

eRegisters for staff

The eRegisters system, launched in 2015, allows students to keep track of and monitor their attendance at teaching events. As a member of staff, all you need to do is encourage your students to touch their cards to the card readers between 15 minutes before your teaching session starts and 15 minutes after the session ends.

We have provided card readers in most Birkbeck classrooms. In locations without card readers, attendance will usually be recorded manually, and entered into the system by a member of staff.

Schools will monitor attendance and talk to students who they think are at risk due to poor attendance. By understanding patterns of attendance and engagement, we can ensure that we have effective mechanisms to identify students who might need support and put in place measures to assist.

I am teaching in a room without a card reader. How can I record attendance?

For small teaching events it is probably easiest to use My Birkbeck for Staff to record attendance.

1. Log in to [My Birkbeck for Staff](#) using your normal Birkbeck username and password.
2. On the Search menu (top right of the page) choose 'Search -> Teaching Event'.
3. Use the Teaching Event Search to find the event for which you want to enter attendance, and choose the 'eRegisters Entry' option.
4. Record the students present or absent as appropriate.
5. Add names of students that do not appear on the list (you may want to let the administrator who is supporting your modules know about this).
6. Save the changes.

For large teaching events you should continue to use a paper register. You can then either use the 'eRegisters Entry' option in My Birkbeck for Staff (described above) or return the register to the administrator who is supporting your teaching for the data to be entered.

Can I see who has been attending my classes?

You can use the 'eRegisters Entry' option to see which students attended one of your teaching events in the past. You can also see attendance details of your students via the My Birkbeck for Staff contact search.

We will also be developing a set of reports that will show patterns of attendance by programme year and module. Further details will be provided once these are available.

How can I provide feedback about attendance recording and eRegisters?

Please submit feedback and comments via the Ask system in [My Birkbeck for Staff](#).

Can I tell if my students are engaging in studies in other ways?

During the year we will be adding more data summarising student engagement to the central repository and will provide reports and My Birkbeck Profile user interface options for both staff and students to see this data. The information will include the use of Moodle, the library, ITS managed workstations and door access.

The eRegisters card reader is not working.

Please report faults to the Ask system in [My Birkbeck for Staff](#).

Where do I get the software for handheld readers?

Handheld readers require software to be installed on your PC or laptop in order to get the data off them. You can download the [scanner software](#) and the [scanner driver](#).

Card reader locations

Below is a list of where we currently have card readers installed.

Building	Room
Clore	CLO 101
Clore	CLO 102
Clore	CLO 203
Clore	CLO 204
Clore	CLO 306
Clore	CLO B01
Clore	CLO B01
Friends House	FH First Floor Room 01
Friends House	FH First Floor Room 02
Friends House	FH First Floor Room 04
Friends House	FH First Floor Room 05
Friends House	FH First Floor Room 06
Friends House	FH First Floor Room Small Hall
Friends House	FH Ground Floor Room 07
Friends House	FH Ground Floor Room 09
Friends House	FH Ground Floor Room 10/11
Friends House	FH Ground Floor Room 12
Friends House	FH Ground Floor The Light Lecture Theatre
Friends House	FH Ground Floor The Light Lecture Theatre
Friends House	FH Ground Floor The Light Lecture Theatre

Building	Room
Friends House	FH Ground Floor The Light Lecture Theatre
Friends House	FH Second Floor Room Elizabeth Fry 1
Friends House	FH Second Floor Room George Fox
Friends House	FH Second Floor Room William Penn 1
Gordon Square	GOR G10
Gordon Square	GOR 110
Gordon Square	GOR 120
Gordon Square	GOR 121
Gordon Square	GOR 122
Gordon Square	GOR 124
Gordon Square	GOR 218
Gordon Square	GOR 221
Gordon Square	GOR 224
Gordon Square	GOR 227
Gordon Square	GOR 317
Gordon Square	GOR 321
Gordon Square	GOR 322
Gordon Square	GOR 323
Gordon Square	GOR 324
Gordon Square	GOR B01
Gordon Square	GOR B02
Gordon Square	GOR B03
Gordon Square	GOR B04 - front
Gordon Square	GOR B04 - rear
Gordon Square	GOR B06

