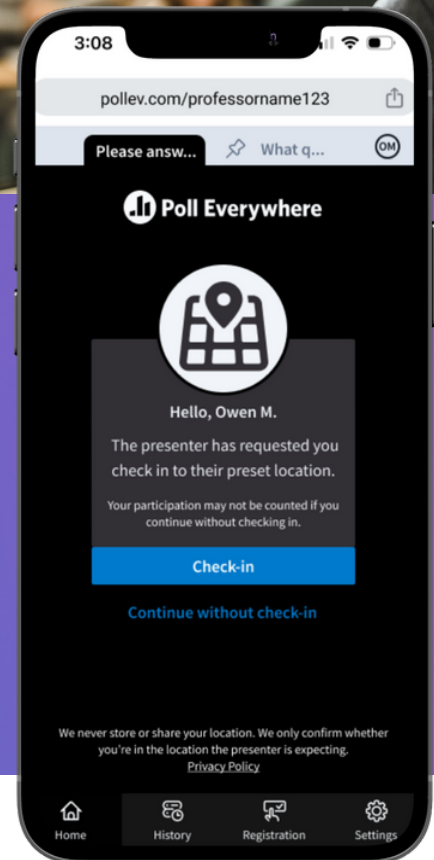


Attendance Management User Guide

Poll Everywhere's attendance tracking feature, Attendance Management, helps instructors streamline attendance and ensures students stay engaged throughout the lecture through dynamic polling.

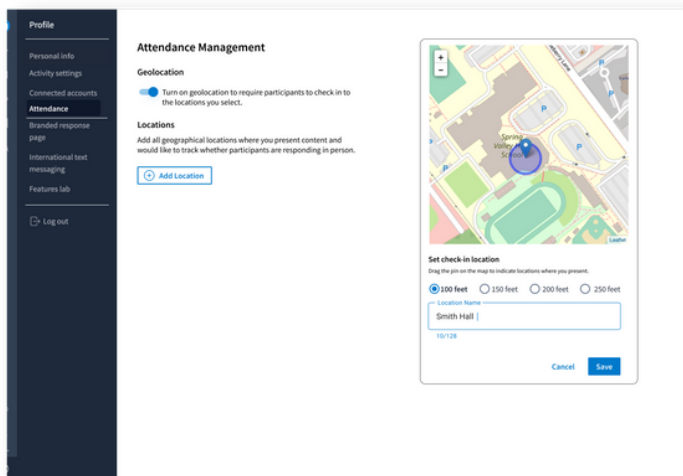
Attendance Management allows you to collect reliable attendance data using geofencing to verify students' location and conveniently tracks attendance for you.







Why Poll Everywhere for Attendance Management?

Compared to time-consuming roll calls and attendance sheets, Poll Everywhere's Attendance Management allows instructors to capture in-person attendance instantly and accurately.

Plus, with attendance, grading, and participation scoring, instructors get insight into how in-person attendance impacts student engagement and can seamlessly connect to their preferred LMS.



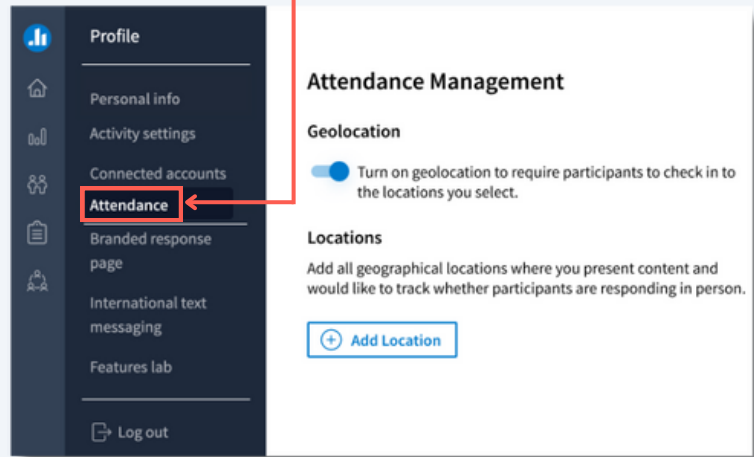
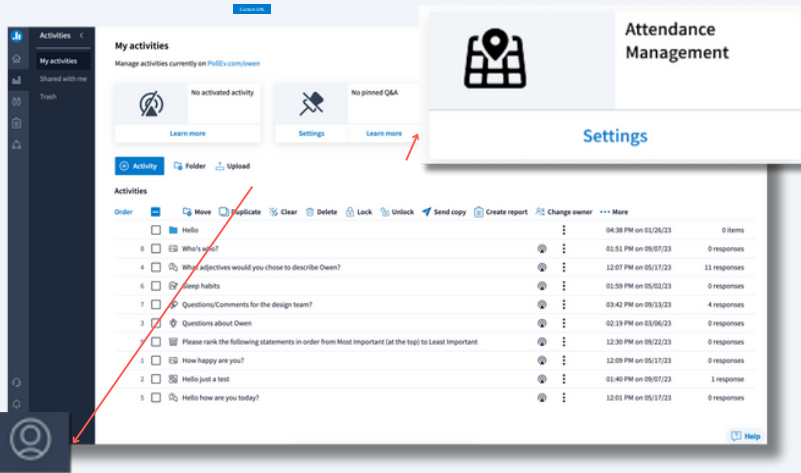
-  **Fully automate** attendance taking to create more reliable records
-  **Use geofencing** location services to create accountability and prevent attendance cheating
-  **Measure student engagement** through attendance and participation scoring
-  **Export attendance and participation reports**, and integrate with Learning Management Systems such as Moodle, Brightspace, Sakai, Canvas, and Blackboard

How To Guide

Follow the steps below to enable Attendance Management in your Poll Everywhere account and begin tracking in-person attendance for your polls and activities.

