



## Using the My Absence Tile on the Keele App

This guide gives step by step instructions on how to view your previous absences, request a future absence and submit a reason for a previous absence from a class.

### How to get the Keele Mobile app

It's available to download for free from the App Store and Google Play.

If your mobile device is not supported by the app, the desktop version

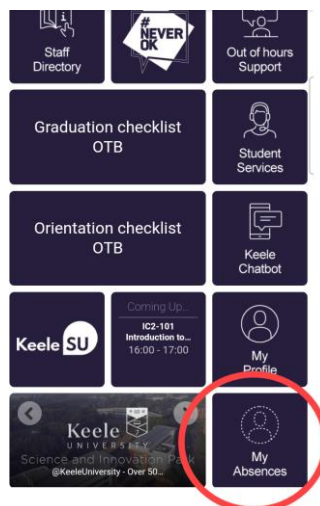
(<https://keele.ombiel.co.uk/campusm/home#menu>) is a great alternative as it provides all the same functions.

## Contents:

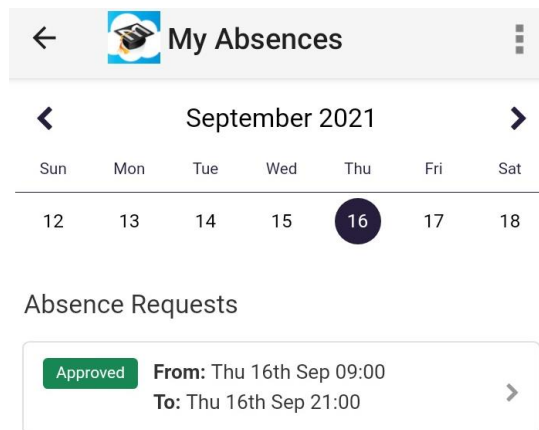
1. How to view previous absences
2. How to request a future absence
3. How to submit a reason for a previous absence

### 1. How to view previous absences

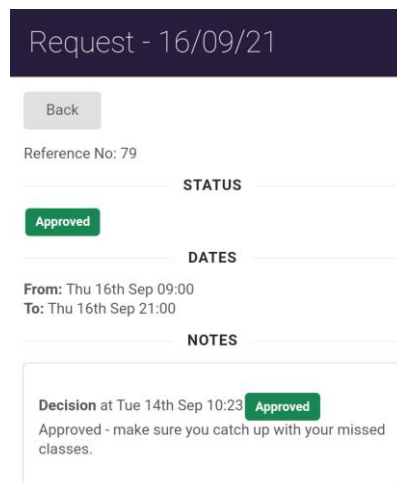
- 1.1 Log into the Keele App with your usual IT credentials then choose the My Absences tile:



1.2 From the My Absences landing page, you will be able to see any previous absences you have had including the details and status.

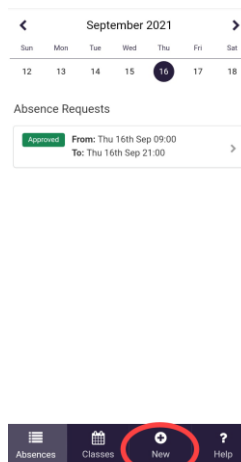


1.3 For further details, touch the absence.



## 2. How to request a future absence

2.1 To request an absence from classes in advance, touch the Add button at the bottom of the screen.



2.2 A new absence request form will open which you can complete with the details of your absence.

**New Absence Request**

**DATES**

Dates  
\* Select the date for this absence

**CLASSES**

*There are no classes found for this absence request between the dates entered.*

**ADDITIONAL DETAILS**

Absence Type  
\* -- Please Select --

Sub Type  
\* -- Please Select --

Reason for Absence  
\*

2.3 Select the start and end date of your absence request. Select the start and end time of your request. You may want to request an absence of hours, a day or several days. Touch set when you have chosen your dates and times.

PLEASE SELECT THE START AND RETURN TIMES OF THE ABSENCE (MAXIMUM RANGE OF 7 DAYS)

Start Date/Time 18/10/2021 11:00	Return Date/Time 18/10/2021 15:00
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Date	Time
17	September 2020
18	October 2021
19	November 2022

Cancel Set

2.4 You will now see a list of those classes you miss within your defined absence period.

**New Absence Request**

**DATES**

Dates  
\* 18/10/2021 11:00 - 18/10/2021 15:00

**CLASSES**

Mon 18th Oct 11:00 - 12:00  
**The Practice of Politics XXX-80002 Lecture**

Mon 18th Oct 12:00 - 13:00  
**The Practice of Politics XXX-80002 Practical**

2.5 Use the drop down lists to choose a reason and a sub reason for your absence. Please note that each absence type has a different set of sub reasons to choose from. Choose the most appropriate for your absence.

