



Student Attendance Tracker

USER MANUAL



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CREATED BY

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Introduction

About the website

The **Student Attendance Tracker** is a web-based application designed to help schools efficiently manage student attendance. It eliminates the need for manual registers by allowing faculty and administrators to:

- Mark daily attendance for each class and section
- View and filter attendance records by date, subject, or student
- Generate attendance summaries for reporting purposes

The system supports multi-role access, where **admin users** can manage faculty accounts, manage student details and oversee attendance data, while **faculty users** are responsible for marking and reviewing attendance entries.

Intended Users

This system is designed for:

- **School Administrators:** Admins can add/manage students, faculty, subjects, assign classes and view reports.
- **Faculty Members / Teachers:** can log in to mark attendance and view assigned classes.

Features

- Secure login and signup for admin/faculty.
- Role-based access (admin and faculty).
- Simple, responsive interface compatible with desktops, tablets and phones.
- Real-time database integration using PHP and MySQL.

System Requirements

Browser Support

The web application is designed to work on all modern browsers. It is recommended to use:

- Google Chrome (latest version) / Microsoft Edge
- Safari (for Mac users)

Internet Connection

A stable internet connection is required to access and interact with the system, since it is a web-based application.

Getting Started

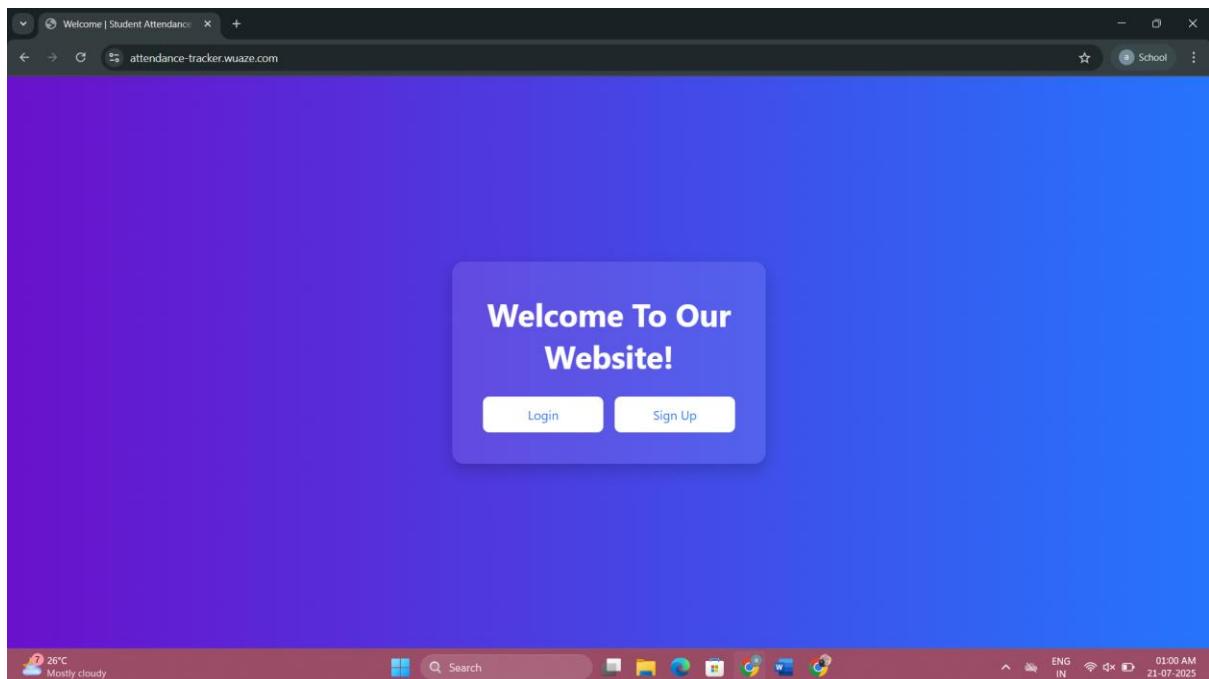
This section will help users open the Student Attendance Tracker website and log in or register for the first time.

