



MyAttendance Guide

[Contents Page](#)

Overview	2
Gaining Access	3
Profile	4
My Attendance	5
Log an Absence	6
My Timetable	7
Help	8
FAQs	9-10

Overview

MyAttendance is here to help you keep track of your attendance. It allows you to view your overall attendance on your programme and for each individual module.

You can now log, update, and review previous absences through MyAttendance without having to email the attendance team.

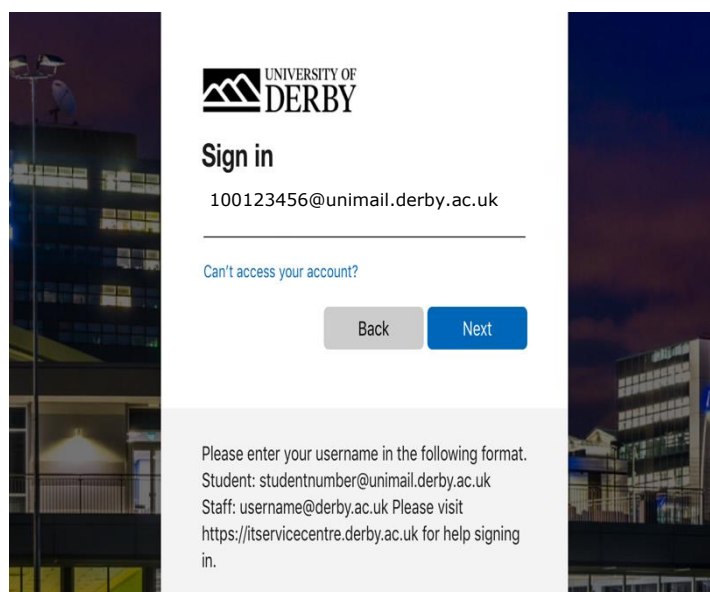
Why attendance is important and why we monitor it?

- Research shows that good attendance has a direct impact on success. Not attending timetabled taught sessions may mean that you are missing out on important information which might be crucial to you successfully completing your course.
- If you're an International Student attendance is a condition of your visa. Non-compliance with those conditions may mean we have to withdraw you.
- Information on the Student Participation Policy can be found in the University's [Academic Regulations, Policy and Procedures](#) that you sign up to when you enrol.

MyAttendance

You can use the URL below or scan the QR code to access [MyAttendance](#)

