



Instructor Guide to **Attendance:** *GPS Technology*



First Day Using Portico

Using Portico for the first time can appear daunting at first - but with a few clicks, you will be up and running in no time!

Step 1: Log in to the Portico platform by going to portal.thecoursekey.com

Note: There is an application, but it is for student use.

Step 2: Enter your login credentials.

Username: Your school-affiliated email address.

Password: Welcome123

Once you log in, you will be prompted to change your password and select a security question.

As a best practice, to ensure your Portico account is secure, we advise using a strong, unique password with a mix of letters, numbers, and symbols. Additionally, never reuse passwords across different sites or platforms.

Note: If your school uses Single Sign On, please select the SSO option.

Step 3: Click on the **Management** tab in the left navigation.

Step 4: Select the **Courses** subtab.

Step 5: Click on the **name of the course**.

Step 6: You will see an attendance session for each day your class meets. When the class time begins, **today's attendance session** will say 'Active' in blue. Click on the attendance session.

Step 7: You are able to **view students checking in** in real-time on this screen.

Attendance

Scheduled Completed ⚙️

Date ↑	Time	Status	
Mon, Oct 25, 2021	Flexible Schedule	Active	⋮
Tue, Oct 26, 2021	Flexible Schedule	Scheduled	⋮
Wed, Oct 27, 2021	Flexible Schedule	Scheduled	⋮
Thu, Oct 28, 2021	Flexible Schedule	Scheduled	⋮

GPS Technology

The MyPortico application detects the student's location when they click the 'Check-In/Out' button and confirms the student is within the radius of the site they selected. Although GPS technology is automated, requiring no action from you, monitoring the attendance is required to ensure accuracy.

TO MONITOR ATTENDANCE:

Step 1: Log in to the Portico platform by going to portal.thecoursekey.com.

Step 2: Navigate to the **Programs** tab and the **Courses** subtab.

Step 3: Select the **course** you are teaching.

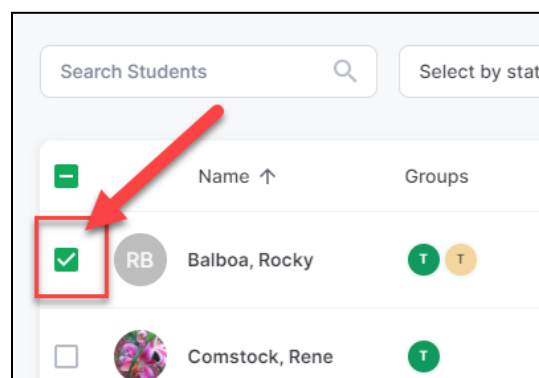
Step 4: Select **today's date**.

Step 5: On this screen, you will be able to **monitor students** as they check in and check out of class. If needed and allowed by your school, you may make attendance adjustments.

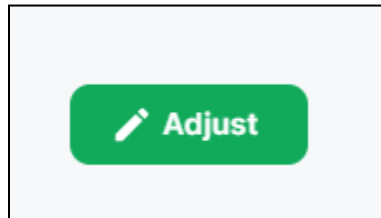
Note: Students are required to both check-in and check-out in order to get attendance for the day. Without a checkout, students will not receive attendance.

HOW TO ADJUST ATTENDANCE:

Step 1: Click on the **check box** next to the student's name.

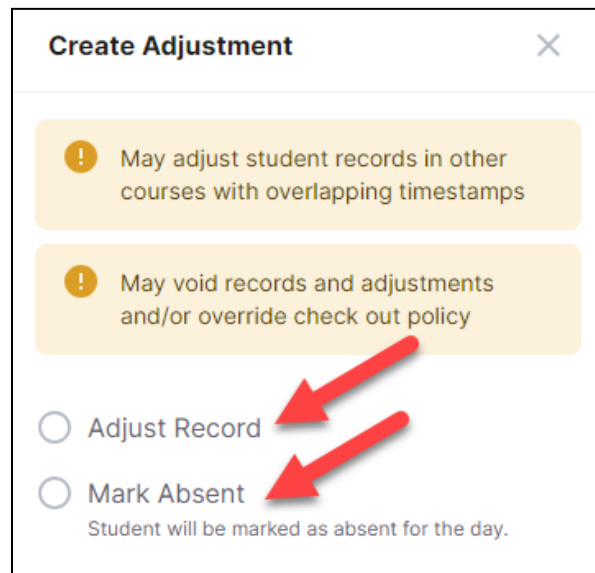


Step 2: Click “**Adjust**” in the top right corner.