How to open the website

Open a browser of your choice and enter our url

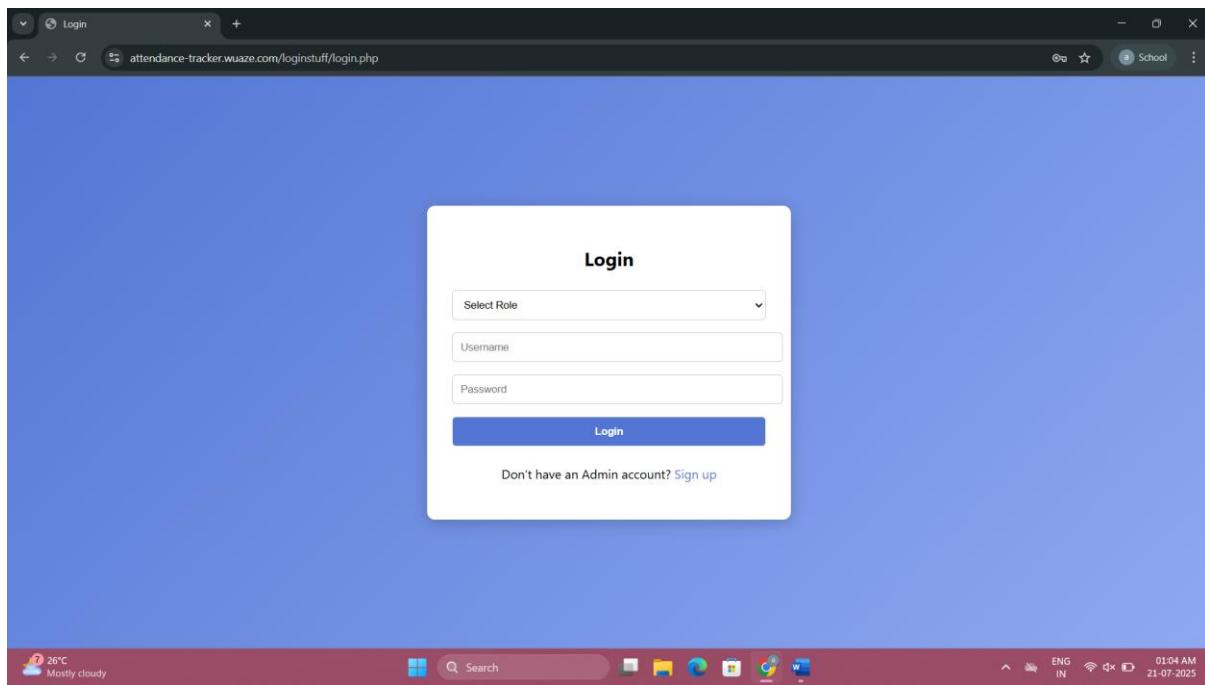
<https://attendance-tracker.wuaze.com>

Press Enter. You will see the **Welcome page** with options for Login and Signup.

