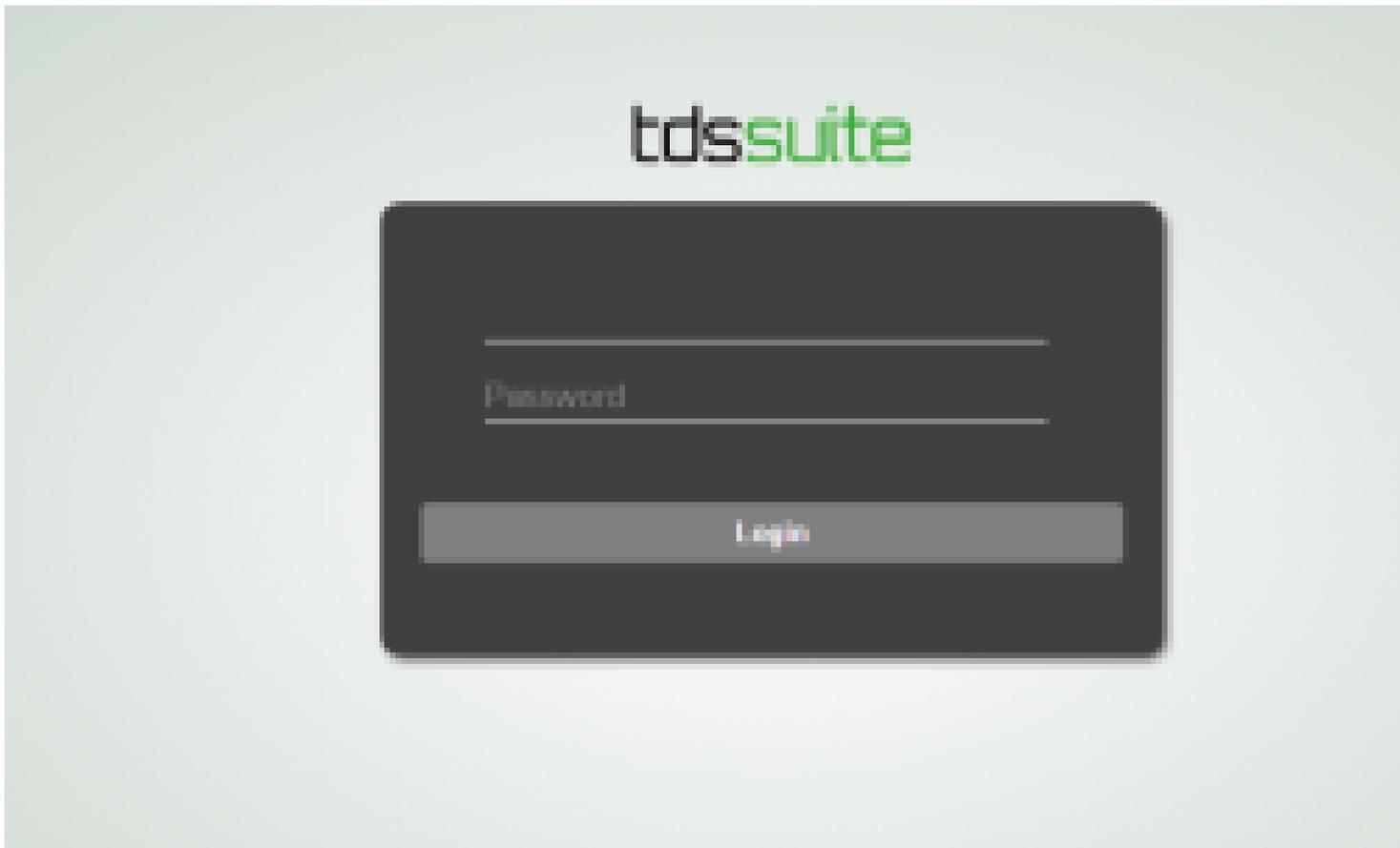


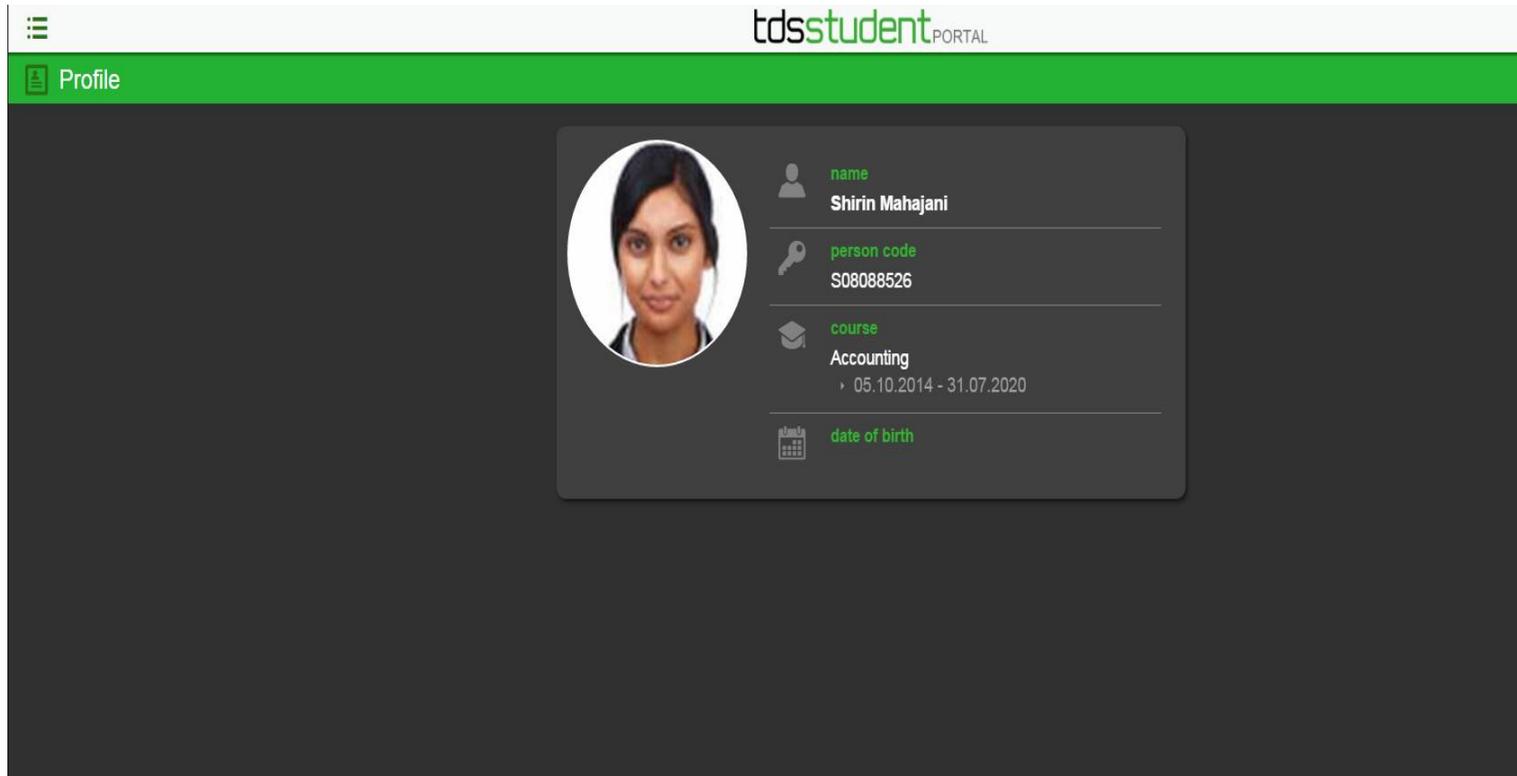
HOW TO LOGIN

1. Use the 'Student Portal' link provided in the MySunderland page
2. Once you have clicked on the link **the following login screen will appear:**



