

FIU

FLORIDA
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FIU Check-In Faculty Guide



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

FIU Check-In is an electronic attendance solution that captures a student's scan, sends the data to Canvas, and then grades it automatically.

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 Canvas app.

How do students get started?

- 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 smartphone.
 - a) **What if a student doesn't have a smartphone or their phone ran out of battery?**
 - i. Instructors can manually check a student in at any time in the Canvas App.
- 3) Students will sign-in with their FIU credentials, set up a quick profile, and they're set for the semester. Students can now open the app and Check-In right away.

How do students Check-In?

- 1) Students scan the QR code located in all FIU General Classrooms.
 - a) What if a student takes a picture and tries to Check-In from home?
 - i. Geo-fencing it will check their GPS location and verify students are checking in from within a specified range.
- 2) When a student Checks-In they receive the confirmation message, “You are successfully checked in.”
 - a) What if a student didn’t receive this message?
 - i. All QR code scans are recorded and are available to students immediately in the app under Check-In history. If a student experiences any issues they should notify their instructor immediately, instructors can manually mark students present in the Check-In Canvas app.
- 3) The student’s Check-In is recorded, this data is sent to Canvas and is available to the instructor in real time.

Enabling FIU Check-In in Canvas

- 1) Navigate to canvas.fiu.edu and login with your FIU credentials.
- 2) Once logged in go to your desired course.
- 3) In your course, select **Settings**.
- 4) In settings, select **Navigation**.
 - a) Scroll down until you find **FIU Check-In** and either **drag and drop** it to the top or simply click **Enable**.
 - b) Click the **Save** button at the bottom of the page.
- 5) You have now enabled the FIU Check-In Canvas App.

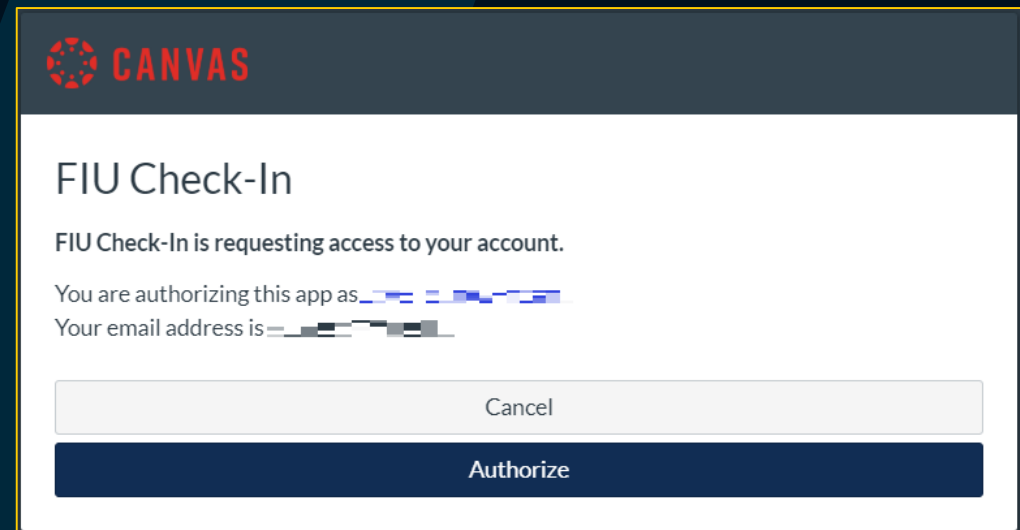
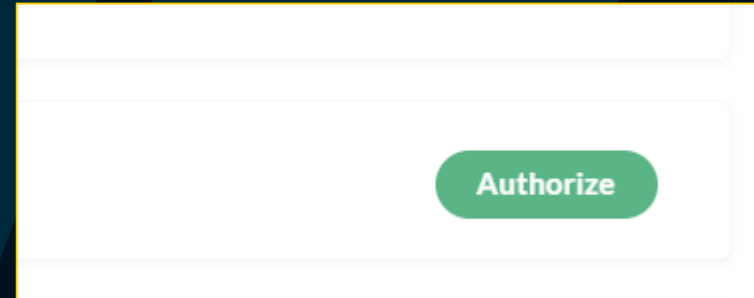
The screenshot shows the Canvas 'Navigation' settings page for a course. The left sidebar contains a list of navigation items: Home, Announcements, Syllabus, Modules, Google Drive, People, Discussions, Grades, Assignments, Quizzes, Pages, Files, Conferences, Outcomes, and Collaborations. The 'Settings' item is highlighted in blue. The main content area is titled 'Navigation' and contains two sections: 'Drag and drop items to reorder them in the course navigation.' and 'Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.' The 'Navigation' section contains a table with the following items: Home, Announcements, Syllabus, Modules, Google Drive, People, Discussions, and Grades. The 'Pages' section contains the following items: FIU Check In (Page disabled, won't appear in navigation), Assignments (Page disabled, will redirect to course home page), Quizzes (Page disabled, will redirect to course home page), and Pages (Page disabled, will redirect to course home page). A context menu is open over the 'FIU Check In' item, showing a '+ Enable' button with a hand icon, a 'Move' button with a double-headed arrow icon, and an 'Enable this item' button.

