

Tutorial on Using Calendar Check-ins



I. Function Introduction

Calendar punch-in is a punch-in activity based on the unit of 'day'. Administrators can create punch-in activities for trainees, allowing them to submit punch-in content within the valid time period every day.

II. Purpose of Use

Administrators can effectively keep track of trainees' daily activity completion status by setting up calendar punch-ins.

III. Usage Scenarios

Calendar punch-ins are suitable for scenarios where trainees need to output corresponding content every day, and only need to do so once. For example, morning run punch-ins, early sleep punch-ins, etc. Through continuous daily punch-ins, good behavior habits can be developed.

It is also suitable for scenarios where there is a need for daily management of trainees, such as morning meeting punch-ins, daily corporate culture learning punch-ins, etc.

IV. Operation Path

Merchant side: Management backend → Learning assistance → Punch-in → Calendar punch-in
→ Create new calendar punch-in

Trainee side: H5 Academy → My → Learning tools → Punch-in

V. Usage Tutorial

1.png

(Tutorial flow chart)

Step 1: Configure calendar punch-in *(Management backend)*

1. Click the button [Learning assistance] - [Punch-in] - [Calendar punch-in] - [Create new calendar punch-in] on the management backend

2.png

(Management backend)

2. Set punch-in information

Fill in the title of the punch-in activity, select the start and end dates of the punch-in, the punch-in time period, timed reminders, the number of make-up punch-ins allowed, friend-assisted punch-ins, participation conditions, punch-in rules, and other settings;

3.png

(Management backend)

3. Fill in the punch-in introduction settings. Replace the punch-in introduction cover and edit the punch-in introduction content. Click 'Publish' to create a calendar punch-in.

4.png

(Management backend)

4. Share the punch-in QR code

(1) Return to the calendar punch-in list. Click the [Share] button to share the QR code and link. Trainees can enter the punch-in activity by scanning the code on WeChat;

5.png

(2) More settings after creating the calendar punch-in (optional)

Click [Learning assistance] - [Punch-in] - [Calendar punch-in] - [Details] to enter the calendar punch-in details page. More settings can be made.

6.png

Step 2: Punch-in - Trainee side

Method 1: Trainees directly scan the punch-in code shared by the administrator to enter the punch-in homepage. Click 'Punch-in' to complete the punch-in.

7.png

Method 2: Trainees enter the H5 Academy. Through the path [My] - [Learning tools] - [Punch-in], select the activity to be punched in and click to enter the punch-in page to complete the punch-in.

8.png

Revision #2

Created 2026-06-08 04:31:31 UTC by Admin

Updated 2026-06-08 08:33:46 UTC by Admin