

ARU London Attendance Guide



Contents

Importance of Attendance.....	3
How to Access your Attendance Record.....	4
How Can I Contact the Attendance Department?.....	7
Attendance Procedure.....	11
FAQs	14

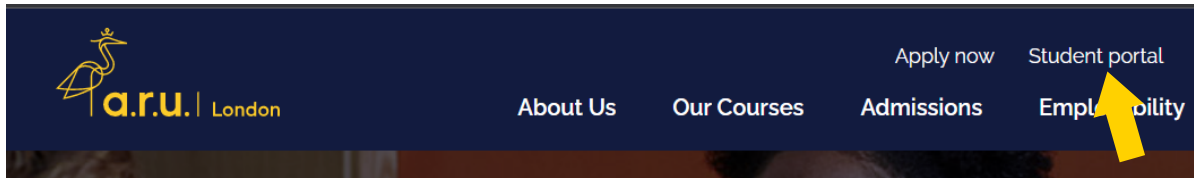
Importance of Attendance

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 university classes and zoom webinars on time, so please consider any transportation or internet issues. If you join your class **more than 30 minutes after the session begins**, you will be recorded as absent. You may be required to meet with your Personal Tutor to discuss your attendance or punctuality.

How to Access your Attendance Record

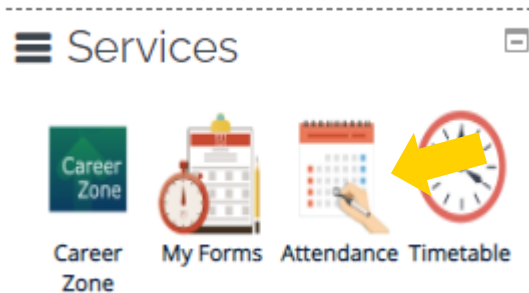
Step 1: Click on Student portal from the ARUL Website: <https://london.aru.ac.uk/>



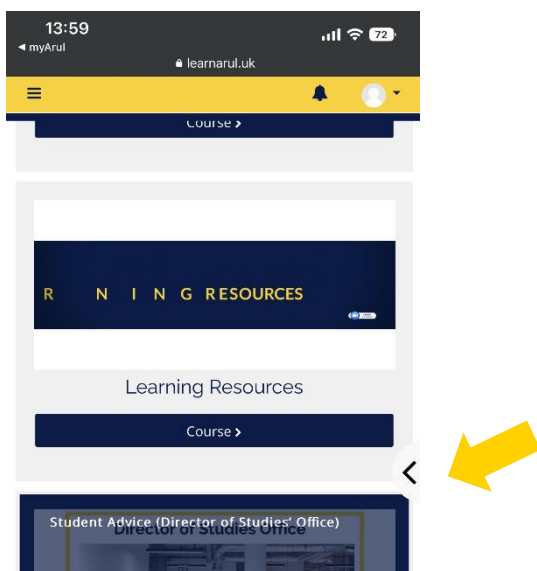
Step 2: Click on VLE



Step 3: Click Attendance



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.



Understanding your Attendance Report

Student Information Management System

Student Attendance Detail

Print Date 08-05-2021 16:38

ARU London

Student Id. :

Student:

Address:

Course: LLB (Hons) Law

Attendance Summary for Enrollment Reference for course LLB (Hons) Law 87.5%
(264 classes: 231 attended)

Criminal Litigation 2101

Class Date	Time	First Name	Last Name	Present
01-February-2021	p.m.			<input type="checkbox"/>
08-February-2021	p.m.			<input checked="" type="checkbox"/>
15-February-2021	p.m.			<input checked="" type="checkbox"/>
22-February-2021	p.m.			<input checked="" type="checkbox"/>
01-March-2021	p.m.			<input checked="" type="checkbox"/>
08-March-2021	p.m.			<input checked="" type="checkbox"/>
15-March-2021	p.m.			<input checked="" type="checkbox"/>
22-March-2021	p.m.			<input checked="" type="checkbox"/>
12-April-2021	p.m.			<input checked="" type="checkbox"/>
19-April-2021	p.m.			<input checked="" type="checkbox"/>

Attendance Summary for for course LLB (Hons) Law 90%
.MOD000046 (10 classes: 9 attended)

1
2
3
4

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

Attendance Summary for Enrollment Reference for course LLB (Hons) Law 87.5%
(264 classes: 231 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.

