



Help and FAQs

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What is EZCheck.me?

EZCheck.me is a web-based attendance tracking platform for universities, colleges, and professional training.

The platform has two 'sides': The Host Dashboard, and the Attendees App. Using the Host Dashboard, teachers or lecturers can run Check-in sessions that students can check into, using the attendees App.

Basic usage and System requirements

The Host Dashboard is accessible at [EZCheck.me](https://ezcheck.me) and can be used on desktop PCs only, with any modern internet browser, such as Chrome, Firefox, Edge or Safari.

In order to run Check-in Sessions, the Host PC must have a solid internet connection. The session runs directly from the host dashboard and is presented to the attendees like a presentation. In online meetings this is done using screen sharing, and in classrooms - using a projector.

The Attendees App can be used with modern smartphones, using EZCheck.me's iPhone or Android App.

To save time during the first check-in session, it is highly recommended to send the attendees the App links before the first session, and ask them to install it and sign up to the service:

iPhone App: <https://apps.apple.com/us/app/ezcheck-me/id1472247186>

Android App: <https://play.google.com/store/apps/details?id=me.ezcheck>

The Attendee's App is the easiest, quickest and most secured way to check-in. However, it is also possible to check-in using EZCheck.me's Web App, which is accessible at [GoEZ.ME](https://ezcheck.me), on both PC and Mobile browsers.

In order to check-in, the attendees must have a solid internet connection (Cellular or Wi-Fi). Also, in order to check-in using QR scan, the attendees must have a camera on her phone.

Is EZCheck.me free?

The basic version of the platform is free. It enables hosts to set up one course and run 7 check-in sessions with unlimited attendees, and view the sessions summary online.

Premium account

The Premium version of EZCheck.me offers the following benefits:

- Single instructor account, with unlimited courses, sessions, and attendees.
- Detailed downloadable Excel reports of each course.
- Dashboard with insights about each course, which alerts of possible drop-off attendees.
- Geolocation - ideal for in-class / online hybrid settings, as it shows who attended from where.
- Branded sessions with the organization's logo and colors.

The premium plan price is determined according to the number of **unique** attendees that used the platform each month. The price tiers can be viewed at <https://ezcheck.me/pricing>

Institutional account

The Institutional version of EZCheck.me offers the same benefits of the Premium version, and in addition:

- Multiple instructors accounts, with unlimited courses, sessions, and check-ins for each.
- Admin account, which allows viewing all the institution accounts, and download their attendance reports.
- Institutional Dashboard with statistics and insights about the institution's attendance (see screenshot below).
- Ability to integrate attendance reports with external lists, from external LMS platforms, such as Moodle.
- Accelerated support experience with faster response times.

[Contact us](#) to learn more about the Institutional account.



EZCheck.me institutional Dashboard enable comparisons between different academic units, courses, and instructors.

Signing Up (Hosts)

To sign up to the platform as a host, browse to EZCheck.me on your PC, and click the upper right 'Sign Up' button. Insert your name, Email address, and password, and after that, you'll be asked to verify your Email address with a code that will be emailed to you.

