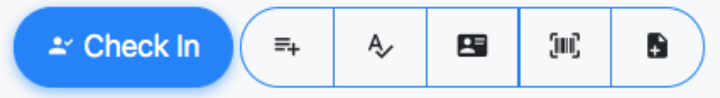
Intervention Check-in

Check-In Methods from the website

Check students in from the website

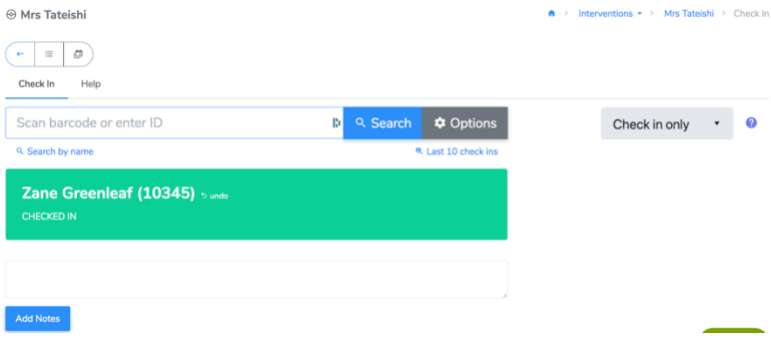


Check-in

For large interventions, barcode scanning is a must-have to capture attendance quickly and accurately. 5-Star Students offers the ability to scan barcoded ID numbers directly into the system via a web-based interface.

On the Intervention Attendees page, the **check-in** option should be selected. Any wired USB scanner or Bluetooth scanner connected to the computer can be used for scanning. The system will attempt to match the scanned ID with an existing individual on the system, taking into account any selected check-in options.

In addition to matching the ID number, the system will validate the individual against the eligibility list for the intervention (if applicable). The scanner operator will be warned if the person is not eligible. Otherwise, the individual will be checked into the intervention using the current date and time. Any notes can be added during the check-in.

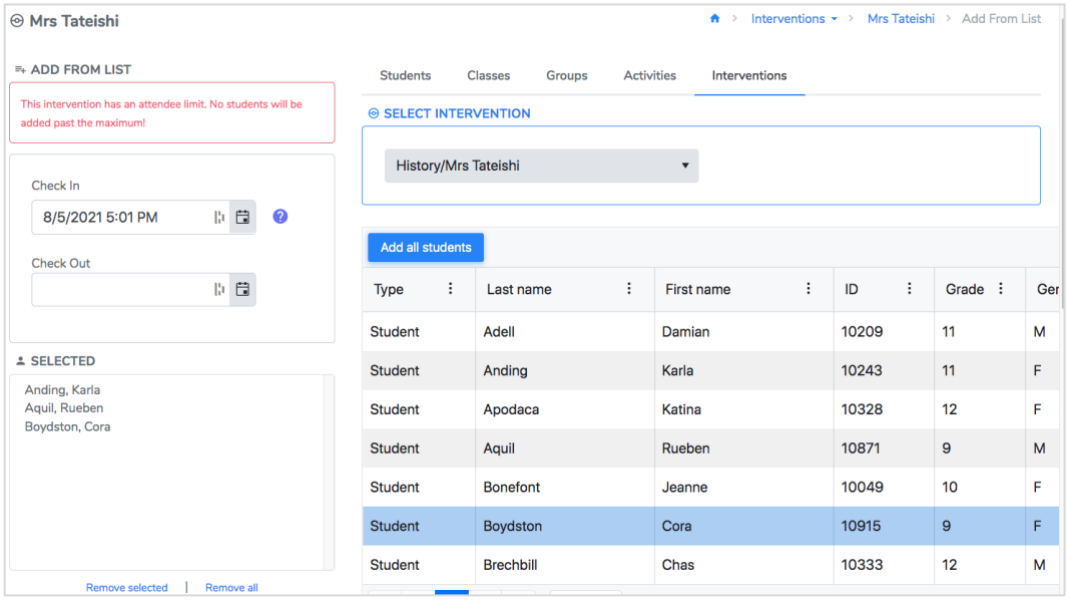


Add from list

This method requires that each attendee's name and/or ID number is captured at the intervention, on paper or within a computer file. It could be as simple as a sign-in sheet at the intervention entrance or typing an ID number into a file on a computer (Excel, Google Sheet, etc).

At a later date, an authorized user must enter or upload the information to 5-Star Students. Individuals can be manually added using the **Add from list** option on the Intervention Attendees page. You can set the check-in date and time.

You can also use this option if you're checking individuals in during the intervention. A good example of this method in action is taking roll. Picking attendees from the associated Intervention eligibility list can quickly get the job done.



A sign-in sheet strategy may be viable when the number of attendees is very small (<25) and capturing accurate arrival times is not required.

Add from names

You can manually type or copy/paste a list of names using First Last or Last, First format. If your roster contains two individuals with the same name, it will not add the individual(s).

Add from IDs

If you have a list of individuals' ID numbers, you can use that to check them in using the Add from IDs option. Scan, manually enter, or paste the list of ID numbers into the textbox. Select the check in and check out date/time. Hit Process List to check the individuals into the intervention. Be sure to include one ID number per line.

