

How to set up Arkaive:

1. Download the FREE Arkaive app



2. Create an account (**you MUST use your cofc email**, but you can choose any password).
3. Enter the code for this course: **VKC1**
4. You must allow Arkaive to access the location of the device
5. When you arrive in the classroom **each day**, check in.
You can set a notification that reminds you to check in.

Note: You can only check in once you are in the classroom.
You must arrive to class by 9:35 in order to check in.

6. If you miss class for an “approved” absence, you can request for the absence to be excused through the app. Please see the syllabus for a definition of “approved” absences. Note that students will need to email documentation for an absence to be approved.