

SmartSeat

Professor Quick Guide

Launch attendance, score participation, sync to Blackboard – end-to-end.

Audience: Faculty & Instructors

Version 2.0 – September 2026

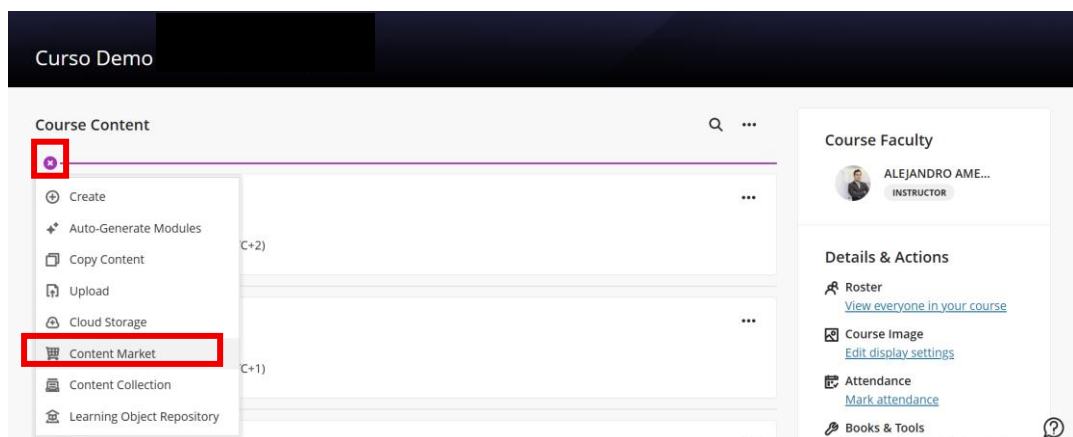
Overview

SmartSeat is a tailor-made platform for IE University attendance and participation. Students check in by tapping an NFC chip on their desk; you see them appear live on the seating chart; participation grades sync automatically to Blackboard Ultra.

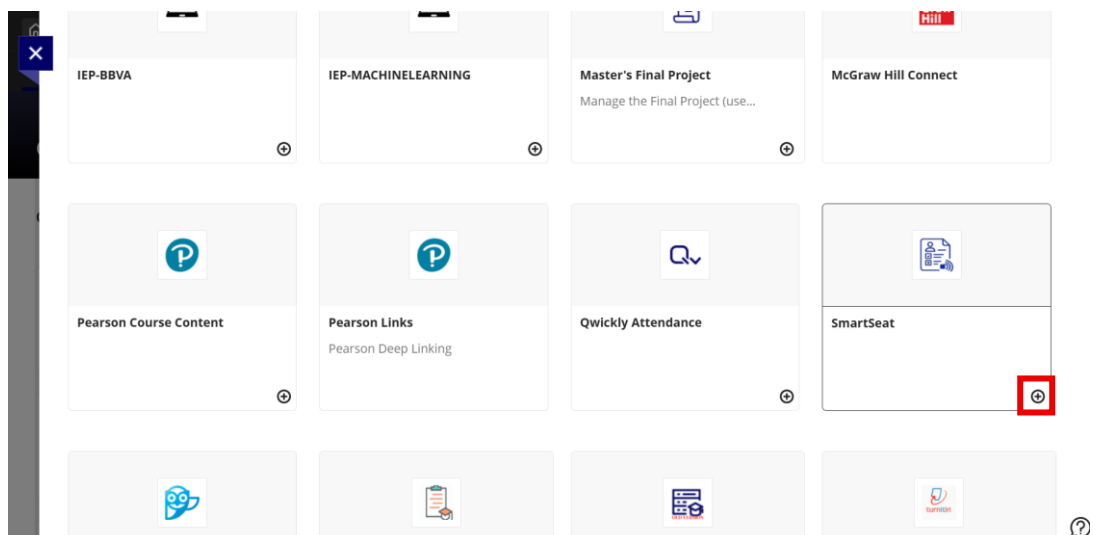
Before you start

Make sure to go to BlackBoard > Your Course > **Content Market** and select SmartSeat app to place it in your course. Make it visible to students. You will have to do it only once, before the first session.

