wise timetable

Guide to attendance for administrators

Switching it on, the six settings, how students prove who they are, what is kept, and where the attendance goes

This guide is for the person at a faculty who decides how attendance by QR code works there. The Guide to attendance describes what students and lecturers do; this one describes what is decided before they do it, and where. Nothing in it requires anybody to touch a server.

The ? button offers it to your school's administrators and to nobody else, like the Guide for administrators and the Guide to notifications, because what it describes is how your school is set up.

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1. What it is, and how a school gets it

A lecturer puts a code on the screen in the room. It changes every few seconds, every student scans it with their own phone - with the Wise Timetable app or with the phone's own camera - and the lecturer's list fills in as they do. At the end the lecturer corrects the list and downloads it. Every screen of it speaks the thirteen languages the rest of the product does.

Attendance is an add-on, and Wise Technologies switches it on for a school - ask us. Switching it on adds the tables that keep the lists to your school's database and records the licence. It changes nothing in the timetable, and a publish from the desktop application never touches the lists. From then on:

- signed-in staff see Attendance in the menu - today's lessons, and the reports - and a ☑ on the cards of today's timetable;
- the Wise Timetable app shows an Attendance button on its timetable screen, from version 1.2.8 - and, where two settings of the first tab say so, lets lecturers take attendance in it and students see their own record (section 6);
- the first tab of Settings has six more settings, described in section 3.

At a school that does not have it, none of this appears anywhere.

> **SCHOOLS ON STUDO**
> Wise Timetable and Studo are partners. A school that takes attendance with Studo keeps doing so: we do not switch ours on at a school Studo serves, and everything Studo reads from Wise Timetable or sends to it stays exactly as it is.
>
> If your school uses Studo and is thinking about attendance, talk to us and to Studo together.

2. Before the first lesson: the students

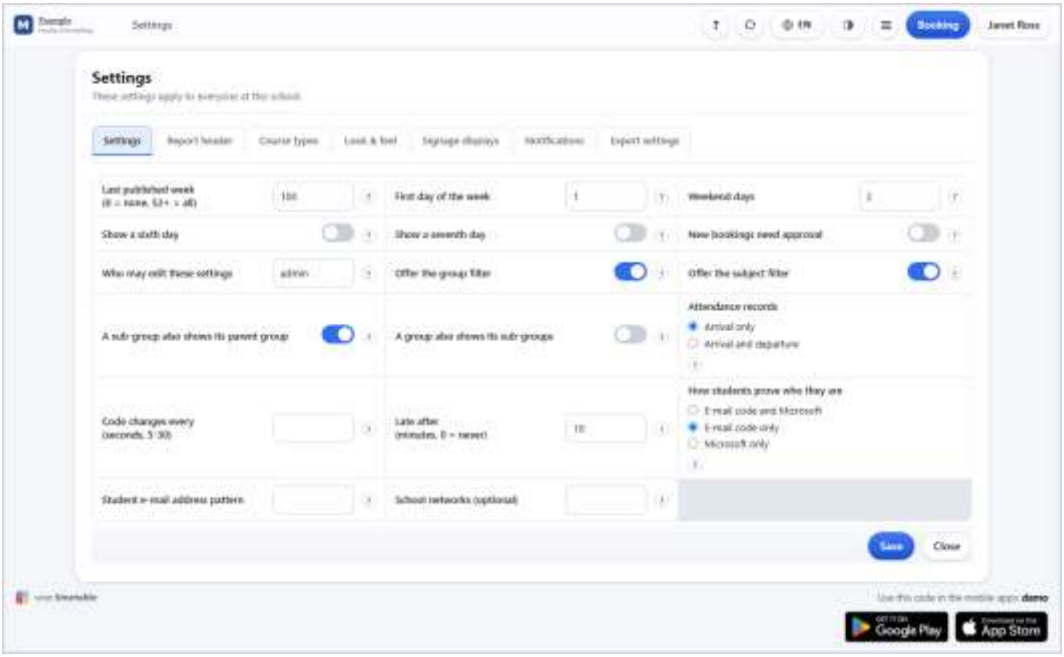
Attendance knows the students the timetable knows, and nobody else. Three things about them matter, and all three come from your student records as the timetable office brings them in - from the desktop application or from your student information system:

- Student numbers. A student types theirs the first time they scan, so it has to be the number on their student card.
- Groups, and subject registrations where your school records them. They decide who is expected at a lesson, by the same rule that draws a student's own timetable: the students of the lesson's groups, narrowed to those registered for its subject. A student who scans at a lesson that is not on their timetable is not refused - they appear as not on the list, and the lecturer decides.
- E-mail addresses. They decide how easily a student proves who they are - section 4.