Authorizing FIU Check-In in Canvas

Authorizing the App - During your initial launch of the app you will be required to authorize the application.

1. Click on the **Authorize** button in Check-In.
2. Click on the **Authorize** button for Canvas.

After authorizing, please give historical attendance data **24 hours** to fully sync.



FIU Check-In Menu

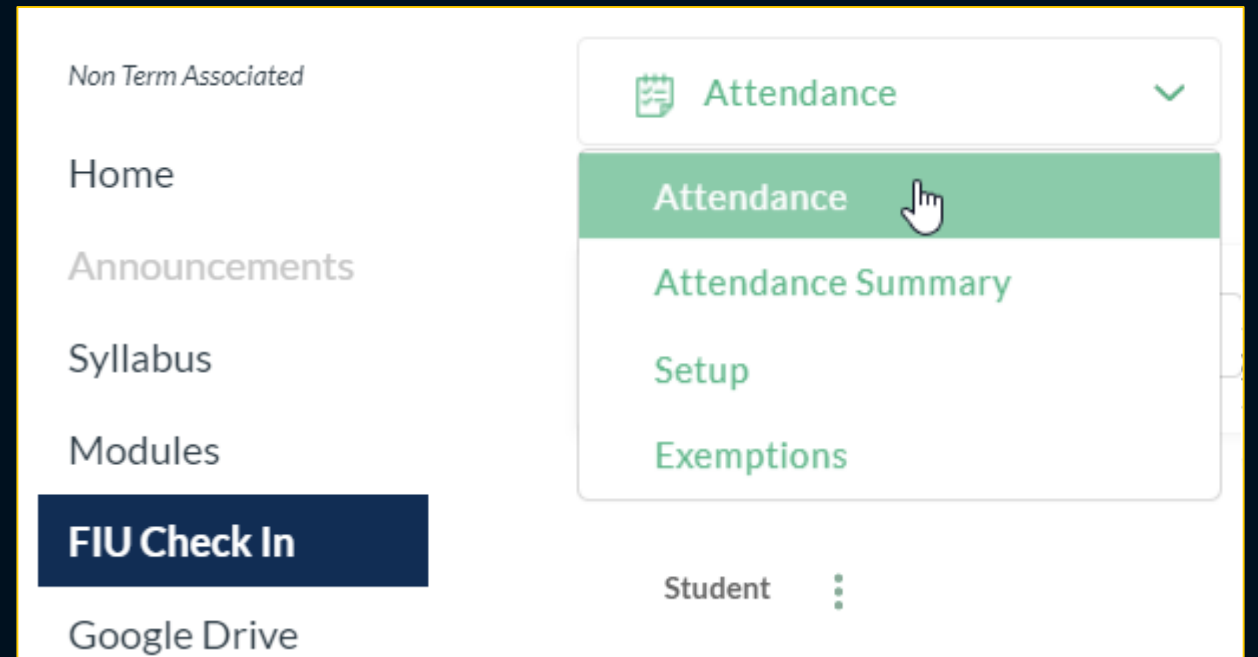
Navigate Check-In by selecting one of the following options from the drop-down menu.

