

Classroom attendance tracker: instructions for students

Measures to contain Covid-19 infections make it necessary to track the number of students actually attending each lesson on a given day/time.

To this end, each student will be asked to enter a code (token) provided by the professor into the Prodigit system.

Please follow the instructions below.

Please Note: The professor's token must be entered for each lesson, even for a whole-day booking.

1. On the home page, click **My Reservations**



SAPIENZA
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EN

Userid: 1803475

Home

Booking in the Classroom

Book Study Space

My Reservations

Logout



Classroom Booking System

2. Type in the start and end dates of your booking, and then click **View Reservations**

MY RESERVATIONS

Id Number

| Building Code | Address | Location |
|--------------------|------------------|-------------------------------|
| RM019 | Economia | Via del Castro Laurenziano, 9 |
| Booking Start Date | Booking End Date | |
| 09/02/2021 | 16/02/2021 | |

View Reservations

Close

The following screen appears



MY RESERVATIONS From 09/02/2021 to 16/02/2021

Student:
ID Number:
Building: RM019

| N. | Classroom | Date | Schedule | Place | Outcome | View Receipt | View Phase | Insert Presence | Delete Place |
|----|--------------------------|------------|---------------|------------------|---------|--------------|------------|-----------------|--------------|
| 1 | AULA 1 - EZIO TARANTELLI | 09/02/2021 | 08:00 - 10:00 | Row 2 - Place 13 | Booked | | | | |

NOTICE

The booking of the STUDY SPACES can be canceled up to one minute before the start of the first booking hour
You must register your presence to the STUDY SPACES by the end of 50% of the booked time.
(Example: booking 10:00 - 12:00 the presence must be registered by 11:00 - booking 10:00 - 11:00 the presence must be registered by 10:30 am)

[Close and Return to the previous page](#)

3. In **Insert Presence** click on the clock, then enter the **token** provided by your professor



INSERT PRESENCE

| Last Name | First name | ID Number | E-Mail |
|-----------|------------|-----------|-----------------------|
| | | | @studenti.uniroma1.it |

| Classroom | Date | Schedule | Token |
|--|------------|---------------|-------------------------------------|
| AULA 1 - EZIO TARANTELLI -- RM019-E01P02L091 | 23/01/2021 | 12:00 - 13:00 | <input type="text" value="365575"/> |

Save

Close

4. Click **Save**

INSERT PRESENCE

The attendance was registered correctly

Chiudi