A screenshot of a dropdown menu. The top option is "-- Please Select --" with a radio button that is selected (indicated by a green dot). Below it are four other options, each with an unselected radio button: "Sickness", "Other", "Leave", and "Present".

A screenshot of a dropdown menu. The top option is "-- Please Select --" with a radio button that is selected (indicated by a green dot). Below it are six other options, each with an unselected radio button: "Assisting with a School Activity or Event", "Jury Service", "Religious Observance", "Sporting Activity", "Funeral/Bereavement", and "Other - please give more details below".

2.6 Add more detail to your request in the Reason for Absence box and detail how you will make up for the lost learning.

A text input box with the title "Reason for Absence" and an asterisk icon indicating it is required. The text "I will be away." is entered. At the bottom right, it shows "15 of 4000 chars".

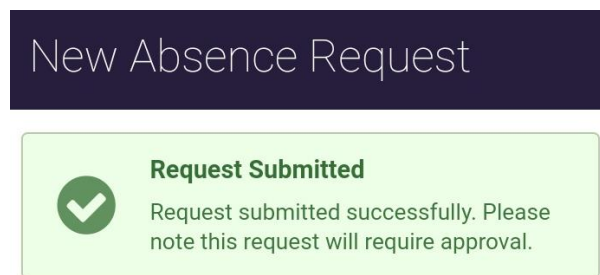
A text input box with the title "How do you intend to make up for lost learning" and an asterisk icon indicating it is required. The text "I will talk to my tutors." is entered. At the bottom right, it shows "26 of 4000 chars".

2.7 Tick the box next to the submission statement and then touch submit.

By submitting this information for a future absence, I declare that I am unable to attend and that the information given is correct and complete. For existing absences, I declare that I have not been fit to study during the period of absence, which I have stated, and that the information given is correct and complete

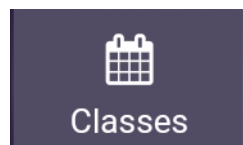
Submit

2.8 You should then receive a confirmation that your request has been submitted. If your request needs approving by your school, the status will be updated once they have considered it. In the meantime, it will be set to Pending. If your school does not approve requests, then it will be set immediately to Acknowledged.

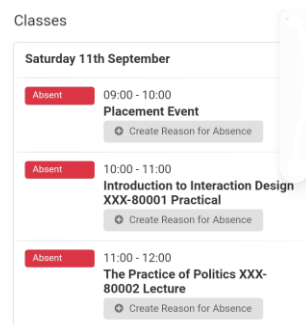


### 3. How to submit a reason for a previous absence

3.1 From the landing page, touch the Classes button at the bottom of the screen.



3.2 You can touch any date in the past to see your attendance record class by class. Below we can see that the first 3 classes of the day haven't been checked into.



3.3 To submit a reason for a previous absence, touch the Create Reason for Absence button.



3.4 If you were absent all day so missed all classes, choose the first class you missed and extend the end time so that your reason will cover the whole day.

PLEASE SELECT THE START AND RETURN TIMES OF THE ABSENCE (MAXIMUM RANGE OF 7 DAYS)

Start Date/Time 18/10/2021 11:00	Return Date/Time 18/10/2021 15:00
Date	Time
17	September 2020
18	October 2021
19	November 2022

Cancel Set

3.5 Choose an Absence Type and a Sub Type. Then add more detail to the reason and state how you are going to make up for lost learning in the 2 boxes.

ADDITIONAL DETAILS

Absence Type  
\* Sickness

Sub Type  
\* Cold, flu, chest infections etc

Reason for Absence  
\* I had to stay in bed all day.  
29 of 4000 chars

How do you intend to make up for lost learning  
\* I will contact my tutors. |  
29 of 4000 chars

3.6 Tick the declaration box and submit the reason.

By submitting this information for a future absence, I declare that I am unable to attend and that the information given is correct and complete. For existing absences, I declare that I have not been fit to study during the period of absence, which I have stated, and that the information given is correct and complete

Submit

3.7 You should then receive a confirmation that your request has been submitted. If your reason needs approving by your school, the status will be updated once they have considered it. In the meantime, it will be set to Pending. If your school does not approve reasons for absence, then it will be set immediately to Acknowledged.

## New Reason for Absence



### **Request Submitted**

Request submitted successfully.