5x10 TRACKING ATTENDANCE PROCESS - LINC

ADDING ATTENDANCE DURING YOUR EVENT

1. Go to LINC website: [https://lehigh.campuslabs.com/engage/](https://lehigh.campuslabs.com/engage/)

2. From your LINC homepage, in the top right corner there will be a “square” icon next to the “question mark” icon. Click on the “square icon” and then click the “Manage Organization” button.
3. Click on “NavigateLU Administration.”

4. In the top left corner of this page there is a drop down menu (three horizontal lines). In that menu, click the “Events” tab.
5. You will now see all of the 5x10 events submitted through the NavigateLU Administration organization. You can either scroll to find your event, or use the search bar to search for your event. Once you have found your event, click on the hyper-linked title.
6. You will now be on the “Manage” page for your event. Towards the bottom of the page you will see “Event Actions.” Click on “Track Attendance.”

7. There are a few options for how you can collect attendance if you are doing so **DURING** your event:

a. **Swiping students in with their Lehigh ID.** You can have students swipe directly into the event page, which means that you would not have to add attendance after the event. It is always a good idea to have a sign-in sheet on hand (paper or electronic) just in-case! Here are the steps for swiping students in directly to the event page:
   i. On the “Track Attendance” page, COPY the “Swipe Access Code.” Then, click on the “Swipe Page” link. This will open a new tab/window.
**5x10 TRACKING ATTENDANCE PROCESS - LINC**

ii. In the new tab/window, paste the “Swipe Access Code” that you copied from the “Track Attendance” page into the box where it says “Enter access code.” There should not be any space before or after the code. Then, click “Submit.”

![LINC- Lehigh Involvement Connection](image)

iii. After you click “Submit,” You should see your event title populate above the white box, and a blue box should appear below the white box that says “Ready to swipe.” Click in the white box, and begin swiping ID cards.

b. **Having students manually enter their Lehigh E-mail addresses.** If a student does not have their ID card, or if you do not want to use the swipe feature, you can still have students sign-in for the event by entering their Lehigh E-mail Address directly into the event page. Here are the steps for having students type their email addresses directly into the event page:

   i. On the “Track Attendance” page, click on the blue button that says “+ADD ATTENDANCE.”

![Track Attendance](image)
**5x10 Tracking Attendance Process - LINC**

**NOTE:** You will automatically be viewing the “Invitations” portion of this page. If you have students who RSVP’d for your event, they will show up here. Please do not use this as a way to track attendance.

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**ii.** Once you are on the “Add Attendance” Page, click on 1“Text Entry.” 2“E-Mail Address” should be highlighted under “Identifier Type.” Click in the box under 3“*Attendees,” and type the student’s full Lehigh email address (it must include the @lehigh.edu – if you only enter the username it will not pull their information). Each email must be on a separate line, so be sure to hit “Enter” after each one. Once all e-mail addresses have been typed, click 4“ADD.”
**5x10 TRACKING ATTENDANCE PROCESS - LINC**

**ADDING ATTENDANCE AFTER YOUR EVENT**

If you do not have a computer/electronic device on hand, or if for some reason you are not able to access the LINC event page during your event, you can add the attendance into the event page after your event is over. You would first follow Steps 1-6 outlined above, and then you have a few options...

1. **IF YOU HAVE AN ELECTRONIC DEVICE, BUT DO NOT HAVE ACCESS TO THE LINC PAGE, you can track attendance in an Excel Spreadsheet and upload it after your event has ended.**
   a. **Swiping ID Cards into Excel:**
      i. Open a blank Excel spreadsheet, click on an empty cell, and begin swiping. Student LINs should populate in individual boxes going down the spreadsheet. Please remember to save the spreadsheet! **In order to upload the spreadsheet directly into the event page, it must be saved in the file format .CSV or .TXT**
      ii. Once you have the saved spreadsheet with the students’ LINs, you will click on ① “File Upload” from the “Add Attendance” page. Under “Identifier Type,” click ② “Card ID Number.” Then, click ③ “Choose File,” and select the spreadsheet with the student LINs. Finally, click ④ “Upload,” and the attendance should be recorded on the event page.

   ![Image of Excel spreadsheet with step-by-step instructions]

b. **Uploading Lehigh E-Mail Addresses:** If you do not have an ID Card Swipe or if you do not want to swipe students in to the event, you can also upload a list of E-Mail Addresses using the same method. Simply have students type their Lehigh E-Mail address into individual cells in a column of an Excel Spreadsheet, save the spreadsheet, and follow the steps above. The only difference would be the “Identifier Type” (you would need to select E-Mail Address if you are uploading a spreadsheet of E-Mail Addresses).

2. **IF YOU DO NOT HAVE AN ELECTRONIC DEVICE, you should track student attendance using a paper sign-in sheet (See the next page of this guide for an example table).**
   a. Collect their First and Last Name, as well as their Lehigh Username (they do not need to write “@lehigh.edu” on the paper sign-in sheet, but you will need to add it when updating the event attendance).
   b. Follow the guidelines for entering E-Mail Addresses in the “Text Entry” part of the “Add Attendance” page (7.b above).
A few reminders...

- The Office of First-Year Experience has several ID Card Swipe machines that you are able to borrow for your event. Please contact fye@lehigh.edu to reserve a card swipe.
- Attendance must be up-to-date on the event page no more than 2 days post-event.
- Always have a back-up plan (paper sign-in sheet) just in case!

Sign-In Sheet Example

<table>
<thead>
<tr>
<th>Full Name</th>
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This concludes the 2019 “5x10 Tracking Attendance Process” Guide. If you have any questions about tracking/submitting attendance for a 5x10 event in LINC, please reach out to Nicole Burke at nmb518@lehigh.edu. Thank you for supporting our first-year students in their transition through the 5x10 program!