Closing Groups

If you need to lower the maximum number of people allowed in a class or group for a specific day, you can close it. If you close a group, you do not have to change the standard maximum number of people allowed in the group (and remember to change it back later).

Closing a group early may be necessary if the group is unexpectedly reassigned to a smaller room. Closing a group can also be helpful for keeping student-teacher ratios balanced when one teacher is unable to attend a scheduled class that normally has several teachers.

To cut down on confusion, classes that are unavailable do not display at self check-in stations.

ⓘ **When Closing Groups**

Closed groups remain closed until attendance markings are either cleared or posted, or until you manually re-open the group.

You cannot close a group while self check-in is open on the same computer. You must exit self check-in before closing a group.

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1. Close the self check-in window.
2. Under **Run Inquiry**, in the drop-down list, select **Checkpoint Session Inquiry** and click **Go**.
3. Click on the **Statistics** tab.
4. In the **Session** drop-down list, select the session associated with the group that you want to close.
5. Under **Date**, verify the date. Groups cannot be closed before or after they occur.
6. Click **Close Groups**.
7. In the left list, select the group you want to close.
8. Click **Add** . This moves the group to the list of closed groups.
9. Repeat these steps for each group you want to close, then click **OK**.

1. In the assisted check-in start window, click **View Statistics**.
2. Click the **Statistics** tab.
3. In the **Session** drop-down list, select the session associated with the group that you want to close.
4. Under **Date**, verify the date. Groups cannot be closed before or after they occur.
5. Click **Close Groups**.
6. In the left list, select the group you want to close.
7. Click **Add** . This moves the group to the list of closed groups.
8. Repeat steps 7-8 for each group you want to close, then click **OK**.