

# FIU

FLORIDA  
INTERNATIONAL  
UNIVERSITY

## FIU Check-In 2.0 Instructor Guide



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

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

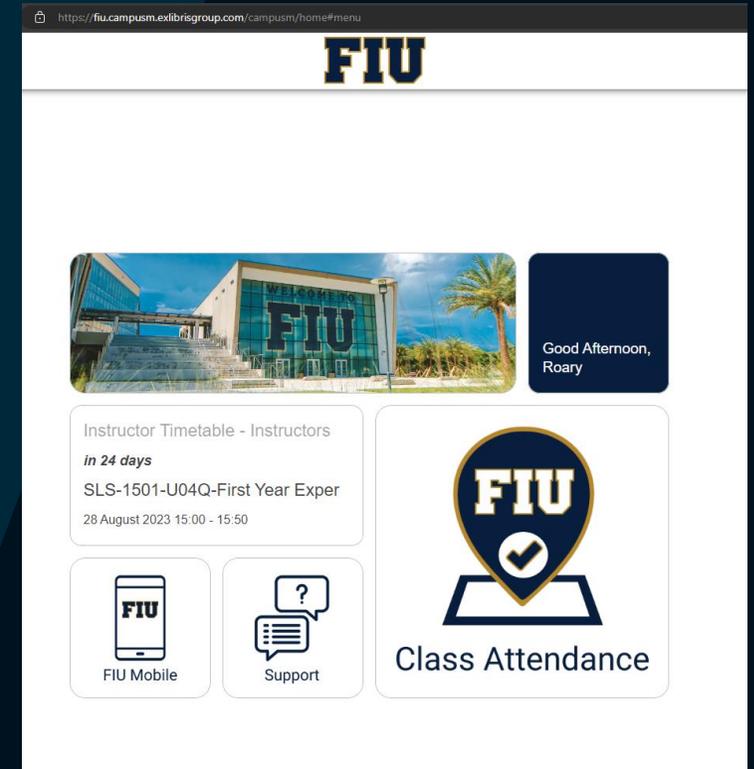
The FIU Check-In process is seamless. Once setup, students can Check-In in seconds as they arrive, and the start of class is no longer slowed down by a manual attendance-taking process.

Instructors can see and manage attendance data with the Check-In 2.0 app or site. Additionally, instructors can export the attendance directly to Canvas.

# Accessing Attendance Data (for Instructors):

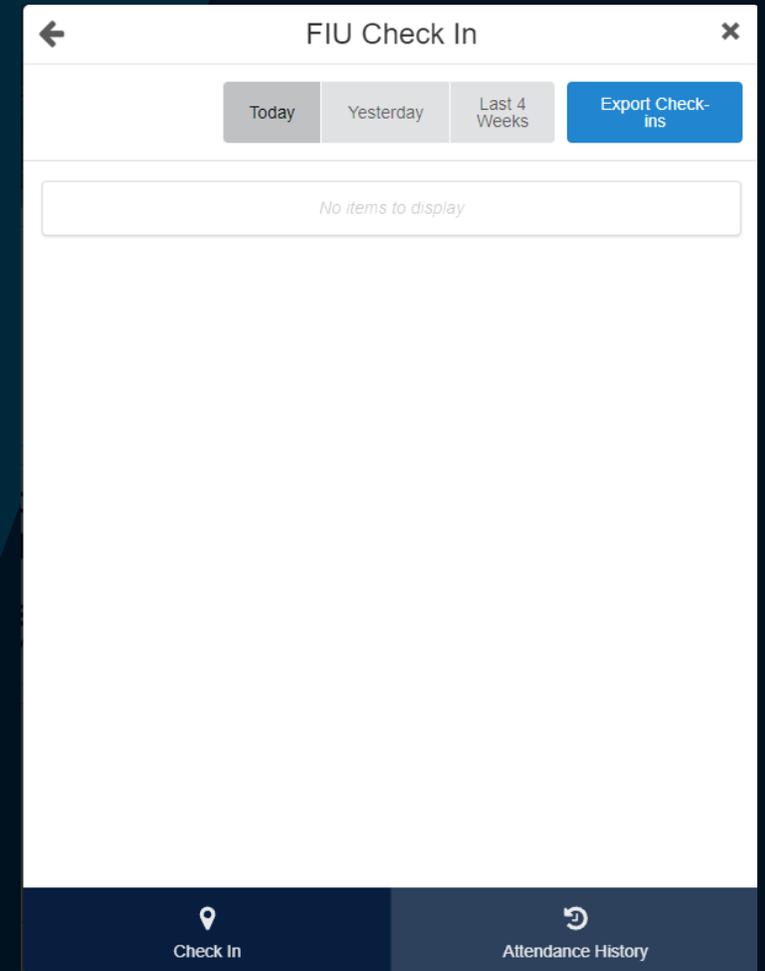
1. To view the attendance data, access the [Instructor Dashboard](#) with your FIU employee account.
2. Select the “Class Attendance” tile.

