print List** link at the top right to get a printout of this information. Refresh the page to see the most recent signature/sign-in data.

To sign a student in, click the **Sign In** button next to their name. You will be directed to a form that requires the reason why you are signing the child in, as well as the time the child arrived. A standard reason appears but can be changed. When you sign a child in, they will be marked as Present in the attendance form.

To sign a student out, click the **Sign out** button next to their name. You will be directed to a form that requires you the reason why you are signing the child out, as well as the time the child left. A standard reason appears but can be changed.

In the case of a power outage or emergency closure, use the **Report Paper Sign-In/Out** link at the top right, and enter the reason why paper forms were used. This will disable the Parent Portal as well as prevent sign-in/sign-out by staff for the rest of the day at the selected site. Reporting the use of paper sign-in will place a flag in the system that paper forms were used to gather times and signatures.

When using the Report Paper Sign In/Out feature, you must edit the Weekly Attendance to indicate which children were present for the day. Because electronic sign-in becomes disabled, children will not be automatically marked as present in the system.

Sign In / Out

Date: 03/29/2013 Site: All Sites Session: Filter List

Report Paper Sign In / Out Print List

Daily Attendance Status for All Sites / All Sessions on 03/29/2013 as of 03/29/2013 05 PM

| Child Last Name | Child First Name | Session | Signed In | Signed Out | Home Phone | Work Phone | Mobile Phone |
|-----------------|------------------|--|--------------------|--------------------|--------------|--------------|--------------|
| Albin | Arlie | Church / doll Infant/Toddl | 8:00am (See Paper) | 5:30pm (See Paper) | 785-490-5553 | 780-060-5793 | 998-703-7282 |
| Armentrout | Mohammed | Clinton School / Bright Room Preschool Full Day | 9:00am | Sign Out | 911-176-5676 | 611-670-7761 | 790-385-2629 |
| Beyers | Danielle | Clinton School / Labrador Room Preschool AM | 8:30am | Sign Out | 593-546-7397 | 807-334-8912 | 453-941-0785 |
| Bishop | Peter | Clinton School / Head Start Room Infant/Toddler Full Day | 8:35am | Sign In | | | 11:52am |
| Bishop | Henrietta | Clinton School / Head Start Room Infant/Toddler Full Day | 9:25am | Sign In | | | 11:53am |
| Bork | Katherine | Church / Happy Hour After School PM | (See Paper) | (See Paper) | 769-587-4234 | 330-691-8783 | 441-215-5243 |
| Bork | Katherine | Church / Happy Hour Before School AM | (See Paper) | (See Paper) | 769-587-4234 | 330-691-8783 | 441-215-5243 |
| Burgett | Pat | Church / Happy Hour Before School AM | (See Paper) | (See Paper) | 463-746-6386 | 267-218-0833 | 812-644-0221 |
| Byron | Tesha | Church Street / test class Preschool Full Day | Sign In | | 565-112-2964 | 518-752-6550 | 173-326-7725 |
| Eisen | Bridgett | Clinton School / Labrador Room Preschool AM | Sign In | | 144-631-3271 | 665-183-1718 | 364-107-3194 |

(4a) The Sign In/Out screen defaults to today's date and All Sites, but you may filter this view by Date, Site, and Session. Change the selections and use the Filter List button to change the list.

(4b) The Report Paper Sign In/Out and Print List options are at the top right of the screen.

(4c) By default, children are sorted by Last Name, but you may sort the list by either Last Name, First Name, or Session.

(4d) The Signed In and Signed Out columns display the time the child was signed in or signed out. The Sign In button allows staff to sign a child into a session. The Sign Out button allows staff to sign a child out of a session. When paper sign-in forms are in use for the day at a site (via the Report Paper Sign In/Out link), "(See Paper)" will be displayed under both the Signed In and Signed Out columns.



Family PINs

Each family in Cocoa will be assigned a PIN, which allows electronic sign-in for their children. These PINs are unique to each site, and you can view them on the **Family PINs** screen. Use the **Print List** link at the top right to get a printout of the list of PINs.

If a family wishes to change their PIN, use the **Edit** link next to the child's name to manually assign a different PIN that is not already in use at the site. Note that PINs must be unique (only one family can have that PIN) per site per school year, so you can only change the current PIN to a PIN not in use by another family at that site for the current year. PINs should be 4-digit numbers.

Admins can assign PINs to children/families who don't already have one by selecting a site then using the **Assign PINs** link at the top right.

The screenshot shows the 'Family Pins' interface. At the top, there are filters for Year (2012-2013), Site (Clinton School), and Session. To the right are links for 'Assign PINs' and 'Print List'. Below the filters is a table with columns: Last Name, First Name, Date Of Birth, Guardian A Name, Guardian B Name, and Family Pin. Each row has an 'Edit' link next to the Family Pin. Callouts 5a through 5d point to specific elements: 5a points to the Year filter, 5b points to the Assign PINs and Print List links, 5c points to the table headers, and 5d points to an Edit link.

| Last Name | First Name | Date Of Birth | Guardian A Name | Guardian B Name | Family Pin | |
|------------|------------|---------------|-----------------|-----------------|------------|------|
| Armentrout | Mohammed | 08/15/2007 | Mattson, Chloe | | 0107 | Edit |
| Beyers | Danielle | 04/27/2007 | Vidal, Danyell | | 0112 | Edit |
| Bishop | Henrietta | 06/06/2009 | Bishop, Walter | | 0100 | Edit |
| Bishop | Peter | 05/05/2009 | Bishop, Walter | | 0100 | Edit |
| Boy | Tester | 10/22/2007 | Tester, Mom | Tester, Grandma | 0113 | Edit |
| Eisen | Bridgett | 07/03/2006 | Sayer, Shantae | | | |
| Ellis | Jefferson | 03/03/2008 | Alvey, Toby | | 0118 | Edit |
| Flynt | Brynn | 11/10/2008 | Seller, Lanny | | 1071 | Edit |

(5a) The Sign In/Out screen defaults to the current year and All Sites, but you may filter this view by Year, Site, and Session. Change the selections and use the Filter List button to change the list.

(5b) The Assign PINs and Print List options are at the top right of the screen.

(5c) By default, children are sorted by Last Name, but you may sort the list by either Last Name, First Name, Date of Birth, Guardian A Name, or Guardian B Name.

(5d) The **Edit** links to the right of each Family PIN will allow you to change that family's PIN

Blank Sign-In Sheets

These blank sign-in sheets can be downloaded and printed to keep on hand and use when electronic sign-in is inaccessible, such as during a power outage. Write in the Site, Session and Week at the top of the page. Parents should write in their child's name in the Student Name column before signing in.

Bookmark Cocoa on your iPad

For quicker access to Cocoa from your iPad, add the Cocoa bookmark to your home screen. Tap the arrow icon next to the address bar in Safari, then select **Add to Homescreen**. Type "Cocoa" to name your bookmark, then tap **Add**. This will add the Cocoa icon to your home screen.

