

ARU London Attendance Guide (Online Learning)

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Importance of Attendance

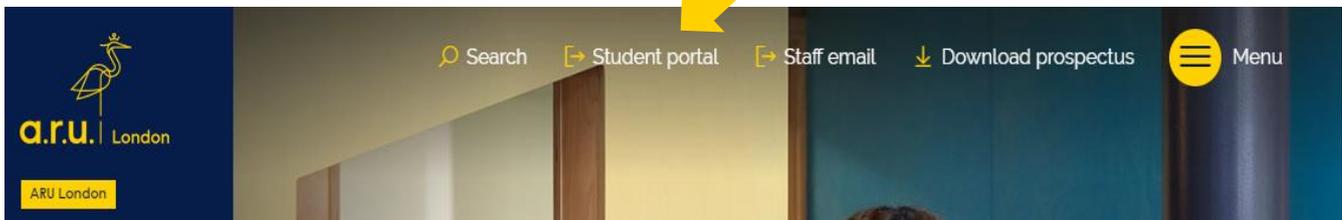
The University wants you to do the best you can in your studies. There is a wealth of research that has proven that students who achieve well are those that attend well. You owe it to yourself to benefit as much as you can from your investment with us. It will be difficult for us to confirm you as an active student to the SLC if your attendance is not recorded correctly.

You are expected to join your Zoom webinars on time, so please allow 15 minutes before the class starts to ensure you have a stable internet connection. Should you log onto the webinar more than 30 minutes after your class begins, you will be recorded as absent. You may be required to meet with your Personal Tutor or Course Leader to discuss your attendance or punctuality.

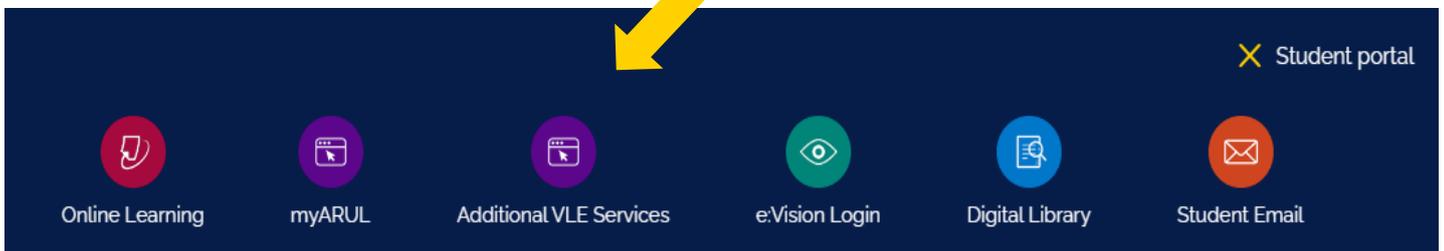
We understand that sometimes you may have connectivity issues, so please keep up to date of any persistent issues you may be having.

How to Access your Attendance Record

Step 1: Select Student portal from the ARUL Website



Step 2: Select Additional VLE Services from student portal



Step 3: Enter your VLE login details.

VLE Authentication

Username *
3XXXXX

Password *
.....

[Forgot password?](#)

[Sign In](#)

Login with your six digit Student Code e.g. 3XXXXX

Step 4: Select 'My Attendance' from the Homepage



Step 5: Check your Attendance Record



Student Information Management System

Student Attendance Detail

Print Date: 17-03-2020 17:00

ARU London: 1910013

Student ID: **1**

Student: **1**

Address: **1**

Course: BSc (Hons) International Business Management

Attendance Summary for Enrollment Reference 426526 for course BSc (Hons) International Business Management 72.73% (77 classes: 56 attended)

Business Finance 3001 **2**

Class Date	Time	First Name	Last Name	Present
21-January-2020	ev.			<input type="checkbox"/>
23-January-2020	ev.			<input checked="" type="checkbox"/>
30-January-2020	ev.			<input checked="" type="checkbox"/>
28-January-2020	ev.			<input checked="" type="checkbox"/>
04-February-2020	ev.			<input checked="" type="checkbox"/>
06-February-2020	ev.			<input checked="" type="checkbox"/>
11-February-2020	ev.			<input checked="" type="checkbox"/>
13-February-2020	ev.			<input checked="" type="checkbox"/>
18-February-2020	ev.			<input checked="" type="checkbox"/>
20-February-2020	ev.			<input type="checkbox"/>
25-February-2020	ev.			<input type="checkbox"/>
27-February-2020	ev.			<input type="checkbox"/>
03-March-2020	ev.			<input type="checkbox"/>
05-March-2020	ev.			<input checked="" type="checkbox"/>
10-March-2020	ev.			<input type="checkbox"/>
12-March-2020	ev.			<input type="checkbox"/>

Attendance Summary for .MOD00319 (16 classes: 9 attended) for course BSc (Hons) International Business Management 56.25% **4**

