

Use a Barcode Scanner to Track Attendance

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1. Point to **Tools** and click **Attendance Barcode Reader**. Click the **Launch** button at the bottom of the *Attendance Barcode Options* pop-up box.
 2. In the blank Attendance Record, place the cursor in the Enter Student ID field, either scan or manually enter the Student ID #. (If manually typing the number in, make sure to click Submit.)
 3. Once entered, the screen displays the student information.
 4. The screen will reset to accept the next barcode number based on the *Page refresh timeout (seconds)* that you defined in the Attendance Barcode Options when you launched the scanner.
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