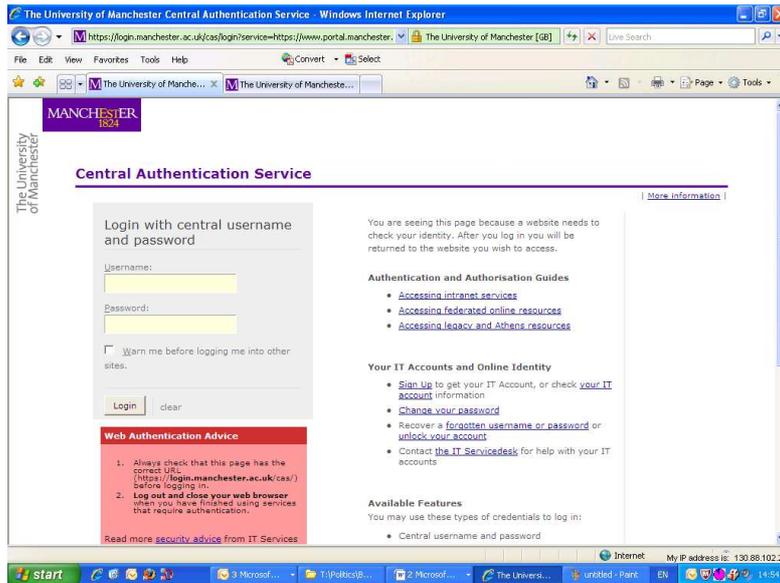


Recording Attendance on Campus Solutions

You can access Campus Solutions through the Staff Portal at this link

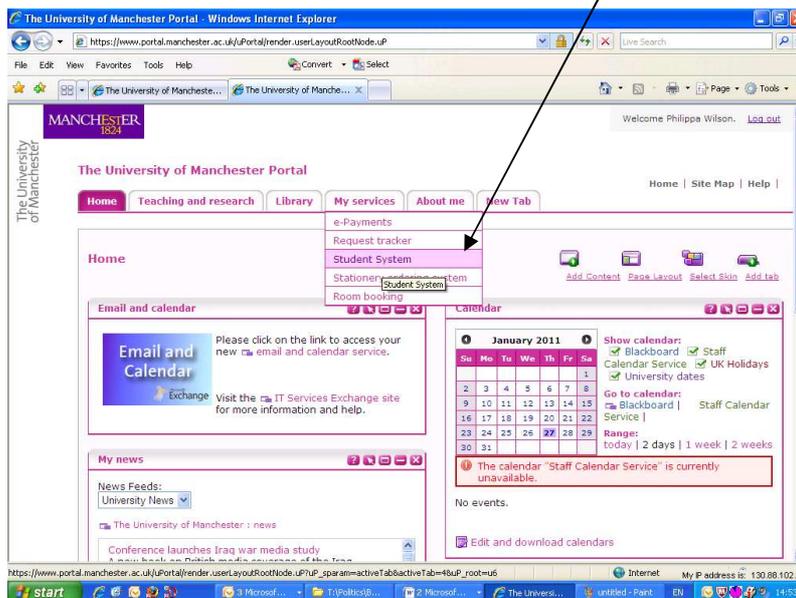
<https://www.portal.manchester.ac.uk/>

Firstly you need to log onto the system as below:



Your log in is your central username and password.

In the My Services tab click on Student System.



You may have to select the hyperlink for the Student System again on the next page.

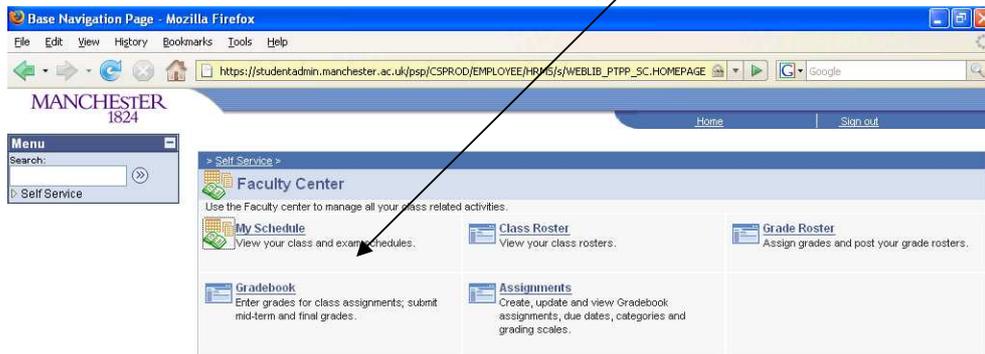
Next, using your mouse, press 'Faculty Center',



