

Luiss

Attendance registration with the Luiss App

Procedure for students

LUISS

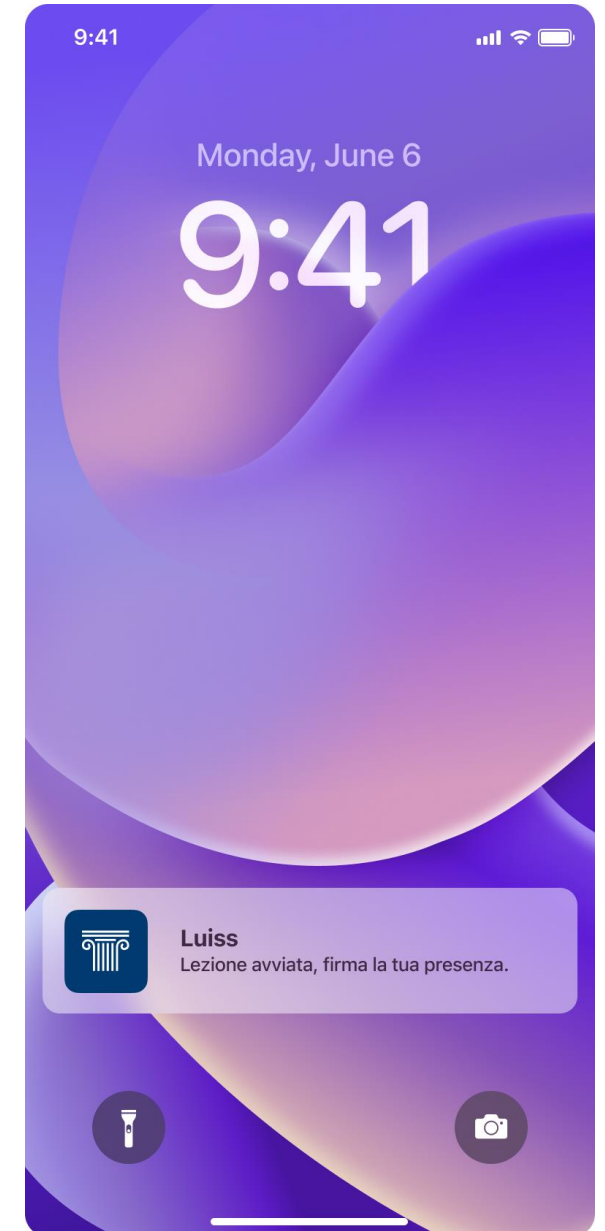


When you can register your attendance

You can mark your attendance:

- Starting **from the beginning of the class**
- **Until 20 minutes from the beginning** of the lesson
- Only if you are in the classroom and registered for the lesson

When the time window opens, a notification will be sent directly to the app. **After 20 minutes from the start of the lesson, if attendance has not been registered, you will be marked as absent.**



Required Permissions

To enable automatic detection, you must grant the following permissions:

- Access to your device's GPS location
- Bluetooth enabled



Without granting these permissions, the attendance feature will not work, and your attendance will not be recorded.

