



RegisterUCL – Recording Attendance

This guide describes how to manually record attendance in RegisterUCL.

Teaching Events

In RegisterUCL attendance is managed through the Teaching Events page. Teaching events are displayed according to the filters that have been applied and on selecting an event, a list of who is expected to attend will be displayed, against which attendance can be recorded.

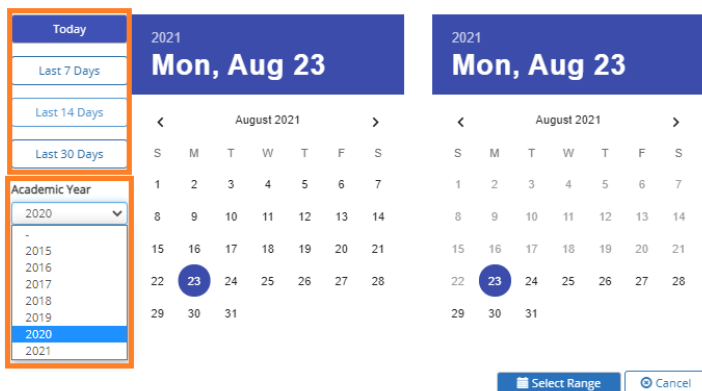
After selecting the **Teaching Events** page, the list of events shown will:

- be related to the last date range that was searched, or the current day, if no previous search history exists and;
- be ordered by the option last selected, or in chronological order, if no previous ordering history exists

Selected: 0 Teaching Events: 20826

Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
<input type="checkbox"/> South Wing	South Wing 4	Practice and Appraisal of Research	IRDR0005-A7P-T1/2		25/03/2021	15:00	16:30	tutorial group 13
<input type="checkbox"/> South Wing	South Wing 4	Practice and Appraisal of Research	IRDR0005-A7P-T1/2		25/03/2021	09:00	10:30	tutorial group 14
<input type="checkbox"/> South Wing	South Wing 4	Practice and Appraisal of Research	IRDR0005-A7P-T1/2		25/03/2021	13:00	14:30	tutorial group 15
<input type="checkbox"/> South Wing	South Wing 4	Practice and Appraisal of Research	IRDR0005-A7P-T1/2		25/03/2021	11:00	12:30	tutorial group 17
<input type="checkbox"/> South Wing	South Wing 4	Practice and Appraisal of Research	IRDR0005-A7P-T1/2		25/03/2021	13:00	14:30	tutorial group 18
<input type="checkbox"/> Torrington Place, 1-19	Torrington (1-19) 113 - Public Cluster	Case Report 3	PSYC0186-B8P-T1/2/3		03/03/2021	10:00	13:00	All
<input type="checkbox"/> Tottenham Court Road (170) (ISEH)	Institute of Sport, Exercise and Health Seminar Room 1	Muscle Physiology and Sports Strength and Conditioning	SURG0112-A5U-T1		05/03/2021	09:00	12:00	All
<input type="checkbox"/> Tottenham Court Road (170) (ISEH)	Institute of Sport, Exercise and Health Seminar Room 1	Cardiorespiratory Exercise Physiology	SURG0111-A4U-T2		03/03/2021	09:00	12:00	All

To change the date range, click in either of the **Date** fields and select new dates using the calendar or use the shortcut buttons for recent dates and the dropdown to select a range covering an entire academic year.



The search box at the top right-hand side of the screen can be used to filter any of the information returned by a date search.

UCL | Calendar | Teaching Events | Students | Reports | Cases | Activity

Date: 01/03/2021 To 31/03/2021 | Time: All day | Sort by: Date (A-Z) | Search: John Bro

Selected: 0 Teaching Events: 8

	Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	01/03/2021	14:00	16:00	All
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	01/03/2021	16:00	18:00	All
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	08/03/2021	14:00	16:00	All
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	08/03/2021	16:00	18:00	All
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	15/03/2021	14:00	16:00	All
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	15/03/2021	16:00	18:00	All
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	22/03/2021	14:00	16:00	All
<input type="checkbox"/>	Online	Online	Dynamic Earth	GEOL0004-A4U-T2	John Bro	22/03/2021	16:00	18:00	All

UCL | Calendar | Teaching Events | Students | Reports | Cases | Activity

Date: 01/03/2021 To 31/03/2021 All day

Sort by: Date (A-Z) algebra

Selected: 0 Teaching Events: 155

Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
<input type="checkbox"/> Online	Online	Commutative Algebra	MATH0021-A6U-T2		01/03/2021	09:00	10:00	All
<input type="checkbox"/> Online	Online	Algebra 2	MATH0006-A4U-T2		01/03/2021	10:00	11:00	All
<input type="checkbox"/> Online	Online	Algebraic Number Theory	MATH0035-A6U-T2		01/03/2021	11:00	12:00	All
<input type="checkbox"/> Online	Online	Mathematics II (Linear Algebra)	MSIN0015-A4U-T2		01/03/2021	11:30	13:00	cohort a
<input type="checkbox"/> Online	Online	Linear Algebra for Data Science	MATH0101-ASU-T2		01/03/2021	12:00	13:00	All
<input type="checkbox"/> Christopher Ingold Building	Christopher Ingold Building XLG2 Auditorium	Algebra 4: Groups and Rings	MATH0053-A6U-T2		02/03/2021	13:00	14:30	All

Note that the date range and any text in the search box will be retained, even after logging back in.



