

# Using the App as an Instructor

Audience: Instructors



## Table of Contents

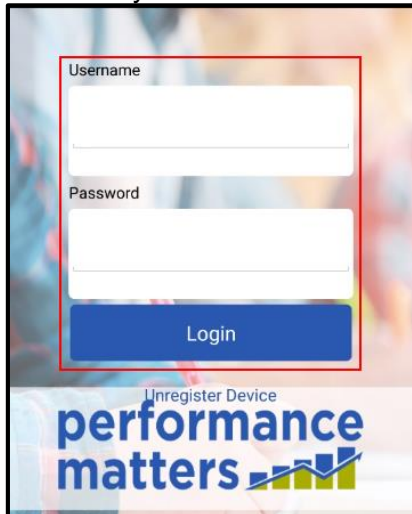
<b>Accessing Your Courses</b> .....	2
<b>Logging In to the App</b> .....	2
<b>Accessing Your Classes</b> .....	2
<b>Taking Attendance</b> .....	4
<b>Directly in the App</b> .....	4
<b>Using the QR Codes with the App</b> .....	5
<b>Printing a Section QR Code</b> .....	7

This document provides a step-by-step walkthrough for **Accessing Your Courses** and **Take Attendance**.

## Accessing Your Courses

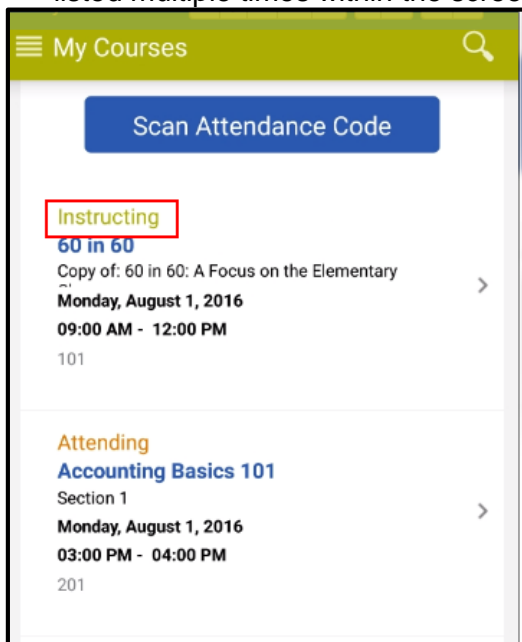
### Logging In to the App

- Enter your district **Username** and **Password** and tap **Login**.

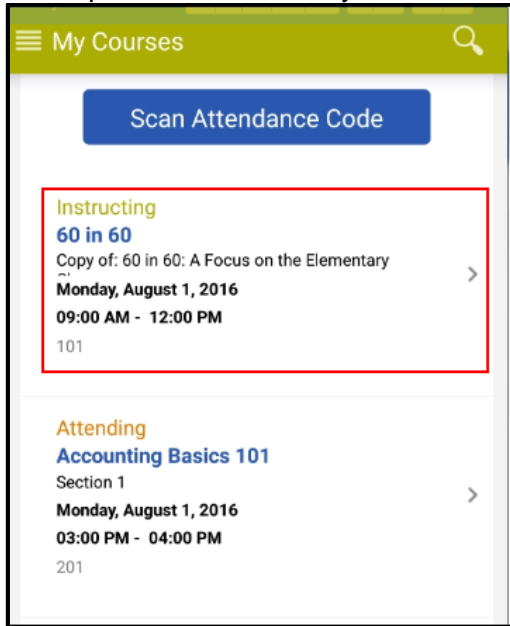


### Accessing Your Classes

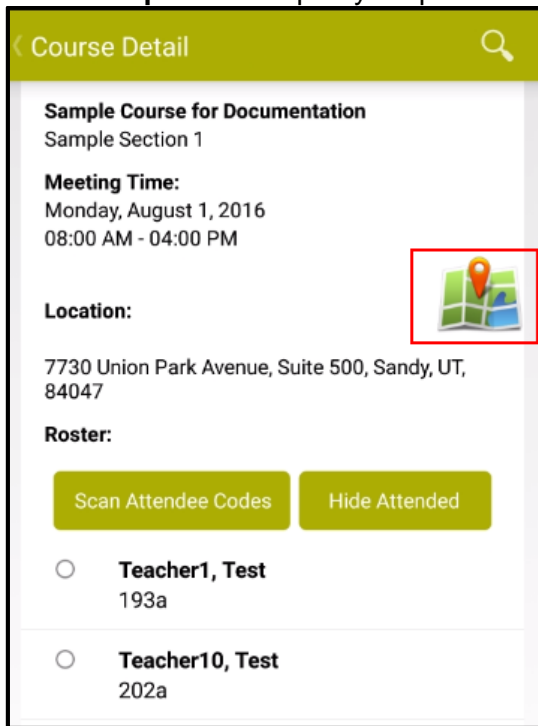
- **Class Times** that you are both instructing and attending will be displayed. Class times you are instructing will be designated as **Instructing**. If your section has multiple class times, they will be listed multiple times within the screen.



