

Digital registration

MyICN website - *Teacher*

Planning >> My Planning

From MyICN, Menu My planning, 2 options are available:

- launch of automatic sign-in for the whole class
- launch of manual signing-in (student by student)

Semaine 35

mercredi 30 août 2023

Oraux bachelor - Nancy et Paris

08:30 - 12:30

MBA17 Recherche appliquée et méthode de consultation (AN - PR)
Executive MBA 17 (PR) / Promo - ICN Station A - 207 "BOBBY FISCHER"

Supports

Accéder au cours

Allow students to sign the attendance sheet online.

Take the register manually

Safer, more efficient and faster, this system automates the calling and processing of attendance sheets.

Digital registration

MyICN website online - *Teacher*

Planning >> My Planning >> Course Name

The system allows you to **Start to register** during a specific period (15 minutes by default).

Students respond on their computer via the MyICN site.



Allow students to sign the attendance sheet online



Module : Démo de l'émargement

Groupe : DEMO

* The time (in minutes) students will have to sign the attendance sheet

15

Allow students to sign

Students list

It is still possible to download the attendance sheet for manual processing in cases where online registering cannot be done.



Download the attendance sheet



Digital registration

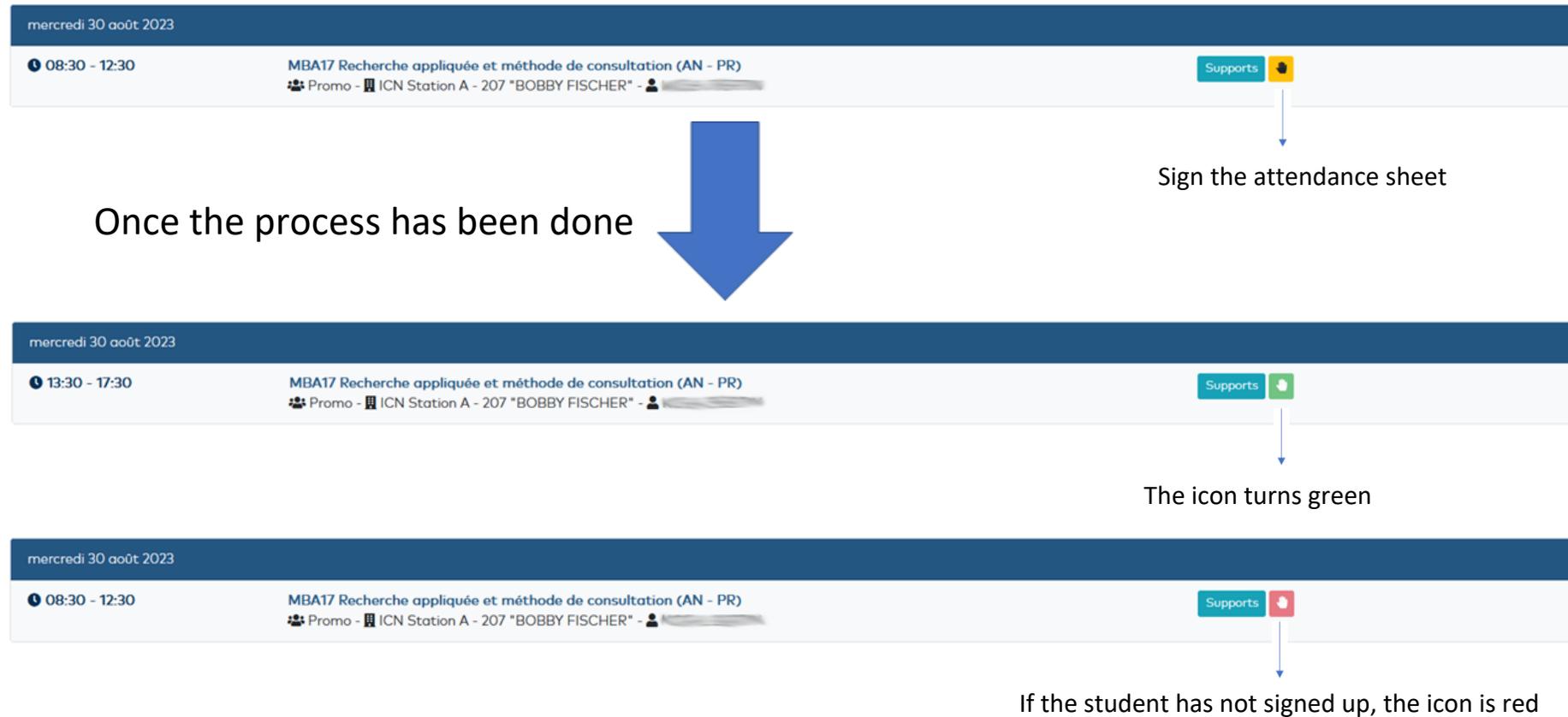
MyICN website online - *Student*

Planning >> MyICN Planning

Remember to explain the process to students at the beginning of the year, so it becomes a new habit.

- Signal that you are going to make the online registering
- Choose a duration in minutes and click on **"Allow students to sign"**
- Invite them to connect to their MyICN planning to **declare their presence**

INTRANET MYICN



Once the process has been done