Confirming Attendance via QR Codes & the SumTotal Mobile App

UNIVERSITY Learning OF CALIFORNIA Center 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 an search for "SumTotal Mobile" or scan the QR codes or click on the links below.

For iPhone

https://itunes.apple.com/us/app/sumtotalmobile/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.hostB. 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.





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
UNIVERSITY Learning Center	 Activity Details 		 Activity Details 	 Activity Details
MY COURSES(3)	Sh MARK ATTENDANCE QR TEST: UCR New Staff Orientation	"SumTotal" Would Like to Access the Camera SumTotal will use camera for taking pictures and videos that can be uploaded to SumTotal communities	CONFIRM ATTENDANCE Do you want mark your attendance? NO VES OR Horr Octivity State Orientation	Success! You've been marked "Attended" for this activity.
MY FAVORITES(4)	ILT CLASS Registered		ILT CLASS Registered	0 seconds elapsed 3/15/2023, 9:00 AM
	3/15/2023, 9:00 AM RI-EDILT0006-202303-QRTest	Don't Allow	3/15/2023, 9:00 AM RI-EDILT0006-202303-QRTest	Score
unch & BUNDLE C CONVERSATIONS ON BEING	This course provides new UCR staff with a historical and visionary overview of UCR. You'll hear about important programs, research, and the many opportunities available to you as part of the UCR community. During this session you will become acquainted with other staff members.	ОК	This course provides new UCR staff with a historical and visionary overview of UCR. You'll hear about important programs, research, and the many opportunities available to you as part of the UCR community. During this session you will become acquainted with other staff members.	QR TEST: UCR New Staff <
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