**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.



# Exporting Attendance to Canvas (for Instructors)

1. To export the attendance data, access FIU Check-In 2.0 via your Canvas Course.
2. Select the “Class Attendance” tile.
3. Select “Attendance History” on the bottom right of this tile.
4. Select “Export Check-Ins” in the upper right-hand corner.
5. Once you are in the export tile, select the course you want to export data from in the upper left-hand corner and press “Export” once ready.
6. Make sure you wait until you see a green “Successfully Exported” message. You can now confirm the export in your gradebook.



# 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

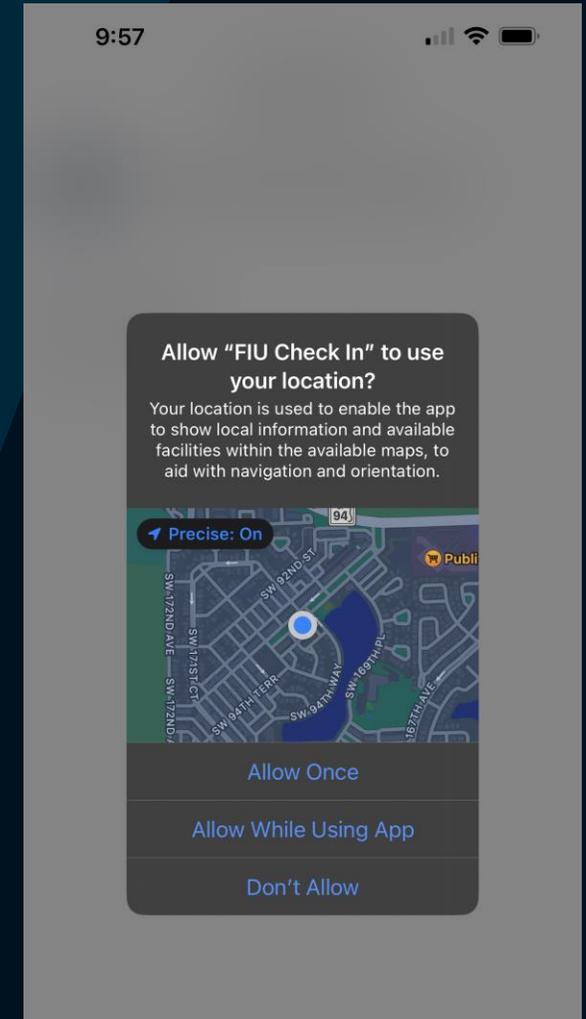
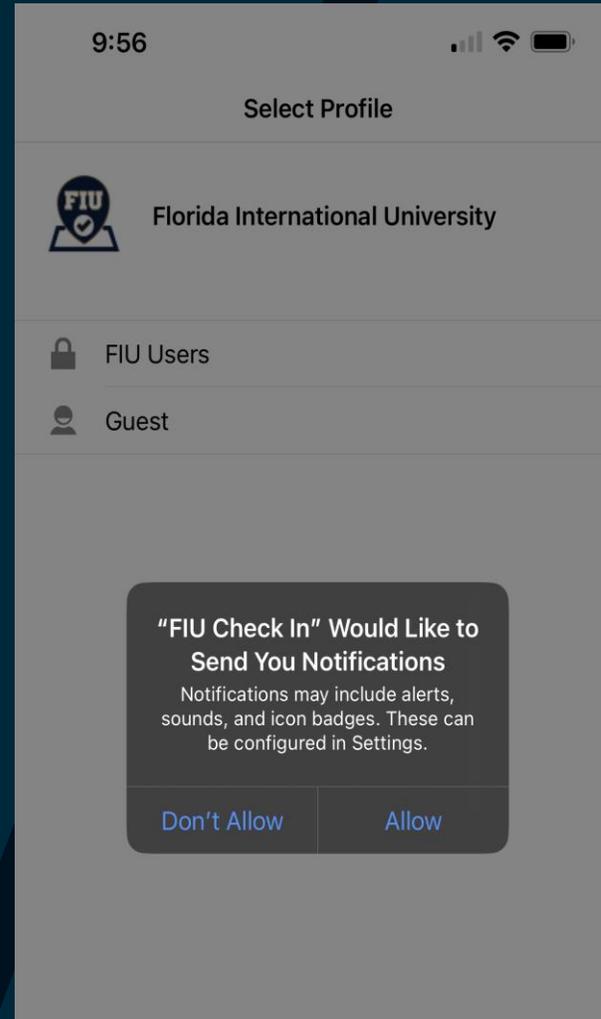
## 2. Open The App

- 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.