Criminal Litigation

2101

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
01-February-2021	p.m.			<input type="checkbox"/>
08-February-2021	p.m.			<input checked="" type="checkbox"/>
15-February-2021	p.m.			<input checked="" type="checkbox"/>
22-February-2021	p.m.			<input checked="" type="checkbox"/>
01-March-2021	p.m.			<input checked="" type="checkbox"/>
08-March-2021	p.m.			<input checked="" type="checkbox"/>
15-March-2021	p.m.			<input checked="" type="checkbox"/>
22-March-2021	p.m.			<input checked="" type="checkbox"/>
12-April-2021	p.m.			<input checked="" type="checkbox"/>
19-April-2021	p.m.			<input checked="" type="checkbox"/>

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

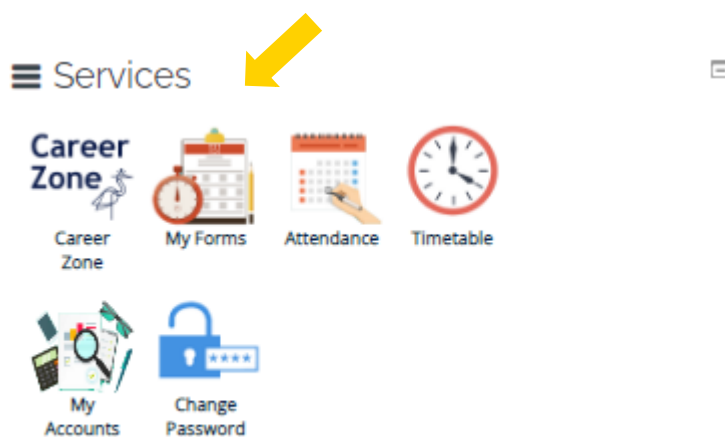
Attendance Summary for **for course LLB (Hons) Law 90%**
.MOD000046 (10 classes: 9 attended)

How Can I Contact the Attendance Department?

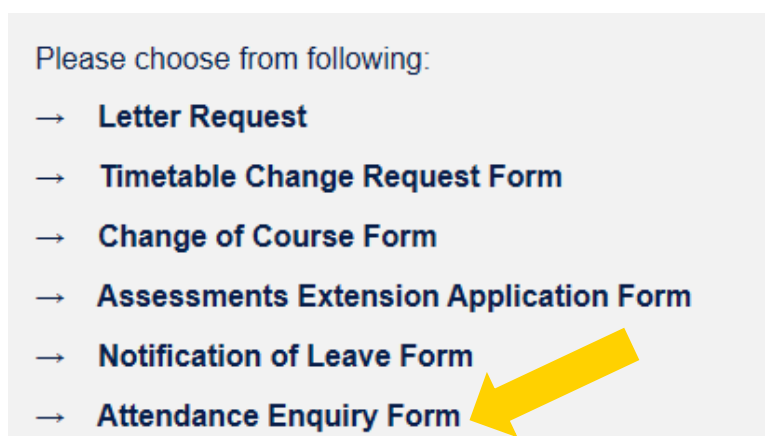
In order to contact the Attendance Department, you will need to make an online enquiry via the VLE. Please follow the below steps to do this.

Step 1: Log into the VLE using the following credentials: Username 3xxxxx / Password. You can access the VLE via <https://arulondon.org/vle/login.php>.

Step 2: Once you have logged in, click on the tab 'My Forms'.



Step 3: Click 'Attendance Enquiry Form'.



Step 4: before you start, you must confirm that you have read the **ARUL Attendance Procedure**. By ticking this box, you are agreeing that you have read the procedure and understand that your attendance might not be amended if the procedure was not followed correctly.

