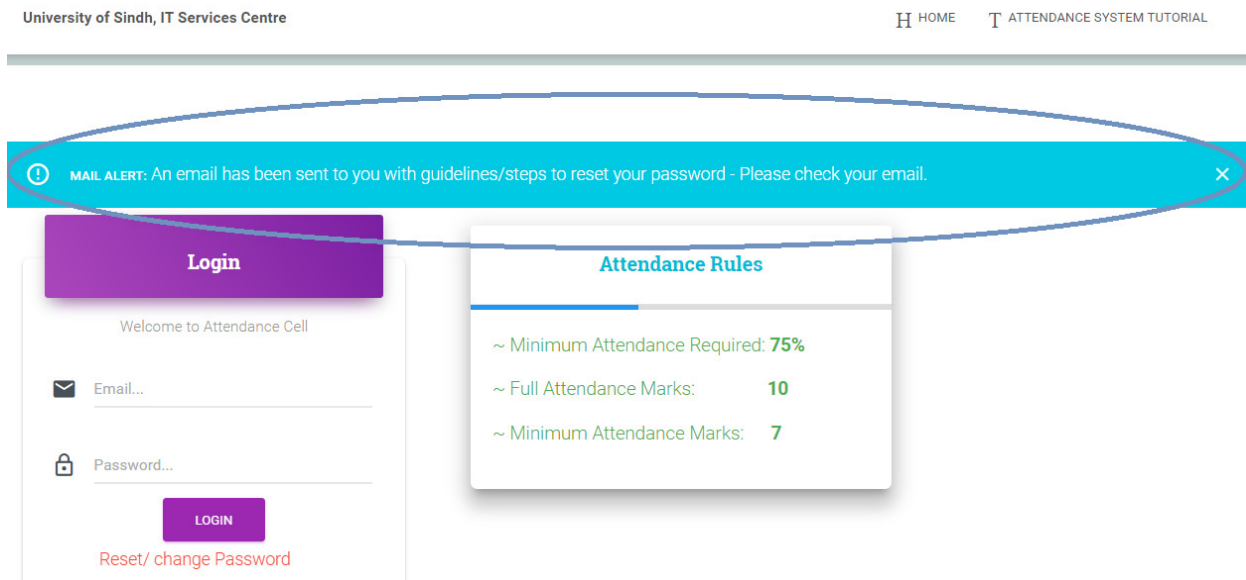# UNIVERSITY OF SINDH

**INFORMATION TECHNOLOGY SERVICES CENTRE (ITSC)**

## <u>TUTORIAL / GUIDELINES</u>

# Online Students Attendance System

### Prepared by

Dr. Yasir Arfat Malkani
Director, ITSC
Emails: director.itsc@usindh.edu.pk
yasir.malkani@usindh.edu.pk

**January 2019**

**1. How to set the online students attendance system's account password very first time or reset/change the password at any time in case of you forgot it?**

(a) Click at **Reset / change Password** link below the login button.



(b) Type your official email address and then click at **SEND** button. If you are Teaching Assistant/Visiting Faculty member and you do not have official email address yet, then type the email address that you provided to attendance cell through course distribution proforma, and then click at **SEND** button.

(c) After clicking at **SEND** button, you'll receive a message at top of the web browser's page (i.e. above the login form), which indicates that system has sent you an automatically generated email **containing a web-link** to reset or change your password.



(d) If your email is not registered (i.e. most likely possible for new appointments) in the attendance system, you will get the following message below the **SEND** button. In that case email your official email id at **director.itsc@usindh.edu.pk** along with your name and department name for registration purposes. Once your email is registered in the system, you'll be able to set the password for your account.

