

## My Imperial Campus

The purpose of the My Imperial Campus app is for students to be able to register their attendance from their mobile phone. The app connects to beacons inside the lecture theatre for students to confirm a student's attendance.

As you are aware, attendance in person is mandatory for 75% of your sessions. You have the ability to join by HyFlex for 25% of your sessions. The My Imperial Campus app is designed to register attendance for students joining in person only.

### *Instructions for downloading and using the My Imperial Campus app:*

#### For iOS Devices:

- Open the App Store on your iPhone or iPad.
- Search for My Imperial Campus app in the search bar (or follow this [link](#))
- Select the app you want to download.
- Tap the "Get" or "Download" button.
- Wait for the app to finish downloading and installing.
- Open the app and follow the signing in instructions below.

#### For Android Devices:

- Open the Google Play Store on your Android phone or tablet.
- Search for My Imperial Campus app in the search bar (or follow this [link](#))
- Select the app you want to download.
- Tap the "Install" or "Get" button.
- Wait for the app to finish downloading and installing.
- Open the app and follow the signing in instructions below.

Once you have downloaded and installed the app, you can use it to register your attendance for your lecture or class. The app uses the College's Single Sign-On and Multi Factor Authentication.

### *Signing In and use the app*

1. Open the app
2. Press 'Sign In'
3. If you have Single Sign On and [Multi-Factor Authentication](#) enabled, a pop up will prompt you to 'Continue' and Pick an account. Select your account.
4. Sign in with your Imperial email address ([username@ic.ac.uk](#)) and password
5. You will be asked to enter your preferred name
6. You can skip the page 'Personalize your experience' and 'Welcome to the Dashboard' app tour
7. A list of your timetabled sessions for the day will appear under 'Timetable & Assignments'.
8. Ensure Bluetooth is enabled on your device.
9. Once you are in your scheduled lecture theatre select 'Check In' to your session
10. The app will check you in and a 'Checked in' box will appear

Check In will be available five minutes prior to the start of the session and remain open for the **first 30 minutes** of each session. If you arrive later than 30mins from the timetabled start time of the sessions, you will not be able to check in and logged as absent.

If you have an issue or difficulty with using the app, please report this using the reporting [form](#).

If you have any questions regarding the app, please contact [bs-attendance-queries@imperial.ac.uk](mailto:bs-attendance-queries@imperial.ac.uk)

### *Frequently Asked Questions:*

#### **Why do Imperial need to monitor my attendance?**

The app works in a similar way to a class register.

For students studying with Student Visas, Imperial are required by law to report attendances to the UKVI. The app is designed to support the College in collating this information.

Additionally, there are sessions throughout the year where attendance is required as part of participation exercises. The app will provide the data needed to facilitate these sessions.

It's important for the School to understand who isn't attending sessions in person in accordance with the School's expectations. Failure to attend sessions and engage with the programme as expected can highlight to the programme team concerns with pastoral care as well as performance.

#### **Where can I get support if the app isn't working?**

If you have an issue or difficulty with using the app, please use the reporting [form](#).

#### **What happens if I'm late to a session after the app closes?**

The sessions disappear from the app, 30 minutes after the start. If you are over 30 minutes late to a session, you won't be able to register attendance and will be recorded as absent.

#### **What happens if I am below 75% in person attendance?**

If you fall below 75% in person attendance, the programme team will reach out to you to understand why.

#### **Will this count to my ten points of contact?**

Yes. We will use the app to support us with collecting the data needed to inform UKVI on the ten points of contact. However, we're not quite there yet! The intention of the pilot is to test the software and the user experience.

#### **How does the app work?**

The app connects to beacons in each lecture theatre and teaching space. It uses bluetooth to find the beacon. Once found, it will allow you to sign in. Please ensure bluetooth is enabled on your mobile phone.

#### **What happens if there is a timetable or last minute room change?**

If a session needs to move rooms on the day, it may not appear on the app in the new room. You will not be expected to register for these sessions.