

How to Take Attendance in ExperienceBU

A practical guide for event organizers and campus partners

Why Taking Attendance Matters

Taking attendance is an important part of event planning and student engagement at Brock. It helps event organizers understand who participated, follow up with attendees, evaluate the reach of their programming, and ensure that students receive appropriate recognition for their involvement.

Attendance tracking is also increasingly important at the institutional level. When attendance is captured in ExperienceBU, it contributes to Brock's ability to report on student engagement across campus, including participation in co-curricular learning, involvement opportunities, workshops, events, and other experiences that support student success.

For events connected to the Campus-Wide Co-Curriculum, attendance is especially important because it allows eligible students to automatically receive credit toward the CWC. This supports the University's broader commitment to recognizing learning and engagement that happens beyond the classroom.

In short: taking attendance is not just an administrative step. It helps recognize students' participation, supports program evaluation, strengthens institutional reporting, and contributes to a fuller understanding of student engagement at Brock.

Attendance Methods at a Glance

Method	Best Used for	Main benefit	Considerations
Event Check-In App	Events where organizers want to check students in live, manage RSVPs, confirm attendance at the door	Real-time attendance tracking; can search by student email or scan Event Pass QR codes; useful for managing capacity or confirming RSVPs.	Requires staff or volunteers to actively check students in during the event. Best when there is a defined entrance, registration table, or check-in point.
Student Self Check-In: QR Code	In-person drop-in events, tabling, workshops, or activities where capacity is not a major concern.	Students scan a QR code and mark themselves as attended.	Students must click the link and complete the check-in themselves. Can be difficult to know if all students have done so.
Student Self Check-In: URL	Virtual events, webinars, or online workshops.	Students click an attendance link and mark themselves as attended.	Share the link in the chat, on a slide, or in follow-up instructions.
Post-event Upload	Events or activities where attendance is already being collected outside of ExperienceBU, such as University Tickets, or where a different method of collection is preferred	Flexible; allows organizers to use an existing attendance process while still ensuring participation is recorded in ExperienceBU	ExperienceBU only recognizes @brocku.ca email addresses for upload. Student numbers and non-Brock emails will not work.

Method 1: Event Check-In App

The Event Check-In App is the best option when you want live attendance tracking or when you need to manage who is entering the event space. All you need is a mobile device!

Before the Event

1. **Download the App:** Staff who will be checking in attendees should download the Campus Labs Event Check-in App prior to the event. **Note:** only users with Brock credentials can check-in attendees as the app requires authentication
2. **Save the Access Code:** Make sure all check-in staff have your event's unique Access Code. You'll find the code in the Event Attendance section of the Admin view of the event details.

At the Event

1. **Start Session:** Enter the access code, log in using your Brock credentials, and you'll be directed to the event's check-in page.
 - **No internet or poor connection?** Choose "Offline Scan" to store scans locally until you are able to connect to a stable internet connection.
2. **Check-in:** Scan event passes to check someone in or if an attendee doesn't have their Event Pass, tap "No Pass?" below the scanning area or select "Lookup" from the bottom menu. You can search by name or email, then tap the correct attendee to check them in. To add a guest, click "Add Guest," enter their email address, and submit.
3. **Check-out (optional):** When attendees leave, they can be checked out by scanning their Event Pass again. The app records each check-in and check-out time, which can be viewed later in the event report.

Tip: For larger events, assign check-in volunteers to specific doors, lines, or stations so students are not all directed to one entry point.

Learn more at: brocku.ca/experiencebu/main/administrators/event-check-in-app

Method 2: Student Self Check-In using a QR Code

Every ExperienceBU event has an attendance QR code. Students scan the QR code and mark themselves as attended. This option works well when you do not need a staff member to individually check in every attendee.

How to find the QR code:

1. Open the event in ExperienceBU and select "Manage Event" in the top-right corner.
2. Under "Manage Event," find the "Attendance URL" section underneath the Event Attendance information.
3. Select "View QR Code."
4. Copy the QR code and add it to a printable sign, event slide, handout, or check-in table document.

Tip: Place the QR code where students will naturally see it, such as near the entrance, registration table, food area, or final slide. For drop-in events, consider posting the QR code in more than one location.

Method 3: Student Self Check-In using an Attendance URL

Every ExperienceBU event also has an attendance URL. This is the best self check-in option for virtual events because students can click the link and mark themselves as attended.