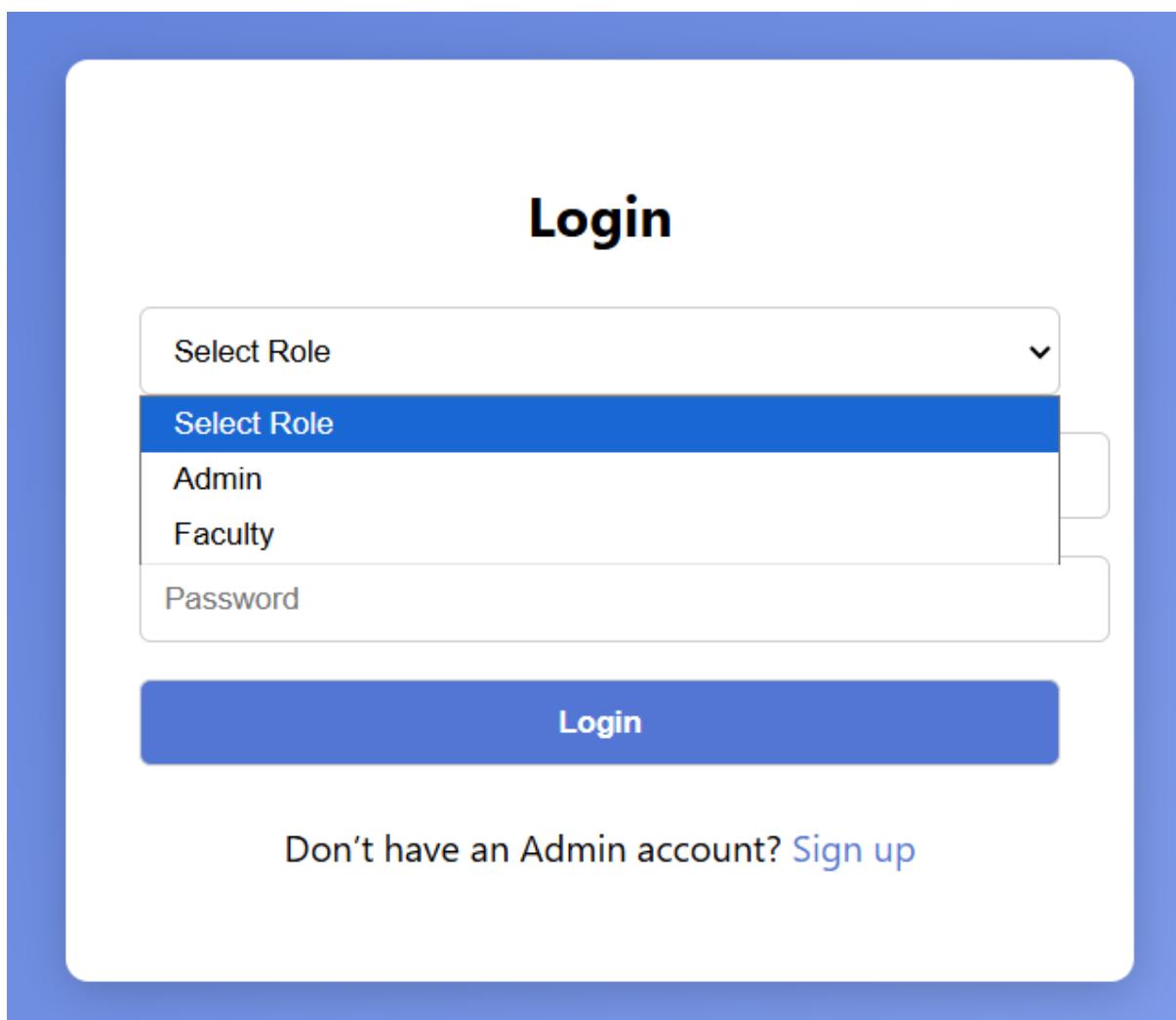


How to Log In

1. Click on the “**Login**” button on the Welcome page.
2. You will be redirected to the **Login form**.



3. Enter your registered **username** and **password**.
4. Select your role from the drop down: Admin/ Faculty

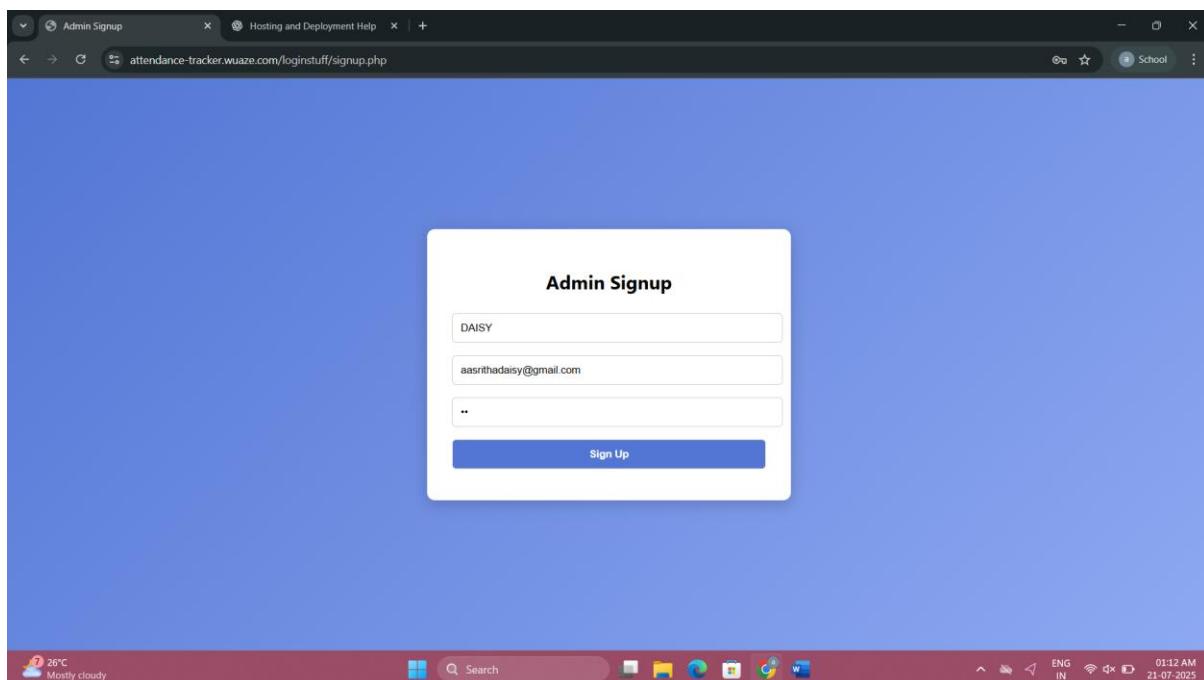


5. Click the **Login** button.
6. If the credentials are valid, you will be taken to your **Dashboard**.

How to Sign Up (for new Admins)

Sign Up is only available for Admins (new faculty are created and controlled by admins).

- Click on the “**Sign Up**” button on the Welcome page.
- Fill in the required details like:
 - Username (Only alphabets and spaces allowed)
 - Email
 - Password (Minimum 6 characters with at least one special character)



- Click **Sign Up** to create your account.
- After successful registration, you will be redirected to log in page.

After successful login you shall be redirected to your respective Dashboards.

User Roles

Admin Role

Admins are responsible for managing and overseeing the entire attendance system. Their key capabilities include:

