



# CONSIDERCODE

We consider IT so you don't have to

## **ATTEND**

**Getting started Guide**

**Version 2.5.1 | [getattendance.com](https://getattendance.com)**

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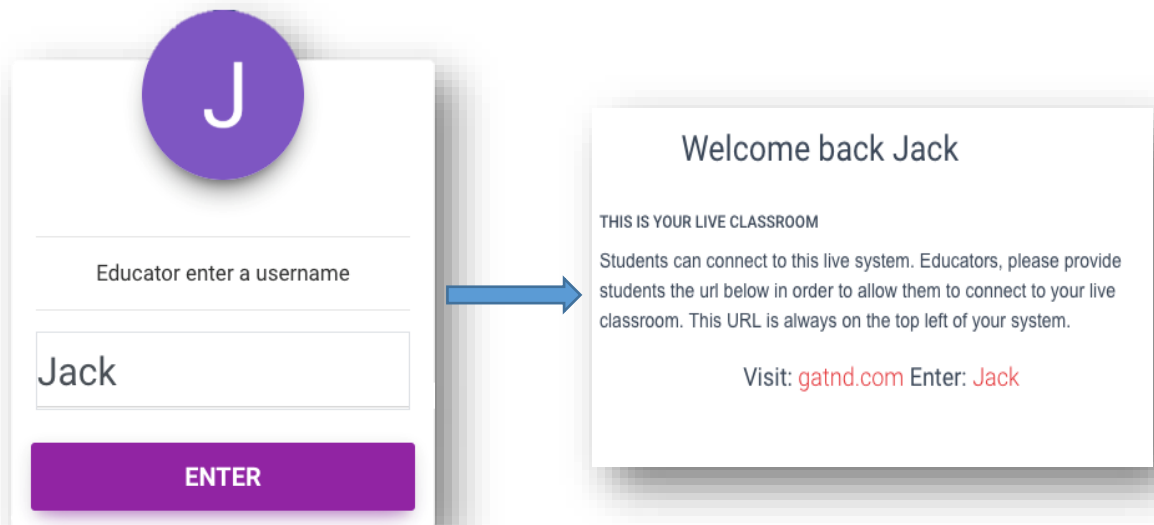
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# Registration & Username Creation

**Register:** If you have not yet registered, go to <https://getattendance.com/> and click “Sign-in as Educator” at the top. **Then click** “Educator”.



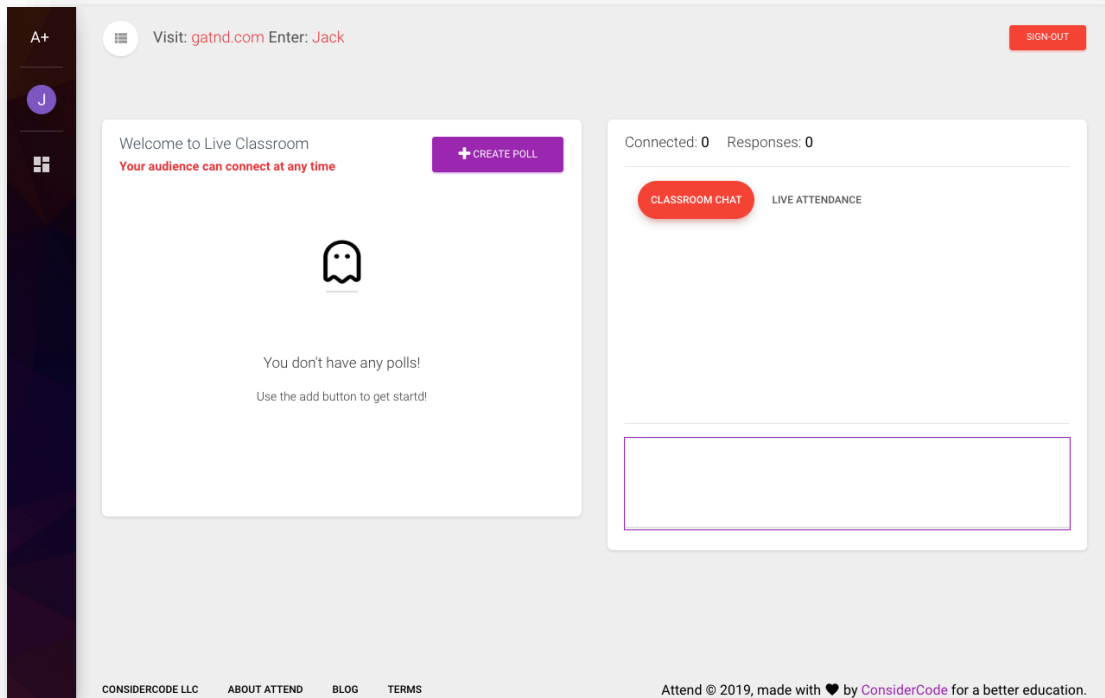
1. **Sign-in** with your google credentials.
2. **Create** your educator username to enter your new classroom.
3. For students to enter your classroom after they sign-in, they will need your educator username.