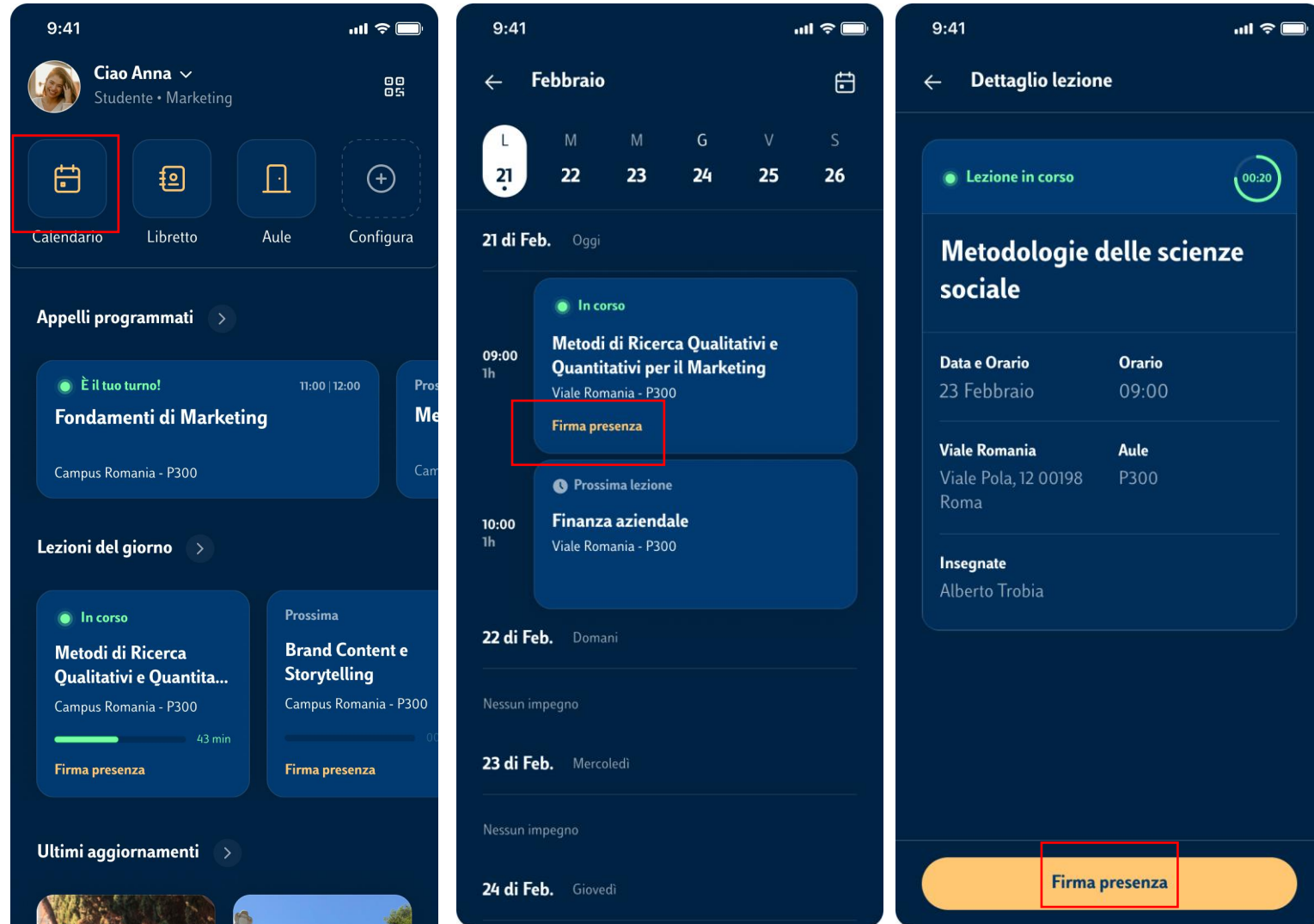


How to access the presence signature 1/2

Two ways to access the lesson page

1. From the “Calendar” section:

- Open the "Calendar" card in your profile
- Select the current lesson
- Tap the “Register Attendance” button

