


You can take attendance and administer polls from Cengage Mobile.

## TAKE ATTENDANCE

Be sure to remind your students to check in on their devices.

1. From the course menu, tap **Attendance**.
2. Tap , and then tap **Start**.
3. **OPTIONAL:** Tap **Verify Location On** to require students to check in within a designated radius of your mobile device.
4. **OPTIONAL:** Tap **Advanced Settings** to change the radius.
5. Tap the timer to set a time limit for students to check in.

**NOTE** The timer automatically resets to your previous time limit.

6. Tap **Start Timer**.

Attendance is live until you tap **Complete Attendance** or the timer runs out.



## VIEW AND EDIT ATTENDANCE RECORDS

View attendance records by date or for individual students.

1. From the course menu, tap **Attendance**.
2. View an attendance record.


To view by	Do this
Date	Tap an attendance record.

Student	Tap  > <b>Class Roster</b> > <b>student name</b> .
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3. Tap **Edit** and mark the appropriate dates or students as absent  or attended .
4. Tap **Save**.

## POLL YOUR STUDENTS

Use polls to ask your students questions and collect their answers. Be sure to remind your students to answer the poll on their devices.


1. From the course menu, tap **Polls**.
2. Tap , to open a poll.

To do this	Do this
Create a new poll	Tap <b>New Poll</b> .

Open a saved poll	Tap <b>Saved Polls</b> , and then tap a poll.
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3. Enter your poll details.

- Poll name
- Question
- At least two answers

4. **OPTIONAL:** To use a poll as a quiz, turn on **Has correct answer** and set the correct answer .

5. **OPTIONAL:** To view how your poll will display to students, tap **Preview**.

6. **OPTIONAL:** To use or edit your poll later, tap **Save**. Find your poll later in **Saved Polls**.

7. Tap **Next**.

8. **OPTIONAL:** To change how long the poll stays open, tap the timer.

9. Tap **Activate Poll** to start the poll. The poll closes when the timer runs out.

10. **OPTIONAL:** To stop the poll before the timer runs out, tap **Complete Poll**.

## VIEW POLL RESULTS


Find out how your class responded to your poll.

1. From the course menu, tap **Polls**.
2. Tap a poll to view the results.
3. To view how each student responded, tap **View Student Results**.

Depending on how you configured your poll, students are categorized as Correct, Incorrect, Answered, or Unanswered.

## EXPORT ATTENDANCE RECORDS AND POLL RESULTS

Export your attendance records or poll results as .CSV files.

1. From the course menu, tap **Attendance** or **Polls**.
2. Tap , and then tap **Export**.
3. Select the range of dates you want to export, and tap **Export**.
4. Choose your preferred exporting method. Your attendance records or poll results are sent as a .CSV file.

**NOTE** Poll results can count toward students' grades only if the poll is imported to MindTap™ as an activity.