



Classroom Attendance Marking System (CAMS)

Student User Guide

Version 3.0

Contents

Contents	2
Introduction	3
Pre-requisites	4
Assumptions.....	4
Overview - How it works	5
Step-by-Step Instructions for Taylor’s Mobile App (for Students)	7

Introduction

Classroom Attendance Marking System (CAMS) is designed to make managing your class attendance effortless and convenient. With just a few taps on the Taylor's Mobile app, you can quickly mark your attendance yourself—giving you full control over your records without wasting valuable class time. Your attendance updates automatically in the campus management system, leaving more room in every session for interactive learning rather than routine administrative checks.

CAMS was created to streamline your daily campus routine, eliminating manual signing of attendance sheets so you can dive straight into your studies while easily staying on top of your attendance requirements.

Marking your attendance is simple and secure: just enter the unique, randomly generated passcode displayed by your lecturer during class. The system updates instantly, allowing you to confirm your attendance on the spot and focus on what matters most—your learning.

This simple user guide serves as a quick step-by-step manual to help you easily navigate CAMS and keep your attendance on track.

Pre-requisites

CAMS requires the following pre-requisites to function:

- 1) Taylor's Mobile App¹
 - ✓ Students mark their attendance using the Taylor's Mobile app, which can be downloaded from the Apple App Store or Google Play.

Assumptions

CAMS works on the following assumptions:

- 1) Timetable is accurate
 - ✓ CAMS can only be used during the scheduled class time displayed in the student's timetable in the Campus Central Portal. Any changes to the class schedule may take up to 24 hours to be reflected in CAMS.
- 2) Non-participation defaults to absence
 - ✓ Students who do not mark their attendance during the session would be marked as absent. Students who were unable to mark their attendance within the given window can approach their lecturer to have their attendance updated manually (subject to approval).

¹ Alternatively, students can mark their attendance using Campus Central Portal, although this isn't recommended.

