

Guidance Notes - Attendance Monitoring

The Attendance Monitoring system facilitates the recording and reporting of student attendance. It can be accessed via two approaches viz

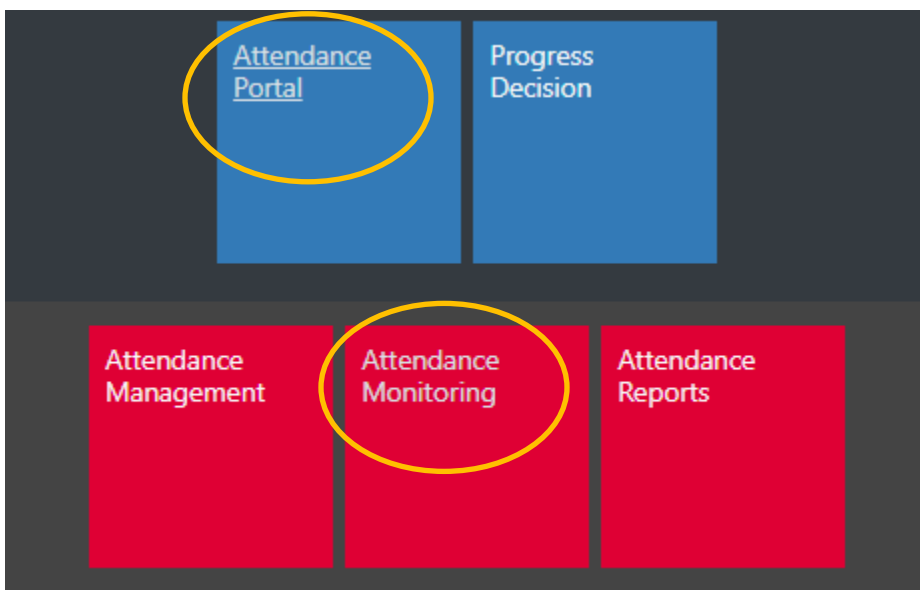
- All users of the Attendance Monitoring system are provided with an icon on their personal desktop and the icon also appears on the teaching PCs in classrooms / lecture theatres (see Fig1).

Fig.1 Attendance Monitoring icon



To access the facility, double click on the icon and log in using your normal University network username and password.

- Within the 'Attendance Portal' within My Hope by selecting 'Attendance Monitoring'



RETRIEVING THE REGISTER

On the screen, enter the set of criteria to retrieve your register as follows:

1. Select the date by using the calendar next to the first field. When you click on the day, the date will be automatically entered into the date field.
2. Enter the start time. You can either type it in using the format HH:MM or you can select the time from the pop up box that appears when you left click the mouse in that field.
3. Enter the room code, for example CAP004. As you enter the first letter of the room code a list of possible rooms will appear (Fig.2). Select the room and then press the Go button to retrieve the register.

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Please select date and start time. Next, enter room code. If you do not know the room code, enter course block code and a list of rooms scheduled for that course block will appear. Select the intended room and press the submit button.

If an event takes place in multiple rooms, you only need to submit the register for one of the rooms.

Date: Course block code (Optional):

Start Time (HH:MM): Enter Room Code:

Fig.2 Room selection

If you do not know the room code, you can enter the course block code. Enter the first letters of the course code and a list will appear (Fig.3).

Date: Course block code (Optional):

Start Time (HH:MM):

Fig.3 Element selection (step 1)

- When clicking on the course code, a list of rooms will appear allowing you to select the correct room (Fig.4).

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Date:

Course block code (Optional):

Start Time (HH:MM):

Enter Room Code:

Fig.4 Room selection for element

Select the room/Course block code and click the Submit button to retrieve the register (Fig.5, in the section on Manually taking registers). This list of student names should not be displayed on the screen in the classroom.

ENTERING THE REGISTER

There are two ways of taking the register

1. Taking the register via QR code (new for 2022/3)

Once you have retrieved the register, you will see an option in green at the top of the page for the students attending to self-register via a QR code.

