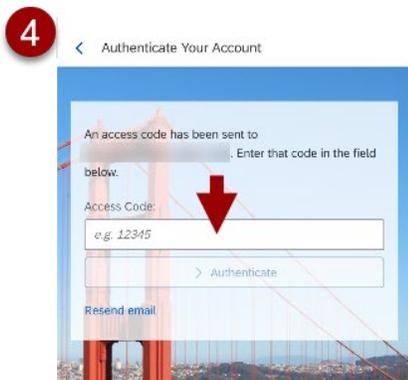
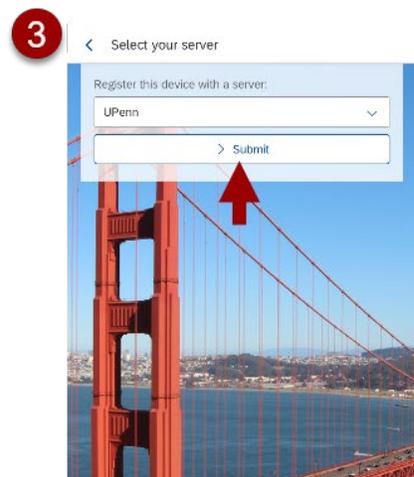
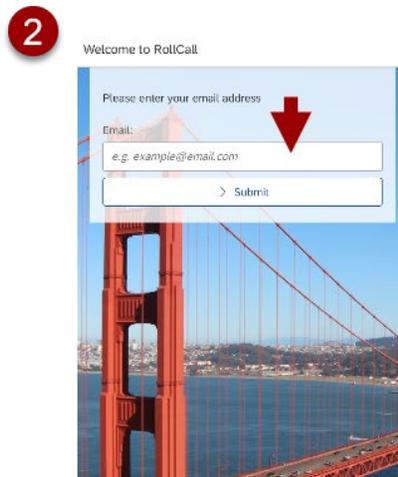




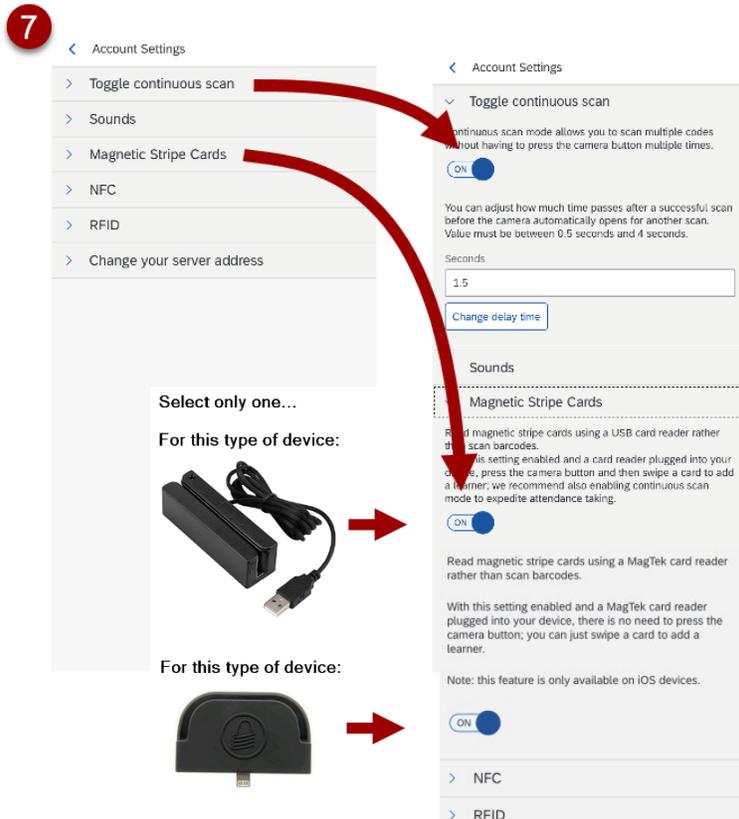
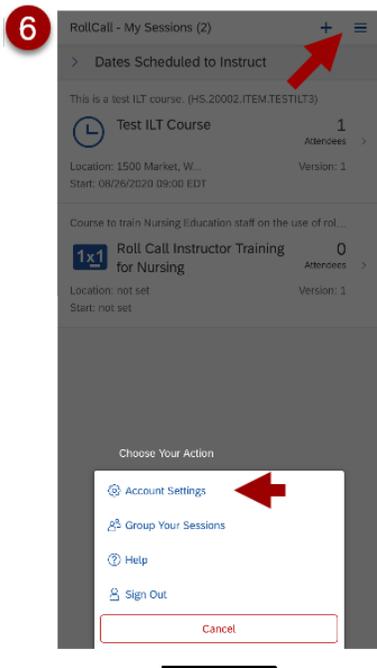
This job-aid explains how to set up and use the RollCall mobile app to scan badges for class attendance. **NOTE: You must have an instructor account set up in Knowledge Link prior to setting up RollCall on your mobile device.**