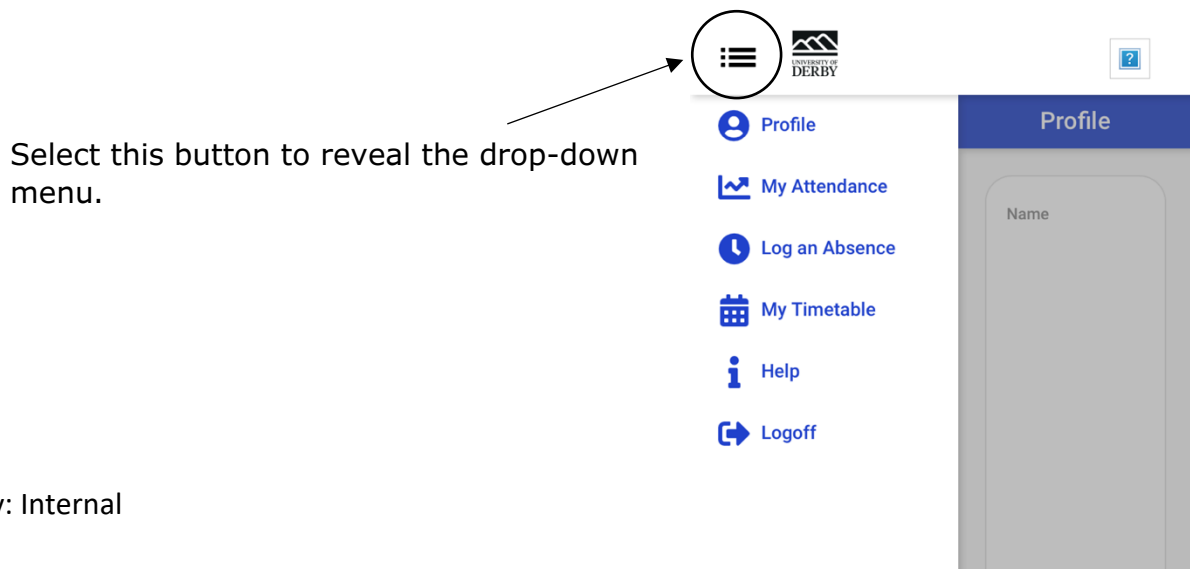
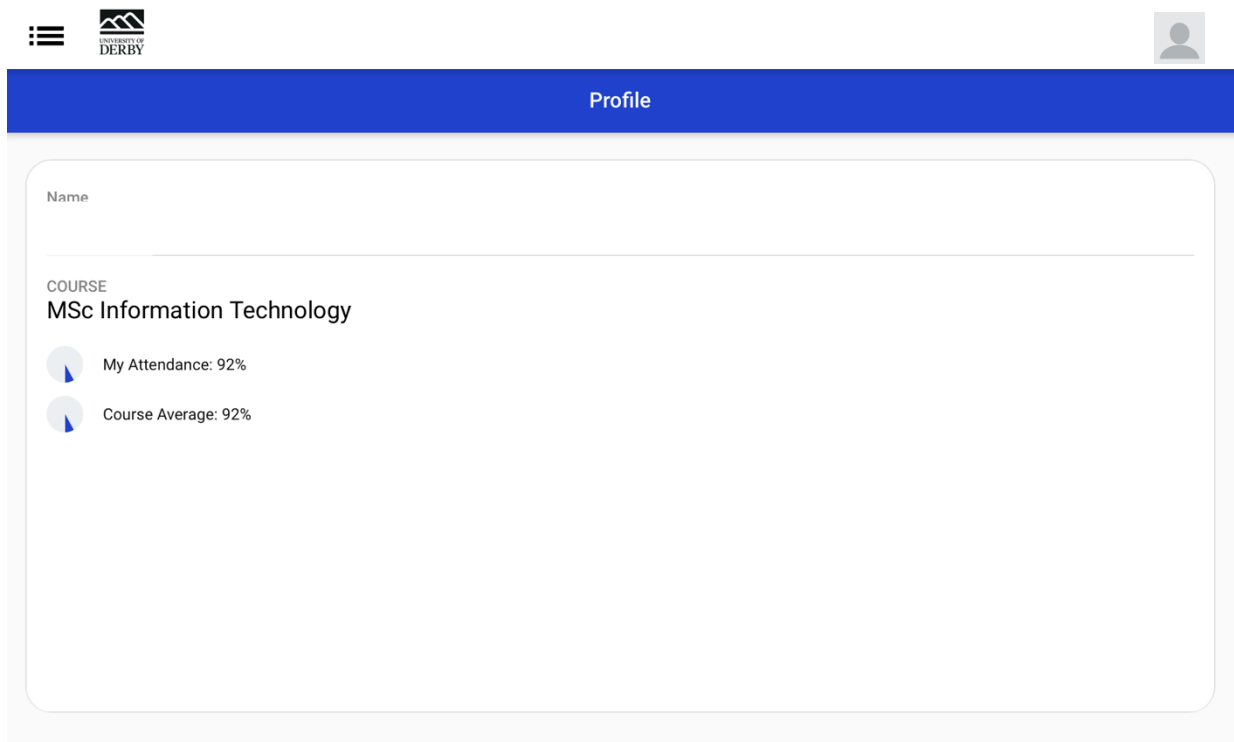
<https://derbylive.tdscloud.ie/studentportal/static/index.html>



Once you have scanned the QR code or inputted the URL, log into MyAttendance with your student ID for example 100123456@unimail.derby.ac.uk followed by your password.

