

CALENDAR

How to take attendance in the Calendar feature.



INDEX

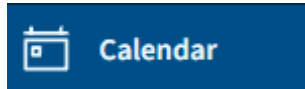
Section 1	Tracking Activity Attendance.....pg 1-5
Section 2	Continued Learning.....pg 6

CALENDAR

Tracking Activity Attendance

STEP 1

Go to **Calendar** on the left-hand side in the Feature Menu.



STEP 2

Select the day of the activity from the calendar provided.

September 2022

Assisted Living Activity... ▾ Filters (0)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 ● Dancing ● Doctor's Day ● Fancy Nails +5 more	2 ● Walking Club ● Golf Club ● Cooking with Chelsea +9 more	3 ● Jeopardy! ● Serenity Sen ● Fit with Phil +1 more
4 ● Start with a Smile: Healthy Habits ● Let's Make Art! ● Serenity Sensation +3 more	5 ● Labor Day ● Walking Club ● Cooking with Chelsea +6 more	6 ● Dancing ● Crafting with Caroline ● Doctor's Day +8 more	7 ● Walking Club ● Start with a Smile: Healthy Habits ● Cooking with Chelsea +5 more	8 ● Dancing ● Doctor's Day ● Fit with Phil +5 more	9 ● Walking Club ● Cooking with Chelsea ● Crafting with Caroline +5 more	10 ● Family Fun ● Jeopardy! ● Serenity Sen +1 more
11	12	13	14	15	16	17

STEP 3

To open the activity details, locate the activity in the Agenda on the far right-hand side of the screen and select it.

Thursday, September 8th

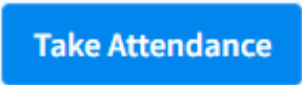
9:15 am Time Slots	Dancing Assisted Living Activity Calendar Chapel	ENDED
10:00 am 03:00	Doctor's Day Assisted Living Activity Calendar	ENDED
10:30 am 11:29	Fit with Phil Assisted Living Activity Calendar Basketball Court	ENDED

CALENDAR

Tracking Activity Attendance

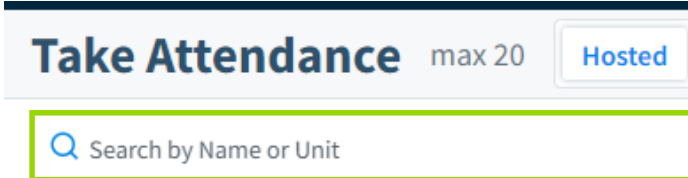
STEP 4

Select **Take Attendance** on the top right-hand corner of the screen.

A blue rectangular button with the text "Take Attendance" in white.

STEP 5

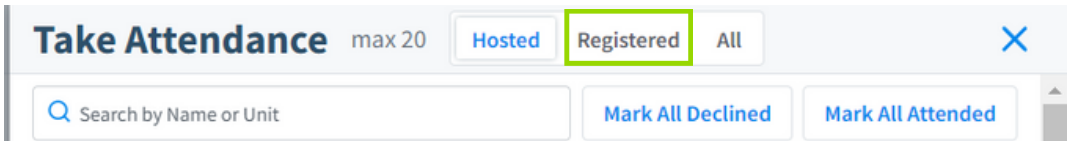
Scroll through the list to find the resident or use the search bar to find a specific resident.

A screenshot of the "Take Attendance" interface. It features a header with "Take Attendance" in bold, "max 20" in a smaller font, and a "Hosted" button. Below the header is a search bar with a magnifying glass icon and the placeholder text "Search by Name or Unit".

Take Attendance	max 20	Hosted
<input type="text" value="Search by Name or Unit"/>		

STEP 6

To easily filter this list by residents registered for the activity, select **Registered** at the top of the form.

A screenshot of the "Take Attendance" interface with additional filters. The "Registered" filter is highlighted with a green box. Below the header are a search bar and two buttons: "Mark All Declined" and "Mark All Attended".

Take Attendance	max 20	Hosted	Registered	All	X
<input type="text" value="Search by Name or Unit"/>					
		Mark All Declined		Mark All Attended	

CALENDAR

Tracking Activity Attendance

STEP 7

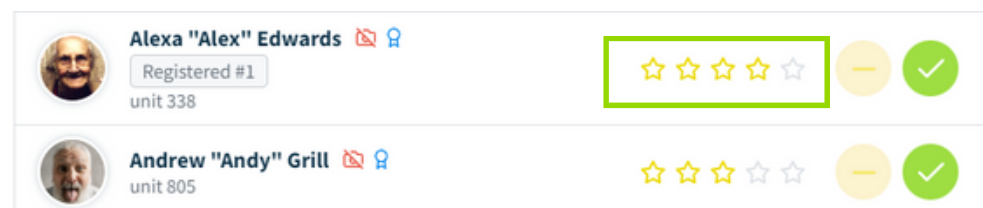
To mark a resident as attended, select the **green circle** to the right of the resident name. Once it is selected, the tab will turn solid green with a checkmark.



STEP 8

Select a star provided to indicate the residents level of engagement. Hover over the stars and select a rating.

1 Star = Low Engagement
5 Stars= High Engagement









CALENDAR

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STEP 9

To mark a resident as declined, select the **yellow circle** to the right of the resident name. Once it's selected, the tab will turn solid yellow.

	Alexa "Alex" Edwards   unit 338	
	Alexa "Alex" Edwards   unit 338	

STEP 10

A drop down will appear with a list of decline reasons. Choose the option that best fits with the reason of declining.

Add Decline Reason ▾	
Out of Community	
Had Visitors	
Sleeping or Napping	
Had Appointment	
Not Interested	
Not Feeling Well	

STEP 11

Select **Done** at the bottom of the form.

Done

CALENDAR

Tracking Activity Attendance

STEP 12

View the list of attended, declined, registered and waitlisted residents located at the bottom of the Activity Details.

Activity Details

Fit with Phil

10:30 am to 11:29 am

🕒 Thursday September 22nd, 2022

🔄 Weekly on Tue, Thu 10/15/2021 - 10/15/2023

📍 Location: Basketball Court

📅 Assisted Living Activity Calendar

👤 0 of 20 Residents Registered

👤 0 of 20 Connections Registered

● Physical

No activity description provided.

Residents

Connections 0

Photos 0

Notes 0

Attended (8) Declined (0) Registered (0) Waitlisted (0)



Alex Campin
unit



Alex Davidson 🚫
unit 101



Alex Smith- Test 🚫 🚫
unit



Alexa "Alex" Edwards 🚫 🚫
unit 338

CALENDAR

CONTINUED LEARNING



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