Set Up the RollCall App

1. In iOS App Store, search for “Rollcall lms” and tap **Get** to install.
2. Open the app, enter the instructor email address, and tap **Submit**.
3. Select **UPenn** and tap **Submit**.
4. Wait for a confirmation code to be sent to the email address. Enter the confirmation code and tap **Authenticate**.
5. Create a PIN for this device. (Enter your PIN twice, then tap **Continue**.) You will need this PIN to access RollCall on this device.



6. Tap the menu icon in the top right, then tap **Account Settings**.
7. Turn on “Toggle continuous scan”, and turn on “Magnetic Stripe Cards” as shown below. Tap the back arrow (<) to return to the main screen.



* *Note: You can repeat these steps for other instructor email addresses on the same device, if needed.*

➔ Continue to the next page to learn how to [Use the RollCall App](#).

Use the RollCall App

1. Open the app, enter the instructor email address, then enter the PIN created during setup.

* *If you forgot your PIN, tap the help button (?) at the top of the screen, tap the **Forgot your PIN** option, and follow the on-screen instructions.*

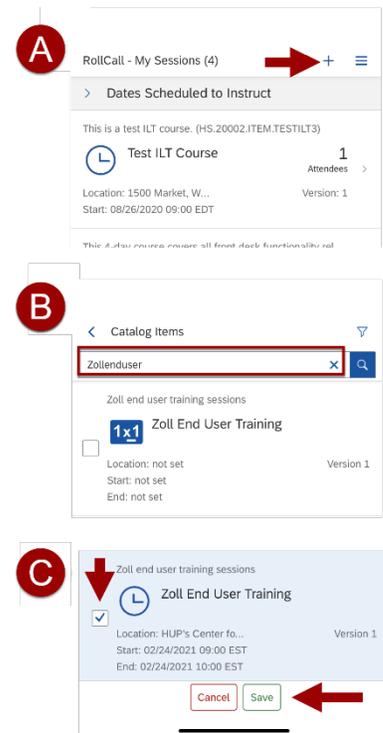
2. You will see the **My Sessions** screen. All classes associated with the instructor email address will be listed. If your class is listed, continue to step 3. If you need a class or item that is not listed, use the steps A-C below.

A. Tap the plus (+) symbol near the top of the screen.

B. Enter the Class ID or partial Item ID or name to find the class or item.

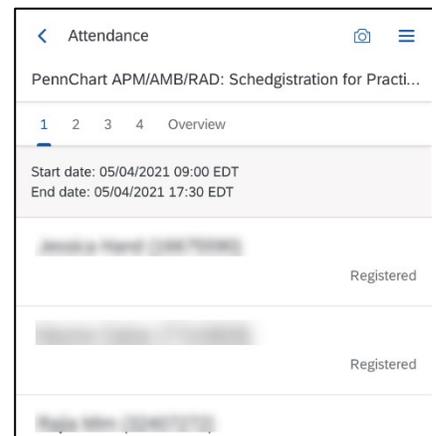
C. Tap the checkbox next to the class or item you wish to add to your list, and then tap **Save** near the bottom of the screen. The selected classes and/or items will be added to your **My Sessions** screen.

* *The clock symbol indicates a class. The symbol "1x1" indicates a course (not associated with a specific date/time/location).*



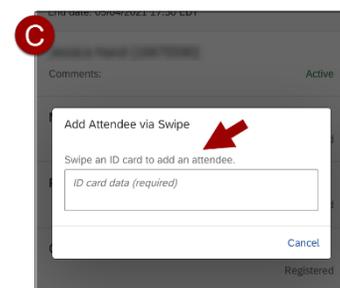
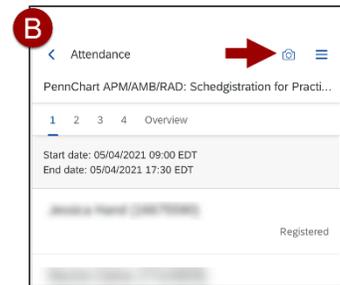
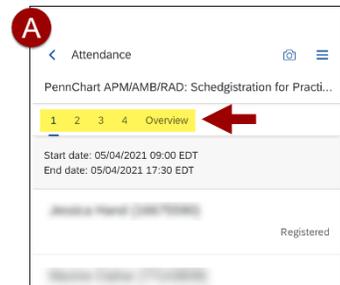
3. On your **My Sessions** screen, tap the class or item for which you will be scanning badges. A list of pre-registered attendees will be shown.

