

Welcome to

edesign

A large, faint, dark blue stylized letter 'e' serves as a background logo, positioned behind the main text.

User Guide

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Log in

Sign in with your Microsoft credentials by clicking on “Sign in with Microsoft”

If a Microsoft account other than ICN-ARTEM.COM is registered on your computer, you will have to open EDUSIGN in private browsing mode.

INTERVENING
CONNECTION

my-email-icn@icn-artem.com

.....

.....

.....

Remember me

Forgotten password

Connection

Use Single Sign-On (SSO)

Sign in with Microsoft

Sign in with Google

I am an administrator

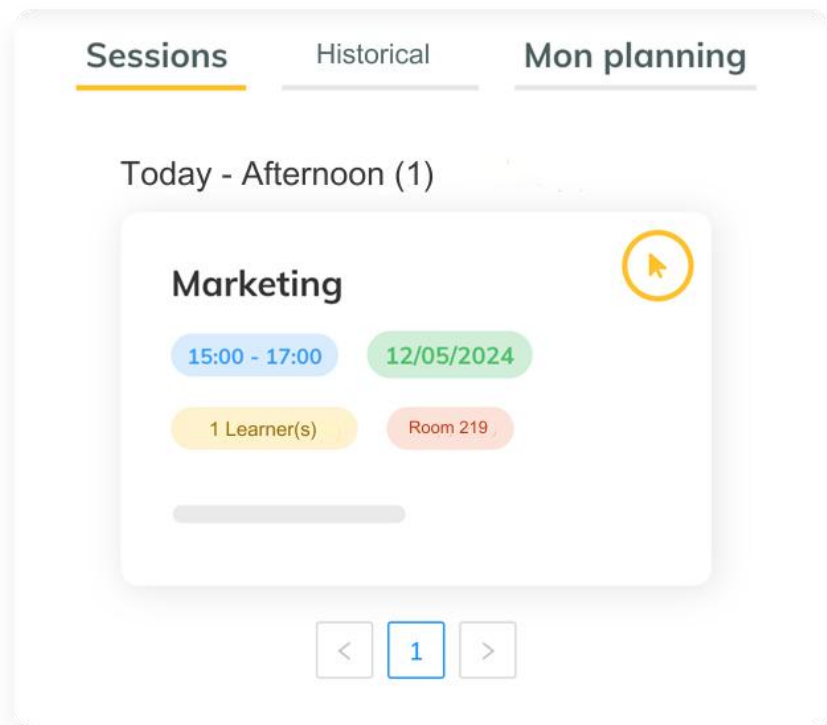
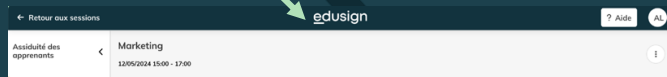
I am a learner

GDPR

Click on your next course

You can also view your past courses in the 'History' (Historique) or 'Calendar' tab (Mon Planning).

If your course does not appear, click on the EDUSIGN logo in the top center and select the PROMO of your course.



Sign using your finger

Don't forget to click the "Save"
button.

Signature of the speaker

Marketing

Sun. May 12, 2024 3:00 p.m. to Sun. May 12, 2024 5:00 p.m.

SIGN HERE

To erase

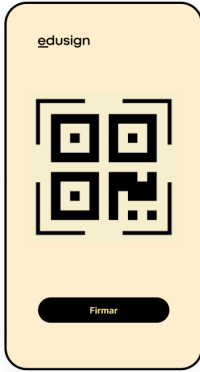
I certify that I am signing as trainer Agnès LAW-DUNE

SAVE

Pass

The different attendance tracking methods

With Edusign, 2 attendance tracking methods are offered to you:

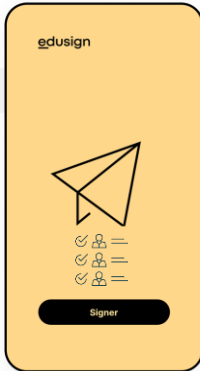


- **By QR Code:**

This is the default attendance method that every instructor must use. It is the most secure method of attendance.

- For lectures in lecture halls
- For online classes
- For small group classes (by default)

[Help Center](#)



- **By Email:**

This method should be used (if desired) only in the following situations:

- Technical issue displaying the QR code (e.g., during travel on a bus)
- Classes held in multiple rooms with several instructors
- Very small classes (if the QR code is inconvenient)

[Help Center](#)

The functioning of each signature method is described in the following slides. Choosing the right attendance method is essential for the proper use of attendance records later.

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Signer

Signature via QR Code

This is the default attendance method that every instructor must use. It is the most secure method of attendance.

- For lectures in lecture halls
- For online classes
- For small group classes (by default)

Show the QR code to the students

They can scan it with their Edusign app to mark their attendance in class.