- **Add & manage student records**
Create, update, and delete student profiles for each class and section.
- **Add & manage faculty members**
Register faculty users and control their access, edit/delete faculty details and update their password when required.
- **Assign classes to faculty**
Allocate specific subjects, classes, and timings to faculty members.
- **View attendance reports**
Access attendance summaries and reports by class, section, date, or subject.
- **Add new subjects**
Create and manage subjects taught within the school.
- **Control platform access**
Maintain system integrity by managing login access.

Faculty Role

Faculty users are responsible for marking and reviewing attendance. Their permissions are more focused:

- **Take attendance for assigned classes**
Mark daily student attendance for the classes they've been assigned.
- **View attendance history**
Access attendance records of their own subjects and classes.

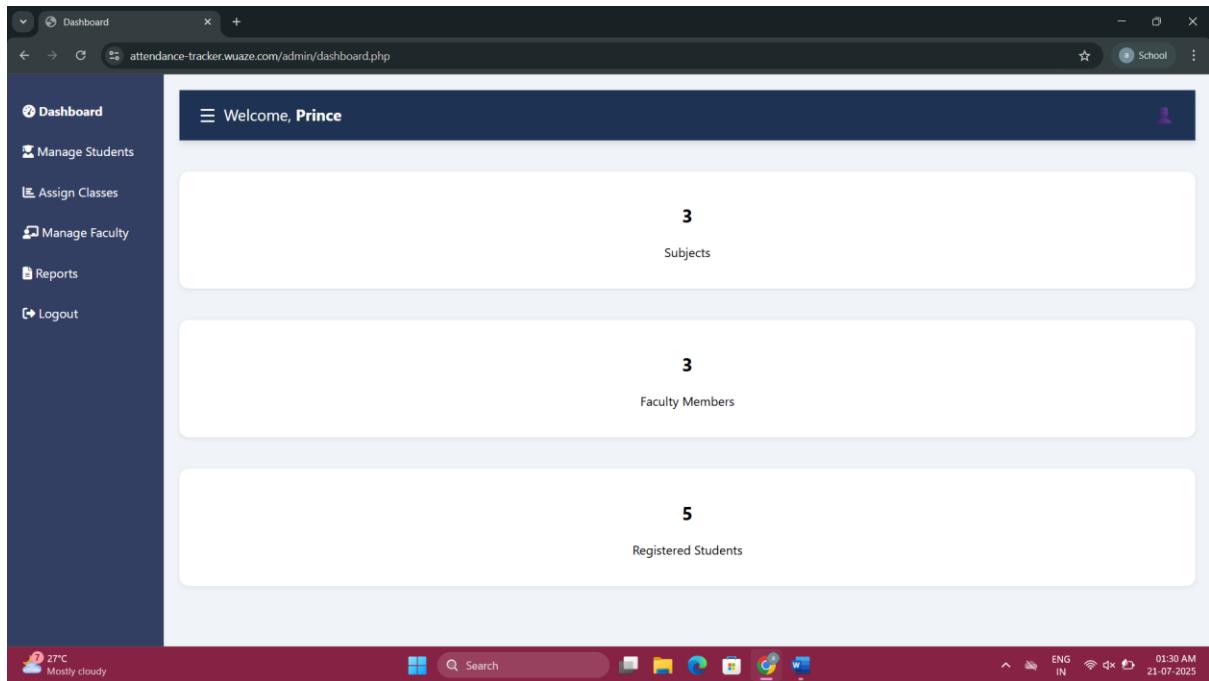
Their login credentials are set by the admin, and for a password change they have to reach out to their admin.

