

STUDENTS

Welcome to E-tendance!

This app is extremely user friendly and this guide will help you navigate through this app with no problems. To begin using this app, navigate to the Sign Up page. Enter your first and last name, email address, student ID, and password. You will need to authenticate your email to ensure your email is valid. Once you authenticate your email, you will be able to sign in. You will be able to add the classes that you are enrolled in for the quarter with a class code and class pin provided by your professor. In order to be marked as present for each day that attendance is taken, input the daily attendance code provided by your professor and hit Check In. To ensure you are in class, the app will check if you are within the parameters of the classroom. This requires location services to be enabled. Any announcements posted by the professor will be viewable from the class page.

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STEP 1: Add any class for the quarter by pressing the “Add Class” button.

STEP 2: Enter the class code and class pin given by the professor.

STEP 3: Click on a class to navigate to the class page.

STEP 4: To check in for the day click the “Check In” button.

STEP 5: Make sure your location services so the professor knows that you are in the classroom.

STEP 6: Input the daily attendance code provided by the professor and hit Check-In.

PROFESSOR

Welcome to E-tendance!

To begin using this, as the professor, you need to navigate to the login page. Once you open up the login page, you will be able to enter your first and last name, ucsc email, password, and you will have to make sure to mark the professor box. You will need to authenticate your email so we know that it is valid. After authentication, you will be able to sign in. After signing in, you will be able to create a class, with a class code and location of the classroom to be set. In order to generate the class code, you will have to navigate to the calendar in order to set an attendance code for the students to input. As a professor, you will have access to a listview of present and absent students for the current day. You will also have the ability to create an announcement that the students will be able to view. You may pre-set the classroom location with a set location, to which the student can “check-in” if they are within ~264 feet of the classroom. There is a two-step verification where you set the confirmation code for the day which will be used in combination with a location verification to see if the student is close enough to the preset classroom location.

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STEP 1: Create the class with the recommended fields.

STEP 2: Select the preferred class and navigate to the day to which you would like to take attendance.

STEP 3: Set an attendance code for the students to input for that certain day.

STEP 4: Set the location of the classroom on the map.

STEP 5: (Optional) Click “Present Students” to view students who were present for the selected day

STEP 6: (Optional) Click “Absent Students” to view students who were absent for the selected day

STEP 7: (Optional) Click “Announcements” to view your announcements and click “Create Announcement” to add a new announcement.