wise timetable

Guide to attendance

Checking in with a QR code - for students, and for the lecturers who take attendance

Some schools take attendance with a code on the screen in the lecture room. The lecturer shows it, every student scans it with their own phone, and the lecturer's list fills in as they do. This guide is for both ends of that code: the first half is for students, the second for lecturers - and each half is worth a glance from the other side, because what a student is told and what the lecturer sees are two views of the same list.

Whether your school takes attendance this way is your school's decision, and so are a few details: whether students also scan at the end of a lesson, when an arrival counts as late, and how a student proves who they are. Where this guide says that something depends on your school, that is what it means.

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For students

1. How attendance works

In a lesson that takes attendance, the lecturer shows a square code on the screen in the room - on the projector, or on a laptop or a phone in a small room. The code changes every few seconds. You scan it with your phone, and a moment later the phone shows a green tick with your name and the time: you are on the list.

Because the code keeps changing, a photo of it sent to somebody who is not in the room is out of date before it arrives. The code that counts is the one on the screen now.

There are two ways to scan, and they end in the same place:

- With the Wise Timetable app, from the Attendance button on its timetable screen - section 2.
- With your phone's own camera, which opens a page in the browser - section 3. Nothing to install and nothing to sign in to.

The first time on a phone you also prove, once, that you are who you say you are - section 4. After that, a scan is all there is to it.

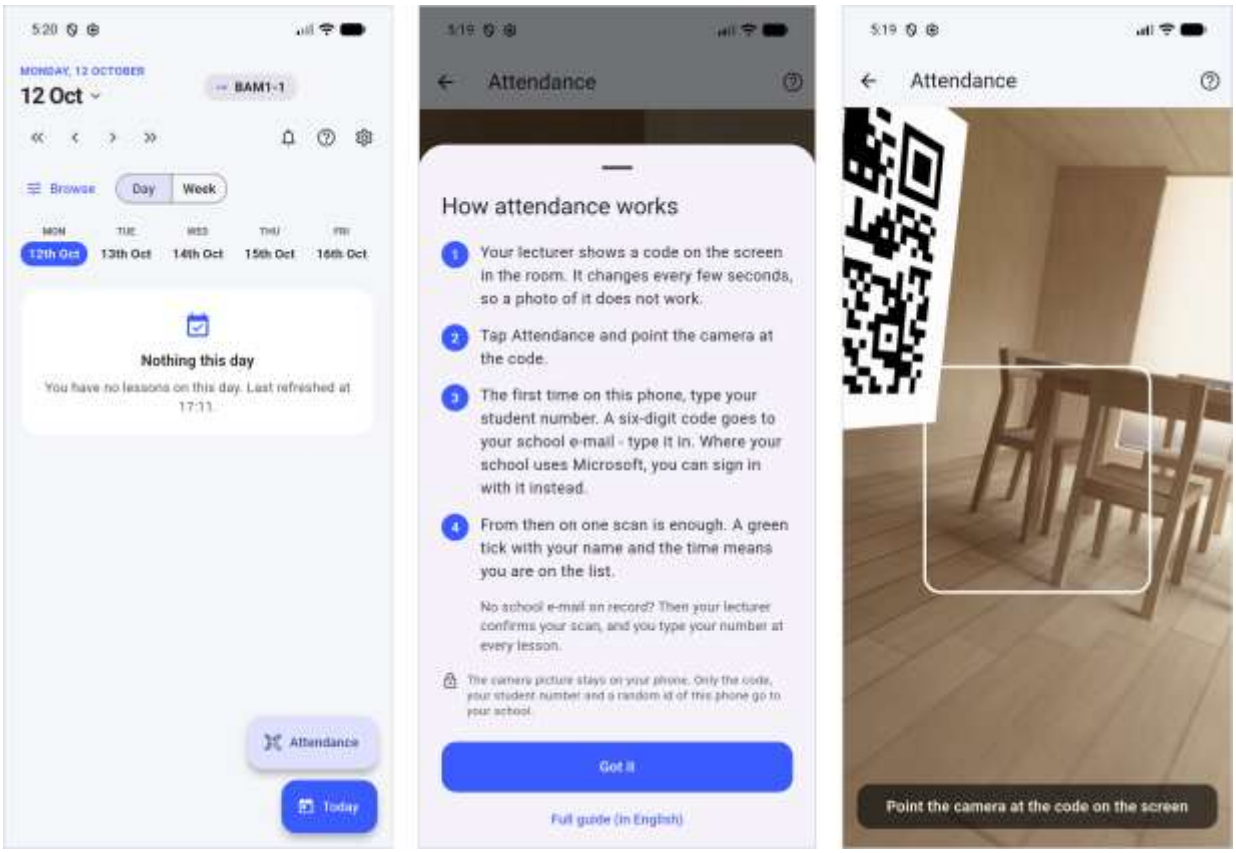
2. With the Wise Timetable app

At a school that takes attendance with a code, the app's timetable screen has a button Attendance, with a small QR sign, at the bottom right - above Today, when Today is there. At every other school the button is not there at all. It needs version 1.2.8 of the app or later.

