

FIU

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FIU Check-In 2.0 Instructor Guide



What is FIU Check-In and how does it work?

FIU Check-In is an electronic attendance solution that captures a student's attendance with the app, sends the data to CampusM Platform.

The FIU Check-In process is seamless. Once setup, students can Check-In in seconds as they arrive, and the start of class is no longer slowed down by a manual attendance-taking process.

Instructors can see and manage attendance data with the Check-In 2.0 app or site.

Accessing Attendance Data (for Instructors):

1. To view the attendance data, access the [Instructor Dashboard](#) with your FIU employee account.
2. Select the “Class Attendance” tile.

Note: Currently, the attendance data is only available through the Instructor Dashboard, and it does not sync with FIU Canvas. We are working with the new vendor on developing and testing a new integration.



Setting up the App

As an instructor, you have the option to use the app to view Attendance Data.

1. Download FIU Check In 2.0 App

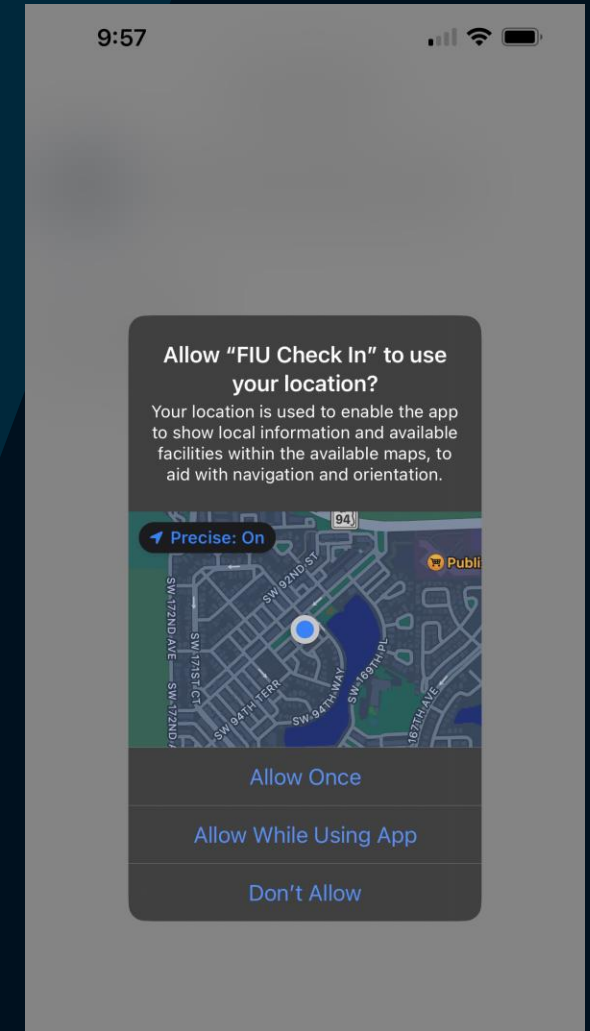
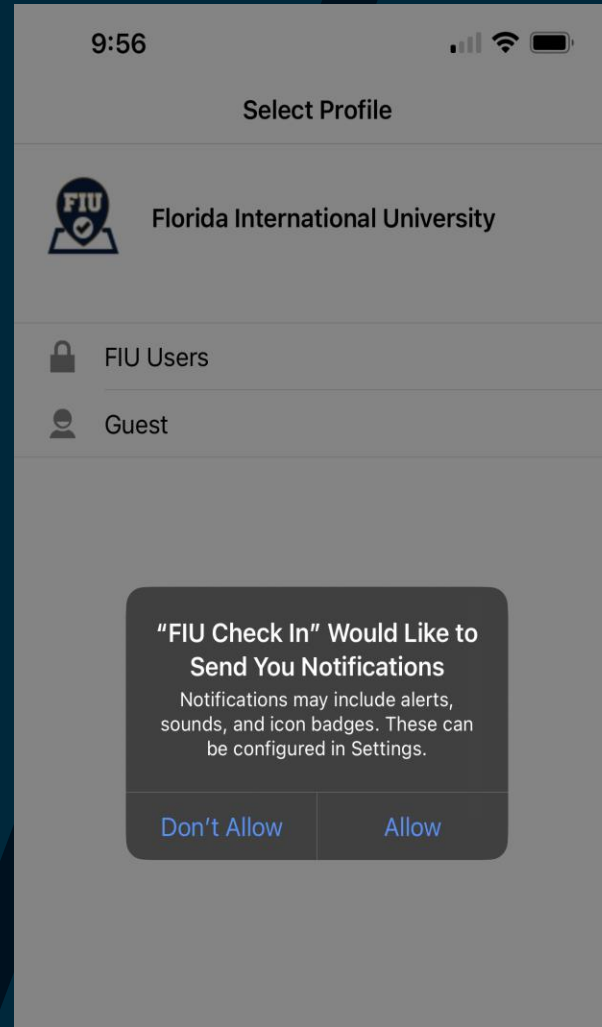
2. Open The App

- The app will ask for permission to use location and notification privileges.

3. Select FIU Users

- At the FIU login page, enter your FIU student username and password

FIU Check-In app now uses Bluetooth beacons to verify your check-in from within the classroom.



How do students use the app?

- 1) Include this [student guide](#) in your Canvas/Syllabus so students can get started with Check-In.
- 2) Students will download the FIU Check-In mobile app on their smartphones.
 - a) **What if a student doesn't have a smartphone or their phone ran out of battery?**
 - b) Instructors can manually check a student in.
- 3) Students can now open the app, log in with their FIU username, and Check-In right away.

FIU Check In 2.0- Student Tips

- When using FIU Check-In we highly recommend being on **FIU Secure WiFi**, FIU WiFi is for guests and poor cell signal can affect your ability to check in.
- For your convenience FIU Check-In allows you to check in up to **10 minutes** prior to class's scheduled start time.
- FIU Check-In will now only work with the new FIU Check-In 2.0 app.
- FIU Check-In app now uses Bluetooth beacons to verify your check-in from within the classroom. It is important to have your Bluetooth enabled on your device and the app.
- Did you forget your phone or is your phone's battery dead? Not a problem, your instructor can manually check you in.
- Check-In History can be checked through the app, including any successful and missed check ins for the semester.

Technical Support

For assistance with FIU Check-In please contact Educational Technology Services (ETS) at etshelp@fiu.edu or (305) 348-2814.

To best assist you with your issue please include your **Panther ID**, **Course ID**, **Date/Time of Issue**, a detailed description, and if available **screenshots**.