Step by Step Guide

Admin

Dashboard

After successful login, the admin is directed to the dashboard.



The dashboard gives a quick overview of the system. It displays the total number of subjects, faculty members, and registered students. The left sidebar provides navigation links to manage students, assign classes, handle faculty, and view reports.

A screenshot of a modal window titled 'Admin Details'. It contains the following information:

Admin Details

Name: Prince

Email:
aarushprince99@gmail.com

The profile icon holds the details of the user.

Manage Students

The screenshot shows the 'Manage Students' page. On the left is a sidebar with navigation links: Dashboard, Manage Students (selected), Assign Classes, Manage Faculty, Reports, and Logout. The main content area has a header 'Welcome, Prince'. Below it is an 'Add Student' form with fields for Name (Enter name), Roll No (Enter roll number), Class (e.g., 1, 2, LKG), and Section (e.g., A, B). A blue 'Add Student' button is at the bottom right. Below the form is a 'Student List' table with columns: Name, Roll No, Class, Section, and Actions (with edit and delete icons). The table contains four rows: student a (Roll No 1, Class 10, Section A), student b (Roll No 2, Class 10, Section A), student c (Roll No 3, Class 10, Section A), and student d (Roll No 4, Class 10, Section A).

This page allows the admin to add new students by entering their name, roll number, class, and section.

Below, it displays the list of all registered students with options to edit or delete each record.



You can also filter students by class and section or search them by name or roll number.

Assign Classes

The screenshot shows the 'Assign Classes' page. The sidebar includes: Dashboard, Manage Students, Assign Classes (selected), Manage Faculty, Reports, and Logout. The main area has a header 'Welcome, Prince'. Below it is an 'Assign Subject to Faculty' form with dropdowns for Select Faculty (dropdown menu open), Class (e.g., 1, 2, LKG), Section (e.g., A, B), Select Subject (dropdown menu open), and Day of Week (dropdown menu open). Below the form are 'Start Time' and 'End Time' input fields with time pickers. A blue 'Assign' button is at the bottom right. A 'Current Assignments' table follows, with columns: Faculty, Class, Section, Subject, Day, Time, and Action. It shows one assignment: Sumithra (Class 10, Section A, English, Mon, 9:00 AM - 10:00 AM) with a 'Delete' link in the Action column. A small 'Add New Subject' button is at the bottom left of the table.

This page allows the admin to assign faculty members to specific classes, sections, subjects, and time slots.

The admin selects a faculty from the dropdown (populated with previously added faculty), inputs the class and section, and chooses a subject from a dropdown containing both predefined common school subjects and custom subjects added by the admin.

If a required subject is not listed, the admin can add it using the **Add Subject** button.

The admin also selects the day of the week and specifies the start and end time of the period.

