




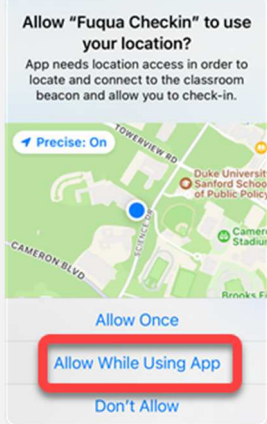
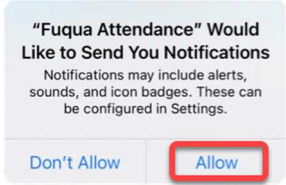


The Fuqua Check-In App

Installing and Setting Up the App

Download the App	
Download the Fuqua Check-In app to your mobile device from the Apple App Store or the Google Play Store.	
First-time Set Up	
Confirm your device is connected and properly authenticated to the Dukeblue Wi-Fi network. https://launch.dukeblue.duke.edu .	
Using other Wi-Fi networks, particularly DukeVisitor and DukeOpen can cause the app to respond slowly.	
The app will ask to use Bluetooth. Choose OK . Note: Bluetooth must remain enabled on your mobile device to continue to check in to classes.	
Click Get Started .	
Log into the Duke authentication site using your Duke NetID (not your email address) and password. Fuqua Check-In app does NOT require multi-factor authentication. If you have trouble logging in with your User ID and password, you probably haven't synced your Duke and Fuqua accounts. See https://fw-sites.fuqua.duke.edu/tsc-online/services-tools/password-sync/ or contact the Fuqua Technical Support Center for help. 919.660.7878 Keller Center West, room W134.	
When the app asks for permission to use your location, choose Allow While Using App (not Allow Once). The app only uses beacon location services. It does not use any GPS information despite the fact that on iPhones, the location permission dialogue window shows your location on a map. Note: Location services must remain enabled on your mobile device when using the app.	
When asked permission to send you push notifications, allow it.	

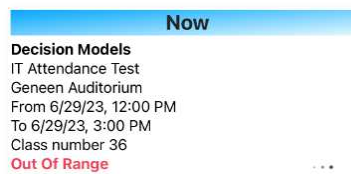
Using the App

The Fuqua Check-In app allows you to check in to class, report that you left class early, request excused absences, and report technical or user issues. Navigate to these different options using the app menu.

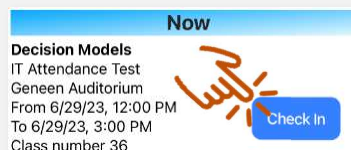
Checking In

Your class attendance will be registered using a check-in function only available from within the classroom shortly before class.*

When check-in begins, access the **Today** tab to view your upcoming class sessions. The app will start searching for the signal that tells it that you're in the classroom.

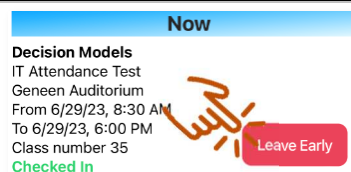


Once in the classroom, the app offers a blue **Check In** icon. Touch the icon to check in to class. **Check-in is not complete until you see a message saying "Success"**.



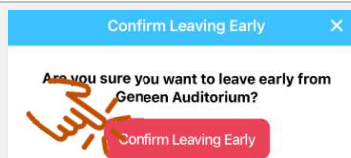
Leaving Early

Once you have checked in for a class, the **Today** tab will show a red **Leave Early** icon for that class session. When needed, touch the icon to report that you're leaving class early.



Confirm you are leaving class early by touching the red icon.

Check-out is not complete until you see a message saying "Success".



Requesting Excused Absences or Reporting Technical Issues

Access the **Calendar** tab from the app menu. Touch any day to view the classes scheduled for that day. The day you select will be highlighted in green on the calendar. **Swipe the calendar left or right to change months.**

For classes that have already ended, your attendance will be displayed on the class list and also on the calendar using the following colors:

- **Yellow**: Checked in late to class
- **Red**: Was absent from class
- **Orange**: Left early from class
- No color: Checked-in on time for class

Future classes scheduled for that day will also be visible from this view.

To register an excuse for a past or future class, touch the blue **Excuse** icon. Selecting this icon will also allow you to report why you were (or will be) absent or late, as well as technical issues with the app.

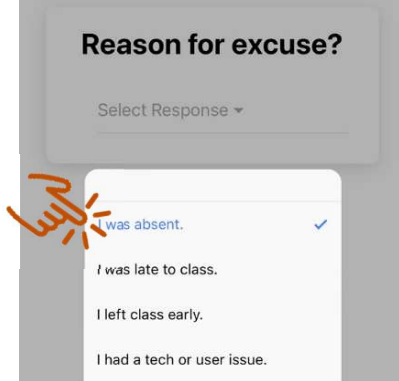
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2	3	4	5	6	7	8



Requesting Excused Absences or Reporting Technical Issues (Continued...)

