

Confirming Attendance via QR Codes & the SumTotal Mobile App

UNIVERSITY Learning
OF Center
CALIFORNIA

Learner Guide

When you register for and attend a scheduled instructor-led event, virtual or in-person, your instructor **may** provide you with a QR code to scan using the SumTotal Mobile app on a mobile device with an internet connection to mark your attendance.

1

DOWNLOAD & INSTALL THE SUMTOTAL MOBILE APP

The UC Learning Center's mobile app can be downloaded onto your iPhone or Android device. Go to the app store and search for "SumTotal Mobile" or scan the QR codes or click on the links below.

For iPhone

<https://itunes.apple.com/us/app/sumtotal-mobile/id1169347043?mt=8>



For Android

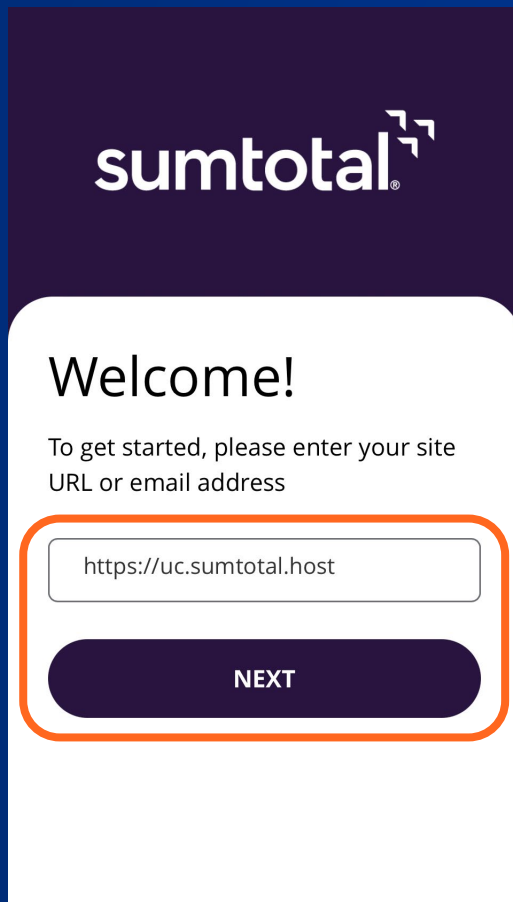
<https://play.google.com/store/apps/details?id=com.sumtotal.mobileapp>



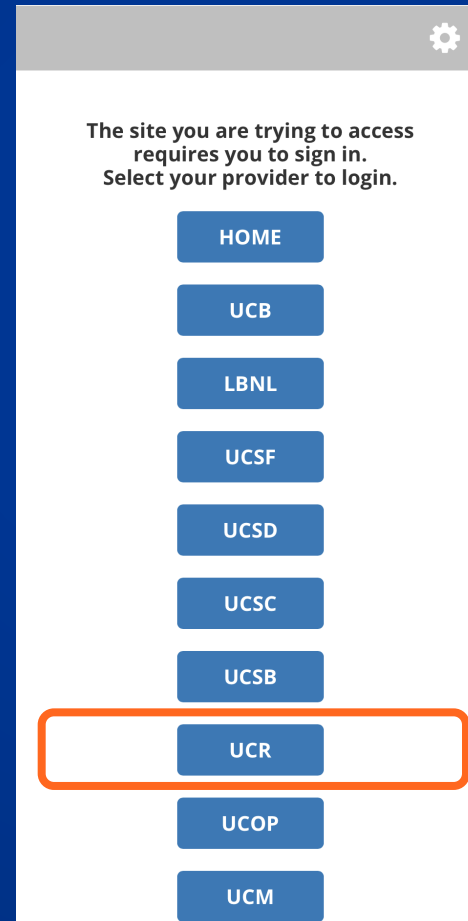
2

LOG INTO THE SUMTOTAL MOBILE APP

- A. ENTER the site URL:
<https://uc.sumtotal.host>
- B. Select **NEXT**



- C. Select **UCR** as your login provider



- D. Enter your **UCR NetID & Password** to go through UCR's Single Sign On Process, including **Multi-Factor Authentication**



- E. SET UP AN OFFLINE PIN: Enter a 4-digit **PIN** of your choice and select **DONE**.

Select One:

REGISTERED

I am already registered for the activity in the UC Learning Center.

Most often you will already be registered.

NOT REGISTERED

I have not registered for the activity in the UC Learning Center.

Rarely used.
Cannot be used for activities with fees or registration deadlines.

