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UWAttend User Manual

Welcome to the UWAttend Web Application. This user manual will guide you through the primary functions of the website, including how to navigate the Home Page, Session Configuration, Unit Configuration, and the Administrator Page.

Navbar

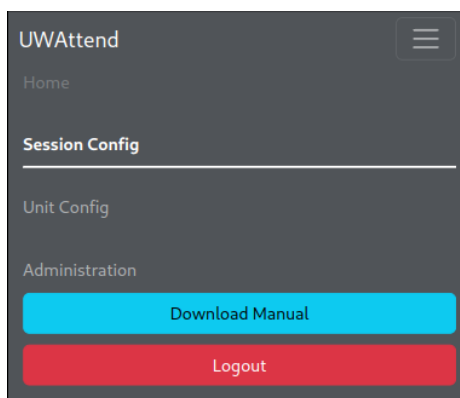
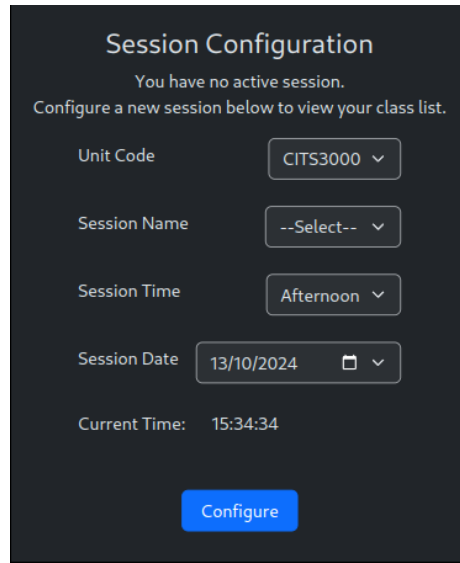


Figure 1: Navigation Bar

The navigation bar is displayed at the top of your screen. This is the primary way to navigate through different sections of UWAttend. The navbar contains the following information:

- **Home:** Navigates to the Home Page. (Requires a session to be configured to navigate)
- **Session Config:** Navigates to the Session Configuration Page.
- **Unit Config:** Navigates to the Unit Configuration Page. (Coordinators and Admins ONLY)
- **Administration:** Navigates to the Administration Page. (Admins ONLY)
- **Download Manual:** Takes you to this user manual.
- **Logout:** Logs the user out of UWAttend.

Session Configuration




Session Configuration

You have no active session.
Configure a new session below to view your class list.

Unit Code

Session Name

Session Time

Session Date 

Current Time: 15:34:34

[Configure](#)

Figure 2: Session Config

This is the page you will be greeted at when you first log into UWAttend. The session configuration page allows facilitators to set up a new session for a course. A *session* refers to a specific class event (e.g., a lab, tutorial or workshop) linked to a unit (course), where attendance is recorded. This page is crucial for setting up the details of the session before students can sign in or out.

Configuring a Session

You will be prompted to configure the session details for your class. Fill out details for the class you are facilitating. Below are the details for each entry:

1. Unit Code
 - The **Unit Code** allows you to select the course associated with the session you are facilitating.
2. Session Name
 - The **Session Name** allows you to specify the type of session you're facilitating (e.g., Lab, Tutorial, Workshop).
3. Session Time
 - The **Session Time** allows you to indicate the time of day when the session is occurring.
 - Depending on how your unit is configured you will either have the following options:

- **Morning or Afternoon:** You will have the option to select whether the session is the Morning or Afternoon session.
- **Hourly:** You will have the option to select what time the class starts by the hour.

4. Session Date

- The **Session Date** specifies what date the session is being held.
- By default it will show the current day but you have an option to change it if required.

5. Current Time

- The **Current Time** is automatically displayed to reflect the system's real-time clock.

Once you have filled out your session details. You can click the **Configure** button which will redirect you to the **Home Page**.

