Attendance Tracking

in The Link @ RIT

Student Affairs

Fall 2014

R·I·T

ROCHESTER INSTITUTE OF TECHNOLOGY

Overview

This training will cover the following topics:

- Session learning outcomes
- Importance of attendance tracking
- Who should track attendance
- Types of events to track
- Details of attendance tracking in The Link @ RIT
- Options for tracking attendance in The Link @RIT
- Loan process for attendance tracking devices
- The Attendance Tracking Non-Disclosure Form
- Who to contact for assistance

Session Learning Objectives

By the end of this training, you should be able to:

- Articulate the importance of attendance tracking
- List the five different ways to track attendance in The Link @ RIT
- Identify the two different types of attendance tracking devices available for loan in the Division
- Identify who can be authorized to loan equipment and/or collect UID information for attendance tracking purposes in The Link @ RIT

Strategic Purpose

Our Vision:

Student affairs will lead RIT in developing the nation's most engaged campus.

Our Mission:

To foster RIT spirit, Student Affairs engages the campus community through the design and delivery of high impact programs and services. We enhance student academic and individual success in order to develop leaders for a diverse and global society. Student Affairs cultivates an informed, dynamic and deeply engaged staff to contribute a comprehensive set of opportunities for the growth and development of the campus community.

Strategic Purpose

Strategic Plan Goal 1:

Enhance involvement in and commitment to the campus community.

"I feel a sense of pride about my campus." *(G1.i1 excerpt)*

Strategic Plan Goal 2:

Integrate assessment results into strategic decision-making.

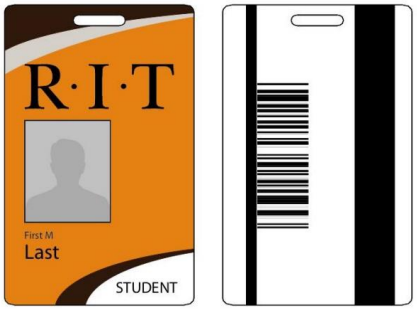
"Provide evidence in support of key decisions." *(G2.s2 excerpt)*

Who Should Track Attendance

The following people can track attendance in The Link @ RIT:

- Student Affairs full-time, part-time, or adjunct staff
- Student Affairs student employees or graduate assistants

All Student Affairs representatives planning to track attendance must be properly trained, and made aware of the inherent risks associated with attendance tracking in The Link @ RIT.