The first time you press it, the app shows a short page, How attendance works, before it opens the camera: four steps, one line for students the school has no e-mail address for, and one line about what leaves your phone. Scan the code starts the camera, and the phone asks once whether the app may use it. Say yes - without the camera there is nothing to scan with.

Point the camera at the code on the screen. There is nothing to press: the app reads the code by itself as soon as the whole square is inside the frame. If nothing happens, hold the phone still for a moment with the whole square in view.

The app reads attendance codes and nothing else. Point it at any other QR code and it says That is not an attendance code, and keeps looking. The short instructions stay behind the ? at the top right of the camera screen, and their last link opens this guide.



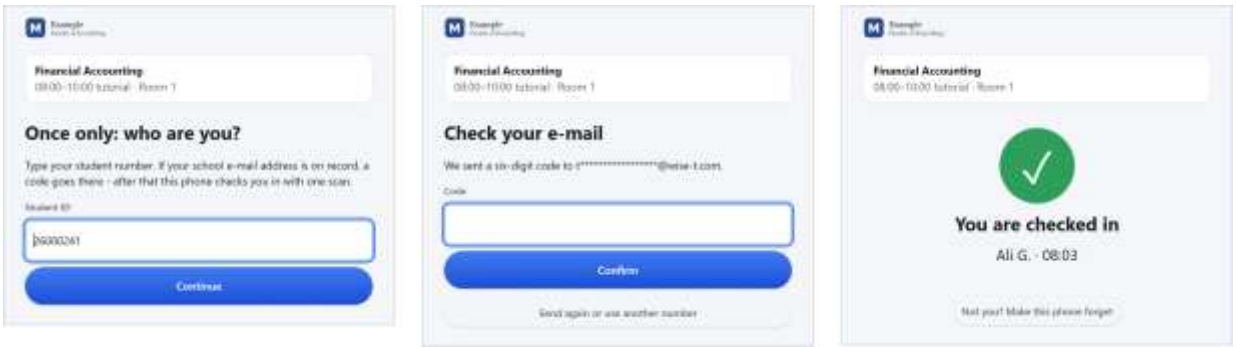
The Attendance button on the timetable screen, the short instructions, and the camera waiting for the code.

If you once refused the camera, the app says that it may not use the camera. Allow it in your phone's settings - or scan with the phone's own camera instead (section 3), which opens the same check-in in the browser.

3. With your phone's camera

Open the camera the way you would to take a photo, and point it at the code. The phone recognises it and offers to open a link - on most phones a small banner or button over the picture. Tap it, and the check-in opens in your browser.

From there the browser shows the same steps as the app: who are you, the first time; then the code from your e-mail; then the green tick.



The same steps in the browser: the student number the first time, the code from the e-mail, and the check-in.

The app and the browser are separate. A phone set up in the browser is not set up in the app, or the other way round - each proves once. A browser keeps it for a little over a year; clearing the browser's data, or scanning in a private window, makes it forget, and you prove again.

4. The first time: who are you?

The code on the screen proves that you were in the room. It does not say who you are, so the first time you scan with a phone, the phone asks: Once only: who are you? Type your student number - the one on your student card - and press Continue. What happens next depends on what your school has on record for you.

A code by e-mail

If your school has an e-mail address for you, a six-digit code goes there straight away, and the phone says where it went, with most of the address hidden. Open your mailbox, type the six digits, and press Confirm.

That is all, and only once. From then on this phone checks you in with one scan, at every lesson. The scan you made counts at the time you made it, not at the time you typed the code, so take the minute your mailbox needs.

The code works for five minutes from your scan, and only on the phone that scanned. Nothing arrived? Look in the junk folder first, then press Send again or use another number - after that, only the newest code counts. If no code can be sent at all, the phone says so: tell the lecturer you are there, and they add you by hand.

Signing in with Microsoft

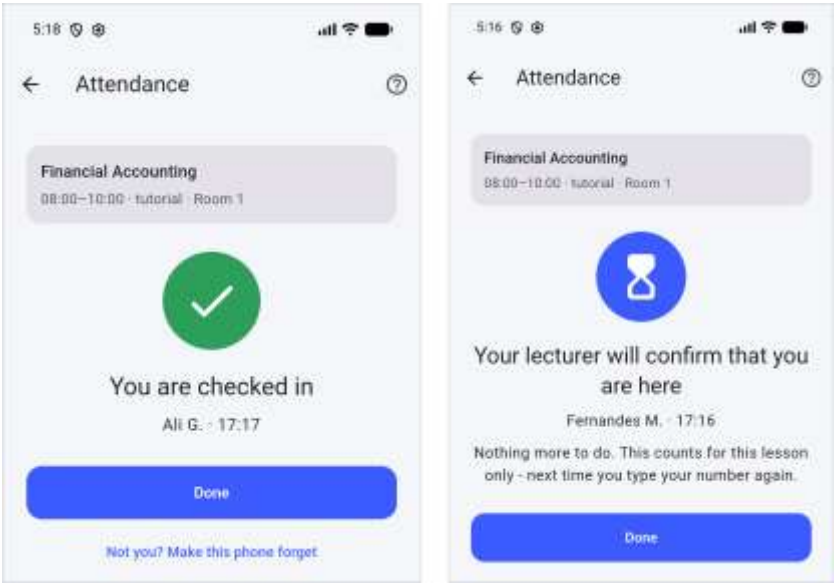
At a school that uses Microsoft 365, the page may also offer Sign in with Microsoft. It opens Microsoft's own sign-in, with your school account, and that proves who you are just as well as the code does. A school that uses only Microsoft tells you to use the Microsoft button.