Upon clicking **Assign**, the faculty is scheduled to take attendance for that class, subject, and time slot on the chosen day.

All existing class assignments are displayed in a list below the form. Each assignment can be deleted if needed. If any changes are required, the admin can simply delete the existing assignment and reassign it with the updated details, as there is no separate edit option provided.

Manage Faculty

The screenshot shows the 'Manage Faculty' page. On the left is a sidebar with navigation links: Dashboard, Manage Students, Assign Classes, Manage Faculty (which is selected and highlighted in blue), Reports, and Logout. The main content area has a header 'Welcome, Prince'. Below it is a 'Add Faculty' form with fields for Name, Email, Username, and Password, followed by a 'Add Faculty' button. Below the form is a 'Faculty List' table with columns: Name, Email, Username, and Actions. The table contains three rows of data:

Name	Email	Username	Actions
Vishal Kumar Nunnappati	doodl@gmail.com	Prince	
Sumithra	sumithra92@gmail.com	Sumithra	
opera	opera@gmail.com	opera	

The Manage Faculty page allows administrators to add, view, edit, reset passwords, and delete faculty members. It includes a form to add new faculty by entering their name, email, username, and password. All added faculty are displayed in a searchable table below the form.

Each row in the table provides:

- Edit option () to modify faculty details
- Reset password option () to update their password securely
- Delete option () to permanently remove the faculty from the system

The page ensures only the logged-in admin can access and manage faculty associated with their account. It also includes real-time name filtering and validation for input data.

Reports

Attendance Report

[← Go Back](#)

From Date

To Date

Class

Section

Attendance Summary
(2025-07-01 to 2025-07-31)

Name	Roll No	Class	Section	Total	Present	%
student a	1	10	A	2	2	100.00%
student b	2	10	A	2	1	50.00%
student c	3	10	A	2	1	50.00%
student d	4	10	A	1	0	0.00%

The Attendance Report page allows the administrator to generate and view attendance summaries of students over a specified date range. The admin can filter the report based on:

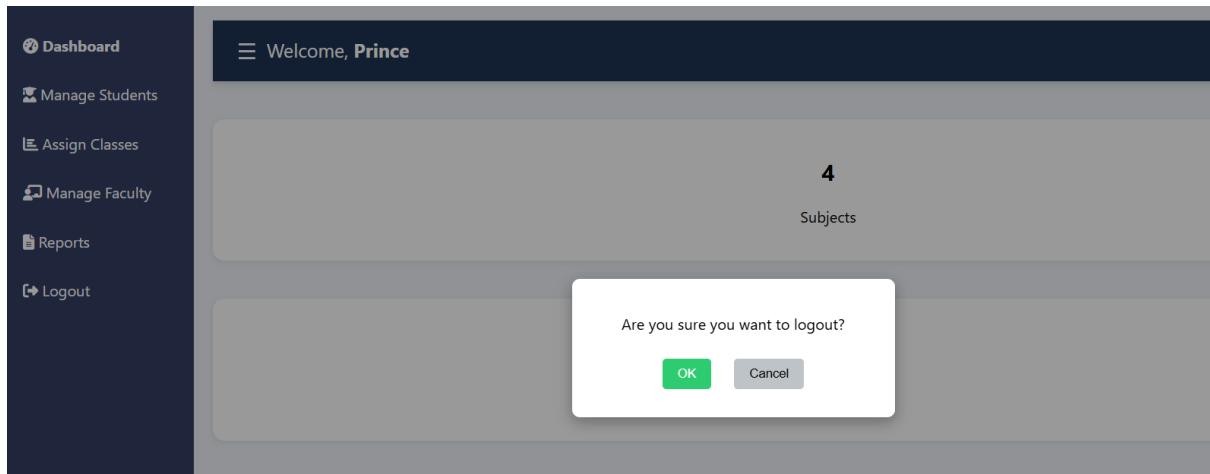
- From Date and To Date (date range)
- Class (or select “All”)
- Section (or select “All”)

After selecting the criteria and clicking **Generate**, a detailed table is displayed showing:

- Student name
- Roll number
- Class and section
- Total number of classes during the selected period
- Number of times the student was marked present
- Attendance percentage

If no records match the filter, a "**No data found for selected range**" message appears.

