



Attendance and
Engagement:
A Short Staff Guide

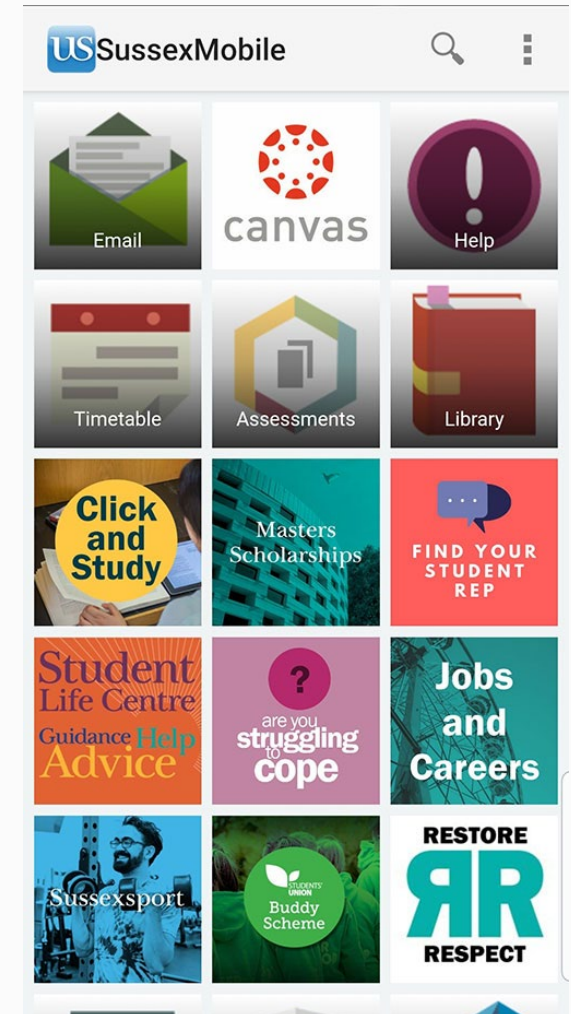
A short guide to recording attendance

Attendance for all BA undergraduate courses and all PGT courses (except ITT) can be recorded on Sussex Direct. Ideally the students should record their presence in a session using the Sussex app using a PIN generated by you, the tutor, once the session has started. You will need to use the app (the tutor version), or log on to a website (<https://sussex.ombiel.co.uk>) to generate a PIN that the students use to record their presence.

The PIN is randomly generated for each session and the students must enter the PIN within 20 minutes to record their attendance. After the session, you will need to look at the register on Sussex Direct and fill in any gaps – e.g., students who were absent or who notified you of their absence. The following pages show you how both the app and the registers work on Sussex Direct.

Recording Student Attendance

- The simplest way to record attendance is via the Sussex Mobile App
 - [The Sussex APP – staff guidance to using the app](#)
 - Download the app here then select ‘tutor’
 - The app links with your Sussex Direct timetable and enables you to generate a PIN for the student to use to register their attendance
- or, you can...
- Use the Sussex Direct site to log attendance by ‘calling’ a register
 - Download a printable attendance sheet (via Sussex Direct) to manually register the students, then you enter the data at a later point.



How does the app work?

1. Open the Sussex Mobile App. You should see a tile called 'Attendance (Tutor)' – open this during your teaching session.

