April 2021

Student User Guide

(Undergraduate and Postgraduate by Coursework only)
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What is the aPlus+ attendance system?

aPlus+ is an attendance tracking system that records class attendance. It also displays your attendance record for past teaching and learning activities (classes).

This guide explains how to record your attendance in aPlus+ using a code. This unique code that is specific for each teaching and learning activity can be obtained from the Announcement forum on Moodle for each enrolled unit.

More information is available in Attendance Requirement.

<table>
<thead>
<tr>
<th>Why is there an attendance requirement for international students?</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a condition of your student pass, the Ministry of Higher Education and Immigration Department of Malaysia require all international students to:</td>
</tr>
<tr>
<td>● maintain a minimum WAM of 50; and</td>
</tr>
<tr>
<td>● maintain a minimum 80% attendance record while enrolled at Monash Malaysia; and</td>
</tr>
<tr>
<td>● not be absent for three or more consecutive days of teaching and learning activities.</td>
</tr>
</tbody>
</table>

International students risk losing the Student Pass, which permits students to study at Monash Malaysia, if these requirements are not met. These are conditions by the authorities and required for your student pass renewal.

Monash Malaysia is required to regularly report the above to the Ministry of Higher Education and Immigration Department of Malaysia.
Obtaining the Attendance Code

The code for each of your scheduled teaching and learning activities will be available in the **Announcements** forum of Moodle of each unit you have enrolled in.

In the example below, the link for **Week 1 Attendance Codes** for the scheduled teaching activity is available. To obtain your attendance code, click on the announcement link.

Note: Codes for all scheduled teaching and learning activities will be available on a weekly basis. Please notify your unit coordinator if the weekly codes are unavailable.
You will see an announcement with a list of codes for the week’s teaching and learning activities.

<table>
<thead>
<tr>
<th>Session Codes</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Apr 2021, 12:00AM - 20 Apr 2021, 11:59PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop</td>
<td>Monday, 12 Apr</td>
<td>01-P1</td>
<td>11:00AM</td>
</tr>
<tr>
<td>Workshop</td>
<td>Tuesday, 13 Apr</td>
<td>01-P2</td>
<td>10:00AM</td>
</tr>
<tr>
<td><strong>Workshop</strong></td>
<td><strong>Tuesday, 13 Apr</strong></td>
<td><strong>01-P3</strong></td>
<td><strong>2:00PM</strong></td>
</tr>
<tr>
<td>Workshop</td>
<td>Wednesday, 14 Apr</td>
<td>01-P4</td>
<td>8:00AM</td>
</tr>
</tbody>
</table>

Identify and note the code for the teaching activity that you have been scheduled and assigned only. The code is based on capital characters from A-Z (without I and O) and number 2-9 (without 1 and 0).

For example (below), if your scheduled Workshop activity is Tuesday 2:00pm on 13 April, your code would be **4RQ7L**.
Entering the Attendance Code in aPlus+

Access the aPlus+ system by logging in at https://attendance.monash.edu.my with your Monash IT Account username and password. Bookmark this page on your device as you will be accessing it regularly.

You will be provided TWO options upon logging in:

i) register your attendance via the input of an attendance code; and
ii) view your current attendance or previous semester attendance records

To record your attendance for your scheduled teaching activity:

a) Click “Enter attendance code”

b) Selecting your scheduled teaching and learning activity
   ● Select your scheduled date and time of your teaching and learning activity.
   ● You will be able to view your scheduled activities for the current day and up to the next 3 days only.
   ● You can enter codes up to 15 mins before a scheduled activity.
c) **Entering and submitting the code**

- Enter the relevant code for your scheduled teaching and learning activity and click **Submit**.
- If a code is successfully entered, a tick (✔️) will be displayed.
- If ‘cancel’ is clicked, you will be brought back to the previous screen.
- If the code is incorrect, your attendance will not be recorded and you will be prompted by the system. The number of times you can attempt to re-enter the code is unlimited.

**IMPORTANT**

You have seven (7) days to enter your code from the day of the teaching and learning activity. Your attendance will be recorded as ‘absent - code’ should you fail to input the respective attendance code within this period.

