

myBolton

Download the app for your smartphone from:



Or Access Online at mybolton.bolton.ac.uk

Academic Staff Facilitate Student Check In

Check in will be available to Students from 15 minutes before the session is due to start and will close 30 minutes before the event finishes. To facilitate student check in the module tutor needs to supply a “One Time Code” to students so they can check in.

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



- Current timetabled events will be listed on screen. Check the event name and location on screen is correct.
- The “One Time Code” is shown in Green;

On Campus Tutorial/Seminar Learning to swim

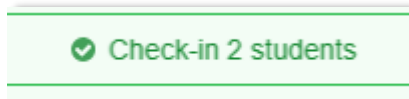
11:00 - 12:00 | Ghost A001 60


Check-in Students →

One Time Code:
BC-IE-ZY

- Provide the “One Time Code” to students and allow them to check in.
- Students who cannot check in themselves can be checked in by the module tutor by clicking the Check-in Students button. This button is also used to record absence for students.

- 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 a Late mark will be recorded.