In the app, Sign in with Microsoft hands over to the phone's browser: the browser checks you in, and it is the browser that is set up afterwards, not the app. Tap it straight away - the browser uses the code you scanned, and if that has changed by the time it opens, scan the screen with the phone's camera instead. At a school that uses Microsoft, scanning with the camera (section 3) is the simpler habit.

No school e-mail on record

Some schools have no e-mail address for some of their students. Then there is nowhere to send a code, and the phone says Your lecturer will confirm that you are here. Your scan is on the lecturer's list, waiting to be confirmed, and the lecturer confirms the students they can see in the room. There is nothing more to do.

It counts for that lesson only. Without an address the phone cannot be set up for good, so you type your number at every lesson. The cure is for the student office to put your school e-mail address on your record - the next scan after that sends the code and sets the phone up.



Checked in - and what a student without an e-mail address on record sees instead.

ONE PHONE, ONE PERSON

A phone that is set up belongs to one student. If a friend's battery is flat, they cannot check in with your phone: a phone that has checked in one student for a lesson refuses a second one for the same lesson. The lecturer adds them by hand instead - which is what the lecturer expects, and the list shows.

Somebody else set up your phone, or you lent it? Not you? Make this phone forget, under the green tick, clears it, and the next scan asks who you are again.

5. Every lesson after that

Scan, and look for the green tick. The page shows the lesson, its time and room, your name shortened - Novak J. - and the time of the scan. There is nothing to send and nothing to save.

A few things you may meet:

- Late. Your school may decide that a scan more than a set number of minutes after the start counts as late. Your tick looks the same; the lecturer's list says Late, and the lecturer can change it. When the lecturer confirms you instead, they decide whether you were late.
- You are not on this lesson's list - the lecturer sees you as a guest. You are checked in all the same. The lesson is not on your timetable - another group's lesson, or a change the timetable has not caught up with yet - and the lecturer decides what that means.
- Check-out. Some schools take attendance at the end of a lesson as well: the lecturer shows a second code and you scan again, and the page says You are checked out. Where your school does this, a student who scanned in but not out counts as having left early.
- Scanned twice? No harm done - the first scan stands.

Your own attendance, in the app

At a school where you type your student number in the app instead of choosing your groups, the app also shows your own attendance. My attendance is a small icon beside the bell at the top of the timetable, and a button under the green tick. It lists your lessons of about the last six months, newest

first, each with its status, and for each subject how many times you were present, late, absent or excused, with your attendance rate - counted the way section 13 explains.

It shows the record of the student this phone was set up for, with the code from the e-mail, and only when that is the number your timetable follows. Until then it says that your attendance appears after your first scan in a lesson. A student whose school has no e-mail address for them is confirmed by the lecturer and never sets a phone up, so the app cannot show them their record; their lecturer can. The same goes for a student who proves who they are with Microsoft: in the app that happens in the browser, and it is the browser that is set up, not the app. A lesson whose list is still open appears once you have scanned, or once the lecturer has ended the list.

6. When something goes wrong

Every refusal is a sentence that says what to do. The ones you are most likely to meet:

- That code has already changed. You scanned a code a few seconds too old, or a photo of one. Scan the screen again.
- Too much time has passed since the scan. The first-time steps took longer than five minutes. Scan the screen again and start over.
- The lecturer has already closed attendance for this lesson. Tell the lecturer you are here; they can add you by hand.
- Nobody here has that number. Check the number on your student card. A code belongs to one school, so the number has to be a student number there.
- That is not the code we sent. Check the six digits in the newest e-mail.
- This phone has already checked in somebody else for this lesson. Each person scans with their own phone.
- Too many attempts. Wait a little, then scan the code again.
- That code belongs to no lesson here. What you scanned is not a code any lecturer here has shown. Scan the one on the screen in the room.
- No connection. The phone needs the internet for a moment. Check Wi-Fi or mobile data and scan again.

Whatever the screen says, the lecturer can always put you on the list by hand. A phone that fails is never the end of it - telling the lecturer is.

7. What is kept about you

The camera picture never leaves your phone - only the text inside the code is used. When you check in, your school's Wise Timetable server receives the code, your student number the first time, and a random identifier of your phone, made up for attendance and meaning nothing outside it. Your name comes from your school's records, not from the phone. No location is taken.

