

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	10
FAQs	13

Importance of Attendance

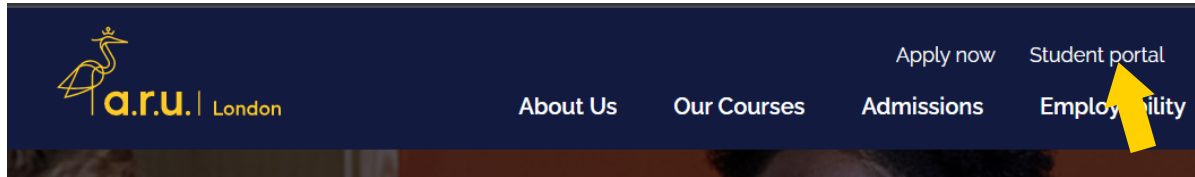
The University wants you to do the best you can in your studies. There is a wealth of research that has proven that students who achieve well are those that attend well. You owe it to yourself to benefit as much as you can from your investment with us. It will be difficult for us to confirm you as an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

As a student, it is your responsibility to make sure your attendance is up-to-date and correct. 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 Development Tutor to discuss your attendance or punctuality. We expect you to follow the attendance procedure correctly to avoid discrepancies showing on your report.

Accessing Your Attendance Report

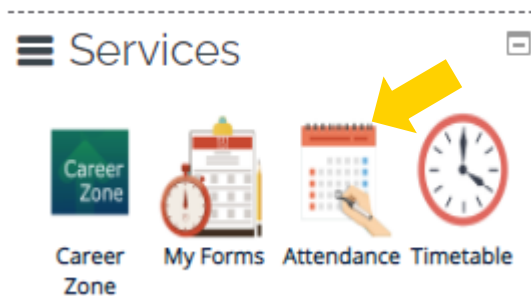
Step 1: Click on **Student portal** from the ARUL Website: <https://london.aru.ac.uk/>



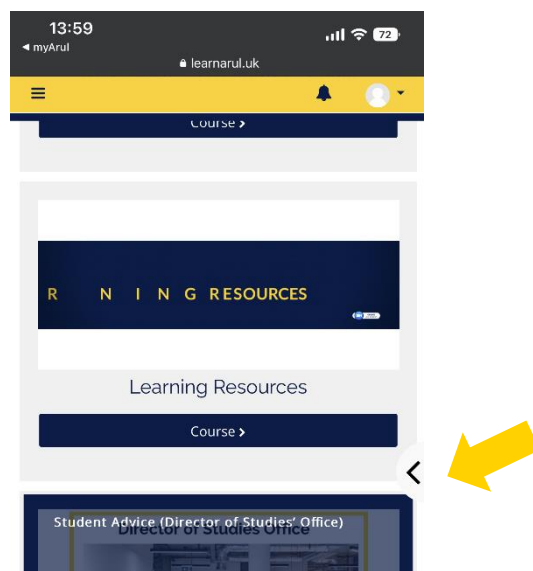
Step 2: Click on **VLE**



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.			☐
08-February-2021	p.m.			☒
15-February-2021	p.m.			☒
22-February-2021	p.m.			☒
01-March-2021	p.m.			☒
08-March-2021	p.m.			☒
15-March-2021	p.m.			☒
22-March-2021	p.m.			☒
12-April-2021	p.m.			☒
19-April-2021	p.m.			☒

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

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 Criminal Litigation in January 2021 so the term code is 21 (for the year) and 01 (for the starting month) so 2101.

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.			☐
08-February-2021	p.m.			☒
15-February-2021	p.m.			☒
22-February-2021	p.m.			☒
01-March-2021	p.m.			☒
08-March-2021	p.m.			☒
15-March-2021	p.m.			☒
22-March-2021	p.m.			☒
12-April-2021	p.m.			☒
19-April-2021	p.m.			☒

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

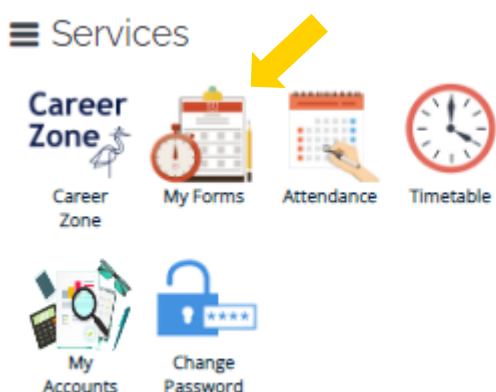
Attendance Summary for **for course LLB (Hons) Law 90%**
.MOD000046 (10 classes: 9 attended)

How Can I Contact the Attendance Team?