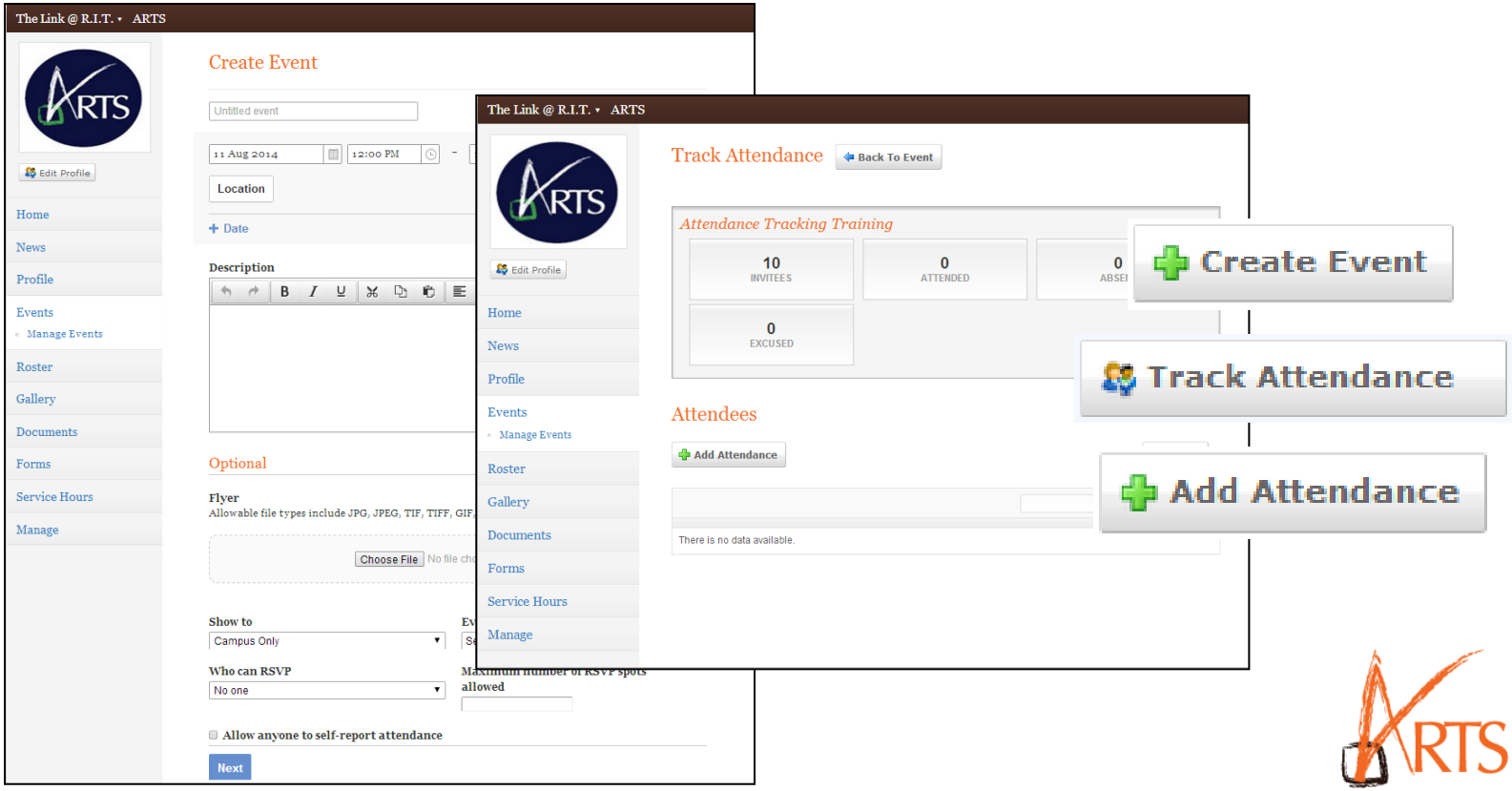
What Types of Events Should be Tracked

Target events for attendance tracking may include any of the following:

- Events with a compliance component
- Events with communication/marketing component
- Events designed to recruit
- Events sponsored/supported with Interactive Learning Grants
- Events that are part of a high profile series
- Events with specific and strategic intended audience
- Events with a link or connection to other events
- Events with significant resource commitment
- Events needing/wanting assessment opportunities
- Events with a recurring theme
- Events occurring in a standing location

Attendance Tracking in The Link @ RIT

In order to track attendance in The Link you must first create an event!



