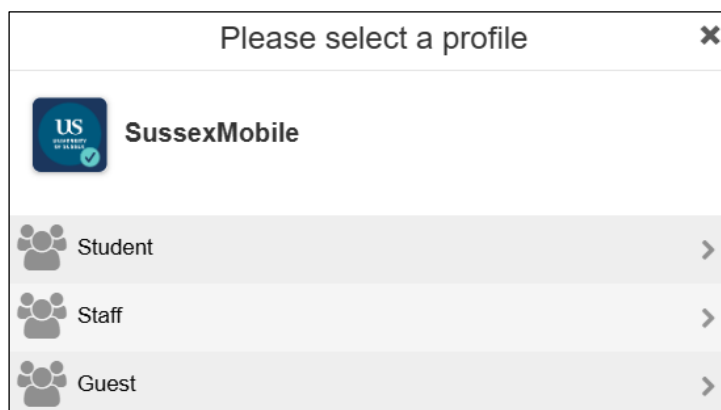


Recording attendance in Sussex Mobile – Students

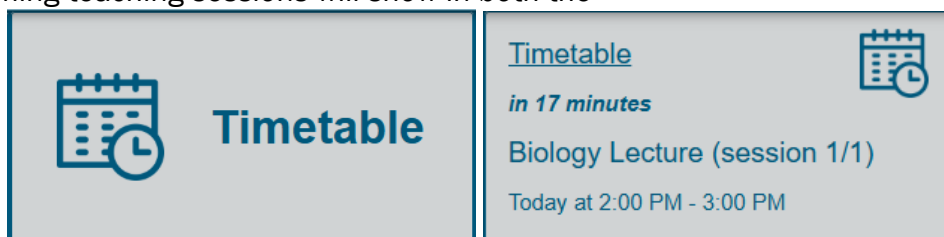
Many of your modules will ask you to record your attendance through the Sussex Mobile app. Sussex Mobile is available for download from the Apple Store or Android/Google Play Store. It is also accessible via a web browser by visiting - <https://www.sussex.ac.uk/mobile>

How to record attendance or absence

1. Open the Sussex Mobile app and if asked, select the **Student** profile



2. Your upcoming teaching sessions will show in both the



- Timetable:



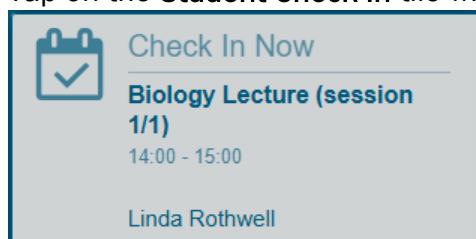
- and Student Check In tiles:

At the beginning of your teaching session you will be able to check-in to the session, or mark yourself as absent.

If you know that you will have to miss a teaching session due to illness or other valid reasons, you can also inform your tutor via email ahead of the lecture.


3. Your tutor will share a PIN (a code with 6 letters) with you to allow you to check-in to your teaching session at some point during the session. You will have until 5 minutes after the end of the session to complete your check-in using the PIN you have been given.

Tap on the **Student Check In** tile which should say you can Check In Now:



4. To check in - Click the **Check in** button

Check in Now

**Biology Lecture (session 1/1)**
Fri, Sep 19th 2:00pm - Fri, Sep 19th 3:00pm


Linda Rothwell

Check in

Absent

Input the 6 digit PIN you have been given - note all figures are **letters** (not numbers).


Check in Now

**Biology Lecture (session 1/1)**
Please enter your attendance PIN

Cancel

Submit

and click **Submit**




You are now checked in

Finish

5. To mark yourself as absent – click the **Absent** button

Select the reason from the drop-down list and click **Submit**:


Check in Now

**Biology Lecture (session 1/1)**
Fri, Sep 19th 2:00pm - Fri, Sep 19th 3:00pm

Cancel

Submit

- 6.

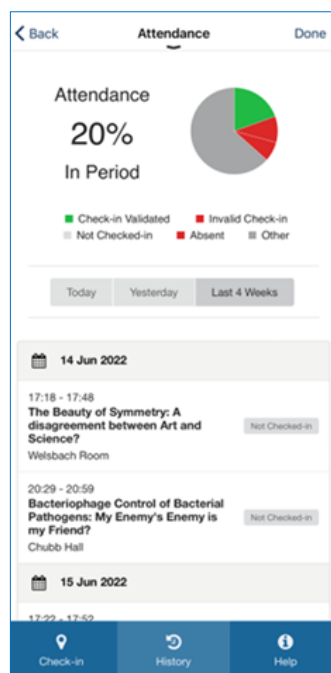


Reported as absent

Finish

How to check attendance record

You can check your Attendance history for the last week:

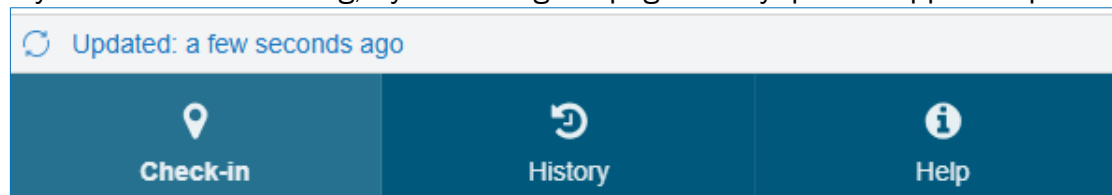


After this time all attendance records are only viewable in Sussex Direct.

Troubleshooting

Class not showing

If your class isn't showing, try refreshing the page or fully quit the app and open it again.



If you still can't see the class, or have other technical difficulties during the teaching session and cannot record your attendance, speak to your tutor/lecturer so they can record your attendance for you.

Support

If you experience any technical difficulties issues with Sussex Mobile, you can also record feedback in the app, or contact IT Services by raising a ticket through the [IT Support Portal](#).

If you have not been able to record your attendance, speak to your tutor/lecturer.