Economics for Business 3001

Class Date	Time	First Name	Last Name	Present
19-January-2020	a.m.			<input checked="" type="checkbox"/>
25-January-2020	a.m.			<input checked="" type="checkbox"/>
25-January-2020	p.m.			<input checked="" type="checkbox"/>
01-February-2020	a.m.			<input type="checkbox"/>
01-February-2020	p.m.			<input type="checkbox"/>
08-February-2020	a.m.			<input checked="" type="checkbox"/>
08-February-2020	p.m.			<input checked="" type="checkbox"/>
15-February-2020	a.m.			<input checked="" type="checkbox"/>
15-February-2020	p.m.			<input checked="" type="checkbox"/>
23-February-2020	a.m.			<input type="checkbox"/>
23-February-2020	p.m.			<input type="checkbox"/>
29-February-2020	a.m.			<input checked="" type="checkbox"/>
29-February-2020	p.m.			<input checked="" type="checkbox"/>
07-March-2020	a.m.			<input checked="" type="checkbox"/>
07-March-2020	p.m.			<input checked="" type="checkbox"/>
14-March-2020	p.m.			<input type="checkbox"/>

1. States your attendance summary over the course of your degree and your attendance percentage.

Course: BSc (Hons) International Business Management

Attendance Summary for Enrollment Reference [redacted] for course BSc (Hons) International Business Management 72.73% (77 classes: 56 attended)

2. States your module title and the term that the summary below relates to. For this student, they are taking Business Finance in January 2020 so the term code is 20 (for the year) and 01 (for the starting month) so 2001.

Business Finance 2001

3. States the date that the class was held, the session time, your name, and whether you were marked present. A tick means you have been marked present and no tick means you have been marked absent.

Class Date	Time	First Name	Last Name	Present
21-January-2020	ev.			<input type="checkbox"/>
23-January-2020	ev.			<input checked="" type="checkbox"/>
30-January-2020	ev.			<input checked="" type="checkbox"/>
28-January-2020	ev.			<input checked="" type="checkbox"/>
04-February-2020	ev.			<input checked="" type="checkbox"/>
06-February-2020	ev.			<input checked="" type="checkbox"/>
11-February-2020	ev.			<input checked="" type="checkbox"/>
13-February-2020	ev.			<input checked="" type="checkbox"/>
18-February-2020	ev.			<input checked="" type="checkbox"/>
20-February-2020	ev.			<input type="checkbox"/>
25-February-2020	ev.			<input type="checkbox"/>
27-February-2020	ev.			<input type="checkbox"/>
03-March-2020	ev.			<input type="checkbox"/>
05-March-2020	ev.			<input checked="" type="checkbox"/>
10-March-2020	ev.			<input type="checkbox"/>
12-March-2020	ev.			<input type="checkbox"/>

4. States the attendance summary and attendance percentage for that particular module

Attendance Summary for [redacted] for course BSc (Hons) International Business Management 56.25%
 .MOD003319 (16 classes: 9 attended)

How Can I Contact the Attendance Department?

In order to contact the attendance department, you will need to make an online enquiry via VLE.

To do this, log into the VLE - go to My Forms and select Attendance Enquiry Form. Fill the form in, providing the date and session you are querying and as much relevant information as possible

Your query will be looked into as soon as possible and you will receive a response within 3 working days.



My Forms

Please choose from following:

- Letter Request
- Timetable Change Request Form
- Change of Course Form
- Assessments Extension Application Form
- Notification of Leave Form
- **Attendance Enquiry Form**
- Request for a replacement Attendance card

Attendance Enquiry Detail

ARU London Student Id. :

Attendance Date : (if applicable)

Attendance Session : (if applicable)

Enter your enquiry details * :

*Please confirm that you have read attendance [FAQs](#).

Submit

Online Learning Attendance Procedure

How Is My Attendance Recorded?

Your attendance is automatically recorded for a session if you access your scheduled Zoom webinar on time.

AM Sessions: Students must first click onto the Zoom webinar between **8:30 - 10:30am**.

PM Sessions: Students must first click onto the Zoom webinar between **13.00 - 14:30pm**.

EV Sessions: Students must first click onto Zoom webinar between **5:00 - 6:30pm**.

You can click on and off the Zoom link as many times as you like during your class if requested by the academic and this will not affect your attendance. However, students must ensure their first click is between the above stated times.

If students do not use the Zoom webinar link integrated into their VLE, their attendance **will not be recorded** for that session. An example of this link can be seen below:

 [Click here for Patrick McDaid Group 01 Webinar](#)

Day	SessionID	Group	Module	Lecturer
Tuesday	PM	01	Legal Method & Skills	Patrick McDaid
Thursday	AM	01	Legal Method & Skills	Patrick McDaid

If students are having technical difficulties accessing their Zoom webinar, they should contact the iCentre.

Frequently Asked Questions:

Can an academic amend my attendance?

No, academic members of staff cannot amend your attendance, nor confirm you participated in the webinar.

My lecturer takes a paper register during webinars; 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.

I accessed my Zoom webinar via a link sent by someone in my class; why was my attendance not recorded?

The system will only record attendance when a class is accessed through VLE. It will link the click to your personal attendance report. This should be avoided wherever possible. If you are having technical difficulties, please contact the iCentre.

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 iCentre to discuss a potential intermission depending upon their personal circumstance.

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 whilst studying at ARU London for any reason, then you are marked absent as you did not join engage with the webinar. 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.

I am going to miss a Zoom webinar, will my attendance be recorded if I watch the cloud recording?

Unfortunately, student attendance will only be monitored by their engagement with live Zoom webinars. Although we encourage students to use these cloud recordings for their personal use, particularly around the assessment period.

How do I know if my attendance has been recorded?

It is your responsibility to ensure that your attendance is recording 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 Attendance Department.