A list keeps what it was opened with - the lesson's name, time, room and groups - and when attendance is ended, every expected student who did not scan is written onto it as absent, with their name and number. A timetable that changes afterwards, or a student who changes group, does not rewrite a list that is already closed.

3. The six settings

Settings is in the menu behind the three lines in the header. At a school that has attendance, its first tab carries six more settings, each with its own ? for the full explanation. Three of them - what is recorded, how often the code changes and when an arrival is late - are fixed for each list when it is opened, so changing them never changes a lesson half-way through. The other three apply from the next scan.



The first tab of Settings. The attendance settings are at the right and along the bottom of the grid.

- Attendance records - Arrival only, or Arrival and departure. With arrival only, students scan once, at the start. With arrival and departure the lecturer can show a second code at the end, and a student who scanned in but not out counts as left early - so a lecturer who ends the list without showing the second code marks the whole room as left early (the Guide to attendance says how to put it right). Arrival only is the default.
- Code changes every (seconds, 5-30). Empty means 10. Shorter makes a photo sent outside the room useless sooner; longer is kinder to a slow phone. The previous code is accepted as well, so a scan at the moment of the change counts.
- Late after (minutes, 0 = never). A scan more than this many minutes after the start of the lesson is marked late. 0 or empty: nobody is marked late automatically. It does not apply to students the lecturer confirms (section 4), who are confirmed as present; the lecturer marks those late by hand, and can change any mark.
- How students prove who they are - E-mail code and Microsoft, E-mail code only, or Microsoft only. Section 4. The default is both.
- Student e-mail address pattern - for a student whose record has no address: the address made from their number, for example {number}@student.your-faculty.eu. It must contain {number} exactly once. Empty: such students cannot get a code, and wait for the lecturer to confirm them.
- School networks (optional) - your school's own network ranges, such as 193.2.0.0/16, separated by commas. A scan from anywhere else is still recorded, but marked outside the network on the lecturer's list. Empty: nothing is marked.

A value the server cannot use is refused when you save, and the screen says which - a pattern without {number}, say, or a network range that is not one.

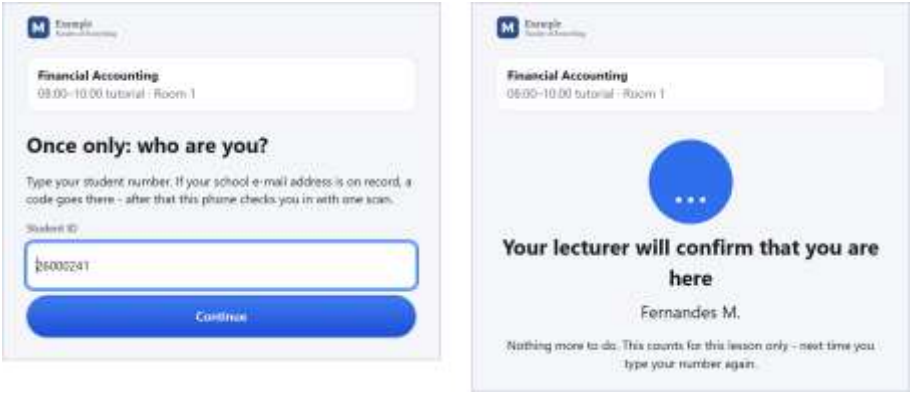
4. How students prove who they are

The code on the screen proves that a phone was in the room. It cannot say whose phone it is, and a student number proves nothing on its own: numbers are printed on cards and run in sequence. So every

phone proves once whose it is, and after that one scan is enough. There are three ways, and your settings decide which of the first two are open:

- A code by e-mail. The student types their number, and a six-digit code goes to the address on their record - or, where there is none, to the address your pattern makes from the number. Typing it back proves the student holds that mailbox. It works for five minutes from the scan, on the phone that scanned.
- Microsoft. Where your school has Sign in with Microsoft set up (see the Guide for administrators), students can use it too, with their school account. The account's address is looked up in the student records, and through your pattern. With Microsoft only, every student with an address - on the record or made by the pattern - is sent to the Microsoft button instead of being mailed a code. If Sign in with Microsoft is not set up, Microsoft only cannot work, and students are mailed codes as with E-mail code only.
- The lecturer. A student for whom neither leads anywhere - no address on record, no pattern, no Microsoft - is still put on the list, as To confirm, and the lecturer confirms the students they can see. That counts for one lesson only: no phone is ever set up this way, so the student types their number at every lesson.

The third way is always open, whatever you choose, so no student is ever left with no way onto the list. Which way a student came is on the list: number only marks the third.