Import from scanner

With a compatible mobile barcode scanner, such as the Motorola Symbol CS3000/CS3070/CS4070, barcoded ID numbers can be scanned during an intervention without any other equipment necessary.

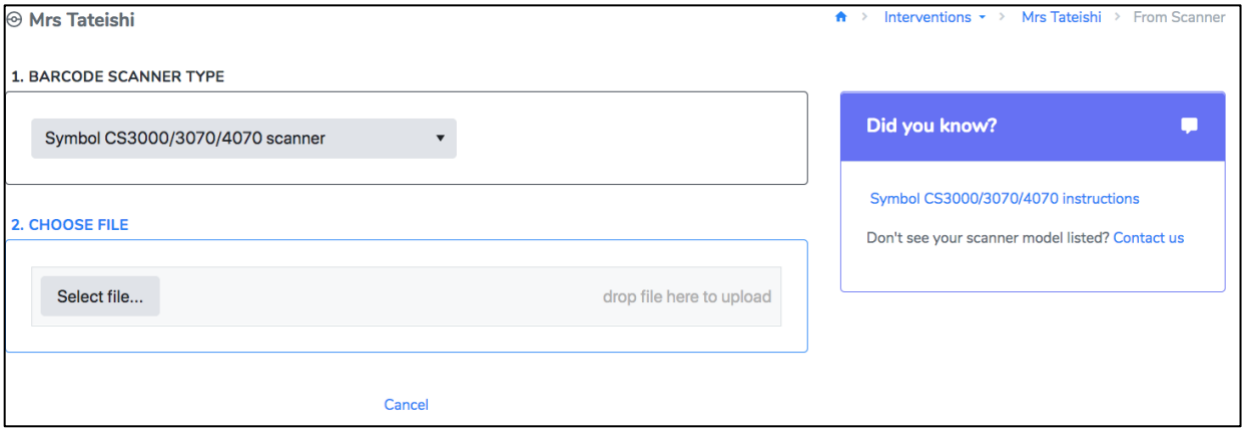
Using multiple scanners can make the process even more flexible by sharing the workload or allowing several entry points.

1. Make sure each barcode scanner is charged and ready for use.
2. Clear the barcode scanner(s) of any existing data prior to the intervention. Consult the instructions included with your scanner to perform this step.
3. Make sure Bluetooth mode is disabled on the scanner(s), if applicable
4. Take the barcode scanner(s) to the intervention and scan ID barcodes. The scanned ID and timestamp will be stored on the device.
5. If applicable, scan a Guest ID barcode immediately after the individual to allocate guest credit for that person.
6. Collect the barcode scanner(s) after the intervention. Consider a labeling or envelope system to keep track of which scanners were used at different interventions. The scanned data will remain on the scanner(s) until you upload to 5-Star Students and clear the device.

When a barcode is scanned, the resulting ID number is stored on the device along with the date and time of the scan. After the intervention, an authorized user should transfer the data to 5-Star Students. This is done by navigating to the appropriate Intervention Attendees page and using the **Import from scanner** option.

1. Plug the mobile scanner into the computer using the USB cable provided.
2. Navigate to the Import from Scanner page.
3. Hit *Select file…* and find the scanner on the computer (CS3000, CS3070, or CS4070).
4. Open the Scanned Barcodes folder and select the BARCODES.TXT file.
5. Hit *Process File*.

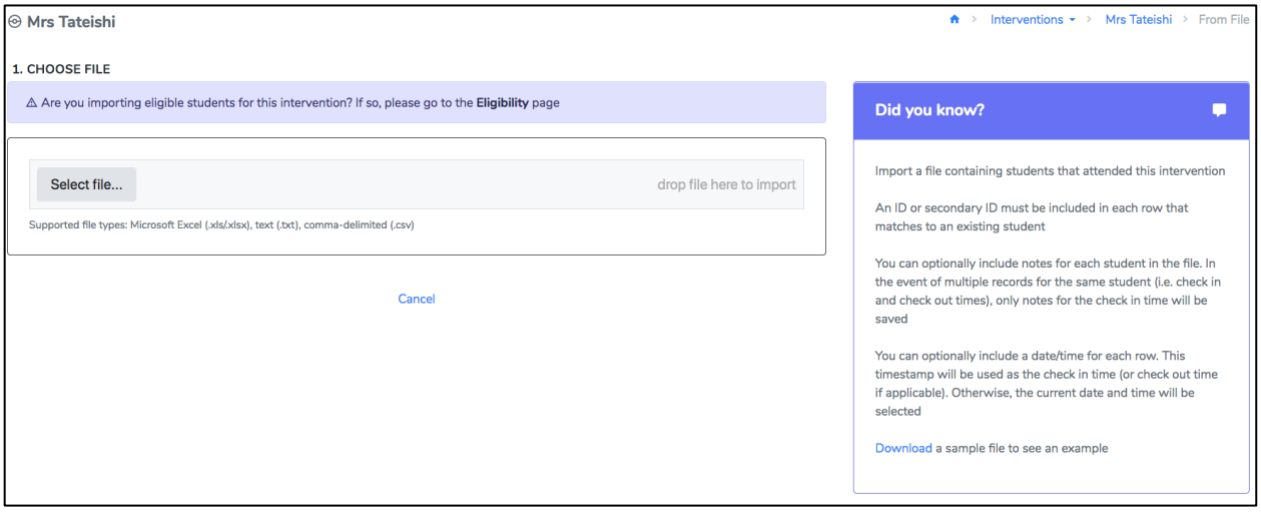
Adjust any check-in options as needed. The check-in/out option can be used if individuals were scanned when they left the intervention. After the data has been successfully uploaded, the scanner should be *cleared* for the next intervention.



