Working with Event Attendance in Campus Pulse

Scanning Event Attendance into Campus Pulse

To scan event attendance using student ID's, follow these steps.
You will first need to have set up an event in Campus Pulse.

1. Connect your scanner to the laptop being used to scan attendance.
2. Open your Event in Campus Pulse
3. Click the [Track Attendance] button under **Event Actions**.
4. On the Track Attendance Page:
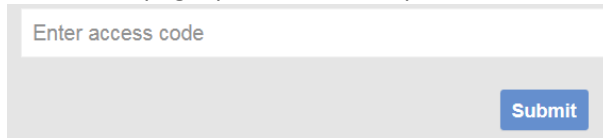   a. Copy the **Swipe Access Code**. You will need it in the next step.

    b. Click the **Swipe Page** link.
5. On the next page, paste in the Swipe Access Code from the previous page and click [Submit].

6. You will now be on the actual attendance swipe page, with an indication of "Ready to swipe".
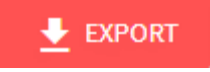

7. **PLACE YOUR CURSOR IN THE SWIPE AREA**
8. Begin tracking attendance by swiping student ID's through the scanner.
9. **IF A STUDENT ID DOES NOT SCAN**, you can **type their 8 digit Student ID Number** in the swipe space and click Submit to count them as attending.

NOTE: **You will need to have your cursor in the swipe area for the scanner to work.**

Exporting Event Attendance

1. Open your Event in Campus Pulse

2. Click the **Track Attendance** button under **Event Actions**.

3. To Add a Comment on any listed attendee, click the **ADD** button next to their name and type a note.

4. Click the **EXPORT** button on the Track Attendance Page

5. You will see this message appear at the top of your screen:

> Your file request has been submitted for processing. You may visit your Downloads Page at any time to check the status of your request and retrieve available files.

6. Click the link for **Downloads Page** in the message.
   NOTE: you can also get to the Downloads Page any time by clicking your account icon (shown as your initials or profile picture) in the top right corner of any Campus Pulse page and selecting **Downloads**.

7. In your **My Downloads** list, click the download button (⬇) to the right of the requested export.

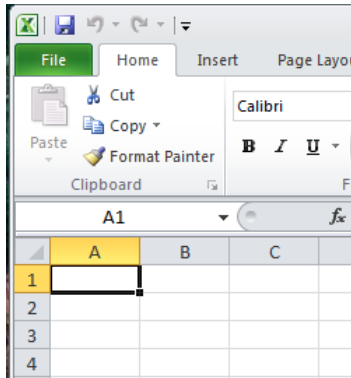|	Type	Status	Date Requested ▼	Actions
☐	Five College Insider Tours - Export - Event Attendance List	Report Ready	7/26/2019 4:13 PM	⬇ 🗑

8. Open your downloaded file (these steps will differ depending on your web browser).

9. The following fields will be included in your export:
   a. First Name
   b. Last Name
   c. Campus Email
   d. Preferred Email
   e. Attendance Status
   f. Marked By (staff person logged in during attendance swipe process)
   g. Marked On (time and date stamp when attendance was swiped)
   h. Comments
   i. Card ID Number

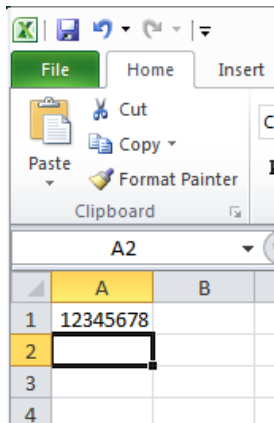|	A	B	C	D	E	F	G	H	I
1	Event Attendance By Event								
2									
3	Event Name								
4	Start Date	9/29/2017							
5	End Date	10/20/2017							
6	First Name	Last Name	Campus Email	Preferred Email	Attendance Status	Marked By	Marked On	Comments	Card ID Number

BACKUP PROCESS for Campus Pulse Event Attendance Swipe Process
Use this process when Campus Pulse is not available during the event.

1. Connect your scanner to the laptop being used to scan attendance.
2. Open up a blank Excel spreadsheet
3. Click into the first cell of the spreadsheet

4. Swipe the student ID. The 8 digit student ID number will appear in the blank cell space and the selected cell will move down one row – ready for the next swipe.
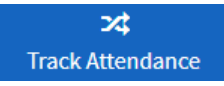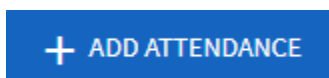

NOTE: If the student ID number does not register, the line skipped will be blank. Try again