3. Enter your university **login** (e.g. bh51th) and **password**
4. click the 'login' button

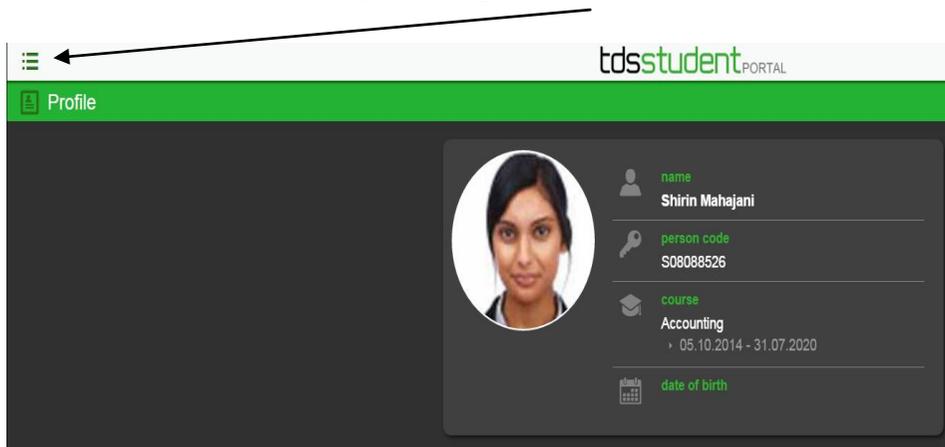
5. A personal profile screen showing your photograph, name, course, student ID number, course information and date of birth will appear, as follows:



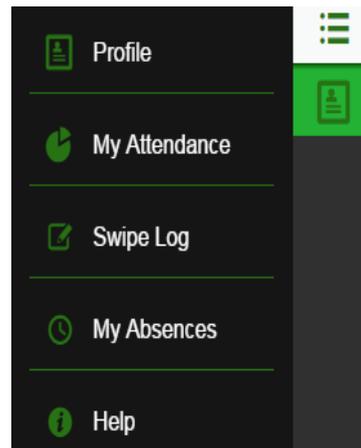
6. Please check the record displayed is your record and the details are correct, any errors should be reported immediately to attendancemonitoring@sunderland.ac.uk

Using the Student Portal Menu

1. By clicking on the **MENU** icon in the Student Portal you can:
 - a. view your attendance record
 - b. view your swipe activity - swipes made against each of your timetabled sessions
 - c. submit absences
2. You access the MENU by clicking on this icon in the left corner of your profile page

