

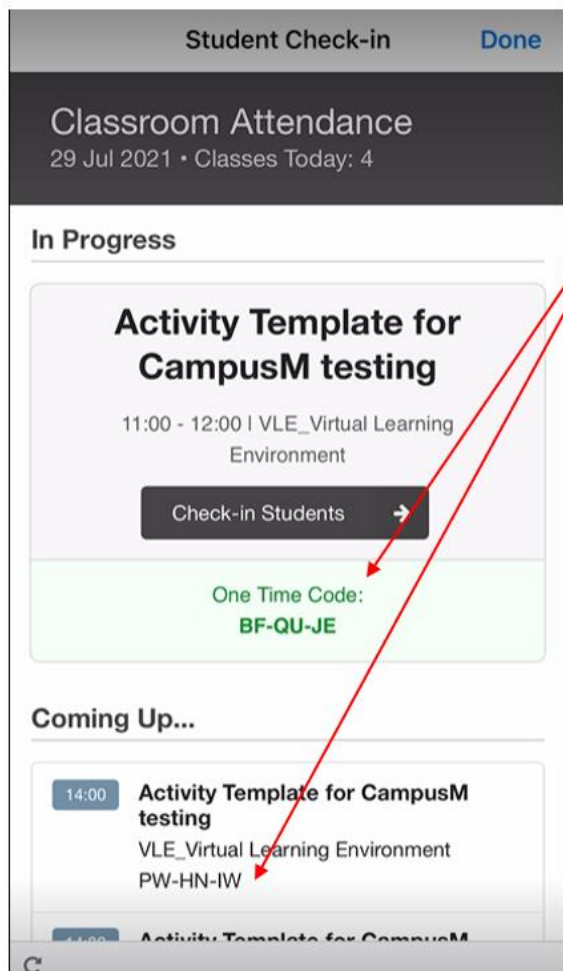
Student check in – one time verification codes

v1.0 10/01/23

1.1. Accessing one time codes for events you are timetabled for



You can access the codes for learning events you are timetabled for via the 'CHECK IN' tile on the My Account app or at myaccount.napier.ac.uk.



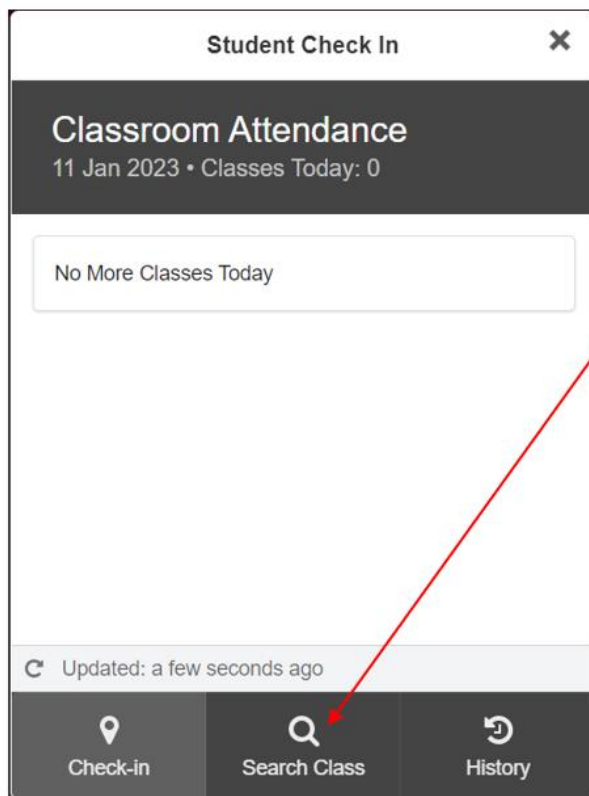
You will see the codes for all events you are timetabled to teach that day.

Share the code with your students at each session – without it they will not be able to check in.

1.2. Accessing one time codes for events you are not timetabled for



You can access the codes for learning events you are not timetabled for via the 'CHECK IN' tile on the My Account app or at myaccount.napier.ac.uk.



Click the Search Class tab.