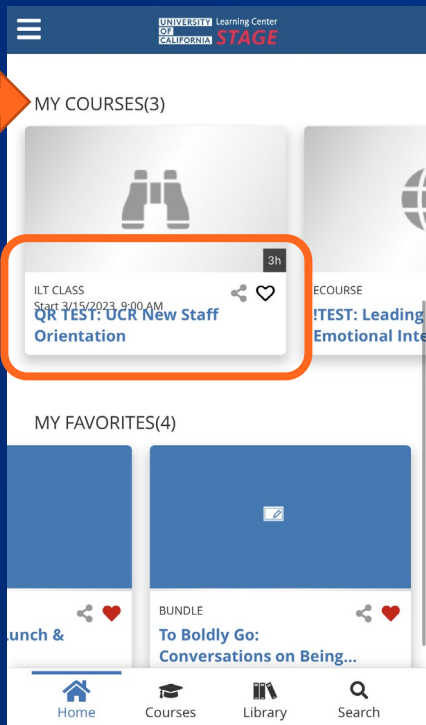
3a

Already
Registered

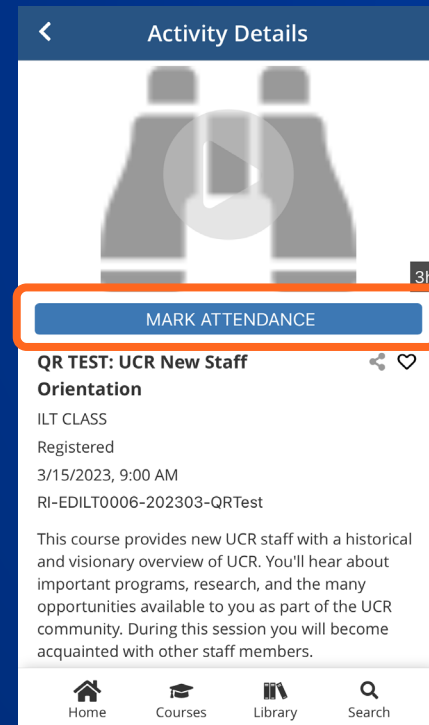
MARK ATTENDANCE & SCAN QR CODE

The Instructor will display or provide a QR Code for you to scan.

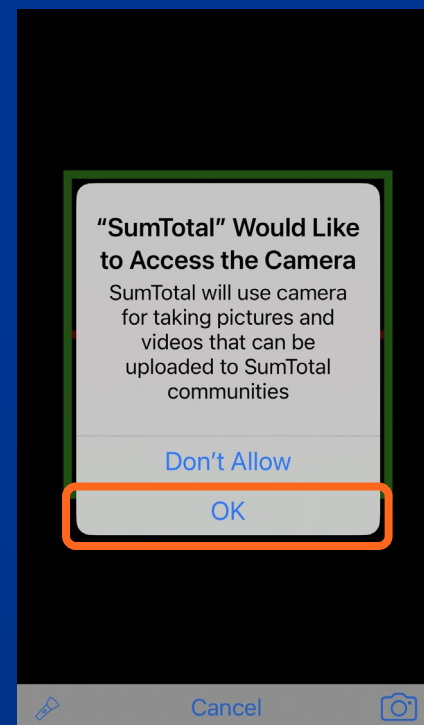
A. From the My Courses section of the SumTotal app, **SELECT THE ACTIVITY** to go to the Activity Details page. Ignore any warning messages.*



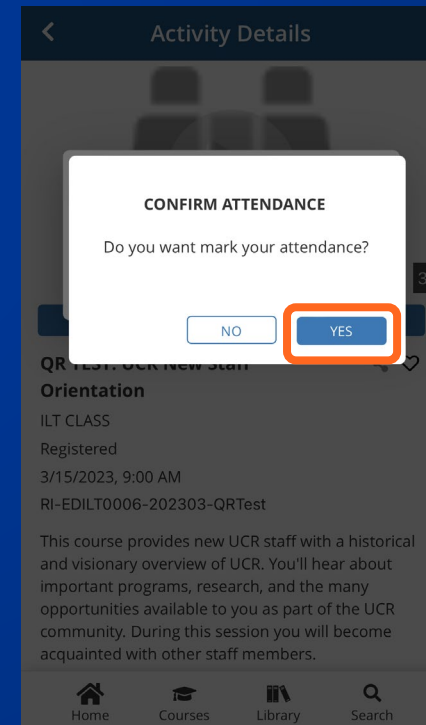
B. Select **MARK ATTENDANCE**



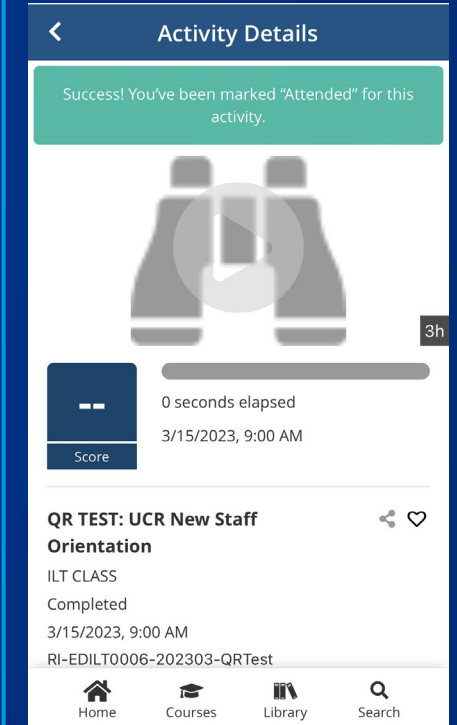
C. If needed, allow the app to access the camera then **SCAN THE CODE**