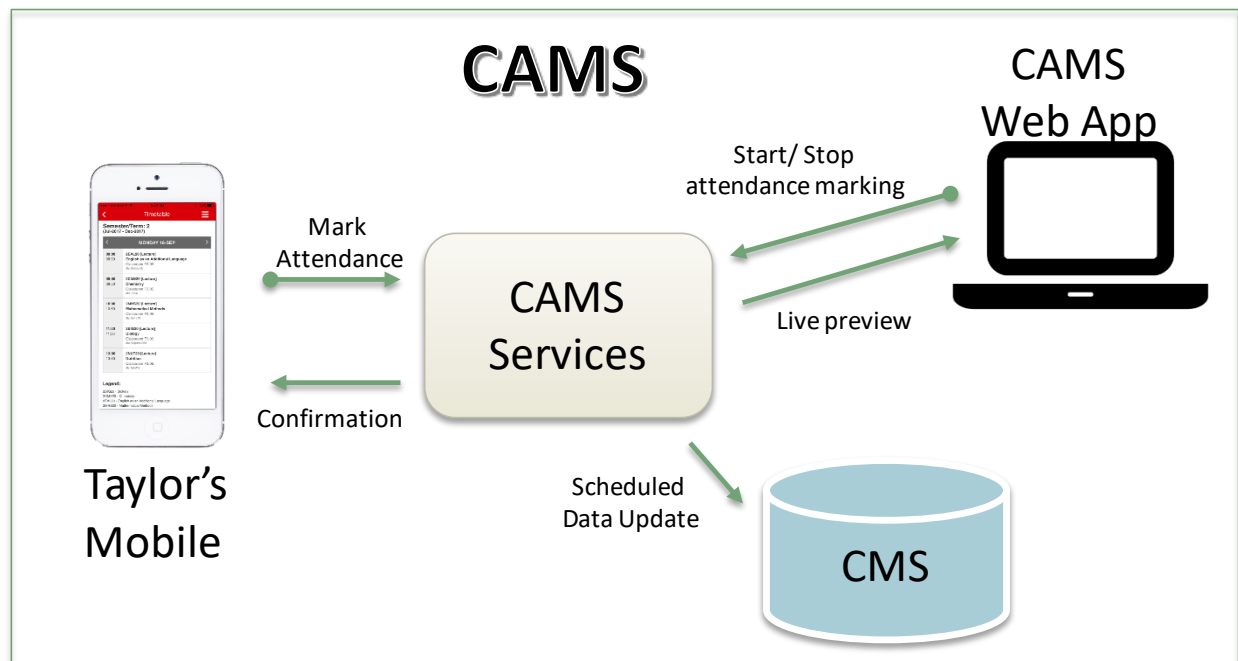
Overview - How it works

A typical attendance marking scenario is described below:

- 1) Lecturer login into the CAMS Web App **after the class commences**²
 - Confirm that the class information is correct.
- 2) Lecturer informs students that attendance marking would be carried out using Taylor's Mobile App for today's class.
- 3) Lecturer initiates the attendance marking session on CAMS, releasing the Passcode to the students.
- 4) Students mark their attendance by entering the Passcode provided.
- 5) Lecturer closes the attendance marking session or leaves the session to automatically expire (in 10 minutes).
- 6) (Optional) Lecturer updates any exceptional cases in CMS **one hour after end of class**.

² Lecturers would only be able to view their class on the CAMS Portal within the class hours

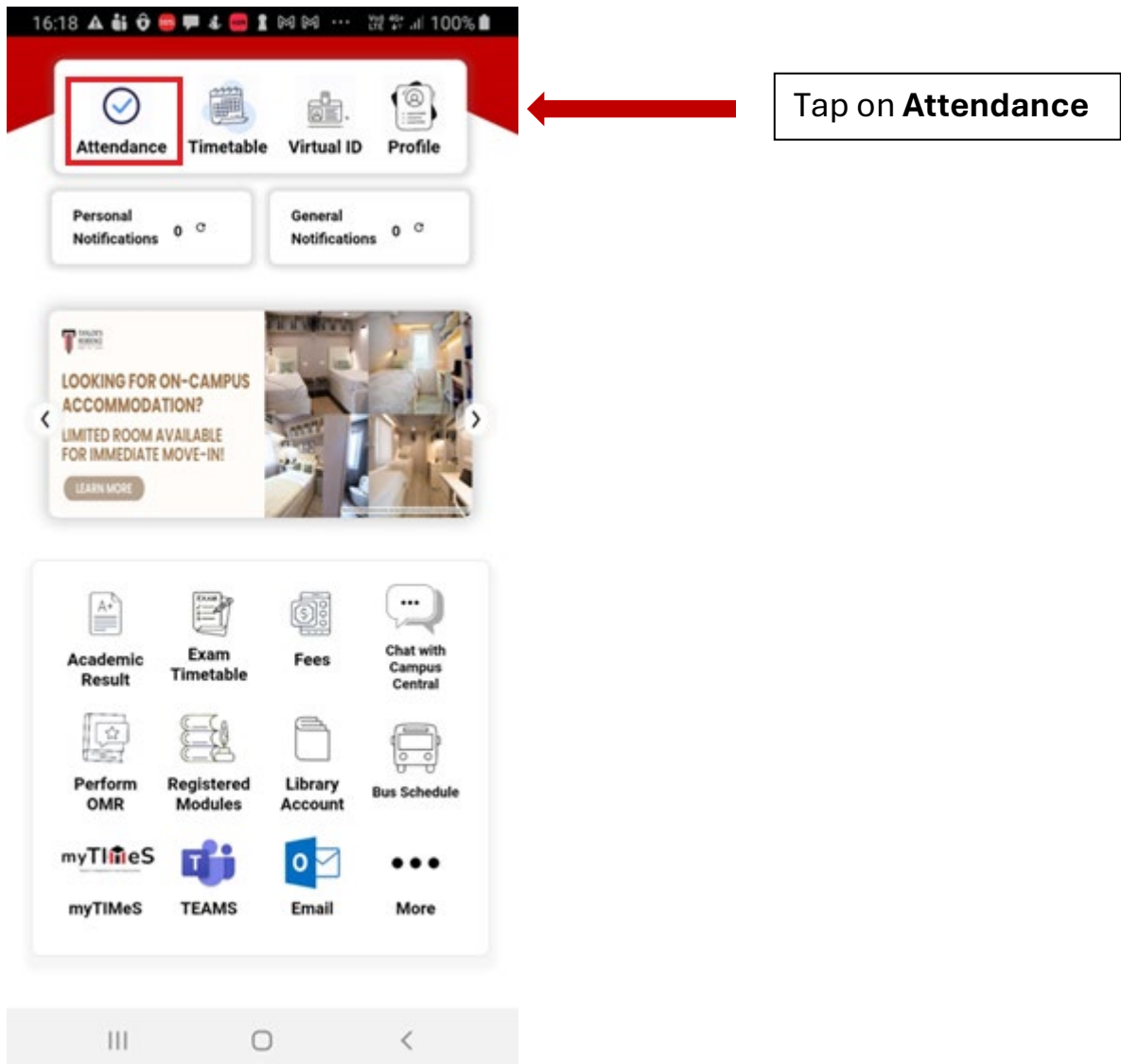
The diagram below provides an overview of how CAMS technically functions:



CMS (Campus Management System) is the data source for timetable information presented to students (via Taylor's Mobile App) and the lecturer (via the CAMS web app). The CAMS web app provides controls for starting and ending the attendance marking session, shows validity of the passcode and a live preview (refreshed on 10-second intervals) of attendance marking attempts. Attendance marking on Taylor's Mobile App is enabled when a session has started and requires a valid passcode unique for the session. Students receive an immediate confirmation of the success or failure to mark their attendance. Attendance marking records stored in the CAMS server are subsequently pushed to the CMS on an hourly basis.

Step-by-Step Instructions for Taylor's Mobile App

1. Launch Taylor's Mobile App and login using your Student ID and password.
2. At the Home screen, tap on  to launch the menu bar.



3. Select **Attendance Marking**
4. Key in **Passcode** provided by lecturer and tap on **Mark Attendance**.

Class
AL-BIO-Class 01 Sec 05(Lecture)

Subject
Biology

Lecturer
HO YEN HIM

Time
09:00 - 10:00

Venue
Classroom E3.06

Please ensure the following before you proceed:

- You are guided by your Lecturer.
- You are only marking your own attendance.
- Students who are caught marking attendance on behalf of other students or in any other violation of attendance marking will be subjected to disciplinary action.

Passcode

Mark Attendance

Click **Mark Attendance**

5. You will receive the confirmation message “**Attendance taken**” when attendance has been marked successfully.

Attendance Marking

Class
INT60112-Class 01 Sec 02(Lecture)

Subject
Internship

Lecturer
MURUGAN KRISNAMOORTHY

Time
11:00 - 12:00

Venue
C

Attendance taken
OK

Attendance taken
27/02/2025 3:27:55 PM

6. Click **OK** to exit the application. Your attendance marking is now complete.

Attendance Marking

Class
INT60112-Class 01 Sec
02(Lecture)

