

Teaching on Campus

Covid-19 Tracking Attendance: Guidance for staff



To support efforts to minimise the risk of transmission of Covid-19 on campus, it is important that we keep track of who is in the room for face-to-face teaching events. As a result we are using QR codes to monitor who is in attendance at all scheduled on campus teaching events. We will use this to trace who we need to contact in the event of a positive case of Covid-19.

Where other universities have combined this approach with their academic attendance monitoring, there have been cases of students sharing QR codes outside of the classroom (by sending a picture of the QR code) and the reliability of their data being compromised. We will only use this information for Covid-19 tracking and not for general attendance monitoring. The [Privacy Notice for Coronavirus Data Collection](#) explains how the University uses personal information in relation to efforts to stop the spread of Covid-19, and to support staff and students affected by it.

If you also need an attendance record please ensure you use your normal method for this and do not rely on the QR system. We will be able to use the data to look at room occupancy levels but not individual attendance monitoring.

The students and you as staff are being asked to register in advance on the ULab system, and then register your attendance while in the classroom. There will be a unique QR code for all teaching rooms on campus and these will be shown on stickers on each desk in the room. Please remind students to scan in each room.

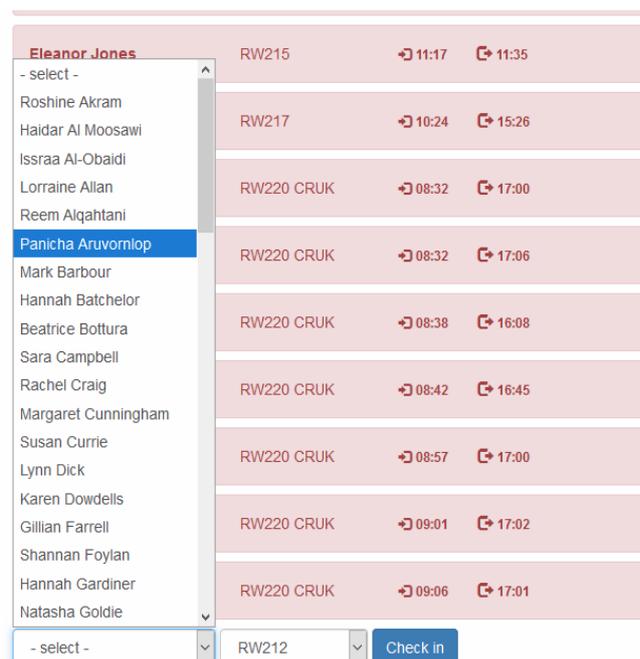
Please make sure you read this document and familiarise yourself with the processes for logging you and your students' attendance in campus teaching rooms. This document includes the information that has been shared with the students and also describes the additional functionality available to you as the teacher.

All students and staff are also being encouraged to use the NHS Test and Protect system and to use the Protect Scotland app.

Teacher specific features of ULab

Where a student is unable to login using the QR code, or an internet enabled device, they have been asked to let you know in the session. As the teacher in the room, you will have access to a screen like this, where you can add people by choosing a name and the room. We do not anticipate that this will commonly occur.

You may also wish to logout all of the class at the end of the session, instructions for which are below.



[Type here]

When you, as a member of teaching staff, logs in or clicks a QR code you will see a dropdown list of all central pool teaching rooms as well as the control to check yourself into locations.

Room Checkins

Central Pool Teaching Rooms

- select -

My Checkins

« Tuesday, 6th October 2020 »
- select -

Selecting a teaching room and viewing the check-ins allows you to monitor the room occupancy, check anyone in who can't use the QR codes, and check out everyone at the end of the session :

Current Checkins for Hamnett Wing Level 3

« Tuesday, 6th October 2020 »

Christine Fletcher	Hamnett Wing Level 3	08:05	<input type="button" value="check out"/>
Allison McGarvie	Hamnett Wing Level 3	08:21	<input type="button" value="check out"/>
Lina Akil	Hamnett Wing Level 3	- select -	<input type="button" value="check out"/>
Jane Findlay	Hamnett Wing Level 3	- select -	<input type="button" value="check out"/>
Gemma Carfray	Hamnett Wing Level 3	- select -	<input type="button" value="check out"/>
Nicholas Rattray	Hamnett Wing Level 3	- select -	<input type="button" value="check out"/>
Caitlin Moore	Hamnett Wing Level 3	- select -	<input type="button" value="check out"/>
Jaazba Irfan	Hamnett Wing Level 3	- select -	<input type="button" value="check out"/>

checkins, 8 people

Below this section is the information that has been shared with the students and that describes how to use the ULab system as a room user.

If you have any queries on the use of the ULab system please contact ulab-help@strath.ac.uk

[Type here]

Before you attend any campus teaching

Make sure your phone can scan QR codes. Try with the code below. If you can't scan it you need to download a QR code reader for your phone. This will be free and any will work so search in the app store for 'QR code reader' and install whichever you like. Test it by scanning this QR code from the computer screen.