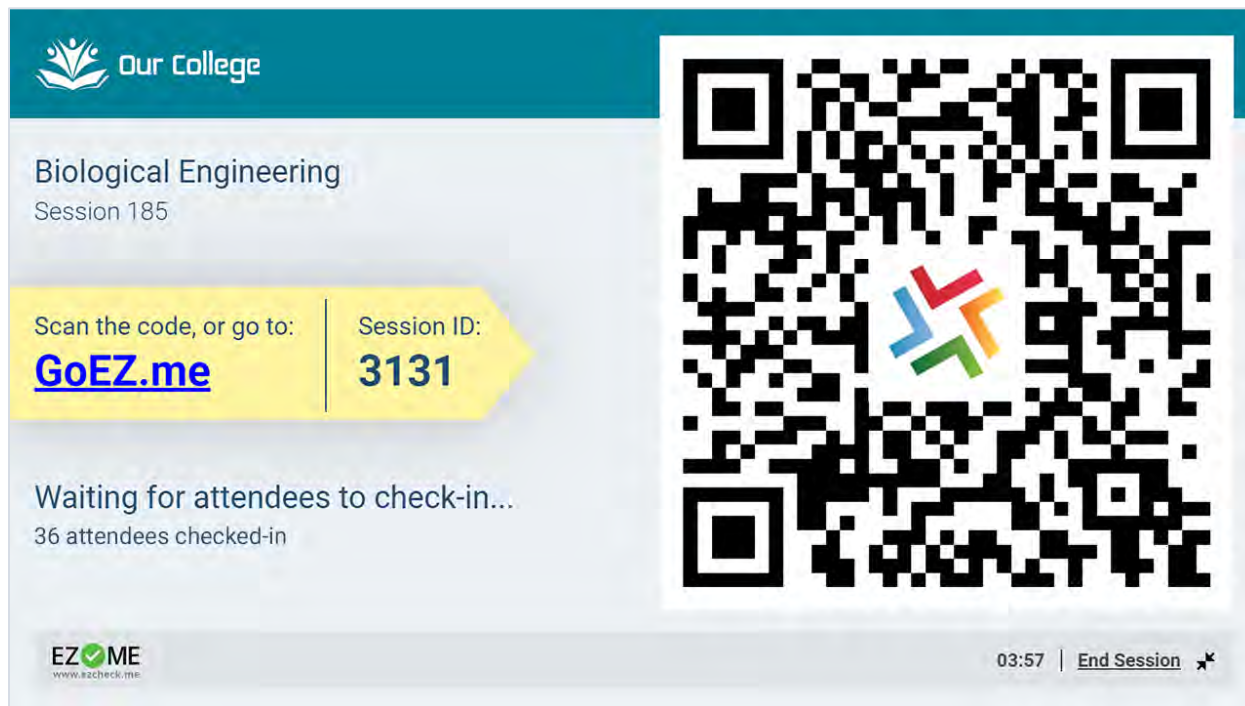
Signing Up (Attendees)

Attendees should download the EZCheck.me App for [iPhone](#) or [Android](#), and sign up to the platform. They will be asked to verify their phone number with a code that will be texted to them.

Attendees may also sign up without downloading the App, by visiting GoEZ.ME on their mobile or PC browser. It is important to mention that the using the platform that way does not offer the attendees all the benefits that the App does, such as checking-in quickly via QR code scan, submitting late check-in requests, and viewing the attendee's session check-in history.

What is a 'Check-in session'?

A Check-in session is a real-time session that the host initiates, typically at the beginning of the lesson. The attendees are presented with a screen that looks like this:



The attendees can check into the session with their smartphones, using four different methods:

QR Scan

That is the easiest, quickest, and most secured way to check-in, as the QR code is dynamic and it is changing every couple of seconds to verify that the attendee was, indeed, present in class when the code was scanned. This method requires the attendee to use the EZCheck.me Native App.

Icon Quiz


This method can be used alternatively in case the attendee cannot scan the code. The Attendee needs to recognize the present icon, which, like the QR code, is changing every 3 seconds. This method can be used with both the native and web Apps.

Manual Check-in

In case the attended do not have a smartphone, or if she was late, the host can check her in manually in the dashboard after the session ends.

Late Check-in request

After the session, attendees can use the App to ask for Late Check-in to sessions they could not Check-in to. They need to tap the session they missed at the App 'History' tab and tap the "Ask for late Check-in..." link.


They will be asked to provide a reason for their late Check-in request, and their attendance will be marked as 'Pending', marked by an orange question mark: .

These requests will be presented at the notification center of the Host Dashboard, and the host can approve or deny each of them individually or approve all of them all at once.


Sending attendees' instructions (before the first session)

Before running your first session, it is highly recommended to ask your attendees to download and install the EZCheck.me App. You can use the sidebar 'Send attendees' instructions' module to quickly Email or copy these instructions.

Setting up a Course

To add a new course, click the  icon at the left sidebar. You will be presented with the new course window. Type in the course name, and add optional description, language, ID, and other info. You can also set up a course location for Geofencing sessions.

