

April 2021

Student User Guide

(Undergraduate and Postgraduate by Coursework only)

Attendance User Guide Content (Student)

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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](#).

Why is there an attendance requirement for international students?

As a condition of your student pass, the Ministry of Higher Education and Immigration Department of Malaysia require all international students to:

- maintain a minimum WAM of 50; and
- maintain a minimum 80% attendance record while enrolled at Monash Malaysia; and
- not be absent for three or more consecutive days of teaching and learning activities.

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.

The screenshot shows a Moodle unit page for 'Digital Media 1'. At the top, there is a navigation bar with links for Assessments, Weeks, Communication, Additional Resources, and Grades. Below this, the unit synopsis is displayed, followed by links for Learning Objectives and Lecturer Contact. A calendar at the bottom shows weeks 1 through 6. On the right side, there are three panels: 'Latest announcements', 'Library resources', and 'Activities'. The 'Latest announcements' panel is highlighted with a red box, showing an announcement from Caryn Lim dated 13 Apr, 14:37, titled 'Week 1: Attendance Codes (for International students)'. The 'Library resources' panel lists various academic integrity modules, citing and referencing modules, copyright, library guides, Turnitin Library guide, Moodle Library guide, library search, reading lists, and research & learning online. The 'Activities' panel lists assignments, assessment grades, forums, interactive content, quizzes, and resources.

Assessments Weeks Communication Additional Resources Grades

Unit Synopsis

This unit introduces you to ecological processes in terrestrial and aquatic ecosystems. You will gain an understanding of how populations of animals and plants survive and interact in their environments. The unit covers fundamental ecological theories and concepts such as biodiversity, population growth, predation, competition, succession, mutualism, nutrient cycling and disturbance. Consideration will be given to how many of these processes operate differently between different environments. You will learn how ecological theory can be applied in the different settings: urban, agriculture and natural environments. The practical component comprises group field projects in tropical rainforests. For more information visit the [unit handbook](#).

[Learning Objectives](#)

[Lecturer Contact](#)

Latest announcements

[Add a new topic...](#)

13 Apr, 14:37
Caryn Lim
[Week 1: Attendance Codes \(for International students\)](#)
[Older topics ...](#)

Library resources

[Academic integrity modules](#)
[Citing and referencing modules](#)
[Copyright](#)
[Library guides](#)
[Turnitin Library guide](#)
[Moodle Library guide](#)
[Library Search](#)
[Reading lists](#)
[Research & Learning Online](#)

Activities

[Assignments](#)
[eAssessment Grades](#)
[Forums](#)
[Interactive Content](#)
[Quizzes](#)
[Resources](#)

You will see an announcement with a list of codes for the week's teaching and learning activities.

MONASH University

Week 2: Attendance Codes (for international students)

Display replies in nested form | Move this discussion to ... | Move

Week 3: Attendance Codes for International Students
by Caryn Lim - Wednesday, 14 April 2021, 12:44 PM

Week 3 Attendance Codes (for international students)
Once you complete your scheduled activity, you need to go to aPlus+ and enter the attendance code for each scheduled activity.

Session Codes				
7 Apr 2021, 12:00AM - 21 Apr 2021, 11:59PM				
Workshop	Monday, 12 Apr	01-P1	11:00AM	8VN2X
Workshop	Tuesday, 13 Apr	01-P2	10:00AM	TXVX6
Workshop	Tuesday, 13 Apr	01-P3	2:00PM	4RQ7L
Workshop	Wednesday, 14 Apr	01-P4	8:00AM	KVRTN

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**.

Session Codes				
6 Apr 2021, 12:00AM - 20 Apr 2021, 11:59PM				
Workshop	Monday, 12 Apr	01-P1	11:00AM	8VN2X
Workshop	Tuesday, 13 Apr	01-P2	10:00AM	TXVX6
Workshop	Tuesday, 13 Apr	01-P3	2:00PM	4RQ7L
Workshop	Wednesday, 14 Apr	01-P4	8:00AM	KVRTN