How to find the attendance URL:

1. Open the event in ExperienceBU and select “Manage Event” in the top-right corner.
2. Under “Manage Event,” find the “Attendance URL” section underneath the Event Attendance information.
3. Select “Copy URL.”
4. Share the link in the virtual event chat, add it to a slide, or include it in clear attendance instructions.

Tip: For virtual events, share the link more than once: near the start, before any break, and again near the end. This helps students who join late or miss the first instruction.

Method 4: Manual Upload

Manual upload is a good option when attendance is being collected outside of ExperienceBU but still needs to be recorded in the platform after the event.

This may include attendance collected through University Tickets, a class or workshop roster, a paper sign-in sheet, a virtual event report, or another registration or attendance system. Once the event is over, the attendee list can be uploaded to ExperienceBU so student participation is captured in the central engagement system.

What information to collect:

- Student name, to help organizers confirm the sign-in list.
- Brock email address
 - **Important:** ExperienceBU only recognizes @brocku.ca email addresses for manual attendance upload. It does not recognize student numbers or non-Brock email addresses.

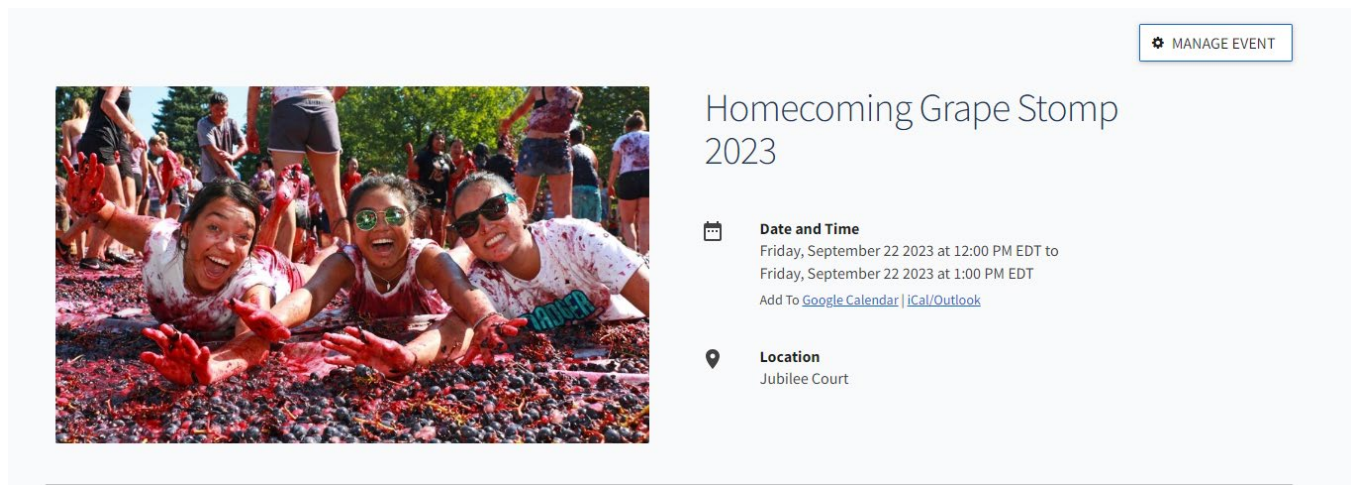
How to manually upload attendance:

1. Open the event in ExperienceBU and select “Manage Event” in the top-right corner.
2. Under “Manage Event,” select “Track Attendance.”
3. Under “Track Attendance,” select “Add Attendance.”
4. Under “Add Attendance,” select “Text Entry” or “File Upload”
5. Follow the instructions on screen and Select “Add.”