Select the reason for your excused absence from the drop-down menu.

- I was absent.
- I was late to class.
- I left class early.
- I had a tech or user issue.



Reason for excuse?

Select Response ▾

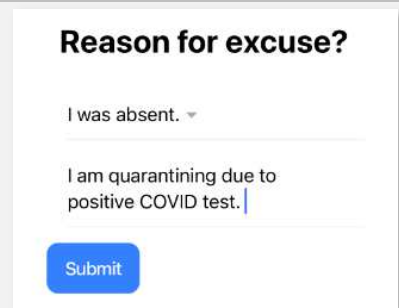
I was absent. ✓

I was late to class.

I left class early.

I had a tech or user issue.

Enter a description to provide additional context for your excuse. If reporting a technical issue, please provide a detailed description of the problem.



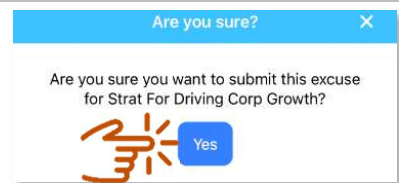
Reason for excuse?

I was absent. ▾

I am quarantining due to positive COVID test.

Submit

Confirm your submission by touching the blue **Yes** button when prompted. **Your submission is not registered until you see a message saying "Success".**

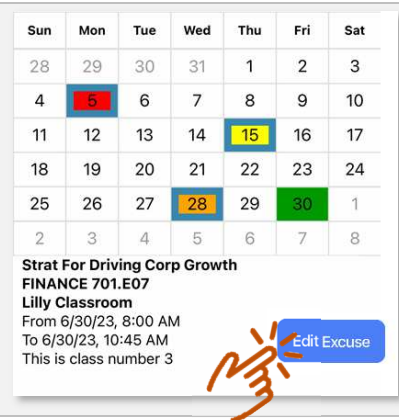


Are you sure? ✕

Are you sure you want to submit this excuse for Strat For Driving Corp Growth?

Yes

Your submitted excuse will appear for that class in the **Calendar** tab. If necessary, you can edit your excuse by touching the blue **Edit Excuse** button.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Strat For Driving Corp Growth
FINANCE 701.E07
Lilly Classroom
From 6/30/23, 8:00 AM
To 6/30/23, 10:45 AM
This is class number 3

Edit Excuse

Troubleshooting

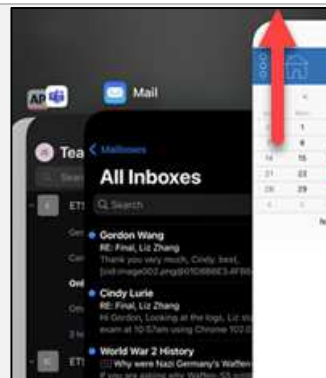
Things to try

Confirm that your mobile device is connected and properly authenticated to the **Dukeblue Wi-Fi** network.

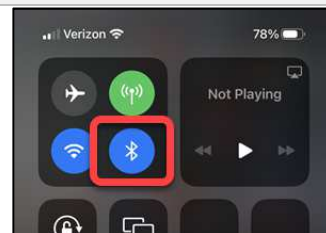
<https://launch.dukeblue.duke.edu>.



Completely close the mobile app by swiping it all the way off the screen and then reopen it.



Ensure Bluetooth is ON.



Go to Settings > Fuqua Checkin and confirm these settings.

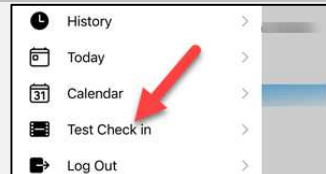
Location: While Using
Bluetooth: Enabled



Uninstall and reinstall the app.
Restart the mobile device. Completely power it off and back on.

Test Anytime

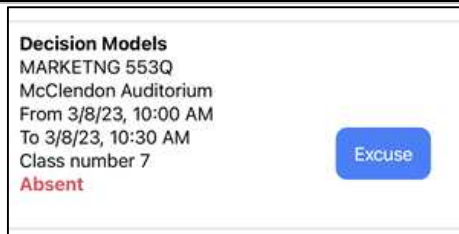
You can test the Fuqua Check-In app ability to locate the Bluetooth beacons. Anytime you're on the Fuqua campus, touch the menu icon in the top-left corner and choose **"Test Check-In"**. Go to any available classroom and see if the app detects the beacon and lets you check in.



Still unable to check in?

Report technical issues through the Excuse button for that class.

Then visit the Fuqua Technical Support Center for assistance. Keller Center West room W134.



*Thresholds for early check-in and lateness are configurable and may vary by program. Consult with your program administration for clarification.