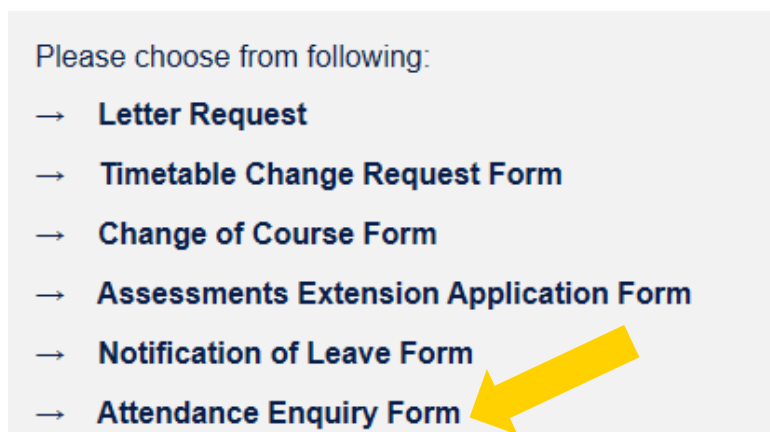
In order to contact the Attendance Department, you will need to make an online enquiry via the VLE. Please follow the below steps to do this.

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 ARUL attendance 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](#) [Click here for attendance Report](#)

Step 5: 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**. Always check your attendance report before making requests.

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

Attendance Date * :

Attendance Session * :

Module * :

Add
Clear

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 and tell us more about your enquiry:

In-Class Attendance

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

Tell us more about your enquiry * :

Online Attendance

How did you attend your class? * :

Online Attendance

How did you access your online class? * :

Tell us more about your enquiry * :

Reporting an absence

You don't need to report any short-term absences to the attendance team. You must contact your PDT or the lecturers who are teaching your missed classes.

How did you attend your class? * :

I did not attend class

Dear Student,

Please be advised, that you do not need to notify us about short-term isolated absences, as we do not amend attendance data to show attendance when you are absent, for whatever reason.

You are only required to inform your PDT and the Academic(s) who are teaching your missed classes.

Please remember you can access all missed teaching material via the VLE.

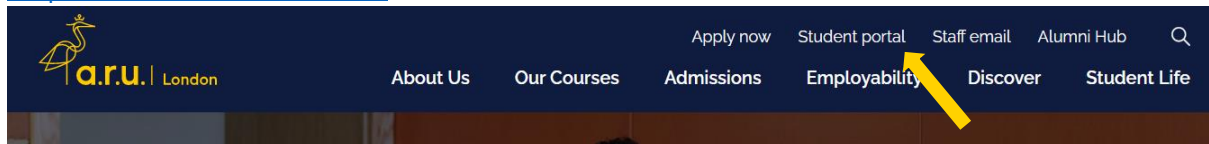
Step 7: Once you have completed the form, click **Submit**

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

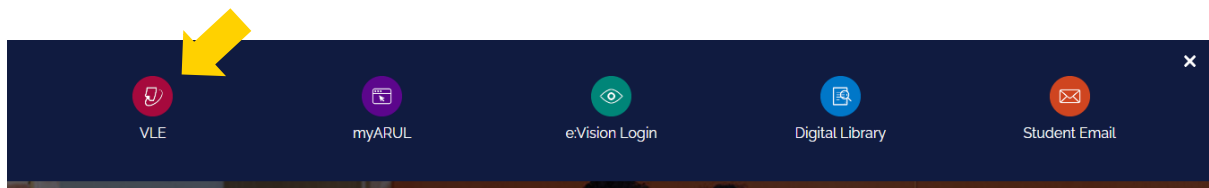
Attendance Procedure

Step 1: Click the **Student portal** from the ARUL Website:

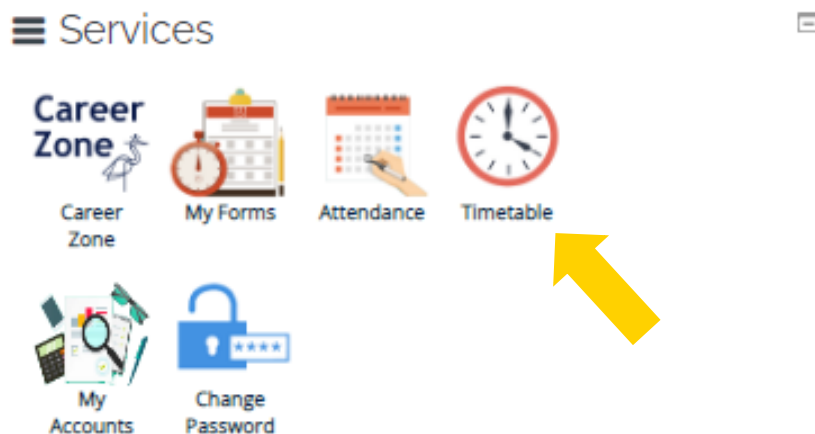
<https://london.aru.ac.uk/>



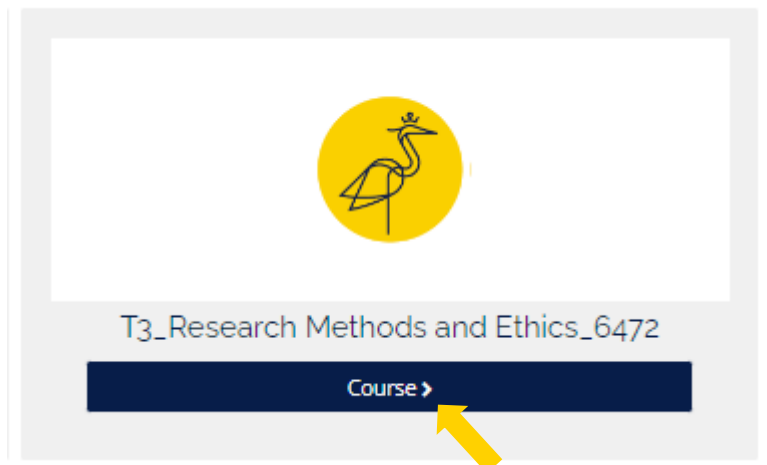
Step 2: Log in to your **VLE**



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:

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 while physically attending the lesson in the classroom:

AM Sessions: between 09:45 – 10:30.

PM Sessions: between 13:45 – 14:30.

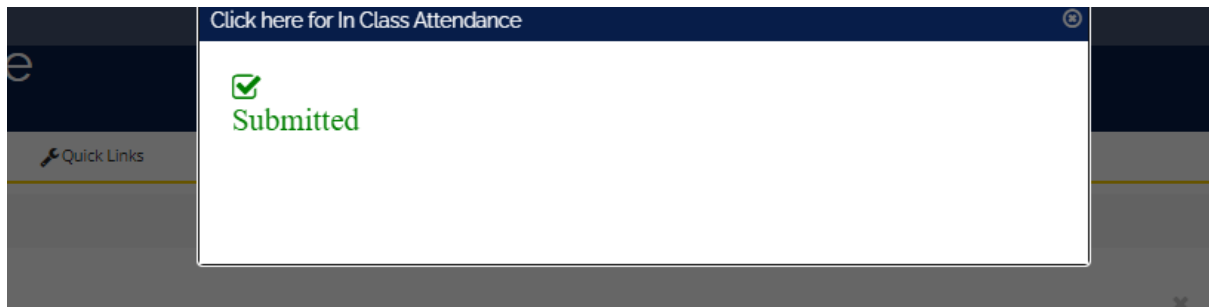
EV Sessions: between 17:45 – 18:30.

(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**



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 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 and the Attendance Team 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 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.

EV Sessions: between 17:45 – 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 to record your attendance. **Paper registers will only be used to record attendance should any technological issues affect the whole class.**

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

In the event of a class trip, the academic staff liaise with the Operations Team to ensure the attendance has been not affected, however, if you believe that you have been marked

absent for a trip that you attended, you must get in touch with the Attendance Team to correct your report.

There are ongoing class presentations and my lecturer told me not to attend – will this affect my attendance record?

If your classes have presentations, this is removed from your attendance report as no formal class has been scheduled. Therefore, this should not affect your attendance record. However, if this hasn't been removed, please get in contact with the Attendance Team.

I am going to be absent for more than 2 weeks; what should I do?

You must contact the Academic Engagement Team to discuss your circumstances – ae@london.aru.ac.uk

I have provided evidence to support my reason for my absence, will my attendance be amended?

If you are not physically present in the building, you will remain as absent. Please be advised, that you do not need to notify us about short-term isolated absences, as we do not amend attendance data to show attendance when you are absent, for whatever reason.

You are only required to inform your PDT and the Academic(s) who are teaching your missed classes.

When can my attendance be amended?

Your attendance will be amended for technological errors or valid reasons recognised by the attendance team.

Can the attendance team amend my attendance from last trimester?

Once a new trimester has started, the attendance team can only deal with attendance enquiries for class assessments such as presentations.

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 trimester 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 believe that your attendance record is inaccurate, please send an attendance enquiry (VLE) to the Attendance team 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.