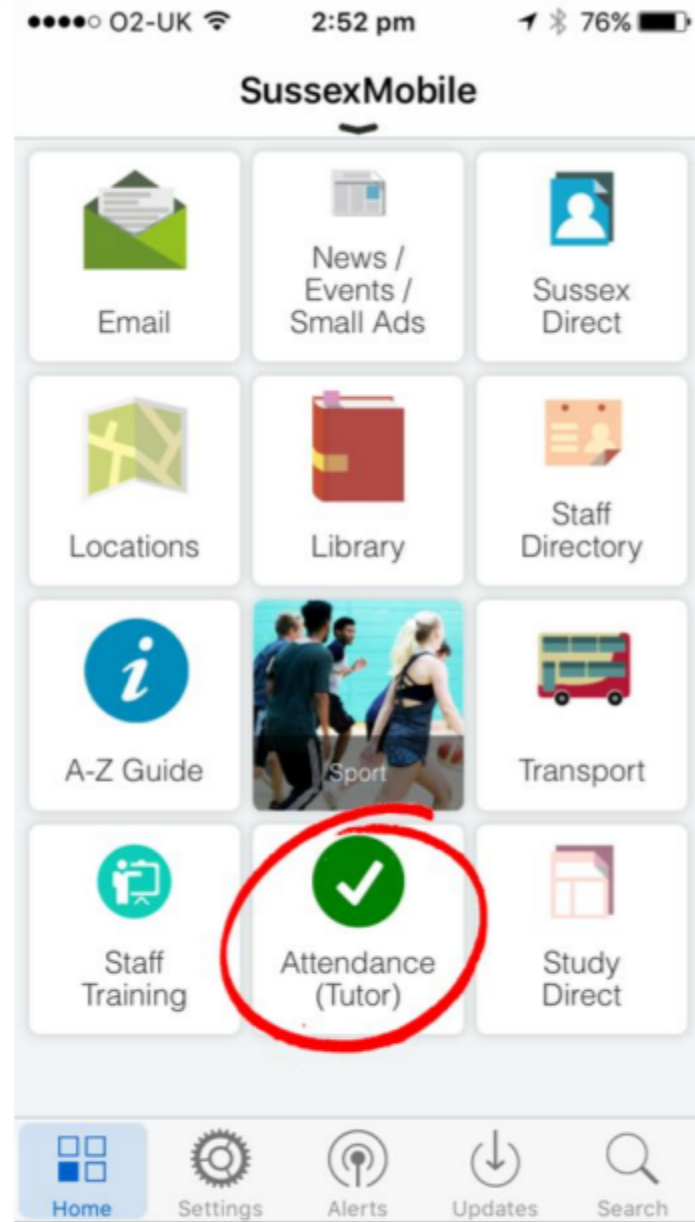
Please note that this tile will only be visible to you once the phase including your module(s) has begun.

As well as using the Mobile App on a device, it is also possible to access it through a website (e.g. on desktop PCs) by going to:

<https://sussex.ombiel.co.uk/>

If using this, it may be useful to create a shortcut on your desktop screen with the link, which should then be visible when you log-in to teaching rooms PCs.

We are exploring the possibility of installing a link to the Mobile App on PCs in lecture theatres and/or posting a reminder of this link on lecterns.

