

# Teaching on Campus

## Covid-19 Tracking Attendance: Guidance for students



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 because this allows us to track contacts and thus recommend who needs to isolate and/or book a test if someone at one of these events subsequently tests positive for Covid 19.

This information will only be accessed for this purpose, room usage and not for individual class 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.

Please make sure you read this document and familiarise yourself with the processes for logging your attendance in campus teaching rooms.

**Please follow this system when you are on campus and help us to keep the Strathclyde Community safe.**

### Before you attend any campus teaching

1. 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.
2. 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:

[Type here]

**b. Put in your DS Username and password**

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

**Username**

**Password**

next

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

Please check these details then click 'create account':

<b>username</b>	<input type="text" value="[your DS username]"/>
<b>title</b>	<input type="text" value="- select -"/>
<b>first name</b>	<input type="text" value="[your first name]"/>
<b>surname/ family name</b>	<input type="text" value="[your surname]"/>
<b>email</b>	<input type="text" value="[your email address]"/>
<b>Department/ unit</b>	<input type="text" value="[-- IMPORTANT --]"/>
<b>Appear in ULab People Search?</b>	<input type="text" value="- select -"/>
<b>I agree to the ULab <a href="#">privacy, cookies policy</a> and <a href="#">Terms and Conditions</a></b>	<input type="text" value="- 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!**

[Type here]

## 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 face covering 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 :

### 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 face covering.

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.

[Type here]

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



- ii. Go to: [http://bit.ly/ulab\\_checkout](http://bit.ly/ulab_checkout)
- 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?

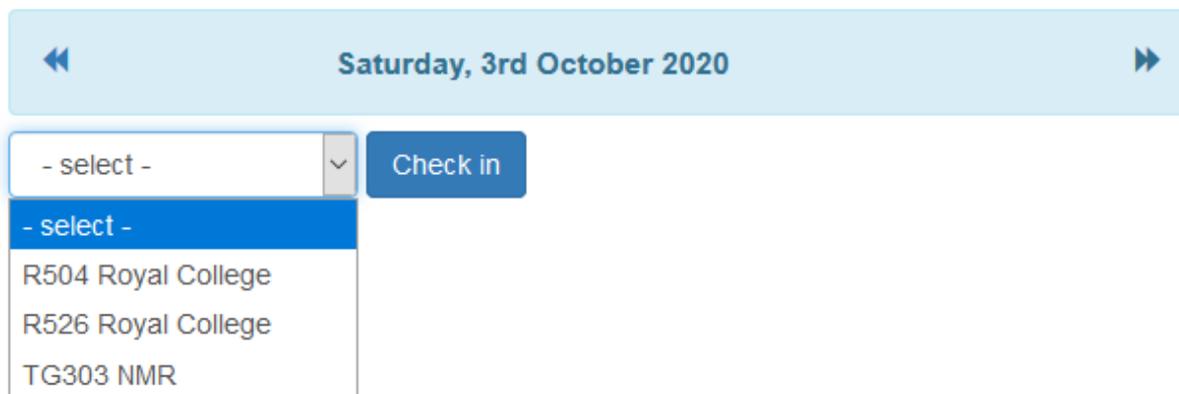
If you do not have the technology to use the QR codes you can still access the ULab system online, using an internet enabled device. Follow the instructions in the next section to do this. If you have no internet enable device then please alert staff in the session so that they can note your attendance 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.

[Type here]

If you are not given a specific web address go to: [http://bit.ly/ulab\\_checkin](http://bit.ly/ulab_checkin)



← Saturday, 3rd October 2020 →

- select -

- select -
- R504 Royal College
- R526 Royal College
- 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.