



Setting up the Check In Module in MINGA

Implement a quick and easy daily attendance system for everything outside the classroom.

MINGA 7.0



Linda Clever
Checked in to Tardy

Dustin News
Checked In to Prom

Kristy Bailey Checked Out
- Off Campus Lunch

Managing off campus lunches, flex periods, early dismissals, or off-site trips? Minga makes it easy.



Easy to check in large groups in 1 session



Customized check in reasons for your campus

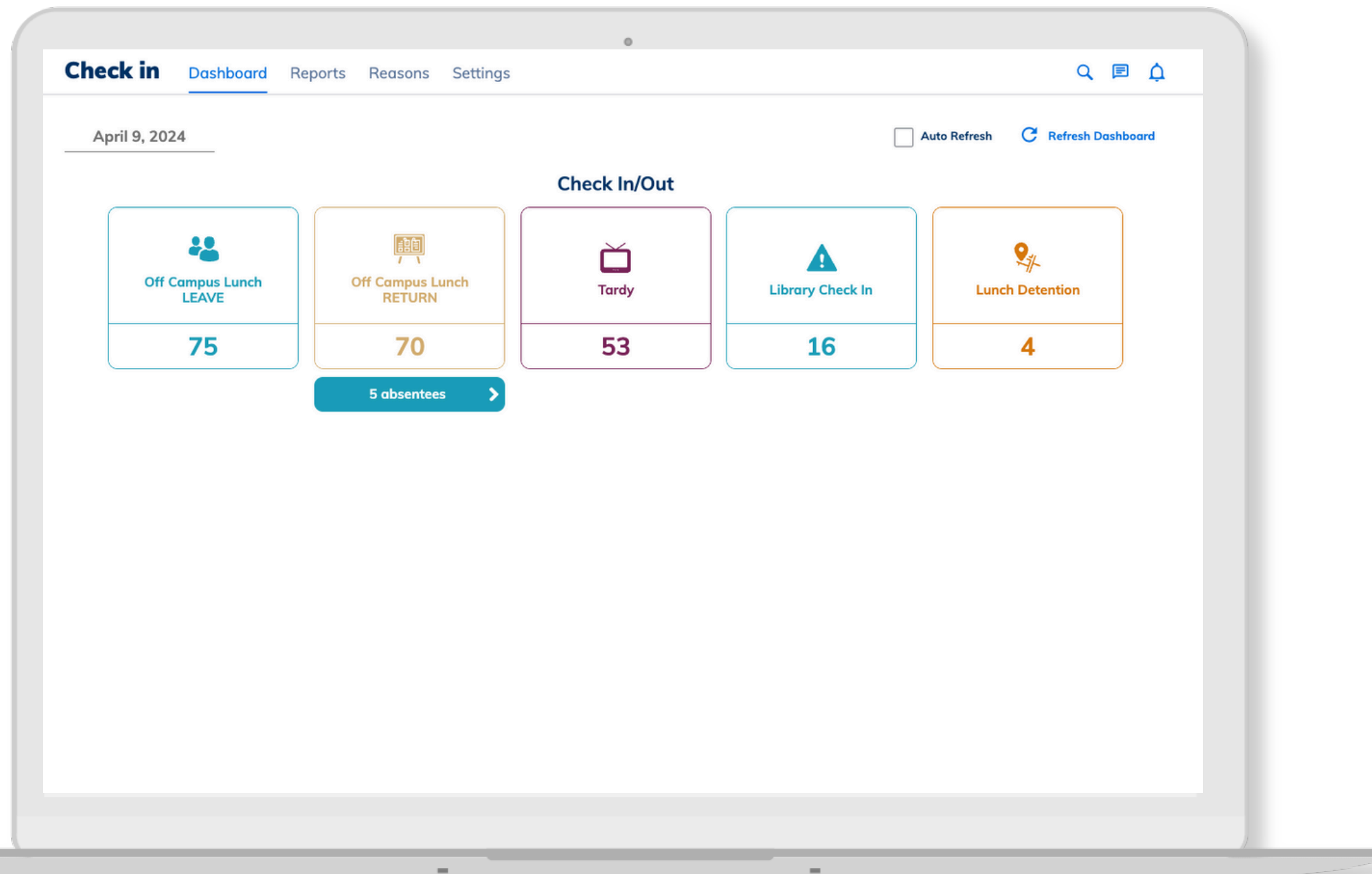


Use stickers to identify special Check In/Check Out privileges



Track & report campus attendance throughout the day

Check in Manager Dashboard



Minga Check In is your hub for managing all school check ins.

The Check In Dashboard provides an overview of all your daily check ins and check outs for easy, at-a-glance data.