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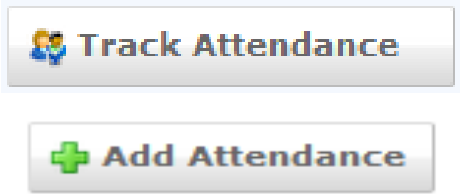
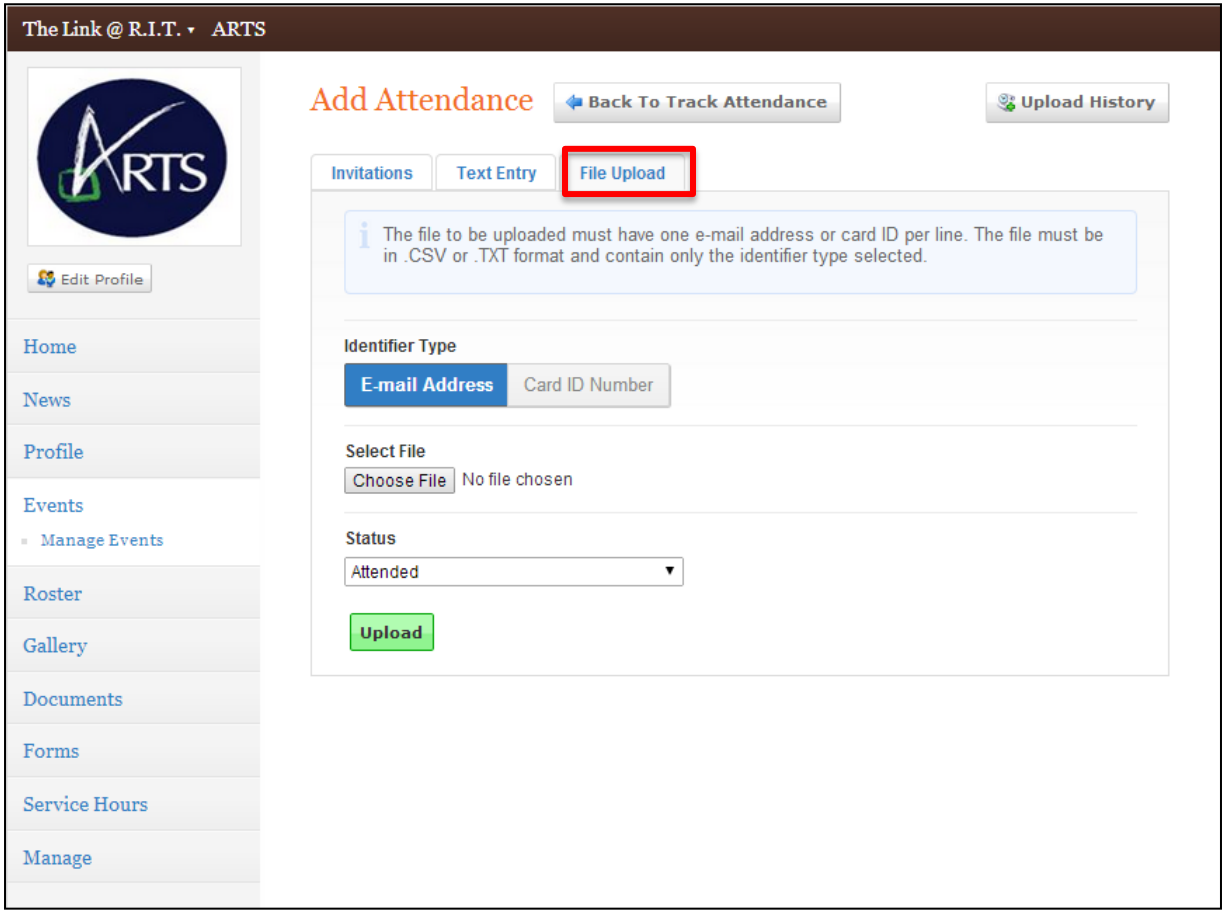
Attendance Tracking Options

There are 5 options for tracking attendance in The Link @ RIT:

- File Upload (i.e. Excel)
- Manual Entry (at the time of, or after an event)
- Manage Invitations
- Wired Barcode Scanner
- Wireless Barcode Scanner (file upload)



Option 1: File Upload



Option 2: Manual Entry

The Link @ R.I.T. ARTS

Edit Profile

Home
News
Profile
Events
Manage Events
Roster
Gallery
Documents
Forms
Service Hours
Manage

Add Attendance

Back To Track Attendance

Invitations | Text Entry | File Upload

You may enter up to **500 e-mail addresses** or **card IDs** in the textbox below.

Please enter only one e-mail or ID per line.
The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above.

Identifier Type

E-mail Address | Card ID Number

Attendees *(one per line)*

Status

Attended

Add

Option 3: Manage Invitations

The Link @ R.I.T. ▾ ARTS

Edit Profile

- Home
- News
- Profile
- Events
- Roster
- Gallery
- Documents
- Forms
- Service Hours
- Manage