Date: **23/09/2022** Time: **10:00** Room: **COR102**
SECM013: Secondary And Art & Design Level M Pgce Secondary And Art And Design (SECM013AE22L001)

Io	Last Name	First Name	Student ID	Present	Absent	No	Last Name	First Name	Student ID	Present	Abs
1	Asghar	Zulakha	22010724	<input checked="" type="radio"/>	<input type="radio"/>	8	Johnston	Shannon	22010114	<input checked="" type="radio"/>	<input type="radio"/>

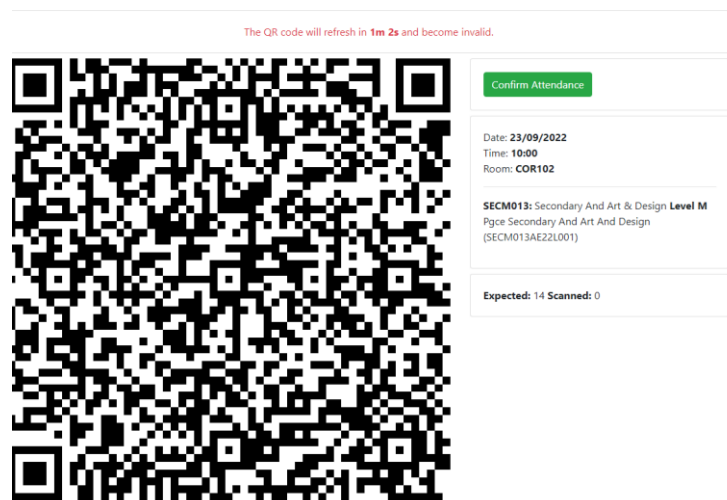
Click the green button 'Take Register Using QR'



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A new screen will appear with the QR code on it. Maximise the screen to ensure the QR code is visible. This should then be displayed on the screen for the students to scan with their devices.

Please note it is best to have the room lights next to the screen OFF for students to successfully scan the QR code



1. Instruct students to scan the QR code and follow the instructions that appear for them on their device.
2. The QR code is valid for 2 minutes and the countdown can be seen on screen.
3. Once this has expired a NEW QR code is immediately generated on screen.
4. The QR code can be left on screen until all students have scanned it. A counter at the bottom right will show how many have successfully scanned in.
5. Click 'confirm attendance' This will return you back to the register page, where you will see all students who have successfully scanned with all non-attendees marked as absent.
6. At this point you can manually add any students who could not scan the code.
7. You can access a register again at any point during that day, up until 7pm, to make any edits. You cannot amend a register after the day is over.

Students who are not on the timetable i.e. not appearing on the register CAN use the QR code. However, this process will NOT add them onto the timetable. It merely flags that they attended this session. Such students need to be reported to the School/ Department & Timetabler so that they can be added to the timetable.



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2. Taking Registers Manually and/or adding student(s) who cannot use QR code

The register to be taken manually, or amended after the QR codes have been utilised will show the current responses. The header at the top will include ALL Modules/courses being taught in that session. Students are combined together in the screenshot below, and show alphabetically by surname

Date: **23/09/2022** Time: **10:00** Room: **COR102**
SECM013: Secondary And Art & Design Level M Pgce Secondary And Art And Design (SECM013AE22L001)

No	Last Name	First Name	Student ID	Present	Absent	No	Last Name	First Name	Student ID	Present	Absent
1	Asc		0724	<input checked="" type="radio"/>	<input type="radio"/>	8	Johns		14	<input checked="" type="radio"/>	<input type="radio"/>
2	Cam		0086	<input checked="" type="radio"/>	<input type="radio"/>	9	Kavan		118	<input checked="" type="radio"/>	<input type="radio"/>
3	De		1313	<input checked="" type="radio"/>	<input type="radio"/>	10	Kelle		115	<input checked="" type="radio"/>	<input type="radio"/>
4	Doh		1393	<input checked="" type="radio"/>	<input type="radio"/>	11	Magu		184	<input checked="" type="radio"/>	<input type="radio"/>
5	Fer		1730	<input checked="" type="radio"/>	<input type="radio"/>	12	Nola		147	<input checked="" type="radio"/>	<input type="radio"/>
6	Fre		15251	<input checked="" type="radio"/>	<input type="radio"/>	13	Rile		118	<input checked="" type="radio"/>	<input type="radio"/>
7	In		17295	<input checked="" type="radio"/>	<input type="radio"/>	14	Smir		165	<input checked="" type="radio"/>	<input type="radio"/>

Please add students who have attended but are not listed on the register above. Enter ID number and select from the menu that will appear below:

N.B. students with a pre-entered Authorised Absence will show here as Absent and it will indicate it is authorised. If they actual attend, you will need to notify the School / Department office to change the absence record.