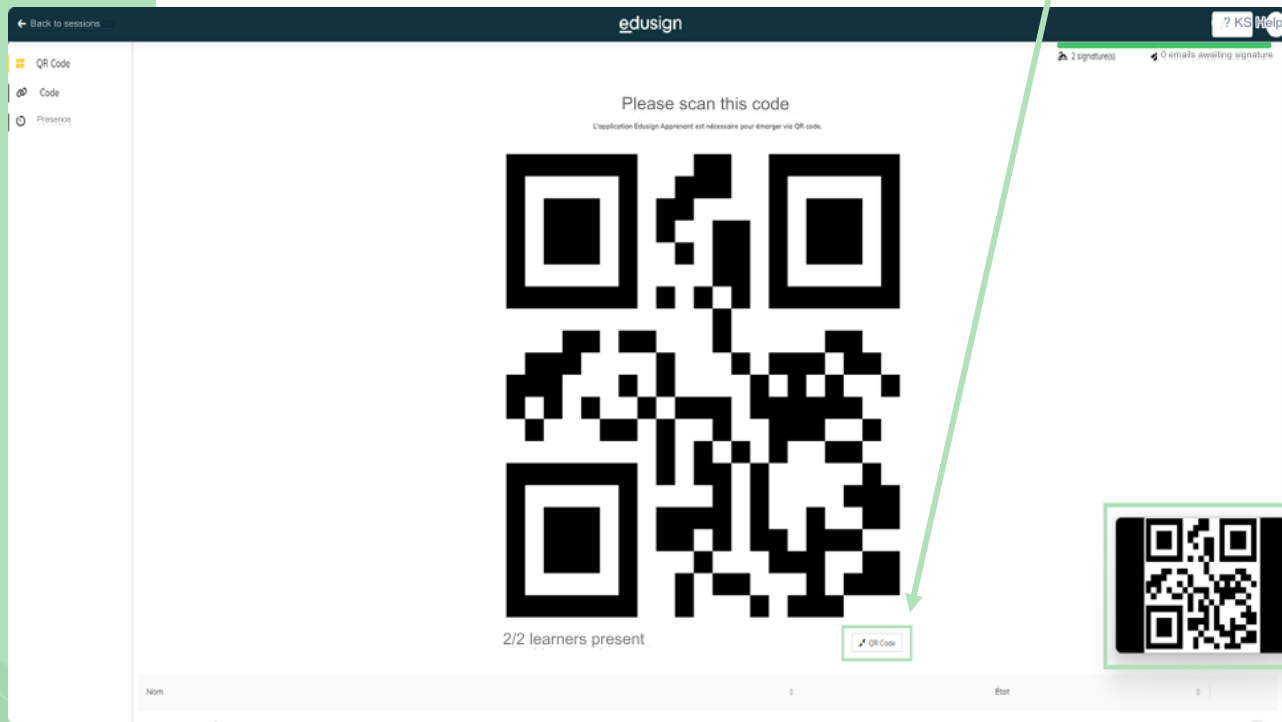
Click on this tab to directly display the QR code.

The screenshot displays the Edusign web interface. At the top, there's a dark blue header with the 'edusign' logo and a 'Back to sessions' link. Below the header, the main content area is titled 'Marketing' with a date and time '12/05/2024 15:00 - 17:00'. On the left, a sidebar menu shows options: 'Attendance of learners', 'Email', 'QR Code' (highlighted with a green box and a green arrow pointing to it), 'Code', and 'Presence'. The main content area shows a progress bar with '1 signature(s)' in green and '0 email(s) awaiting signature' in red. Below the progress bar, the text 'Please scan this code' is displayed, followed by a large QR code. At the bottom, it says '1/5 learners present'.

Display a smaller version of the QR code

This will allow you to conduct your class while letting students scan the QR code at the same time.

Exemple:



A learner cannot sign with their phone.

Whether it is because they do not have a smartphone, the Edusign app, or internet access.

Have the student sign manually on your device.

Click this button to allow the student to sign directly on your device.

Back to sessions

edusign

? Aide AL

Attendance of learners

Marketing

12/05/2024 15:00 - 17:00

Select the learners present and send a signature email

1 signature(s)

Send questionnaire to 0 learner(s)

Name	Email	Questionnaire	State
☐ Law Agnes		Answered	
Signed on Sun, May 12, 2024 3:15 PM			
☐ Little Tom			

Add a learner

- ✓ Have it signed manually
- Justified absence
- Retard
- Early departure
- Write a comment
- Send a signature email
- DELETE

Absent

Check that students have signed

Signatures will appear in real time on your platform.

