

Gonzaga School of Law

Clockify Q & A

What is Clockify and why do I need to use it?

Clockify is an app that tracks attendance and your location during class (face-to-face, remote-synchronous, or remote-asynchronous).

For Contact Tracing

In the event a potential COVID case is reported, Clockify can generate a report that is sent to the COVID-19 Action Response Team to aid in faster contact tracing.

Reports depend on the “tags” that describe how you attended class. We can also run a report by your name to see what other classrooms you may have been in on a certain day as well as generate reports by professors/classes, and by time periods.

For ABA Reporting

Reports for the total number of instructional minutes are for ABA reporting (accreditation requires that your instructional minutes in all modes of learning are monitored) and for your professors to ensure that you satisfy the law school’s rules for attendance before taking your final exams and/or adding to or deducting points from your final grades.

Reports about students taking asynchronous online courses are provided to the Asst. Dean of Students for student well checks in case there’s concern about the student’s engagement with the class.

How do I use Clockify?

After you accept the email invitation, create your profile.

Hover your mouse over your profile picture on the left sidebar. Make sure that you’ve joined the 2020 Fall Gonzaga Law School workspace. If that doesn’t appear, click the “manage” link to the right of the workspace name. Next, select your classes from the “projects” tab. Your classes will appear on your time sheet.

If you prefer to track your time on the time sheet function, you can enter your time manually and use the three vertical dots to select your tag. When you enter your time, you can save your weekly class schedule as a template for use in the future. You can also use the time tracker (like a stopwatch) for your classes and the tag icon is visible on the same line as your time tracker.

A full tutorial for how to use Clockify can be found here:
<https://libguides.law.gonzaga.edu/clockify/clockifyhowto>

How often should I track my time in Clockify?

Track your time **daily**. You already know your schedule for class times/dates. If you're attending class face-to-face, enter the amount of time you were in class, not the time scheduled for class.

If you're attending remotely, make sure to track when you're attending class or receiving instruction but not when you're doing prep and homework.

Finalize your time weekly. The app locks time at the end of the day on Friday. The new week starts on Monday. If you make a mistake in entering your time, you can reach out to Lisa Clark, Vicky Daniels, or Waunita Myers for assistance. No one else can change time entries or run reports.

What are "instructional minutes"?

Class time (face-to-face or remote-synchronous) and instruction that is not preparation for class or homework assignments for credit.

If you're attending a remote-asynchronous class, your professor will designate which projects are 'instructional.'

For ELR classes with a field work component (externship & clinic), instructional time is seminars and direct instruction from your professor.

Does Clockify work with ZagCheck?

Clockify and ZagCheck are two separate apps, but you should be using them in concert with each other.

If you're attending classes face-to-face, but you fail your ZagCheck for the day, stay home, attend remotely, and check "Remote (sync)" for the tag on your time entry.

If your professor has told you that there is no need to provide notification about failing a ZagCheck, you can attend remotely without telling anyone – so long as you enter your time on Clockify with the correct tag. Some professors prefer to know if students will be out of the classroom, and an email should suffice as notice. You do not need to provide private health information to your professor.

How long can I do remote learning without getting a semester-long accommodation?

If you fail your ZagCheck for more than one week, contact the Asst. Dean of Students, Susan Lee at lee@gonzaga.edu or make an appointment at <https://calendly.com/drsusanlee> for more information on seeking an accommodation for longer-term remote learning.