The lecturer's list keeps, for each lesson, your status, the time of your scan, and how it was recorded - by the code, by your number alone, by the lecturer's hand, or when attendance was closed - and, where your school lists its own networks, whether the scan came from outside them. Your lecturers and your school's administrators can also see it summed up over a period, and where your school has connected

its student information system, the lists go there too. Who can see what is in section 14. The server also notes the network address each scan came from, and erases it after about a month.

A phone that is set up holds a key that says whose it is - the app keeps it in the phone's own secure storage where the phone allows it, and the browser in a cookie. The server keeps only a scrambled form of that key, from which the key itself cannot be rebuilt. Your school is responsible for its attendance records, and its own privacy notice says how long it keeps them.

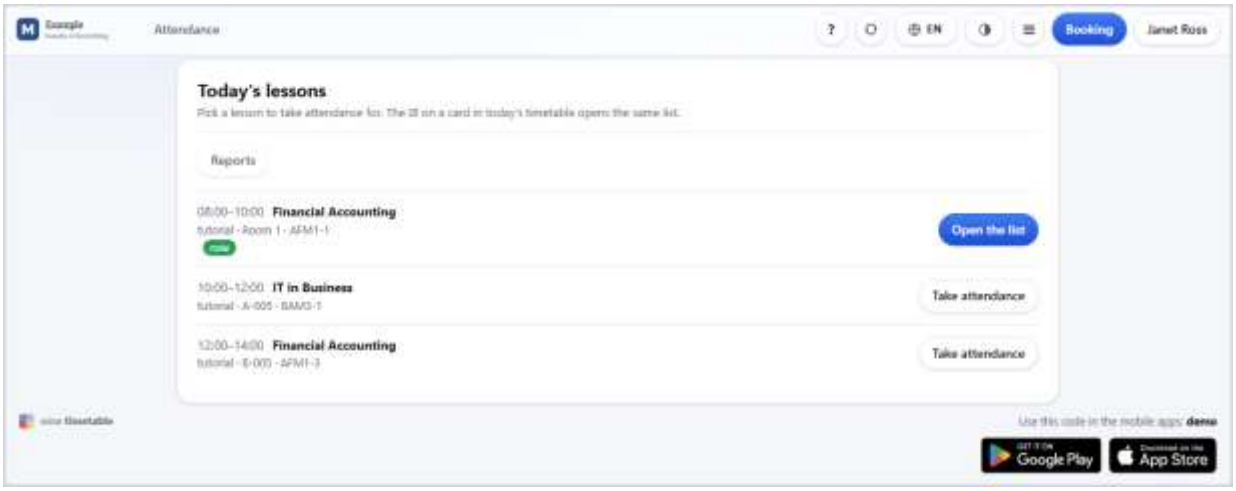
For lecturers

8. Taking attendance

Attendance is taken on your school's web timetable, signed in - the same sign-in as for bookings. A laptop on the lectern is the usual place, but a tablet or a phone will do. At a school that takes attendance, two ways lead in:

- The ☑ in the corner of a lesson card, on today's timetable. It opens that lesson's list and puts the code on the screen in one step.
- Attendance, in the menu behind the three lines in the header. It lists your lessons today, each with Take attendance - or Open the list where one is already open. If exactly one of your lessons is running now, it skips the list and opens that one.

A lesson counts as running from fifteen minutes before it starts until it ends, so the code can be on the wall while the students come in.



Today's lessons, with Reports at the top. The lesson marked now is running, and already has a list.

A lesson that is not yours, or not now

You may take attendance for any lesson on today's timetable, not only your own - a substitute does exactly that, and the ☑ is on every card of today. When the lesson is not yours, has not started yet, or is already over, the screen asks first - Take attendance for this lesson? - and says why it is asking. Yes, open the list goes on, and the list records who opened it.

If a colleague has already opened the list, you join theirs rather than starting a second one. One lesson has one list, however many times it is opened and by whom.

In the Wise Timetable app

At a school that lets lecturers sign in to the app, you can also take attendance from your phone. Follow yourself in the app - Lecturer, then your name - and type the password you use for the web timetable when the app asks. The timetable then has a button Take attendance at the bottom right. At a school that does not let lecturers sign in to the app, the button is not there, and attendance is taken on the web timetable as above.

The first time, the app asks for the password once more: that signs you in for attendance, the same sign-in as on the web, and it lasts eight hours on that phone. Sign out, in the menu at the top right, ends it sooner. The app then lists your lessons of today, and opens the one running now by itself. A lesson that has not started or is over is asked about first, as above; a colleague's lesson is opened on the web timetable.