Building	Room
Gordon Square	GOR B07
Gordon Square	GOR B13
Gordon Square	GOR G01
Gordon Square	GOR G02
Gordon Square	GOR G03
Gordon Square	GOR G04
Main Building	MAL 109 (ITS) - corridor
Main Building	MAL 109 (ITS) - library
Main Building	MAL 151
Main Building	MAL 152
Main Building	MAL 153
Main Building	MAL 251
Main Building	MAL 252
Main Building	MAL 253
Main Building	MAL 254
Main Building	MAL 255
Main Building	MAL 307
Main Building	MAL 318 (Lab)
Main Building	MAL 351
Main Building	MAL 352
Main Building	MAL 353
Main Building	MAL 354
Main Building	MAL 355
Main Building	MAL 402
Main Building	MAL 403

Building	Room
Main Building	MAL 404 (CSC)
Main Building	MAL 405 (CSC)
Main Building	MAL 407
Main Building	MAL 413 (ITS)
Main Building	MAL 414
Main Building	MAL 415
Main Building	MAL 416
Main Building	MAL 417
Main Building	MAL 421
Main Building	MAL 422 (ITS)
Main Building	MAL 423 (ITS)
Main Building	MAL 457 (ITS)
Main Building	MAL 458 (ITS)
Main Building	MAL 532
Main Building	MAL 534
Main Building	MAL 536 (ITS)
Main Building	MAL 538
Main Building	MAL 539
Main Building	MAL 540
Main Building	MAL 541
Main Building	MAL 612
Main Building	MAL 619 (LAB)
Main Building	MAL 623A (Lab)
Main Building	MAL 623B (Lab)
Main Building	MAL 624

Building	Room
Main Building	MAL 629
Main Building	MAL 630
Main Building	MAL 631
Main Building	MAL 632
Main Building	MAL 633
Main Building	MAL 742 (Economics IT Lab)
Main Building	MAL B02
Main Building	MAL B04
Main Building	MAL B18
Main Building	MAL B20
Main Building	MAL B29
Main Building	MAL B30
Main Building	MAL B33 - north
Main Building	MAL B33 - south
Main Building	MAL B34 - north
Main Building	MAL B34 - south
Main Building	MAL B35 - north
Main Building	MAL B35 - south
Main Building	MAL B36 - north
Main Building	MAL B36 - south
Main Building	MAL B62
Main Building	MAL G15
Main Building	MAL G16
Russell Square	RUS (26) B30
Russell Square	RUS (30) 101

Building	Room
Russell Square	RUS (30) 102
Russell Square	RUS (30) 103
Russell Square	RUS (30) 401
Russell Square	RUS (30) 402
Russell Square	RUS (30) 403
Russell Square	RUS (30) 404
Russell Square	RUS (30) 405
Russell Square	RUS (30) 406
Russell Square	RUS (30) 407
Russell Square	RUS 108
Russell Square	RUS 109
Russell Square	RUS G25 (Bones)
Stratford	US 1.08
Stratford	US 1.09
Stratford	US 1.10
Stratford	US 1.11
Stratford	US 1.18
Stratford	US 1.19
Stratford	US 1.20
Stratford	US 2.02
Stratford	US 2.03
Stratford	US 2.04
Stratford	US 2.12
Stratford	US 2.30
Stratford	US 2.31

Building	Room
Stratford	US 2.32
Stratford	US 2.43
Stratford	US 3.29 (Dance Studio)
Stratford	US 4.01
Stratford	US 4.10
Stratford	US 4.12
Stratford	US 4.13
Stratford	US 4.15
Stratford	US G.19
Stratford	US G.25
Stratford	US G.27
Stratford	US G.28
Stratford	US G.30