Show/ Hide courses

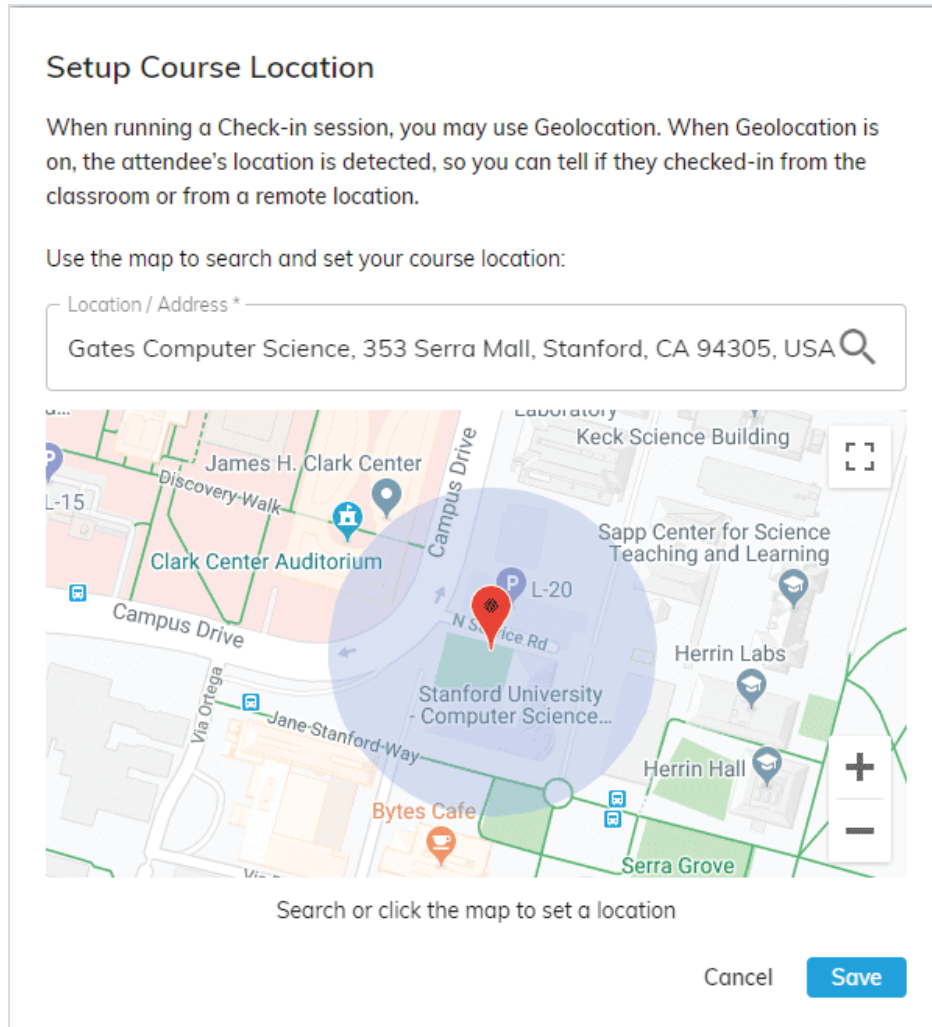
You can hide courses that are not relevant anymore by selecting the course, click the "" menu, and select 'Hide Course...'. The Course will be hidden from the list.

To view Hidden courses, use the "Show Hidden Courses" Switch below the courses list. When the hidden courses are shown, you can select a course and Unhide it.


Geolocation

To use Geolocation, the host must set a course location. When Geolocation is turned on for a session, the attendee's location is detected and compared against the course location. If they are within 100 meters from the course they are marked as 'Classroom', and if they are over 100 meters from it, they are marked as 'Remote'.

Setting up the course location is done by clicking the course location field at the course setup window. It will open a window that looks like this:



The Geolocation setup window enables setting up the course location by searching for an address or clicking a location on the map. It is highly recommended to set up the course location in advance, before running the sessions.

 The Geolocation feature is available for premium/ institutional users only, and the attendees must use the EZCheck.me App and allow it to detect their location.

Running a Session

In order to run a check-in session, simply click the  button, from any screen:

You will be presented with the new Check-in Session window, which looks like this:

Run a new check-in Session

Course:

Advanced Algorithms

▼

Session name:


Session 20

Session duration:

5 minutes

▼

Cancel




Select the course, rename the session if you wish, and set up the session duration. You may also run session with unlimited duration. To start the session, click the Red 'Run session' button.

Resuming a Session

It is possible to resume a session after it ended and check-in more attendees. In case, for example, that some attendees entered the class after the session was ended.