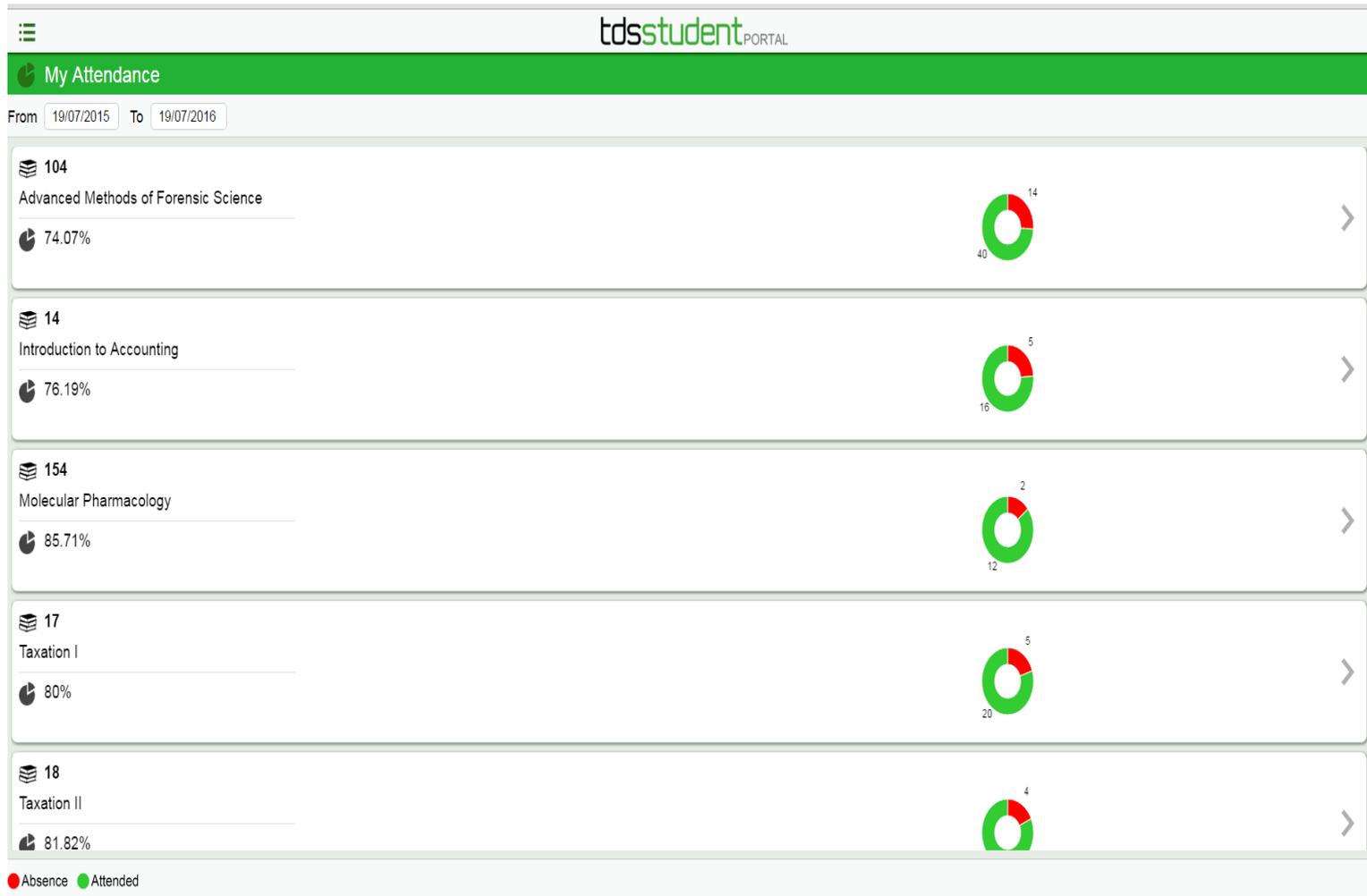


3. The following menu items will appear:



To view your Attendance Record

1. From the MENU click on 'My Attendance', the following screen will appear listing your modules and the attendance information for each



Understanding your Attendance Record

You can change the 'from' and 'to' date ranges to view your attendance over specific periods – i.e. days, weeks, semester, academic year

Module Code and title

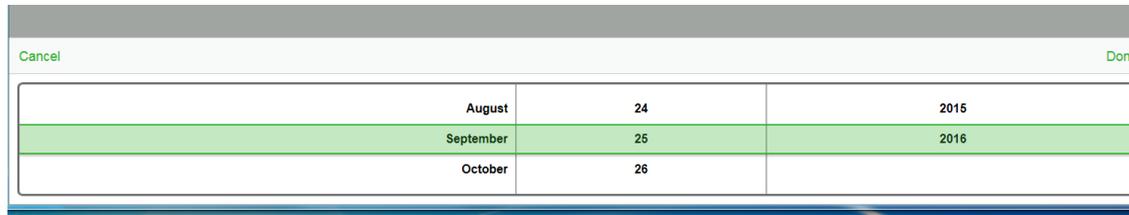
The Overall % attendance for the module during the date ranges selected

Shows the number of sessions attended (green) and number of absences logged (red) for the module during the date ranges selected



How to Change the 'From' and 'To' date ranges

1. Click on the FROM and TO date range boxes at the top of the screen
2. The following pop up screen will appear at the bottom of the screen as follows