Profile

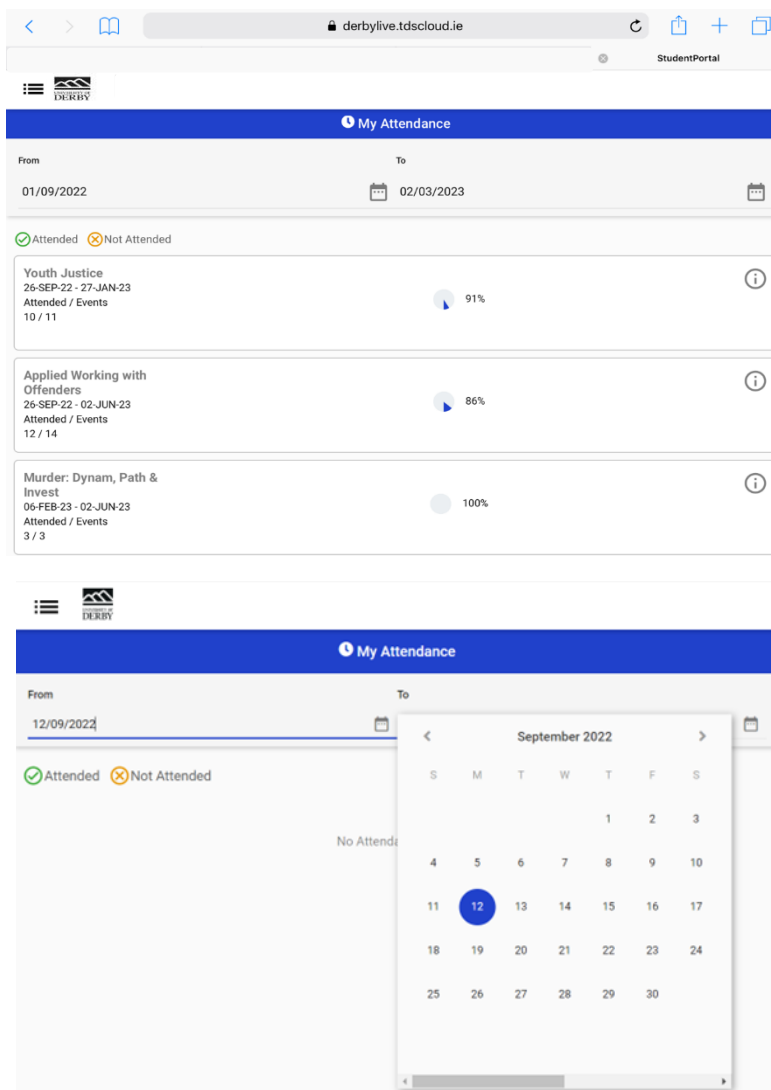
You will be taken to your profile - your name, student number, course and photo will be displayed. Below you will find your overall attendance and course average percentage.



Select this button to reveal the drop-down menu.

My Attendance

Here you will find each module with a percentage of your attendance. You can also search between a specific date range.

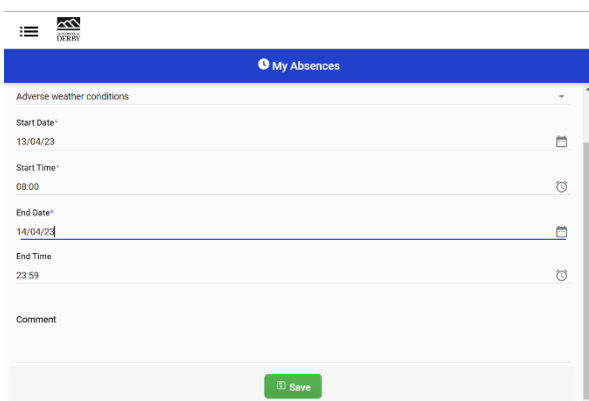
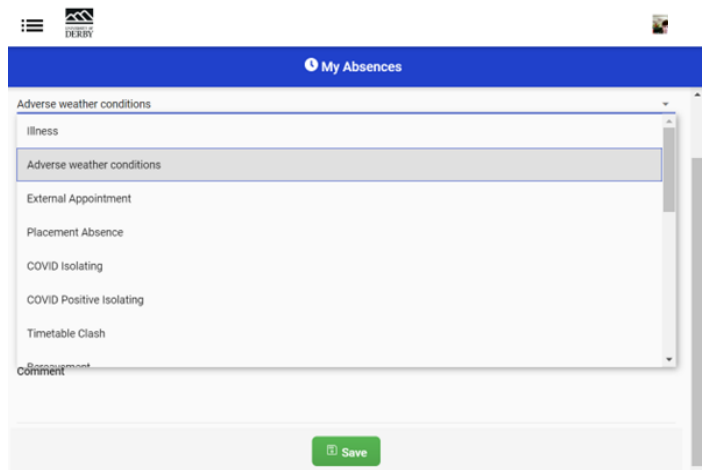
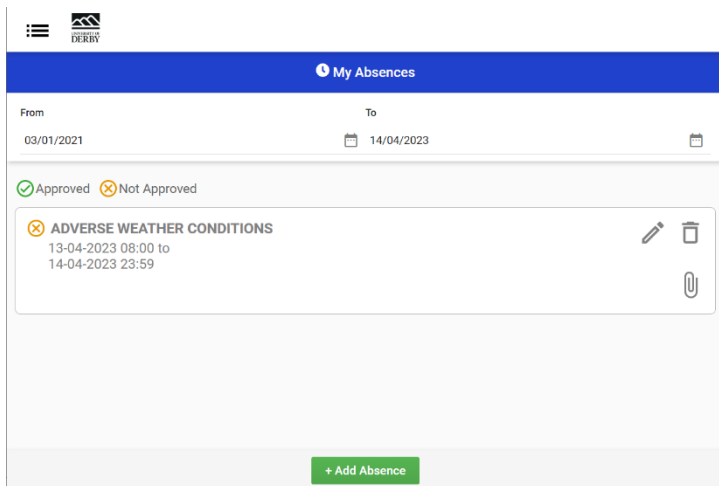


