School of Social Sciences

Start of year 2021

Dear Student,

This academic year, the University is introducing a new online student attendance system called ‘My Attendance’. This system will help us to monitor attendance levels and records as required by the University. In addition to monitoring attendance via ‘My Attendance’, we will monitor student engagement with Blackboard, our virtual learning environment. Combined, the new system and Blackboard engagement data will allow us to develop a more complete picture of your engagement with your programme so that we can provide more timely and tailored support to you. If we notice that you have not been attending classes and/or engaging with learning resources provided via Blackboard, we may be in touch to check in with you and to see if we can offer any additional support.

**What do I need to do?**

The system has been designed with simplicity at the heart of it and the process only takes a few clicks:

1. From 4th October simply log in to [My Manchester](file:///C%3A%5CUsers%5Cmsgsszbm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CZPPAULRX%5Cmy.manchester.ac.uk) on a mobile, tablet, laptop or desktop
2. Select ‘My Attendance’, which will be at the bottom of the left-hand menu.
3. Click on your timetabled learning activity and ‘check in’. If you are attending remotely in Semester 1, you can check-in from where you are currently based.

**You only need to check into the activities that appear in your My Attendance profile. If an activity doesn’t appear there, don’t worry. It means that, although it is important that you still engage with the activity, your department has decided not to gather attendance data for that session.**

[**This short video**](https://video.manchester.ac.uk/faculties/943f0484917932b35d133ede1a25e0d0/8141e133-d515-4913-b155-bcca28abf04d) shows how to check in and view your attendance record.

Check-in will close after each activity has ended, so do not forget to check in! You may want to write yourself a note or set reminders until you get used to checking in as you arrive.

You can also use the system to check your attendance history by selecting ‘View Attendance History’ within My Attendance. If you spot an error in your attendance record, contact your Seminar Leader or Programme Administrator.

**What if I am unable to attend?**

If you are unable to attend a timetabled activity, or will be absent for a period of time, please contact your Seminar Leader or Programme Administrator. Your absence will be recorded in the system as a ‘notified absence’ and will not affect your attendance record.

**What happens if I don’t use the system?**

It is your responsibility to remember to check-in. The Seminar Leader will be able to see and verify which students have checked-in via their digital register. This information will be used to identify students who may need support so it is important you use the system honestly and accurately.

Managing your attendance record is both your responsibility and a requirement, so it is vital that you adopt the system early and use it regularly and accurately. Not recording your attendance may result in you being flagged up for lack of attendance as per the [University’s Attendance Policy](https://documents.manchester.ac.uk/display.aspx?DocID=20846) and the [Regulation XX Monitoring Attendance and Wellbeing of Students](https://documents.manchester.ac.uk/display.aspx?DocID=1895). In case of consistently poor attendance without a valid reason, you may be referred to the Programme Director.

**What if I am registered with the Disability Advisory Support Service (DASS)**

If you are registered with the DASS, we can reassure you that this system will not interfere with any arrangements currently in place as part of any support plan you might have.

**FAQs**

Thank you for reading and for your cooperation in using the new system. If you have any questions, please check out the [My Attendance Information and FAQs page](https://www.welcome.manchester.ac.uk/get-ready/become-a-student/guide-to-my-manchester/my-attendance/about-my-attendance/). If your question is not answered by the information and FAQs, please contact the SoSS Welfare Team at sosswelfare@manchester.ac.uk

Kind regards,

Teaching & Learning Team