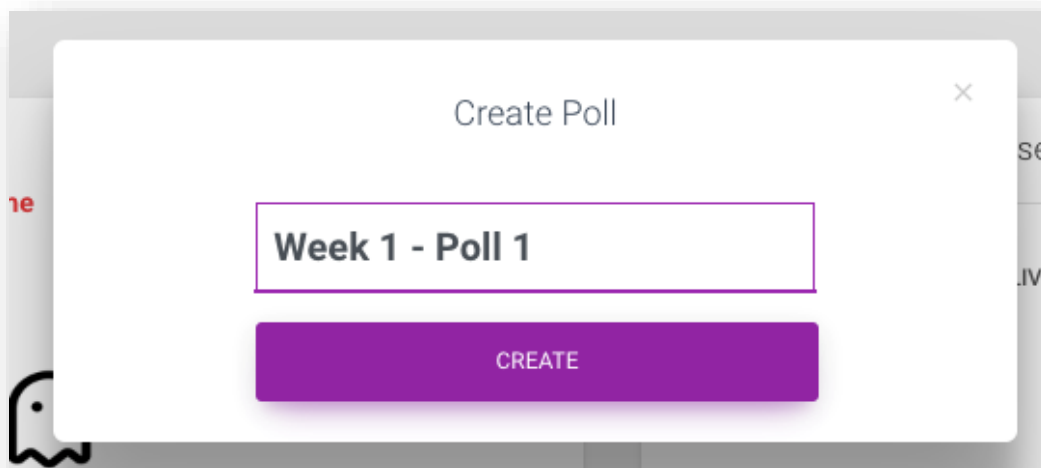
4. **IMPORTANT:** Students sign-in at <http://gatnd.com/>

# Getting Started

1. Your **'Polls Dashboard'** and **'Classroom Chat'** will be empty; showing no polls, connected students, or responses.
2. Click **'+Create Poll'** to create your first poll.



3. You will be prompted to name your poll.



# Editing Polls & Adding Questions

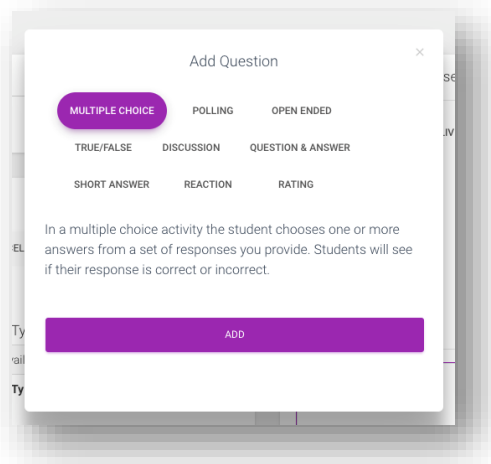
1. A similar dashboard will now appear to *edit* the questions in the current poll.
2. **You can't launch questions to students from this editor.**
3. **However**, when you are logged in, students can chat you directly.
4. Click **'+ADD QUESTION'** to open your *question creator*.

