



INFORMATION TECHNOLOGY SERVICES CENTRE (ITSC)

TUTORIAL / GUIDELINES

Online Students Attendance System

Prepared by

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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.

University of Sindh, IT Services Centre

H HOME

Login

Welcome to Attendance Cell

Email...

Password...

LOGIN

[Reset/ change Password](#)

Attendance Rules

- ~ Minimum Attendance Required: **75%**
- ~ Full Attendance Marks: **10**
- ~ Minimum Attendance Marks: **7**

- (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.

University of Sindh, IT Services Centre

H HOME

Login

Welcome to Attendance Cell

Email...

Password...

LOGIN

[Reset/ change Password](#)

Get password reset email

Please enter registered email address.

✉ yasir.malkani@usindh.edu.pk

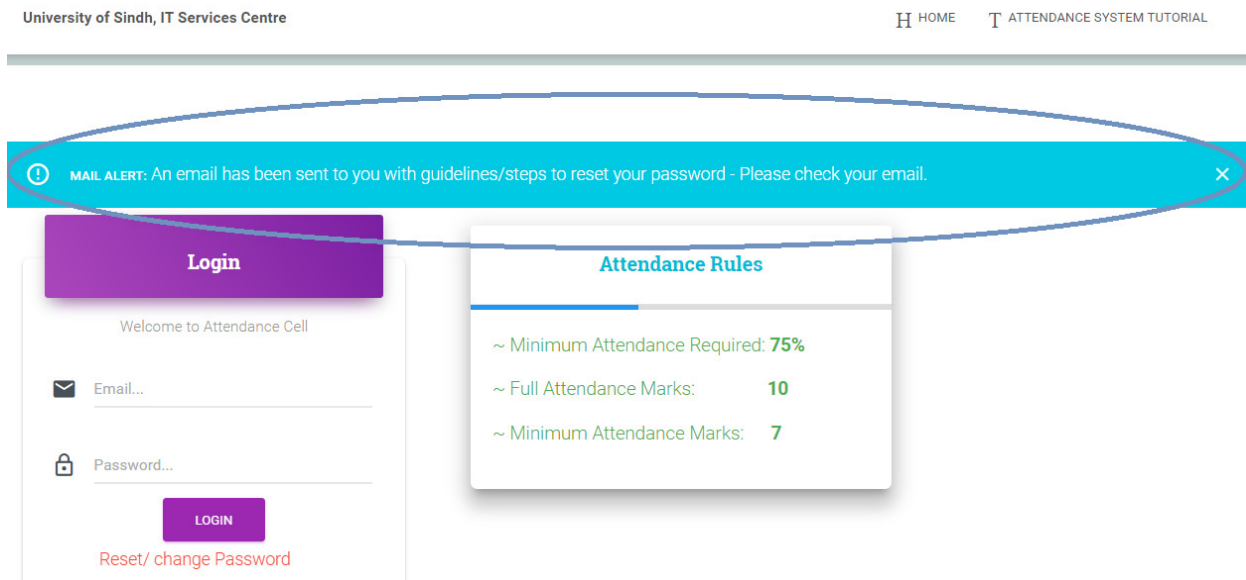
SEND

CLOSE

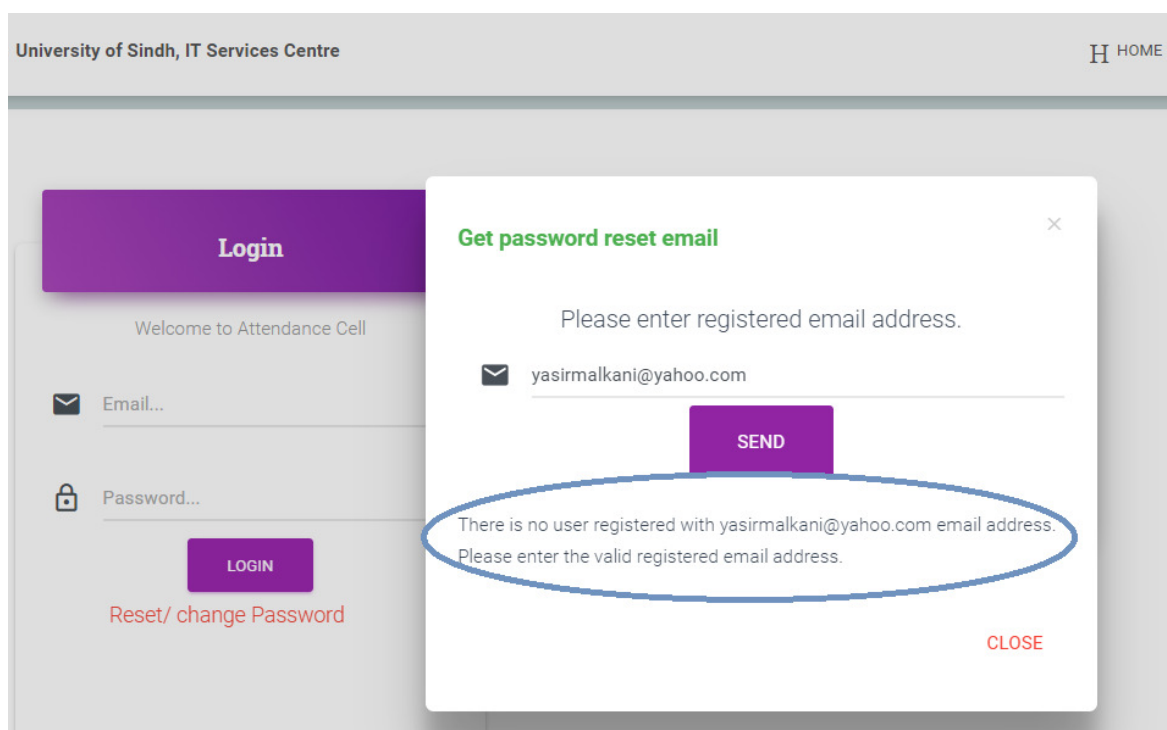
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- (c) After clicking at **SEND** button, you'll receive a message at top of the web browser's page (i.e. above the login