

Checking Students into an Event on Website

1. Sign in to www.5starstudents.com
2. Click on the events tab on the left hand side.



3. Search for, or select your event you want to check students into.
4. To add the check in use 1 of the 4 options
 - a. **Check in:** type in a student's ID number or use a wired USB scanner to check them in. Select the check-in/out option if you are scanning students out of the Intervention.
 - b. **Add from list:** select the student's name from the list. Sort by columns or select the Interventions tab to select from the eligible individuals.
 - c. **Import from scanner:** if you're using the mobile barcode scanner (CS3000/CS3070) to scan students, upload the BARCODES.TXT from the scanner here.
 - d. **Import from file:** upload a file of students who attended the Intervention. The file must include the ID numbers. You can also include a column with date/time.