All search criteria can be cleared in one step, using the Reset button.

Attendance Statuses

There are five categories of attendance. If the event is upcoming, all expected students can be found under Scheduled. For events in the past, student attendance could be marked one of 4 categories: Attending, Absent, Unexpected and Other

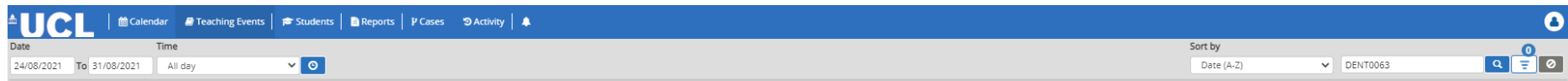
Students: 5



Scheduled	Due to attend the event
Attending	Marked as attending the event, either manually, or by the student tapping their student id card on an attendance reader
Late	Not used
Absent	Marked as absent, either manually, or automatically by the system if attendance was not recorded during the event
Unexpected	Marked as unexpected, if a card is used to tap into the event but the student was not scheduled to attend
Other	Marked as any other type of attendance setup on the system, currently the only option is Agreed Absence

Viewing a Class List

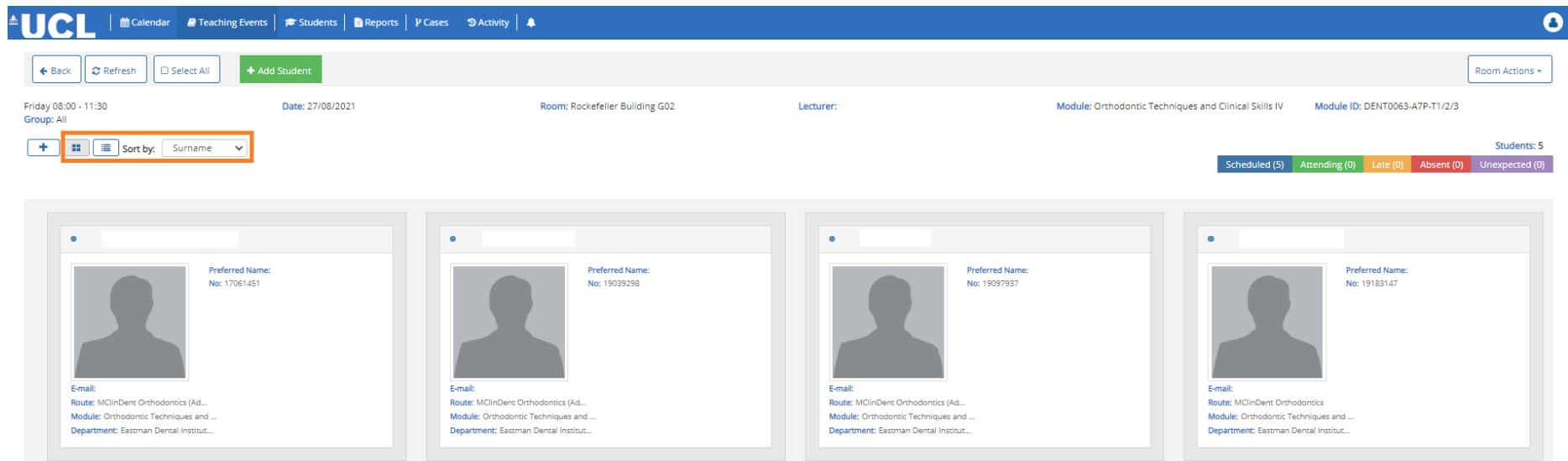
To see who is expected at an upcoming event, click on the event line in the **Teaching Events** screen:



The screenshot shows the UCL Teaching Events interface. At the top, there is a navigation bar with 'UCL' and various menu items like 'Calendar', 'Teaching Events', 'Students', 'Reports', 'Cases', and 'Activity'. Below the navigation bar, there are filters for 'Date' (24/08/2021 to 31/08/2021), 'Time' (All day), and 'Sort by' (Date (A-Z)). A search bar contains 'DENT0063'. Below the filters, there is a '+ Selected: 0' indicator and 'Teaching Events: 1'. The main content is a table with the following columns: Building, Room, Module, Module ID, Lecturer, Date, Start Time, End Time, and Group.