Non-recording of your attendance will impact on your overall attendance rate and may result in the non-renewal of your student pass. Note that maintaining a minimum 80% attendance record is a condition of your Student Pass.
d) **Incorrect code entered**

The system will notify you should your code contain invalid characters (including spacing) or is an incorrect code.

![Incorrect code](image1)

![Code contains invalid characters](image2)

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e) **Logging out**

Click the Home button [home icon] to return to the main menu or **Logout** button to sign off.
# Legend for aPlus+ icons

<table>
<thead>
<tr>
<th>Icons</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 1:00 pm ENG2005 Workshop 01-P2</td>
<td>Attendance has been marked as ‘attended’, and the correct code has already been entered for the session.</td>
</tr>
<tr>
<td>— 1:00 pm ENG2005 Workshop 01-P2</td>
<td>Scheduled activity has been cancelled</td>
</tr>
<tr>
<td>✗ 1:00 pm ENG2005 Workshop 01-P2</td>
<td>Absent - sick, or Absent - other, or Absent - no reason</td>
</tr>
<tr>
<td>🎉 1:00 pm ENG2005 Workshop 01-P2</td>
<td>Attendance has not been marked, or the correct code has not been entered.</td>
</tr>
<tr>
<td>🔄 1:00 pm ENG2005 Workshop 01-P2</td>
<td>Ready for code entering (ready to accept code)</td>
</tr>
<tr>
<td>⚠️ 1:00 pm ENG2005 Workshop 01-P2</td>
<td>Code entry was unsuccessful</td>
</tr>
<tr>
<td>🟢 1:00 pm ENG2005 Workshop 01-P2</td>
<td>If a scheduled activity has not occurred, the code entering function is disabled. It will only be enabled 15 minutes prior to the start of the scheduled teaching activity.</td>
</tr>
</tbody>
</table>

Updated on 14 April 2021
Other Information

1. If you have difficulty logging in, please check your Monash IT Account username and password. If the problem persists, please email mum.attendance@monash.edu

2. If you are unable to locate the teaching activity (class) that you have attended/will be attending, it may be due to one of the following reasons:
   
   a. You have just enrolled in the unit on WES. The data will take up to 5 hours for it to be updated in the Attendance system.
   
   b. You have discontinued or are not enrolled in the unit.
   
   c. You have not allocated yourself to the activity via the Allocate+ system. In the event that you have enrolled late (after the closing of Allocation Adjustment mode), please contact your Education Management Office or email to mum.attendance@monash.edu for assistance.
   
   d. You may be in the wrong class/activity/group. Please check the Allocate+ system.
   
   e. You may have a clash of activities. Please contact your Education Management Office or mum.attendance@monash.edu for assistance in allocating your teaching and learning activities.
View past attendance by unit or for past semester(s)

1. At the Home interface, click “Attendance by unit”:

![Attendance by unit]

2. Your attendance percentage will be shown for each enrolled unit.

![Attendance by unit]

If you see a dash (‘-‘), it simply means that there is no record of attendance for the particular unit. Please refer to the Legend for icons.
3. To view your attendance in previous semesters, click on the drop down menu to select a semester (e.g. 2019, Semester 1).

4. Click the (Home) button to return to the main menu or Logout button to sign off.
Explaining absences

1. At the Home interface, the option ‘Explain absences’ will only appear if your attendance record has been unsatisfactory due to the following reasons:

   a. Your cumulative attendance for the current semester is below 80%.
   b. You were absent for 3 or more consecutive days from teaching and learning activities.

2. Select ‘Explain absences’ at the Home interface.
3. Choose the reason applicable for your absence and submit your explanation for absence in the comments section. Tick 'Upload supporting document', if you have supporting document(s) to submit. Uploaded documents must be in PDF format only and of good quality. If you have multiple documents, please merge it into one file. Documents submitted must be in one file only.

4. Click submit, and an instruction on the next step will appear on the screen. The system response will be subject to the reasons you have provided for your absence.