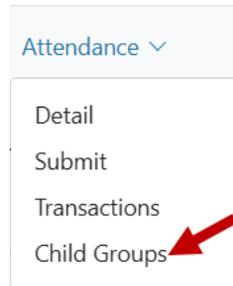


KinderConnect – Marking Attendance for Child Groups

Use the **Attendance > Child Groups** page to mark attendance for child groups. This menu option will only be displayed to associated Providers. Groups must first be created in the **Child > Group** page. For information on creating child groups, click [here](#).

- A** Press **Child Groups** under Attendance.

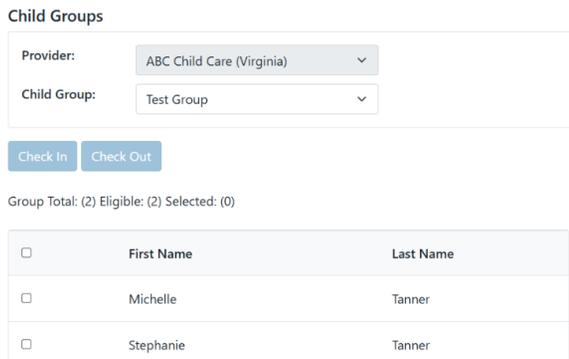


- B** Select the child group for which you wish to mark attendance.



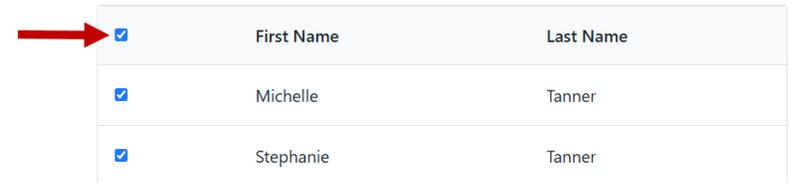
A form titled "Child Groups" with two dropdown menus. The first is labeled "Provider:" and has "ABC Child Care (Virginia)" selected. The second is labeled "Child Group:" and has "Test Group" selected. A red arrow points to the "Child Group:" dropdown.

- C** A summary page will list the children assigned to that child group.



A summary page for marking attendance. It includes the "Child Groups" form from step B, "Check In" and "Check Out" buttons, and a status line: "Group Total: (2) Eligible: (2) Selected: (0)". Below is a table with columns "First Name" and "Last Name", and rows for Michelle Tanner and Stephanie Tanner, each with an unchecked checkbox.

- D** Select the check box at the header of the grid to select all the children in the child group.

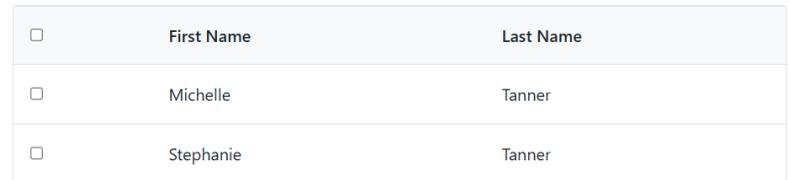


A screenshot of a grid with columns "First Name" and "Last Name". The header row has a checked checkbox. A red arrow points to this checkbox. Below are rows for Michelle Tanner and Stephanie Tanner, each with a checked checkbox.

- E** Press **Check In** or **Check Out**. A message will display next to the buttons confirming your action.



Group Total: (2) Eligible: (2) Selected: (0)



A screenshot of a grid with columns "First Name" and "Last Name". The header row has an unchecked checkbox. Below are rows for Michelle Tanner and Stephanie Tanner, each with an unchecked checkbox.