Subject
Internship

Lecturer
MURUGAN KRISNAMOORTHY

Time
14:00 - 18:00

Venue
Online Based Learning

Attendance taken
27/02/2025 3:27:55 PM

7. Click on Attendance Marking History to check the history of attendance taking in CAMS

< Attendance Marking History

**Your
Attendance Marking History**

Ref No

Class Type

Date Time

P

Lecturer Mark Present

A

Lecturer Mark Absent

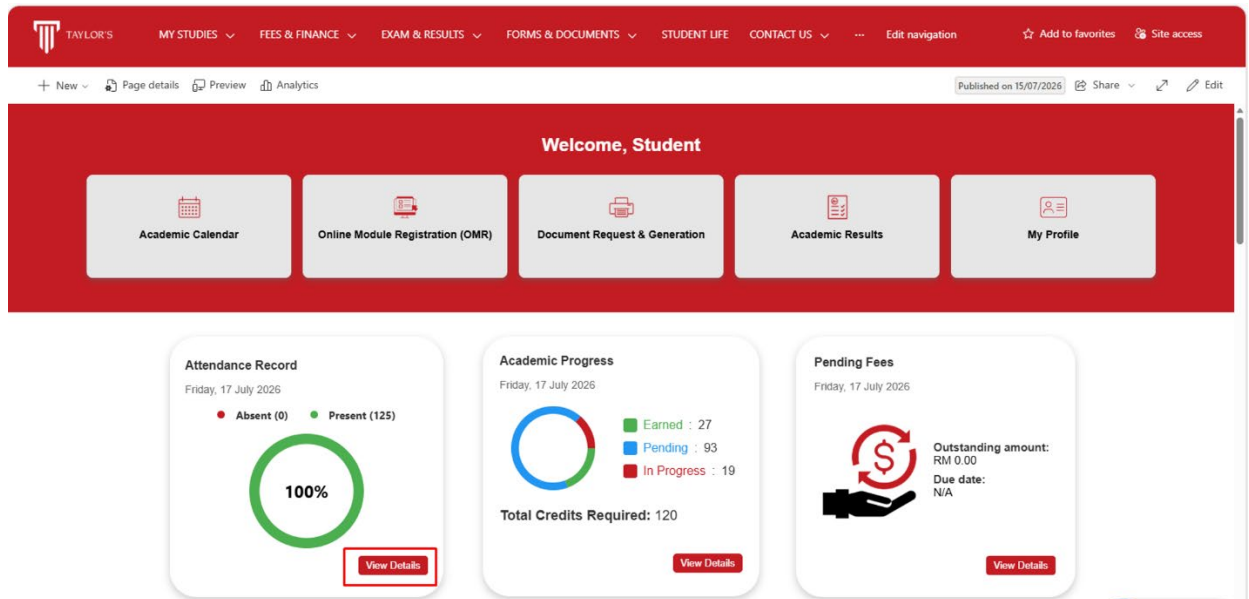
Recent

BCA61504
Narrative Writing
5189808 **Lecture** 2024-12-10 11:32:29 **P**

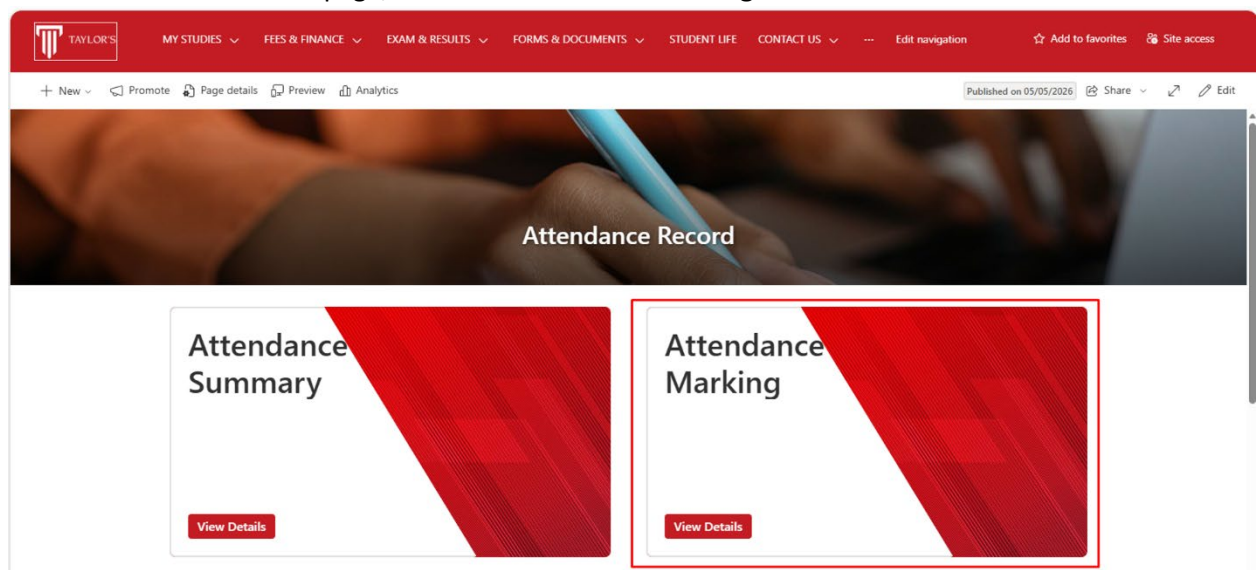
Load more

Step-by-Step Instructions for Campus Central Portal

1. Go to [Campus Central](#) portal, sign in using your email or Student ID. (Password is the same as using Taylor's Mobile App).
2. On the dashboard, click **“View Details”** under the Attendance Record.



3. At the Attendance Record page, click on **“Attendance Marking”**.



4. Enter **Passcode** and click on **Mark Attendance**.

Attendance Marking

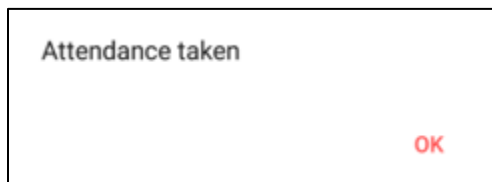
Module	Class Date	Class Time	
PSY61204 Psychological Tests and Measurements PATRINA GANESAN LT06 (C1)	21-Jul-26	10:00 - 12:00	Enter Passcode: Mark Attendance

Please ensure the following before you proceed:

Attendance Marking History

- You are guided by your lecturer.
- You are only marking your own attendance.
- Students who are caught marking attendance on behalf of other students or in any other violation of attendance marking will be subjected to disciplinary action.**

5. You should be shown the “**Attendance taken**” confirmation message when successful.