- Tap on the class time you would like to access.



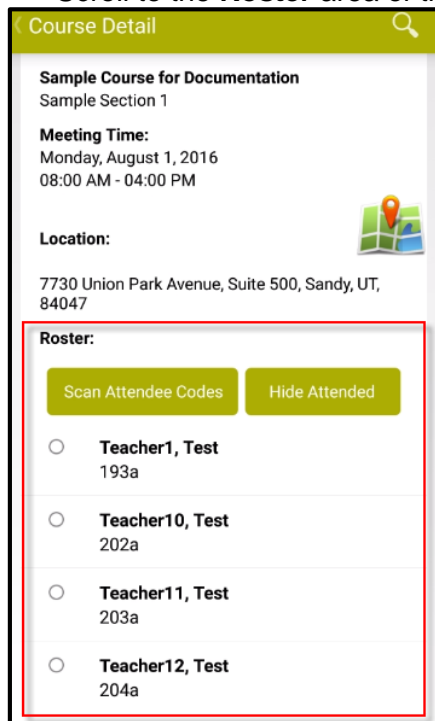
- The class time information is listed at the top with the roster information at the bottom. Clicking on the **Map** icon will open your phones map tool to show the location of the section.



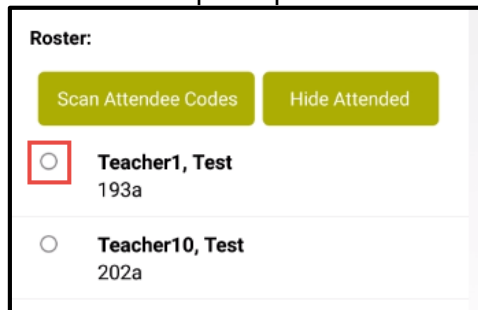
## Taking Attendance

### Directly in the App

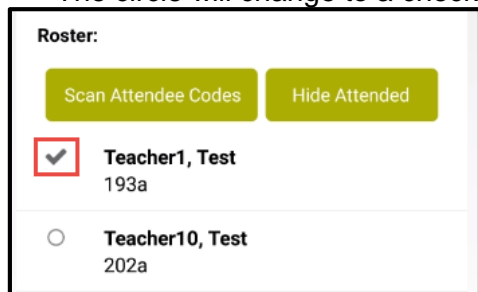
- Scroll to the **Roster** area of the screen.



- To mark a participant as attended for the class time, tap on the **circle** next to their name.



- The circle will change to a checkmark indicating that the participant has been marked as attended.



- Tapping on the **checkmark** will change the participant's attendance back to absent.

- Clicking **Hide Attended** will remove the participants which have been marked as attended. Click **Show Attended** to show attended participants.

**Roster:**

Scan Attendee Codes Hide Attended

- Teacher1, Test  
193a
- Teacher10, Test  
202a
- Teacher11, Test  
203a
- Teacher12, Test  
204a

**Roster:**

Scan Attendee Codes Show Attended

- Teacher10, Test  
202a
- Teacher11, Test  
203a
- Teacher12, Test  
204a

### Using the QR Codes with the App

- Prior to the class time, you will need to access your section roster on a computer. Click on the **Name Tags** button to select a name tag template or table tents.

Section #: 10023  
 Section Title: Computer Science-Coding 101 (May 2016)  
 Start Date: 05/09/2016  
 End Date: 05/13/2016  
 Maximum Number of Participants: 20

**Note:** Refer to system documentation for help accessing your section.

Add Learner Add Learner Advanced Edit Attendance Waitlist Remove Participants  
Manage Credit Assign Credit Attendance Percentage Credit Attendance  
Sign In Sheet Name Tags Messages Email All Export  
Roster Status Credit Hours

- Click on the link for your desired name tag or table tent. The name tags or table tents will have a QR code that is specific for each participant. Print these and make sure each teacher receives them at the beginning of the class time.

