

# iClicker Class Attendance Rules

Instructor: Chen-Wei (Jackie) Wang

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## Policies

- When you arrive in the classroom for **each** class (where attendance may or may not be taken), please be sure to:
  - Verify that your device is connected to AirYork successfully.
  - Refresh the location service on your device.
  - Consult here: [iClicker Attendance Geolocation Tips](#)
- Attendance will be taken **randomly** throughout the semester.
- If the attendance is taken in a class, it will happen sometime between **5 minutes after** the class starts and **5 minutes before** the class ends.
- **No** makeup attendance will be accepted if you missed an attendance check (because you, e.g., arrived late, left early, or did not pay attention).

## Procedure

1. When Jackie announces that an attendance check is about to start, please have your device ready.
2. During a **two-minutes** window that follows, it is your responsibility for ensuring that your attendance is registered, by joining the course via iClicker.
  - There might be **errors** (e.g., course not appearing as joinable) in the beginning, in which case you are advised to:
    - Keep trying until the end of the **two-minutes** window.
    - Refresh the location service and/or restart your device.
3. When Jackie announces that the session ends, if you are still **not** registered by iClicker:
  - You must come to the front of the classroom **right away** and sign on an attendance sheet.
  - A **photo ID** is required in this case.
4. After the final call announced by Jackie, **no** attendance check will be accepted.