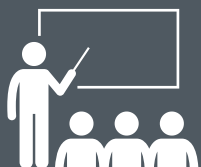


# ATTENDANCE RECORDING



## SAFEZONE APP

- Download the SafeZone app
- Log in with your University email address
- Enable GPS/location services and notifications for the SafeZone app on your mobile phone



## ATTENDANCE

- At your class, open the SafeZone app
- Tap 'Check In' to register your attendance
  - If you find you are still checked in from your last class, tap 'Check Out' and then 'Check In'



## CLASS TIMES

- You must check in during your scheduled class time
- You can check in at any point within the time of your class
- You must check in at least once per week, but should check in at every class



## LOCATION

- You must be physically present in the classroom when checking in
- We will use your location from your check in to verify you were at your class



## QUESTIONS

Find out more here, including guidance on using the SafeZone app and how to check in