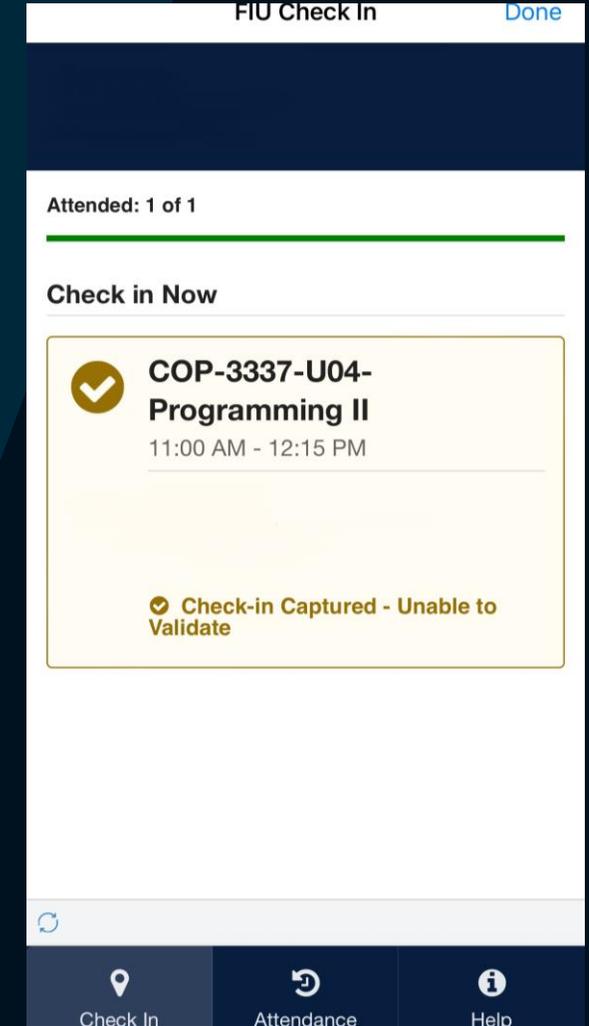
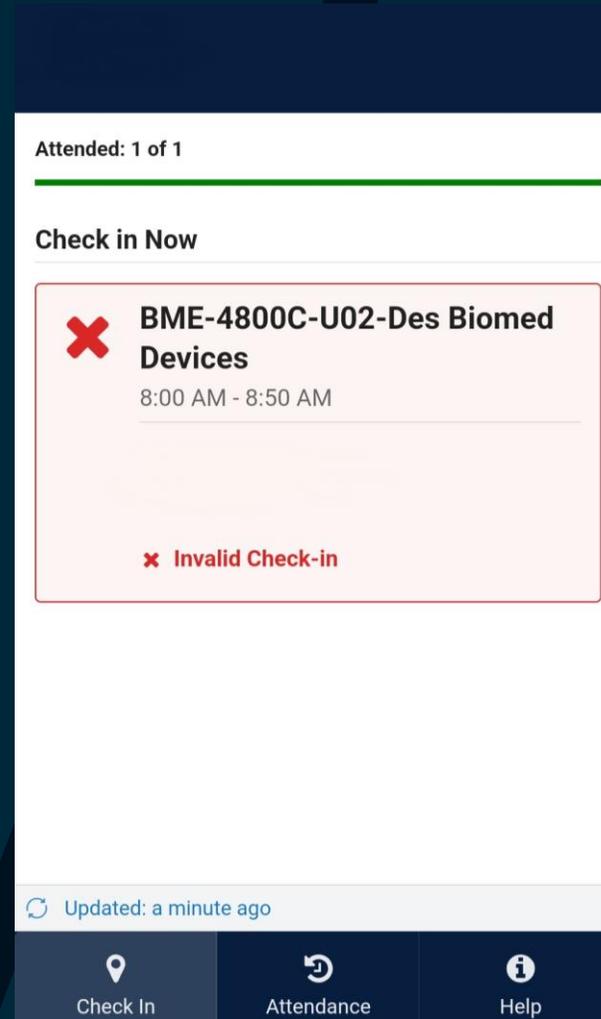


# Validation Meanings

If your attendance was not Validated (Green), then you may have received one of the following messages.

“Invalid Check-In” – This means that the system determined the student was not in class.

“Check-In Captured – Unable to Validate” – This means that the system was not able to gather enough information to determine where the student was. (Location not found)



# 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 Wi-Fi**, FIU Wi-Fi 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](mailto: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**.

