Check-In: additional system features

If anything is not covered in this guide, please see our [FAQs page] or email check-in-support@york.ac.uk.

Using the register list

You can access the register list by selecting the **Register List** button in the code generation pop-up box. In this list, you will see:

- Which students are timetabled for that session
- How many students have checked in
- How many students have not yet checked in

Activating the register list

In order for you to manually edit the register list you must activate it by clicking the **Start** button, otherwise it will stay as read-only. Students can still check-in themselves without the list being activated.

Manually registering students

You can manually register a student if they are not able to register themselves (eg they do not have access to a device).

Once you open the activated register list:

- click once on the relevant student profile to check them in
- click twice to mark them as absent

Marking students as absent is not required as the system will automatically mark any student without a green tick (present mark) as absent when the event ends.

A small smartphone icon will appear in the top left corner of the student profile image for those students who have checked themselves into the session using the code.

Adding or removing an additional student

Occasionally a student may attend an event they are not timetabled for.

To add a student on an ad-hoc basis to an event, select **Add Student** in the activated register list and search for the student. Once you've added them, they will be able to check in with the code as normal, or you can manually mark them as present.

If a student is swapping from one event to another, you will need to add them to the new session and remove them from the original event too, otherwise it may affect their attendance percentage.

To do this, you can search for the student's original activity in the same way you would search for another member of staff. Once you've found the student in the activated register list for the old activity, click the three dots on their profile to the right of their name and select **Remove**.

These three dots will only be active once the event has started so it may be easier to do this task after the event has taken place.

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Searching for another member of staff

To open the navigation menu, select the three lines icon in the top left next to the University logo in the Check-In system. In this menu, you will see a profile icon followed by your email address and four options:

1. My Timetable
2. Timetables
3. Absences
4. Reports

To search for another member of staff, choose the **Timetables** option and enter the relevant name.

Once you've selected the correct name, you can add their timetable to generate a Check-In code or access the register list as normal. This is ideal if you are covering for a colleague or taking a session as a Graduate Teaching Assistant.

Logging an absence (optional use by certain departments)

You can manually add an absence period and doing so will show the student in reporting and on the register list as having a valid reason to miss an event. This will stop the system from marking them as having an unauthorised absence.

To log an absence, choose **Absences** from the navigation menu to display the Absences screen. Search for the relevant student name or number to bring up their record, and any existing absences they may have, then select **Create a new absence**. You will then need to input the reason and date/time range for the absence in the pop-up box.

Once the absence has been recorded, a thermometer icon will be automatically added to the top left corner of the student profile image in the register list for all events that occur (past and future) during the absence period. The thermometer indicates that the student has a valid reason to miss the event.

Co-located events

A co-located activity in Check-In is classified as any event which happens at the **same time**, in the **same room**, with the **same member(s) of staff** assigned. If a co-location is identified by Check-In, only one code will need to be generated and the system will automatically assign this to all of the ‘duplicate’ instances of the event.

To generate a code for these co-located sessions, open one of the events in the Check-In timetable and generate the code as normal. You only need to do this on the first event as the system will automatically put the same code on all of the ‘duplicate’ events for you. You’ll notice the same Check-In code on the other events if you click into those too.

The register list will have different students on each ‘duplicate’ event activity, so if you want to manually check in a student or look at the register, you will need to open each individual event to find the right one.

Students will not have any knowledge of this way of timetabling events. From a student perspective, they will all see the same screen and use the same code as each other, regardless of which event they are actually scheduled to.

This is not the case if the event happens in different rooms. For these events we advise you to record attendance on paper or manually check in students, if you have time. We're looking at ways to bring these types of events into Check-In in future phases.