



UGM
Manchester

UGM Manchester **Attendance Guide**

How to access your Online Attendance

Step 1: Click on Student Portal from the UGM Manchester Website:
<https://www.manchester.ugm.ac.uk/>

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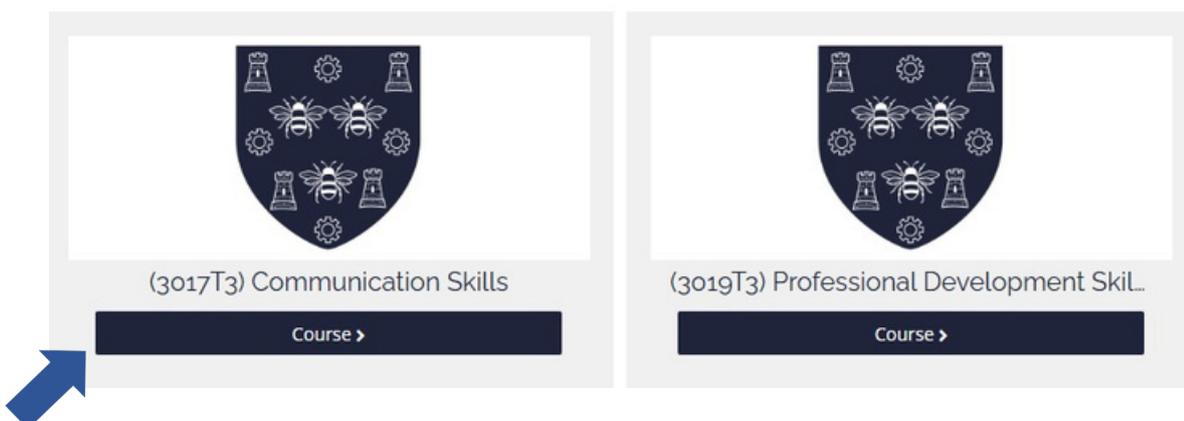
Step 2: Log in on VLE

<input type="text" value="Username"/>	Forgotten your username or password?
<input type="password" value="Password"/>	Cookies must be enabled in your browser 
<input checked="" type="checkbox"/> Remember username	
<input type="button" value="Log in"/>	

Step 3: On the right-hand side of your screen, click on Timetable and check which module you need to attend on the day.

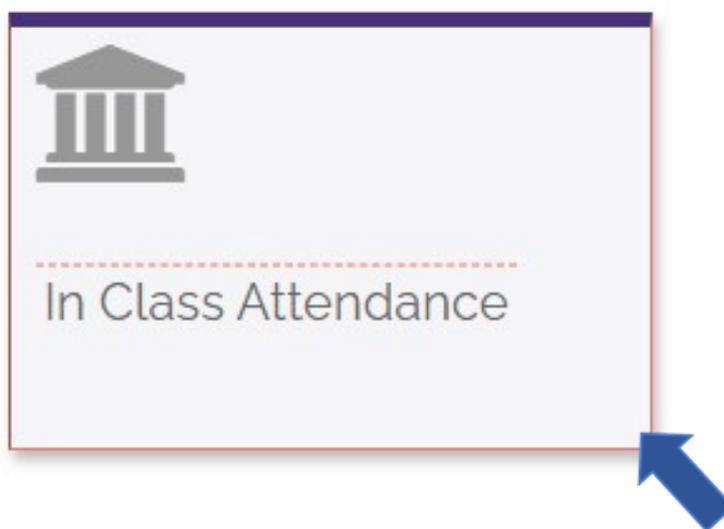


Step 4: Return back to the main page and click on the module page “Course”



If you are accessing VLE via your mobile device, you might need to extend the page by clicking the arrow on the right-hand side.

Step 5: Click on the Online Attendance tile



Step 6: Click on the blue highlighted link





Please note your attendance will be updated **ONLY** if you click this link on the day of your lesson between the times shown below:

AM Sessions: between 09:45 – 10:30.

PM Sessions: between 13:45 – 14:30.

(If you join your class after 10:30/14:30/18:30, your attendance will not be recorded and you will be marked as absent.)

FAQs

I am not able to use my device.

Please access one of the computers available on-site – please ask at the iCentre where you can find the nearest computers around the building.

I forgot to record my attendance; can you sign me in?

It is the student's responsibility to record their attendance. Forgetting to record your attendance will automatically mark you as absent. The attendance department may refuse to amend your attendance.

Can someone else record my attendance for me?

No. This is a form of gross misconduct. Students found accessing someone else's VLE in order to record their attendance on the first occasion may become ineligible for the Travel Bursary. Those who persistently do it for others may risk expulsion from the university. Classroom checks are conducted regularly by senior management.

My Attendance Record is incorrect

Please make sure to follow the below timeframes:

AM Sessions: between 09:45 – 10:30.

PM Sessions: between 13:45 – 14:30.

If you join your class before the above hours or after **10:30/14:30/18:30**, your attendance will not be recorded, and you will be marked as absent.

Can an academic amend my attendance?

No, academics cannot amend your attendance.

My lecturer takes a paper register; can I use this as evidence of my attendance?

If your lecturer takes a physical paper register, this is for their reference only and not evidence of your attendance. You must follow the attendance procedure accordingly in order to record your attendance. Paper registers will only be used to record attendance should any technological issues occur and affect the whole class.

My classes have had presentations this week and my lecturer told me not to attend – will this affect my attendance record?

If your classes have presentations, then this is removed from your timetable as a formal class is not scheduled. Therefore, this should not affect your attendance record. However, if you believe your presentation classes are incorrectly appearing on your attendance record then please get in contact with the Attendance Department.

I am going to be absent for longer than 2 weeks what do I do?

For an absence of longer than two weeks, we suggest that the students get in contact with the Director of the Studies department to discuss a potential intermission depending on their personal circumstances and the point that they are in their studies.

I have provided evidence to support my reason for my absence, will my attendance be amended?

If you are unable to attend a class or several classes at UoBM for any reason, then you are marked absent as you were not physically present in the building. However, when that absence is beyond your control or relates to a personal circumstance we encourage you to provide a reason and evidence for your absence. This is then attached to your student record.

When can my attendance be amended?

Your attendance will only be amended for technological errors.

Can the attendance team amend my attendance from last trimester?

Once a new trimester has started, the attendance team can no longer deal with any previous enquiries from past trimesters.

Can I attend a class that is not scheduled on my timetable and will it affect my attendance?

You should only be attending classes on your scheduled timetable, which you should check regularly each semester as it is liable to change.

How do I know if my attendance has been recorded?

It is your responsibility to ensure that your attendance is recorded accurately. You should check your attendance report frequently on VLE.

My attendance record is incorrect, what do I do?

If you think that your attendance record is inaccurate, please send an attendance enquiry (VLE) to the Attendance Department as shown in the first pages of this guide.

I have the same module all day; how can I record my attendance correctly?

Even if you have the same module all day, you will need to record your attendance separately for both AM & PM, otherwise, you will be marked as absent.