

# SAMIS

Provider: Program Group



## Taking Attendance

There are 2 different options for taking attendance in SAMIS. It is up to the user to determine which option works best for their program.

- Option 1 - User can use this option for daily attendance, but they also have to option to enter attendance over a longer period of time.
- Option 2 - Used for daily attendance.

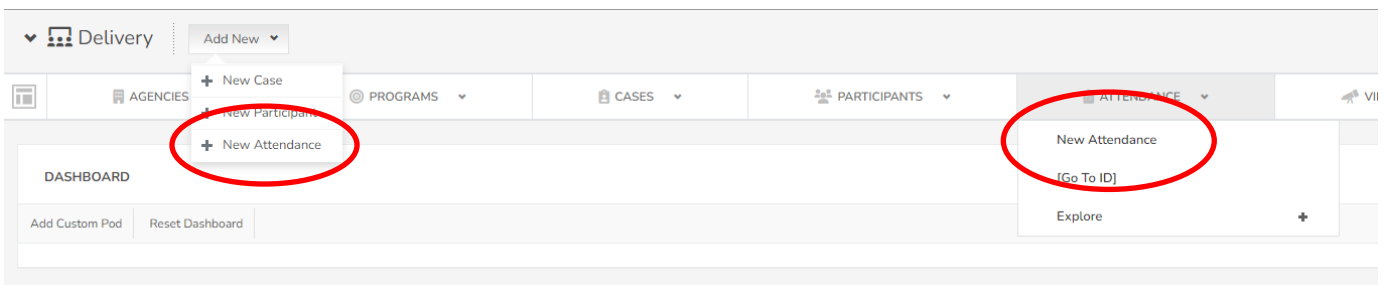
While both attendance options can be accessed on a smart phone or tablet, Option 2 is best suited for these devices. To use a smart phone or tablet, open the internet browser and follow the **SAMIS Navigation** instructions.

### SAMIS Navigation

1. The SAMIS homepage can be found using the following link: <https://escambia.samis.io/>
2. You will then be asked to enter your email address (user name) and SAMIS password.

### SAMIS Attendance Option 1

1. On the SAMIS home screen, go to the “Delivery” section.
2. In the “Delivery” section either click on the down arrow next to “Add New” or hover mouse over the down arrow next to “Attendance” and select “New Attendance”.



3. Select the “Program” and “Attendance Type”.
4. Select the “Group”, “Activity / Service” , and the “Dates” that need attendance added to the program. There are different date ranges so the user has to option to enter attendance for the week, month, or even longer periods of time.

### Helpful Hint

The “Group” dropdown was created using the “Provider: Program Group - Adding Sites and Creating Groups” instructions.

### SAMIS Attendance Option 1 (cont.)

- Each row is a participant in the program. The columns are the attendance dates. Enter a 1 in the table cell if the participant was in attendance on that day.

GROUP						
School Year 23-24 1st/2nd Grade - Blue (7)						
	Participant	Total	Activity/S...	4/12/23 ...	4/13/23 T...	4/1
1	Sample, Adult (1001)	1	Attendance	1		
2	Sample, Missy (1000)	0	Attendance			
3	Sample, Sonny (1002)	0	Attendance			

### Helpful Hint

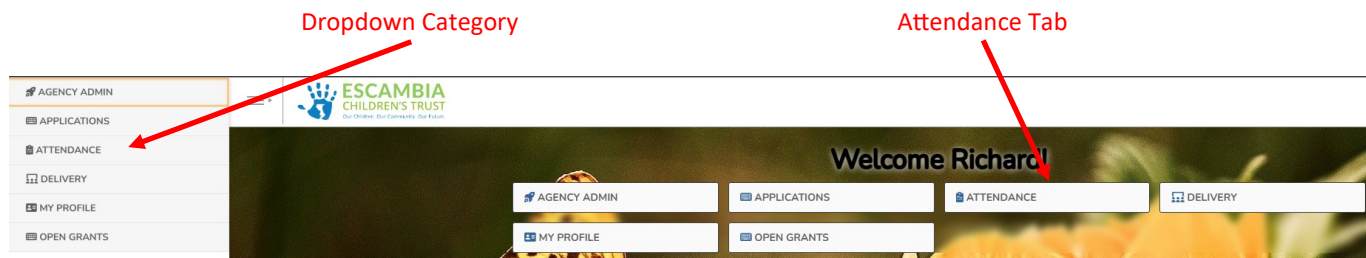
The little black box on the bottom right corner of the red circled cell above allows the user to copy the information from one cell to the others. Left click and hold the mouse over the black box, dragging over the cells that you want to populate.

If the cell is marked as attended and you want to change to not attended, double click on the cell and enter the number 0.

- Once you are finished marking the attendance, go to another section or click on the Escambia Children's Trust (ECT) logo at the top of the page to go to the home screen.
- If you want to edit your entry, repeat steps 1-6 in this section.

### SAMIS Attendance Option 2

- On the SAMIS home screen, go to the "Attendance" section by either clicking on the dropdown category and selecting "Attendance" or selecting the "Attendance" tab.



- Select the "Program", "Activity/Service", and "Group". Click the "Mark Attendance" button.
- Click the check boxes next to each participant that is in attendance on that day. Keep in mind that this method of attendance only captures the current day. Click "Done" when you are finished.
- If you want to edit your entry, repeat steps 1-3 in this section. If you need to edit dates that have already passed, please refer to Option 1 instructions.