

Welcome to

edesign

User Guide

Table of Contents

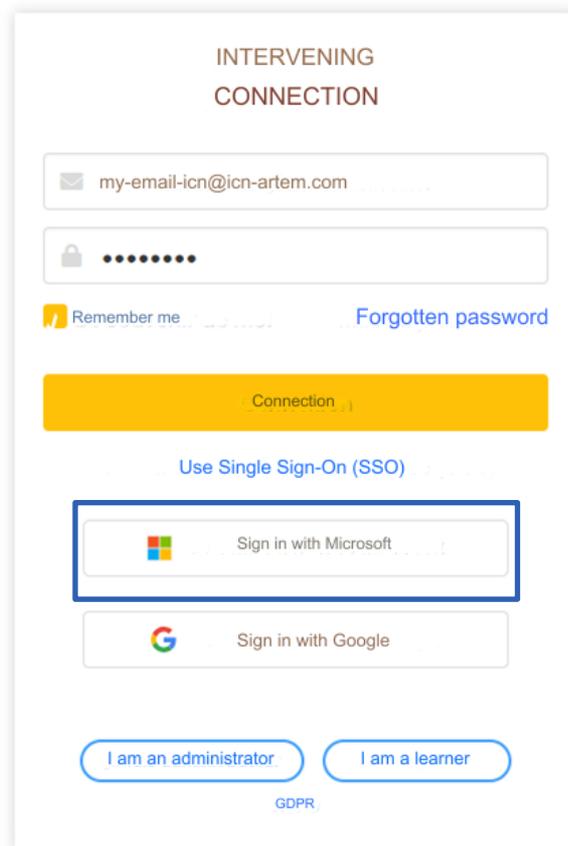
1. [Login](#)
2. [Course Selection](#)
3. [Instructor Signature](#)
4. [Signature via QR Code](#)



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.

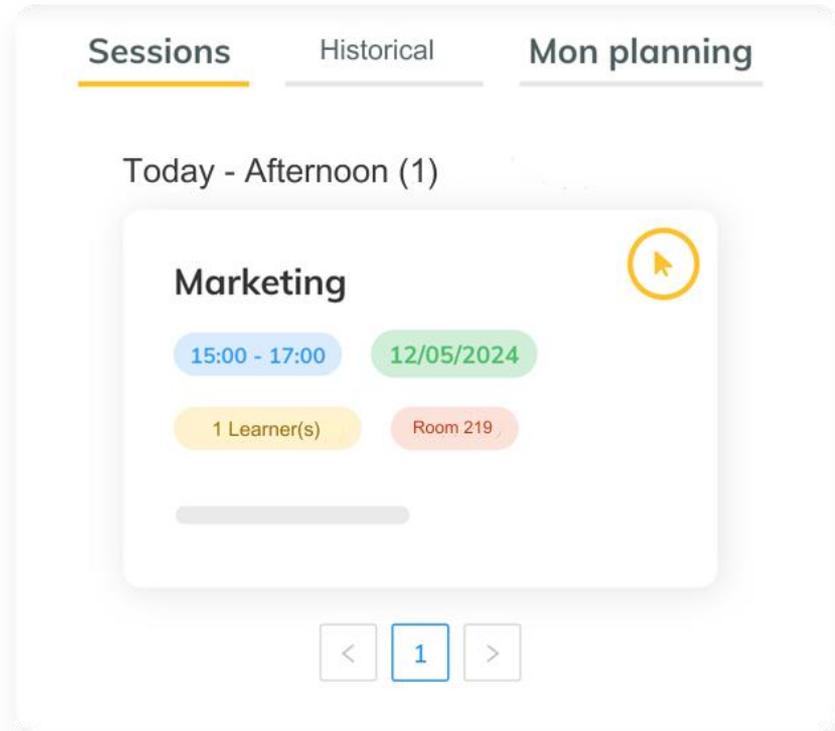


The screenshot shows the login interface for 'INTERVENING CONNECTION'. It features a title at the top, followed by two input fields: one for an email address (containing 'my-email-icn@icn-artem.com') and one for a password (represented by dots). Below these fields are checkboxes for 'Remember me' and a link for 'Forgotten password'. A prominent yellow button labeled 'Connection' is positioned below the password field. Underneath this button is a link for 'Use Single Sign-On (SSO)'. Two large buttons are provided for authentication: 'Sign in with Microsoft' (highlighted with a blue border) and 'Sign in with Google'. At the bottom, there are two rounded buttons for user roles: 'I am an administrator' and 'I am a learner', with a 'GDPR' link centered below them.

