



Instructor Guide to **Attendance:** *Sound 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			

Sound Technology

Students can check-in to class using an ultra-high frequency sound that cannot be detected by the human ear. Instructors trigger the sound from their classroom computer or via a browser on a phone. The tone is then picked up by the students' smartphones or tablets. The sound cannot pass through doors or walls, guaranteeing that students who check-in for class are in the classroom.

TO PLAY THE SOUND:

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**.

Attendance

Scheduled

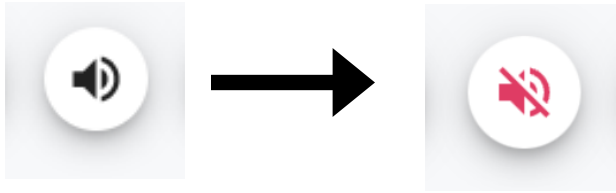
Completed

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	
Fri, Oct 29, 2021	Flexible Schedule	Scheduled	
Sat, Oct 30, 2021	Flexible Schedule	Scheduled	

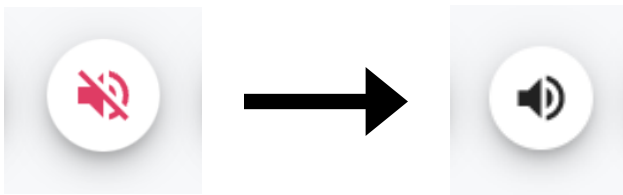
Rows per page: 10 1-6 of 6 < >

Step 5: The ultra-high frequency **sound will automatically begin playing** from your computer. Once you close the tab, the sound will stop playing and students will no longer be able to check in to class, therefore it is important to keep the tab open.

Step 6: To **mute** the sound, click the **speaker** icon.



Step 7: To **resume** sound to allow students to check in or out, click the **speaker** icon again.



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.

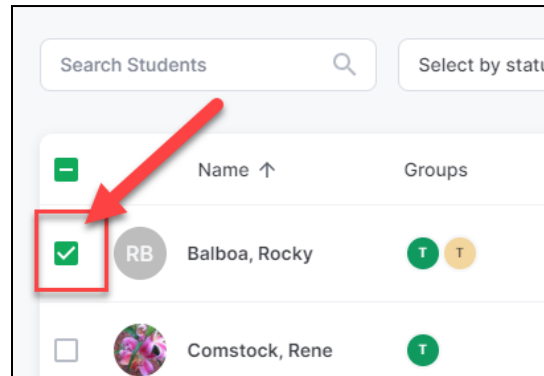
Step 3: Select the **course** you are teaching.

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

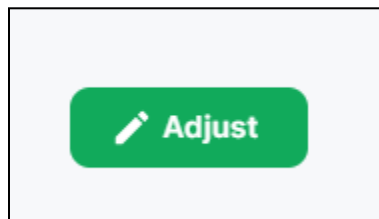
Step 5: On this screen, you will be able to **monitor students** as they check in and check out of class. If needed and allowed by your school, you may make attendance adjustments.

TO MAKE AN ATTENDANCE ADJUSTMENT:

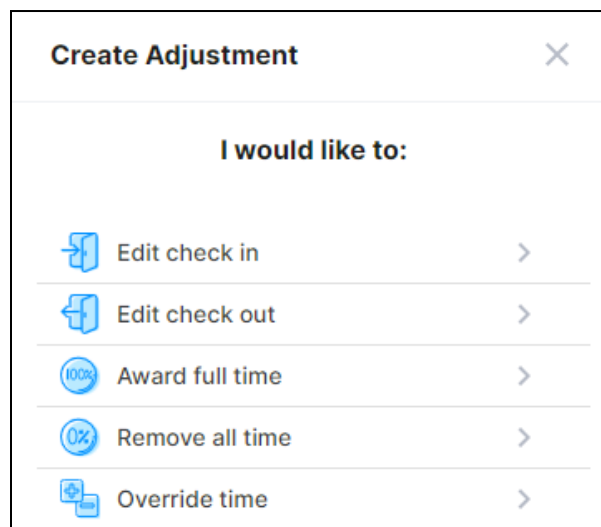
Step 1: Click on the **check box** next to the student's name.



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



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



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

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 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 2: 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 3: 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.

Pro Tip 4: In order to prevent speaker issues that would delay students' ability to check in, always test your speakers before a class session. You may test your speakers by clicking this icon, located next to the speaker icon on your Attendance screen.



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 CK 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.

COURSES

- When can I see my new course?
 - Two weeks before the first day of class.
- 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.
- Can the sound be recorded?
 - No, it cannot be recorded.
- Can I hear the sound?
 - No, we cannot hear it with our human ears, only devices can hear the sound.
- Can the sound travel through walls?
 - No, it cannot travel through walls.

Troubleshooting Steps

Students having trouble with Sound Technology? Guide them through these steps.

- 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 that you've allowed the MyPortico app access to the microphone.
- Make sure you are not connected to Bluetooth speakers. Bluetooth speakers will block your device from picking up the check in tone, so be sure to disconnect from any headphones before attempting to check in.
- Move closer to the speakers. Please ask your instructor which speakers they are using and try moving as close as you can to see if you can pick up the tone.
- Make sure nothing is blocking the path between the mic on your device and the speakers your instructor is using to project the check-in tone. The check-in tone cannot travel through objects.
- Point your microphone towards the speakers. Locate the microphone on your device (typically at the bottom) and point it directly towards the speakers.

Questions?

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