IF THE CARD WILL NOT SWIPE, SIMPLY TYPE THE STUDENT'S 8 DIGIT STUDENT ID NUMBER INTO THE CELL AND PRESS ENTER ON YOUR KEYBOARD.
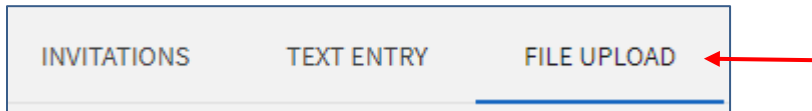
UPLOADING BACKUP PROCESS Event Attendance Swipes into Campus Pulse
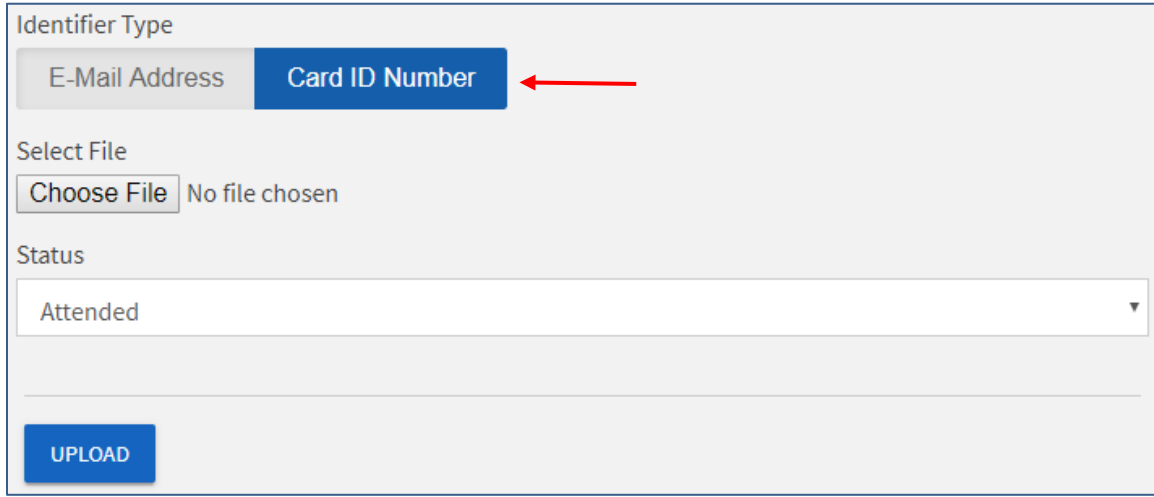**NOTE**: You will need to save your attendance file as a "CSV (Comma Delimited)(*.csv)" type file.

1. Open your Event in Campus Pulse
2. Click the **Track Attendance** button under **Event Actions**.
3. Click the blue "ADD ATTENDANCE" button

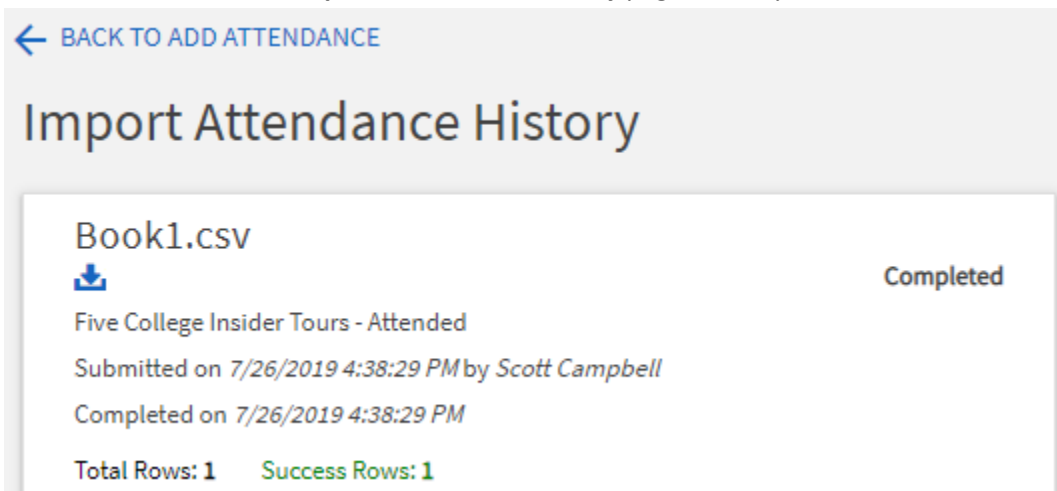Working with Event Attendance in Campus Pulse   7/26/2019

4. Click the "**FILE UPLOAD**" tab

5. Click the "**CARD ID Number**" button under "Identifier Type".

6. Click the **Choose File** button and select the file you've saved of scanned ID numbers.

7. Set the "**Status**" drop down to "**Attended**"

8. Click **UPLOAD**

9. You will be taken to the **Import Attendance History** page where you will see the status of your upload.

10. Click **BACK TO TRACK ATTENDANCE** at the top of the page and then **BACK TO TRACK ATTENDANCE** in the same location to verify that your attendees have been added.

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