

### **Good Practice in Attendance Monitoring**

*As part of the implementation and ongoing development of processes for monitoring attendance (associated with the [Policy on Recording and Monitoring Attendance](#)), TLSO would be grateful to receive case studies of good practice in this area, for sharing on our website.*

Please provide a summary of practice in your area in the table provided:

<b>Name of School:</b>	School of Mechanical, Aerospace and Civil Engineering
<b>Level (UG or PGT)</b>	UG and PGT
<b>Mode of attendance (in person, online, blended):</b>	
<b>Class sizes (approx.):</b>	The system with one iPad is OK and we have started in semester 1 2015 using two iPads with a group of 408 UG students and 323 PGT students on an MSc course
<b>Type of delivery (lecture, seminar, practical, labs, VLE)</b>	Lecture, seminars or labs – the system works with small or large groups.
<b>How do you take attendance (swipe in, sign in, other)</b>	Using iPad with class data downloaded from Blackboard Grade Centre. Students have an individual QR Code printed onto a plastic card. Students can also scan-in using their code on a mobile phone.
<b>IT systems used at present to record and monitor:</b>	For this system we use an iPad, with Dropbox, an attendance app and Blackboard.
<b>What are your trigger points?</b>	The register is taken for each session before students go into the lecture theatre.
<b>What happens when the trigger points are all met by a student?</b>	
<b>Do you have any examples of 'template' communications with students?</b>	A full report, is available along with a training guide. There are two videos on the Attendance Monitoring on the Library video server.
<b>Can you share the section of your handbook/ URL, which describes the monitoring process to students?</b>	The iPad pilot has been taking place in MACE for two years and has been a success. Data on attendance is provided as soon as the last student has entered the class. A weekly register builds up to show a whole semester's attendance. Time of arrival and scan-in is also recorded. This data is then shared with the Programme Administrator and the Academic concerned.

Please return the form to Emma Hilton Wood (Head of Academic Policy in the Teaching and Learning Support Office, TLSO); email: [emma.hilton-2@manchester.ac.uk](mailto:emma.hilton-2@manchester.ac.uk)