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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.







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	UNIVERSITY OF SUSSEX



Recording on Sussex Direct

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





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