6. Click **OK** to exit the screen. Your attendance marking is now complete.
7. You can view the attendance marking history in the “**Attendance Marking History**” page once you have taken your attendance.

Attendance Marking History

Show entries

Reference No	Timestamp	Module Code	Module Name	Class Type	Status	Recorded By
5714766	2026-7-20 17:53:16	EDU60904	Learning, Assessment and Feedback	Lecture	Present	Student
5617246	2026-7-20 16:57:23	EDU60704	Philosophy and Curriculum Design	Lecture	Present	Student
5602334	2026-7-16 11:45:22	PSY61204	Psychological Tests and Measurements	Lecture	Present	Student
5615962	2026-7-16 09:49:41	PSY60704	Abnormal Psychology	Lecture	Present	Student
5698790	2026-7-15 12:43:26	EDU60904	Learning, Assessment and Feedback	Tutorial	Present	Student
5600976	2026-7-14 15:46:37	EDU60704	Philosophy and Curriculum Design	Tutorial	Present	Student
5666779	2026-7-14 11:36:41	PSY61204	Psychological Tests and Measurements	Tutorial	Present	Student
5714763	2026-7-13 17:50:21	EDU60904	Learning, Assessment and Feedback	Lecture	Present	Student
5714189	2026-7-13 16:55:01	EDU60704	Philosophy and Curriculum Design	Lecture	Present	Student
5666780	2026-7-09 11:23:29	PSY61204	Psychological Tests and Measurements	Lecture	Present	Student

Showing 1 to 10 of 109 entries

Previous ...

Disclaimer: For your actual attendance details, please refer to your attendance record in the Campus Central Portal or Taylor's Mobile Application. The history table displays only activities recorded through the Classroom Attendance Marking System (CAMS).

END OF DOCUMENT