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

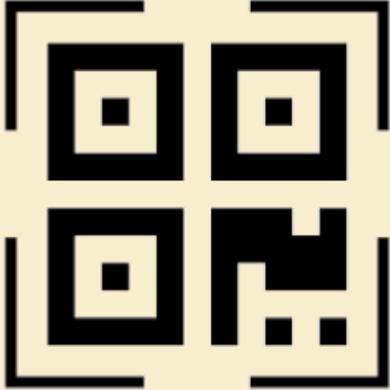
To erase

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

SAVE

Pass

edesign



Signer

Signature via QR Code

Show the QR code to the students

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

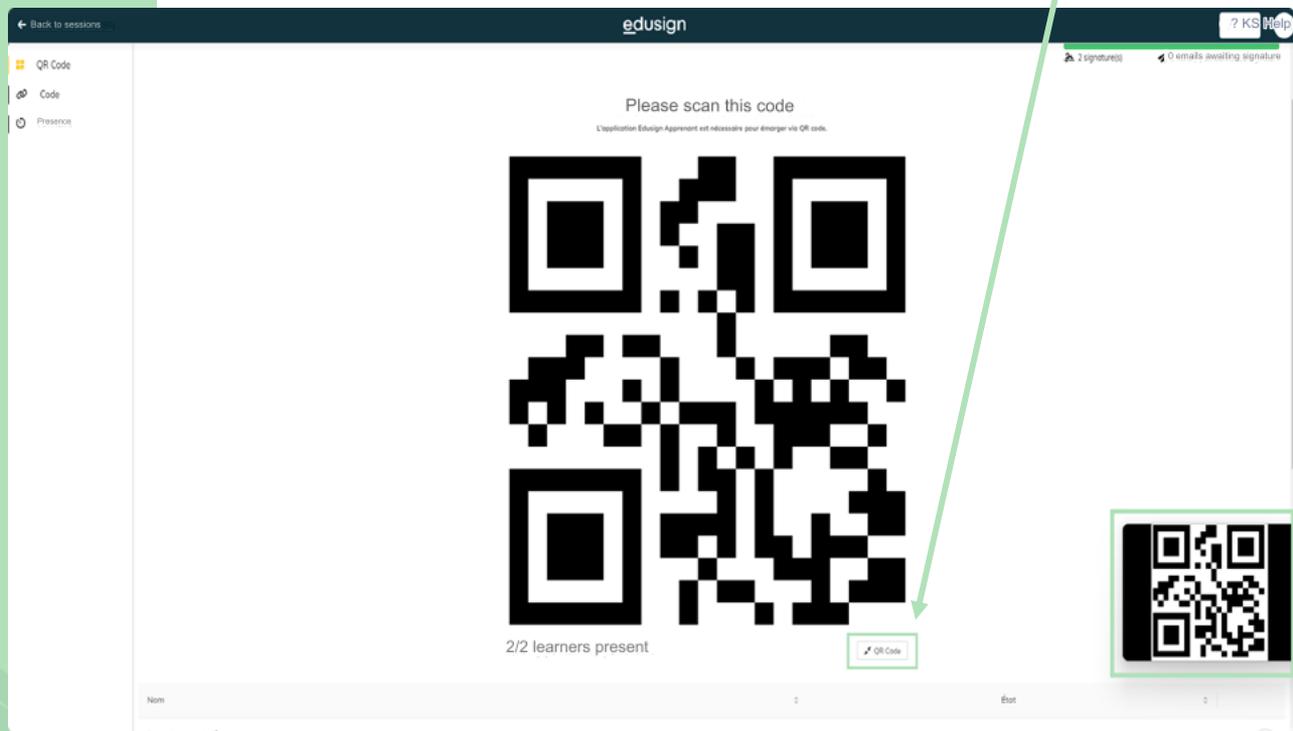
Click on this tab to directly display the QR code.

