



Classroom Attendance Marking System (CAMS)

Student User Guide

Version 1.0

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Introduction

Classroom Attendance Marking System (CAMS) is designed to make attendance marking simple and convenient. You can mark their attendance using the Taylor's Mobile app. Attendance records are automatically updated to the campus management system, thereby simplifying attendance management and allowing lecturers to focus on teaching.

This simple user guide is aimed at serving as a manual and providing simple step-by-step instructions on how to mark your attendance using CAMS.

Pre-requisites

Attendance Marking using CAMS requires the following pre-requisites:

- 1) Taylor's Mobile
 - ✓ Attendance marking uses the Taylor's Mobile app, which can be downloaded from the Apple App Store or Google Play. Alternatively, you may also use the Campus Central Portal to mark your attendance if you are facing issues with their Taylor's Mobile app.
- 2) Non-VPN stable internet connection

Assumptions

CAMS works on the following assumptions:

- 1) Scheduled class is as shown in the timetable
 - ✓ CAMS can only be used during a scheduled class as shown in the student timetable.
- 2) Non-participation defaults to absence
 - ✓ Students who do not mark their attendance during the session would be marked as absent in CAMS. Lecturers would have to manually enter absenteeism information once the students provides valid reason.

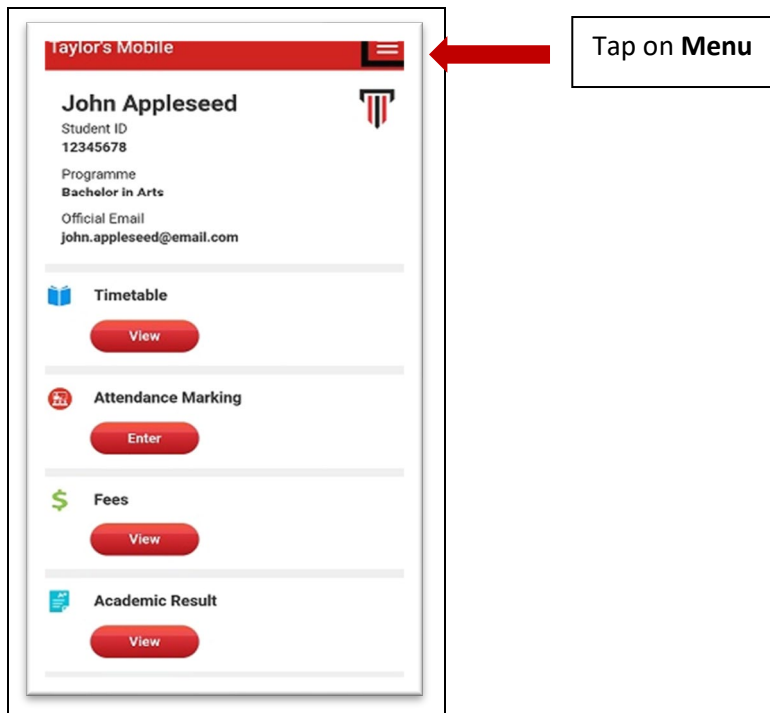
An Overview - How it works

A typical attendance marking scenario is described below:

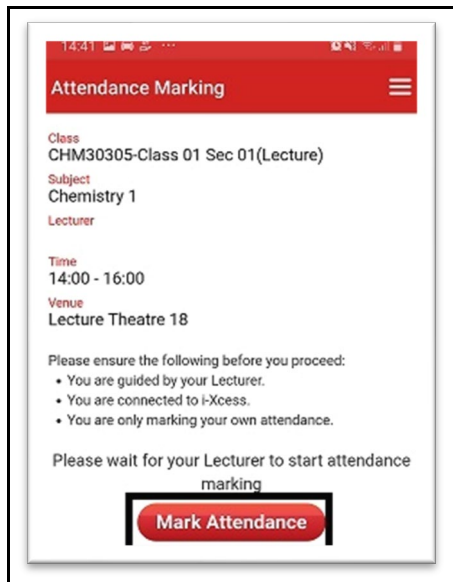
- 1) Lecturer informs students that attendance marking would be carried out using Taylor's Mobile for today's class.
 - This is a good time to download the app for first time users.
 - Confirm that you are able to view their class in the Attendance Marking screen.
 - If you are having issues with the Taylor's Mobile app, you may use Campus Central Portal instead.
- 2) Lecturer opens the attendance marking session, releasing the Passcode.
- 3) Students mark their attendance by entering the Passcode provided.
- 4) Lecturer closes the attendance marking session.

Step-by-Step Instructions for Taylor's Mobile

1. Launch Taylor's Mobile 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. Please check the details of the class before proceeding. Inform the lecturer if you face any issue.