The page also includes a "**Go Back**" button to return to the dashboard.



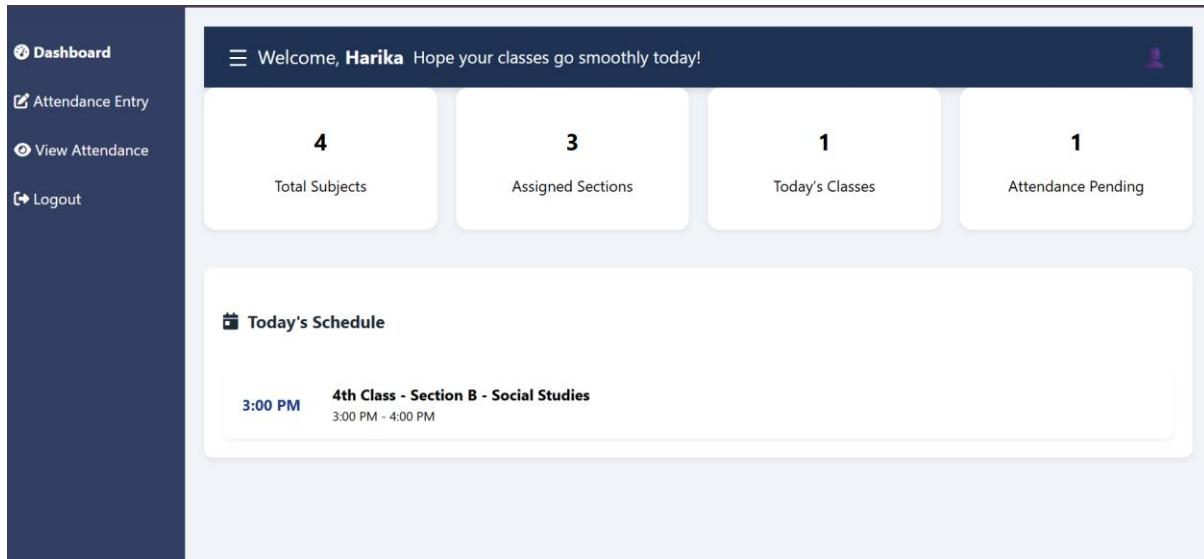
To log out, you can use the logout option from the sidebar.

Upon clicking OK, you will be redirected to the login page.

Faculty Dashboard

After successful login, the faculty member is directed to the **faculty dashboard**.

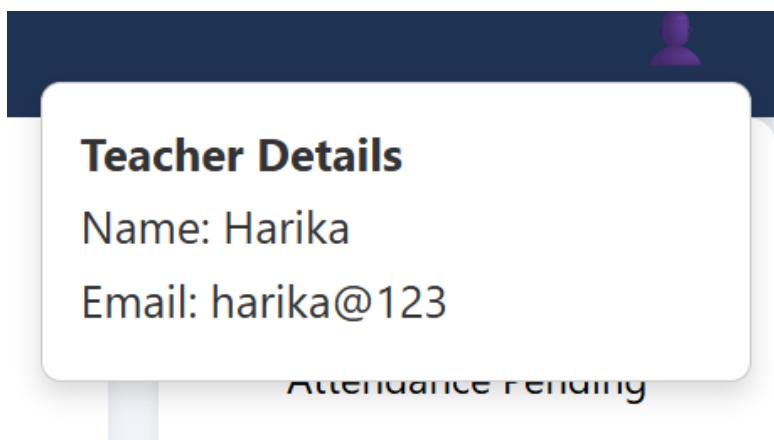
The dashboard gives a quick view of their assigned classes, handled subjects, attendance pending and links to main features.



The sidebar allows faculty to navigate to:

- Take Attendance
- View Attendance History
- Logout

The top right profile icon gives access to basic account details of teacher.



Take Attendance

This page allows faculty to take student attendance for their assigned classes.

Steps:

- Select **Class, Section, Subject, and Date** (defaults to today).
- Click **Load Students** to fetch the student list.