Building	Room	Module	Module ID	Lecturer	Date	Start Time	End Time	Group
Rockefeller Building	Rockefeller Building G02	Orthodontic Techniques and Clinical Skills IV	DENT0063-A7P-T1/2/3		27/08/2021	08:00	11:30	All

This will reveal a more detailed view, click on the **Scheduled** tab to see who is expected:



The screenshot shows the UCL Teaching Events interface in a detailed view. At the top, there is a navigation bar with 'UCL' and various menu items. Below the navigation bar, there are buttons for 'Back', 'Refresh', 'Select All', and 'Add Student'. A 'Room Actions' dropdown is also visible. The main content area shows event details: 'Friday 08:00 - 11:30', 'Date: 27/08/2021', 'Room: Rockefeller Building G02', 'Lecturer:', 'Module: Orthodontic Techniques and Clinical Skills IV', and 'Module ID: DENT0063-A7P-T1/2/3'. Below the details, there is a 'Sort by: Surname' dropdown and a 'Students: 5' indicator. A status bar shows 'Scheduled (5)', 'Attending (0)', 'Late (0)', 'Absent (0)', and 'Unexpected (0)'. The main content area displays four student profiles in a grid view. Each profile includes a silhouette, 'Preferred Name', 'No.', 'E-mail', 'Route', 'Module', and 'Department'.



Use these buttons to switch the student display between tile and list view, and the **Sort by** dropdown to re-order

Standard web browser functionality, **CTRL+F** can be used to search for text on screen.

Adding/Removing Students from a Class List

To add a student to the class list with a status of attending, click on the **Add Student** button, search using name or student id, select module and click on **Add**.

The screenshot shows the UCL system interface. At the top, there is a navigation bar with 'UCL' and various menu items like 'Calendar', 'Teaching Events', 'Students', 'Reports', 'Cases', and 'Activity'. Below the navigation bar, there are several buttons: 'Back', 'Refresh', 'Select All', and 'Add Student' (highlighted with an orange box). The main content area displays 'Tuesday 16:00 - 17:00', 'Date: 06/10/2020', and 'Group: All'. There is a 'Sort by: Surname' dropdown menu. A modal form titled 'Add Student' is open, showing a search field with '18005280' and a dropdown menu with 'Intermediate Greek A'. At the bottom of the modal are 'Add' and 'Cancel' buttons. On the right side, there is a 'Room Actions' dropdown, 'Module: Intermediate Greek A', 'Module ID: GREK0005-ASU-T1', and a status bar showing 'Students: 20' with a breakdown: Scheduled (0), Attending (20), Late (0), Absent (0), and Unexpected (0).

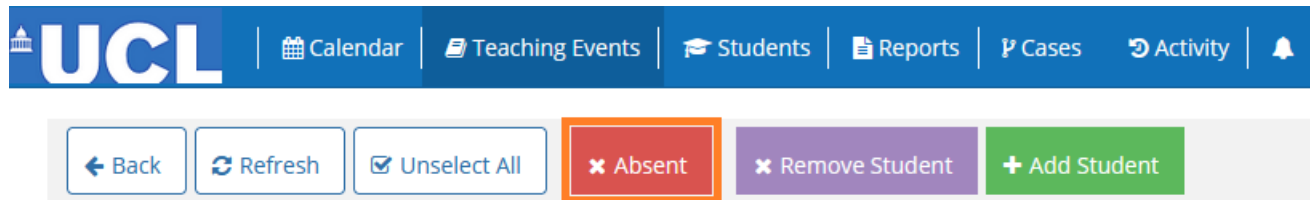
To remove a student from the class list, click on their card and then the **Remove Student** button.

The screenshot shows the UCL system interface with a list of student cards. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are buttons: 'Back', 'Refresh', 'Unselect All', 'Absent', 'Remove Student' (highlighted with an orange box), and 'Add Student'. The main content area displays 'Tuesday 16:00 - 17:00', 'Date: 06/10/2020', 'Room: Online', 'Lecturer:', 'Module: Intermediate Greek A', and 'Module ID: GREK0005-ASU-T1'. There is a 'Sort by: Surname' dropdown menu. A status bar shows 'Students: 20' with a breakdown: Scheduled (0), Attending (20), Late (0), Absent (0), and Unexpected (0). Below the status bar, there are four student cards. The first card is highlighted with an orange box. Each card displays a placeholder profile picture, 'Preferred Name', 'No.', 'E-mail', 'Route', 'Module', and 'Department'.

Changing Attendance Status

To change a student's attendance status, select the student, by clicking on their card, and choose from the available options - these will vary depending on the current status assigned.

- If already marked Attending, the option will be available to mark them Absent



- If marked Absent, the option will be available to mark them Attending, or any other Absence status setup in the system, such as Agreed Absence