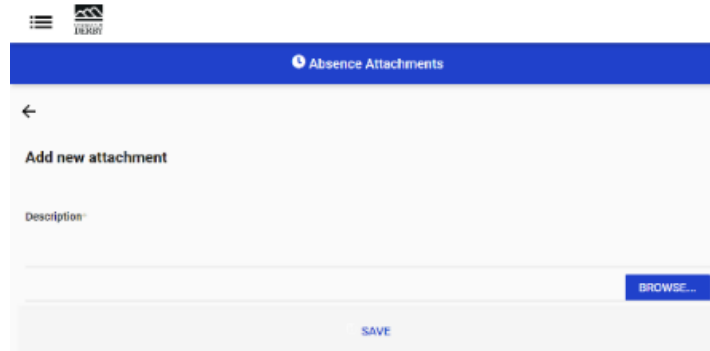
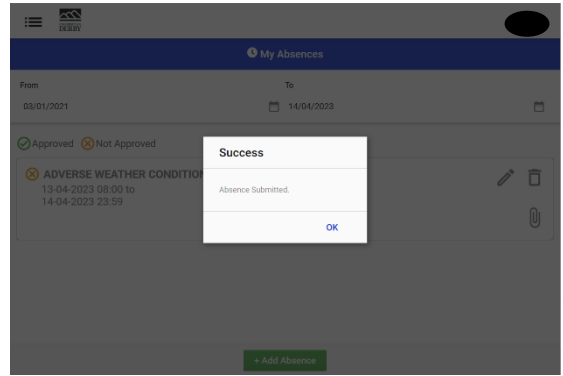
When you select the (I) button on the right corner of a module, it will show you attendance for only those sessions. There will be a green circle if you were present and an amber circle if you were marked absent.

Log an Absence

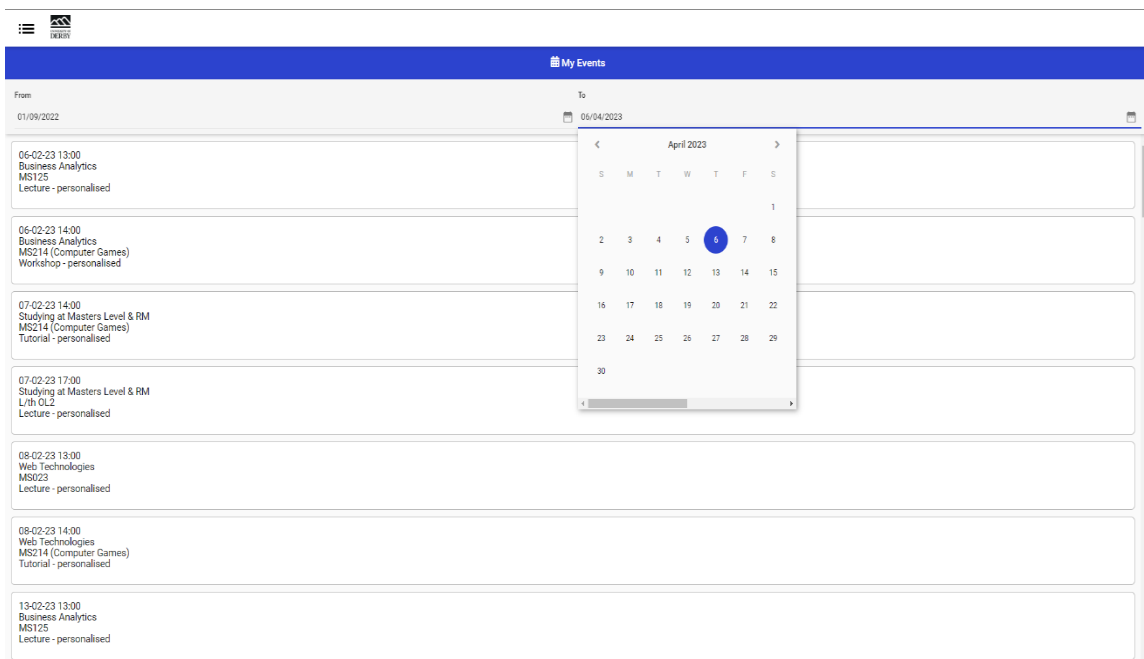
If for some reason you were unable to attend the University and one of your timetabled taught sessions, this could include lecture, tutorial, seminar, lab, workshop or studio-based then you must log an absence by following these steps.

