



Instructor Guide to **Attendance:** *QR Code + GPS*



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			

QR Code Technology

There is a unique QR Code for everyday class meets. Today's QR Code will only work for today. It is your responsibility to display the QR Code for your students to scan. You can print the QR Code, display it on a screen, or add it to a slideshow. QR Codes are available for every single day of class before the course begins.

TO PRINT THE QR CODE:

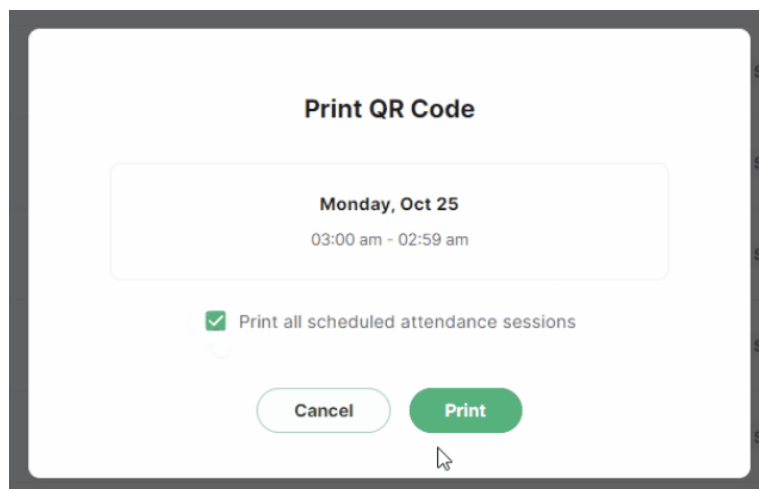
Step 1: Log in to the Portico platform by going to portal.thecoursekey.com.

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

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

Step 4: Click on the **three vertical dots** next to the date, then Click **Print Code**.

Pro Tip: You can also save the QR file on your local computer in case your internet is down and need to access the QR Code without WIFI



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.

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.

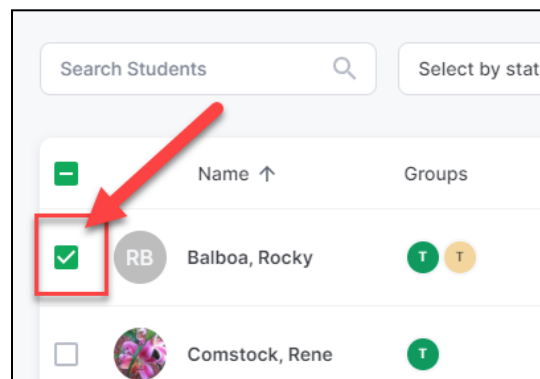
Step 3: Select the **course** you are teaching.

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

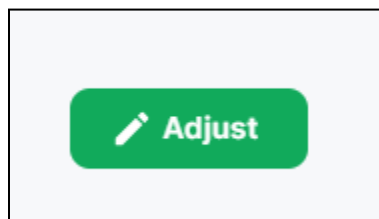
Step 5: On this screen, you will be able to **monitor students** as they check in and check out of class. If needed and allowed by your school, you may make attendance adjustments.

TO MAKE AN ATTENDANCE ADJUSTMENT:

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



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



Step 3: Select the **type of adjustment**.

Create Adjustment

I would like to:

Edit check in>

Edit check out>

100%

Award full time>

0%

Remove all time>

Override time>

Step 4: Type in a **note to describe why an adjustment is needed**. This is important for compliance purposes.

Step 5: 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: When starting class, your QR code should be posted and ready for your students to check-in. In addition to the QR code being posted, you can have your class roster up on your computer screen to see the live check-ins and check-outs.

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: In an event that there are internet connection issues, it is always best practice to save down your QR codes for your class and save them to your desktop.

Pro Tip 5: 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.

QR CODE

- What steps are required for students to set up their phone for QR Code Technology?
 - For QR Code Technology, it is important to click "allow access to camera" for the MyPortico app to be able to scan the QR Code.
- Can students scan the QR Code from my phone's camera (outside the App)?
 - No, students must click in to the App before scanning the QR Code.
- What is a check in/check out window?
 - A check-in window is the 15 minutes before class begins and a check-out window is the 15 minutes after class ends where students are able to check in or out. This is to prevent students from crowding around the QR Code the minute class begins and ends.
- Do students get attendance credit for the grace period?

- Students do not get awarded extra time for checking in 15 min before class or 15 min after 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.
- Does each day have a different qr code?
 - Yes.
- Does each class have a different qr code?
 - Yes.

Troubleshooting Steps

Students having trouble with the QR Code? Guide them through these steps.

- Verify the QR Code lists the name of your course and today's date.
- Ensure your device is on the latest operating system.
- Verify your device is utilizing the latest version of the App.
- Check your device settings to make sure you've allowed Portico access to your camera.
- Lighting – too much or too little light can cause issues. If this happens, try to move to a better spot or adjust the lighting over the display area.
- Check to be sure your device camera is clear from any debris or smudges. Standing too far away or at too great an angle can prevent clear reading.
- 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