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Attendance of learners

Marketing

12/05/2024 15:00 - 17:00

Select the learners present and send a signature email

1 signature(s) 40 email(s) awaiting signature

Send signature email to 0 learner(s)

Name	Email	State
☐ Diallo Alison		En attente
☐ Durand Marine		En attente
☐ Law Agnes Signed on Sun, May 12, 2024 3:15 PM		Présent

A student signed

Report a student excluded or absent

You can do much more: Write a comment, remove from the list, declare a student late.

Marketing

12/05/2024 15:00 - 17:00

Select the learners present and send a signature email

1 signature(s)

0 email(s) awaiting signature

Send signature email to 0 learner(s)

☐	Name	Email	State
☐	Diallo Alison		Absent
☐	Durand Marine		Absent
☐	Law Agnes		Here

Oh

X Exclude

To pass away

Retard

Early departure

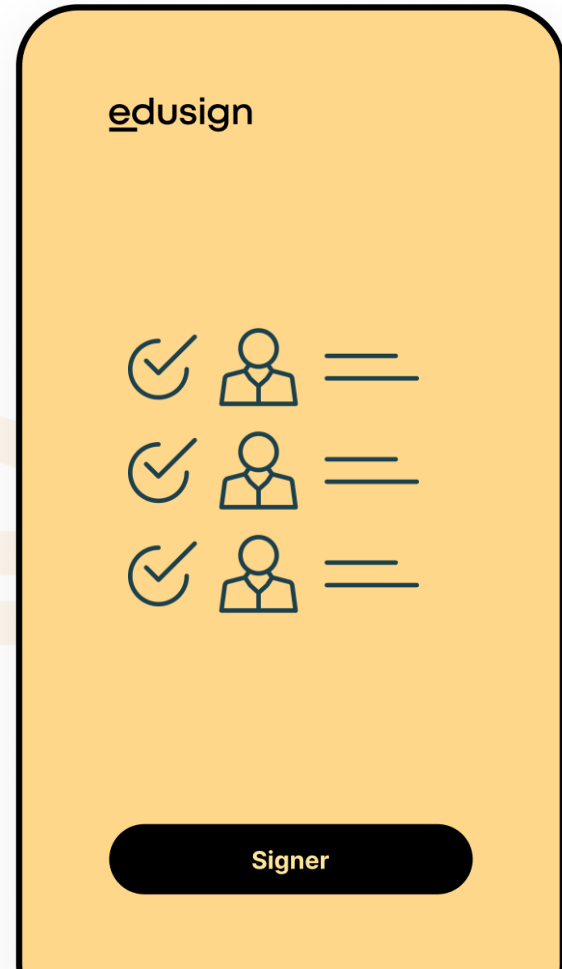
Write a comment

DELETE

Email signature

This method should be used (if desired) only in the following situations:

- Technical issue displaying the QR code (e.g., during travel on a bus)
- Classes held in multiple rooms with several instructors
- Very small classes (if the QR code is inconvenient)



Send bulk signature emails

Students will receive an email, and the signature will appear in real time: no confirmation is required from you. Your administration will also receive the information in real time.

← Back to sessions

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Learner attendance < Marketing

12/05/2024 15:00 - 17:00

Select the learners present and send a signature email

0 signature(s) 40 emails awaiting signature

Send signature email to 2 learners 2 learners selected

☐	Name	Email	Status	
☒	Law-Dune Agnès		Absent	
☒	Diallo Alison		Absent	
☐	Durand Marine		Absent	
☐	Petit Tom		Absent	

2. Send them a signature email

1. Select the students present

Send an individual signature email

Click this button to send the signature email to a specific learner

If your organization has not authorized the sending of multiple signature emails, you can still send individual emails to each student present.

← Back to Sessions

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? Help AL

Learner Attendance

Email

QR Code

Code

Send a survey

Questionnaire

Attendance

Marketing

12/05/2024 15:00 - 17:00

Select the learners present and send a signature email

1 signature(s) 40 emails awaiting signature

Send survey to 0 learners

Name	Email	Questionnaire	Status
☐ Law Agnes 1 Signed on Sun, May 12, 2024 3:15 PM		Answered	Present Oh
☐ Little Tom			Absent

Add a learner

Check that the students have signed

Signatures will appear in real time on your platform.

← Back to sessions

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? AL Help

Learner Attendance

Marketing

12/05/2024 15:00 - 17:00

Select the learners present and send a signature email

1 signature(s) 40 emails awaiting signature

Send signature email to 0 learners

☐	Name	Email	Status	
☐	Diallo Alison		Absent	
☐	Durand Marine		Absent	
☐	LawAgnes		Present	Oh

Signed on Sun, May 12, 2024 3:15 PM

A student signed



Thank you and happy training!

Want to deepen your understanding or have a problem? Visit the Edesign Help Center!