

Student user guide for Venio

Attendance monitoring

As per the [University's Student Engagement & Attendance Monitoring Policy](#), King's College London is committed to the wellbeing of our students will monitor students' academic engagement and attendance as a tool to identify students who may be facing difficulties. From September 2025, all students attending UG DPE modules will need to log in to Venio, the online attendance monitoring system, and register attendance at timetabled activities. You will only be able to register your attendance during the allotted timetabled activity, where the lecturer will provide a registration code.

Please take the time to review the system guidance below, which will take you through the process step-by-step. Engagement is vital for your success and wellbeing, and this system will help us to quickly identify where students may need additional support. Consistent or long-term non-attendance will result in your department or personal tutor reaching out to ensure that you are ok and to identify ways to support their engagement going forward.

The system will not currently be live for DPE modules, but will become available in the run up to the new year. When the system has gone live, to log any issues with the system please report these to itservicedesk@kcl.ac.uk. If you have any questions or need further clarification about the new process, please ask the UG DPE Administration team ().

Student guide to using Venio to log attendance:

- Log into the [Venio system](#) using your KCL credentials.
- You will only be able to log your attendance once a session is active. When you are in the session, you will see a code and attend box next to that session on the system.
- During your timetabled session, your lecturer or teaching assistant will display a code that you will need to add into the "code" area in order to submit your registration.
- Depending on the format of your timetabled activity, the lecturer or teaching assistant may show this code for the duration of the activity, or for a select period of time during the session. The code will change every 30 seconds; if you require additional support with submitting the code, please inform the programme team or personal tutor.
- Once you have entered the code and pressed attend, a green tick will appear next to this activity to confirm your attendance has been logged successfully.
- If it does not, please try again to ensure you have entered the correct code.
- If you are unable to attend an activity, please log into Venio after the session and select a reason for your absence from the drop-down list that will appear next to the activity.

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