Generating a Check-In code for teaching sessions

1. On your computer or mobile device enter the following URL: 
   engagement.york.ac.uk

2. Enter your University email address and password (and Duo authentication) if prompted.
   You will be presented with your timetable for the week (default weekly view shown below):

   ![Timetable Image]

   - Sessions in grey have not yet started
   - Sessions in green are fully recorded (i.e., all students have been marked with a status)
   - Orange sessions are ones happening that day with partial engagement recorded
   - Any student that hasn’t recorded their engagement by the end of the session will automatically be marked as ‘missed’ by the system, turning the event green at the end of the day

3. Select the session you want to generate a code for.
4. In the box that appears, you can then click on the **Generate** button to create your Check-In code.

   ![Generate Button Image]

5. Click on the copy button to the right of the code to paste it directly into a presentation or make a note of it for sharing at your session.