Meet Our Check-in System!

☼ brightwheel

1 Choose Your Method

Parents can sign-in using a 4 digit code or digital signatures. Codes will be sent to each parent when they are invited, and they can be changed in their *My Profile* settings.

2 Add Quick Scan

Decide if you'd like to add Quick Scan. This lets parents check-in/out from their own phones by scanning a QR image at your location

3 Invite Parents & View Reports

Log in in mybrightwheel.com then select Parents to invite parents and see if they're signed up. Click on Reports to view and print detailed reporting.

Licensing approved

These options satisfy most state and local licensing requirements

Check in Students as a Guardian

[For Guardians] Learn how to check a child in and out as student contact from a kiosk, or personal device by scanning a QR code!

AVAILABLE ON

APP

Student contacts listed as a Parent, Family, or Approved Pickup can easily and securely check their child in and out for the day within the brightwheel mobile app! Student contacts can check their child in by scanning a QR code fromtheir personal device, or entering their 4-digit check-in code on a school's kiosk, depending on the preference of their program.

💡 Not sure how your child's program does check in? Please reach out to a program administrator! Each program conducts attendance differently and not all steps below will apply to your student. How to Check in a Student

Video Clip on How to Check in a Student: https://youtu.be/0u__YUYv2gE

1. On the program check-in kiosk, enter your unique 4-digit check-in code on the keypad, or scan the QR code directly from your brightwheel app if available.
   💡 *Steps to view & edit your check-in code can be found here: Edit Your Check-in Code*

2. Tap the profile(s) you need to check-in/out

3. (Optional) Tap the pencil & paper icon next to the student name to add pick-up/drop-off notes visible to program staff and select the room you are dropping off, or picking up in.
   💡 *By default children will be checked in/out of their assigned homeroom.*

4. If available, sign your digital signature and/or check the boxes for any Health Screens for the relevant child(ren)

5. Tap Check-in/out

6. If a QR code was scanned, you'll be asked to enter you 4-digit check-in code

7. Wait for the green message "Check-in/out successful" to appear

Scan a QR Code

If your program provides a printed, or digital QR code at pickup and drop-off, guardians can do touchless check-in/out by scanning the QR code directly from the brightwheel app!

1. Log in to the brightwheel app using a guardian account

2. Tap **Check in/out** at the bottom of the Home screen

3. Center the camera on the QR code until a new screen appears with your child(ren)

4. Tap the profile(s) you need to check-in/out

5. (Optional) Tap the pencil & paper icon next to the student name to add pick-up/drop-off notes visible to program staff and select the room you are dropping off, or picking up in.
   💡 *By default children will be checked in/out of their assigned homeroom.*

6. If available, sign your digital signature and/or check the boxes for any Health Screens for the relevant child(ren)

7. Tap Check-in/out

8. Enter you 4-digit check-in code
   💡 *Steps to view & edit your check-in code can be found here: Edit Your Check-in Code*

9. Wait for the green message "Check-in/out successful" to appear

*QR codes can only be scanned directly from the brightwheel mobile app. QR codes cannot be scanned through a device's camera app.

Check-in Code

Each user has a unique 4-digit check-in code automatically assigned to them and can be customized at any time. Codes can be found and edited in your brightwheel account.

Please visit our Edit Your Check-in Code resource for steps and to learn more.