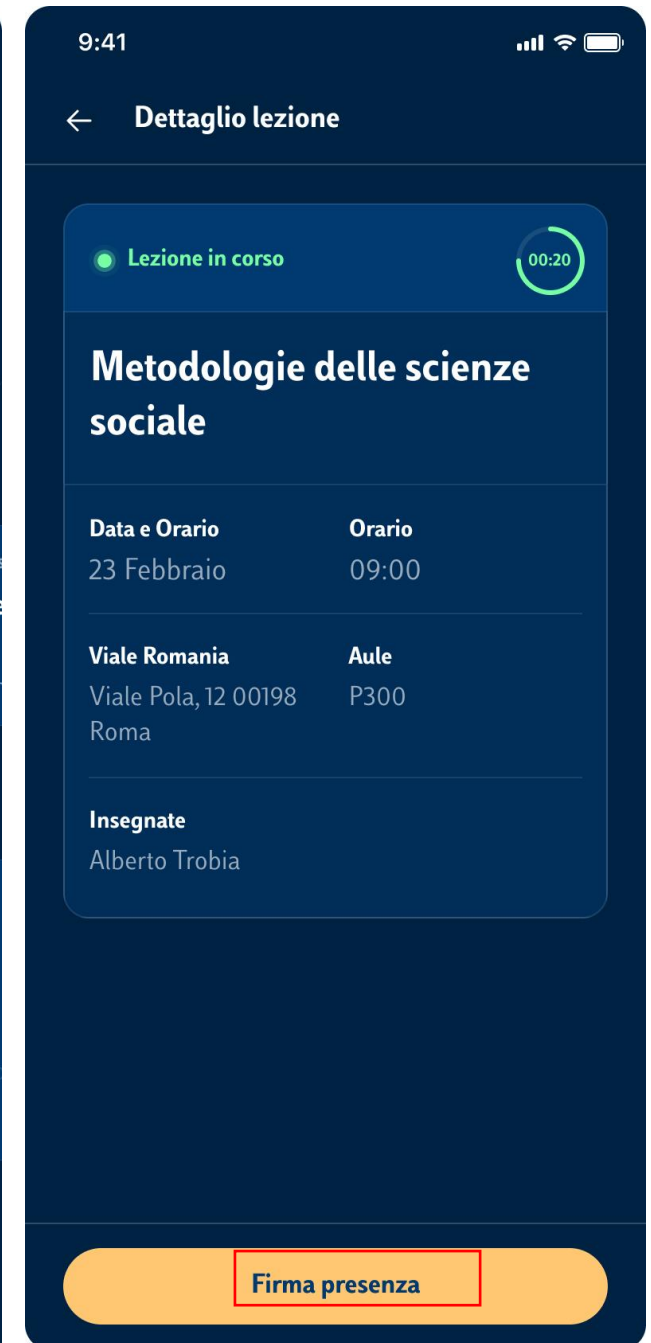
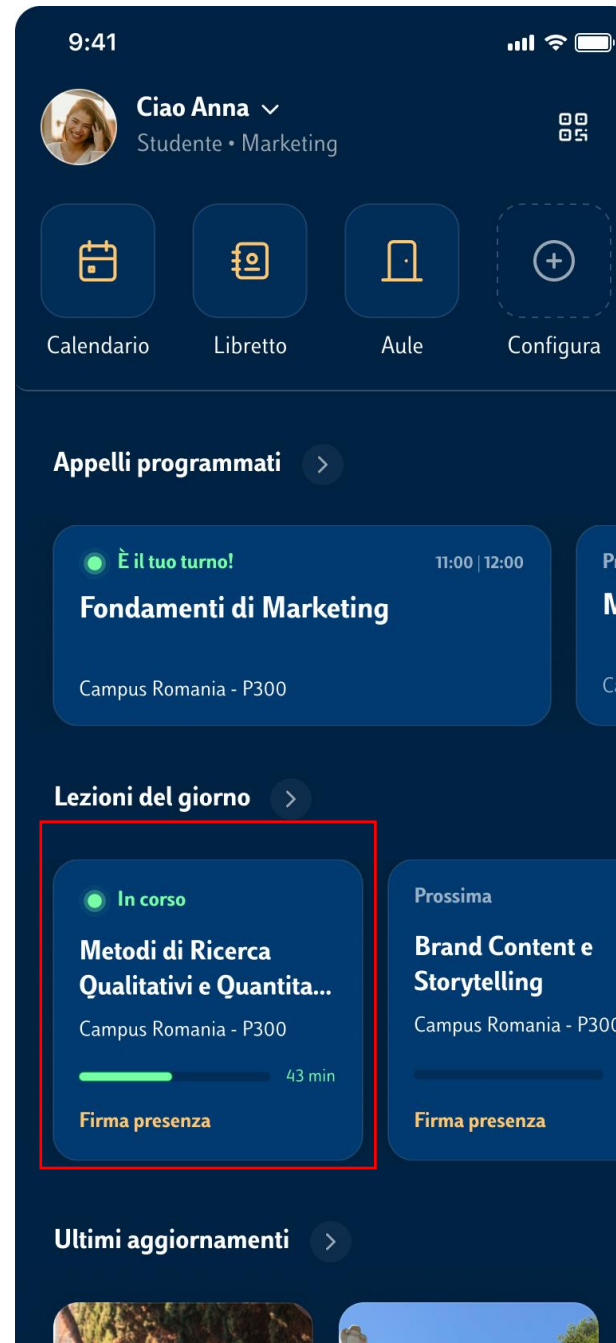


How to access the presence signature 2/2

Two ways to access the lesson page

2. From the lesson card:

- Tap on the lesson card directly from the homepage
- Select the current lesson
- Tap the “Register Attendance” button”

