

User Manual

On

Attendance Management

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Attendance Module Page:

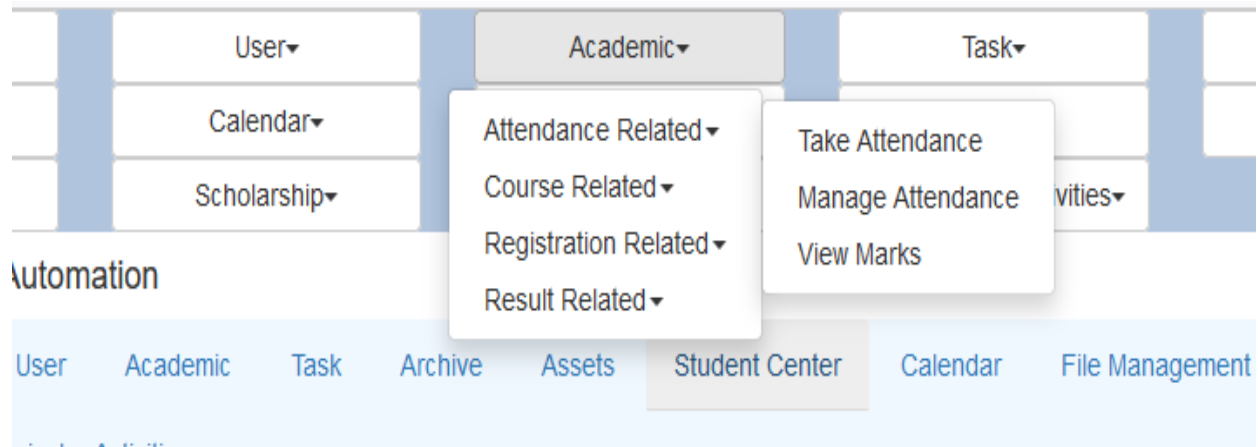


Fig: Attendance Module Page

There are three sub-sections:

- Take Attendance
- Manage Attendance
- View Marks

1. Take Attendance:

Teacher can find courses by selecting year. Then he/she can select course and take attendance from this sub-sections.

Administration▼	User▼	Academic▼	Task▼	Archive▼	Assets▼	K
Student Center▼	Calendar▼	File Management▼	Blood▼	Payment▼	Product▼	
Job▼	Scholarship▼	Budget▼	Co-Curricular Activities▼			

Khulna University Automation

My Courses

Session: 2017-2018 ▼

Find Courses

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Fig: Session Year Page

i. Find course will give courses respected to that teacher.

Administration▼	User▼	Academic▼	Task▼	Archive▼	Assets▼
Student Center▼	Calendar▼	File Management▼	Blood▼	Payment▼	Product▼
Job▼	Scholarship▼	Budget▼	Co-Curricular Activities▼		

Khulna University Automation

My Courses

Session: 2017-2018 ▼

Find Courses

Course No	Title	Credit	Session	Year	Term	
ece 3206	Data communication	3	2016-2017	3rd	1st	Take attendance
CSE 1103	Structered Programming	3	2016-2017	1st	1st	Take attendance

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Fig: My course page

ii. In my course page, there is a column for taking attendance.

Job▼

Scholarship▼

Budget▼

Co-Curricular Activities▼

Khulna University Automation

Currently Registered Students

Serial NO	University ID	Name	Attendance Sheet
1	160210	Rokeya sadaf	<input checked="" type="radio"/> P <input type="radio"/> A
2	160212	Abdul Lotif Limon	<input type="radio"/> P <input checked="" type="radio"/> A

Submit

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Fig: Student List Page

ii. Student list of a course. From this page teacher can give attendance to a student enrolled to that course by selecting either present or absent.

2. Mange Attendance:

There might be a case where teacher wants to re-assign students' attendance. In this section, teacher can open students' attendance sheet by selecting course.

Administration▼	User▼	Academic▼	Task▼	Archive▼	Assets▼	Ka
Student Center▼	Calendar▼	File Management▼	Blood▼	Payment▼	Product▼	
Job▼	Scholarship▼	Budget▼	Co-Curricular Activities▼			

Khulna University Automation

Chosse Session to View Courses

Session: 2017-2018 ▼

Find Courses

Course No	Title	Session	Year	Term	
ece 3206	Data communication	2016-2017	3rd	1st	View ALL Date
CSE 1103	Structered Programming	2016-2017	1st	1st	View ALL Date

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Fig: View Date page

i. View date page will give all the dates where attendance has been already taken.

Administration▼	User▼	Academic▼	Task▼	Archive▼	Assets▼
Student Center▼	Calendar▼	File Management▼	Blood▼	Payment▼	Product▼
Job▼	Scholarship▼	Budget▼	Co-Curricular Activities▼		

Khulna University Automation

Serial	Attendance Date	Action
1	2021-08-20 19:32:25	View
2	2021-08-20 19:37:57	View

Fig: All Date Page

ii. All dates will be displayed in here.

Job▼	Scholarship▼	Budget▼	Co-Curricular Activities▼
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Khulna University Automation

Currently Registered Students

Serial NO	University ID	Name	Attendance Sheet
1	160210	Rokeya sadaf	<input checked="" type="radio"/> P <input type="radio"/> A
2	160212	Abdul Lotif Limon	<input type="radio"/> P <input checked="" type="radio"/> A

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Fig: Re-assign Page

iii. Teacher can re-assign student's attendance status.

3. View Marks:

From this sub-section, teacher can view attendance mark of a student based on our attendance marking system. This can be done by selecting course name and session year.

Administration▼ User▼ Academic▼ Task▼ Archive▼ Assets▼ K

Student Center▼ Calendar▼ File Management▼ Blood▼ Payment▼ Product▼

Job▼ Scholarship▼ Budget▼ Co-Curricular Activities▼

Khulna University Automation

Attendance Marks

Course Name: Structured Programm ▼

Session: 2016-2017 ▼

Year: 1st ▼

Term: 1st ▼

Load Marks

Currently Registered Students

University ID (Student ID)	Marks (OUT OF 10)
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Fig: View Marks Page

i. Marks will be displayed in this page. This marks is calculated out of 10.

Thank you.