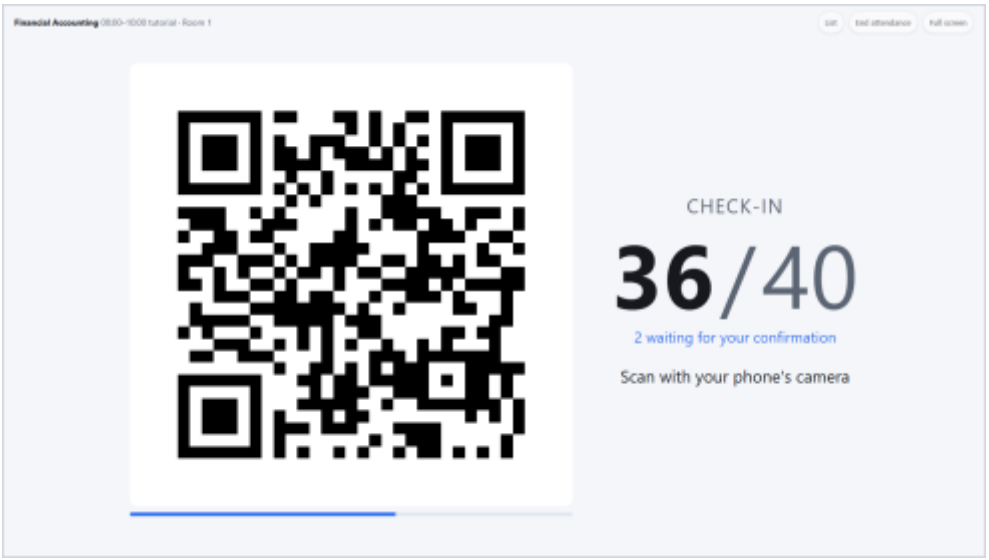
Opening a lesson puts its code on the phone's screen, with the count under it, and the phone stays awake while the code is shown. Hold it up in a small room. In a lecture hall, open the same lesson on the web timetable on the lectern computer: it is the same list, and the projector shows its code. List, under the code, opens the list: a tap on a student changes their status, Confirm all confirms everybody waiting, and Add by number puts a student on it by their student number. End attendance, Reopen and check-out work as in section 11. The tags on the rows, downloading a list and the reports are on the web timetable only.

Where your school signs lecturers in with Microsoft only, the app cannot sign you in, so it shows no Take attendance button. Use the web timetable - it works in the phone's browser too.

9. The code on the screen

Opening a list puts the code on the screen, sized for the back row: the code as large as the screen allows and, beside it, the count - how many have scanned out of how many are expected - with how many are waiting for you to confirm them. A thin bar under the code runs down to its next change.

On a projector, press Full screen at the top right. Then let the students scan; there is nothing for you to do until the count stops moving.



The code on the projector, the count, and two students waiting for confirmation. List, End attendance and Full screen are the small buttons at the top.

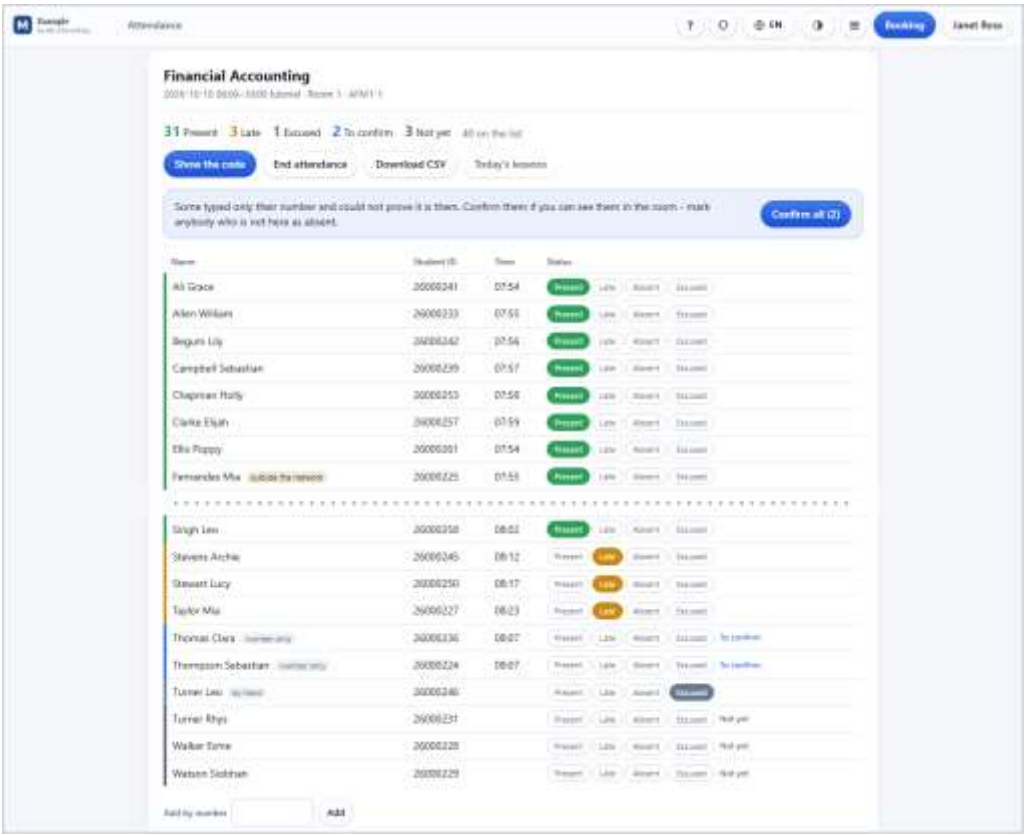
The code changes every ten seconds, or as often as your school has decided, and the one before it is still accepted, so a scan at the moment of the change counts. If the network drops, the screen says No connection - trying again, and carries on for one more change with the next code it already has. A longer break leaves a code on the wall that no longer counts, until the connection is back.