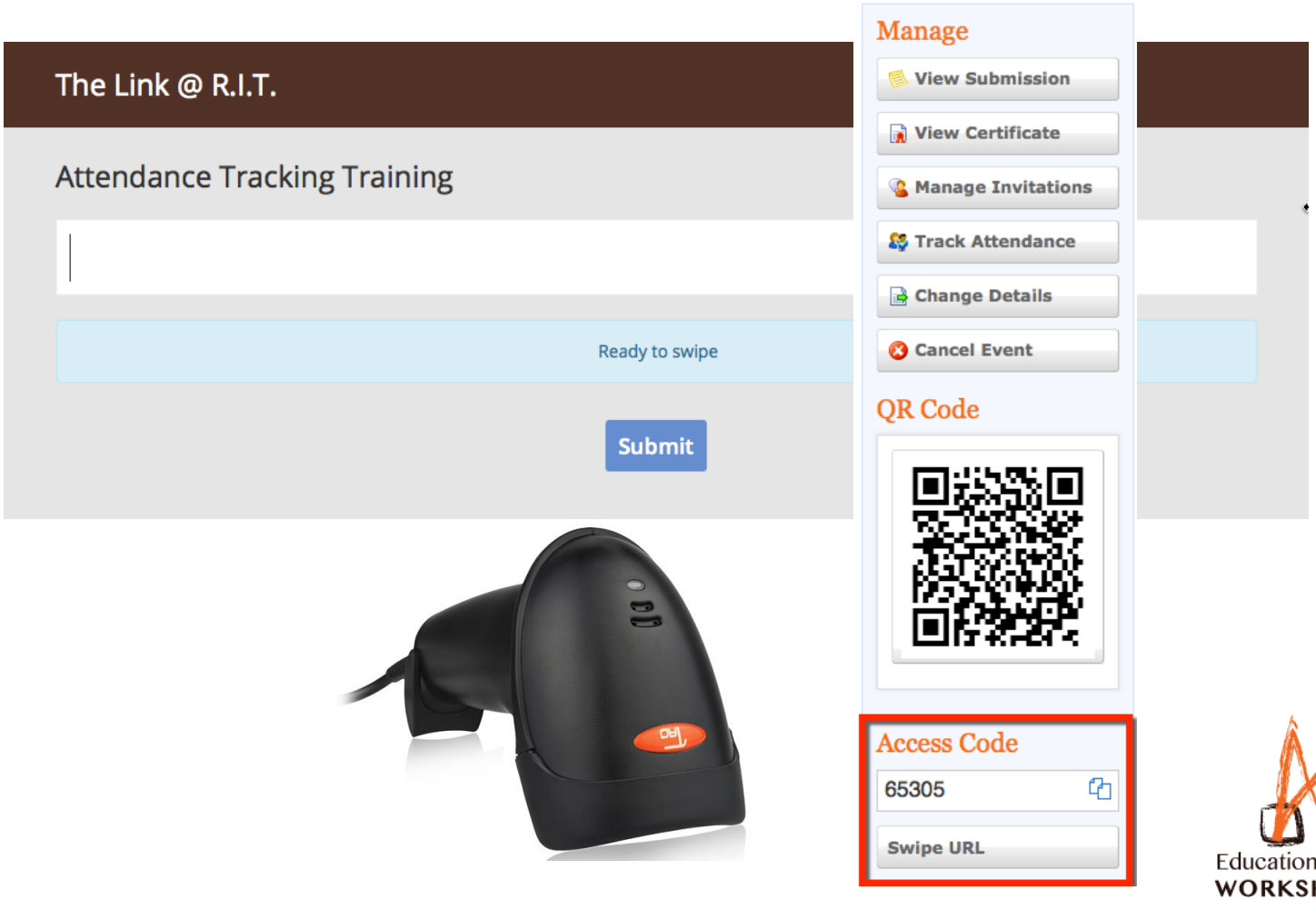
Add Attendance

Back To Track Attendance

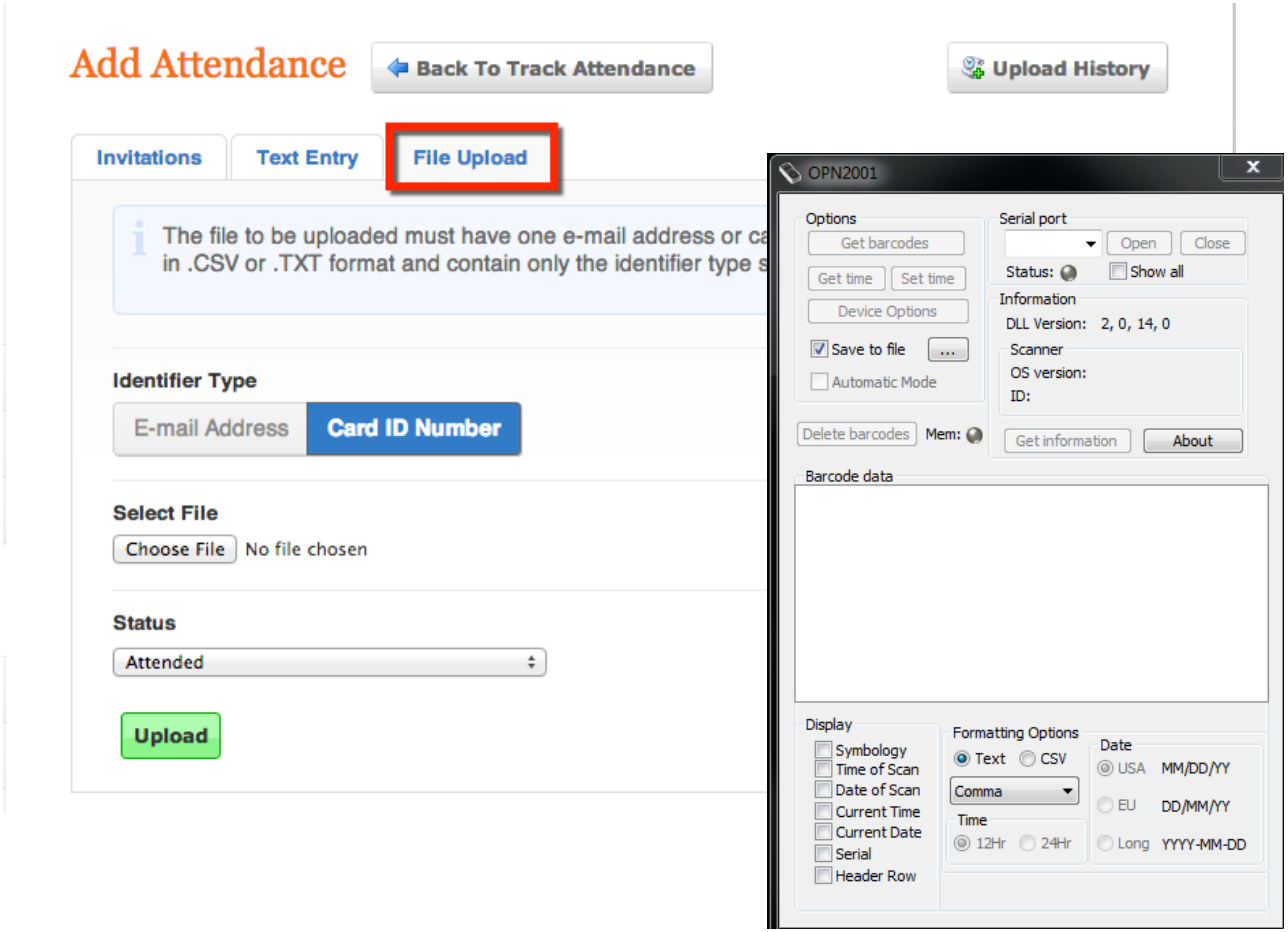
Invitations | Text Entry | File Upload

Invitees	Response	Attendance	Comment
Elysia Lash (ehlarts@rit.edu)	Yes	Attended Absent Excused NA	Add
Jessica Hooper (J.Hooper@rit.edu)	Yes	Attended Absent Excused NA	Add
Bill St. Jean (brsrla@rit.edu)	Yes	Attended Absent Excused NA	Add
Madeline Williams (mlwdhd@rit.edu)	Yes	Attended Absent Excused NA	Add
Marc Goldman (mxgrla@rit.edu)	Yes	Attended Absent Excused NA	Add
Jodi Boita (jabycc@rit.edu)	Yes	Attended Absent Excused NA	Add
Tanya Schueler-Choukairi (trselc@rit.edu)	Yes	Attended Absent Excused NA	Add
Caitlin Foley (cafelc@rit.edu)	Yes	Attended Absent Excused NA	Add

Option 4: Wired Barcode Scanner



Option 5: Wireless Barcode Scanner



Future Capabilities

Student Affairs is hoping to introduce a new mobile app for use with attendance tracking in The Link @ RIT – more details to come!