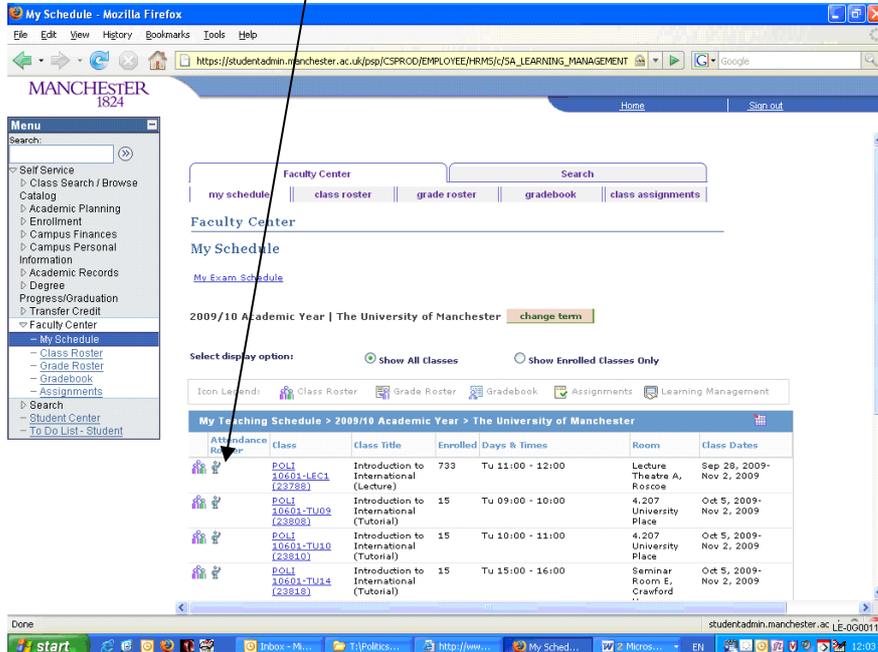
Please note:

This screen may differ slightly from the above screen shot depending on your access rights. Faculty Center will always be under the Self Service menu.

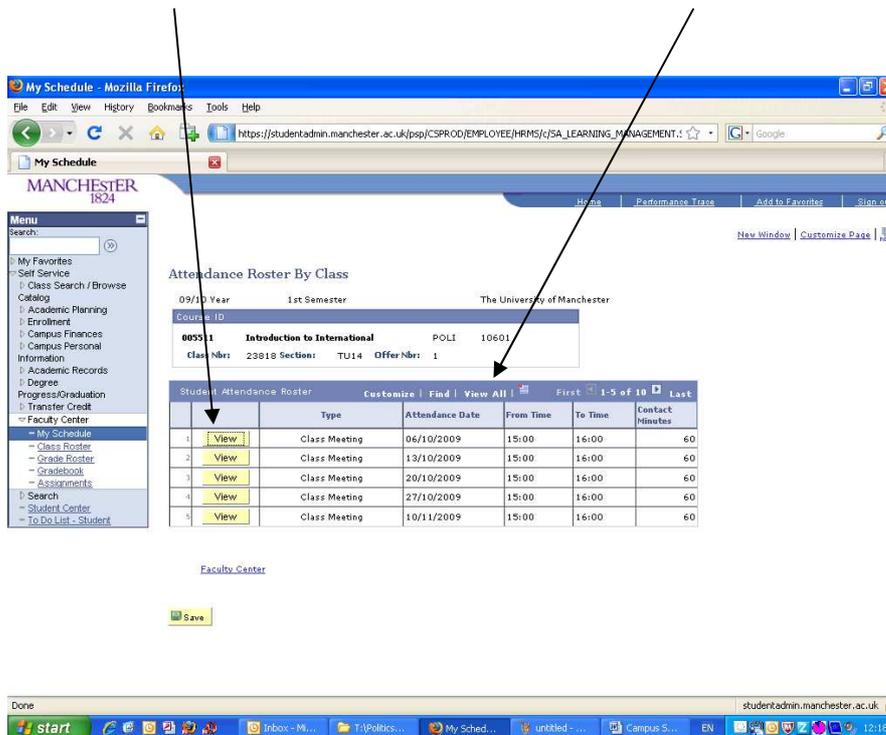
Next, using your mouse, click on 'My Schedule',