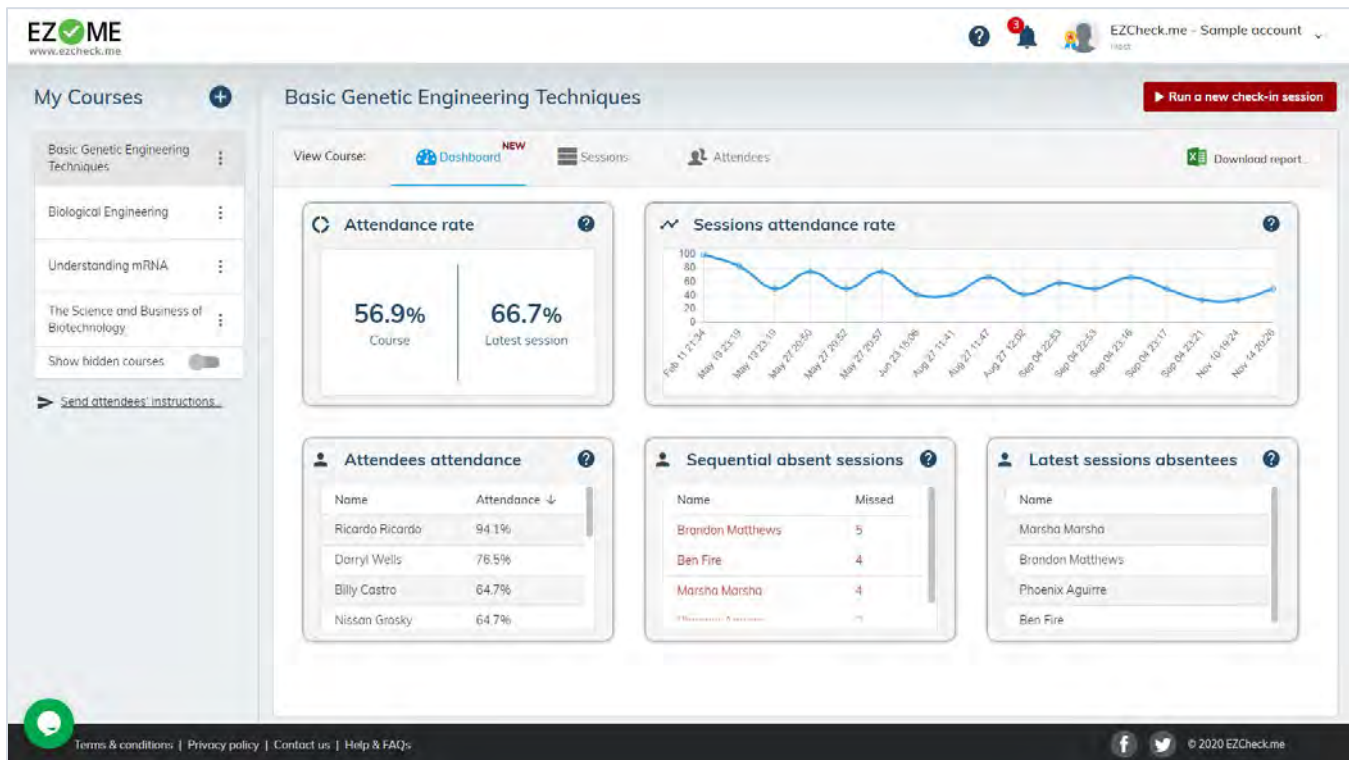
To resume a session, click the course summary, select the 'Sessions' view, hover your mouse over the session and click 'Resume session'.

<input type="checkbox"/>	#	Session	Session ID	Date & Time	
<input type="checkbox"/>	9	Session 9	1462	Jan 7 2020 19:00	
<input type="checkbox"/>	8	Session 8	1461	Jan 7 2020 19:00	
<input type="checkbox"/>	7	Session 7	1305	Dec 23 2019 15:38	

After running the Session

After running the session, you can click on the course name and view the course summary, using three tabs:

Dashboard - which gives you overview and insights about your course:



The Dashboard contains 5 panels:

Attendance rate	Here you can view your overall course attendance rate, together with the latest session attendance rate
Sessions attendance rate	This graph shows you the attendance rate trend of your course over time
Attendees attendance rate	Your course attendees, sorted by attendance rate
Sequential absent sessions	Your course attendees that missed over 3 Sequential sessions, sorted by missed session
Latest Session absentees	Latest session absent attendees



The Dashboard is available for premium/ institutional users only

Sessions - list all the course's sessions, with high-level information about each:

The screenshot shows the 'Sessions' page for the course 'Basic Genetic Engineering Techniques'. The page has a sidebar with 'My Courses' and a main content area. The main content area has tabs for 'Dashboard', 'Sessions', and 'Attendees'. The 'Sessions' tab is active, showing a table of 17 sessions. Each session row includes a checkbox, session number, session name, session ID, date & time, check-ins, and attendance rate. A search bar is at the top right of the table. At the bottom right, there are 'Rows per Page' and '1-17 of 17' indicators.