> **THE COUNT IS THE REAL CHECK**
>
> A changing code defeats the photo sent to a group chat. It cannot 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.
>
> What catches that is the count against the heads in the room. If the screen says 41 and you can see thirty, look at the list.

10. The list

List, on the code screen, opens the list; Show the code goes back. At the top are the counts - Present always, and Late, Absent, Excused, Left early, To confirm and Not yet when there are any - and how many are on the list.

Who is on the list is decided the way a student's own timetable is: the students of the groups on the lesson, narrowed to those registered for the subject where your school records registrations. Each has one row, with a button for every status - Present, Late, Absent, Excused, and Left early where your school takes check-out. The status a student has is the pressed button, and pressing another changes it there and then.



The list during a lesson, shortened in the middle. Two students typed only their number and wait for confirmation; three have not scanned yet.

Some rows carry a small tag:

- number only - the student typed their number but could not prove it was them, usually because the school has no e-mail address for them. Their row says To confirm.
- by hand - you set this row yourself.

- not on the list - the student scanned, but the lesson is not on their timetable. A guest, recorded rather than refused. The ✕ at the end of such a row removes it, if it should not be there.
- outside the network - where your school lists its own networks, a scan that came from anywhere else. Not refused, because mobile data is normal, but a reason to look up and check.

Confirming the ones who could not prove it

At a school without e-mail addresses for its students, many scans arrive as To confirm, and a box above the list says so. Look round the room, mark anybody who is not there as Absent, then press Confirm all: everybody still waiting becomes Present. One at a time works too - Present, or Late, on the row. A confirmed student is never marked late by the clock, so whoever came late, you mark Late yourself.

Somebody who is missing from the list, or could not scan

Add by number, under the list, puts a student on it as present by their student number - a phone with a flat battery, a student from another group sitting in. Any row can be changed at any time, during the lesson or after it.

Attendance works at a booking too - an extra lecture, a make-up lesson. If the booking names no group, nobody is expected, and the list is simply whoever scans.

11. Ending attendance

End attendance closes the list. Nobody can scan after that, and every expected student who did not scan is marked absent - the list says so at the top. You can still change any row, and a student who turns up late can be added by hand.

Reopen undoes it: the absences that closing wrote are taken back, the code is on the screen again, for check-in, and the students can scan. Whatever you set by hand stays as you set it.

End attendance on the day. While a list is open it takes its students from the timetable, and the timetable may be different tomorrow; an ended list keeps the students it had.

Check-out, where your school takes it

Some schools also take attendance at the end of a lesson. There, Start check-out is beside End attendance. It puts a second code on the screen - CHECK-OUT above the count - and the students scan again. Back to check-in returns to the first code, for whoever arrived very late.

When you then end attendance, a student who scanned in but not out is marked Left early, and one who scanned out but never in is marked Late. A row you set by hand is never second-guessed.

> **CHECK-OUT FIRST, THEN END**
>
> At a school that takes check-out, a list ended without a check-out marks everybody who scanned in as Left early - nobody scanned out, because nobody was asked to.
>
> If that happens, Reopen, Start check-out, let the students scan, and end it again: the marks follow the scans.