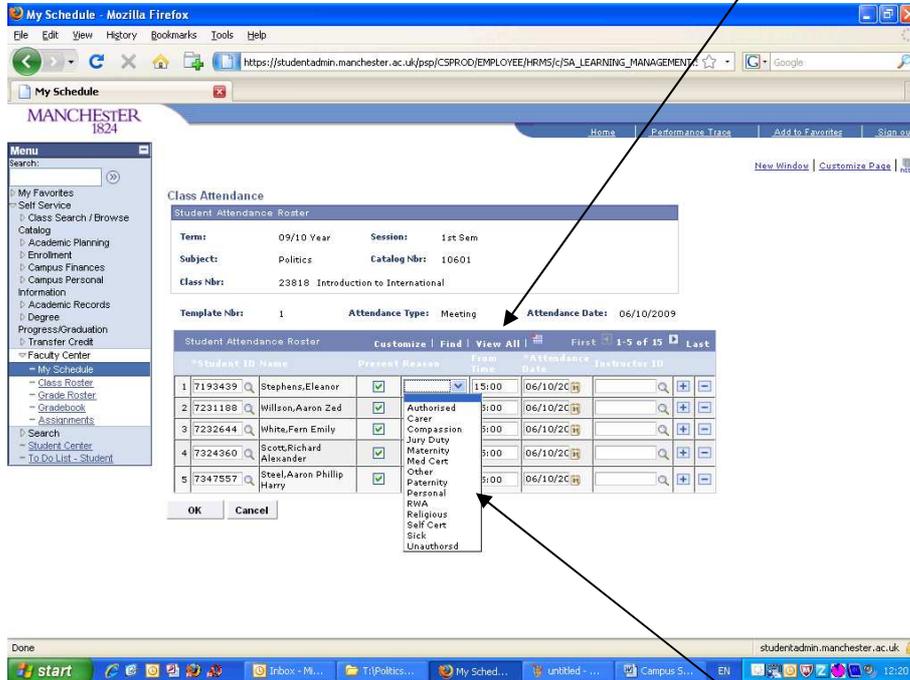
You then need to click on the icon of a person waving to view the electronic attendance rosters for each course:



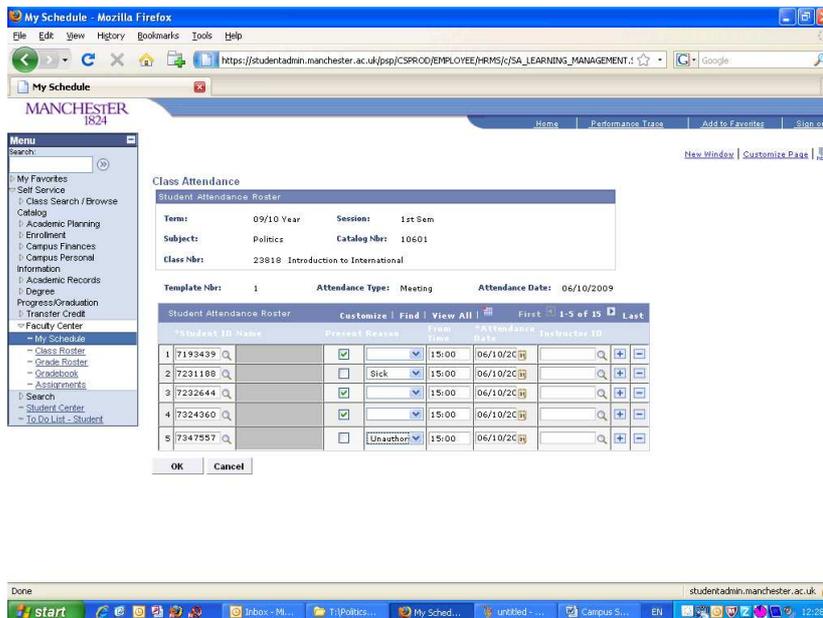
The screen below will then be displayed. Click on the week that you want to mark attendance for. If you cannot see the date, click 'view all' to reveal the rest of the dates.



Once you have decided on a date, only the first 5 names of students will appear so you need to click 'view all' in order to see everyone in the class.



Once you can see all the students you can mark attendance. If someone does not attend you need to choose a reason from the drop down list to explain the absence. If no reason has been given, it should be marked as unauthorised.



Finally, press 'ok' which takes you back to the first screen and then press 'save'.

When you have pressed 'save' you can then 'sign out' or click on 'My Schedule' to return to your list of tutorial groups.