

InformationNOW for Teachers – Lunch Counts

Setup

Meal Types

Before lunch counts are posted, *Meal Types* must first be created.

To create a Meal Type, go to **System Preferences | Setup** or **Classroom | Setup**. An unlimited number of meal types may be created.

Note: If creating several meal types, users are advised to make the *Name* short as this will appear as the column heading on the Lunch Count screen.

Edit Meal Type

*Name: Milk

Description: Milk

*Code: M State Code:

SIF Code: NCES Number:

Active

OK Close

Posting Lunch Counts

To post Lunch Counts, go to **Classroom | Lunch Count**.

- Today's date will display by default. Select the **Date** for which to enter lunch counts.

Note: If the date is changed, users must click **Refresh** before proceeding.

- Select the course for which to enter the lunch counts. Either click on the course number that appears as a blue link or click to bullet the course and then click **View**.

Number	Name	Alerts	Milk Only	Hot Lunch	Salad	Pizza
ST1001	Pitt, Brad		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1001	Adams, Amy Louise	+ ! 👉 👈	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1027	Franklin, Gail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1030	Adams, Michael	+ ! 👉 👈	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1063	Cummings, John		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1065	Norton, Eric		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1069	Eastwood, Chet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1077	Jolie, Angel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1079	Twain, Sherry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1082	Griffith, Melanie		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1083	Moore, Darshae		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S1086	Lockwood, Heather		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest	Guest		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Total 0	Total 0	Total 0	Total 0

- Enter the number of meals next to each person on the list within the *Meal Type* column.
 - The teacher name is listed in the first row, allowing entry of teacher lunch.
 - The *Guest* line at the bottom may be used to post an entry for guest lunch.
 - A box around a student name, as shown in the screen shot above, indicates the student has been marked absent or tardy for the selected date.
 - Users do not need to mark each lunch for each student. A total may be entered at the bottom in the *Guest* line, indicating the combined total needed for all staff, students or guests for this class.
- After lunch counts have been entered, click **Save**.

Report

A Lunch Count report is available under **Reports | All Reports** or under **Classroom | Reports**.

The screenshot shows a web-based configuration window titled "Lunch Counts". It is divided into several sections:

- Criteria:** Contains dropdown menus for "Student Filter:" and "Staff Filter:". Below these are "ID to Print:" (set to "Student Number") and "Order By:" (set to "Student").
- Date Range:** "Start Date:" is set to "08/03/2009" and "End Date:" is set to "08/31/2009".
- Include:** A section with four checkboxes: "Group Totals:" (checked), "Grand Totals:" (checked), "Summary Only:" (unchecked), and "Students Only:" (unchecked).
- Working Filter:** A section with three radio buttons: "Save to Working Filter" (unchecked), "Append to Existing" (unchecked), and "Overwrite Existing" (checked).
- Format:** A dropdown menu set to "HTML" and a "Save as Default" checkbox (unchecked).

At the bottom right of the window are "Preview" and "Close" buttons.

- **Student Filter:** Select the filter of students to be included. If no filter is selected, all students will print.
- **Staff Filter:** Select the filter of staff to be included. If no filter is selected, all staff will print.
- **ID To Print:** Select to include the *Student Number*, *Social Security Number*, *State ID Number* or *Alternate Number*.
- **Order By:** Select to order the report by *Student*, *Teacher* or *Meal Type*.
- **Start/End Date:** Enter the date range for which to print.
- **Group Totals:** Select to print totals based on the *Order By* criterion selected.
- **Grand Totals:** Select to print grand totals for all meal types.
- **Summary Only:** Select to print a total of meal types only.
- **Students Only:** Select to print only students, excluding staff or any guest(s).