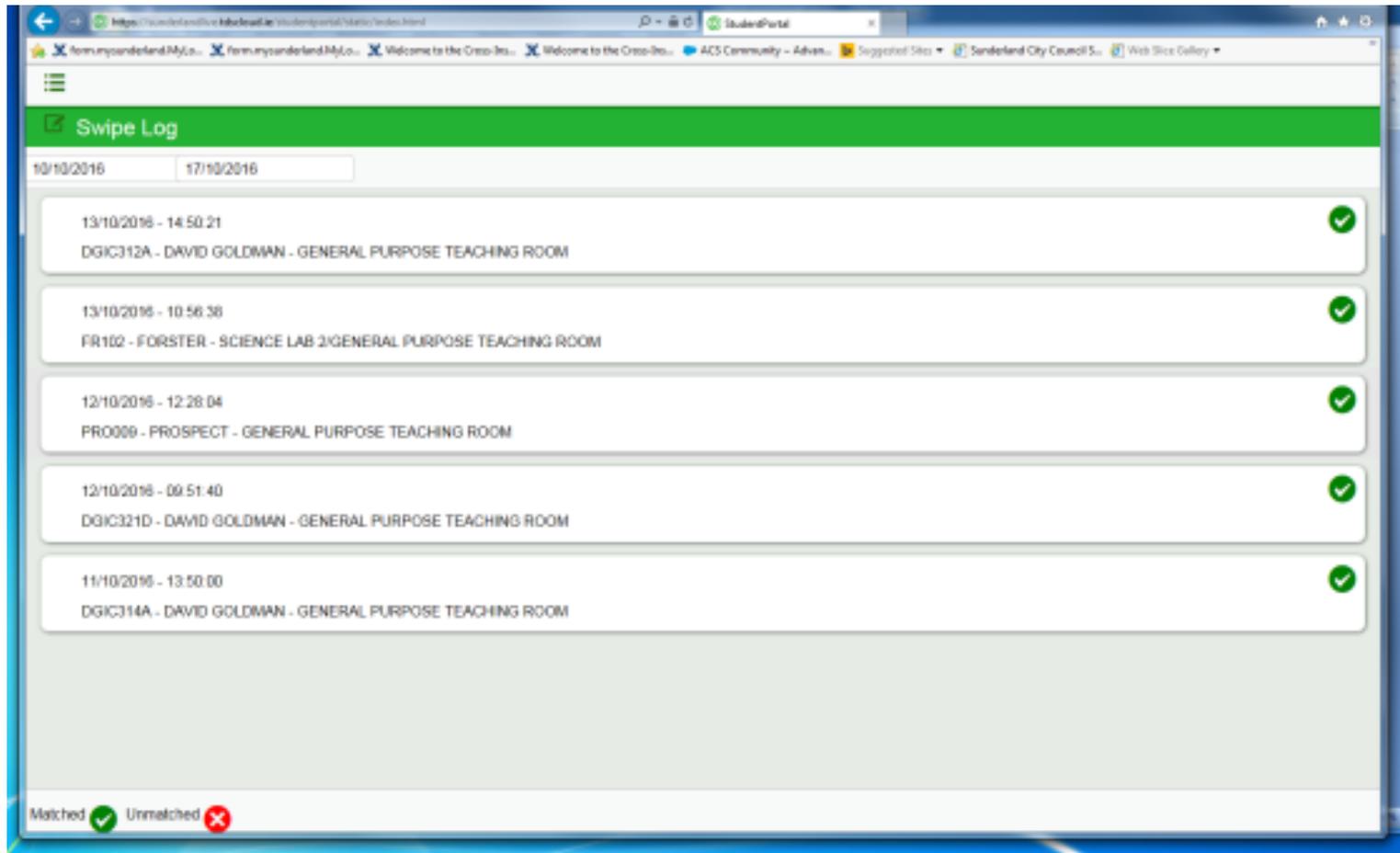
Cancel Done		
August	24	2015
September	25	2016
October	26	

3. Select new date ranges required by scrolling through the required month, date, year options provided and click on 'done'.

PLEASE NOTE: the same process applies to changing the date ranges in any of the menu screens.

To view your Swipe Log

1. From the MENU click on 'Swipe Log', the following screen will appear



2. The 'Swipe Log' screen lists every swipe you have made at a reader in the date range you have selected, and shows if the swipe matched (green tick) or did not match (red cross) the classes on your timetable.

3. It is important to understand that only those swipes which are shown as matched (green tick) are counted in the overall module % figures shown on the 'my attendance' screen.