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

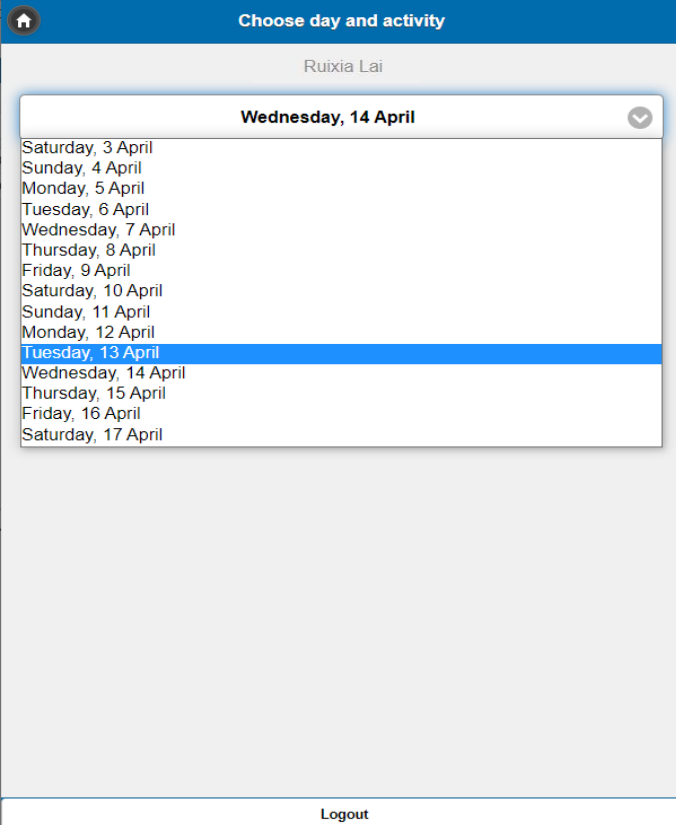
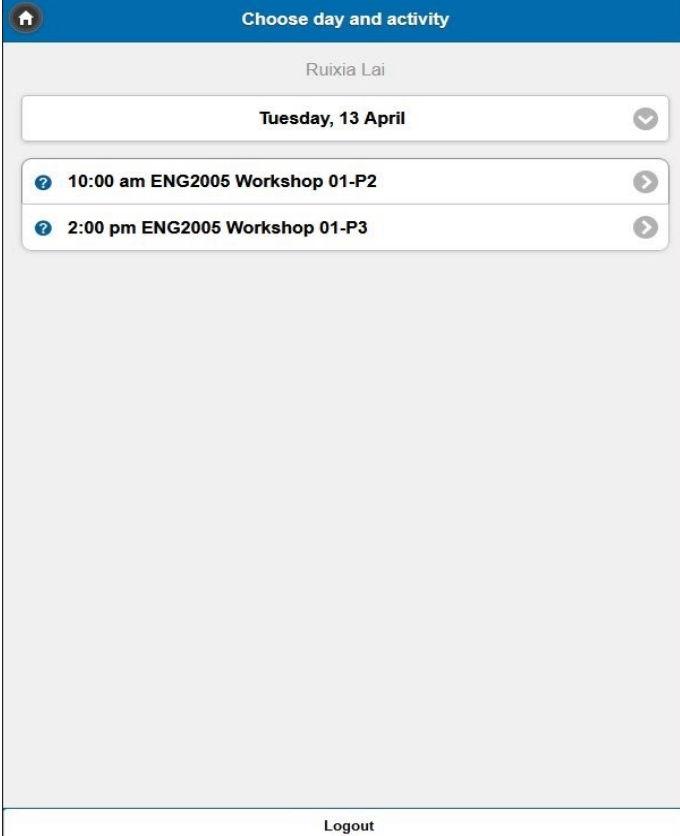
To record your attendance for your scheduled teaching activity:

a) Click “Enter attendance code”

A rectangular button with a light gray border and a white background. Inside the button, the text "Enter attendance code" is written in a bold, black, sans-serif font. To the right of the text is a small, circular icon containing a right-pointing arrow.

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.

A screenshot of a mobile application interface. At the top is a blue header bar with a home icon and the text "Choose day and activity". Below the header, the user's name "Ruixia Lai" is displayed. A dropdown menu is open, showing a list of dates from "Saturday, 3 April" to "Saturday, 17 April". The date "Tuesday, 13 April" is highlighted in blue. At the bottom of the screen is a "Logout" button.A screenshot of the same mobile application interface. The dropdown menu is closed, and the selected date "Tuesday, 13 April" is shown. Below the date, there are two scheduled activities listed: "10:00 am ENG2005 Workshop 01-P2" and "2:00 pm ENG2005 Workshop 01-P3". Each activity has a question mark icon on the left and a right-pointing arrow icon on the right. The "Logout" button is still visible at the bottom.