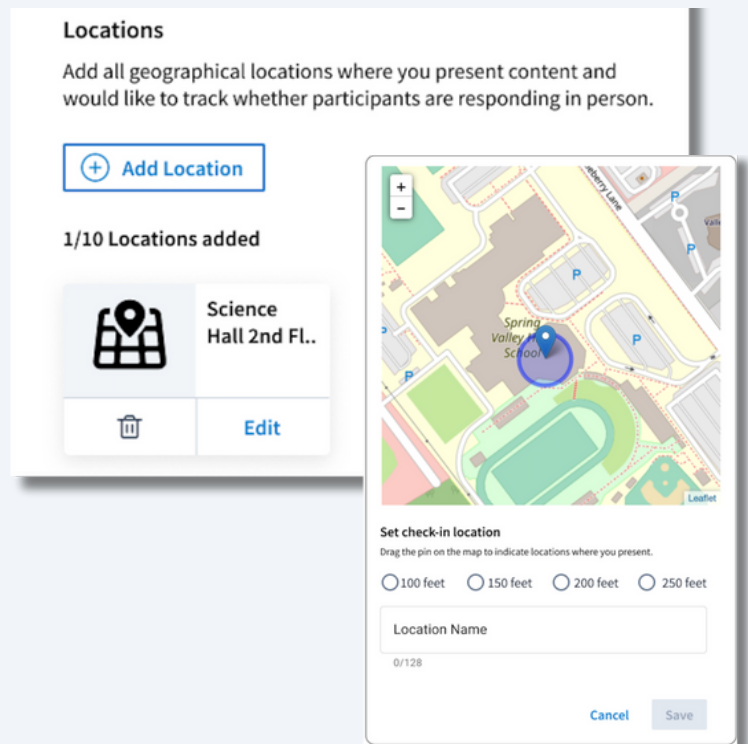
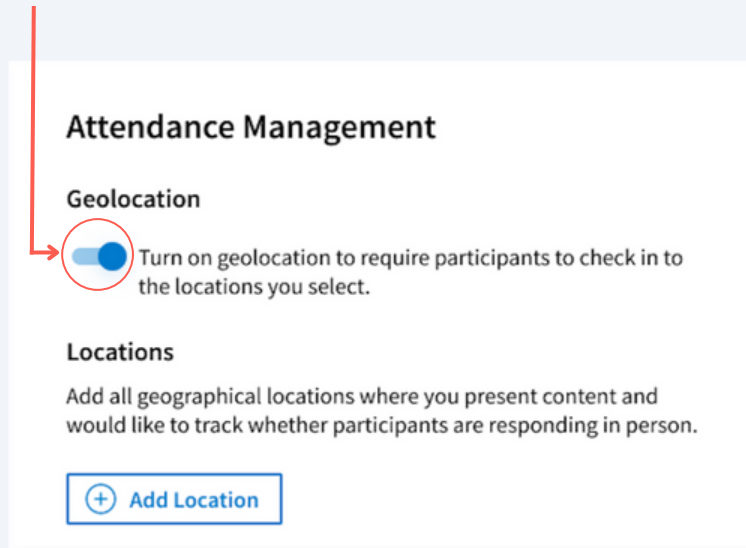
Step 1: Click the user icon on the left navigation bar to go to your profile or click the **Attendance Management** tile.

Step 2: Click **Attendance** from the left navigation menu.



Step 3: Click the toggle to enable Attendance Management. This will require your students to check into your presentation by verifying their location.

Step 4: Once enabled, click **Add location** to set geographic locations (e.g. campus buildings) where you present content and would like to track in-person attendance for students.



Frequently Asked Questions

Do I have to physically present at the location I want to set for attendance tracking?

No. The instructor can choose any location on a map without needing to be physically present at that location.

Is there a limit to how many locations I can create?

Yes. Instructors can create up to 10 locations to track in-person attendance.

Do I have to create a new location each time I create a new activity where I want to track in-person attendance?

No. Once Attendance Management is enabled, it is enabled for all of your polls and activities.

When Attendance Management is enabled, does it require students to register to join a presentation?

No. Unless you are already requiring registration through your activity settings, registration is not required to use Attendance Management. However, enabling registration will provide cleaner participant data.

Can a student still join a presentation and respond to activities if they do not check in and verify their location?

Yes. Location check-in is not required for students to respond to activities, but they will receive a 0% attendance score if Attendance Management is enabled and they do not check in by verifying their location.

Where can I access attendance reporting?

Attendance records can be found in the Reporting Dashboard via Gradebook reports.

Does Poll Everywhere store or share students' or instructors' locations?

No. We never store or share any location data. We do, however, share with students the latitude and longitude of their devices for troubleshooting purposes. This location data is only stored on students' own devices.



Pro Tips

★ Once Attendance Management is enabled in your account settings, students must check in when joining your presentation.

★ When configuring your check-in locations, drag the pin on the map and select the range for the geofence you want to set.

★ Create locations for all the places you teach and consider making the geofences wide initially to account for variations in wifi or GPS. You can always narrow the geofence radius later.

★ Test it out yourself by joining your own presentation, answering your activities, and viewing the results in the Gradebook report. Then, clear the results, and you're ready to go!

Attendance

100%
25%
50%
100%
100%
75%
100%

