

MyDMU update

A quick start guide to using your new tile

Do more. See more. Have more control.
24/7 on any device

My Attendance

The My Attendance tile allows you to view your attendance data for your lectures and seminars. This is an information only tile.

Please note: If you think there is a discrepancy with the data shown on this tile, for example if you are marked as 'not attended' when you did attend, please contact your Faculty Student Advice Centre who will check this for you.

Your booked modules will display on the left hand side.

If you attended your event, you should see a green tick. If you did not attend, a red cross will be displayed.

You can filter, sort and group your modules according to your preference by using these buttons.

The screenshot shows the 'Module Details' page for 'Understanding Business TILE' (Module Code: CORP1502). The left sidebar lists several modules, with 'Understanding Business TILE' selected. The main area displays a table of attendance records. Callouts point to various features: a green tick for attendance, a red cross for non-attendance, the 'Tracking Type' column, the 'Tardy Reason' and 'Absence Reason' columns, and the filter/sort/group buttons at the bottom.

Date/Time	Attended	Resource	Tracking Type	Tracked By	Tardy Reason	Absence Reason	Absence Comment
2018-10-03 10:30 - 11:30	✓	Gateway House 3.75	Paper Attendance List				
2018-10-10 10:30 - 11:30	✗	Gateway House 3.75	Paper Attendance List	Miss Michelle Shauhan			
2018-10-17 10:30 - 11:30	✗	Gateway House 3.75	Paper Attendance List				
2018-10-24 10:30 - 11:30		Gateway House 3.75					
2018-10-31 10:30 - 11:30		Gateway House 3.75					
2018-11-07 10:30 - 11:30		Gateway House 3.75					
2018-11-14 10:30 - 11:30		Gateway House 3.75					

The different lectures and/or seminars which you have for the selected module are shown here.

The 'Notes' option will show a record of any previous communication you may have received from the faculty regarding your attendance.

If you are late for a session, the reason will be listed under the 'Tardy reason' column. If you have notified your faculty that you will be absent, this will be listed under 'Absence reason'.

The 'Tracking Type' column will show what method was used to record your attendance, for example a paper list or swipe card device.

Help and further info

If you have any problems using the tile contact your Faculty Student Advice Centre. For all technical issues please call the ITMS service desk on 0116 250 6050 or email itmsservicedesk@dmu.ac.uk