Please see the list of reasons a swipe could be recorded as 'not match':

- **You swiped into the wrong room**

You must swipe into the room that is shown on your timetable for a swipe to be matched. If your lecturer makes you move rooms, it is important that he/she let the timetabling team know so they can amend your timetable. If the change of room isn't recorded on your timetable your swipe will not be counted and the system will think you have been absent from your class – your % attendance will go down because the system thinks you did not attend the class shown on your timetable.

- **You swiped into the correct room but you swiped in too early**

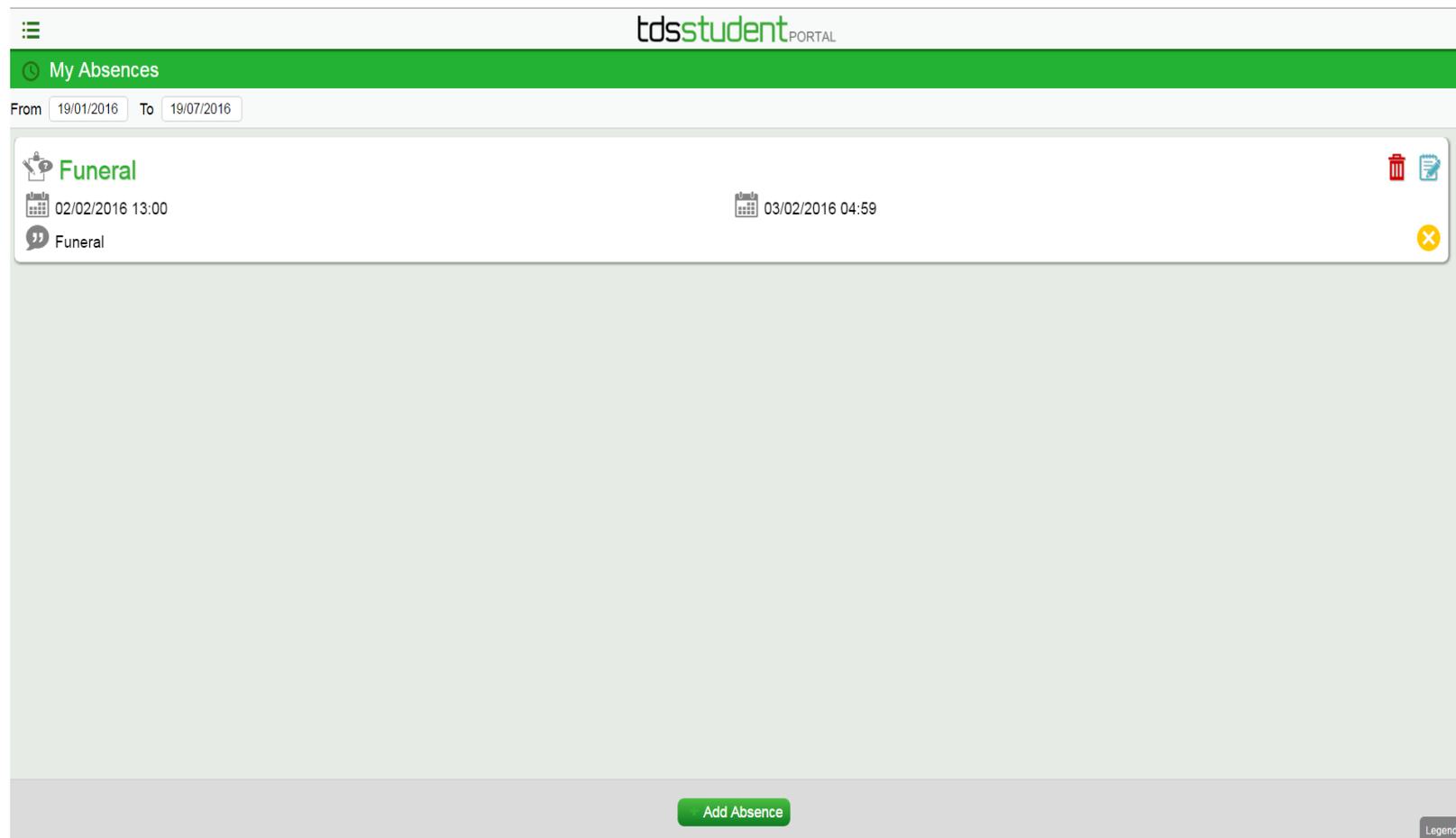
If you swipe into your class more than 10 minutes before the class starts the swipe will not be matched to your timetable as the readers only switch over to record swipes 10 minutes before the class starts. If you swipe too early the system will not match your swipe and will mark you as absent from the class, your % attendance will be affected. It is important to swipe at the correct time