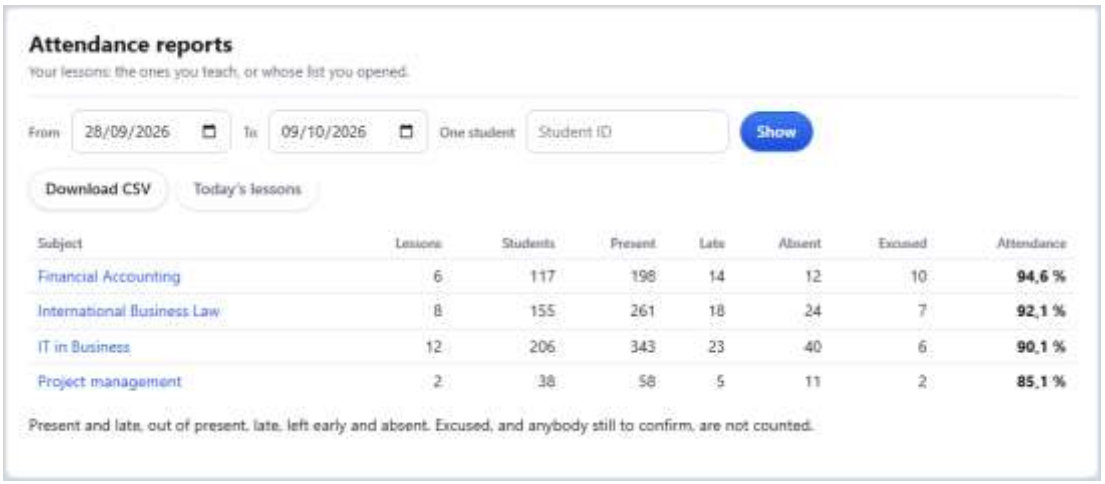
12. Downloading the list

Download CSV saves the list as a file that opens in Excel with a double-click: the lesson on the first line, then one row per student - student ID, name, status, the time in, the time out, how the row was recorded, and an x under not on the list and outside the network. It is the list as it stands when you press the button; after changes, download it again.

13. Reports

A list says who came to one lesson. Reports put the lists of a period together: how the lessons of a subject are going across the term, and how one student is doing at all of them. Reports, at the top of Today's lessons, opens them. When Attendance has gone straight to a lesson that is running, Today's lessons on its list leads there.

Your reports cover your own lessons - the ones you teach, and any whose list you opened or joined - so a subject in your reports is your lessons of it, not every lesson of the subject. Your school's administrators see every lesson at the school, and the line under the title says which of the two a report is. A report starts with the last four weeks; From, To and Show change the period, up to 400 days.

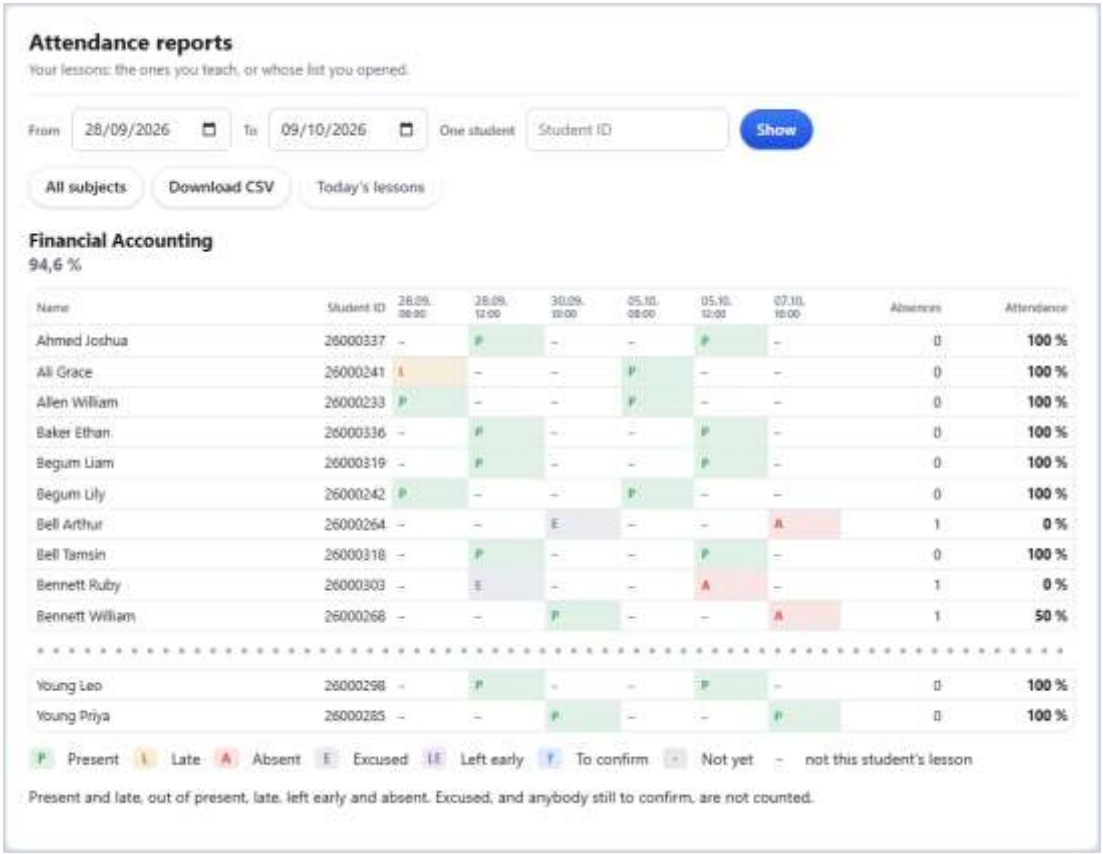


Attendance reports: the subjects of two weeks, each with its lessons, its students and its attendance rate.

The first view lists the subjects of the period: how many of their lessons had a list, how many students were on them, how many times they were present, late, absent and excused, and the attendance rate. A subject's name opens that subject.