(e) Once you receive the email for **password reset / change** , click at the Student Attendance Cell Password Reset Link.
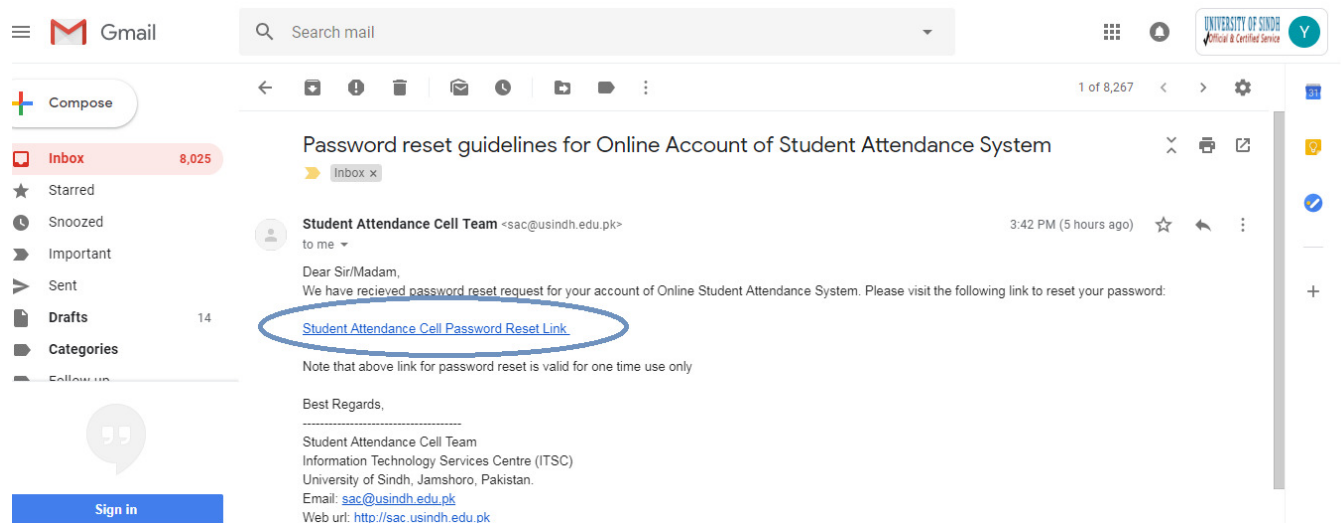


(f) Type the same password in both of the given fields/textboxes that you want to set for your attendance system account and then click at **CHANGE PSSSWORD** button.

(g) If everything goes well, you'll get a message indicating that password has been changed successfully.

University of Sindh, IT Services Centre                                        H HOME

| First Name | YASIR ARFAT |
| --- | --- |
| Last Name | MALKANI |
| Email | yasir.malkani@usindh.edu.pk |

Password successfully changed click here for Login

(h) Note that due to security reasons, the password-reset link could be used only once. If you click at the same link again you'll get an error message indicating that your password reset token has expired. If you need to set the password again, you have to follow the steps (a) to (g) again.

University of Sindh, IT Services Centre                                        H HOME

Your token has been expired. please re-type your email in 'get password reset email'

## 2. Adding / Entering Attendance in the System

(a) Once you logged into your account successfully, you'll see the below information. In order to enter/add attendance you have to click on **Add/Edit/Delete Attendance** link.



(b) After clicking at **Add/Edit/Delete Attendance** button, you'll see the options as shown in the figure below. Select the course/subject name, total number of classes that you took and the date for which you want to enter attendance. Then click at **ENTER ATTENDANCE** button.

(c) As soon as you click at **ENTER ATTENDANCE** button, you'll see the roll numbers of all the students of class that are enrolled in your course. Now, just check/select the students who are present and leave the remaining (absent students) un-checked. Then click at **SUBMIT** button to save the attendance in the system.



(d) Note that you have two modes/methods of attendance entry. One is through checking/un-checking (as mentioned above) the students roll numbers, the other method is through entering roll numbers randomly (i.e. comma separated roll numbers) as shown in the figure below. Type comma separated roll numbers, select the option whether you want to mark them as present or absent and then click at **SUBMIT** button. You could click at CANCEL any time to cancel this attendance entry.