* *If you selected an item, no attendees will be shown. You may proceed with the remaining steps to give completion at the item level.*



4. Plug the badge scanner into the mobile device and proceed as follows:

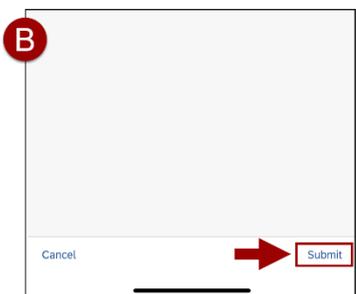
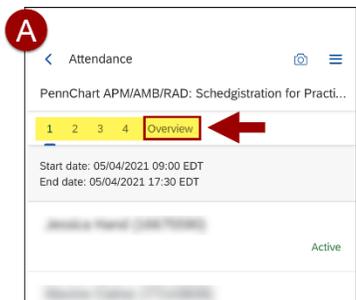
- A. If this is a multiple-day class, you will see **numbered tabs** for each day above the attendee list. **Be sure you have selected the correct day before continuing.** If this is a one-day class, proceed to the next step.
 - B. Tap the camera icon at the top of the screen.
 - C. Swipe each employee badge in succession. For each swipe, the attendee's status will change from "Registered" to "Active." (Unregistered attendees will automatically be registered and set to "Active" when they swipe their badge.)
 - ➔ If the employee does not have a badge, or the badge swipe is not working, see [How to Manually Enter Attendance](#).
 - ➔ If there are no shows or people to cancel, see [How to Enter No Shows or Cancel Registrations](#).
 - ➔ To cancel taking attendance altogether, see [How to Cancel Attendance](#).
- * If this is a multiple-day class, and it is NOT the last day, stop here. Do not submit. You will repeat steps 1-4 for each subsequent day.**



5. For a one-day class, once all attendees are scanned in, tap the **Submit** button then tap **Yes** to confirm.

6. For a multiple-day class, on the last day of class, continue as follows:

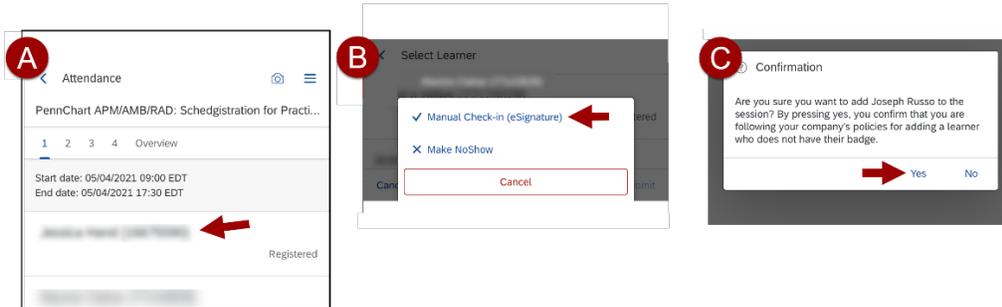
- A. Tap the **Overview** tab above the attendance list. The Overview tab shows the attendees who were swiped in for all days. If there are people missing that should be given credit, tap the individual tabs for each day to determine which day those people were not scanned in. *If you want to manually mark attendance, see [How to Manually Enter Attendance](#).*
- B. To give credit for everyone listed on the Overview tab, return to the Overview tab, tap **Submit**, then tap **Yes** to confirm.



- * *If a Knowledge Link survey is attached to the course, users must complete the survey before they receive completion credit.*
- * *If any attendees join the class after the attendance has been submitted, the instructor must give them credit manually in Knowledge Link.*