- **You went to a different session to the one shown on your timetable**

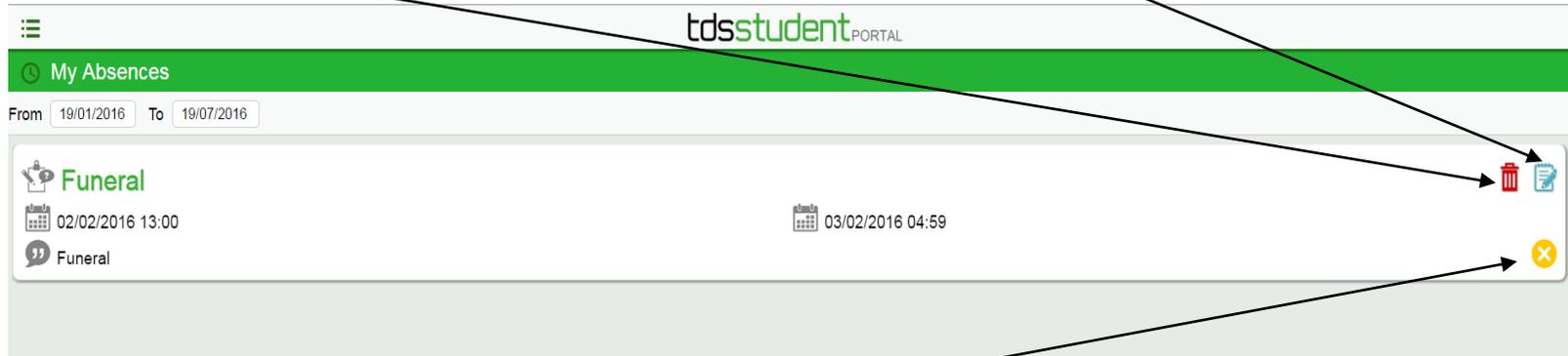
If you attend a different class to the one that is shown on your timetable (i.e. join another group because you can't make your scheduled session that week) the system will record your swipe but it will not match it to the class that is on your timetable. You will be recorded as absent from class that is on your timetable and your attendance % will go down.

To view your previous absences and submit new absences

1. From MENU select 'My Absences'
2. The following screen appears,
3. The screen shows a list of all absences submitted during the date range specified

