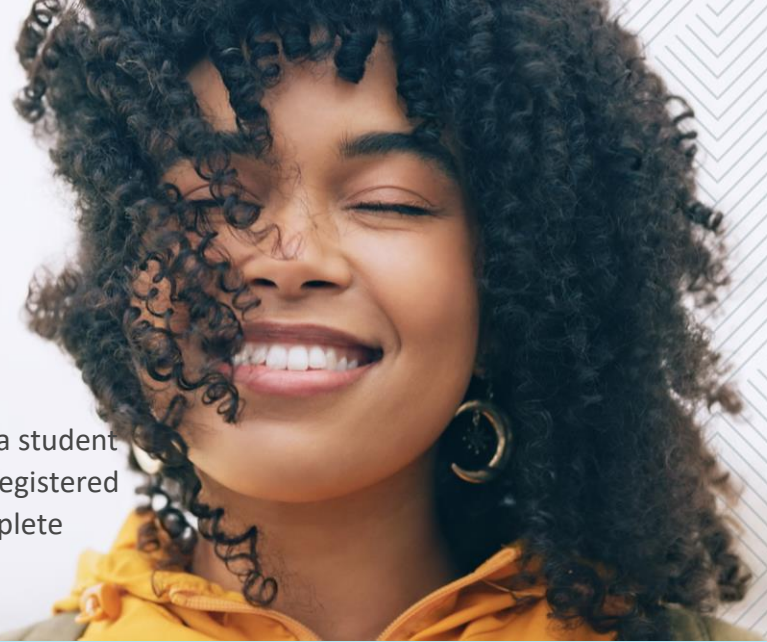




Guide to NOA, the attendance app

NOA – Notice of Attendance is the app for digital attendance registration in education, where you as a student check yourself in on your lectures. Your check-in is registered directly to the lecturer's class list and you get a complete overview of your schedule and attendance.



Get started

- Download the app from the Appstore or Google Play.
- The app can be found by searching 'NOA Notice of Attendance' or 'NOA Oppmøte'.
- Say YES when asked to share your location in the app. (You need to be located on the school's ground in order to check in)
- You will also be asked to accept the terms of privacy.
- Log in via **Feide** with your username and password.

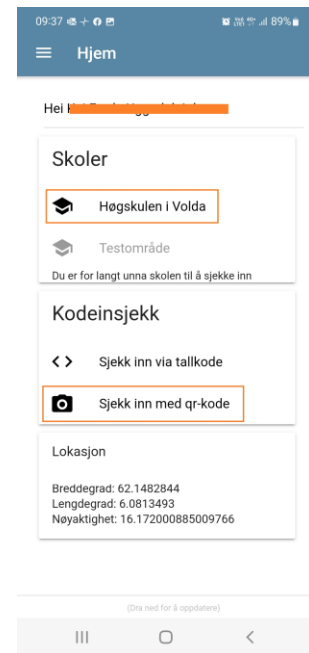
Good to know

- You check in at all hours of a lecture in the same check-in.
- Checking in is possible 15 minutes before the start of the lecture, and 15 minutes into the lecture.
- If you do not have a smartphone or have reserved yourself from using the app, you have to let the lecturer know in order to manually register your attendance.
- If you do not check in, you will automatically be registered as absent.
- If you forget to check in, you have to notify your lecturer as soon as possible so that they can register your attendance.
- It is possible to check in by gps coordinates (default), or by QR- or numeric code given by the lecturer.
- If you have to leave before the end of the lecture, please **check out** of the box you have checked in to. You must participate for at least 25 minutes of the lecture in order to get the attendance approved. If you leave before it remains 20 minutes of the lesson, your attendance is set to **Not met**. If you leave within the last minutes of the lesson, your attendance is set to **Met** for the lesson you leave and not met for the following lessons.
- The General Data Protection Regulation (GDPR) sets requirements for how we handle your personal information. The information NOA receives about you is your first name, last name, e-mail, your phone number and your field of study. This information is provided from your school. In order to check in to your lectures, you have to share your location on your phone, thus confirming your attendance. The data on your location is used for this purpose only and is neither stored nor tracked.
- You will not receive advertising or any irrelevant information.

Troubleshooting

Problems using the NOA app? Check here:

- Use Feide or Microsoft login in the app, both will work. Username is in this format: *username@stud.hivolda.no*
- Have you enabled data traffic on your phone?
- Have you enabled GPS/location services on your phone?
- If you are outside the approved area for check-in, the school name will be greyed out and not clickable, such as the example "Testområde" in the picture on the right. If you are within an approved area, the school name will be clickable.
- Is the app updated to the latest version? Some people have turned off automatic updating of apps on their phone. In that case, the app must be updated manually via Appstore or Google Play.
- When you install the app, or at the first startup, you must accept that the app uses location services.
- When you install the app, or on first start-up, you will be asked to accept push notifications informing you when check-in is open. This is only an aid. You can check in even if you have turned off push notifications.
- Is the check-in window open? You can check in 15 minutes before/after the start of a lecture. Are you coming for example 17 minutes late, then you will not be able to check in until 15 minutes before the next lecture in the same block starts. This applies both to check-in using location/GPS and QR code.
- Have you checked out? In that case, you cannot check in for the same lecture.
- Checking in with a QR code or numerical code? Click "Check in with code" in the app. The message that "You are too far away from the school to check in" only relates to location/GPS check-in.



Do you need technical help with the app? Contact [IT Help / 5400](#).