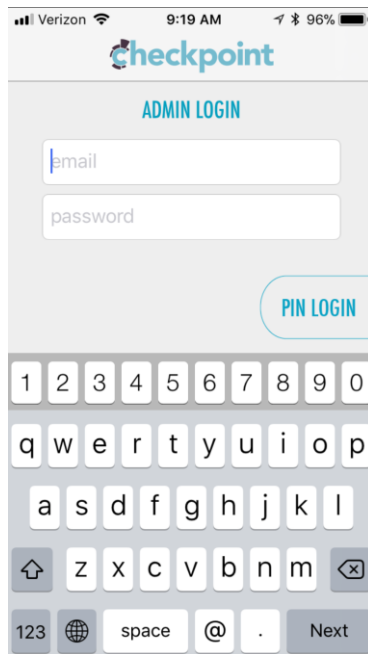**Tracking Attendance for an Event on Presence:**

1. Download the "Presence CheckPoint" app onto your device

 Application icon

 Home screen of application

2. Log into the administration portal of Trine's Presence site

LOGIN TO PRESENCE

- Go to trine.presence.io
  - You can also access presence through the Trine website
    - https://www.trine.edu/campus-life/index.aspx
      - Click on the Campus Events button
- Once on the homepage for Trine University Campus Activities
  - Click on the user symbol in the top right corner to open a dropdown list and select login
- Login with your Trine username (email) and password

HOW TO ACCESS THE ADMINISTRATOR VIEW

- Once you are back on the Trine University Campus Activities page
  - Click on the user symbol again to open the drop down menu and select Admin Dashboard

Tracking Attendance (CheckPoint & Presence Admin)

Your screen should look similar to this

3. Access the Events page of the portal

- On the left hand side of the screen, scroll over the "Manage" option
- Once you are hovering over the "Manage" icon, a list will generate to the right of the icon
- Click on **"Events"**

Your screen should look similar to this

## 4. Access your event's PIN code

- From your view of the events page, you should see a listing of all your current events (active or drafts)
- The fifth column on this view is entitled "Pin"
  - The 4 digit code is the PIN you would use in the Checkpoint app to open your event to track attendance

Tracking Attendance (CheckPoint & Presence Admin)

- You can also access the PIN code by opening up an event from the main events page
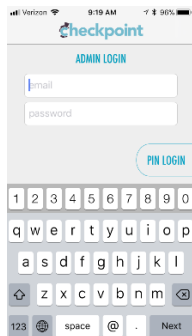 - Click on the hyperlink of the event name

Your screen should look similar to this
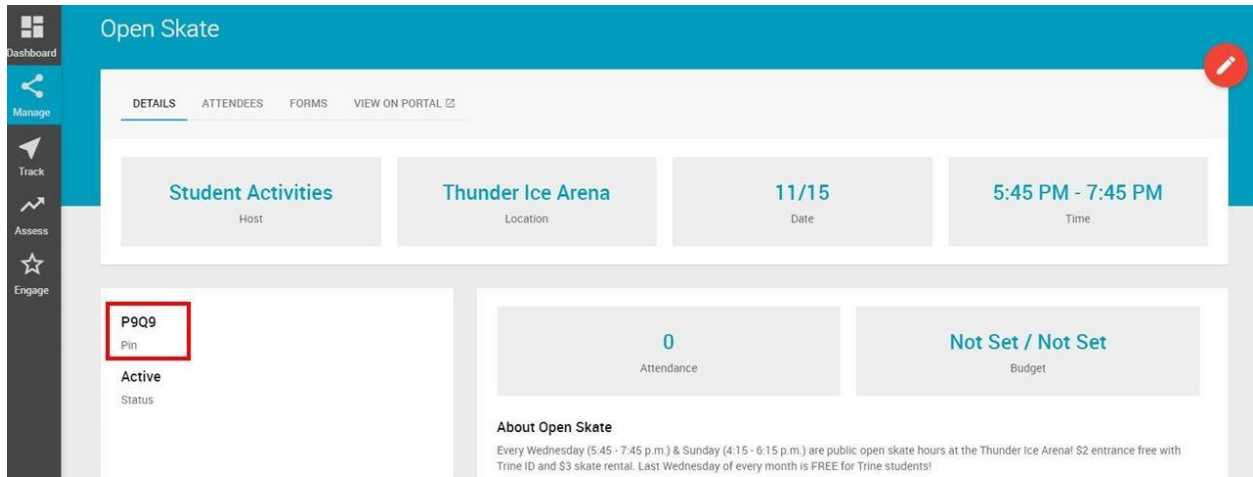
- The PIN code is listed on the left side of the screen, directly underneath the host organization name and above the status of the event

5. Using your PIN code to access event in Checkpoint app

- Open Checkpoint application on device (phone, iPad, iPod)
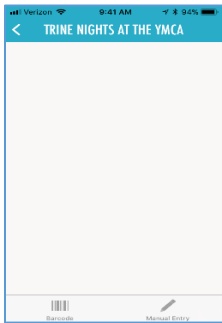