Attendance Tracking Equipment Loans

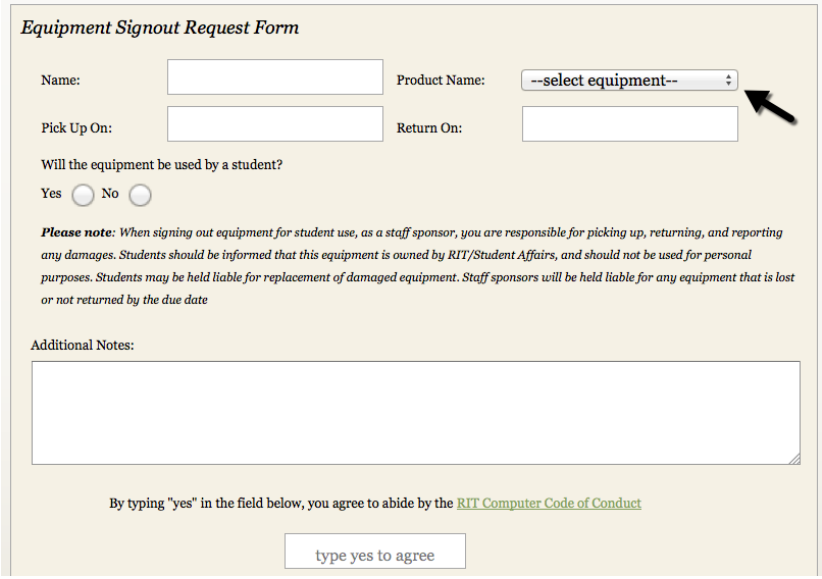
The following attendance tracking equipment is available for loan:

- 20 wireless barcode scanners available (OPN-2001)
- 5 wired barcode scanners available (Tao-Tronics)
- 1 wired barcode scanner stand available (Tao-Tronics)

Attendance Tracking Equipment Loans

How to sign out attendance tracking equipment:

- Loan requests are placed through the ARTS website, and equipment is tracked, picked, and loaned by the Campus Center Welcome Desk
- SA personnel can loan equipment for up to one-week at a time (special arrangements may be available for longer term loans)



Equipment Signout Request Form

Name: Product Name: --select equipment--

Pick Up On: Return On:

Will the equipment be used by a student?

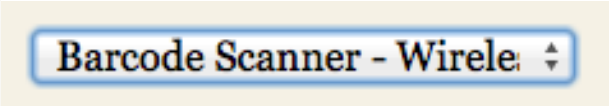
Yes No

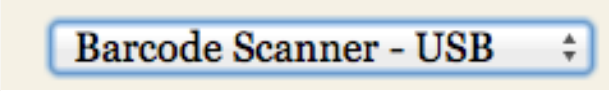
***Please note**: When signing out equipment for student use, as a staff sponsor, you are responsible for picking up, returning, and reporting any damages. Students should be informed that this equipment is owned by RIT/Student Affairs, and should not be used for personal purposes. Students may be held liable for replacement of damaged equipment. Staff sponsors will be held liable for any equipment that is lost or not returned by the due date*

Additional Notes:

By typing "yes" in the field below, you agree to abide by the RIT Computer Code of Conduct

type yes to agree





Website URL:
http://rit.edu/9mMr3

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Attendance Tracker Identification

How will students know you are an approved RIT attendance tracker?

- Wear your RIT nametag when collecting attendance at events
- Wear the Attendance Tracker lanyard
  - Supplied with equipment loans (or upon request)

Non-Disclosure Form

In accordance with our new process, staff will agree to:

- Abide by the RIT Confidentiality Agreement
- Follow the Attendance Tracker Responsibilities

Staff are required to sign the NDA form prior to tracking attendance at any events through The Link @ RIT.

My signature below indicates that I have read, understand, and agree to abide by the terms and conditions of the RIT Confidentiality Agreement and Attendance Tracker Responsibilities.

_____	_____	_____
Employee Name (Please Print)	Employee Signature	Date
_____	_____	_____
Employee Department	Position/Title (Indicate if Student Staff)	RIT Username

Contact Information

If you have questions about any of the information provided in this training, or would like to schedule a follow up training, please contact:

Elysia Lash
ehlarts@rit.edu

Baseline Survey

In order to receive credit for participating in this training, please complete the Baseline Attendance Tracking Training Survey:

http://studentvoice.com/riot/attendancetracking