Roster for Only Section on 3/31/16

Print Table Tents  Include QR Codes

Print Name Tags:

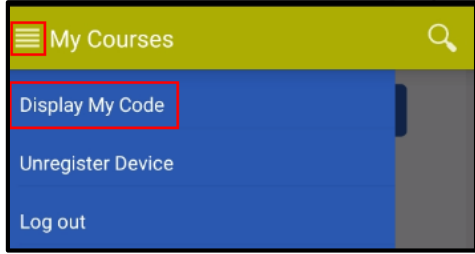
[Avery 5095/5395/42395/45395 \(8 Labels/Page\)](#)  
[Avery 74552/74558 \(10 Labels/Page\)](#)  
[Avery 74459 \(6 Labels/Page\)](#)

## Test Teacher1

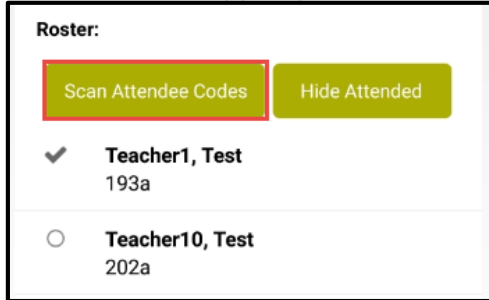


**Note:** If you are using table tents, make sure to check **Include QR Codes**.

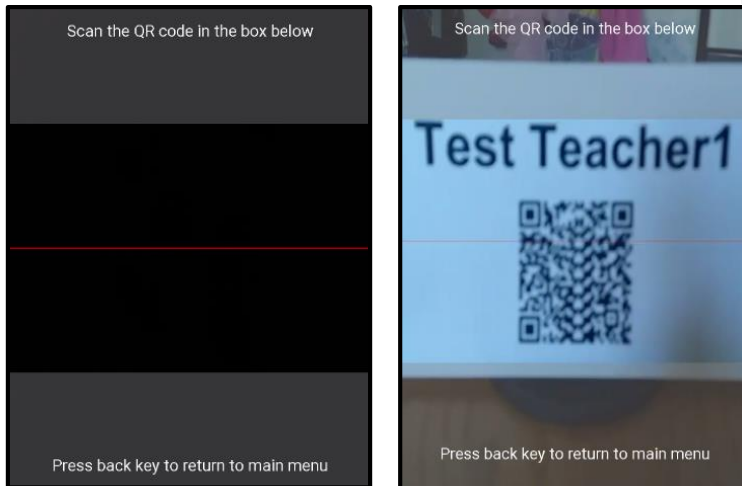
- Alternatively, if the participants have the Performance Matters Mobile app, they can tap on the **Menu** icon and select **Display My Code** to show a digital copy of the QR Code for you to scan.



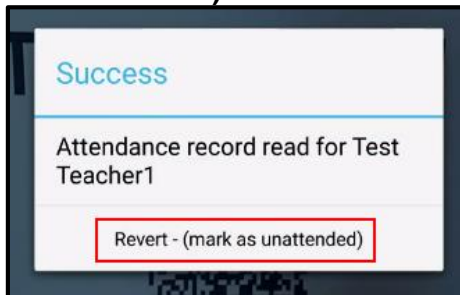
- Back in the app, tap on **Scan Attendee Codes**.



- Use the **QR Scanner** to scan the **QR Code** from the participant's name tag or table tent.



- The pop-up window confirms that attendance has been record. Click **Revert – (mark as unattended)** to cancel this selection. Repeat the process for each participant.



## Printing a Section QR Code

- You may also print a QR code for your section that participants can scan using the app to mark themselves as attended.
- Access your section roster on your computer. Click on the **Sign In Sheet** button.

End Date: 05/13/2016

Maximum Number of Participants: 20

**Note:** Refer to system documentation for help accessing your section.

Add Learner Add Learner Advanced Edit Attendance Waitlist Remove Participants

Manage Credit Assign Credit Attendance Percentage Credit Attendance

**Sign In Sheet** Name Tags Messages Email All Export

Roster Status Credit Hours

- The sign in sheet will open in a separate window. Click on **Print Section Code**.

End Date: 05/13/2016

Maximum Number of Participants: 20

Current Date: Monday May 9, 2016 >


Print **Print Section Code**

#	Name	Position	District / School	8:00 AM - 3:00 PM
1.	Teacher1, Test	Instructional	Test District, Test School 1	

- A QR Code will generate for the class time. Post this in the room before your class time and participants can use the mobile app to scan and mark themselves as attended.

Using the TNL Mobile PD App, students can mark their attendance by scanning the following code:

08:00:00 AM - 03:00:00 PM



Print **Print Section Code**

#	Name	Position	District / School	8:00 AM - 3:00 PM
1.	Teacher1, Test	Instructional	Test District, Test School 1	