D. Select **YES** to confirm attendance



E. A message indicating the process was successful should display



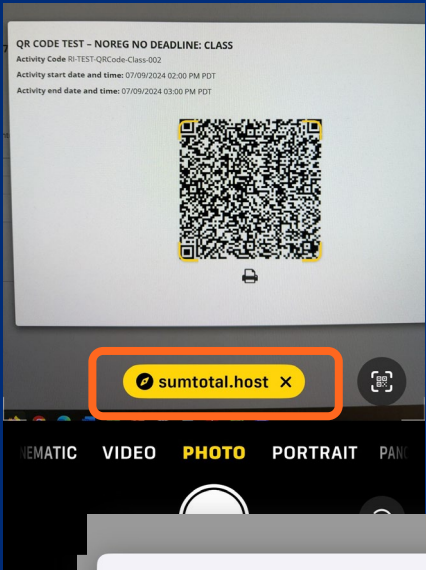
3b

Not
Registered

SCAN QR CODE x 2: TO REGISTER & ATTEND

The Instructor will display or provide a QR Code for you to scan.

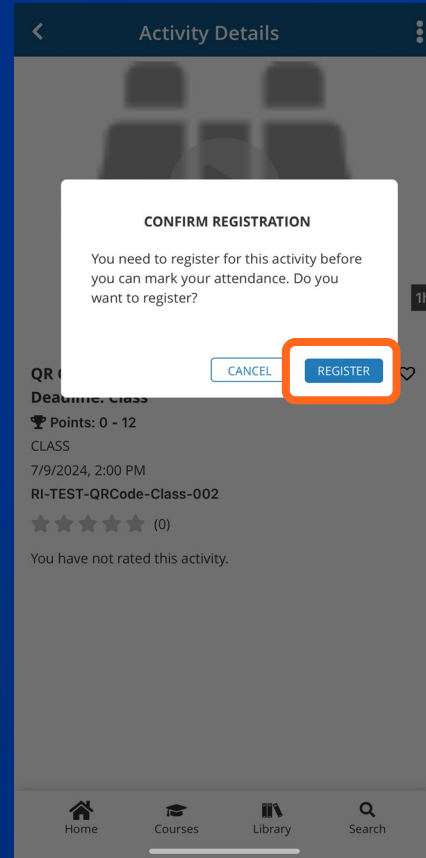
A. Open your camera, **SCAN THE CODE**, tap the link, to open in the SumTotal app



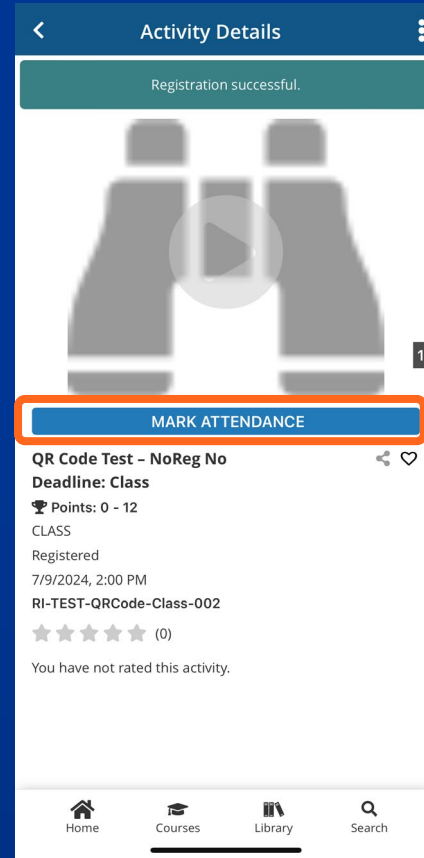
Open this page in "SumTotal"?

Cancel **Open**

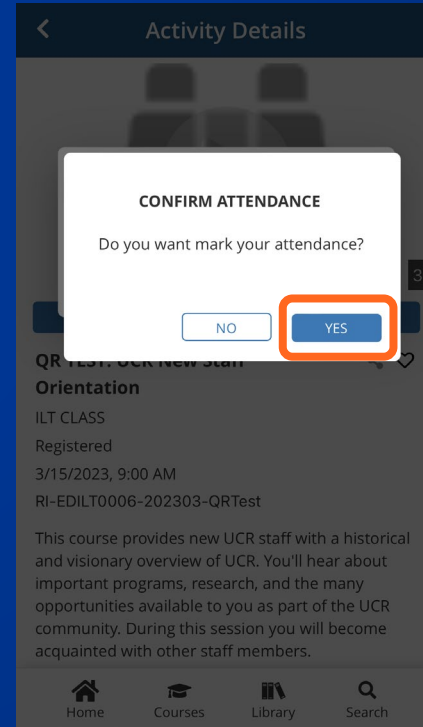
B. Select **REGISTER**



C. Select **MARK ATTENDANCE** then allow the app to access the camera then **SCAN THE CODE**



D. Select **YES** to confirm attendance



E. A message indicating the process was successful should display