- Click on PIN LOGIN button

Your screen should look similar to this
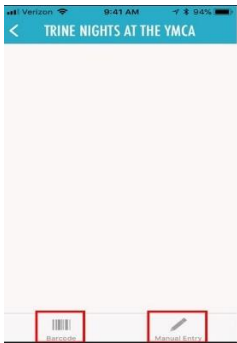
Tracking Attendance (CheckPoint & Presence Admin)

- Enter your PIN code that you retrieved from the Presence Admin page into the 4 digit boxes

Your screen should look similar to this

6. Using the Checkpoint app to track attendance at events

- You have two options to collect the student's information via this app – barcode scan or manual entry


- If you use the barcode scanner on apple device, you will need to allow your camera to function as the barcode scanner
  - o It will prompt you to "allow" when you click the barcode icon on the screen
  - o Android devices require an additional app download (small in size) or a barcode scanner
- If you click the manual entry icon, you will be prompted to enter the student's 7-digit ID number or their Trine email address
  - o Their ID is located on the front of the student's Trine ID card
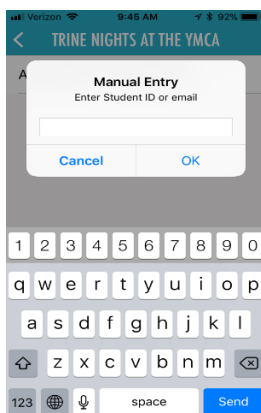
- Once you successfully enter the student's ID information, their full name will populate in the screen as shown below
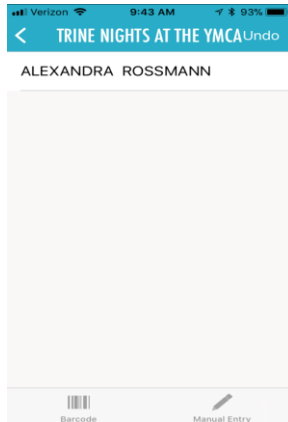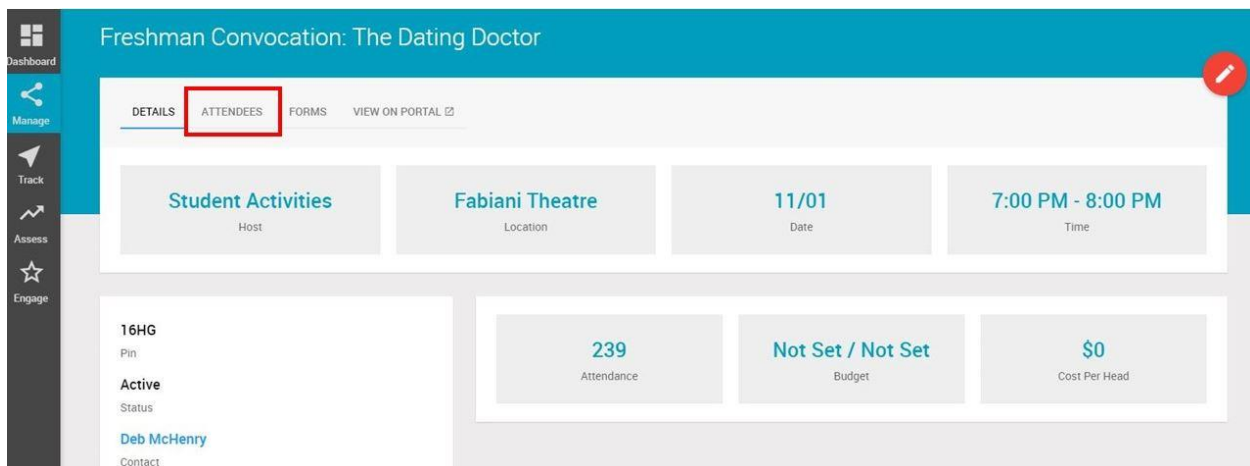

- Continue to enter in the students information individually and the names will continue to populate

7. Exporting the attendance list to Excel document or CSV file

- Return the individual event page of the event you recorded attendance for (see steps 2-4)

Your screen should look similar to this

- Click on the ATTENDEES tab below the event title and in-between Details & Forms
- Once on ATTENDEES page, there will be a drop down menu entitled "Email Attendees" on the right hand side at the top of the attendance list
  - Click on the drop down menu
  - Select "Export list as CSV"

Tracking Attendance (CheckPoint & Presence Admin)

- This will generate a CSV file will student names and email address of all attendees in your downloads
  - You can then save it as a CSV or Excel file to your documents
- ***** If you need student ID numbers as part of your attendance data – please contact Alex Rossmann, O'Shea Owens or Jeremy Howard to request that information. The access to confidential information (student IDs) is limited to campus administrators**