

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: **QBS0 (THE LAST ITEM IS ZERO, NOT THE LETTER O)**

4. You must allow Arkaive to access the location of the device when you are logging into class. It will not work unless it knows you are in the classroom.

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 11:05 in order to check in.

6. If you forget to check in on Arkaive, you must do two things:
 - (a) Notify me IN CLASS so I see that you are there
 - (b) Send me an email to remind me to check you in after class

If you do not do both of those things, I cannot sign you in late.