

### **For the Student**

#### **To Sign-In:**

1. Every student is assigned a four-digit student ID number. This number is printed on your student ID card.
2. Tap the numbers on the screen that represent the digits of your student ID number. The app will display the number above the keypad.
3. After four numbers are entered, a button will appear on the bottom right side of the keypad with the symbol (✓). This is the *Confirm* button.
4. If the number displayed is your student ID number, tap confirm. If not, tap the *Backspace* button on the bottom left side of the keypad with the symbol (⌫) to delete the last number entered. Re-enter your student ID number.
5. After tapping *Confirm*, a pop-up will appear. Verify the student in the picture and the name displayed above it.
6. If the student is not you, swipe down on the pop-up to dismiss. Then, restart.
7. After verification, tap *Confirm* to Sign-In.

### **For the Faculty**

#### **To begin a new Sign-In:**

1. Tap the settings icon in the top right corner of the screen to access the settings menu.
2. Tap *Begin Sign-In*.
3. A pop-up will appear. This pop-up provides the option of including/excluding specific forms and/or gender. All options are selected initially. To select/deselect, tap on the button.

*Note: If the text is red, the option is included. If the text is grey, the option is excluded.*

4. Tap *Confirm* to begin a new Sign-In with your options and dismiss the pop-up.
5. Swipe down on the settings menu to dismiss. When the first number is pressed, the settings menu will be disabled.

#### **To access the settings menu when there is an ongoing Sign-In:**

1. When there is an ongoing Sign-In, the app will automatically disable the settings button in order to block access from students. When disabled, the settings button will become translucent. In order to access the settings menu, you will need to enter the administrator passcode.
2. On the keypad, tap in the passcode “1929.” The confirm button will not show up—instead, the settings button will become opaque. This means that the settings button is enabled.
3. Tap on the settings button. The settings menu pop-up will appear.

**To undo a student's Sign-In:**

1. Enter the student's ID number and confirm the student's identity.
2. Access the settings menu.
3. Tap on *Undo Last Student*.
4. A pop-up will appear. Verify the student displayed.
5. To cancel, swipe down on the pop-up to dismiss.
6. After verification, tap *Confirm* to undo the student's Sign-In and dismiss the pop-up.

**To end a Sign-In:**

1. Access the settings menu.
2. Tap on *End Sign-In*.
3. A pop-up will appear. Tap on *View Final List* to view the list of students who did not Sign-In.
4. The pop-up with the list of students will appear. Swipe up to scroll.
5. After analyzing the data, swipe down on the pop-up to dismiss. You will have to scroll back to the top of the list in order to dismiss.
6. Tap *Done* to dismiss the pop-up and end the Sign-In completely.

*Note: Pressing Done will delete the data permanently. It is impossible to recover the data from a previous Sign-In.*

**To change the JSON Source:**

1. If there is an ongoing Sign-In, end the Sign-In.
2. In settings, go to *Advanced Settings*.
3. In the text field, type in the new JSON Source.
4. To cancel, swipe down on the pop-up to dismiss.
5. Tap *Update*.