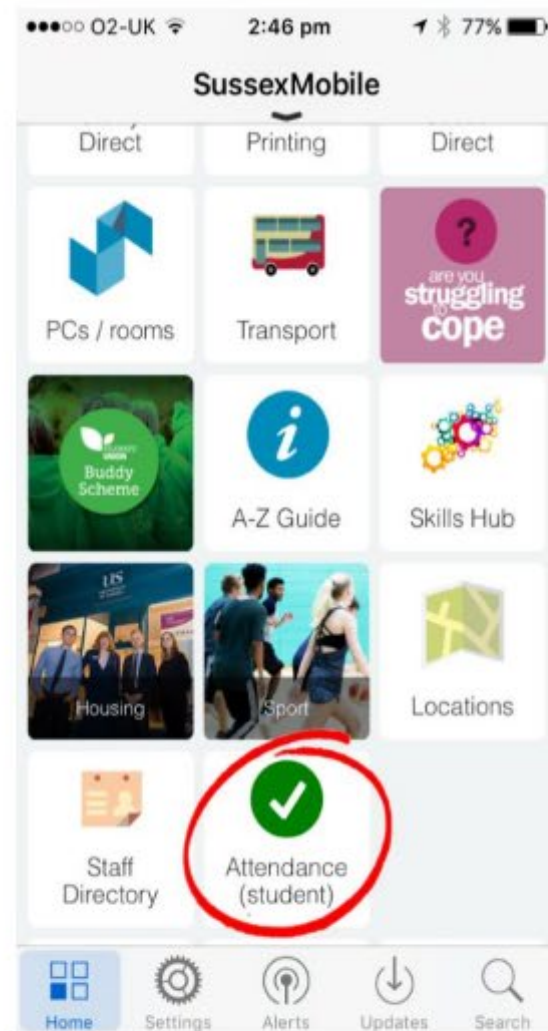


Registering Attendance using the Sussex Mobile app

Students: What do I need to do?

1. Launch the Sussex Mobile app (available on the App store or Google Play) or open it in your web browser: sussex.ac.uk/mobile
2. When your tutor tells you a four-digit PIN code, tap the 'Attendance (student)' tile and submit the PIN code within ten minutes
3. That's it! You have been recorded as 'Present'

1.



2.



3.



Recording attendance on Sussex Direct

Log

Log into Sussex Direct using your Sussex id and password



Click

Click on the teaching tab, then select Teaching and Teaching Groups



Select

Select the relevant teaching group



Students

Staff

Schools & services

Sussex

Admin ▾ Searches ▾ Research ▾ Teaching ▾ Library ▾ Personal ▾ Help ▾

Home >

James Will

- Teaching ▾
- Teaching Groups
- Setup Assignments
- Convening ▾
- Moderating
- Timetable ▾
- Academic Advisees
- Email my Students
- Module Evaluation
- Student Support List
- Subscribe to ITS Texts



My Notifications

Teaching Timetable for James Williams

Tue 28 Sep 2021 (Autumn Semester Week 1)

No classes on Tuesday

« Monday

Wednesday »



The IP address of your desktop computer at Sussex is:

139.184.184.136

Copy

Recording on Sussex Direct

- Select 'Register' to see the group attendance to date
- Select 'All Sessions' to record attendance

Admin ▾ Searches ▾ Research ▾ Teaching ▾ Library ▾ Personal ▾ Help ▾ Logout

Home > Teaching Groups James Williams, last login 28/09/21 13.40

Teaching Groups Related Links ▾

Show me: Teaching Groups Setup Assignments / Edit Assessments

Please note the drop down menus below are "self activating", i.e. once you select an item and release the mouse button, you will be taken straight to the relevant page.

Teaching Groups for James Williams Help □ —

Module: - Select - ▾ Term: Autumn Semester ▾ Year: 21/22 ▾

Module	Group	Terms	Attendance	Marks	Reports
Critical Reflection; Ed,Theory Practice (145X3PT) [Canvas]	Seminar 1 (35 students)	Autumn Semester	Currently up to date All Sessions Register		
Inclusion, Diversity and Equity (X4300E) [Canvas]	Seminar 1 (31 students)	Autumn Semester	Currently up to date All Sessions Register		

Use the drop-down arrows in the **Present?** column to record absences. A default value can be set and individual records marked as exceptions.

Use this drop down list to select a default value

Use the drop down list to mark the individual exceptions

Name	Rul Code	Present?	Comments	Delete?
...y and Politics	873390	Absence notified	Abs N	<input type="checkbox"/>
A.... E... L BA Politics and Philosophy	874318	Absence notified	Abs N	<input type="checkbox"/>
...ory and Politics	866028	Absence notified	Abs N	<input type="checkbox"/>
...ics and ...phy	874913	Present	✓	<input type="checkbox"/>
...ory and Politics	873295	Absence notified	Abs N	<input type="checkbox"/>
...ics and ...tional Relations	872873	Absence notified	Abs N	<input type="checkbox"/>
...ics and ...tional Relations	864959	Present	✓	<input type="checkbox"/>

As soon as you have saved your attendance records they can be seen by your students from their Sussex Direct Pages

Enter any **Comments** in the comments box

Click **Save** to commit changes