# QR Codes for Attendance
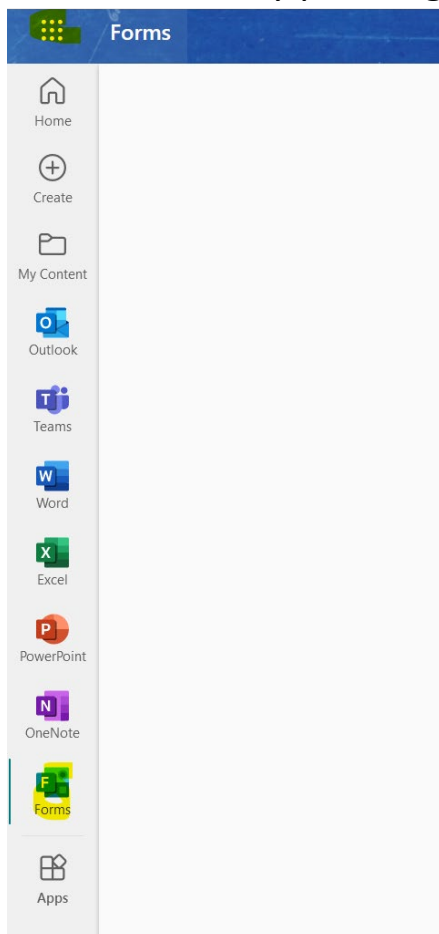
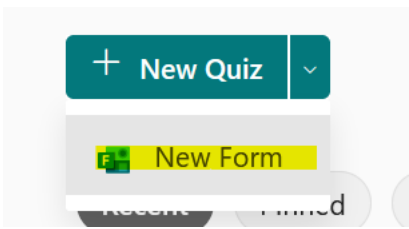## Using Microsoft Forms
Brought to you by the Center for Teaching and Learning, Marquette University

1) Login to https://portal.office.com

2) Locate Forms by pressing the Grid Icon and then choose Forms

3) Choose New Form

4) Name your form and press Add New to start adding questions. Separating first and last name is a good idea.

5) When satisfied with the questions, press the three dots in the upper right, then Settings to display this screen:
You'll probably want to limit it to people in my organization and choose 'one response per person'
You can also set a window of time that this form is available.

6) Next, press Collect Responses.
   Press the QR code icon and Shorten URL.
   You can then Download the QR code and paste it into your slide
   deck for the day, or print it out to pass around etc.
   Also include the URL in case people have camera issues.
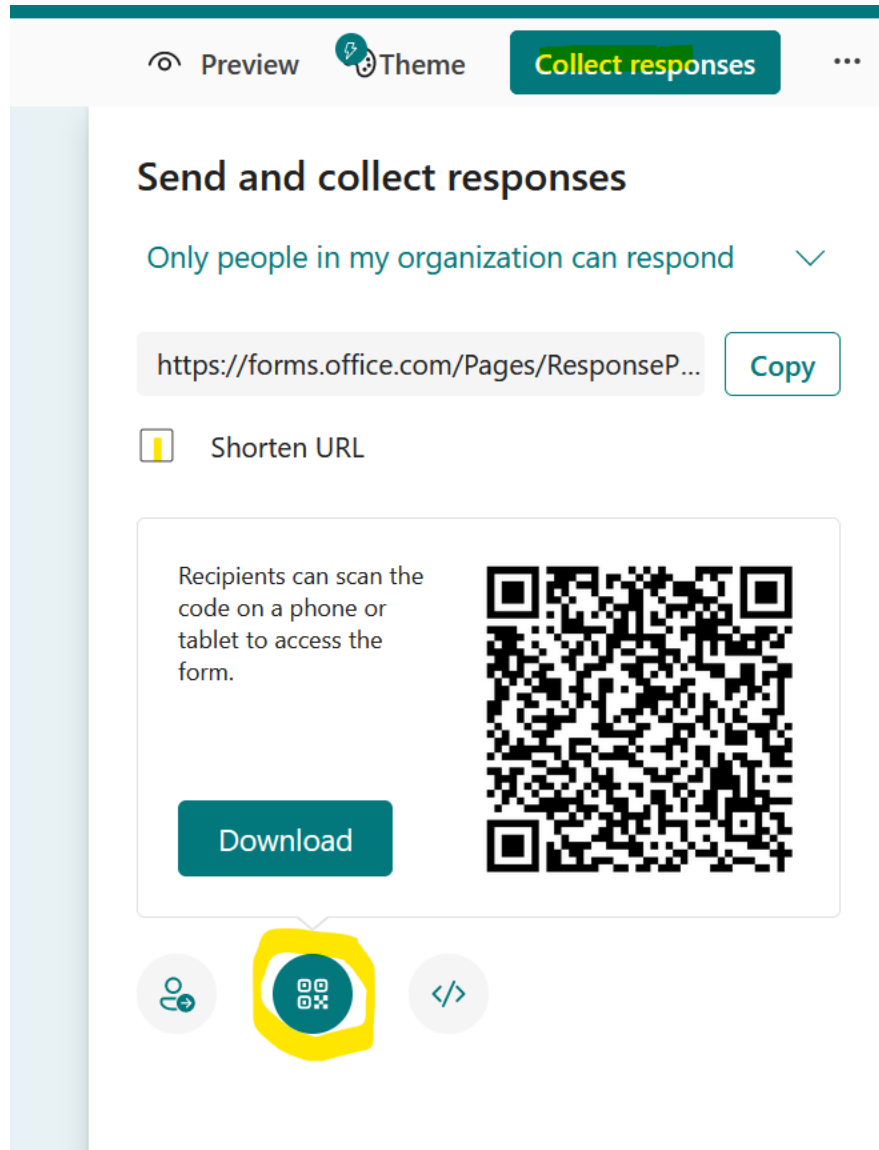


7) When class is over, go back into your form and press the
   Responses tab. Here you can view the results and download an
   excel spreadsheet. Unfortunately, there is no easy way to get this
   into D2L, but how you use the attendance rosters is up to you!