Absentee counts allow you to quickly see who is missing.

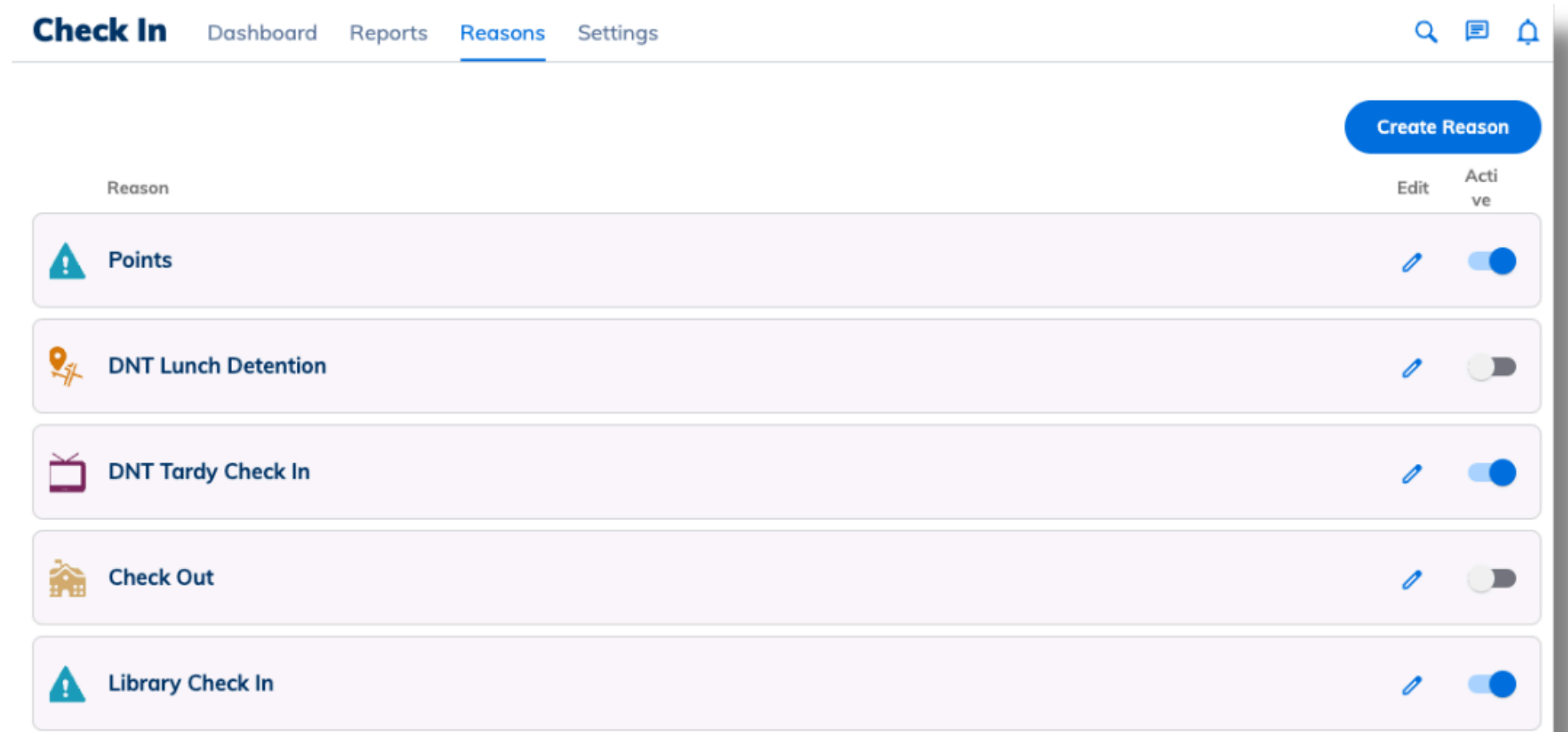
Edit Check In/Check Out Reasons

Your Check In/Out reasons can be used to track attendance, entries and exits for any scenario on your campus.

Go to the Reasons tab in Check In to view your Check In reasons.

Some default reasons will be included, you may choose to edit and use these and create new custom reasons.


Click INACTIVE for any reason you do not wish to be available for use on campus.




