



UONL Attendance Guide

How do I know if my attendance has been recorded?

For online classes, Your attendance is automatically recorded for a session if you access your scheduled Zoom webinar on time.

AM Sessions: Students must first click onto the Zoom webinar between 8:30 – 10:30am.

PM Sessions: Students must first click onto the Zoom webinar between 13:00 – 14:30pm.

EV Sessions: Students must first click onto Zoom webinar between 5:00 – 6:30pm.

You can click on and off the Zoom link as many times as you like during your class if requested by the academic and this will not affect your attendance. However, students must ensure their first click is between the above stated times.

If students do not use the Zoom webinar link integrated into their VLE, their attendance **will not be recorded** for that session

My attendance does not look right? Ask yourself these questions

For online classes:

Can an academic amend my attendance?

No, academic members of staff cannot amend your attendance, nor confirm you participated in the webinar.

My lecturer takes a paper register during webinars; 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.

I accessed my Zoom webinar via a link sent by someone in my class; why was my attendance not recorded?

The system will only record attendance when a class is accessed through VLE. It will link the click to your personal attendance report. This should be avoided wherever possible. If you are having technical difficulties, please contact the iCentre.

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 iCentre to discuss a potential intermission depending upon their personal circumstance.

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 whilst studying at UONL for any reason, then you are marked absent as you did not join engage with the webinar. 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.

I am going to miss a Zoom webinar, will my attendance be recorded if I watch the cloud recording?

Unfortunately, student attendance will only be monitored by their engagement with live Zoom webinars. Although we encourage students to use these cloud recordings for their personal use, particularly around the assessment period.

How do I know if my attendance has been recorded?

It is your responsibility to ensure that your attendance is recording 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.