



TechExpress Attendance - Student

Center for Innovation in Teaching and Learning

This document outlines the steps for students to register attendance using TechExpress.

Check-In

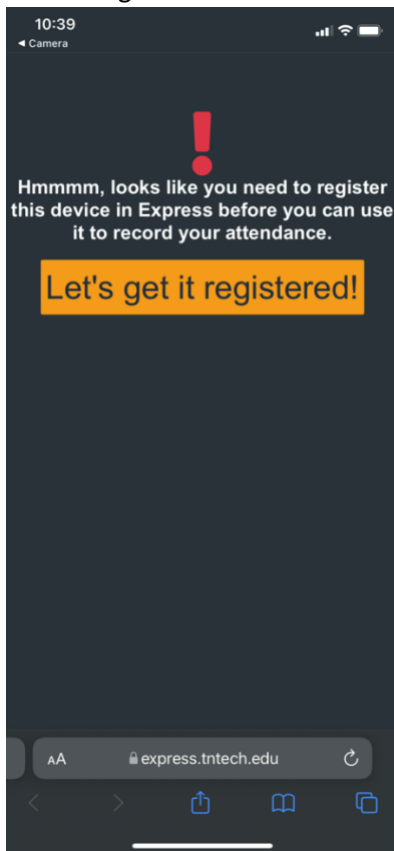
Students can check in to class by scanning the QR code provided by the instructor, or by logging in to TechExpress and entering the **Attendance Key** provided below the QR Code.

Option 1: QR Code

Students will need to register their devices to use the QR Code function. This is automatically accomplished if the student has visited Express from their device outside of a private browsing window. If a student has not previously done this, they will be prompted to get registered the first time they scan the QR code for attendance.

1. Display the QR Code for students to scan on their mobile devices.
2. Have students scan the QR Code using their phone's camera and follow the link.
3. If the student's device is not registered they will be prompted to do so, as seen below.

NOTE: Registration of the device will only have to be completed once.



4. Once the device has been registered, the student will scan the QR Code again and receive a notification that their attendance has been recorded.

NOTE: A student will not be able to record their attendance using the QR Code if their device is using a private browsing experience. This is typically characterized by the student being unable to get past the get registered screen.

Option 2: Attendance Key

Students can follow the steps below to record their attendance if they do not have a mobile device with a QR code scanner. The **Attendance Key** is located below the QR Code (See example in Step 6 below).

1. Log in to TechExpress on a laptop or mobile device
2. Scroll to the **Student Life** section card in TechExpress

Search by Name or Email or Ext

Department

Student Life

DegWork Eagle EagleCard EaglePay Handshk Housing IDme iLearn JobPortal Library LinkedIn Mail OneDrive Planner Polli ScholrWeb
 Teams TechConn Wellness Zoom

Class Schedule My Advisor

	Meeting Times	Location	Attendance
SPED 7200	T 4:00 PM-6:00 PM	LIVE STREAM	N/A Check-In
SPED 6040	Asynchronous	WEB ONLINE	N/A Check-In
CUED 6010	Asynchronous	WEB ONLINE	N/A Check-In
FOED 6020	Asynchronous	WEB ONLINE	N/A Check-In

3. Find the correct class from the courses listed under the **Class Schedule**.

Student Life

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4. Select the **Check-In** button.

Student Life

Class Schedule My Advisor

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Check-In buttons are visible next to the attendance status for each course.

5. Students will be prompted to enter the **Attendance Key**.

Enter Attendance Key

Check-In Cancel

6. The **Attendance Key** is below the QR code.