Edit or Create Reasons

Create Reason

Name
Tardy


Color


Icon


Points awarded or subtracted (optional)
0

Reason restrictions

Limit who can be checked in with this reason

Select restriction
Role  x v


Select Role(s)
Student x Student Leader x x v

Auto Assign Behavior
Tardy x v

Auto Assign Hall Pass
Tardy x v

Auto Complete Most Outstanding Consequence v

Track absentees

Apply no access filter 

Allow multiple check ins

Allow self check in

Cancel Create

Click the edit pencil next to an existing reason or click Create Reason:

- Give a Name, Color and Icon and Assign Points (optional).
- Restrict your Check In Reason
 - Reasons can restrict check in by Role, Sticker, Groups, Grades or other Reasons. Only users with the restrictions selected will be able to Check In.
- Auto Assign Behavior or Hall Pass when student checks in (optional)
- Track Absentees
 - Absentee counts will track on the dashboard based on the total number of users with the selected Roles or Sticker
- Apply No Access Filter
 - Block anyone with the No Access Sticker from checking in.
- Allow Multiple Check Ins
 - Toggling this on, means a student can check in for that reason multiple times throughout the day as needed.
- Allow Self Check In
 - Students can check themselves in through the generated QR Code you can print off once the reason is saved.

Managing Off Campus Lunch with Check Ins

Easily restrict and monitor return trips with students leaving and returning to campus.

- Set up your LEAVE reason restricted to a Sticker. *i.e. Off Campus Lunch*
 - This will only allow those with the sticker to check out
- Set up your RETURN reason restricted to a RESTRICTION. *i.e. Your LEAVE reason.*
 - This will only allow those who have already checked out to check back in
- Enable Track Absentees
 - This will give you a count on your dashboard of all of the students that have left and have not yet returned

Edit Reason

Name: Off Campus Lunch RETURN

Color: [Orange]

Icon: [Person]

Points awarded or subtracted (optional): 0

Reason restrictions

Limit who can be checked in with this reason:

Select restriction: Reasons

Select Reason: Off Campus Lunch LEAVE

Auto Assign Behavior: [Dropdown]

Auto Assign Hall Pass: [Dropdown]

Auto Complete Most Outstanding Consequence: [Dropdown]

Track absentees:

Apply no access filter:

Allow multiple check ins:

Allow self check in:

View QR Code

Delete

Edit Reason

Name: Off Campus Lunch LEAVE

Color: [Blue]

Icon: [Person]

Points awarded or subtracted (optional): 0

Reason restrictions

Limit who can be checked in with this reason:

Select restriction: Stickers

Select Sticker(s): Off Campus Lun...

Auto Assign Behavior: [Dropdown]

Auto Assign Hall Pass: [Dropdown]

Auto Complete Most Outstanding Consequence: [Dropdown]

Track absentees:

Apply no access filter:

Allow multiple check ins:

Allow self check in:

Save

Off Campus Lunch LEAVE: 75

Off Campus Lunch RETURN: 70

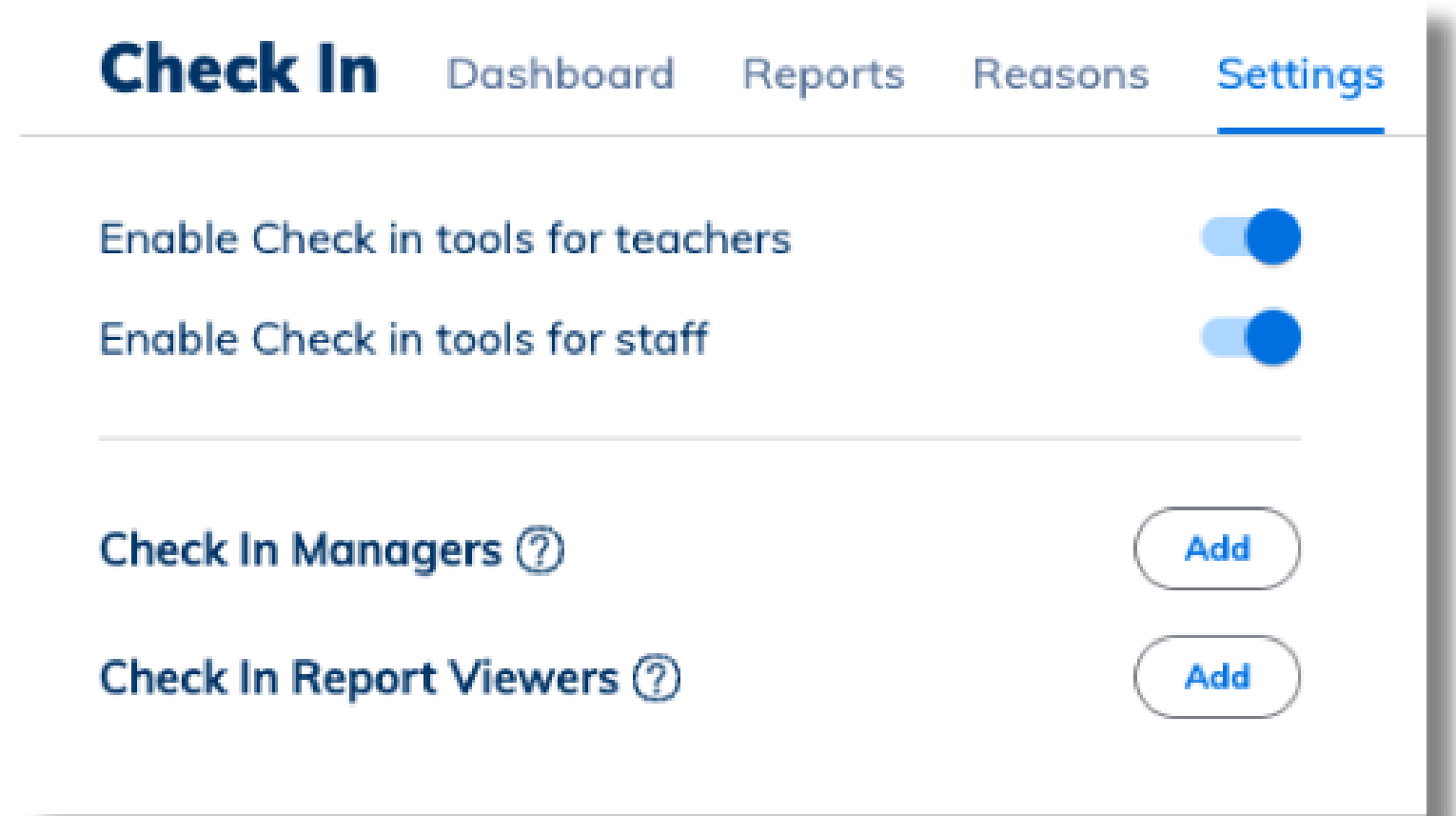
5 absentees

Enable Check In Tools for Teachers & Staff

Owners and Managers within Minga can always access the Check In Tool quickly and easily via My Tools.

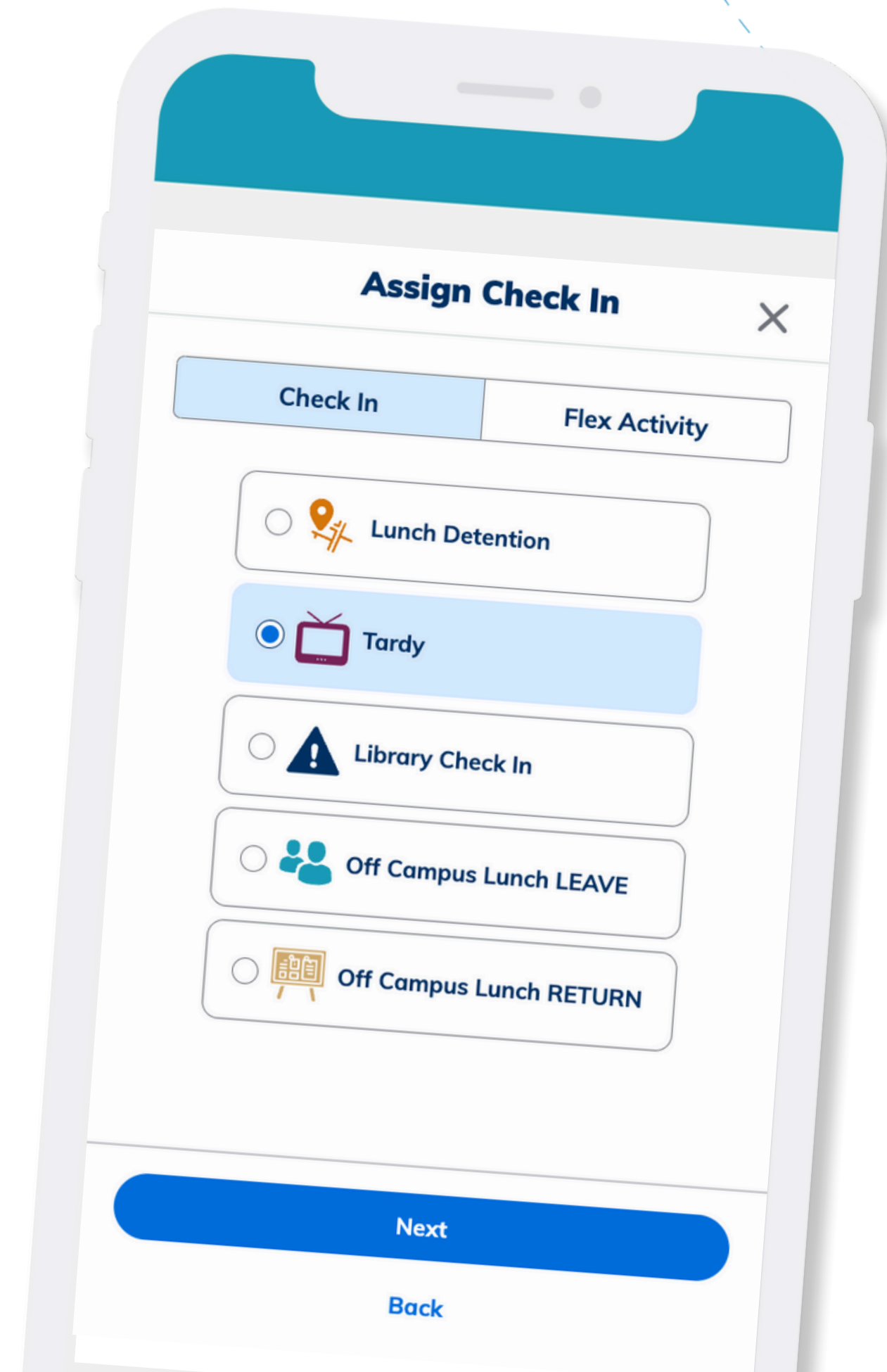
To enable Teachers and/or Staff to access Check in Tools, follow these steps:

- Go to Check In > Settings
- Enable Check in Tools for Teachers and Staff
- Add those you want to have access to help manage the Check In module to Check In Managers
- Add those you want to have access to Check In reporting to Check In Report Viewers. (Owners and Managers in Minga already have access).



Check In Students in My Tools

- Navigate to My Tools
- Select Reason
 - Click Next
 - Search by name or id number
 - Choose Barcode scanner to scan ids with barcode reader
 - Or choose Scan with camera to scan ID barcodes with device camera
 - Or manually search by name/ Filter by Group, Grade or Role
- If manually searching, tap Add to add selected users



View your Daily Check Ins and Monitor Absentees

Check In Dashboard **Reports** Reasons Settings

Check In Reasons Apr 2nd, 2024 Name, ID Number or Email

Grade Reason Type Off Campus Lun... X Role

Check ins Absentees Apply filters Clear filters

Schedule a report Export list Column settings

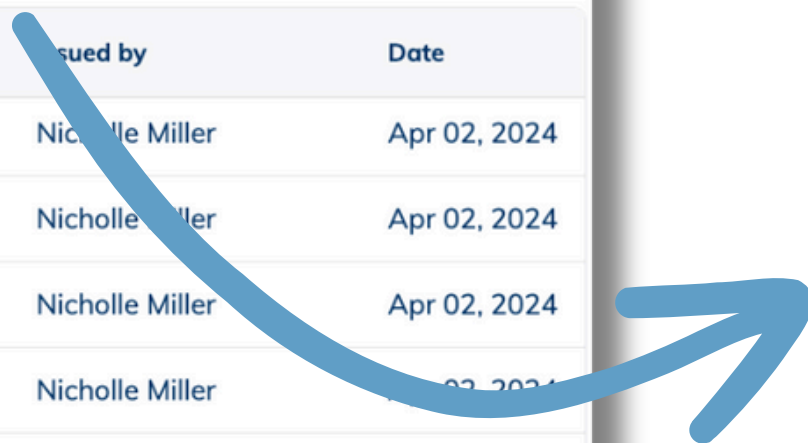
Reason	Name	ID Number	Grade	Role	Issued by	Date
Off Campus Lunch LEAVE	Georgia Student	600000500	10	\$	Nicholle Miller	Apr 02, 2024
Off Campus Lunch LEAVE	Cody Student	600001200	9	\$	Nicholle Miller	Apr 02, 2024
Off Campus Lunch LEAVE	Chris Student	600002000	9	\$	Nicholle Miller	Apr 02, 2024
Off Campus Lunch LEAVE	Bonnie Student	600000300	11	\$	Nicholle Miller	Apr 02, 2024
Off Campus Lunch LEAVE	Amrit Student	600001800	12	\$	Nicholle Miller	Apr 02, 2024

Quickly identify who didn't check in this morning, who is off campus at lunch, or who didn't return through detailed Check In reporting.

- Go to Check In > Reports
- Filter by:
 - Date
 - User name
 - Check In Reason
 - Role or Grade
 - Check Ins OR Absentees
- Export list to CSV if needed to upload to SIS



Schedule a report to automatically email you for Off Campus Lunch Absentees daily at a designated time.



Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

