



EASE YOUR ILT WORKFLOW WITH QR CODES

Use QR Codes and the Adobe Captivate Prime Mobile App to Enroll Learners
and Mark Attendance

ABSTRACT

Simplify the task of an Instructor. Use QR Codes to 1. eliminate manual attendance marking, and 2. enroll walk-ins. Learn how QR Codes in Captivate Prime can ease the workflow for Instructor Led Training (ILT) sessions.

Product Management

Adobe Captivate Prime



Contents

- About this Document2
- Challenges of Marking Attendance for ILTs.....2
- Use QR Codes in Captivate Prime to Mark Attendance2
 - Requirements.....4
 - The Learner’s Perspective – Marking Attendance4
 - Notes.....5
 - Use Case Scenario.....6
- Use QR Codes to Handle Walk-Ins.....6
- Summary.....7



About this Document

This document is with specific reference to Instructor Led Training (ILT) sessions in Adobe Captivate Prime. The target audience here is the Instructor (although we do include the learner perspective so that you understand how the App UI works). The objective of this feature is to eliminate time spent marking attendance in the LMS as well as to remove scope for errors. Please also see the section on how to ["Use QR codes to handle walk-ins"](#).

Challenges of Marking Attendance for ILTs

What if you don't have the time, or want to save time spent manually updating attendance for an ILT session you teach?

What if you pass around a sheet of paper for attendees to write their names and someone gets left out or someone who isn't even there gets added on?

In a regular ILT classroom setting, an instructor will usually pass around a sheet of paper for people to write their names on it, and then will later enter all this information manually into the LMS to mark attendance.

Problems with this:

- A time-consuming process
- An error prone process: Some learners may be inadvertently left out or the instructor might enter incorrect or incomplete information.

Use QR Codes in Captivate Prime to Mark Attendance

Adobe Captivate Prime enables an instructor to export and print a list of [confirmed attendees](#) along with a QR Code and use that to mark attendance for a classroom session:

- The instructor prints out the QR Code and makes it available in the room.
- A learner uses their smartphone to scan the QR Code. They must have the Captivate Prime app downloaded and working on their phone.
- When they scan a QR Code provided to them, the code connects the learner's identity to the ILT Module in the LMS, thereby removing the need for the Instructor to manually enter and update the information.

With this one action, you both save time and eliminate room for error.

As Instructor, select the **Upcoming** or **Past Sessions** for which you want to mark attendance. Export the list of learners. When you select this **Action**, a PDF opens with a QR code.

The screenshot shows the 'Learners' page in an LMS. The left sidebar contains navigation options: Back, Session Overview, Learners (highlighted), Waitlist, Resources, Submissions, Reminders, and Course Preview. The main content area displays session details for 'The Writer's Edge' and a list of confirmed learners. The 'Attendance' dropdown is set to 'Yet to mark'. A search bar for learners is present. The 'Actions' dropdown menu is open, showing options: Mark Attended, Mark Not Attended, Edit Scores & Comments, Send Email to Selected, Send Email to All, Export Learner List (PDF) (highlighted), and Unenroll Learners.

<input type="checkbox"/>	Name	Attendance	Score <i>i</i>	Comments
<input type="checkbox"/>	Ashwini Jaisim	Yet to mark	-	-
<input type="checkbox"/>	Priyanka Kiran Prabhu	Yet to mark	-	-
<input type="checkbox"/>	Sharath Ramaswamy	Yet to mark	-	-

Below is an example of what the exported document could look like.

The screenshot shows a PDF document titled 'Confirmed Session List'. It contains session details for 'The Writer's Edge' on Dec 11, 2019, at 20:00 - 21:00 UTC in Bangalore, with Ashwini Jaisim as the instructor. A QR code is provided for learners to scan. Below the QR code is a table of confirmed learners. At the bottom, there is a section for 'Instructor Notes (if any)'.

#	Name	Attendance	Score	Comments
1.	Ashwini Jaisim			
2.	Priyanka Kiran Prabhu			
3.	Sharath Ramaswamy			

Print this page and display it in your classroom setting for learners to scan.

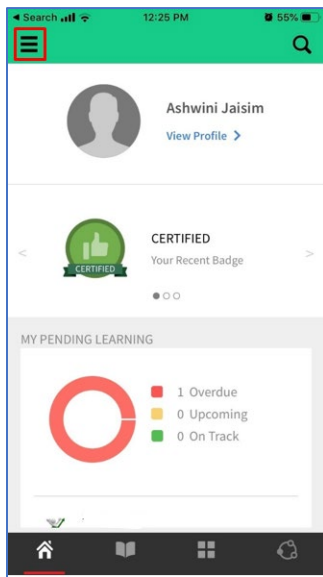
Requirements

The only requirements are that:

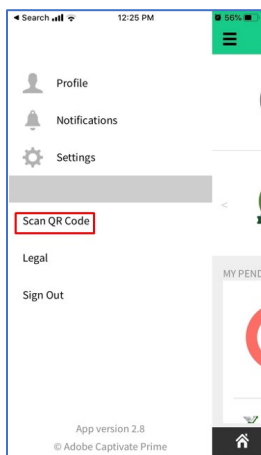
- An ILT Session must be created.
- An Instructor must be assigned when creating the Session.
- Users must be enrolled in the particular ILT Session in the LMS.