The screenshot shows the poll editor interface for 'Week 1 - Poll 1'. At the top, there is a header with a navigation menu, a search bar containing 'gatnd.com' and 'Enter: Jack', and a 'Sign-Out' button. Below the header, there are three main buttons: 'EXIT' (red), 'SAVE' (green), and '+ADD QUESTION' (purple). A callout box labeled 'Exit Poll' points to the 'EXIT' button, and another labeled 'Save Poll' points to the 'SAVE' button. The '+ADD QUESTION' button is labeled 'Create & Add Question'. To the right of these buttons, there is a status bar showing 'Connected: 1' and 'Responses: 0', along with 'CLASSROOM CHAT' and 'LIVE ATTENDANCE' buttons. A callout box labeled 'Sign-Out' points to the 'SIGN-OUT' button in the top right corner. Below the buttons, there is a table of poll questions with columns for '#', 'Question', 'Type', and 'Actions'. The table contains four rows of questions. Callout boxes labeled 'Delete Question' and 'Edit Question' point to the delete and edit icons in the 'Actions' column of the third row. A callout box labeled 'Chat is available outside of live poll sessions.' points to the 'CLASSROOM CHAT' button. At the bottom of the table, there are buttons for 'COPY', 'CSV', 'EXCEL', 'PDF', and 'PRINT', along with a 'Search records' input field.

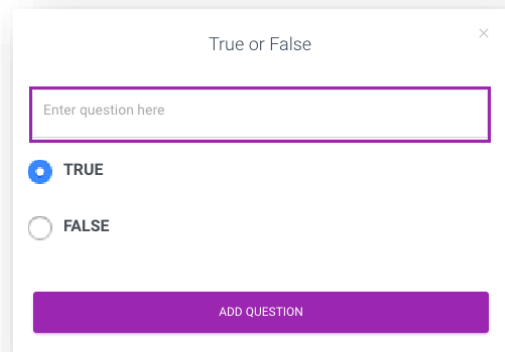
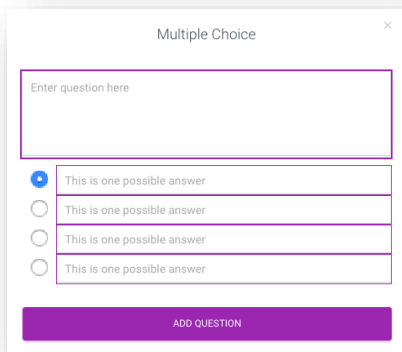
5. New questions will automatically be added to the poll.
6. Manage each question with the delete or edit button in each row.
7. **Once finished save and then exit the poll editor.**

# Choosing Question Types

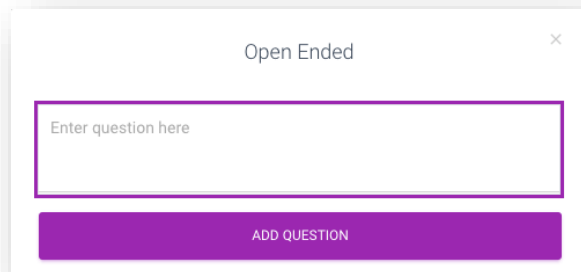
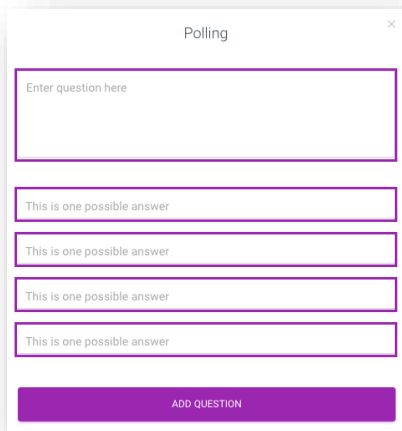
1. After clicking **+Add Question** you will have to choose the question type.