Attendance – View and change attendance data, past and present.

Attendance Summary – A summarized view of your attendance data.

Setup – Make changes to how attendance is calculated.

Exemptions – Exempt class dates from calculation.



FIU Check-In Menu – Attendance

Your attendance dashboard will allow you to view and make change to all current and past attendance data.

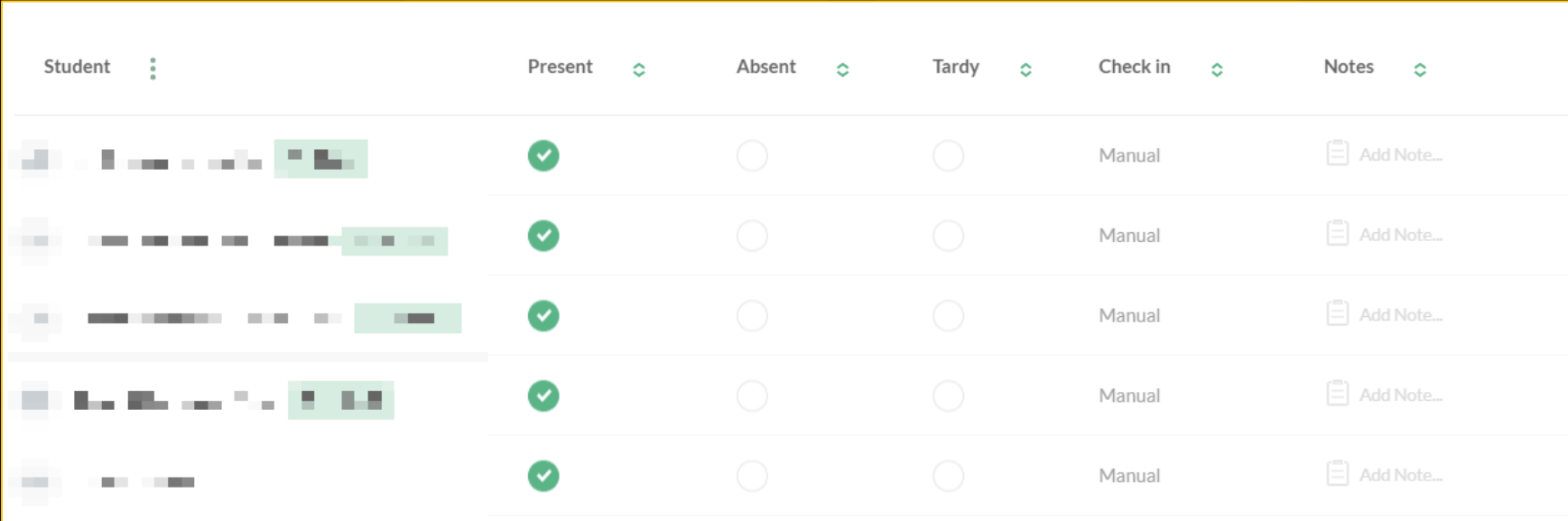
- **Students** – Allows you to select your course, this will only apply if you have crosslisted Canvas courses.
- **Date** – Will always land on today's date, to navigate to any other date, choose a different date on the calendar.
- **Manual Sync Button** – Triggers a manual sync of the attendance data and roster.
- **Export** – Attendance can be exported into CSV files viewable in Excel.
 - Export Attendance for Current Date – Will export date being viewed. Changing the day you're viewing will also change the date you can export.
 - Export All Attendance – All of the data from the first day students started Checking-In up until the current date.
 - Export Attendance Summary – Data will be in Attendance Summary (Student List) format.
 - Export Grid View – A gradebook style view that will display the dates as columns, and the students as rows.

Students Last sync: Aug 19 @ 09:16 PM EDT  

FIU Check-In Menu – Attendance

Viewing your attendance - The student roster has six columns, Student, Present, Tardy, Absent, Check-In, and Notes.

