Architecture of campusM Attendance.

|  |  |
| --- | --- |
| Script | Direction |
| campusM Attendance enables students to check in to class using their mobile device or laptop browser. It is driven by the student’s timetable, which provides the class schedule and location. Attendance allows administration and faculty to monitor attendance patterns and identify any issues.  Let’s demonstrate the campusM Attendance experience for students and lecturers. | **Intro:**  Visual: campusM logo and app interface. |
| For students, checking in to class can begin in several ways: They may receive a Reminder notification from campusM about an upcoming class with a link to Attendance; they may see the upcoming class information on a live tile in the campusM app; or they may access the Attendance check-in page from a fixed tile.  In the Attendance check in page, they can see their current class and upcoming classes.  Attendance also includes student information such as the name and date, and a navigation bar to Attendance History and Help.  The student has the option to check in to the class, or to mark themselves as absent. When tapping Absent, they can select an absence reason and submit. In our case we’ll Cancel the absence, and tap Check in.  Depending on your settings, the student may need to validate their check in by scanning a QR code, or in our case, entering a one time code provided by the lecturer. Upon entering the correct six-character alpha code, the student can Submit the check-in.  The check-in has been captured, and depending on your configuration may undergo additional validation on the cloud, such as via geolocation. The student can then see that the check-in is validated. | **Student Check-In**  Visual: as described |
| The student can access their Attendance History from the navigation bar.  Here they can see a graphical representation of their Attendance for today, currently at 50%, with an upcoming class still unattended; followed by a breakdown of each class and its Attendance outcome.  The student can navigate back to yesterday’s Attendance, and to a breakdown of the last four weeks. | **Student Attendance History**  Visual: As described. |
| If needed, the student can access Help from the navigation bar, to see a custom help page. | **Student Help**  Visual: As described. |
| Now let’s look at the lecturers’ Attendance experience.  Lecturers can access Attendance via a menu option on the campusM homepage.  In the Check-in page, they can see their classes in progress, and classes coming up. On top of the page, they can see the date and number of classes; and on the bottom – the navigation bar.  If one time code validation is enabled, the lecturer can see the code for each class, enabling them to share it with the students.  Lecturers also have the option to manually check in students themselves, for example if a student forgot their mobile device. For the class in progress, tap Check-in Students. Here lecturers can see the class roll call, with the check-in status for each student. Select the students to check in and tap the Check-in option. Students can also be marked as Absent, by clicking the ellipsis and selecting an absence reason. | **Lecturer Check-In** |
| Lecturers too can access a History page from the Navigation bar. Here they can see their classes history for up to the last four weeks.  Tapping on a class opens its check-in page, allowing editing of attendance for historical classes, and retrospectively checking in students. | **Lecturer History** |
| Finally, if configured, the Search Class tab in the navigation bar allows Alternative Lecturer Check-In; meaning teachers can search for other teachers’ events to share the One Time Code or to check in students if they are covering classes. | **Alternative Lecturer** |
| This concludes our demonstration of the campusM Attendance experience for students and lecturers.  Thanks for joining! |  |