

User Guide

How do I add pupils?

Step 1: Login

Login

Login

Username

Password

Login

Step 2: Class

Click on the class that you want to add pupils to.

CheckInSchools Home

Classes

Add Class

8M 7M

Step 3: Add Pupil

Click on "Add Pupil"

Class: 7M

Add Pupil

Child's Name

Powerful | Proud

28-06-2018

I won the race during sports d ▶

Delete Class Edit Class

Step 4: Create Pupil

Fill in the required fields. When satisfied click "Create pupil."

Create Pupil

First name:

Last name:

Username: Required: 150 characters or fewer. Letters, digits and @/!+/_ only.

Password:

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation: Enter the same password as before, for verification.

Create Pupil