A student without an e-mail address on record types their number, and is told the lecturer will confirm them.

THE QUICKEST WIN

At many schools the student records carry no e-mail addresses. Then every student goes through the lecturer at every lesson - which works, but makes Confirm all a lecturer's chore for good.

If your students' school addresses are made from their numbers, the pattern fixes all of them at once. If they are not, adding the addresses to the student records does; the next scan after that sends each student their code.

A phone that is set up belongs to one student. One phone cannot check in two students for one lesson, and setting it up for a second student retires the first. Strictly, a phone here is one app or one browser: the app and the browser on the same phone are set up separately, and a browser keeps it for a little over a year unless its data is cleared. That also makes it a hurdle rather than a wall - a second browser, or a private window, counts as another phone. Section 8 says what the real check is.

In the app, Sign in with Microsoft hands over to the phone's browser, so it is the browser that is set up, not the app. At a Microsoft-only school, students who scan with the phone's camera have the simpler time.

5. The e-mail with the code

The code letter goes out the way every letter your school sends does: from your school's own mailbox when one is filled in on the Notifications tab, otherwise from the Wise Timetable mailbox - the Guide to notifications explains the choice. Its words are fixed: the subject Attendance code and the six digits, the name of the subject, and that the code is valid for five minutes, only on the phone that scanned. It is written in the language of the student's screen.

At most three codes are sent for one scan, and six an hour to one student, whatever phone asks, so nobody can fill a student's mailbox. If the mail server refuses, the student is told to go to the lecturer, who adds them by hand.

Mind the first week. That is when a whole lecture hall proves its phones in the same few minutes, and a school mailbox has sending limits of its own - Microsoft 365 holds one mailbox to about thirty messages a minute. If your school sends from its own mailbox and you expect large first-year lectures, tell us before the first day.

6. Who takes attendance, and who sees a list

Lecturers take attendance signed in on the web timetable - with the password the desktop application gives each lecturer, or with Microsoft where your school has it. A lecturer who cannot sign in cannot take attendance, so check before the first week that the lecturers who will use it can.

Any signed-in member of staff may open the list of any lesson on today's timetable. A lesson that is not theirs, has not started or is already over is not refused: they are asked first, and the list records that they opened it. That is how a substitute takes over a class without anybody having to arrange it.

A list holds other people's students. It opens straight away for whoever opened it, the lecturers the lesson had when it was opened, and the school's administrators - staff with the Administrator tick in the desktop application, or who approve bookings. Any other member of staff is asked first, and once they say yes they read it too; that they joined is recorded. No student ever reads a list.

Who opened a list is on it. Who changed a row by hand, and who joined, are kept with it rather than shown - ask us if you need them.

Reports follow the same rule and never go further. A lecturer's reports cover the lessons they teach and the lists they opened or joined; your administrators' reports cover every lesson at the school. Section 9 says more.

In the Wise Timetable app

Two settings of the first tab decide what attendance does in the app beyond the students' Attendance button. Neither changes anything on the web timetable.

- Mobile app: a lecturer's timetable needs that lecturer's password. In the app a lecturer's timetable then opens only after that lecturer has typed their web timetable password, once per phone - which is what makes a lecturer in the app somebody the app knows. At a school with attendance, a

lecturer signed in this way gets a button Take attendance: today's lessons, the code on the phone's screen, the list with every correction, End and Reopen - signed in with the same password for eight hours, with the same rights as on the web. Off, the app has no attendance for lecturers at all, and they use the web timetable. A school that signs lecturers in with Microsoft only cannot use it: the app has no Microsoft sign-in for lecturers, so it shows them no button there, and they use the web timetable.

- Mobile app: student number instead of choosing groups. In the app a student then types their student number and gets the groups your records give it, instead of choosing them. At a school with attendance, the app also shows each student My attendance: their own lessons of about the last six months, by subject, with the rate - and only on a phone that has proved that student number with the e-mail code. Students the lecturer confirms never set a phone up, and a student who proves who they are with Microsoft does it in the browser, not in the app - neither sees it. This setting needs the student-number lookup, which we switch on for a school, and student records with their groups; ask us before turning it on.

Both apply from the next time the app asks the server, and turning one off takes the button away again. Nothing the lecturers did in the app is lost by it - the lists are the same lists as on the web.