The Learner's Perspective – Marking Attendance

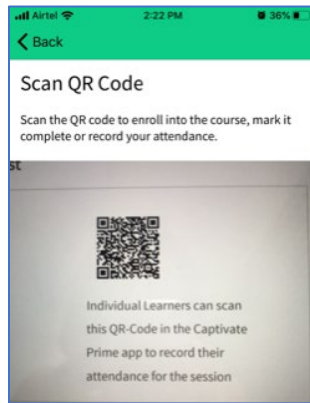
1. Open the Captivate Prime app. Look for and click on the hamburger icon on the top left of your screen.



2. Select **Scan QR Code** from the drop-down menu.



3. Scan the QR Code displayed by the Instructor to mark attendance. (Note: You must be enrolled in the correct session already).



4. Your attendance is marked for the session.



Notes

1. In cases where the session is in the past, you may still email the QR code to learners and ask them to scan it and mark attendance.
2. In the case of a Virtual Classroom Module, you can make the QR Code available in a chat pod or other available space that learners have access to on whatever tool you may be using e.g. WebEx.



3. Adobe Connect users do not need to do this as Captivate Prime has a deep integration with Connect. Once a learner accesses the Connect room for the VC as scheduled in Captivate Prime, the learner's attendance is automatically marked.

Use Case Scenario

Note: Customer name has been changed to retain confidentiality.

Cyn is a global engineering and technology solutions company. Their specializations span a vast array of industries from aerospace to IOT, and communications to automotive solutions. Much of the training they do is hands-on and therefore requires instructor led classroom sessions.

Cyn uses Captivate Prime as its training platform. Their Courses comprise 40 - 50% of ILTs and VCs (the rest are self-paced). For example, product and process training, technical trainings like database training, UI training, Programming etc.

They have training sessions on repeat and often have at least a 100 learners per Course on average. This means a large demand on Instructor time and energy.

On advisement by L&D, learners download and use the Captivate Prime app. (As a technology company it would be safe to assume that all employees enjoy using apps on their phones.) The phones/apps act as scanners and facilitate the marking of attendance for every learner that attends an ILT session, in the process described above.

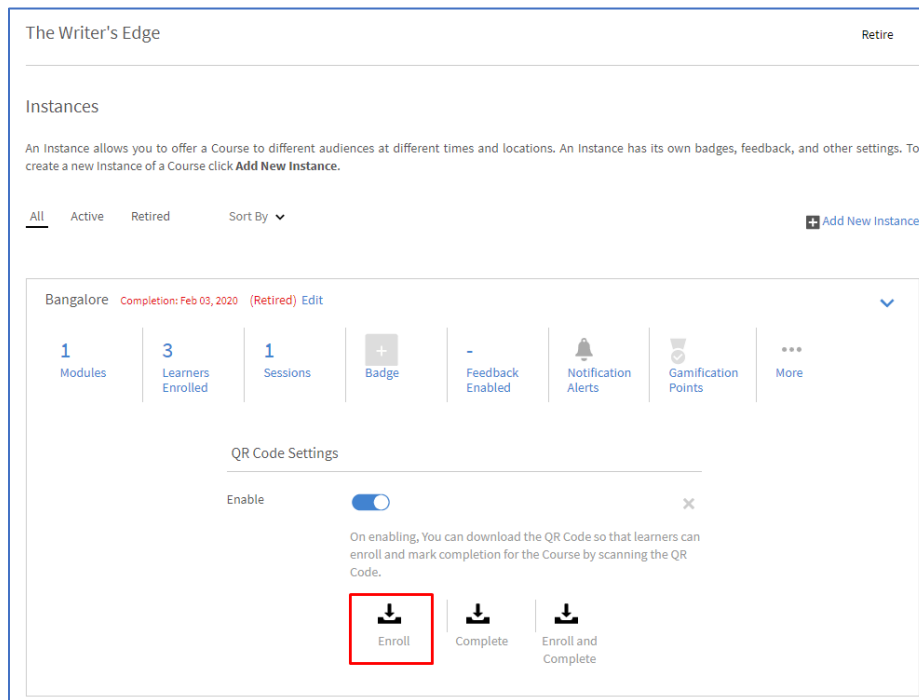
To reiterate, the learner attending the session scans the displayed QR code. This action automatically connects the learner's information with the ILT session information in the Module in the Course in the LMS and marks the learner's attendance.

This works well for Cyn given the constant and regular sessions that are held in person as well as the numbers of learners who take the training.

Use QR Codes to Handle Walk-Ins

There may be occasions when unenrolled learners may just walk in to an ILT session. An instructor can accommodate these walk-ins by having a QR code available for them to scan and enroll themselves.

This is different from the QR code used to mark attendance. It can be generated by the account **Admin** when creating an **Instance** of a **Course**. Please refer to the screenshot below:



Once the walk-ins have been enrolled, they can use the attendance QR code that is also available in the classroom to mark their attendance. The important thing to note is that they must be enrolled first before they can mark their attendance.

Summary

Avoid taxing an Instructor's time and attention. Support the role of the Instructor by providing them with this easy-to-use feature. Captivate Prime's ability to generate QR codes for every ILT supports and automates the marking of attendance for any classroom session. It is as easy as exporting a PDF of confirmed learners along with a QR Code, printing this document, and making the code available for learners to scan in the classroom.

Additionally, Captivate Prime accommodates situations where unenrolled learners walk into a classroom. An Admin generated QR code allows walk-ins to enroll themselves using their mobile app.