Attendance Monitoring App

My Imperial Campus

Attendance and Engagement

The School operates a **Classroom First** approach to teaching

HyFlex Technology is embedded in most lecture theatres; in exceptional circumstances, students are able to join live sessions remotely via zoom

Rules for Students joining by HyFlex:

- Students **must attend 75%** of their classes **in person**

- The School has introduced an *Attendance Monitoring* app to facilitate registration for in person attendance

- Students must be **active participants** in all sessions including when joining online.

- They must be in an environment where their **camera** can be **switched on** and are prepared to participate

- Please note UKVI does not allow students with student visas to join by Hyflex out of the UK.

Reasons why students can join by Hyflex

- Short Term sickness (COVID-19, Winter Cold) but still able to engage with a session.

- Advised to Isolate due to COVID-19

- Travel issues (Train Strikes)

- Job interviews

- Last minute child care issues

Attendance Monitoring Policy

Students must attend in person for at least 75% of their programme

Please note in person attendance may be mandatory for whole modules or specific sessions:

- **Where the learning objectives of the session cannot be delivered remotely (interactive sessions)**
- **Where there are guest speakers as part of the module**

MSc Students:

To be accepted on a global elective, students must have maintained a minimum of 75% attendance at the time of and prior to applying for the global module.

Students who do not attend to the satisfaction of the Head of Department may be removed from the programme.

Students who have mitigating circumstances preventing them from attending in person are encouraged to speak to their programme team.

Registration with My Imperial Campus

Please download the My Imperial Campus app

- **The app links to the timetabling software, Celcat**

- **Students can sign in with their SSO (similar to signing into email on your mobile device)**

- **All sessions for the day appear on their app**

- **Bluetooth must be on**

- **Bluetooth connects to beacons in the lecture theatres**

- **Students are only able to 'Sign In' for the first 30 minutes of their session**

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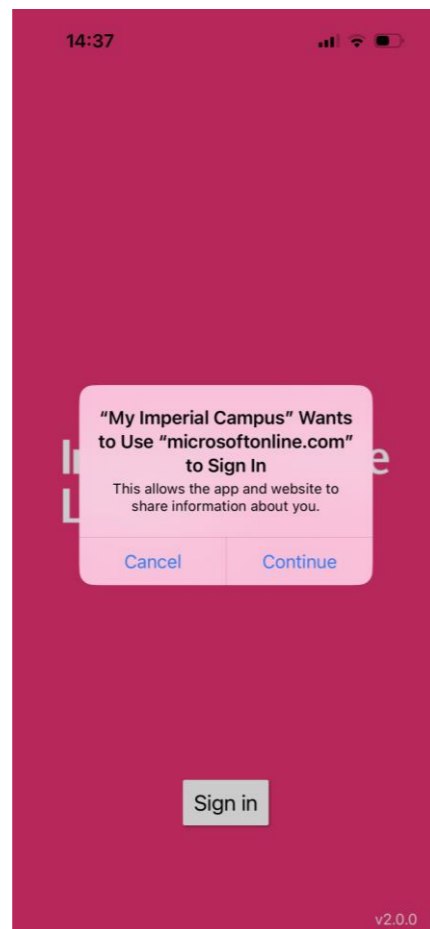
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Let's have a go! – please ensure you are connected to the WiFi!

Go to the Apple Store or Play Store and search
for '**My Imperial Campus**'

Sign in using your single sign on

(a pop up will ask you to connect to My Imperial
Campus – press 'Continue')

Sign in using your Imperial account
username@ic.ac.uk and password.

You will be asked for your preferred name – if it's
the first time you've signed in

**You can skip the page 'Personalize your
experience' and 'Welcome to the Dashboard'**

Let's have a go! – please ensure you are connected to the WiFi!

You should reach a home page where you can navigate to **'Timetable & Assignments'**
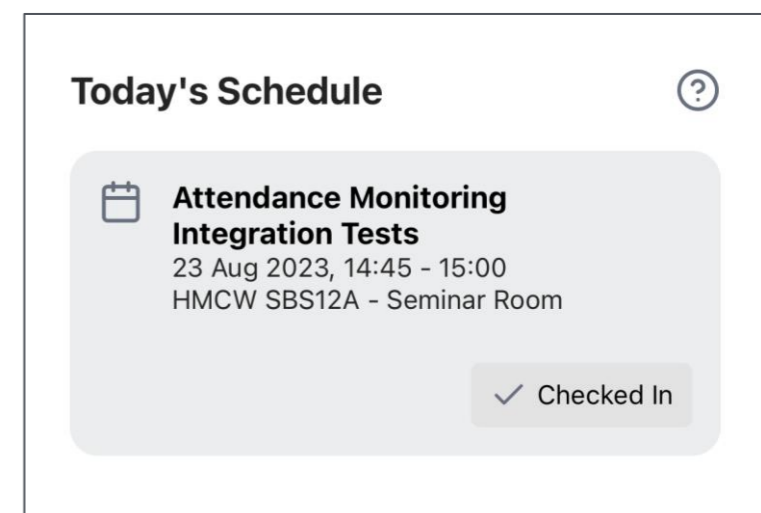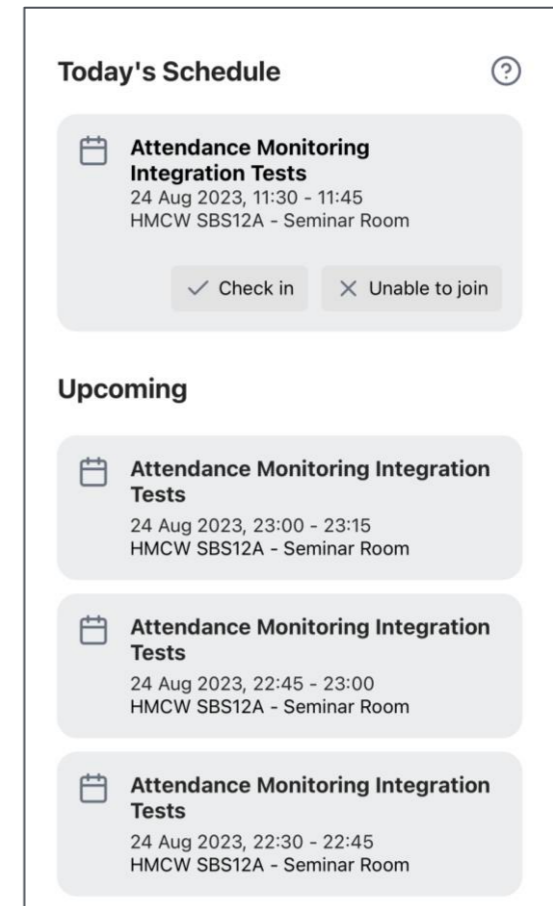
Todays sessions should be visible under 'Timetable & Assignments'

Ensure Bluetooth is enabled on your device

Click 'Check in'

A tick will appear to confirm you have successfully signed in

If you click 'Unable to join' this will mark you as absent

What if I can't check in?

Attendance Monitoring – report issues with using the App

Please report any issues with using the app to the reporting form.

The form is monitored by ICT and the Programme Team who will be able to diagnose any problems

You can also contact bs-attendance-queries@imperial.ac.uk with any questions about using the app.

Some common problems:
- **Sessions disappear after 30 minutes of the start time.**
- **Trouble using Single Sign On**
- **Unable to connect to a beacon**
- **Receiving an error message**

PLEASE NOTE:
Faculty will be unable to support with ICT issues with the My Imperial Campus