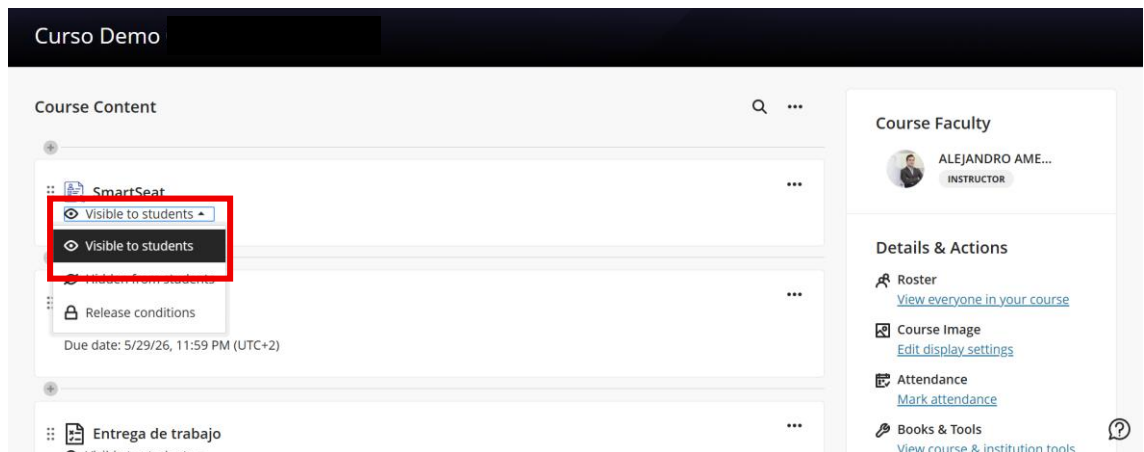
1. Click on the + symbol on top of your course content and select Content Market



2. Scroll down and find SmartSeat, click on the + symbol to add it to your course



3. Make it visible to students and click on the app to open it in a new tab.



Access the app

BlackBoard

1. Go to your course in BlackBoard
2. If you have already added SmartSeats to your course form Content Market, ensure again that it is visible to students and click on SmartSeats to launch it in the new window
3. The system will automatically recognize your SSO credentials and log you in.

Web (any browser): <https://smartseat.ie-edu.lovable.app>

1. Open the URL above & sign in with your IE Microsoft account (Single Sign-On)

OR

2. Open your course in Blackboard Ultra and click on the app to open it in a new tab.*

*If launching the app for the first time, remember about the first step of adding the app to your BlackBoard course: click Content Market → add SmartSeat Attendance → make it visible to students

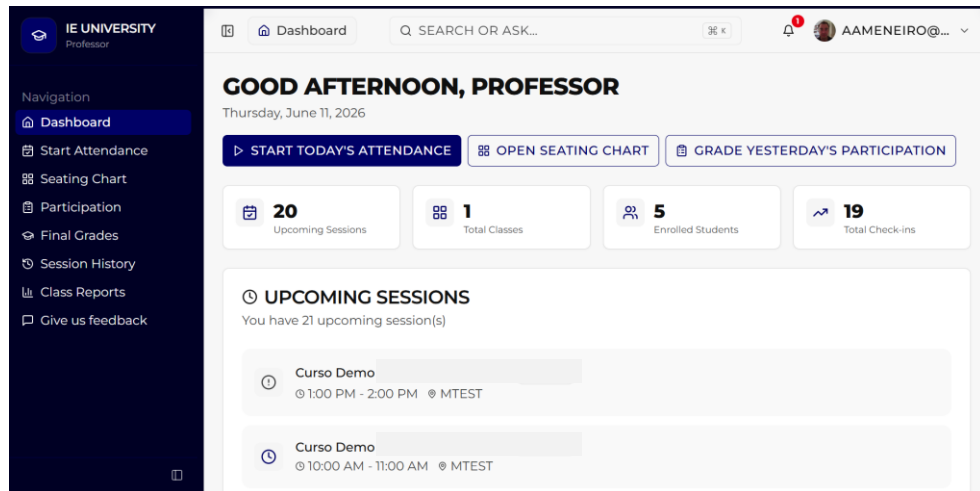
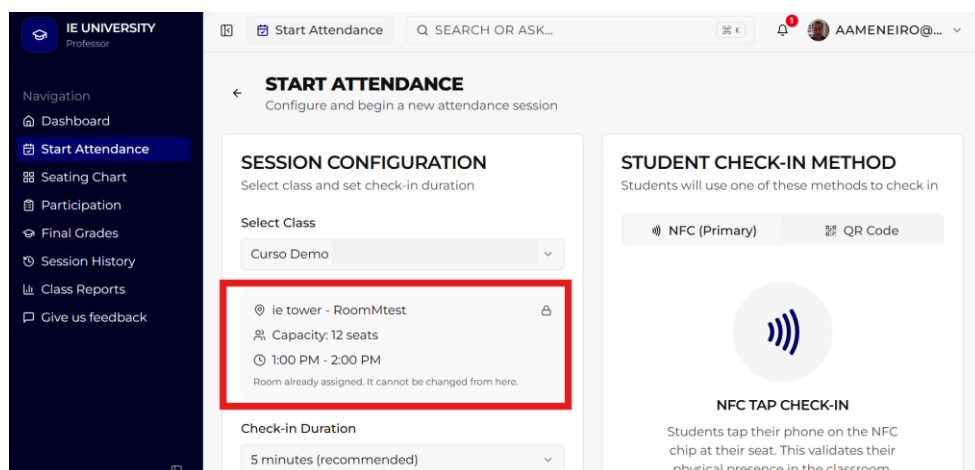


Figure 1 – Professor home dashboard after sign-in.

