**A Quick Guide for Lecturers**

**Attendance Monitoring / Card Readers / Timetabling**

CTESS updated June 2022

**Attendance Monitoring**

The Attendance Monitoring Policy 21/22 can be found by clicking [here](https://www.stmarys.ac.uk/policies/attendance-monitoring.aspx).

An overview of Attendance Monitoring at St Mary’s and a link to a useful staff manual can be found [here, link to Overview.](https://www.stmarys.ac.uk/ctess/Learning-and-Teaching/attendance-monitoring/attendance-monitoring.aspx)

Data from Celcat, the timetabling platform, feeds directly into the Personal Tutor Dashboard. Attendance data is available to both staff and students and poor attendance can be in indication of a student at risk.

**Access to CELCAT Live** can be found here: <https://celcat.stmarys.ac.uk/>

Full guidance notes can be found in the Timetable section of the University Website: Link to Celcat Guide [here](https://www.stmarys.ac.uk/timetabling/overview.aspx).

TIP: When checking student registers in Celcat please ensure the correct date is specified.

**Where to View Attendance Data**

Aggregated attendance data can be viewed via the Personal Tutor Dashboard.

If you need to make updates to the register please do so via Celcat.

Course Leads and Subject/Programme leads are able to access Attendance Reports from the University desktop or via VPN.

**Tapping In**

Students can tap-in 15 minutes before the start of class.

The card reader will continue to accept taps from students for the whole lesson, and students will be marked late if they tap in more than 15 minutes from the start of the class.

**Reporting Errors with Card Readers**

If you believe a card reader is not working please contact the helpdesk ASAP so they can investigate helpdesk@stmarys.ac.uk

Reporting errors will help us support the platform and ensure data accuracy as we can investigate and rectify issues as they occur.

**Lost ID Cards**

Students should be directed to Security for a replacement card and a fee may be charged.

Action: Lecturer to manually update the Celcat register.

**Swapping Classes**

If a student swaps a teaching session they will be marked as absent as they are attached to the initial lesson in Celcat, and they system will not automatically know that they have attended another session.

Action: Lecturer to manually update the Celcat register

**Contacting Students**

Students will not be automatically contacted if they miss sessions. The Programme Team are asked to contact students deemed at risk to follow through any conversations

**Lectures and Seminars**

If you use the same room for lectures and seminars your students will need to tap-in again for the second session. If the student does not tap in again they will be marked as absent.

**If a teaching session is cancelled**

Please email timetabling@stmarys.ac.uk stating the following information, this will ensure the register is updated and remove the absence marker on the student record.

Date, time of session, room number and module code

**Swopping F2F to Online Delivery**

Please advise timetabling of any delivery changes with the following information:

Module code / date / time / if the session is live or pre-recorded or hyflex

Timetabling will then release the room for other uses and the student timetable amended reflected to match delivery.

**Outside Locations on Campus**

Card readers are installed on the outside of buildings near the Sports Field/ Sport St Mary’s and Teddington Lock.

**Off Site Locations / Field Trips**

Action: Lecturer to manually update the Celcat register.