iAttended App User Guide

The iAttended app is designed to help you record your attendance at various school events and track your history and progress towards attendance requirements.

Logging in

When you open the app, you'll be presented with a range of login options. In most cases, your school will want you to associate your school email address with the app, so if you log in with that, it will mean we won't need to confirm that later. It's not necessary, though, so you can log in with whatever account suits you.

Email Link

This is a password-free option where we'll send a login link to your inbox that, when clicked, will bring you back to the app logged in with that address. If the link doesn't arrive within 30-60 seconds, check that the email doesn't have a typo or that it didn't get put into your junk box.

Google
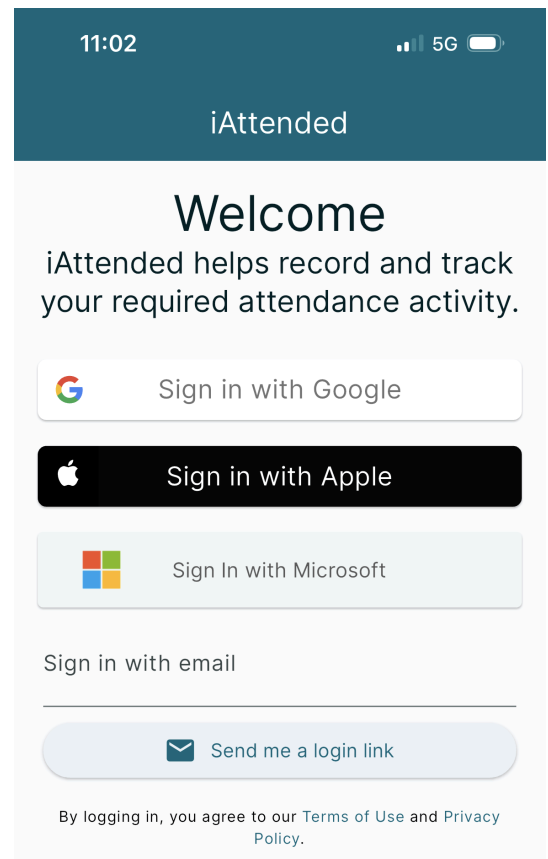
Microsoft

Apple (iOS devices)

If you use this option, please allow the app to access your email address so we can link your attendance activity to you.

Setting up

Your name or email address will appear in the top right corner of the app. Click the account icon next to it to update your name and add your school email address to your account if necessary. You can also see what types of events you're subscribed to at your school.

Screens

Future events

The main screen will show you current and future events at your school. If you are subscribed to more than one type, you can choose to mingle all events in chronological order or group them together. Clicking on an event will take you to a screen showing more information about where and when it is held as well as other details that may have been added by the organizers.

For most in-person events, you'll have three ways to record your attendance.

Scan Code

This is the center button at the bottom of the home screen. Click this to put the app into a camera mode and scan a QR code that will be made available to you at the event. Some events will require you to scan again when you leave, but the app will tell you when this is the case.
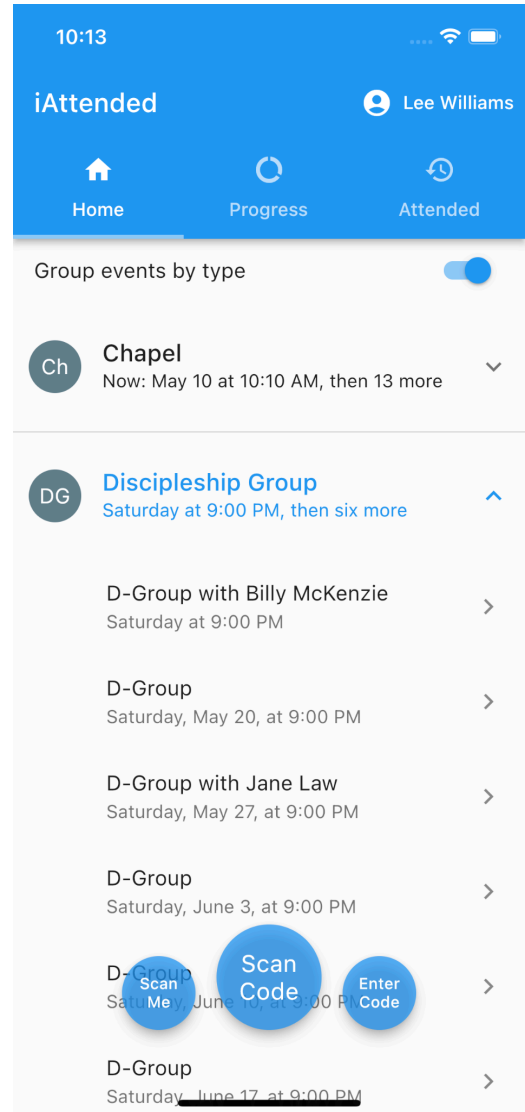
You can also use your phone's native camera (i.e. open the camera app instead of iAttended) to scan QR codes. Clicking the QR code in the camera will open the iAttended app and process the QR. This can be a good option if you need to pinch and zoom into a distant QR code.

