

Step 1: Go to https://webapps.csc.ncsu.edu/seminar_checkin/admin/tools/

You will only see "View List Of Seminars" click it

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Admin Seminar Dashboard

As an admin, you may view **all** notes submissions from students, view only the unverified notes submissions or view the list of seminars.

For student workers, you will only see the option to view the list of seminars in order to check students in.

View All Submissions

View Unverified Submissions

Get Student Seminar Count

View List Of Seminars

Step 2: Here, you'll find a list of all currently scheduled seminars. Click on the one you are attending.

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Seminar Check-In

Click on the seminar for which this attendance record corresponds to

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Seminar Date	Room #	Building	Speaker's Name	Title
October 1, 2019 at 6:30 PM	1231	EB2	Schabenberger, Oliver	The Evolution of Organizations in the Digital Age
October 15, 2019 at 6:00 PM	1231	EB2	Washington, Joseph	Intro to Enterprise Blockchain using Hyperledger Fabric
October 21, 2019 at 4:00 PM	3211	EB2	Smith, Gillian	TBD
October 29, 2019 at 6:30 PM	1231	EB2	Martinez, Pablo	The Evolving CyberThreat Landscape
November 4, 2019 at 4:00 PM	3211	EB2	Brooks Jr., Frederick P.	TBA
November 19, 2019 at 6:30 PM	1231	EB2	Hubicki, Christian	Robotics, Survivor, and the Meaning of Control
December 2, 2019 at 4:00 PM	3211	EB2	Re, Christopher	TBA
February 3, 2020 at 4:00 PM	3211	EB2	McKeown, Kathleen	TBA
February 10, 2020 at 4:00 PM	3211	EB2	Farid, Hany	TBA
March 2, 2020 at 4:00 PM	3211	EB2	Rinard, Martin	TBA

Step 3: From here, have student's swipe their card.

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TBD

Please swipe your ID card. After swiping, you should see your student ID number in the ID textbox and see your name and email populated below with a SUBMIT button.

VERIFY that this is your information **BEFORE** you submit!!!

This process is **ONLY HALF** of what is required for your participation in this seminar! You are still expected to complete the notes section on the student seminar notes submission web page!

ID: Get My Info!

NOTE: Some students' ID cards are going to be unusable. For them, you can still type their ID number into the textbox and get their info.

Step 4: Click "Get My Info!" and a student's name and email will appear. Verify with the student that is indeed them. If yes, then click "Submit".

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TBD

Please swipe your ID card. After swiping, you should see your student ID number in the ID textbox and see your name and email populated below with a SUBMIT button.

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This process is **ONLY HALF** of what is required for your participation in this seminar! You are still expected to complete the notes section on the student seminar notes submission web page!

ID: Get My Info!

Name: Mayberry, Tyler

Email: jtmayber@ncsu.edu

Submit Not you? Reset the form

Step 5: After submitting, you will see an alert in your browser. Check it and make sure the submission went through successfully.

www.csc.ncsu.edu says

Successfully checked in student: Mayberry, Tyler!

OK

Step 6: After clicking ok on the alert, you will see the seminar's page again. You'll repeat steps 3-5 on this PDF with every student in line until everyone has been checked in.