One subject

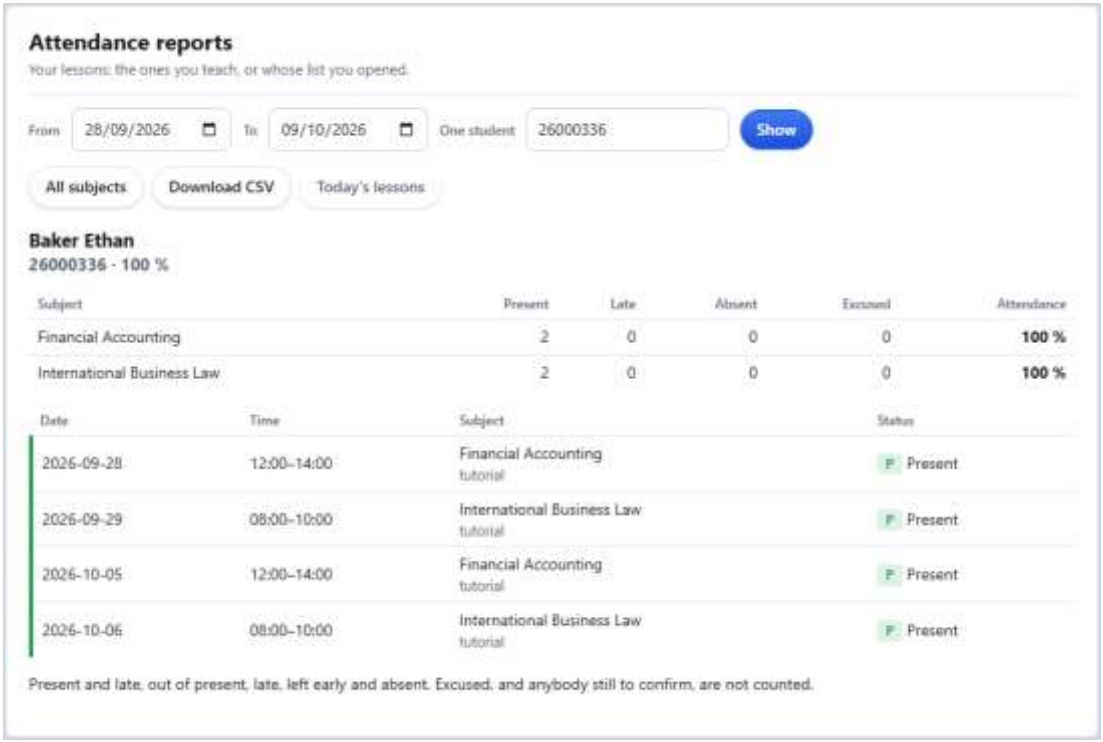
A subject is a grid: its students down the side, its lessons across the top by date and start time - pointing at a date shows the type of lesson and its groups. Every cell holds a letter, and the legend under the grid spells them out: P present, L late, A absent, E excused, LE left early, ? to confirm, and a dot for not yet, on a list that is still open. A dash means the lesson was not that student's - another group's lesson of the same subject. Each row ends with the student's Absences and their Attendance (the rate), and the subject's own rate is under its name.



One subject, shortened in the middle: every student, every lesson, and a rate for each.

One student

A student ID under One student, and Show, gives that student's period: their rate in each subject, then every lesson with its date, time, subject and status. All subjects goes back to the first view. Only the lessons you can see in your other reports are in it, so a lecturer sees how a student is doing at their own lessons; an administrator sees all of them.



One student: each subject with its rate, then every lesson of the period.

Download CSV saves the view on the screen as a file that opens in Excel, like a list's own: the subjects with their totals, the grid with a column per lesson, or the student's lessons with the times in and out. After Show, or from a subject's name, a report's web address holds its question, so a bookmark brings back the same subject and period, with the answers as they stand when you open it.

> **HOW THE RATE IS COUNTED**
>
> Present and late, out of present, late, left early and absent. Excused is left out of both - that is what excusing means - and so is anybody still to confirm or not yet scanned, because that is not an answer yet. Where nothing counts, the rate is a dash, never 0 %.
>
> A list that is not ended has written no absences yet, so a student who did not scan counts nowhere and the rate looks better than it is. The first view says how many of the period's lists are not ended - today's among them while their lessons are on. End attendance on the day, and the reports are right.

14. Who can see a list, and the reports

A list holds other people's students. Whoever opened it, the lesson's lecturers and your school's administrators can read it straight away. Any other member of staff who opens the lesson is asked first, as in section 8, and from then on reads the list too - and that they joined is recorded. Students see only their own check-in, on their own phone - and, where the school asks for the student number in the app, their own attendance there (section 5).

Reports follow the same rule and never go further: a lecturer's reports hold only lists they can read, and an administrator's hold every list at the school. Where your school has connected its student information system, it receives the lists too - as a rule once they are ended, and again whenever one of them is corrected - so a mark you change next week reaches it as well.

Every list records who opened it, and every change made by hand records who made it. And a list is a record of what happened, so it outlives the timetable: once attendance is ended, the list keeps the lesson's name, time and room and the students it had, even if the lesson is moved or deleted afterwards.

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.