<input type="checkbox"/>	#	Session	Session ID	Date & Time	Check-ins	Attendance Rate
<input type="checkbox"/>	17	Session 32	10050	Dec 2 2020, 08:10	6	50%
<input type="checkbox"/>	16	Session 31	9652	Nov 25 2020, 08:07	4	33%
<input type="checkbox"/>	15	Session 30	5076	Nov 18 2020, 08:12	4	33%
<input type="checkbox"/>	14	Session 29	5075	Nov 11 2020, 08:05	6	50%
<input type="checkbox"/>	13	Session 28	5074	Nov 4 2020, 08:02	8	67%
<input type="checkbox"/>	12	Session 27	5072	Oct 28 2020, 08:01	6	50%
<input type="checkbox"/>	11	Session 26	5071	Oct 21 2020, 08:03	7	58%
<input type="checkbox"/>	10	Session 10	4264	Oct 14 2020, 08:09	5	42%
<input type="checkbox"/>	9	Session 9	4263	Oct 7 2020, 08:15	8	67%
<input type="checkbox"/>	8	Session 8	4262	Sep 30 2020, 08:10	5	42%
<input type="checkbox"/>	7	Session 7	2653	Sep 23 2020, 08:09	5	42%
<input type="checkbox"/>	6	Session 6	2155	Sep 16 2020, 08:02	9	75%
<input type="checkbox"/>	5	Session 5	2154	Sep 9 2020, 08:00	6	50%

You may select a session to delete it or rename it using the action menu. Additionally, clicking a session name will drill down into that session to give you detailed view on each attendee check-in, and more.

Attendees - lists a table of the attendee's attendance per each session:

The screenshot shows the 'Attendees' page for the course 'Basic Genetic Engineering Techniques'. The page has a sidebar with 'My Courses' and a main content area. The main content area has tabs for 'Dashboard', 'Sessions', and 'Attendees'. The 'Attendees' tab is active, showing a table of 12 attendees. Each attendee row includes a checkbox, attendee name, attendance rate, and a grid of 17 columns representing sessions. Each cell in the grid contains a green checkmark for attendance or a red X for no attendance. A search bar is at the top right of the table. At the bottom right, there are 'Rows per Page' and '1-12 of 12' indicators.

<input type="checkbox"/>	Attendee	Attendance rate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<input type="checkbox"/>	Addy Feuerstein	59%	✓	✗	✗	✓	✗	✓	✗	✓	✓	✗	✓	✓	✓	✓	✓	?	?
<input type="checkbox"/>	Ben Fire	35%	✓	✓	✓	✗	✗	✓	✗	✗	✗	✓	✗	✗	✓	✗	✗	✗	✗
<input type="checkbox"/>	Billy Castro	65%	✓	✓	✗	✓	✗	✓	✓	✗	✓	✗	✓	✗	✓	✗	✓	✓	✓
<input type="checkbox"/>	Brandon Matthews	29%	✓	✗	✓	✓	✓	✗	✗	✗	✗	✗	✗	?	✗	✗	✗	✗	✗
<input type="checkbox"/>	Darryl Wells	76%	✓	✓	✗	✗	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	✗	✓	✓
<input type="checkbox"/>	Fly Flyerdon	65%	✓	✓	✓	✓	✗	✓	✓	✗	✓	✓	✗	✓	✗	✓	✗	✗	✓
<input type="checkbox"/>	Jennifer Traver	53%	✓	✓	✓	✗	✓	✗	✓	✓	✓	✗	✗	✗	✗	✓	✗	?	?
<input type="checkbox"/>	Marsha Marsha	41%	✓	✓	✗	✓	✗	✓	✗	✗	✓	✗	✓	✗	✗	✗	✗	✗	✗
<input type="checkbox"/>	Nissan Grosky	65%	✓	✓	✗	✗	✓	✓	✓	✗	✓	✓	✗	✓	✓	✓	✗	✗	✓
<input type="checkbox"/>	Phoenix Aguirre	53%	✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✗	✓	✗	✓	✗	✗
<input type="checkbox"/>	Ricardo Ricardo	94%	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Testing Tester	53%	✓	✓	✗	✓	✓	✓	✗	✓	✗	✗	✓	✗	✗	✗	✗	✓	✓

In this view, you may check or uncheck attendees manually from individual sessions by clicking each of the / indication icons. Clicking an attendee name drill down into that attendee to give you detailed view on each session the attendee checked into, as well as her attendance rate and more.