Step 3: Click either “**Mark Absent**” or “**Adjust Record.**”

If you clicked “Mark Absent,” this will remove the time the student was awarded that Day.



Step 4: If you clicked “Adjust Record,” **enter in the time** the student checked in to class and the time the student checked out of class. Use the format 09:00 AM.

If the student took a lunch break, you can click “+Add New” to add an additional row of check-ins and check-outs.

Check In	Check Out
09:00 AM PST 	12:00 PM PST  
+ Add New	

Step 5: Type in a **note to describe why an adjustment is needed**. This is important for compliance purposes.

Step 6: Click “**Save.**”

Optional note...
Note will be visible to staff & students
Save

Pro-Tips

Below are some tips with you can implement to use technology to your advantage:

Pro Tip 1: At the beginning of a course, make sure students have their location settings on to allow the MyPortico application to confirm students are within the geofence. Your School Administrator should have already set your course location.

Pro Tip 2: When ending your class, if a student has not checked out - the student will receive an automated notification two minutes after the class ends. To avoid the manual correction needed, the best practice is to have your class roster up on your computer screen to see the live checkouts.

Pro Tip 3: If students are having issues checking out, please ensure they are checked in first. The system requires students to follow the process, check outs can not come before a check-in.

Pro Tip 4: Cheating and falsifying attendance is against school policy, therefore a best practice is to tie attendance cheating with your school's academic and integrity policy.

FAQ

Our most commonly asked questions from instructors and students, all in one place. Find the answers you need to use Portico with confidence.

ACCOUNT

- Do we need to create our own accounts?
 - An account has been made for you, you do not need to create an account.
- When do we get access to our accounts?
 - If it is your first time logging in, you will get access 2 weeks before the first day of class.
- What is my password the first time I log in?
 - The first time you log in, you will use the password Welcome123
 - Note: If your school uses Single Sign On, please select the SSO option.
- Do students need to update the MyPortico App?
 - It is important to keep the MyPortico app up-to-date to prevent any bugs.
- Do students have to keep their phones' operating system up to date?
 - Yes, it is important to keep students' operating system up-to-date to prevent bugs.

GPS TECHNOLOGY

- What steps are required for students to set up their phone for GPS technology?
 - For the GPS technology method, it is important to click "allow location" for the MyPortico app to be able to detect your location.
- Does the MyPortico App track students' locations at all times?
 - The MyPortico app will ONLY capture Students' location at the moment students click the check in button and the moment students click the check out button.
- When can I see my new course?
 - Two weeks before the first day of class.
- How do I change my course schedule?

- These need to be changed in the SIS (student information system) by your school's Registrar.
- How do I get access to a course?
 - You would need to be added to the course in the SIS by your school's Registrar.
- What does the blue flag icon mean?
 - The little blue flag indicates that an adjustment has been made to the student's time.
- What does it mean if there isn't a blue flag icon?
 - If there is no little blue flag, that means the student's attendance was fully driven by the student that day.
- What does the red exclamation mark mean?
 - The red exclamation mark icon indicates that a student did not check out. If a student does not check out for the day, they will not be awarded time for that day. In this instance, an adjustment would be needed.

Troubleshooting Steps

We recommend following these steps to ensure students have a smooth process using GPS technology.

- When setting up each site, provide a unique name for each.
- In the address field, either type in the Site's address or type in the name of the Site. Google Maps will provide suggestions to choose from. Select one of the suggestions.
- Validate the pin's location and move the pin as needed.
- Adjust the radius of the Site to be within the applicable building or department, to prevent students from checking in outside your Site.
- Add Site contacts emails and check the box to send an email every Monday morning with information regarding students checking into this specific Site within the past week. The Site contact is instructed to reach out of the school if the information does not look correct.
- Multiple students having trouble checking in to the site? The GPS site probably needs adjusting.
- Multiple students able to check in to the site, with only one or two having issues? The students' devices likely need troubleshooting.

Students having trouble with GPS? Guide them through these steps.

- Ensure your device is on the latest operating system.
- Verify your device is utilizing the latest version of the MyPortico App.
- Ensure your device is connected to Wifi or has signal.
- Select "Allow Location" the first time you utilize the MyPortico App.
- Open "Settings" → Select "Privacy" → Select "Location Services" → Select "MyPortico" → Turn on "Precise Location"
- Open Google Maps on your device and verify if your device is showing the correct location.

Questions?

Visit support.coursekeyeducation.com
or email support@thecoursekey.com