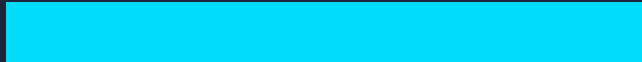


Attendance Procedure



Information Guide

How to Access Your Online Attendance

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

Apply Now | **VLE** | myUGM Manchester | Download Prospectus | 



Step 2: Log in on VLE

Username

Password

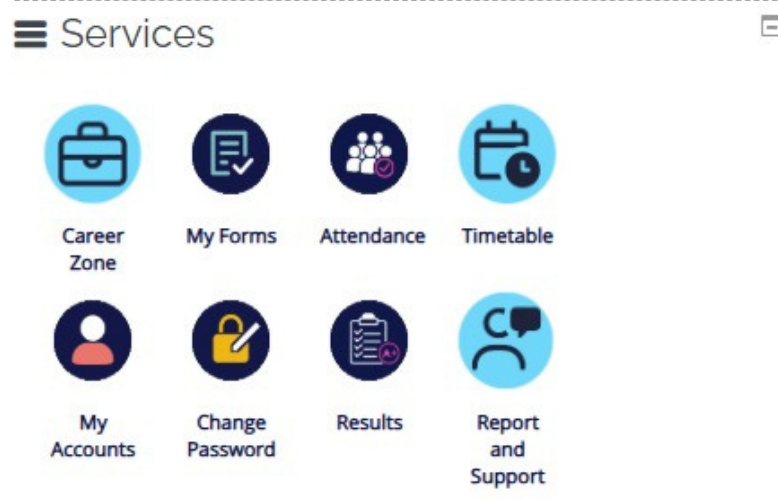
☒ Remember username

Log in

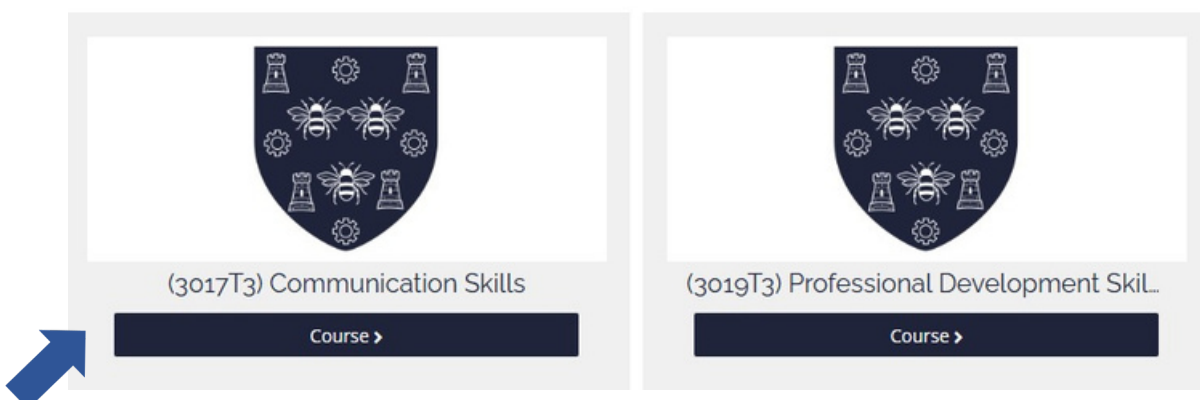
[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

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

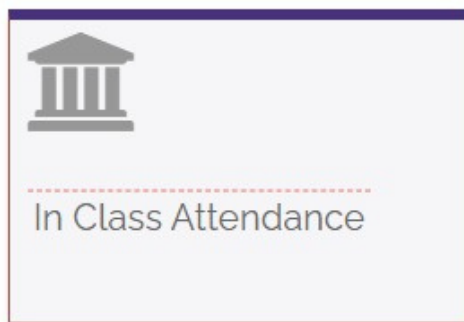


Step 4: Return back to the main page and click on the module page “Course”

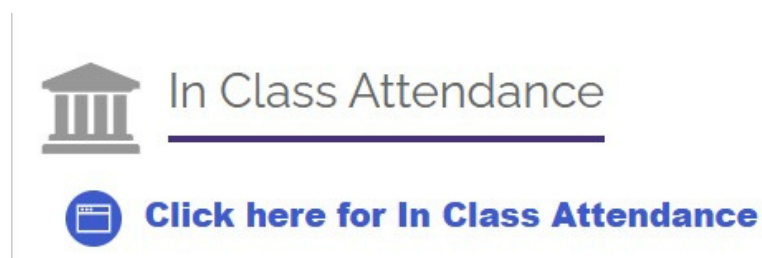


If you are accessing VLE via your mobile device, you might need to extend the page by clicking the arrow on the right-hand side.

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, 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.