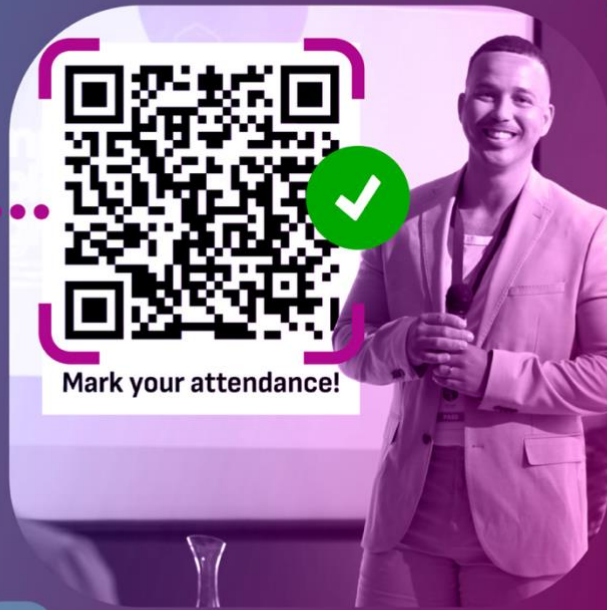




Scan2Sign Tool

The effortless way to manage classroom attendance.
Accurate, fast, and fully integrated.

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Managing attendance for classroom-based training sessions can be time-consuming and error-prone. **Scan2Sign** is designed to automate, streamline, and digitize attendance tracking through the use of QR codes and real-time data sync.

Built to integrate with your Learning Management System (LMS), this tool simplifies the experience for both instructors and learners while ensuring data accuracy and compliance.

How it works

1. **Class Scheduling via LMS**

All training classes and classroom sessions are scheduled through your LMS platform, according to the standard process.

2. **Sync with LMS Data**

Scan2Sign automatically retrieves the latest scheduled sessions, the schedule and instructor details and participant enrollments.

3. **QR Code Generation**

For each scheduled classroom session, the App generates a unique link and a corresponding QR code.

4. **Instructor Access**

By accessing the App, the Instructor sees all current Classes neatly listed. Each class includes its Attendance QR Code and all related information about registered users.

5. **Attendance QR Code In-Class Display**

In order to record the attendance, the instructor displays the QR code in the classroom. This can be projected, shown on a screen, or printed.

6. **Attendees scan the QR Code**

Attendees scan the QR code as displayed by the instructor using their mobile devices.

7. **Attendees authenticate themselves in SuccessFactors**

The QR code directs the attendee to the main authentication gate of the SuccessFactors Platform. Authentication is performed according to the security settings of your authentication process (e.g. using Microsoft Authenticator, or any other strong authentication protocol required to access your SuccessFactors platform).



8. Real time Attendance confirmation and Learning History recording

By completing authentication, attendees automatically confirm their presence in the class. The App instantly communicates with the LMS, updating the class attendance for each specific attendee.

9. OPTIONALS

Depending on the requirements of your training processes, the App can also offer the following optional features:

- **Check-in and Check-out tracking**

With this option, the check-in and check-out information of attendees will be stored in the Application.

With Scan2Sign

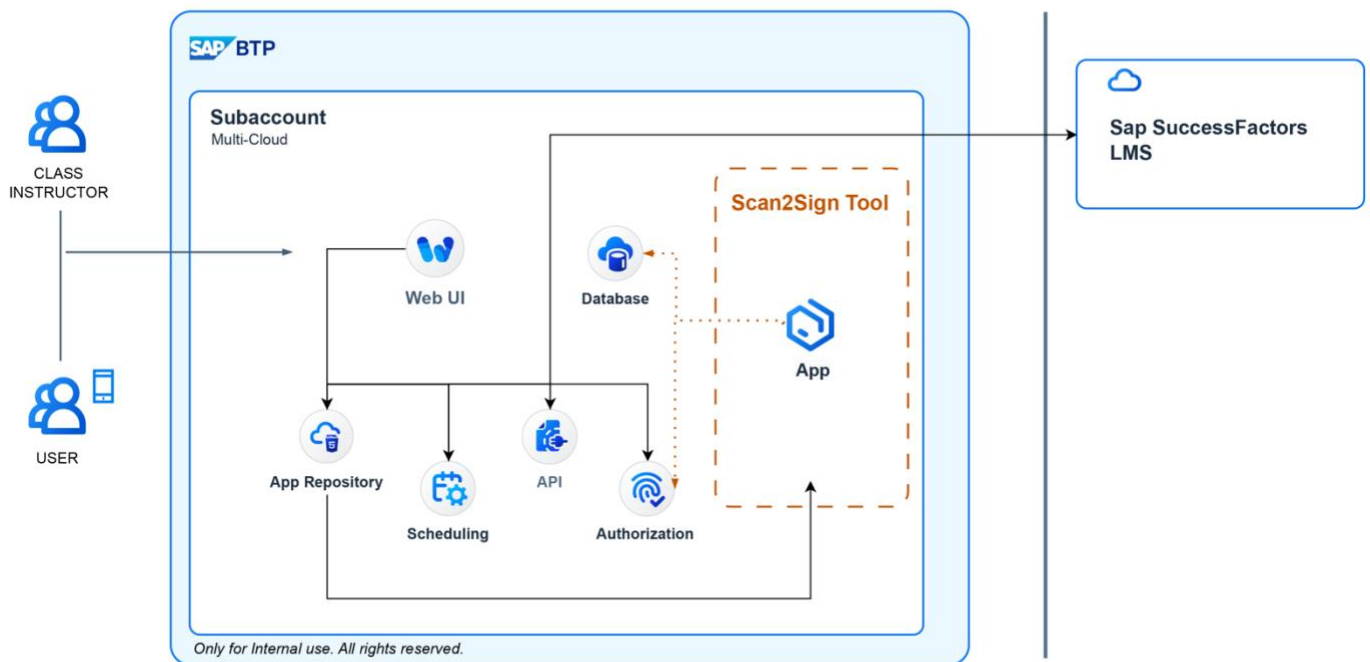
- ✓ Instructors have full oversight of the attendance process.
- ✓ Manual adjustments and overrides are possible directly in the tool.
- ✓ Attendance logs are saved for each session.



- **Time-Saving:** No more paper-based attendance sheets or manual data entry.
- **Accuracy & Compliance:** Automatically logs presence and exit times, reducing errors and ensuring compliance with training regulations.
- **Easy to Use:** Minimal effort required from both students and instructors. The process is intuitive and mobile-friendly.
- **Seamless LMS Integration:** Direct sync with your existing LMS ensures consistent and updated session information.
- **Real-Time Tracking:** Attendance data is recorded live, making reporting and follow-up easy and instant.
- **Audit-Ready Records:** Attendance logs can be used to generate formal learning histories or reports for each class.
- **Scalable:** Whether managing one session or hundreds, the tool scales effortlessly with your organization's training needs.



Architecture Diagram



Contact

Contact teampeaks@tmpks.com to know more about the Scan2Sign Tool and other BTP solutions for your LMS.