The screenshot shows a user interface for taking student attendance. On the left is a sidebar with options: Dashboard, Attendance Entry (selected), View Attendance, and Logout. The main area has a header: "Welcome, Harika Hope your classes go smoothly today!" with a profile icon. Below this are four dropdown menus: Class (4), Section (B), Subject (Social Studies), and Date (17-07-2025). A "Load Students" button is next to the Date field. A table lists students: vamsi, Neeraja, Nikhil, Daisy, and Harsha, all in Class 4, Section B, Social Studies. Each student row has a "PRESENT/ABSENT" column with a checked checkbox. At the bottom is a blue "SAVE ATTENDANCE" button.

NAME	CLASS	SECTION	SUBJECT	PRESENT/ABSENT
vamsi	4	B	Social Studies	<input checked="" type="checkbox"/>
Neeraja	4	B	Social Studies	<input checked="" type="checkbox"/>
Nikhil	4	B	Social Studies	<input checked="" type="checkbox"/>
Daisy	4	B	Social Studies	<input checked="" type="checkbox"/>
Harsha	4	B	Social Studies	<input checked="" type="checkbox"/>

Workflow:

1. Faculty selects:
 - Class and Section (auto-filtered based on their assignment)
 - Subject
 - Date (defaults to today)
2. The list of students enrolled in that class and section is displayed in a table.
3. Each student row includes:
 - Roll number
 - Name
 - A Present/Absent toggle (default set to "Present")
4. Once all students are marked, the faculty clicks on Submit Attendance.
5. A confirmation message appears upon successful submission.

The screenshot shows a user interface for entering attendance. On the left is a sidebar with navigation links: Dashboard, Attendance Entry (which is selected), View Attendance, and Logout. The main area has a header with a welcome message: "Welcome, Harika Hope your classes go smoothly today!" and a user profile icon. Below the header, a success message says "Attendance saved successfully." There are four dropdown menus for "Class" (set to 4), "Section" (set to B), "Subject" (set to Social Studies), and "Date" (set to 17-07-2025). A "Load Students" button is below the dropdowns, and a large blue "SAVE ATTENDANCE" button is at the bottom right.

- Attendance once submitted cannot be edited

Attendance History

Faculty members can view previously submitted attendance.

They can filter using:

- Date Range**
- Class and Section**
- Subject**

The screenshot shows the attendance history view. The sidebar and header are identical to the entry form. Below the header, there are four dropdown filters: Class (4), Section (B), Subject (Social Studies), and Date (17-07-2025). To the right of the date is a "Filter" button. Below the filters is a search bar labeled "Search by Name" with the placeholder "Enter student name...". The main content area displays a table of student attendance records:

NAME	CLASS	SECTION	SUBJECT	DATE	STATUS
vamsi	4	B	Social Studies	2025-07-17	Present
Neeraja	4	B	Social Studies	2025-07-17	Present
Nikhil	4	B	Social Studies	2025-07-17	Present
Daisy	4	B	Social Studies	2025-07-17	Present
Harsha	4	B	Social Studies	2025-07-17	Present

View:

- Student list with their present/absent status
- Total classes conducted
- Attendance percentages
- If no data matches the selected filter, a “No records found” message is displayed.
- A **Search by Name** box allows searching directly by student name, useful for quickly checking an individual student’s record.

Logout:

The screenshot shows a web-based application interface for managing student attendance. On the left, a dark sidebar contains links: Dashboard, Attendance Entry, View Attendance, and Logout. The main area has a header "Welcome, Harika! Hope your classes go smoothly today!" with a user icon. Below the header are filters for Class (4), Section (B), Subject (Social Studies), Date (17-07-2025), and a Filter button. A search bar labeled "Search by Name" with placeholder "Enter student name..." is present. A modal dialog box is centered over the table, asking "Are you sure you want to logout?" with "OK" and "Cancel" buttons. The table below shows student data:

NAME	CLASS	SECTION	SUBJECT	DATE	STATUS
vamsi	4	B	Social Studies	2025-07-17	Present
Neeraja	4	B	Social Studies	2025-07-17	Present
Nikhil	4	B	Social Studies	2025-07-17	Present
Daisy	4	B	Social Studies	2025-07-17	Present

To log out, you can use the logout option from the sidebar.

Upon clicking OK, you will be redirected to the login page.

Entity Relation Diagram