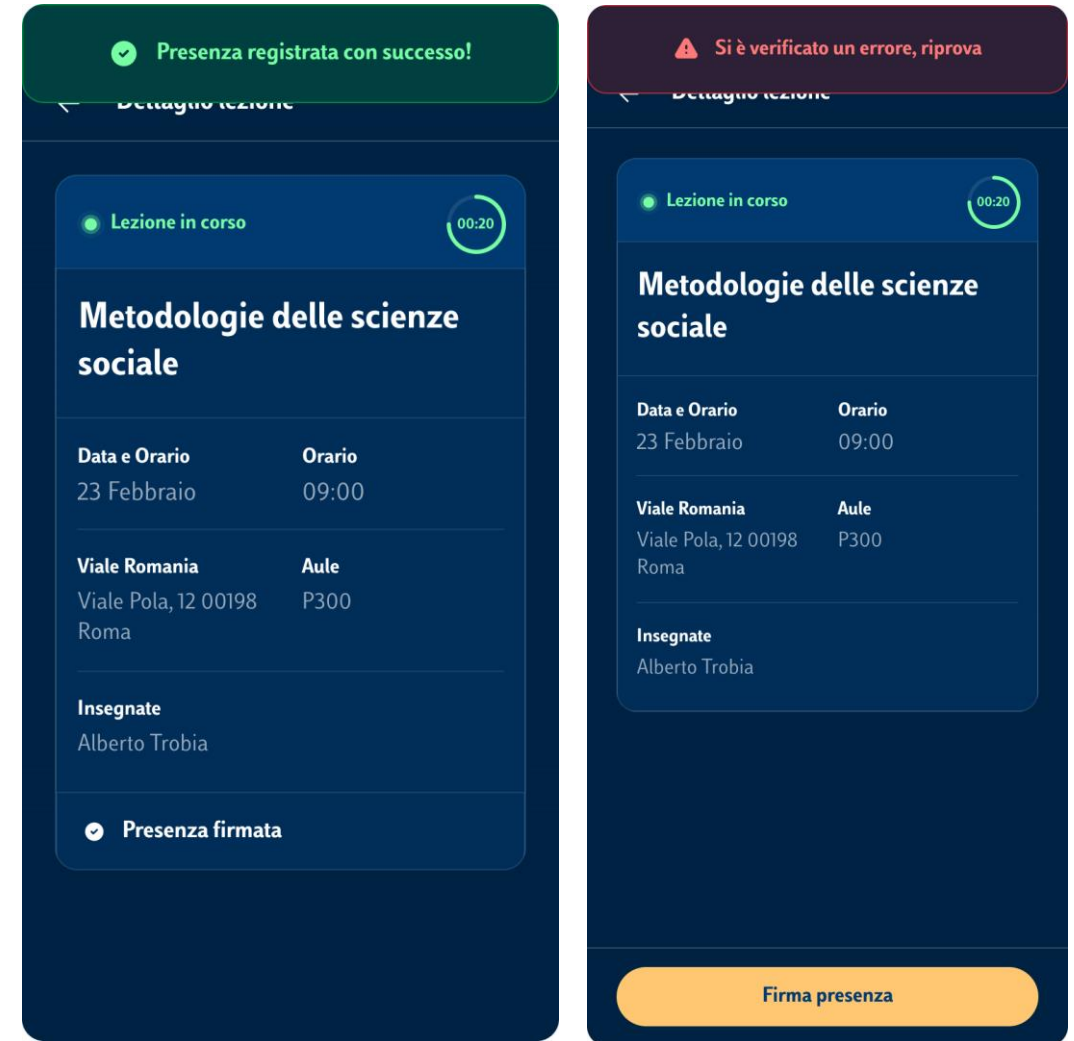


Attendance Registration Process

After tapping “Register Attendance” the app will automatically start the detection process



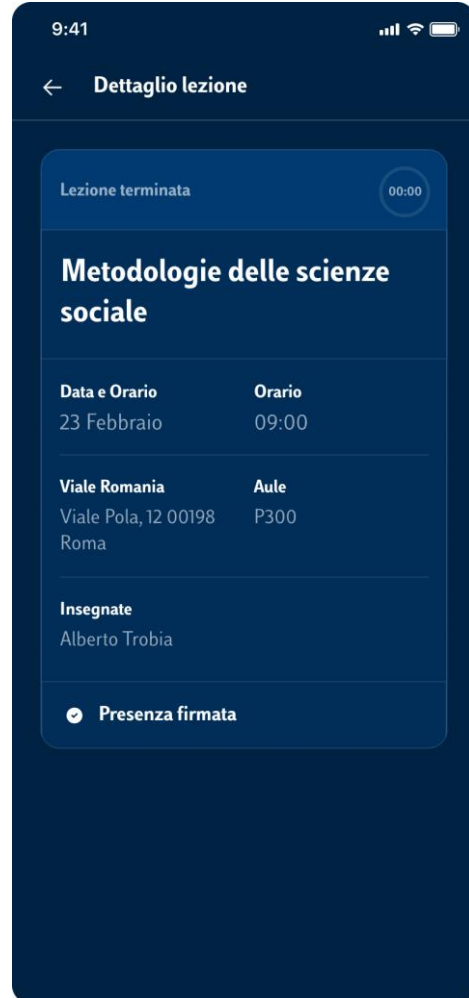
After a few seconds you will be notified of the result:



If the result is unsuccessful, you can try again or ask the professor to enter the attendance manually.

Check Attendance Status

After signing you can view your status in the lesson details:





If You Are Not Detected by the System

All students who are regularly enrolled in the course are automatically included in the attendance lists and can be detected by the system. However, in some cases (e.g., **Erasmus students** or those from **previous academic years**), your name might not appear in the list.

If you are not detectable, you must:

- **Ask the instructor** to add you to the course page on the **MyLuiss** platform.
 - Do this **at least 24 hours before the lesson**, as attendance detection will only be active starting from the day after your registration.
- ⚠ If you do not make the request in time, you will **not be detected during the lesson** and therefore will **not be able to register your attendance**.