2. Certain question types like **Multiple Choice** and **True/False** can be auto-graded.



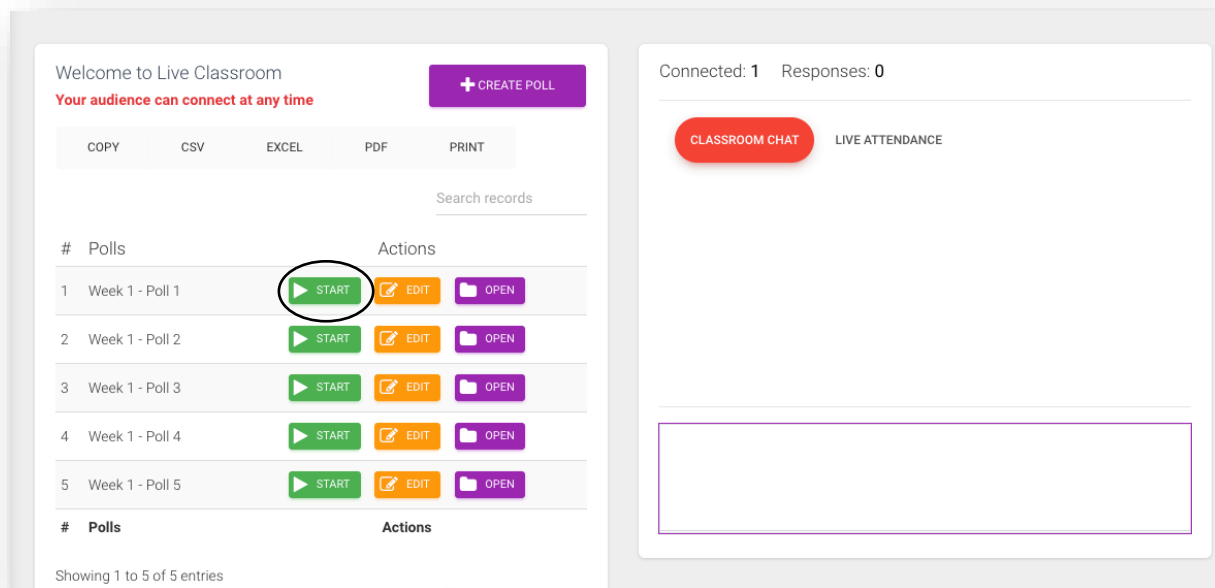
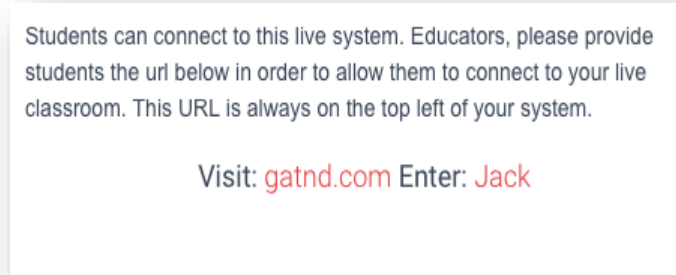
3. However, most types are simply archived and able to be graded later



4. Click **"Add Question"** to send your finalized question card to the current polls.

# Starting Live Poll Response Capture

1. Click the **'Start'** button next to the poll you want to launch to your audience.
2. After launching a poll from the dashboard, you will enter the poll lobby.
3. Please allow time for your students to connect.

