

myBolton

Download the app for your smartphone from:

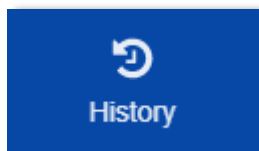
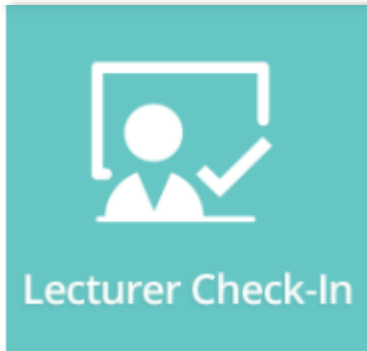


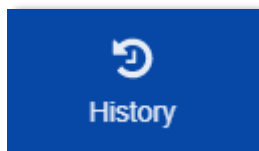
Or Access Online at mybolton.bolton.ac.uk

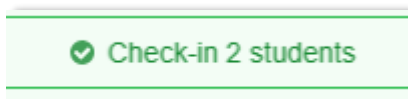
Academic Staff Check In (after the event has finished)


Check in will be available to Academic Staff for two weeks after the timetabled session. This document explains how check in students after a timetabled session has finished.

- From the App or Web version of MyBolton click on the Lecturer Check In tile



- Use the  button to view timetabled events that have finished.
- Select the name of the session you want to check in students for
- Students expected to attend the session will be listed. Any students that have already checked in will have a green tick next to their name.
- To check in students select the student(s) and then select



- To record absent students select the  to the right of the name. Select an absence reason and select Absent.

Note: If the student check in is more than 10 minutes after the event begins then Late mark will be recorded.