## 3. Modifying or Updating the Attendance

(a) The process of Editing / Updating / Modifying the existing or already entered attendance is very simple. Select the course, number of classes and the date for which you want to edit/update the attendance and then click at **ENTER ATTENDANCE** button; the system will show you the previously entered attendance.



(b) Edit/update the attendance as needed and then click at **SUBMIT** button.



| DEPARTMENT NAME: | PROGRAM TITLE: | BATCH: |
|---|---|---|
| COMPUTER SCIENCE | BS (COMPUTER SCIENCE) | 2017 |
| **GROUP:** | **SHIFT:** | **DATE:** |
| MEDL | E | 08/January/19 |
| **COURSE NO:** | **COURSE TITLE:** | **NO. OF CLASS:** |
| COMP501 | COMPUTER ARCHITECTURE | 1 |

Check All

| | | | | |
|---|---|---|---|---|
| ☑ [2K17/CSME/1] | ☑ [2K17/CSME/2] | ☑ [2K17/CSME/3] | ☐ [2K17/CSME/4] | ☑ [2K17/CSME/5] |
| ☐ [2K17/CSME/6] | ☐ [2K17/CSME/7] | ☐ [2K17/CSME/8] | ☐ [2K17/CSME/9] | ☑ [2K17/CSME/10] |
| ☐ [2K17/CSME/11] | ☐ [2K17/CSME/12] | ☐ [2K17/CSME/13] | ☑ [2K17/CSME/14] | ☐ [2K17/CSME/15] |
| ☐ [2K17/CSME/16] | ☐ [2K17/CSME/17] | | | |

## 4. Deleting Existing or Already Entered Attendance

(a) The process of deleting an existing or previous attendance entry is very trivial and easy task in the system.. Select the course and the date for which you want to delete the attendance record. **In number of classes field/text-box, type 0 (zero) and then click at ENTER ATTENDANCE button**; the system will show you the previously entered attendance. When you click at **SUBMIT** button, the attendance record that is shown on screen will be deleted.

University of Sindh, IT Services Centre    H HOME    T ATTENDANCE SYSTEM TUTORIAL    A ADD/EDIT/DELETE ATTENDANCE    R REPORTS ▾    L LOGOUT    Welcome, YASIR ARFAT MALKANI

## Add Attendance
### IT Services Centre (Attendance Cell)

Instructor Name

YASIR ARFAT MALKANI ()

Courses

COMPUTER ARCHITECTURE - COMP501 (E MEDL)

No: of Classes

0

Date

2019-01-08

ENTER ATTENDANCE

## 5. Showing / Displaying Attendance Reports

(a) In order to view / display reports, select the **REPORTS** menu and then select one of the two available options for reports.

University of Sindh, IT Services Centre    H HOME    T ATTENDANCE SYSTEM TUTORIAL    A ADD/EDIT/DELETE ATTENDANCE    R REPORTS ▴    L LOGOUT    Welcome, YASIR ARFAT MALKANI

Attendance Summary Course Wise
Attendance Report Date Wise

## Add Attendance
### IT Services Centre (Attendance Cell)

Instructor Name

YASIR ARFAT MALKANI ()

No: of Classes

1

Courses

--Select Course--

Date

2019-01-08

ENTER ATTENDANCE

(b) After, selecting the report type, select the course name and then click at **SUBMIT** button. The attendance report for the selected course will be displayed in the browser.

University of Sindh, IT Services Centre | H HOME | T ATTENDANCE SYSTEM TUTORIAL | A ADD/EDIT/DELETE ATTENDANCE | R REPORTS ▼ | L LOGOUT | Welcome, YASIR ARFAT MALKANI

## Dispaly Over All Summary

### IT Services Centre (Attendance Cell)

| Name | YASIR ARFAT MALKANI |
|------|---------------------|
| Courses | COMPUTER ARCHITECTURE - COMP50 |

SUBMIT

UNIVERSITY OF SINDH    EXAM SYSTEM    ADMISSION BRANCH    © 2018 University of Sindh, IT Services Centre

**Note:** Once done with attendance entry, do not forget to **LOGOUT** from the system.