

# Class Sign In / Out Sheets

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Watch a (1:38) video tutorial on Sign In/Sign Out Sheets

Sign In/Sign Out Sheets allow students to manually sign in and out on a specific date.

1. Point to **Classes** in the menu bar and click **Sign In/Out Sheets**.
2. Select a group of classes using any combination of *Search Criteria* or select a single class.
3. Select *Display Settings* including a sub-heading and whether the home phone should display.  
Additional settings allow you to sort in class start time order, create a separate sheet for each class and you can also opt to add columns for your staff to initial when they sign a student in or out of class during the course of the day.
4. Click **Submit**.
5. Print the Sign In/Out Sheet using the **Print** button or export it using the **Export** button.

Sign In/Out Sheet							
<a href="#">← RETURN</a>							
View 1 - 11 of 11 <a href="#">Print</a> <a href="#">Export</a> <a href="#">Refresh</a> 1 columns hidden <a href="#">Show/Hide Columns</a> <a href="#">Restore Columns</a>							
	Lastname	Firstname	Home Phone	Time In	Signature	Time Out	Signature
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>				
1	<a href="#">Ager</a>	<a href="#">Barbie</a>	(704) 374-2415	__:__	_____	__:__	_____
2	<a href="#">Ager</a>	<a href="#">Dani</a>	(704) 374-2415	__:__	_____	__:__	_____
3	<a href="#">Ager</a>	<a href="#">Dave</a>	(704) 374-2415	__:__	_____	__:__	_____
4	<a href="#">Evans</a>	<a href="#">Shawna</a>	(704) 555-5478	__:__	_____	__:__	_____
5	<a href="#">Owers</a>	<a href="#">Ashlee</a>	(704) 555-7721	__:__	_____	__:__	_____