The screenshot displays the Edusign interface for a session titled "Marketing" on 12/05/2024 from 15:00 to 17:00. The interface includes a top navigation bar with "edusign", "Aide", and "AL" buttons. A left sidebar menu lists "Attendance of learners", "Email", "QR Code", "Code", and "Presence". The "QR Code" option is highlighted with a green border and a green arrow pointing to it from the text above. 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 QR code and the instruction "The Edusign Apprenant application is required to sign in via QR code...". At the bottom, it indicates "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:



The screenshot shows the edusign interface. At the top, there is a navigation bar with "Back to sessions", "edusign", and "? KS Help". On the left, there is a sidebar with "QR Code", "Code", and "Presence". The main content area displays "Please scan this code" and "L'application Edusign-Agreement est nécessaire pour émettre via QR code." Below this is a large QR code. At the bottom left, it says "2/2 learners present". At the bottom right, there is a "QR Code" button with a checkmark icon. A green arrow points from the text "Click this button to display a smaller version of the QR code over your screen." to the "QR Code" button. In the bottom right corner, there is a smaller version of the QR code, which is highlighted with a green border.

Click this button to display a smaller version of the QR code over your screen.

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

Email

QR Code

Code

Send a questionnaire

Questionnaire

Presence

Select the learners present and send a signature email

1 signature(s)

Send questionnaire to 0 learner(s)

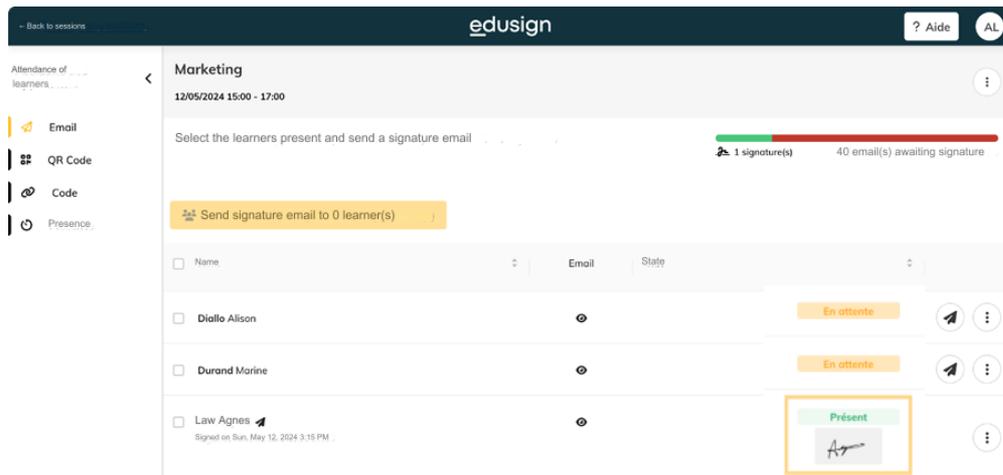
Name	Email	Questionnaire	State
Law Agnes		Answered	
Little Tom			Absent

Add a learner

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

Check that students have signed

Signatures will appear in real time on your platform.



The screenshot shows the edusign interface for a session titled "Marketing" on 12/05/2024 from 15:00 to 17:00. The interface includes a sidebar with navigation options: Email, QR Code, Code, and Presence. The main content area displays a progress bar at the top right indicating "1 signature(s)" and "40 email(s) awaiting signature". Below this is a button labeled "Send signature email to 0 learner(s)". A table lists three students: Diallo Alison, Durand Marine, and Law Agnes. The status for each student is shown in a colored box: "En attente" (orange) for the first two and "Présent" (green) for the third. The "Présent" status for Law Agnes is highlighted with an orange box, and a yellow arrow points to it from the text "A student signed" below the screenshot.

Name	Email	State
<input type="checkbox"/> Diallo Alison		En attente
<input type="checkbox"/> Durand Marine		En attente
<input type="checkbox"/> Law Agnes		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)

<input type="checkbox"/> Name	Email	State
<input type="checkbox"/> Diallo Alison		Absent
<input type="checkbox"/> Durand Marine		Absent
<input type="checkbox"/> Law Agnes <small>Signed on Sun, May 12, 2024 3:15 PM</small>		Here Oh

- X Exclude
- To pass away
- Retard
- Early departure
- Write a comment
- DELETE



Thank you and happy
training!

Want to deepen your understanding or have a problem? Visit the [Edesign Help Center](#)!