- Select Log an Absence on the drop-down menu.
- Here you will be shown the history of your absences.
- Press on + Add Absence button.
- Select a reason for the absence.
- Leave a comment explaining the details of your absence.
- The time should be adjusted according to the length of your absence.
- You can attach a fit note or letter as evidence for your absence if required.





My Timetable



Here in My Timetable, you will be shown your timetable and upcoming events. You can change the dates from and to manually to see your sessions in that range. The default way of viewing your timetable will still be via UDo.

Help

For general enquiries please contact your College Student Centre.

- Arts, Humanities and Education
Based in E201 at Kedleston Road and in MS003 at Markeaton Street
AHE@derby.ac.uk
- Business, Law and Social Science
Based in E406 at Kedleston Road and at One Friar Gate Square
BLSS@derby.ac.uk
- Science and Engineering
Based in N614 at Kedleston Road and in MS003 at Markeaton Street
SandE@derby.ac.uk
- Health, Psychology and Social Care
Based in N106 at Kedleston Road and in STUG18 at Chesterfield
HPSC@derby.ac.uk
- Joint Honours Joint Honours Students are welcome at any of the College Student Centre E201 at Kedleston Road
JHS@derby.ac.uk

FAQs

Q – I can't access MyAttendance

A – Below details the supported browsers and operating systems.

Portal Version	Supported Browsers	Supported OS
v1.66+	Chrome 38+	iOS 8+
	Safari 8+	Android 4.4 (KitKat) +
		Windows Phone 8.1 +
		Windows 7+
		Ubuntu 12.04+

Q – I am getting an ERROR 404 message?

A - Please shut down MyAttendance and try opening the link again.

If the problem persists, then please try another browser or device. If you continue to get this error message, please get in contact with your College Student Centre.

Q – I have forgotten my Unicard; can I log my attendance?

A – Please remember your Unicard to tap in at the start of your lectures. Inform the Reception team and they'll advise how to get a temporary card. Let your lecturer know or send them an email as soon as possible to advise them. It is your responsibility to remember to have your Unicard with you on site.

Q - Why is my attendance not 100%, I have not missed a timetabled taught session?

A – This can be due to many reasons, these include forgetting to tap in, not tapping in the 20-minute window before and after the start of your lecture, not

tapping in to correct room that is assigned on your timetable, due to recent industrial strikes or because of an absence. If you have any questions about this please contact myattendance@derby.ac.uk or speak to your [College Student Centre](#) to investigate why this is.

Q – What happens when there has been industrial strike action?

A - Your overall attendance percentage on a module may be impacted by the industrial strike action affecting Universities that has taken place this academic year. We ensured that through monitoring of your attendance that you would not be contacted on any of the strike days. We asked staff that if they intended to strike to inform us so that we could inform you of any teaching sessions that would be cancelled as a result and update your timetable. However, they did not have to tell us this information, which may impact your timetable being updated.

Q – Why has my absence not been approved?

A - Absences logged through MyAttendance doesn't automatically mean that your absence has been approved, and it won't count in any attendance percentage for your module or programme, because you weren't in attendance. This process is in place so that we can keep complete attendance records for you and may prevent any attendance emails being sent to you. More importantly logging an absence means that we can help you find the support you might need if your reason for absence is something that might affect your study over a longer period of time.

Q – I am having issues with attendance, and this is impacting my grades?

A - Please contact either your Programme Leader or Personal Academic Tutor for support. There is also the [University Support Services](#) that you can access.

Q - I am having issues with my timetable?

A - Please contact timetables@derby.ac.uk.


Q – My mental health is affecting my attendance and engagement?

A - Please get in touch with [Student Well-Being](#).

Something else to consider is TalkCampus. It's a free to download app where you can talk with other students from around the world if you're struggling and worried about your mental health. Your Unimail address will give you free access, [just download TalkCampus from the app stores](#).


TalkCampus is anonymous, it isn't run by us, and we won't be able to see if you are using it, you also won't be able to see where other students are from. TalkCampus is based around peer support; you can use it if you need some help yourself or you can go on there and listen and support others.

Taken from Talk Campus: The platform is safe and moderated and is designed as a place where you can just be yourself and talk about how you're really feeling. Student life can be overwhelming at times, and we know sometimes you might not want to talk to us about how you're feeling. TalkCampus isn't a replacement for counselling or professional support however it is a great place to start talking and to make sure that however you're feeling right now you're not alone – with instant free support for student mental health 24/7.



Overwhelmed? Let's Talk!

Download TalkCampus for instant
anonymous, 24/7 peer-to-peer support



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