

Student Guidance - Appendix A HOW TO SUBMIT AN APOLOGY FOR NON-ATTENDANCE

The screenshot shows the 'My Learning' section of the University of Greenwich portal. At the top left is the University of Greenwich logo. The navigation menu includes 'Home', 'My learning', 'My student life', 'Help & advice', and 'Research'. A search bar contains the text 'Search UOG Content and Staff Directory ...'. A green callout box with an arrow pointing to the 'My Learning' menu item contains the text: 'Log into Portal and click on 'My Learning' tab'. Below the search bar, the 'My learning' heading is followed by several sections: 'Teaching timetable', 'View my student profile', 'Moodle' (with links for courses and help materials), 'My attendance' (with links for 'View my attendance' and 'Notify staff of non-attendance'), 'Rules and regulations', and 'Plagiarism'. The 'Assessments' section includes links for 'Exam timetables', 'Coursework header sheets', 'Extenuating circumstances claim', and 'View my grades', along with a search box for 'previous years' exam papers. The 'Search the Library' section has links for 'LibrarySearch', 'Online databases and academic journals', and 'GALA'. The 'My library account' section includes 'Library support' with links for 'Library opening hours', 'LibGuides', 'Library and academic skills workshops', 'iPROGRESS information skills course', 'Book or cancel a group study room', 'Group study rooms: rules & FAQs', 'Check PC availability', and 'Library forms'. At the bottom right, there is a banner for 'Academic skills' with an image of students. A green callout box with an arrow pointing to the 'Notify staff of non-attendance' link contains the text: 'Click 'Notify staff of non-attendance' tab'. An orange callout box with an arrow pointing to the 'View my attendance' link contains the text: 'You can also check your attendance by clicking 'View my attendance''.

Submit Your Apologies

Your name and student number will appear here

BA H BUSINESS MANAGEMENT Full Time > 24 wks Stage 3

Previous apologies

25/09/2017 – 13/10/2017

Other

(Submitted: 18/09/2017 15:37)

From: to

These dates will affect the following timetabled activities:

Tue 26/9/2017	09:00–11:00	BUSI1334/Workshop/01-03
Tue 26/9/2017	13:00–14:00	BUSI0011/Lec/01
Tue 26/9/2017	15:00–16:00	BUSI1346/Lec/01
Tue 26/9/2017	17:00–18:00	BUSI1346/Tut/01-4

Type of absence (optional):

- Medical / Illness
- Work Placement
- Research / Studying Abroad
- Dual Award
- Other

, your Programme Leader and Personal Tutor will be notified via email.

Submit

[back](#)

Previous apologies submitted will appear here.

Step 1: Select the date/s and time you are unable to attend and the courses scheduled for that period will appear below.

Step 2: Select the type of absence

Step 3: Click 'Submit'