form), which indicates that system has sent you an automatically generated email **containing a web-link** to reset or change your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



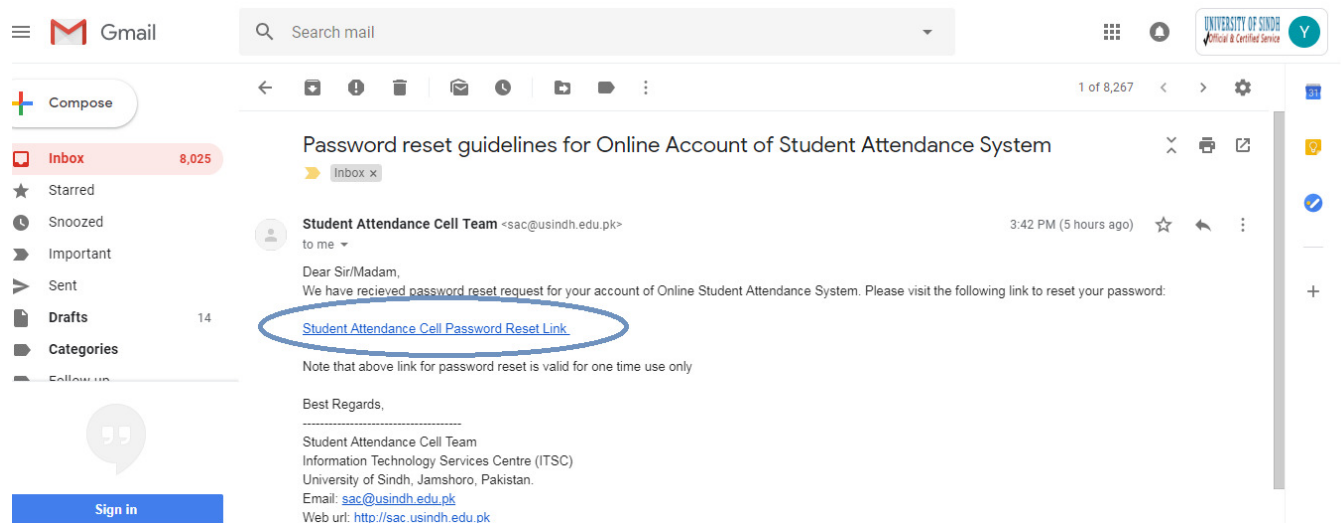
- (d) If your email is not registered (i.e. most likely possible for new appointments) in the attendance system, you will get the following message below the **SEND** button. In that case email your official email id at **director.itsc@usindh.edu.pk** along with your name and department name for registration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



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- (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.

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H HOME

First Name	YASIR ARFAT
Last Name	MALKANI
Email	yasir.malkani@usindh.edu.pk
<div>.....</div>	
<div>.....</div>	
<div>CHANGE PASSWORD</div>	

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

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[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.