In the event that the register does not appear, you should contact your School / Department office to check the event has been timetabled correctly.

Before taking the register, please check that the register header and list of students are correct.

To record students as NOT in attendance, please click the radio button in the 'Absent' column for each student not attending (Fig.6). (if you have already utilised the QR steps, all non-attendees will already be marked absent)



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No	Last Name	First Name	Student ID	Present	Absent
1				<input checked="" type="radio"/>	<input type="radio"/>
2				<input type="radio"/>	<input checked="" type="radio"/>
3				<input checked="" type="radio"/>	<input type="radio"/>
4				<input checked="" type="radio"/>	<input type="radio"/>

Fig.6 Recording attendance – click the radio button against each absent student

If the whole of the register is not showing on the screen, use the scrollbar to move to the right.

For students who attend classes but have not yet been timetabled for that session, the exists to add students:

1. Click on the icon at the bottom of the register.
2. Enter the 8-digit student id number. If the ID entered is valid, the student name will show. Otherwise a message 'Invalid ID' will be shown.
3. To add another student, click on the plus sign (see Fig. 7).
4. To remove a student who has been added manually, click on the minus sign next to the input field.

Enter student id:
07007007 Peter Pan 07007007 ✓

Fig. 7 Recording attendance for extra students

Please note that adding a student here ONLY adds their attendance to this event. It does NOT add them to the event timetabled. They will continue to be missing from the list until you contact Timetabling or your School / Department Office and arrange for the student to be scheduled onto the event.

SUBMITTING THE REGISTER

Once you have completed the register, press the Next button and you will be taken to a summary page where you can review the attendance / absence before submitting the register.

The following options are available on the summary page:

- 1) The **Back** button at the bottom of the page takes you back to the previous page to amend the register.
- 2) The **Cancel** button removes all entries and takes you back to the selection screen.
- 3) The **Logout** button logs you out of the system without saving your entries.
- 4) The **Submit** button submits the register.

When the register has been submitted, absence records will be created in SITS. You can receive a copy of the register by ticking the check box at the bottom of the summary screen (Fig. 8).

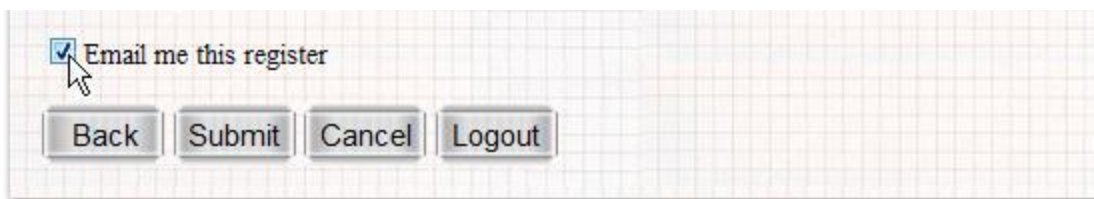


Fig.8 Requesting a copy of the register – tick the box that says ‘email me this register’

Notes:

1. Registers submitted are **closed** but may be edited during the day they are submitted until 19:00.
2. At the end of the day of submission, the register is **closed** and you cannot make any changes on-line. Further changes to the register can only be made via your School/Department office.
3. Any register not started on the day of the event will **remain open** for three working days. During this time, the student record will be marked as absent for that event but this will be updated once the register is submitted.
4. **I am taking a register for a class that ends after 7pm**

If you are entering a late register it is advisable to start entering data at the end of your session. This is because the registers for that day might close while your session is ongoing, and you might not be able to edit the same register later that evening. Please note that if you enter a register late in the evening it will not be processed until **the following evening, and the data will show two days after the event**. You may advise your students of this.