- **Student** – You can **Sort By** A to Z and Z to A and/or **Display As** First Name Last Name and Last Name First Name.
- **Present** – Checkmarks will automatically appear as students Check-In or if you manually check them in.
- **Absent** – Checkmarks will automatically populate at the end of the business day.
- **Tardy** – At this time it is a manual process and must be marked by the instructor.
- **Check-In** – It will display QR @ “HH:MM AM/PM” when a student scans or Manual if you make manual changes.
- **Notes** – Instructor can leave a note/comment for that student on that date, e.g. Excused absence – student provided doctor’s note.

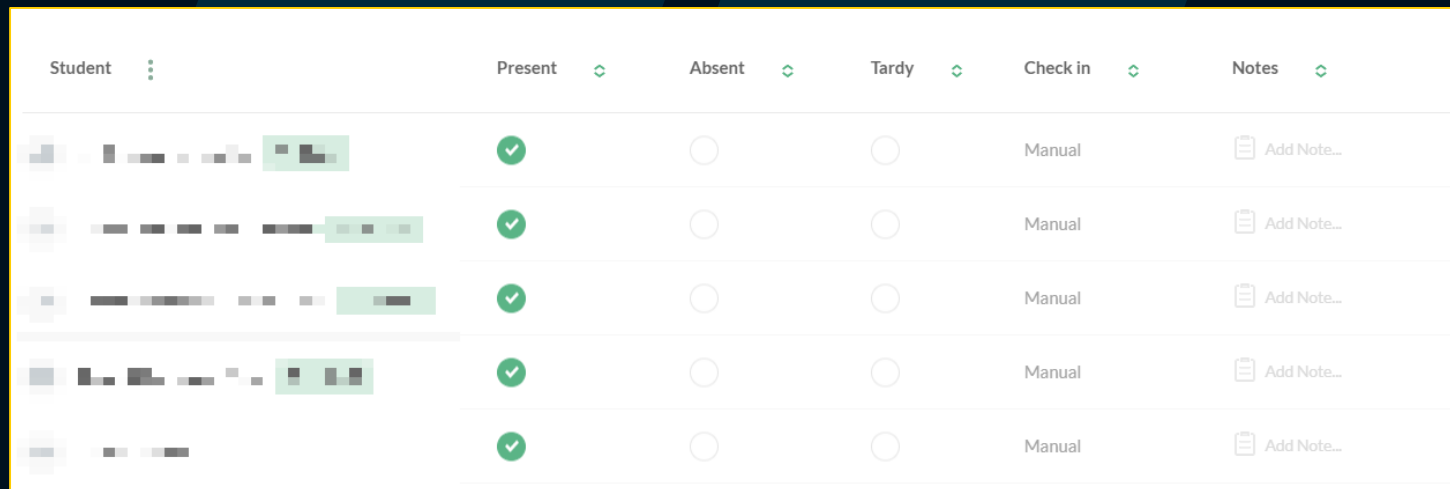

















Student	Present	Absent	Tardy	Check in	Notes
[Student Name]	✓	○	○	Manual	Add Note...
[Student Name]	✓	○	○	Manual	Add Note...
[Student Name]	✓	○	○	Manual	Add Note...
[Student Name]	✓	○	○	Manual	Add Note...
[Student Name]	✓	○	○	Manual	Add Note...

FIU Check-In Menu – Attendance

Taking Attendance Manually – Attendance can also be taken manually in the Canvas App.

- Navigate to the Attendance menu of FIU Check-In, make sure you're seeing the correct date in the calendar.
- Scroll to the student whose attendance you're marking and select the appropriate column.
 - **Present** – This will mark the student present and override a student's prior status.
 - **Absent** – FIU Check-In will automatically mark absent students at the end of the business day.
 - **Excused** – Clicking on absent twice will change it to an excused absence and it will not count against the student.
 - **Tardy** – If a student is late and you want to make sure they are deducted for it; you must manually mark the student Tardy.
 - **Notes** – A note can be made in the case that a student submits a valid excuse for their absence, and you want to document this.

