

Student Attendance Monitoring (SAM) Flash Quick Reference Guide



Accessing SAM Flash on a classroom PC

Either: Double click the **SAM Flash Screen** icon on your desktop.

Or: In your browser address bar, enter the following address:

<https://sam.uwl.ac.uk/SAM/views/ClassSearch.aspx?>

1. When prompted, enter your normal username and password (that you use to log into your PC).

Accessing SAM Flash on an Apple Mac

1. In your browser address bar, enter the following address:
<https://sam.uwl.ac.uk/SAM/views/ClassSearch.aspx?>
2. When prompted, enter your normal username and password (that you use to log into your PC).

Locate your lecture in SAM Flash

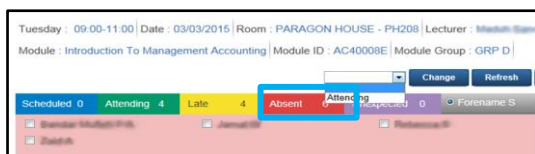
Once you have logged into SAM Flash, the home page opens displaying all lectures for the current date:

Building	Room	Module	Module ID	Lecturer	Start Time	End Time	Group
PARAGON HOUSE	PH408	Introduction To Economics	MS4005E	Ingrans Luce	09:00	10:00	GRP B
PARAGON HOUSE	PH4203	Violent Relationships	SS8004E	Sally Maria	09:00	10:00	SEM A, SEM B, SEM C, SEM D
PARAGON HOUSE	PH4024	Information & Communication Technology	BA40019E	Ghazouar Rajab	09:00	10:00	GRP A, GRP B, GRP C, GRP D, GRP E, GRP F
SHR	TC132	Algorithms and Data Structures	CP5004E	Muhammad Nasser	09:00	10:00	GP A, GP B
SHR	TC134	Financial Management	AC50023E	Haryathyan Liana	09:00	10:00	GP E
SHR	TC230	Business & Corporate Law	LV50020E	Olley Mike	09:00	10:00	ACC SEM A
SHR	TC282	Fashion in Context	AC40199E	Robson Dendie	09:00	10:00	GRP 1, GRP 2
PARAGON HOUSE	PH702	Introduction To Management Accounting	AC40008E	Maduh Sandra	09:00	11:00	GRP D
PARAGON HOUSE	PH707	Research Methods	HS50021W	Tsami Amala	09:00	11:00	All
PARAGON HOUSE	PH801	Quantitative Methods - (Business)	BA40003E	Bekada Ali	09:00	11:00	GRP C
SHR	A302	Information & Numerical Analysis	CP40019E	Mohamedal Fehzida	09:00	11:00	All
SHR	A303	Functional Skills in English	FEF3EN0	Smith Kelle	09:00	11:00	CRCD 3
SHR	H016	Diploma in Culinary Skills (VRQ2)	FE20007E	Song Wong	09:00	11:00	CRCD 2B
SHR	H140	Essential Technology	TC30003E	Muniam Kevin	09:00	11:00	GP A, GP B, GP C
SHR	HC15	Building Blocks of Life	HS40019E	James Joyce	09:00	11:00	PRAC B

Single click your lecture to open the module content window.

Mark a student as attending

You can mark a student as attending if they have forgotten their pass, or do not touch their pass on the reader when they enter the classroom.



To mark a student(s) as attending:

1. Click the **Absent** tab at the top of the module content page.
2. Select the student(s) by clicking the tick box next to the student(s) name.

3. Select **Attending** from the drop down list.
4. Click **Change**.

The student(s) name moves to the 'Attending' page.

Add unexpected students to your class

Students not scheduled for your lecture but have touched in, can be added to your class for that day only.

Tuesday : 09:00-11:00 | Date : 03/03/2015 | Room : SMR - H216 | Lecturer : James Joyce
Module : Building Blocks of Life | Module ID : HS40016E | Module Group : PRAC B



To add a student to the class:

1. Select the student(s).
2. Select **Add to Class** from the drop down list.
3. Click **Change**.

The student name moves to the 'Attending' page.

To exit SAM Flash

Close your browser window or the SAM Flash window if you accessed SAM Flash from the desktop.

SAM Support

If you encounter any problems with SAM Flash please email or call the IT Service Desk:

- **Email:** ITServiceDesk@uwl.ac.uk
- **Internal phone:** 2222
- **External phone:** :0300 1114895

Please remember:

- At the start of the lecture please ask your students to touch in on the card reader.
- Advise them not to use the keypad.