ACCOUNT INFORMATION	
LOGOUT	
First Name	YASIR ARFAT
Last Name	MALKANI
Last Login	Tue, 08-01-2019 09:58:02 PM , Last login from WEB
Attendance	Add/Edit/Delete Attendance
Reports	Attendance Summary Course Wise
	Attendance Report Date Wise

- (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.

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Welcome, YASIR ARFAT
MALKANI

Add Attendance

IT Services Centre (Attendance Cell)

Instructor Name

YASIR ARFAT MALKANI ()

No: of Classes

1

Courses

--Select Course--
COMPUTER ARCHITECTURE - COMP501 (E MEDL)

2019-01-08

ENTER ATTENDANCE

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- (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.

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Welcome, YASIR ARFAT MALKANI

DEPARTMENT NAME: COMPUTER SCIENCE	PROGRAM TITLE: BS (COMPUTER SCIENCE)	BATCH: 2017
GROUP: MEDL	SHIFT: E	DATE:
COURSE NO: COMP501	COURSE TITLE: COMPUTER ARCHITECTURE	NO. OF CLASS:
		<input type="checkbox"/> 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]

- (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.

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104.223.95.210 says
Total Class: 1 Date: 2019-01-08
Present: 4 Absent: 13
Do you want to process further?

☒ Enable Field

☒ Mark Present
☐ Mark Absent

Note: Please type comma ' , ' separated roll numbers

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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.

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Add Attendance

IT Services Centre (Attendance Cell)

Instructor Name
YASIR ARFAT MALKANI ()

No: of Classes
1

Courses
--Select Course--
COMPUTER ARCHITECTURE - COMP501 (E MEDL)
2019-01-08

ENTER ATTENDANCE

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

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DEPARTMENT NAME: COMPUTER SCIENCE	PROGRAM TITLE: BS (COMPUTER SCIENCE)	BATCH: 2017
GROUP: MEDL	SHIFT: E	DATE: 08/January/19
COURSE NO: COMP501	COURSE TITLE: COMPUTER ARCHITECTURE	NO. OF CLASS: 1
		<input type="checkbox"/> Check All

<input checked="" type="checkbox"/> [2K17/CSME/1]	<input checked="" type="checkbox"/> [2K17/CSME/2]	<input checked="" type="checkbox"/> [2K17/CSME/3]	<input type="checkbox"/> [2K17/CSME/4]	<input checked="" type="checkbox"/> [2K17/CSME/5]
<input type="checkbox"/> [2K17/CSME/6]	<input type="checkbox"/> [2K17/CSME/7]	<input type="checkbox"/> [2K17/CSME/8]	<input type="checkbox"/> [2K17/CSME/9]	<input checked="" type="checkbox"/> [2K17/CSME/10]
<input type="checkbox"/> [2K17/CSME/11]	<input type="checkbox"/> [2K17/CSME/12]	<input type="checkbox"/> [2K17/CSME/13]	<input checked="" type="checkbox"/> [2K17/CSME/14]	<input type="checkbox"/> [2K17/CSME/15]
<input type="checkbox"/> [2K17/CSME/16]	<input type="checkbox"/> [2K17/CSME/17]			

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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.

The screenshot shows the 'Add Attendance' interface. At the top, there is a navigation bar with links: 'University of Sindh, IT Services Centre', 'HOME', 'ATTENDANCE SYSTEM TUTORIAL', 'ADD/EDIT/DELETE ATTENDANCE', 'REPORTS', 'LOGOUT', and a welcome message 'Welcome, YASIR ARFAT MALKANI'. The main heading is 'Add Attendance'. Below it, the location is 'IT Services Centre (Attendance Cell)'. The form has two columns. The left column contains 'Instructor Name' (YASIR ARFAT MALKANI ()) and 'No: of Classes' (0, which is circled in blue). The right column contains 'Courses' (COMPUTER ARCHITECTURE - COMP501 (E MEDL)) and 'Date' (2019-01-08). At the bottom left, there is a blue button labeled '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.

The screenshot shows the 'Add Attendance' interface with the 'REPORTS' menu highlighted in the top navigation bar. A dropdown menu is open, showing two options: 'Attendance Summary Course Wise' (which is circled in blue) and 'Attendance Report Date Wise'. The main heading is 'Add Attendance'. Below it, the location is 'IT Services Centre (Attendance Cell)'. The form has two columns. The left column contains 'Instructor Name' (YASIR ARFAT MALKANI ()) and 'No: of Classes' (1). The right column contains 'Courses' (--Select Course--) and 'Date' (2019-01-08). At the bottom left, there is a blue button labeled '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.

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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

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