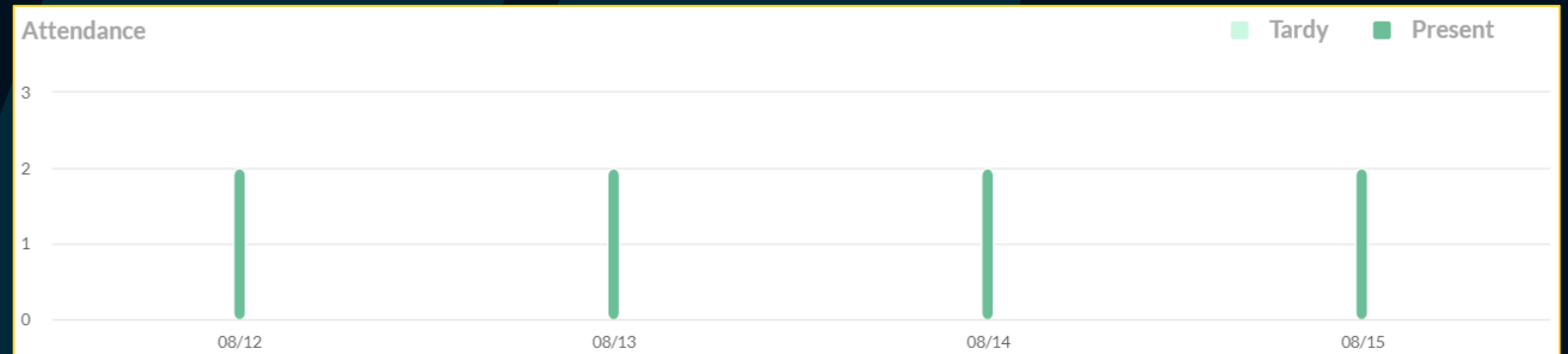


Student	Present	Absent	Tardy	Check in	Notes
 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	 Add Note...
 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	 Add Note...
 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	 Add Note...
 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	 Add Note...
 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manual	 Add Note...

FIU Check-In Menu – Attendance Summary

All attendance data is also available in a condensed summary format.

Graph Over Time – This feature allows you to observe changes in attendance over time.



Student List – This view adds up a student's present, absences, and tardies and quantifies them.

The table displays attendance data for two students. The columns are Student, Present, Absent, Tardy, and Excused. The first student has 4 Present, 0 Absent, 0 Tardy, and 2 Excused. The second student has 5 Present, 1 Absent, 0 Tardy, and 0 Excused.

