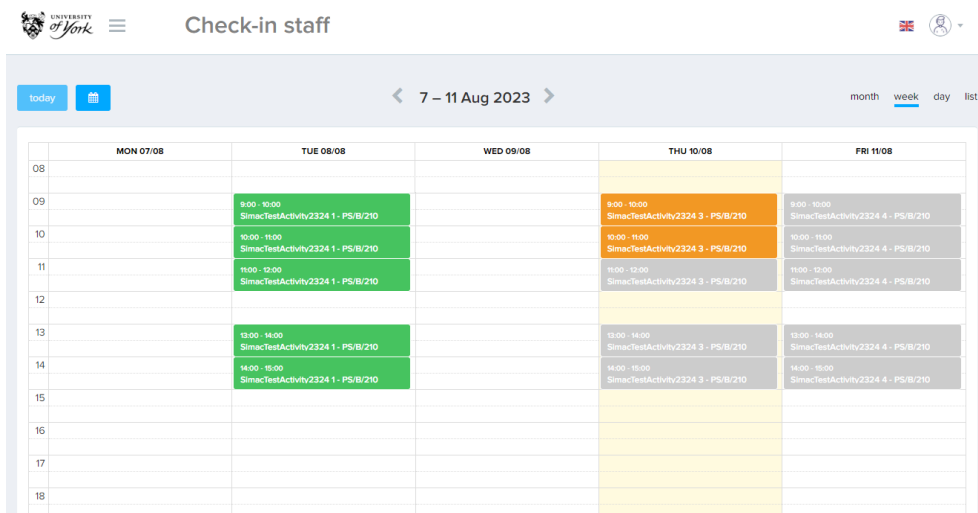


Generating a Check-In code for teaching sessions

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.

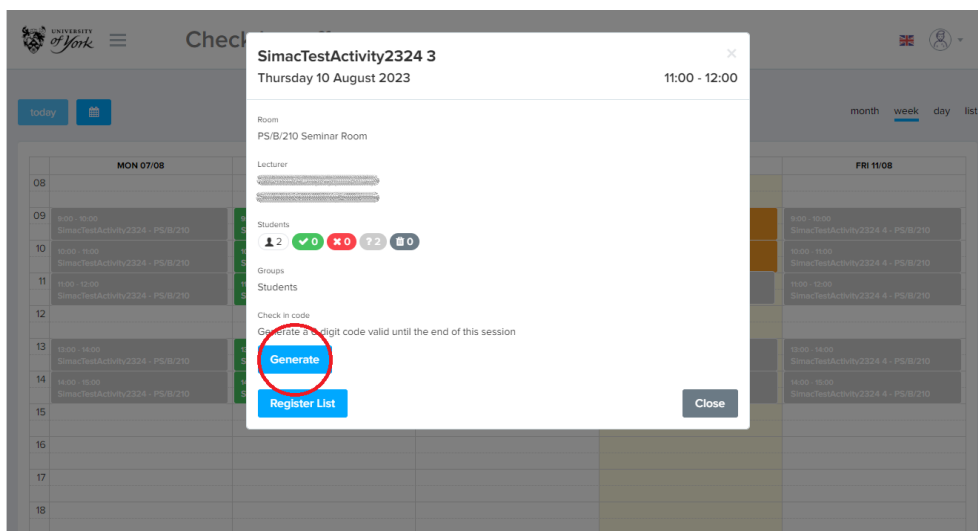
You will be presented with your timetable for the week (default weekly view shown below):



	MON 07/08	TUE 08/08	WED 09/08	THU 10/08	FRI 11/08
08					
09		8:00 - 10:00 SimacTestActivity2324 1 - PS/B/210		8:00 - 10:00 SimacTestActivity2324 3 - PS/B/210	8:00 - 10:00 SimacTestActivity2324 4 - PS/B/210
10		10:00 - 11:00 SimacTestActivity2324 1 - PS/B/210		10:00 - 11:00 SimacTestActivity2324 3 - PS/B/210	10:00 - 11:00 SimacTestActivity2324 4 - PS/B/210
11		11:00 - 12:00 SimacTestActivity2324 1 - PS/B/210		11:00 - 12:00 SimacTestActivity2324 3 - PS/B/210	11:00 - 12:00 SimacTestActivity2324 4 - PS/B/210
12					
13		13:00 - 14:00 SimacTestActivity2324 1 - PS/B/210		13:00 - 14:00 SimacTestActivity2324 3 - PS/B/210	13:00 - 14:00 SimacTestActivity2324 4 - PS/B/210
14		14:00 - 15:00 SimacTestActivity2324 1 - PS/B/210		14:00 - 15:00 SimacTestActivity2324 3 - PS/B/210	14:00 - 15:00 SimacTestActivity2324 4 - PS/B/210
15					
16					
17					
18					

- Sessions in grey have not yet started
- Sessions in green are fully recorded (ie 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.



SimacTestActivity2324 3
Thursday 10 August 2023 11:00 - 12:00

Room
PS/B/210 Seminar Room

Lecturer
[Redacted]

Students
[Icons: 2, 0, 0, 2, 0]

Groups
Students

Check in code
Generate a 6-digit code valid until the end of this session

Generate
Register List

Close

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.

Current code
123456 