1. Register for ULab. The QR code right should have taken you to the right page for this.

If not then go here:

<https://www.ulabequipment.com/register.php>

a. Leave the Institution as Strathclyde

Institution:

b. Put in your DS Username and password

Enter your DS username (e.g. abc05123) and password:

Username

Password

c. Confirm your details, put in your department, agree to the Terms and conditions and create your ULab account

[Type here]

Please check these details then click 'create account':

username	[your DS username]
title	- select -
first name	[your first name]
surname/ family name	[your surname]
email	[your email address]
Department/ unit	[-- IMPORTANT --]
Appear in ULab People Search?	- select -
I agree to the ULab privacy, cookies policy and Terms and Conditions	- select -

[create account](#)

IMPORTANT: Putting in your department will set up your departmental teaching room access and connect you to the local help team, so please remember to do this.

You are now set up and configured to check in to University of Strathclyde teaching rooms!

When you arrive for your lecture, laboratory or workshop

While moving from the building entrance to the teaching room please be careful to keep fully distanced and please wear a mask if you are able to do so. Please follow the instructions of any staff and make sure you understand any guidance you have been sent beforehand.

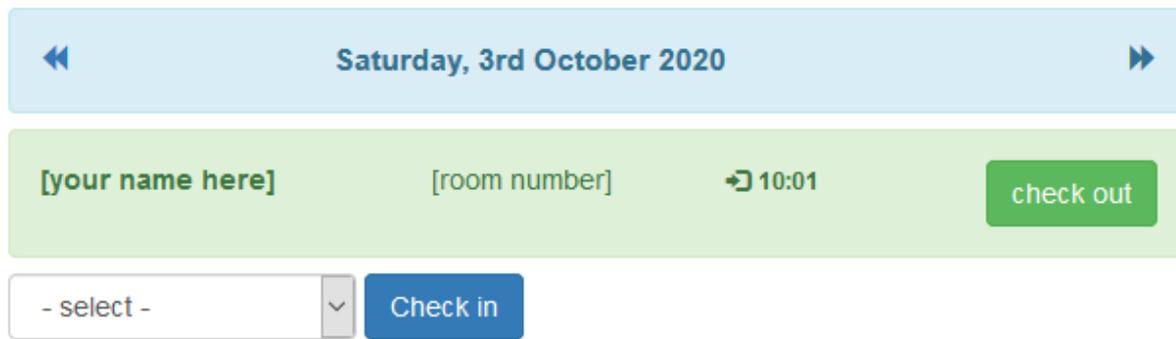
When you arrive at the room please move directly to a seat, avoiding creating a queue at the entrance. Follow any directions on filling the room.

The QR codes are located on the desks in the teaching room. When you have arrived at your desk (or where you have been told to go) scan the QR code with your phone.

If you have registered with ULab (see the start of this document) you will be prompted with a login screen to ULab, log in with your DS username and password then you should see a screen similar to below :

[Type here]

My Checkins



← Saturday, 3rd October 2020 →

[your name here] [room number] ↻ 10:01 check out

- select - Check in

If you see this the green bar shows that you are correctly checked in. If you see a red bar you have scanned it twice and checked out so scan the code again to make it green. Please also take a note of the date, time, room number and desk number as a back-up.

If you don't see the login screen as described here, see the end of this document for further guidance.

When your lecture lab or workshop ends

Follow the instructions that the teaching staff will provide. The most important thing here is to leave the room and exit the building safely and in an orderly and controlled manner so all students can keep distanced. You will probably be asked to wear a mask.

You should check out as described below, however checking out of the event on ULab is very much secondary to exiting the room safely. If you don't check out at all we will still have a good record of your contacts by cross referencing the ULab check-ins with timetable information but this is more time consuming and more work for everyone involved. You might be told not to check out as the teaching staff can do this for everyone when you have all left the venue.

To check out do whichever one of these that can be done the easiest:

- i. Your phone may still have the check in screen open. Click the check-out button



[your name here] [room number] ↻ 10:01 check out

- ii. Go to: http://bit.ly/ulab_checkout

[Type here]

- iii. Scan the same QR code that you checked in with a second time.
- iv. Scan a red 'Checkout All' QR code, these will be situated near the main building exits.

Only do this if there is plenty of space and you won't be causing a bottleneck while you pause to scan the code.

N.B. The QR code here is active so you can print out this guidance and scan it with your phone to check out of all locations



What should I do if I cannot use the QR codes?

If you do not have the technology to use the QR codes you can still access the ULab system online, using an internet enabled device. Follow the instructions in the next section to do this. If you have no internet enable device then please alert staff in the session so that they can note your attendance for any subsequent tracking. Also note the time, room number and desk number yourself, as normal.

What if I don't get this screen or the QR code doesn't scan on my phone?

You might be given a web address by the teaching staff to use to check in if the QR code doesn't work for you. This will be displayed on the wall or on the projector screens and you will be told to use this address to check in.

If you are not given a specific web address go to: http://bit.ly/ulab_checkin

A screenshot of the ULab check-in interface. At the top is a light blue bar with a left arrow, the date 'Saturday, 3rd October 2020', and a right arrow. Below this is a dropdown menu with '- select -' and a blue 'Check in' button. The dropdown menu is open, showing three options: 'R504 Royal College', 'R526 Royal College', and 'TG303 NMR'.

Select the name of the room you are in from the dropdown list and click 'Check in'

The room name in the dropdown should exactly match the text printed at the bottom of the QR code.