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.

Enter code

ENG2005 Workshop 01-P2
10:00 am Tuesday 13 April

Submit

Cancel

Logout

Ruixia Lai

Tuesday, 13 April

✓ 10:00 am ENG2005 Workshop 01-P2

2:00 pm ENG2005 Workshop 01-P3

Logout

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.

The image displays two side-by-side screenshots of a mobile application's 'Enter code' screen. Both screens have a blue header with a home icon and the text 'Enter code'. The main content area is light gray and displays the text 'ENG2005 Workshop 01-P2' and '10:00 am Tuesday 13 April'. Below this, a red error message is shown. The left screen shows 'Incorrect code' with a text input field containing '4RQ7M'. The right screen shows 'Code contains invalid characters' with a text input field containing 'wrong code'. At the bottom of each screen, there are two buttons: a dark gray 'Submit' button with a checkmark icon and a white 'Cancel' button with a circular arrow icon. A 'Logout' button is visible at the very bottom of each screen.

e) Logging out

Click the Home button  to return to the main menu or **Logout** button to sign off.

Legend for aPlus+ icons

Icons	Status
 1:00 pm ENG2005 Workshop 01-P2	Attendance has been marked as 'attended', and the correct code has already been entered for the session.
 1:00 pm ENG2005 Workshop 01-P2	Scheduled activity has been cancelled
 1:00 pm ENG2005 Workshop 01-P2	Absent - sick, or Absent - other, or Absent - no reason
 1:00 pm ENG2005 Workshop 01-P2	Attendance has not been marked, or the correct code has not been entered.
 1:00 pm ENG2005 Workshop 01-P2 	Ready for code entering (ready to accept code)
 1:00 pm ENG2005 Workshop 01-P2	Code entry was unsuccessful
 1:00 pm ENG2005 Workshop 01-P2	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.

Other Information

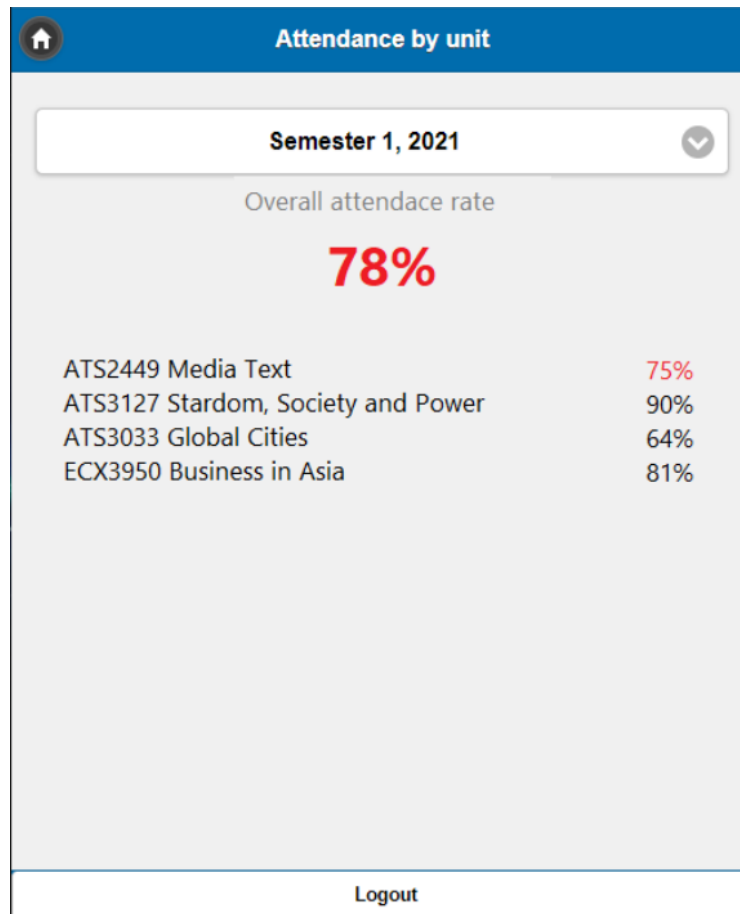
1. If you have difficulty logging in, please check your Monash IT Account username and password. If the problem persists, please email mum.attendance@monash.edu
2. If you are unable to locate the teaching activity (class) that you have attended/will be attending, it may be due to one of the following 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”:

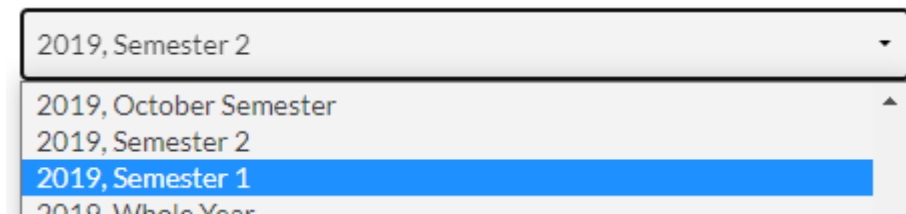



2. Your attendance percentage will be shown for each enrolled unit.



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](#).

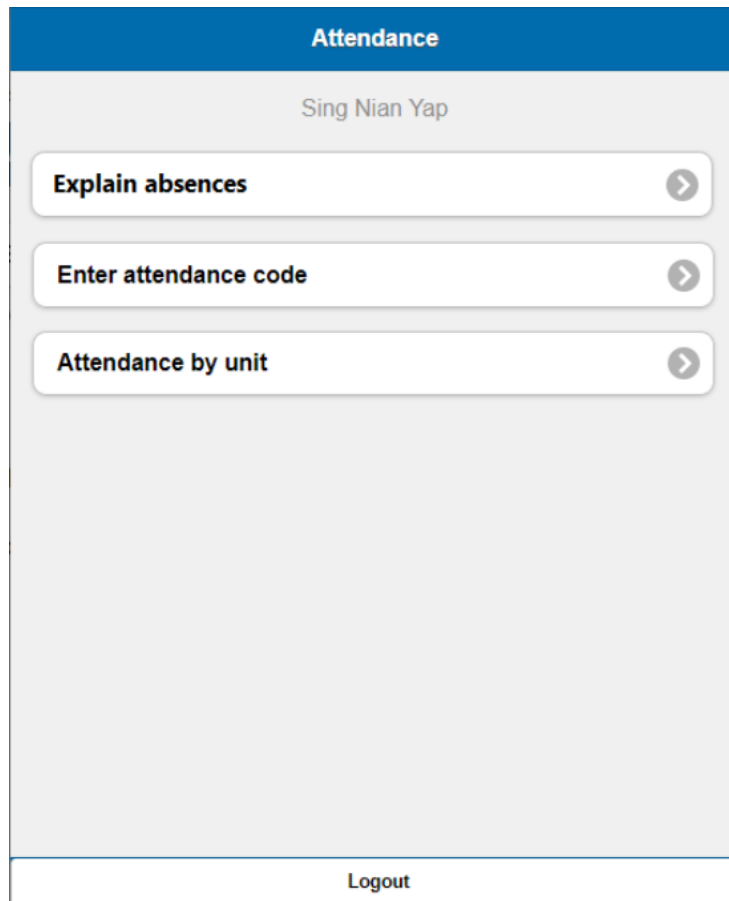
3. To view your attendance in previous semesters, click on the drop down menu to select a semester (e.g. 2019, Semester 1).



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.

The screenshot shows a web browser window with the URL 'attendance.monash.edu.m...'. The page title is 'Explain Absences'. Below the title, it says 'Sent 3 Apr 2021'. A dropdown menu is open, showing the following options: '- choose reason -', 'Medical', 'Unfortunate incident', 'Discontinuing or discontinued', 'Intermission', 'in Industrial training', and 'Other'. At the bottom of the page, there is a 'Logout' button.

The screenshot shows the same web browser window. The dropdown menu is now closed, and 'Medical' is selected. Below the dropdown, there is a text input field containing 'I was on high fever.' Below that, there is a checkbox labeled 'Upload supporting document' which is checked. To the right of the checkbox is a 'Choose File' button and the text 'No file chosen'. Below these fields are two buttons: 'Submit' and 'Cancel'. At the bottom of the page, there is a 'Logout' button.

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.