Attendance Enquiry Form

ARU London Student Id. :

Please note that you must complete all fields marked with an asterisk *

* Please confirm that you have read attendance ARUL Procedure. By ticking this box, you are agreeing that you have read the Attendance Procedure *and you understand that your attendance might not be amended if the procedure was not followed correctly.*

[Click here for attendance procedure](#)

Step 5: in this section, you will need to add the date(s), session(s) and module(s) wish to enquiry about, **You can add multiple dates, edit/or delete.**

Please select the date(s) and session you wish to enquiry

Attendance Date * :

Attendance Session * :

Module * :

Date	Session	Module	
22/9/2022	AM	Entrepreneurship and Innovation Management (02)	Edit Delete
20/9/2022	PM	Postgraduate Major Project (03)	Edit Delete
20/9/2022	AM	Strategy in the Public and Private Sectors (03)	Edit Delete

Step 6: you will need to answer the following questions. Select whether you have made an enquiry before. If yes, you can enter the enquiry number, then confirm how you attended your class. A different set of questions will drop down for each method of attendance.

In-Class Attendance

Have you made an attendance enquiry before? * :	YES
Enter enquiry number :	
How did you attend your class? * :	In class attendance

Did you forget to record your attendance via the IN-CLASS ATTENDANCE tab? * :

Yes No

Were you connected to the WIFI? * :

Yes No

Were you late to your class? * :

Yes No

Were you early to your class? * :

Yes No

Online Attendance

Have you made an attendance enquiry before? * :	YES
Enter enquiry number :	
How did you attend your class? * :	Online Attendance

How did you access your online class? * :

Were you late to your class? * :

Yes No

Were you early to your class? * :

Yes No

Reporting an absence

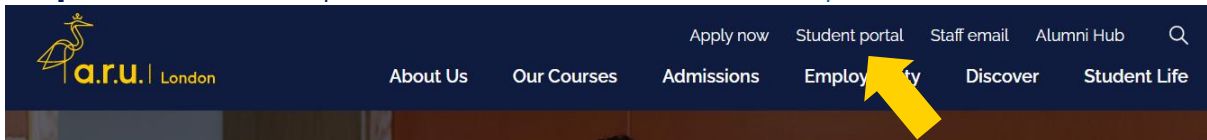
Have you made an attendance enquiry before? * :	YES <input type="button" value="v"/>
Enter enquiry number :	<input type="text"/>
How did you attend your class? * :	I did not attend class <input type="button" value="v"/>
Reason why you did not attend class? * :	<input type="button" value="v"/>
Please state :	<input type="text"/>

Step 7: Once you have completed the form, click **Submit**

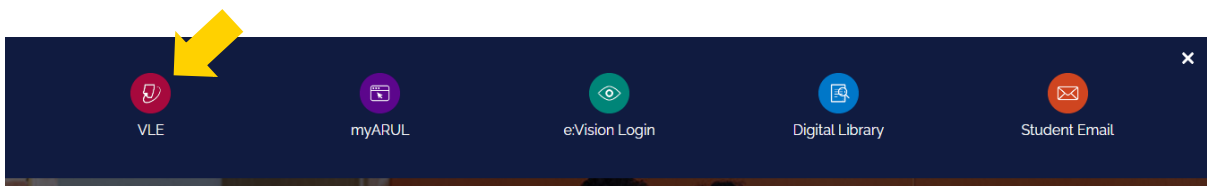
All attendance enquiries will be responded to within **5 - 10 working days** and you will be communicated to via your student email.

Attendance Procedure

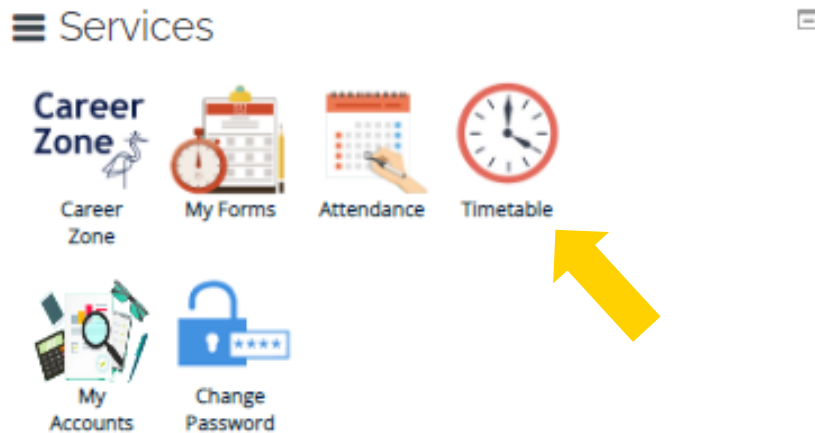
Step 1: Click Student portal from the ARUL Website: <https://london.aru.ac.uk/>