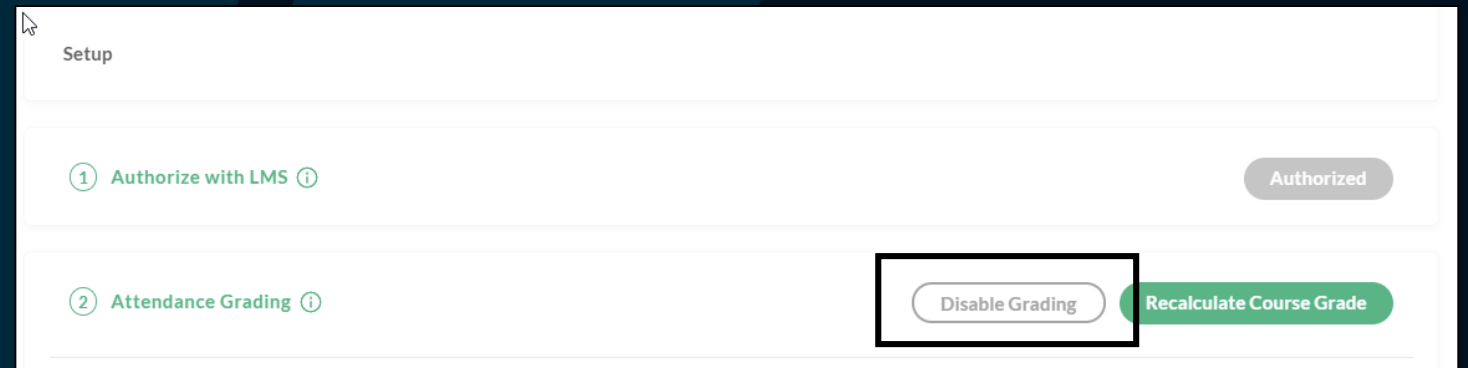
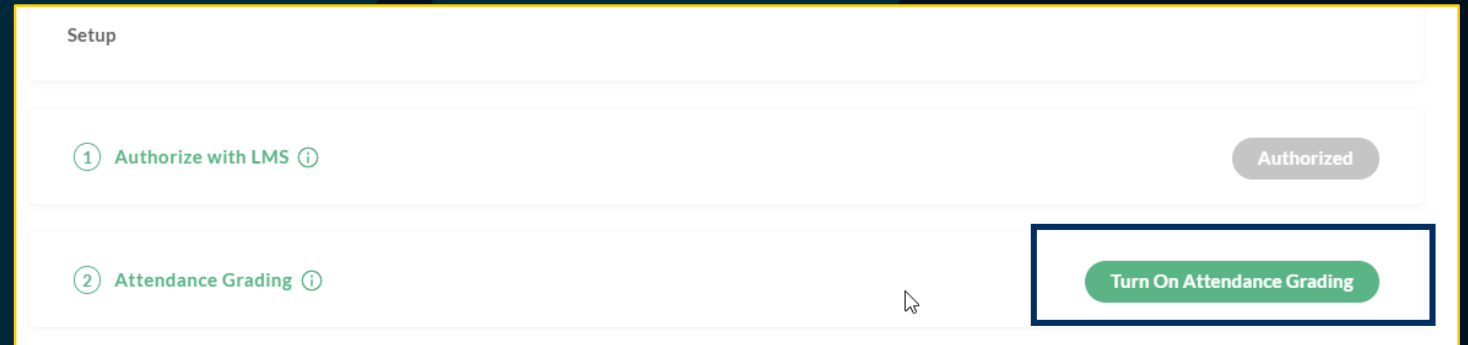
Student	Present	Absent	Tardy	Excused
[Redacted]	4	0	0	2
[Redacted]	5	1	0	0

FIU Check-In Menu – Setup

Enabling Grading (optional)

1. To **enable** grading, navigate to the Setup menu in the FIU Check-In app.
2. Select **Turn on Attendance Grading** (An assignment called **Attendance** will automatically be created).
3. A **Disable Attendance Grading** option is available if you change your mind.

Once enabled you will be required to complete the **Setup** for grading purposes.



FIU Check-In Menu – Setup

How are grades calculated?

FIU Check-In's dynamic grading is based on the amount of class sessions that have occurred so far. It will add class session dates to the calculation as the semester goes on. Made a manual change to attendance? You can trigger a manual grade recalculation by going to **Setup** and clicking on the **Recalculate Course Grade** button.



A student's grade will be visible to both instructors and students in the Canvas Gradebook under the **Attendance** assignment.

FIU Check-In Menu – Setup

Attendance Dates – Select the range of dates in which attendance is calculated.

- Typically, instructors set the range from the first day of class to the last day of class.

Exempt Dates – Lists exempted course dates, e.g. if class is canceled. Click on **Edit** to Add/Remove exempt dates.

Scores Weighting – Determines what percentage/weight a student will depending on their attendance status.

- Present – Students will get full credit for Checking-In if set to 100/100.
- Tardy – Students receive partial credit for Checking-In late if an instructor marks them tardy.
- Absent – Student who do not Check-In will receive no credit if set to 0/100.

The screenshot displays the setup interface for the FIU Check-In Menu. It is divided into three main sections:

- ATTENDANCE DATES:** Shows a date range from 2019-08-05 to 2019-08-17, with dropdown arrows for selection.
- EXEMPT DATES:** Includes a calendar icon and an **Edit** button.
- SCORES WEIGHTING:** A table defining the point values for different attendance statuses.

POINTS	TARDY	ABSENT
100.0	50.0	0.0
Out of 100	Out of 100	Out of 100




FIU Check-In Menu – Setup

Assignment Settings – When grading is enabled an assignment called Attendance is automatically created.

