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| participation Tracking and u (MBC) Prep questionsWho will be creating events?To track attendance, someone will first need to create the myUMBC event ahead of time. Each event should use pre-selected tags that will be used for reporting later. Additional tags may be used, but these will be the ones you can use to sort the data.Do you need to use scanners?Scanners are just an expedient way of accurately collecting large numbers of attendees. It may not be worth the effort if collecting a large number. At a smaller event, you could use a sign in sheet.What information is needed?To track attendance off of a sign in sheet, make sure the student name and either Campus ID or username are collected. At a larger event, you would scan the LIMS barcode a red card.How will you manage scanners?Things to think about: where to store, check-in/out process, charging the devices, replacing if lost or stolen.Needs* Scanners – A barcode scanner that supports batch collection. Our successful model used was the Motorola CS3000. Needs to be able to read CODABAR barcode format.
* Permissions – Must either be admin of group or the creator of an event to see the Participants box.
* Coordinator – Who will manage the data transfer from the scanner to a myUMBC event?
 |  |  | FAQsWhat happens if someone doesn’t want to scan/id fails to scan?That’s OK! Let them in and move on. You can also ask them to use a sign in sheet if you want/it’s appropriate.What information will i have access to after scanning?The possibilities are endless. Potentially, any information in REX can be accessible about the participants at events. To start, basic demographic information is available fairly easily. We are in the process of developing reports to best meet your needs.Project Team:* Lee Hawthorne, SL
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