Student Check In

Search for Classes

Lecturer Email Address Name
Lecturer Email Address

Class Description
Class Description

Location
Location

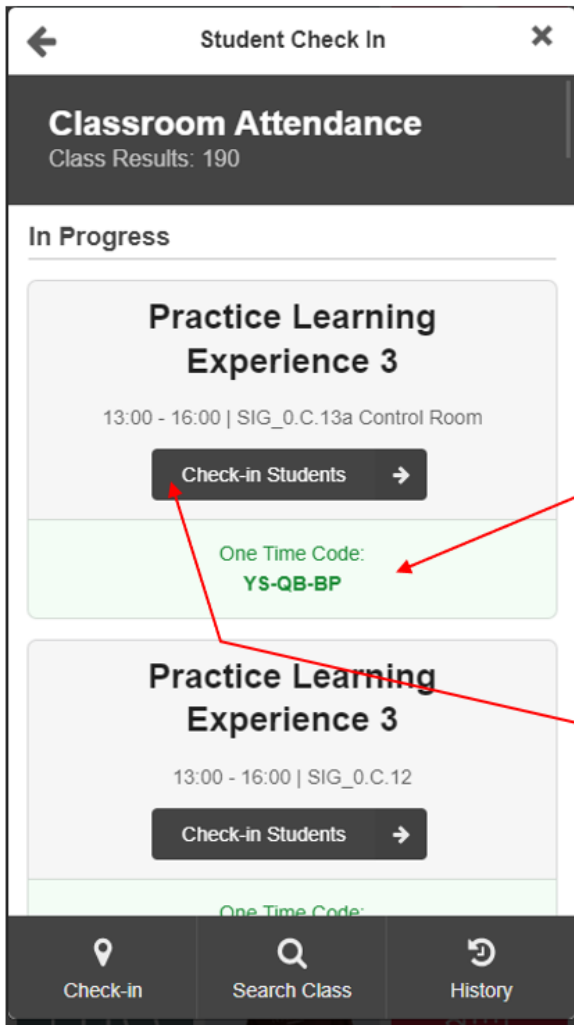
Start Time
* 9 Jan 2023 12:00

Search

Check-in Search Class History

Enter at least one search criteria to view the codes you need.

Click the Search button.

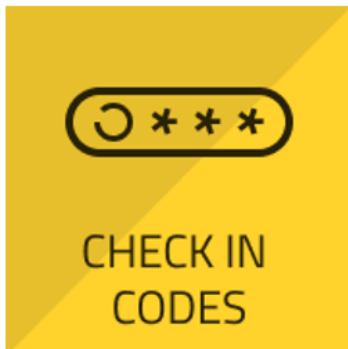


The events that meet your search criteria will be displayed along with the one time codes.

Share the code with your students at each session – without it they will not be able to check in.

Like with your timetabled events, you can check in on students' behalf by clicking the Check-in Students button.

1.3. Accessing one time codes in advance



You can access the codes for any learning events in advance via the 'CHECK IN CODES' tile on the My Account app or at myaccount.napier.ac.uk.

You can also access it directly by going to otc.napier.ac.uk.

A screenshot of a web browser showing the 'One Time Code' search interface. The page has a dark blue sidebar with a 'Search' button. The main content area has a search form with the following fields: 'Please enter at least one search criteria', 'Class Name', 'Class Lecturer', 'Start From' (with a date format 'dd/mm/yyyy'), and 'Start To' (with a date format 'dd/mm/yyyy'). A blue 'Search' button is located below the 'Start From' field. Two red arrows point from the text box on the right to the 'Search' button and the 'Start From' field.

This web page allows you to view codes for any event, including those you are not timetabled for, in case of absence cover, administrative support etc.

It also allows you to see codes in advance of the day of teaching. However, please be aware, if there are timetabling changes to the event (e.g., date, time, location) the one time code can change.

Please don't share one time codes with students in advance e.g., in pre read material. The code should be shared with students at the time of the event – without it they will not be able to check in.

Enter at least one search criteria to view the codes you need.

Click the Search button.

One Time Code

Please enter at least one search criteria.

Class Name

Class Lecturer

Start From

Start To

Event Name	Event Start Time	Event End Time	Lecturer	One Time Code
Practice Learning Experience 1	24/01/2023 15:00:00	24/01/2023 17:00:00	Kev Head	BBBQUL <input type="button" value=">"/>
Practice Learning Experience 2	29/05/2023 11:00:00	29/05/2023 13:00:00	Kev Head	UAUSPS <input type="button" value=">"/>

< < 1 of 1 > >

The events that meet your search criteria will be displayed along with the one time codes.

You can see more detail on the event by clicking the arrow button.

If required, you can export the data to Excel by clicking the Export to Excel button – please store this securely, in line with GDPR principles and delete it as soon as it is not required.