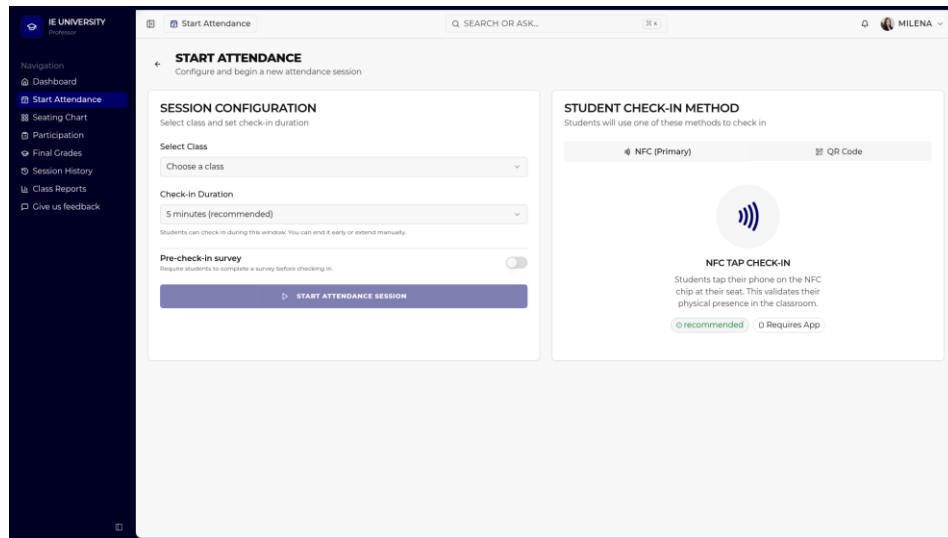
Daily workflow

Start an attendance session

1. From the dashboard, click "Start Today's Attendance" (or sidebar → Start Attendance).
2. Select the class from the dropdown. Only classes scheduled for today are listed.
3. Review that the room is correctly assigned to the selected course

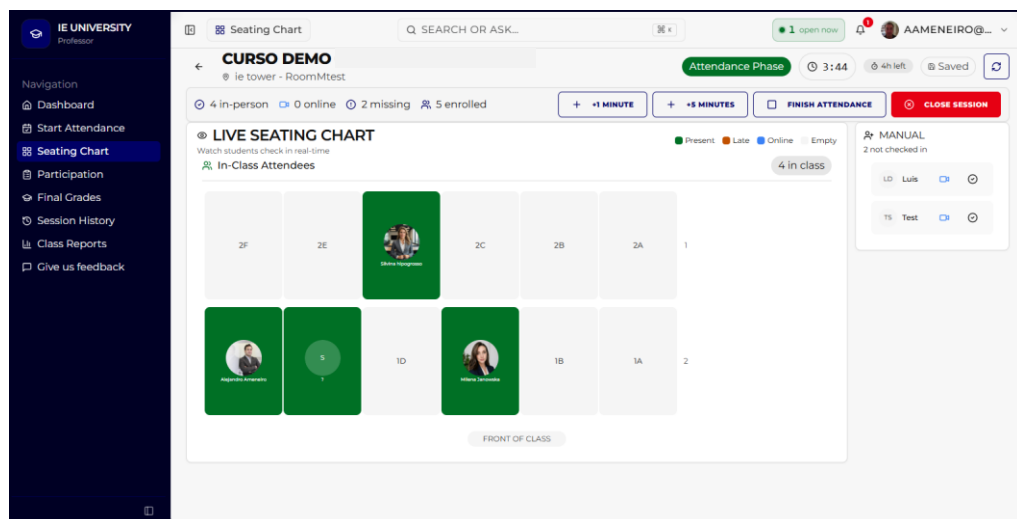


4. Pick a check-in duration (5 minutes is the recommended default).
5. Choose the check-in method: NFC (primary) or QR code fallback for rooms without chips.
6. Click "Start Attendance Session".



7. Watch the live seating chart

As students tap their chips, their photos light up on the chart. The chart is inverted: the front of the room is at the bottom of the screen so it matches what you see standing at the lectern.



8. Finish attendance

Click "Finish Attendance and Start Session" when you finish the check-in process or wait until the timer closes this phase automatically. Attendance is now locked and pushed to Blackboard's Attendance module automatically.

9. Finish attendance and view seating chart

After finishing the attendance phase, you can stay on the screen with the seating chart and use it to interact with your students and learn better their names.

In this mode, you can also add students who came in late manually to the seating chart, using the roster on the right-hand side.

They will be marked as “late” by default (orange), and in BlackBoard, they will be marked as “present”, so please, make sure to follow the official IE Attendance Policy for your course when using this feature.

Blackboard integration

SmartSeat connects to Blackboard Ultra automatically. As a professor, you do nothing – but here is what is happening behind the scenes so you can answer student questions:

- Your courses, students and instructor assignments sync from Blackboard daily.
- Attendance records sync to the Blackboard Attendance module the moment you end a session.

Need help?

- In-app: User menu → Give us Feedback

- Contact us directly:
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