Enter Code

You may be given a five-character text code for an event or to let you subscribe to an event type so that you see them in your future-events list. Some text codes work only for entry or exit, and some expire. If that's the case, the app will tell you.

Scan Me

This option turns your screen into a QR code so that an administrator can scan you in or out of an event.

Some events will be accompanied by an icon, indicating different event options.
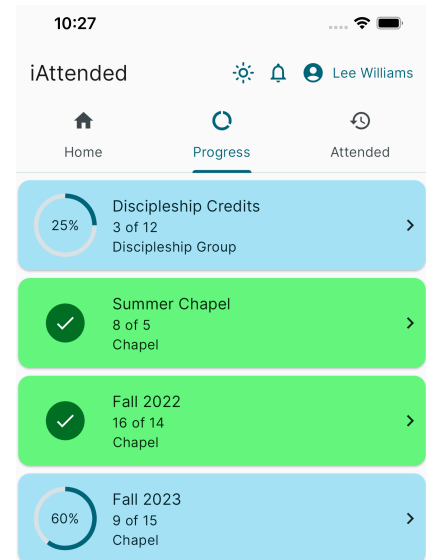
Ticket. This event has limited seating or requires an RSVP. Click the event to bring up the event details screen, and you'll see a button where you can reserve a spot, or if you've changed your mind, give your spot up.

Quiz. This is a survey or quiz, often used to let you select a group or event type to join.

Video. You can watch this event in the app. You'll usually have a minimum time that you'll need to watch, though you can stop and come back later and the app will save your place so you can come back and finish.

Periods

The periods tab shows you how you're progressing towards the attendance requirements at your school. A panel will show you how many attendance credits you have and how many you need to have (3 out of 15, for example). Clicking the panel will give you more information about what events remain in the period, which ones you've attended, and how your credits have been calculated. An information tab shows other data about the period such as its dates and attendance rules.

History

This tab will show you all the events you've attended using the iAttended app. Clicking an event in this list will show you a timestamp of when you attended and how you registered your attendance (video, QR scan, text code, etc).

Common Error Messages

The app will try to communicate with you when there's a problem and tell you what you need to do to fix it, but here are a few instances where the app might need a bit of help or more information.

Location

Some event organizers want the app to confirm that you are physically present at the event, in which case the app needs to check your phone's location. If the app senses that the device is not at the event, it will ask you to relocate and try again. If you have location settings turned off, it will ask you to turn them on. The app only looks at your location when you scan or use a text code at an event, never at any time.

Not enough time

If an event requires you to check in and out of an event, if you enter too late, you may get a message that there's not enough time to complete your attendance at the event.

Needs your email address

If you logged in with a personal email address (xyz@gmail.com, for example), when you attend an event, the app will ask you for your school email address. After you add it, we'll send you an email confirmation link. Once you click that, the app will stop asking you for that information.

Expired code

Some QR and text codes have built-in expiration times, so you may get a message that the code has expired, even though the event is still in progress. If that happens for a QR code, try again with a fresh code.

Offline

In most cases, the app will work even if you're offline, but it sometimes needs a live connection to the internet to process your actions. Sometimes you'll get a notification that the app has saved your activity but will process it fully later. If so, you can open the app again after the event when you have a connection and we'll send you an email confirming that your attendance has been saved. In other cases, the app will ask you to try again when you have a live connection.

Already attended

You can only earn credit once for a single event, even if you scan or enter codes multiple times. If you attend an event twice, the app will let you know that you've already attended. This isn't usually a problem, though if you get that message for an event that you know you haven't attended, it may be a sign that the code you scanned is from an earlier event and you have scanned an old code.