

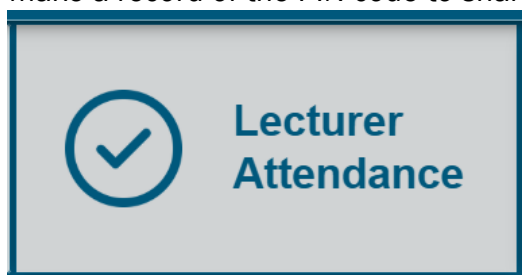
Recording attendance in Sussex Mobile (for Staff)

The Sussex Mobile app offers a way of recording student attendance for in-person and remote sessions without the need for circulating paper registers amongst students.

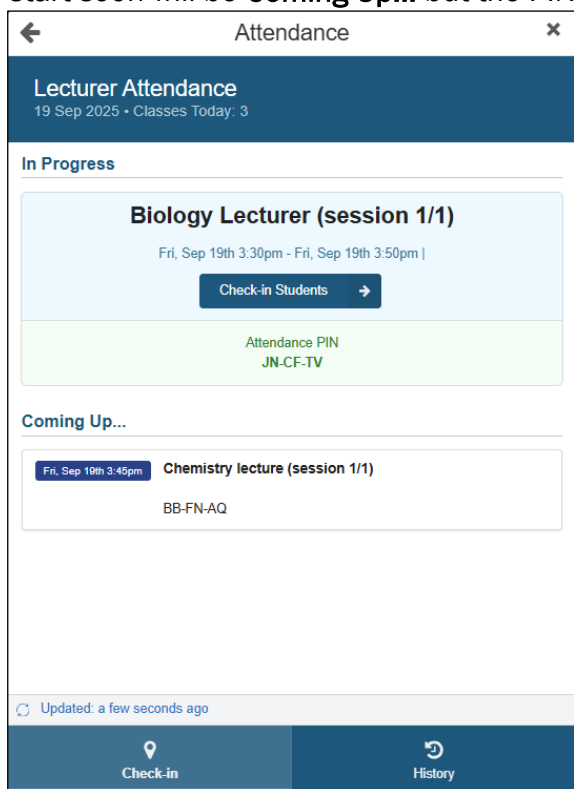
Sussex Mobile is available for download from the Apple Store or Android/Google Play Store. It is also accessible via a web browser by visiting - <https://www.sussex.ac.uk/mobile>

How to record attendance for your lecture

1. Open the Sussex Mobile App and select the Staff profile.
2. Your upcoming teaching sessions will show in the Timetable tile. All upcoming teaching sessions can be viewed via the Lecturer Attendance tile.
3. Click or tap the 'Lecturer Attendance' tile before your teaching session starts so that you can make a record of the PIN code to share with your students.



4. Select the correct session. A teaching session running now will show it is **In Progress**, one due to start soon will be **Coming Up...** but the PIN for both will be visible to you as a tutor.



5. At a suitable time (usually at a mid-point) during your teaching session share the PIN with your students and ask them to record their attendance. They will have from the time you share the PIN to 5 minutes after the end time of the teaching session to check themselves in.
 - a. Note all figures are now **letters** (not numbers)
6. During the teaching session your students can either enter the PIN in their Sussex Mobile app to confirm their attendance or mark themselves as absent (with a reason category).

Manual register / Check in Students

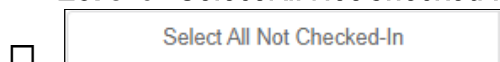
7. You can manually record students' attendance, for example if you are not using the PIN to record attendance (e.g. paper registers), by selecting the '**Check in Students**' button yourself. As noted, this can be done through the web browser: <https://www.sussex.ac.uk/mobile>.
8. Select the student(s) from the list who are present and then click the green button to **Check-in n student(s)**.



Backfill those who are absent

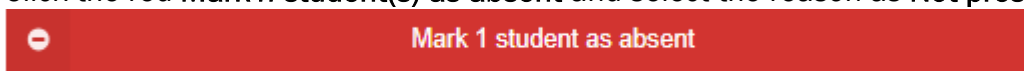
9. From 5 minutes after the end time of the teaching session, you should mark all those who have not checked in as being absent.

10. Click **Select All Not Checked-In**:



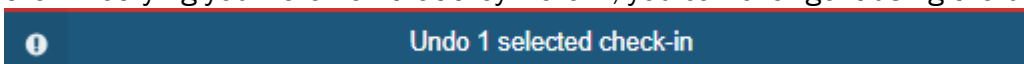
11. This selects all students who have either not checked in (present) or marked themselves as absent.

12. Click the red **Mark n student(s) as absent** and select the reason as **Not present**.



How to change check in status

13. You can change a student's attendance for a teaching up to 7 days after the session was held, via the History button. Please ensure that your attendance records are completed as soon as possible after the teaching session. If you need to edit a record outside of this 7-day window please raise a request via ITS Service Desk.
14. If you need to change a student's check in status, such as change the absence reason due to them notifying you via email that they were ill, you can change it using the blue button



15. Make the changes as needed and check all is now correct. This change will be sent to Sussex Direct via an overnight process to update the attendance record.

Sussex Direct and Cognos

16. Details of attendance for each teaching session are sent to Sussex Direct via overnight processes, so that they are also in Cognos reports.
17. Sussex Direct attendance is now read only so it is only in Sussex Mobile that any attendance record can be edited as described above.

FAQs

When is the best time during my teaching session to record attendance?

You can decide when during the session to provide the PIN to your students, however we would recommend a mid-point during the session, and at least 10 minutes before the end. This allows students enough time to confirm their attendance. It is also usually best to avoid issuing the PIN right at the start of a teaching session.

What if my session isn't appearing?

Refresh the page or quit the app and open it again. If there have been late changes made to the session it may require a refresh first.

Will the new Sussex Mobile help to verify that students using the PIN are physically present?

Yes – when students check in with the PIN the new system will be able to verify whether they are in the expected location or not. This will be done through standard attendance monitoring reports, so doesn't affect how staff or students record attendance.

If students actively raise questions or concerns on this, it may help to confirm that the University is not recording (or tracking) their location, but instead verifying whether they are, or are not, in the expected location at the time they check in. We also cannot require students to permit geolocation data on their device. Where presence is recorded through the PIN but with unverified location we will be running spot checks during the term.

Where staff manually record student attendance (e.g. because of using paper registers or in-class 'roll calls'), this is also shown in reports so that no location data is required.

What if I have problems using the system?

If you experience issues with the Sussex Mobile app through your phone or tablet, we recommend accessing it via a web browser by visiting - <https://www.sussex.ac.uk/mobile>.

What if my students have problems using the system?

If a student is in attendance but is having trouble checking in on their Sussex Mobile app, you can enter them manually by following the 'Check in Students' and 'History' instructions above.

Support

If you or your students experience any issues with Sussex Mobile, please contact IT Services by raising a ticket through the [IT Support Portal](#).