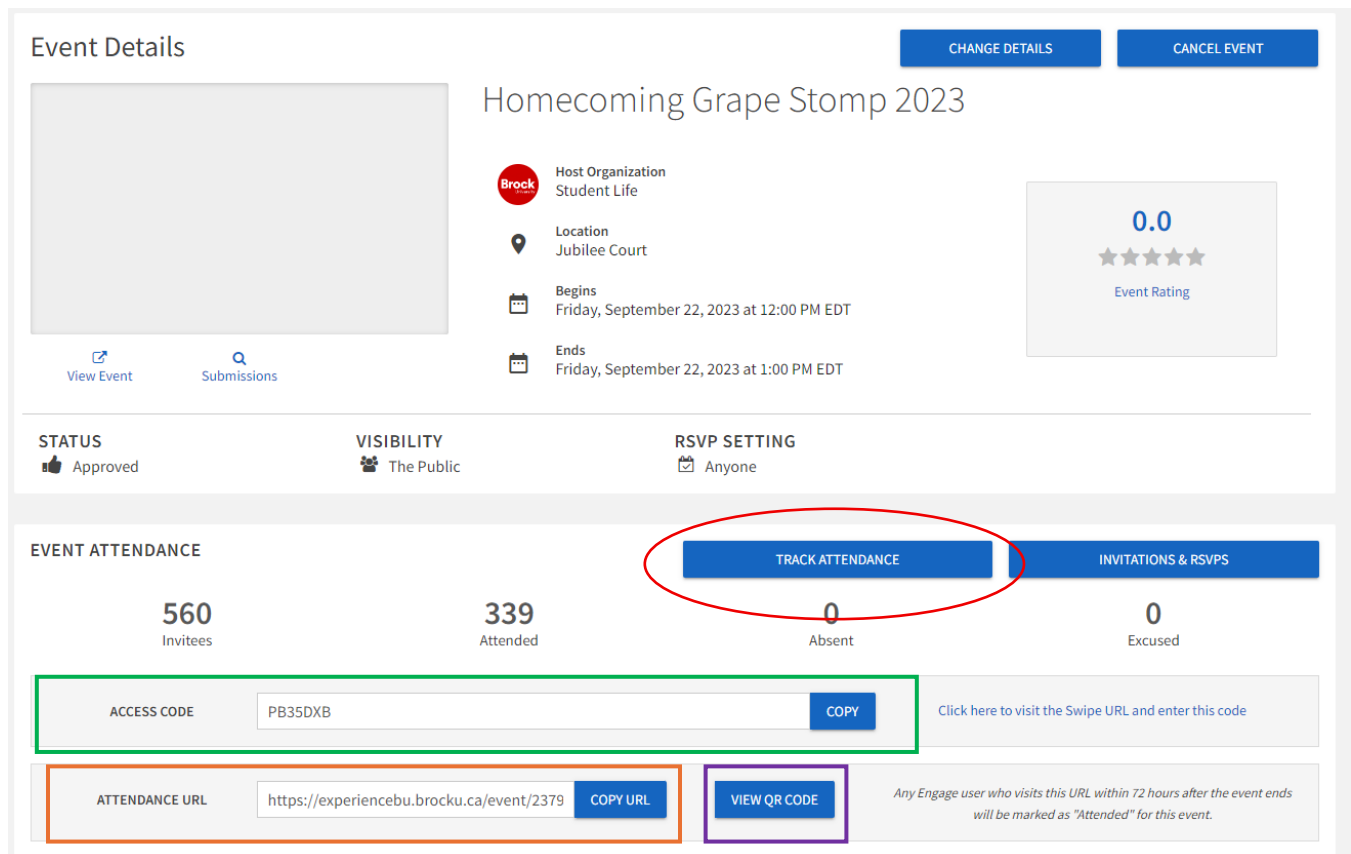
Tip: Upload manual attendance as soon as possible after the event so students receive credit and organizers do not lose track of the sign-in information.

Visual Aids

Attendance is all tracked in the Admin view (or Manage) area of your event:



A screenshot of the event management interface. On the left is a photo of three people covered in red grape juice. On the right, the event title 'Homecoming Grape Stomp 2023' is displayed. Below the title, the 'Date and Time' is listed as Friday, September 22, 2023, from 12:00 PM EDT to 1:00 PM EDT. The 'Location' is Jubilee Court. A 'MANAGE EVENT' button is in the top right corner.



A screenshot of the 'Event Details' admin page. The event title 'Homecoming Grape Stomp 2023' is at the top. Below it, the host organization is 'Brock Student Life', the location is 'Jubilee Court', and the event begins and ends on Friday, September 22, 2023. The event rating is 0.0. A table shows the event status: Approved, Visibility: The Public, and RSVP Setting: Anyone. The 'EVENT ATTENDANCE' section shows 560 Invitees, 339 Attended, 0 Absent, and 0 Excused. A 'TRACK ATTENDANCE' button is circled in red. Below this, there are three boxes: a green box for the 'ACCESS CODE' (PB35DXB), an orange box for the 'ATTENDANCE URL' (https://experiencebu.brocku.ca/event/2379), and a purple box for the 'VIEW QR CODE' button. A note at the bottom states: 'Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.'

Green: Access code for Check-in App

Orange: Attendance URL for virtual check-in

Purple: QR code for self-check-in

Red: This is where you would manually track attendance