Attendance Tool
Instructor Quick Guide

This is an online application designed to allow faculty to take attendance by generating a unique code that students can use to mark themselves as present for a class. The records are securely stored online and instructors will be able review them or export them as a CSV. Students can also log in to view their attendance history in a class.

To access the attendance app go to www.uml.edu/attendance and log in with your faculty email credentials.

Taking Attendance:
In the Codes menu select the class session that you would like to take attendance for.

When you select a class you will see a 4 digit access code. Share this code with the students in your classroom so that they can mark themselves as present for your class session. Codes are only valid for 24 hours. Generating a new code creates a new session in your reports.
Viewing Reports:
To view attendance reports select reports from the menu. Then select the course section you want to view.

You will see an overview of the attendance for all the students in your class over all class sessions. Green dots indicate present, a red dot indicates an absence. Hovering over a green dot will display the time they entered the code.

Selecting a student’s name from the class list will allow you to view an individual student’s attendance record. To edit their status for a session simply click on the indicator dot (red or green) for that session. When you change a student’s attendance for a session you will receive a confirmation pop up window.