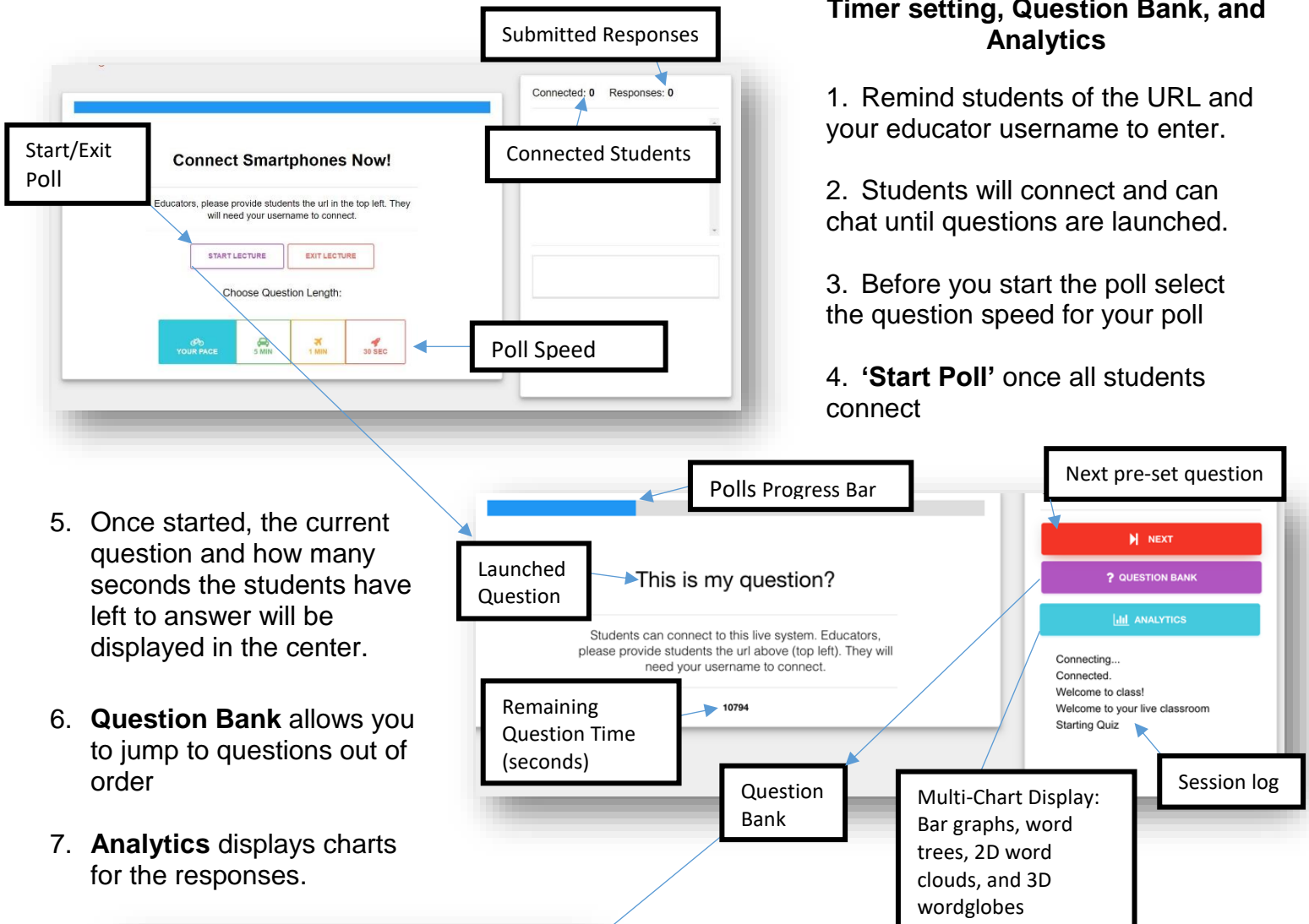


4. **IMPORTANT:** Please remember to provide your students with the **THEIR URL (gatnd.com)** and **YOUR educator username**.
5. They will need both to enter your classroom.

# Understanding Live Polls

## Timer setting, Question Bank, and Analytics

1. Remind students of the URL and your educator username to enter.
2. Students will connect and can chat until questions are launched.
3. Before you start the poll select the question speed for your poll
4. 'Start Poll' once all students connect



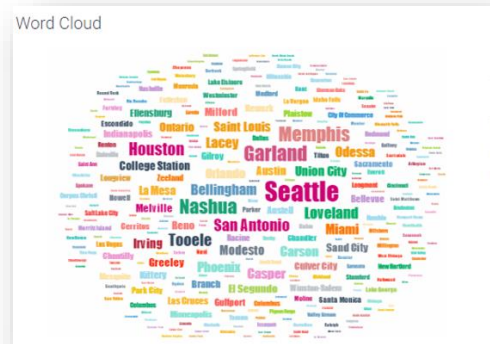
5. Once started, the current question and how many seconds the students have left to answer will be displayed in the center.
6. **Question Bank** allows you to jump to questions out of order
7. **Analytics** displays charts for the responses.

