

## Check-In Module Overview

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**Check-In Module Overview** The Web-based Check-In feature allows career service offices to quickly and accurately track attendance for Workshops, Mock Interviews, OCR, Company Events, and Advising Appointments through GradLeaders Career Center without downloading a local application. The Check-In module offers **Activity Mode** for an event or workshop in GradLeaders or activities where multiple students are attending a single event. The Check-In feature also has a **Kiosk mode** where students can check in for advising/coaching appointments, mock interviews, and interviews (OCR) in the Career Center. Check-In offers the option to use a card reader or to manually log student attendance using username, email or other fields. With Activity Mode, there is an option to print nametags using a Dymo printer and to allow walk-ins for events or workshops. The Kiosk Mode also offers the ability to allow students to Drop-In for appointments. With Kiosk Mode, the student can select from a list of pre-scheduled appointments or "Drop-In" to meet with an available advisor.

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