Instant messages

In the new messages tab, you can send instant messages to your attendees, and they will be receiving them instantly on their phones*. The messages will also be saved in the attendees' App. Additionally, each message comes with a 'read recipe', so you will be able to see who saw your message and who hasn't.

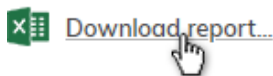
To send a message click on the "New message..." link and type your message.

After sending the message, you can click on it to view the read receipts.

**The attendees must update the App to the latest version to receive messages. To get notifications, they must allow App notifications.*

Reports

After running the sessions, a detailed Excel report can be downloaded for each course, on each session, for each attendee, by clicking the 'Download report' link:



EZCheck.me - Summary of Deep Learning by Dexter Sherman.xlsx - Excel											
File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Share											
Clipboard Font Alignment Number Styles Cells Editing											
K10											
	A	B	C	D	E	F	G	H	I	J	K
1	#	Name	Email	Phone	Attendance rate	Session 1	Session 2	Session 3	Session 4	Session 5	
2	1	Adrienne Garrett	drewf@yahoo.com	(695) 370-4927	100%	Present	Present	Present	Present	Present	
3	2	Alfonso Wise	muadip@att.net	(639) 536-6333	100%	Present	Present	Present	Present	Present	
4	3	Allen Klein	sbmrjbr@msn.com	(284) 775-8025	80%	Present	Present	Absent	Present	Present	
5	4	Anita Lewis	wayward@mac.com	(663) 667-5023	60%	Absent	Present	Present	Absent	Present	
6	5	Barry Carlson	dsowsy@optonline.net	(320) 838-5236	80%	Present	Present	Absent	Present	Absent	
7	6	Billie Webster	kohlis@mac.com	(217) 668-3647	20%	Absent	Absent	Present	Absent	Absent	
8	7	Bob Dennis	clkao@msn.com	(998) 872-6385	80%	Present	Present	Absent	Present	Absent	
9	8	Calvin Gonzalez	wbarker@optonline.net	(933) 654-5081	60%	Absent	Present	Present	Absent	Present	
10	9	Charles Duncan	smpeters@aol.com	(813) 214-4572	100%	Present	Present	Present	Present	Present	
11	10	Dan Craig	barjam@yahoo.com	(259) 454-6041	100%	Present	Absent	Present	Present	Present	
12	11	Darrell Vega	jrarnio@optonline.net	(877) 553-8101	100%	Present	Present	Present	Present	Present	
13	12	Duane Floyd	qczak@outlook.com	(854) 751-6387	80%	Absent	Present	Absent	Present	Present	
14	13	Ebony McBride	sisyphus@comcast.net	(257) 569-5427	100%	Present	Present	Present	Present	Present	
15	14	Elias Parker	fbriere@att.net	(462) 898-5879	80%	Present	Present	Absent	Present	Absent	
16	15	Emmett Edwards	nweaver@yahoo.com	(939) 976-8802	60%	Absent	Present	Present	Absent	Present	
17	16	Ervin Wheeler	scottzed@msn.com	(757) 601-0309	60%	Absent	Present	Present	Absent	Present	
18	17	Frederick Martinez	mhoffman@sbcglobal.net	(407) 447-8783	60%	Present	Absent	Present	Present	Absent	
19	18	Guadalupe Bowman	daveewart@verizon.net	(677) 470-9251	100%	Present	Present	Present	Present	Present	
20	19	Jackie Matthews	parents@sbcglobal.net	(778) 452-6162	100%	Present	Present	Present	Present	Present	
21	20	Jacquelyn Guzman	corrada@sbcglobal.net	(997) 671-9889	60%	Absent	Present	Absent	Present	Present	
22	21	Jimmie Guerrero	osrin@msn.com	(545) 753-1104	100%	Present	Present	Present	Present	Present	
23	22	Jordan Foster	neonatus@optonline.net	(340) 454-5874	60%	Absent	Present	Present	Absent	Present	
24	23	Kelly Cross	ingolfke@msn.com	(532) 836-2563	100%	Present	Present	Present	Present	Present	



The downloadable Excel reports are available for premium/ institutional users only.