Question Bank

Show 5 entries Search records

#	question	type	Jump to Question
1	heart	#true-false	▶
2	sdfgfgd	#choice	▶
3	asdf	#poll	▶
4	This is my question?	#true-false	▶
5	sdfgfgd	#choice	▶

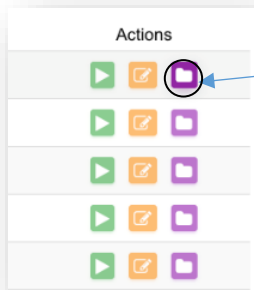
Showing 1 to 5 of 9 entries



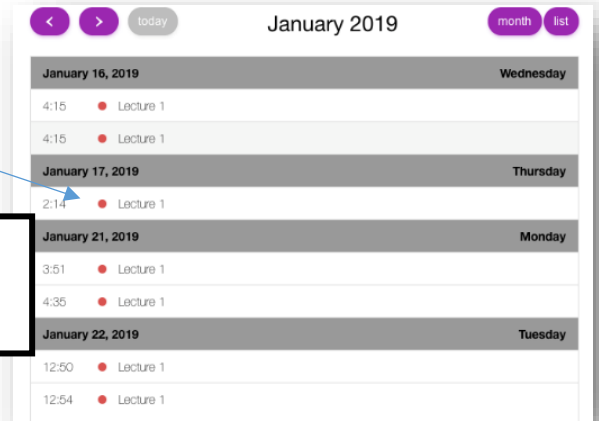


# Managing Response Data

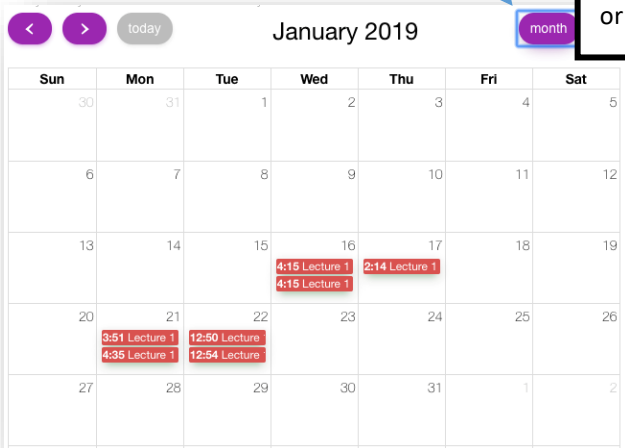
1. The 'Records' tab archives past data from all launched polls.



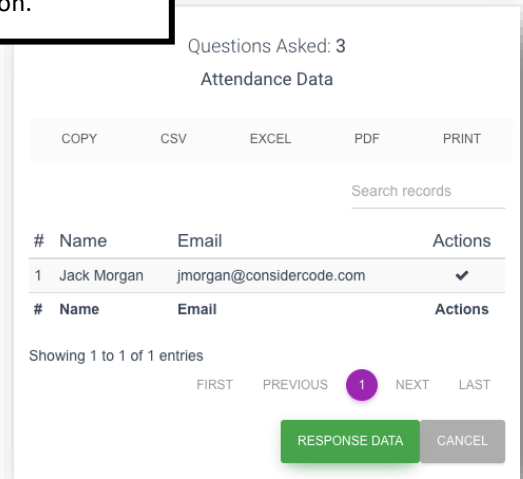
1. This folder will house all recorded poll data.



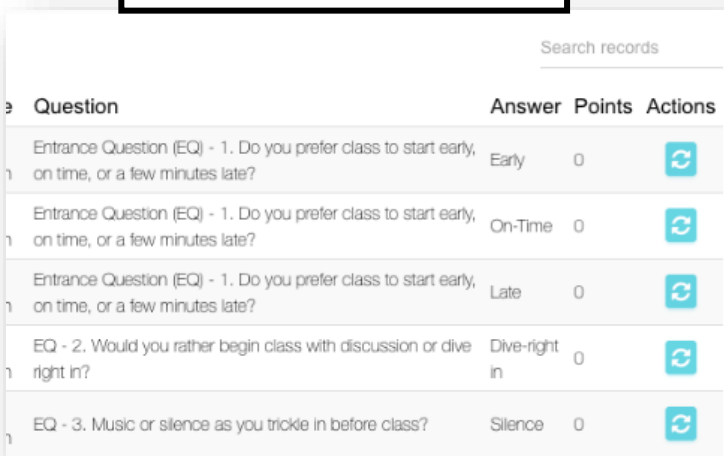
2. Data can be displayed in Month or List view.



3. Attendance data consists of all students who responded to at least one question.



4. Response Data displays questions and points from the current record.



5. Add or subtract 1 point with the +/- button.

2. You can go back and give or take away points from students by question.