How to Manually Enter Attendance

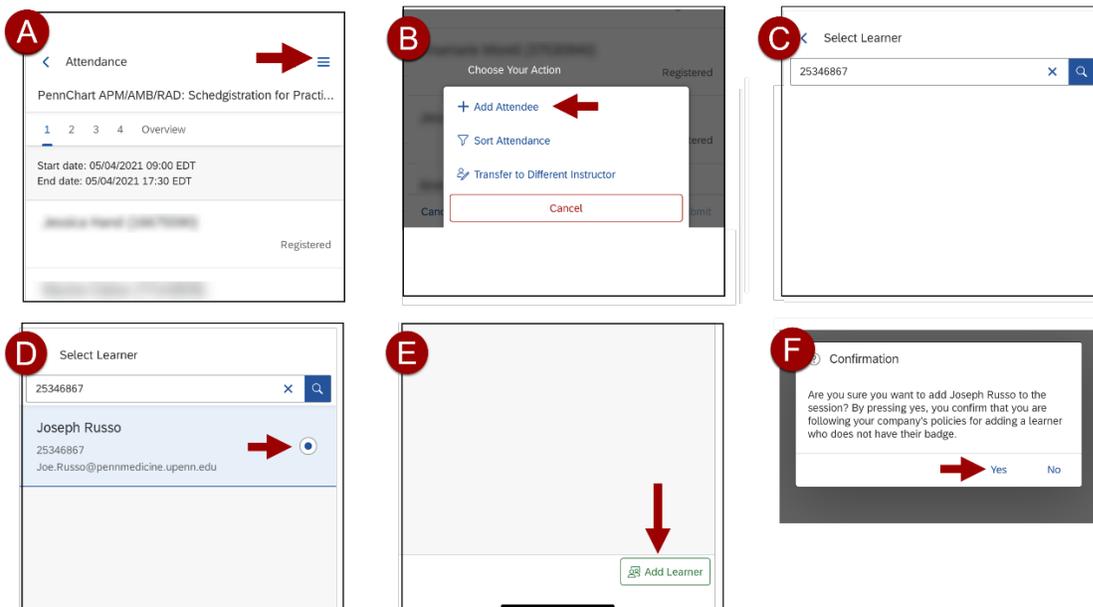
1. If the employee's name is in the list:
 - A. Tap the employee's name in the list.
 - B. Tap **Manual Check-in (eSignature)**.
 - C. Read warning and tap "Yes" if you agree.



2. If the employee's name is NOT in the list:

** Unplug the scanner (you must do this or the on-screen keyboard will not work).*

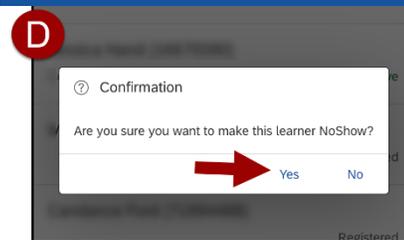
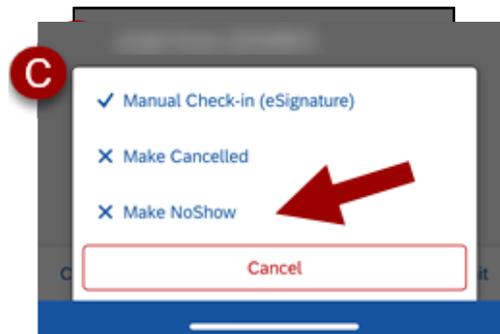
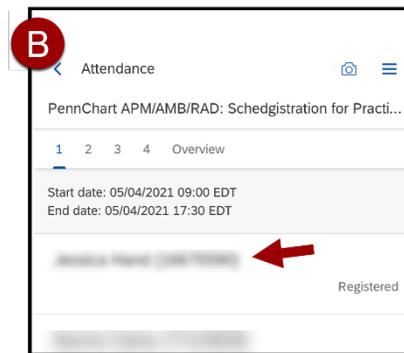
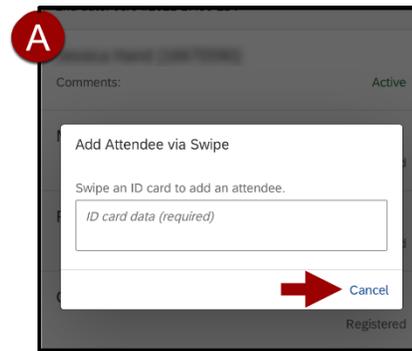
- A. Tap the menu icon, then
- B. Tap **Add Attendee**.
- C. Type the attendee's name. NOTE: If similar names exist, verify the correct person is selected by typing an email address or Penn ID instead.
- D. Select the attendee name.
- E. Tap **Add Learner**.
- F. Read warning and tap "Yes" if you agree.



How to Enter No Shows or Cancel Registrations

- A. Tap **Cancel** to close the Add Attendee box.
- B. Tap the employee's name in the list.
- C. Tap **Make NoShow**.
 - If desired, you may tap "Make Cancelled" to cancel the registration without marking the employee as a no show.
- D. Read warning and tap "Yes" if you agree.

* You MUST enter no shows or cancel registrations for people who did not swipe in. Otherwise, the users will remain "enrolled" in the Knowledge Link class and **may not be able to enroll in a future class.**



How to Cancel Attendance

- A. On the attendance list, tap **Cancel**.
- B. In the confirmation window, tap **Yes**.

* Cancelling the attendance does not cancel the class. However, cancelling the attendance does remove the class from your list of classes. You can re-add the class to your list of classes by following the steps under [Use the RollCall App](#).