7. What is kept, and for how long

Attendance is personal data about students. Your school is responsible for it, and Wise Technologies processes it on your school's behalf - before the first lesson, check that your agreement with us covers it, and ask us if you are not sure. What is kept is deliberately little:

- The lists: for each lesson, each student's status, the times of their scans, how each row was recorded, and by whom. They are kept until your school asks us to delete them - nothing deletes a list by itself yet.
- For each phone that is set up, a key that says which student it belongs to. We keep only a one-way scrambled form of it, so not even our own database can be used to pretend to be a phone. A six-digit code is kept scrambled too, until it is used or the next clean-up after it expires.
- A random identifier of each phone, so that one phone cannot check in two students.
- The network address of each scan, in a log of what happened. The addresses are erased once they are 30 days old, at the next opening of a list.

Nothing else: no location, no picture - the camera picture never leaves the phone - nothing biometric, and nothing from the phone beyond the code, the random identifier and the number the student types.

8. What a code on the screen does not prove

A rotating code defeats the photo in the group chat and yesterday's code. It does not stop a student in the room from showing the screen live to a friend outside, who scans within the same few seconds. No code can, and it is said here so that nobody at your school believes otherwise. What makes it harder, strongest first:

- The count. The screen shows how many have scanned out of how many are expected, and a lecturer who sees 41 and counts thirty heads knows to look at the list.
- Arrival and departure. A friend outside has to be helped twice, at both ends of the lesson.

- School networks. A scan from outside your networks is marked on the list - not refused, because students use mobile data and that is normal, but marked, so the lecturer can look.

9. Where the attendance goes: reports, and your student information system

Taking attendance is half of it; the other half is who receives the result. There are three ways out of Wise Timetable: each lesson's own list, downloaded as a CSV file; the reports, for a period; and your student information system, which can fetch every list by itself.

Reports

On the web timetable, Reports is at the top of Today's lessons, under Attendance in the menu. Reports put the lists of a period together in three views: the subjects with their totals and attendance rates, one subject as a grid of its students and its lessons, and one student across all their subjects. Each view downloads as a CSV file. A period may be up to 400 days long and hold up to 5000 lists; a larger one asks for a shorter period. The Guide to attendance shows the reports, in its section 13.

Who sees what is section 6: a lecturer's own lessons, every lesson for your administrators. The attendance rate is present and late, out of present, late, left early and absent; excused, and anybody still to confirm, are left out of both.

Reports are only as complete as the lists. A list that is not ended has written no absences yet, so the students who did not scan count nowhere, and the first view of a period says how many such lists it has. Today's lessons are among them while they are on; if older lists are, ask the lecturers to end attendance on the day - the Guide to attendance, section 11.

Your student information system

Wise Timetable's REST API sends attendance to a student information system that asks for it: every list, whole - the lesson as it was when the list was opened, with its subject, rooms, groups and lecturers, and for each student their number and name, the GUID of their student record where your records carry one, their status, the times of their scans, how each row was recorded, whether they were on the list or a guest, and whether the scan came from outside your networks. Who changed a row is not sent.

By default only ended lists are sent, when they are final. A list corrected afterwards - a mark changed a week later - is sent again, whole, so your student information system always holds what the lecturer's list says. The first time, it takes a whole period; after that it asks every few minutes for whatever has changed.

To connect it, ask us. We give your student information system's API account permission to read attendance: no account has it unless we give it, and the accounts built into the mobile apps never do. Whoever builds the connection on your side needs the Wise Timetable REST API manual, chapter 15 - it is on the documentation page of wise-tt.com. Once the lists are in your student information system, they are also kept by its rules.

10. Trying it out

The best test is your own: one willing lecturer, one group, one week, and a look at the lists together afterwards. Before that, we can show the whole thing on our demonstration school, demoqr - a copy of

our demo timetable with a thousand invented students, most with an e-mail address and some without, whose codes arrive in our mailbox rather than anybody's. Ask us, and we will put a lesson on the screen with you and let you scan it - the app shows the Attendance button for the school code demoqr, so any phone will do.

demoqr also has four weeks of ended lists behind it - one lecturer's lessons from 14 September to 9 October 2026 - so the reports and the feed for a student information system have something to show. We show them signed in as that lecturer or as an administrator, with that period under From and To.

11. What it does not do yet

- A student's own record on the web, or in the app at a school where students choose their groups - it is in the app only where they type their number (section 6).
- Excuses and absence requests, in the timetable alone - a lecturer marks Excused by hand. At a school with Wise Ed, parents excuse or announce an absence in their portal, the office decides them under Absence excuses and watches Attendance alerts, and each subject can have its own attendance rules.
- Attendance from the app for a lecturer at a school that does not let lecturers sign in to the app, or signs them in with Microsoft only - they use the web timetable, on any device.

If something in this guide does not match what you see, the likeliest reason is that your faculty is on an older build - and the second likeliest is that we changed something and this guide is behind. Either way, tell us.