

Student Guide: Taking Attendance

Physical classes and online classes

MUBS Attendance (MUBSEP) · Step-by-step guide

Replace each grey box with a real screenshot.

1. What you need

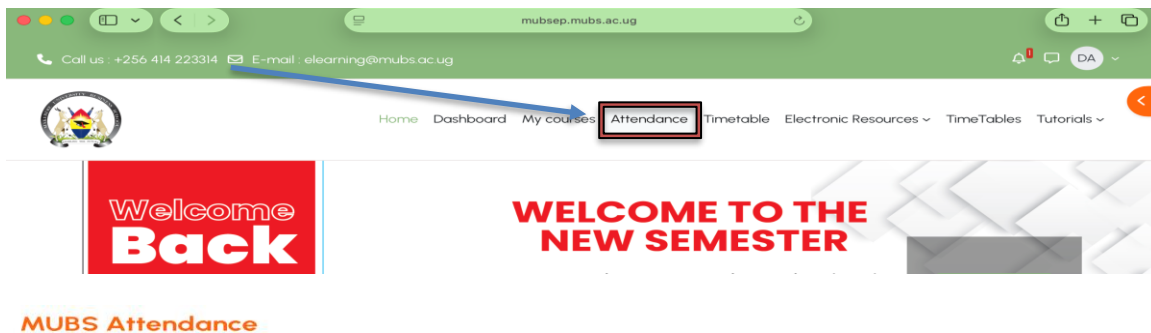
- A smartphone or computer with a camera
- Internet connection
- Your MUBSEP login (student email / student number)
- Location (GPS) turned ON for physical classes
- For online classes: the access code shared by the lecturer or course leader

2. Open Attendance in MUBSEP

Step 1. Log in to MUBSEP (mubsep.mubs.ac.ug).

Step 2. Open MUBS Attendance from the menu or the Attendance block on your dashboard.

Step 3. Complete Enrollment if asked (campus, programme, year, group). You only do this once per semester.



MUBS ATTENDANCE · MUBSEP

Signed in as [redacted]
Student

View your attendance inside MUBSEP. Tap Record only when you need to check in.

Home Today Timetable Courses Reports Enrollment

[redacted] 2400 [redacted]

Enrollment

Choose your campus, programme, and group before class lists and reports appear.
Active semester: 2026/2027 Semester I

Student number
2400 [redacted]

Registration number
24 [redacted]

Programme
Select programme ▼

Faculty
Auto from programme

Year of study
Select year ▼

Group
Select group ▼

Campus
Select campus ▼

Save enrollment



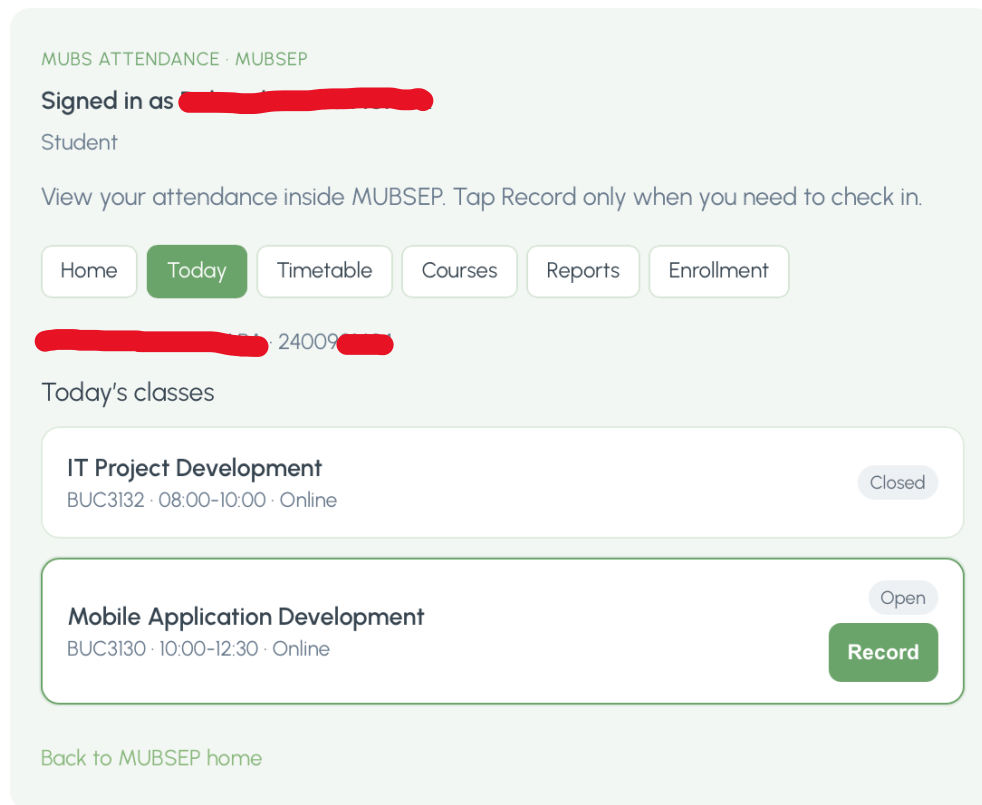
3. Find today's class

Step 1. Tap Today (or Home) to see classes scheduled for today.

Step 2. Find the class that is currently running.