- **Points** – These are the total points your Attendance assignment will be worth (max 100 points).
 - If your course is points based, set it to the points it's worth.
 - If your course is percentage based, set it to 100 points and place the assignment in a weighted assignment group in Canvas.
- **Assignment Group** – Cannot be changed, however you can manually change the location in Canvas Assignments.
- **Display Grade As** – Your gradebook can display a student's grade several ways, we recommend points or percentage for consistency.

Save – Click the **Save** button to retain any changes made, hitting the **Reset** button will return your settings to default.

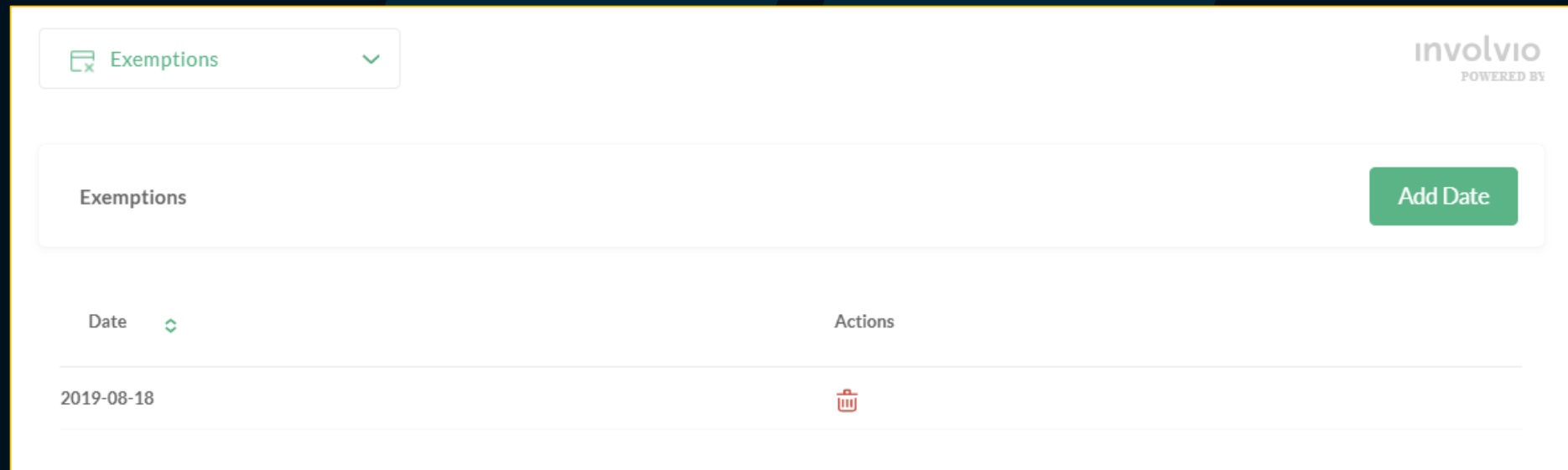
ASSIGNMENT SETTINGS

POINTS	ASSIGNMENT GROUP	DISPLAY GRADE AS
 100	Default 	Percentage 


FIU Check-In Menu – Exemptions

Exemptions – Allows you to exempt class dates from calculation, e.g. if there are 10 class sessions and you exempt one, it will now take the average from 9 class sessions.

Add Date – Select the date to exempt from the calendar pop up. Once selected it'll appear on your exempt list, to remove the exempt click on the red trash icon next to the date.



The screenshot shows the 'Exemptions' section of the FIU Check-In Menu. At the top left, there is a dropdown menu labeled 'Exemptions' with a green checkmark icon. In the top right corner, the text 'involvio POWERED BY' is visible. Below the dropdown, there is a header area with the word 'Exemptions' on the left and a green 'Add Date' button on the right. Underneath, there is a table with two columns: 'Date' and 'Actions'. The 'Date' column has a small green dropdown arrow next to the header. The first row of the table contains the date '2019-08-18' and a red trash can icon in the 'Actions' column.

Date	Actions
2019-08-18	

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**.