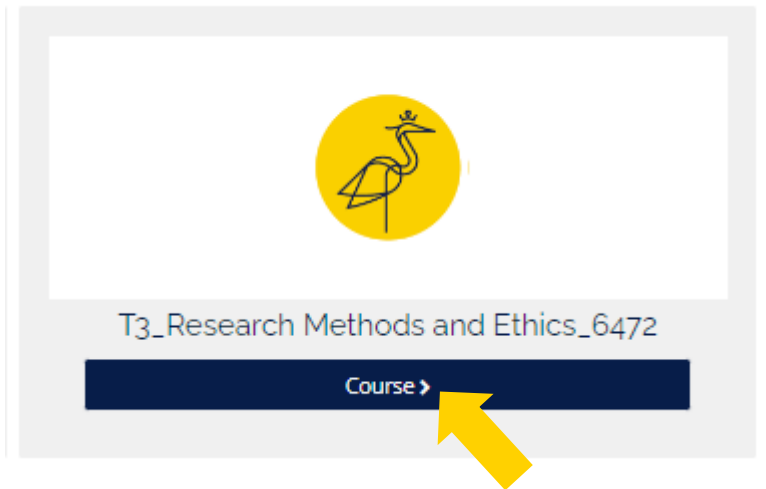
Step 2: Login to your VLE



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



Step 5: Click on **In Class attendance** if you are attending physically



You MUST connect to ARUL WI-FI to use this service:

Charterhouse: ARUL-WIFI

East India: ARUL-WIFI2

Password: **1nt3rn3t@Arul**

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

AM Sessions: between 09:00 – 10:30.

PM Sessions: between 13:00 – 14:30.

EV Sessions: between 17:00 – 18:30.

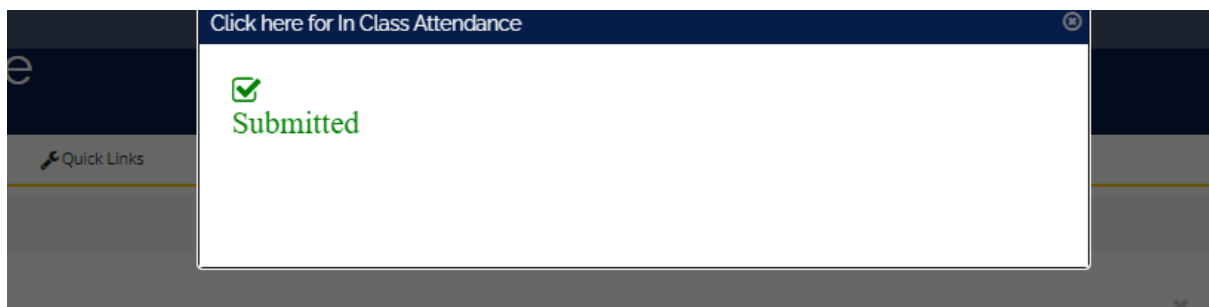
(If you join your class after 10:30/14:30/18:30, your attendance will not be recorded and you will be marked as absent.)

Step 6: Click on the **blue highlighted link**

 [Click here for In Class Attendance](#)



The below message will appear if you have followed the correct procedure and your attendance will be recorded.



FAQs

I am not able to connect to the ARUL Wi-Fi.

Make sure you are using the correct password:

1nt3rn3t@Arul

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 forget to record my attendance; can you register my attendance?

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 09:00 – 10:30.

PM Sessions: between 13:00 – 14:30.

EV Sessions: between 17:00 – 18:30.

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 as affected the whole class.**

I have attended a class trip organised by the university but I am marked absent, what can I do?

In the event of a class trip the academic staff liaise with the timetabling office to ensure attendance is not affected, however if you believe that you have been marked absent for a trip that you attended it is vital that you get in touch with the Attendance Department to ensure there are no errors.

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 Studies department to discuss a potential intermission depending upon 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 ARU London 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 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 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.

For further queries about your attendance record, please contact icentre@london.aru.ac.uk or you can contact us via VLE live chat.