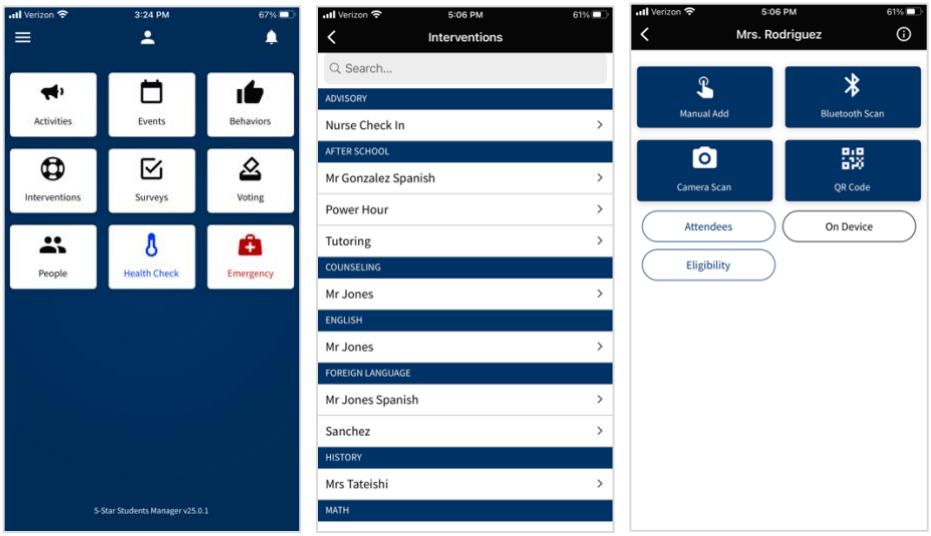
Excellent use cases for mobile barcode scanning would be interventions that do not require advance tickets and where eligibility checking is not necessary. Athletic interventions, dress-up days, and other free interventions generally meet these criteria and can benefit from the simplicity and mobility of a scanner-only process.

Import from file

Similar to the Add from list options, this method requires that each attendee's ID number is recorded at the intervention. Using a supported file type (.xls/.xlsx, .txt., or .csv), you can upload the list of attendees into the intervention. You can also include a column with the date/time of check-in.



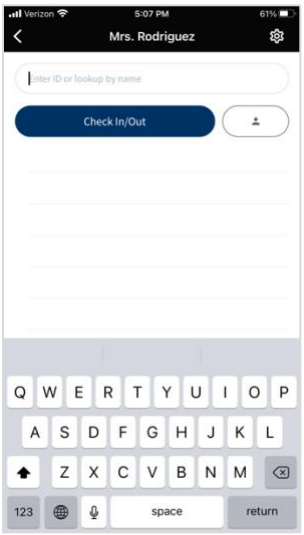
Check-In Students from a Mobile Device



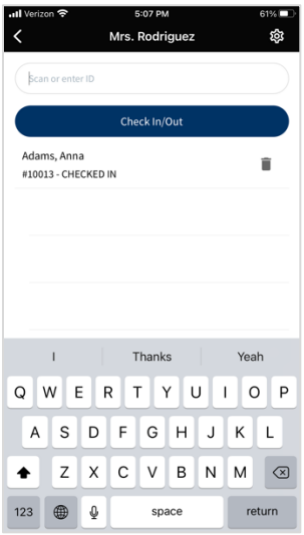
Attendees: individuals who have attended the intervention.
Eligibility: individuals on the eligibility list in 5-Star Students for that intervention.
On Device: individuals who have been checked-in/out on that device.
No Shows: individuals on the eligibility list in 5-Star Students who have not been checked-in to the intervention.

There are 3 options to check individuals in/out of an intervention:

1. **Manual Add** – type in the ID number of the individual or look them up by name.
2. **Bluetooth Scan** – pair a Bluetooth mobile barcode scanner to the device and scan the ID card.
3. **Camera Scan** – line up the camera with the barcode on the ID card. The app will automatically capture the barcode and check the individual into the intervention.



Manual Add



Bluetooth Scan

Camera Scan

To check an individual out of an intervention, click on the settings icon in the top right corner of any check-in screen. Adjust the check-in option to Check In-Out. The second time the individual is scanned, it will check them out of the intervention.