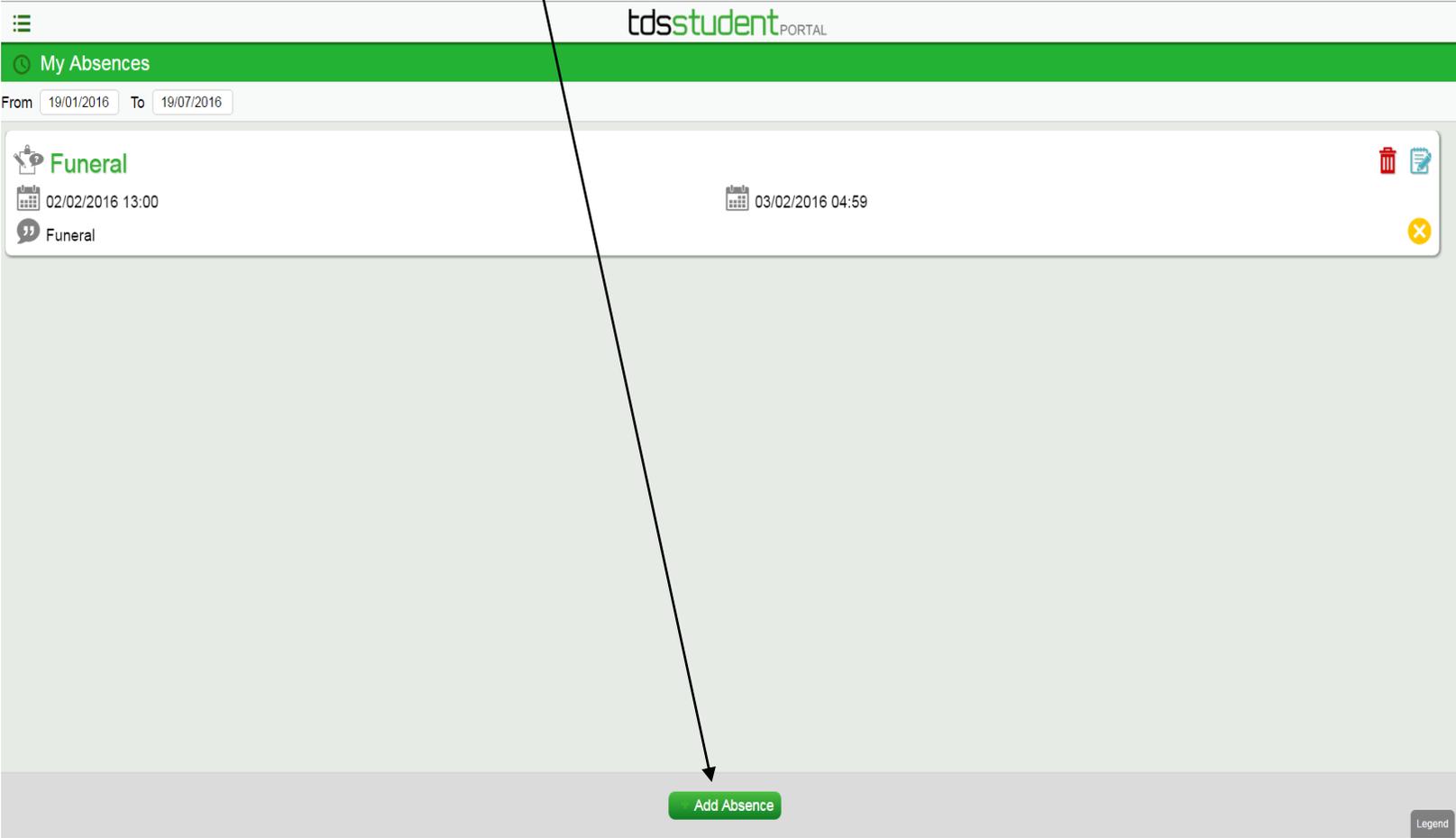


4. To amend a previously submitted absence click the edit icon here, to delete previously submitted absences click the delete icon here



5. Absences will appear as 'unapproved' (yellow cross) in the majority of cases. There are only a small number of reasons an absence will be approved (red tick) and these are if you have a damaged card, change your group session with approval from your lecturer or your smart card was not available to collect through no fault of your own). Absences that are 'not approved' will result in you being marked absent but do record a reason against your class session so the lecturer knows why you are absent.

6. To add a new absence click on the '+ add absence' button that appears at the bottom of the 'my absences' screen.



7. The following screen will appear, complete each box to show

- Reason for your absence (select a reason from the drop down list which will appear - see screen shot below),
- Enter start date and time of absence,
- end date and end time of absence.
- Add any comments which are relevant
- Click save to submit or reset if you make a mistake and need to start again.

The screenshot shows the 'My Absences' page on the tdsstudent PORTAL. The page has a green header with the portal name and a 'My Absences' title. Below the header is a 'back' button. The main content area is titled 'Absence Information' and contains a form with the following fields:

Reason*	Hospital
Start Date*	19/07/2016
Start Time*	08:00
End Date*	19/07/2016
End Time*	23:59
Comment	

A dropdown menu is open for the 'Reason*' field, displaying the following options:

- Hospital (selected)
- Family commitment
- Doctor
- Funeral
- Long term sick
- Accident

At the bottom of the form, there are two buttons: 'Reset' and 'Save'.

8. The absence will appear in the list of absences displayed in your 'my absences' screen – there is no need to notify the attendance monitoring team the system will automatically record your absence in the system.