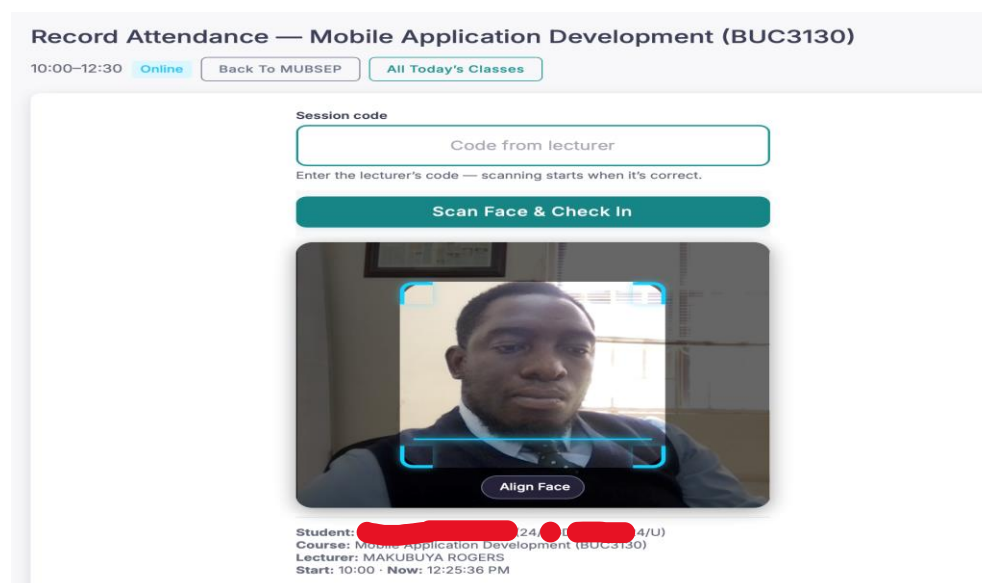
Step 3. Check the mode: Physical (venue) or Online.

Step 4. When the class is open for attendance, tap Record.



4. Physical/Online class - check in

Use this when the class is marked Physical. You must be in the venue.



Step 1. Arrive at the venue before or during class time.

Step 2a. Turn on Location / GPS on your phone (Physical classes.)

Step 2a. Get the access code from the lecturer or course leader (chat, announcement, or shown in class).

Step 3. In MUBSEP Attendance → Today, tap Record on that class.

Step 4. Allow camera and location when the browser asks.

Step 5. Take a clear photo (face fully visible, good light).

Step 6. Submit. You should see Present or Late.

Note: If you are too far from the venue, check-in is blocked. Move to the venue and try again. Late is recorded if you check in after the late cutoff.

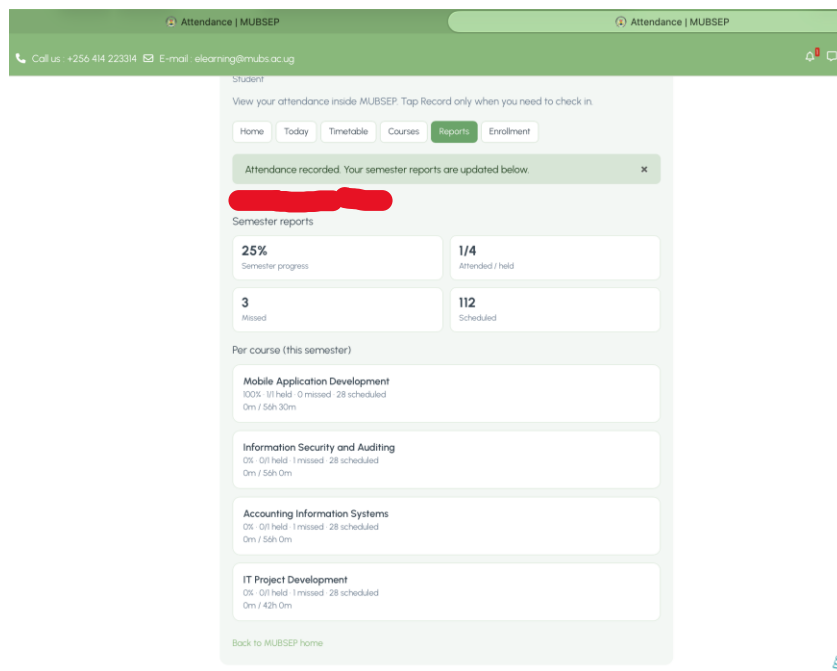
Tip: The code may be hidden in MUBSEP until staff choose to show it. If you do not see a code, ask the lecturer or course leader to share it.

6. View your attendance (Reports)

Step 1. Open MUBS Attendance in MUBSEP.

Step 2. Tap Reports (or Courses) to see attendance rates per course.

Step 3. Use this to track how many sessions you have attended.



7. Common problems

Record is missing or greyed out

Class may not have started, attendance may be closed, or you are not on that course/group.

“NOT INSIDE the venue”

Enable GPS, wait for a good signal, move to the classroom, retry.

Wrong / rejected access code

Ask for the current code. Codes change if staff switch mode or regenerate.

Camera / photo error

Allow camera permission; use good lighting; do not cover your face.

No classes today

Check Timetable and Courses. Confirm enrollment (programme, year, group).

8. Quick checklist

1. Physical: at venue + GPS on + Record + photo
2. Online: get code + Record + enter code + photo
3. Afterwards: check Reports to confirm it saved