5. Key in **Passcode** provided by lecturer and tap on **Mark Attendance**.

The screenshot shows the 'Attendance Marking' app interface. At the top, there's a red header with the title 'Attendance Marking' and a menu icon. Below the header, the class details are listed: 'Class: CHM30305-Class 01 Sec 01(Lecture)', 'Subject: Chemistry 1', and 'Lecturer'. The time is '14:00 - 16:00' and the venue is 'Lecture Theatre 18'. A section titled 'Please ensure the following before you proceed:' contains three bullet points: 'You are guided by your Lecturer.', 'You are connected to i-Xcess.', and 'You are only marking your own attendance.' Below this, there is a 'Passcode' label, a text input field containing 'P6h235', and a red 'Mark Attendance' button.

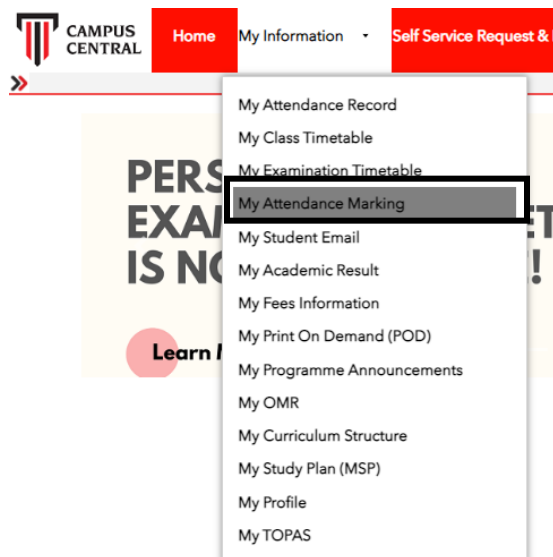
6. You will receive the confirmation message “**Attendance taken**” when attendance has been marked succesfully.

The screenshot shows the 'Attendance Marking' app interface after the attendance has been marked. The class details remain the same. At the bottom, a confirmation message 'Attendance taken' is displayed between two horizontal lines.

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

Step-by-Step Instructions for Campus Central Portal

1. Go to [Campus Central](#) portal, signing in using your email or Student ID. (Password is the same as using Taylor's Mobile).
2. From the top navigation menu, click on **"My Information"**, and select **"Attendance Marking"**.



3. At the Attendance Marking screen, tick ✓ in the **"I'm not a robot"** verification checkbox.
4. Enter **Passcode** and click on **Mark Attendance**.

Attendance Marking

Module	Class Date	Class Time	
AL-MAT Mathematics GOH POI LENG Lecture Theatre 14	17-May-22	11:00 - 12:00	Enter Passcode: Mark Attendance

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.

Monitoring Your Attendance

1. **“Attendance Marking History”**. This page indicates when class attendance is marked by student through “Attendance Marking” function from either Taylor’s Mobile app or Campus Central Portal. This feature is only available in Taylor’s Mobile app.
2. **“Attendance Summary” or “Attendance Record”**. This page list the record of absenteeism on current semester.

Bachelor of Mass Communication (Honours) (Digital Media Production) ▼				
Semester: 1 (Mar-2022 - Jul-2022)				
		Total Absence	Absent Date(s):	% of Absences (exclude absent with permission)
UCM60802U3	Millennials in Malaysia: Team Dynamics and Relationship Management	0	-	0.0 (0/6)
COM62104	Communication Theory	0	-	0.0 (0/25)
COM62404	Intercultural Communication	3	20 Jun 2022 [Tutorial] 08:00 AM 30 May 2022 [Tutorial] 08:00 AM 4 Apr 2022 [Tutorial] 08:00 AM	12.0 (3/25)
COM62204	Visual Communication	0	-	0.0 (0/25)
COM62704	Introduction to Mass Communication	2	9 Jun 2022 [Tutorial] 10:00 AM 11 Apr 2022 [Lecture] 02:00 PM	8.0 (2/25)
UCM60802U2	Life Skills for Success and Well-Being	0	-	0.0 (0/8)
The Student Code of Behaviour on Attendance states:				
1. Regular attendance and punctuality are required of all students.				
2. If a student's attendance falls below 80% of scheduled classes for any one module without valid reasons, the student may not be allowed to attempt an assessment task or sit the final examination for the module.				
3. International students are expected to have an attendance record of above 80%. An absence for 3 consecutive days without valid reasons or prior permission will result in the student being reported to the police department, the Ministry of Higher Education (MoHE), and the Malaysian Immigration Department. Action may be taken against the student which may result in the revocation of the Student Pass and visa.				
If this information is inconsistent with your records, kindly liaise with the lecturer concerned and request the lecturer to update the records accordingly. Thereafter, the relevant documents i.e. medical certificate (MC), approved Leave of Absence Form etc. must be submitted to Campus Central for filing into your records.				

END OF DOCUMENT