

# BEST PRACTICES



## Why Use the UNC Check-In App?

At UNC, we value student academic success and understand that a student who is not attending class regularly may be struggling with issues outside of class. The UNC Check-In app aids instructors in recognizing when a student is missing multiple classes, even in a large class so that the instructor may check on the student's well-being or use this information in the mid-semester Academic Progress Reports (APRs). Instructors who want to ensure the success and well-being of students now have an additional tool to assist them.

The Check-In app can be used every time a class meets or intermittently, such as during exams. The app allows instructors to specify 15-minute time intervals defined as "Check-In Windows" during which students use their mobile device to register attendance. Unlike other systems that can be cumbersome, this system uses a Bluetooth beacon in the classroom to allow a student to check-in through an app installed on their mobile device. The online Dashboard allows the instructor to monitor attendance, manually check-in students, open the check-in window, export attendance to Sakai, and communicate with the students via email. The instructor can also open the check-in window from the mobile app if desired.

## Best Practices

- Require students to install the app prior to the start of class.
- Collect the onyens of students who missed the check-in window or had technical issues checking in. On the Dashboard site, click the 'Manually Check-In Students' button and enter the onyens you collected.
- Prompt students with a visual cue when the check-in is open (either a note on the board or a slide in the slide deck). Do not rely solely on a verbal cue.
- Note that student issues with the app generally stem from not having the most up-to-date operating system on their device, or if they have not enabled Location Services for the app, or Bluetooth and Wifi on their device. If issues persist advise them to close the app (not just minimize it) or uninstall and reinstall it. They can also contact help from the app menu or <https://unccheckin.unc.edu>

## Getting Started

1. Request your course be added to the UNC Check-In app by completing the [course opt-in form](#).
2. Take attendance in class by opening a "Check-In Window" through the online Dashboard or through the mobile app (download the mobile app from the [App Store](#) (iOS) or [Google Play](#) (Android)).

**Dashboard:** visit <https://unccheckindash.unc.edu> and Choose your course from the tabs across the top of the screen. Click the blue "Open Check-In Window" button.

**Mobile App:** Launch the UNC Check-In App from your mobile device. Login and choose your course from the list on the main screen. When the screen displays the text "Beacon Detected" click the blue "Open Check-In Window" button.

Now your students have 15 minutes to open the UNC Check-In App from their mobile device and click the "Check Into Class" button on their screen. Alert your students to check-in now.



For more information visit  
[checkin.unc.edu](https://checkin.unc.edu)

## TIPS

Instruct students to install the UNC Check-In app prior to class.

Use visual **and** verbal cues to prompt students to check-in.

## QUICK LINKS:

Dashboard:  
[UNCcheckindash.unc.edu](https://unccheckindash.unc.edu)

Course opt-in form:  
[checkindash.unc.edu/secure/course\\_request](https://checkindash.unc.edu/secure/course_request)

FAQs and Information:  
[Checkin.unc.edu](https://checkin.unc.edu)