If the session you are configuring already exists and has students signed in, you will be prompted with an alert that you are entering a session with another facilitator

Home Page

Overview

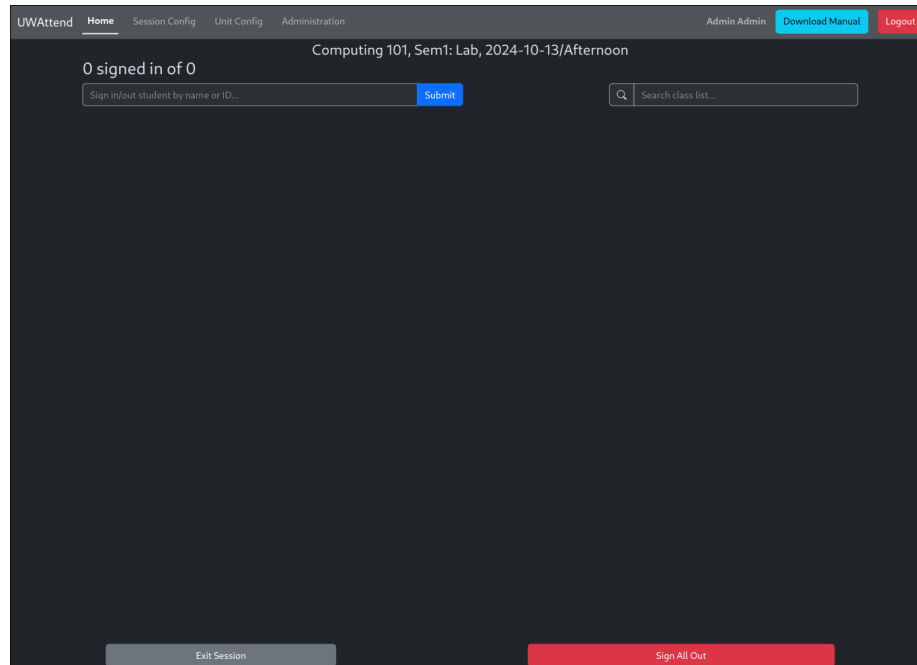


Figure 3: Home Page

The Home Page serves as the central dashboard where facilitators manage the session in progress, sign in and out students and access student information.

Session Information Display

At the top of the page, the current session title is prominently displayed. This includes details such as:

- The unit name (Computing)
- The semester (SEM2)
- The session name (Workshop)
- The session date (2024-10-08)
- The session time (Morning)

This information help facilitators keep track of which session they are managing.

Signing Individual Students In/Out

The screenshot shows a web interface for signing students. At the top, it says "0 signed in of 0". Below this is a search bar with the letter "a" entered and a blue "Submit" button. A list of ten students is displayed below the search bar, each in a green row, indicating they are available for signing in. The students listed are:

Alice Alicelast (55557777)
Bob Boblast (66668888)
Cathy Cathylast(con) (77777777)
David Davidlast (88888888)
Frank Franklast (11111111)
Daffy Duck (12345678)
Damian Roger (22345678)
Asddddd Bunny (32345678)
Fffffgg aaa (12345653)
Adam Wyatt (87482756)

Figure 4: Search Bar

To sign in a student, use the search bar with the submit button to type in the student you want to sign in. You can search for a student by the following criteria:

- Full name
- Student Number
- Preferred Name

A student who is not signed into the current session will be highlighted **GREEN** to indicate you are signing this student in. A student who is signed into the current session will be highlighted **RED** to indicate you are signing this student out.

Once a student is selected to be signed in, you may be prompted to ask the student if they consent to their photograph being taken in this class. If the student agrees then select **YES**. If they do not then select **NO**. If selected no, you will prompted to ask again everytime this student attends the class again.

As you sign in students, the page will update to show how many students thar are currently signed in and how many are currently logged in the class list (e.g., "10 signed in of 10").

To sign out a student, use the same search bar with the submit button and type in the student you want to sign out. A message will appear saying you have signed out this student.

2 signed in of 2

a

Alice Alicelast (55557777)
Bob Boblast (66668888)
Cathy Cathylast(con) (77777777)
David Davidlast (88888888)
Frank Franklast (11111111)
Daffy Duck (12345678)
Damian Roger (22345678)
Asddddd Bunny (32345678)
Fffffggg aaa (12345653)
Adam Wyatt (87482756)

Figure 5: Green and Red Students

Viewing Student Information

Once a student has been signed in, you can click on each student's name from that list that appears. This will bring up a page which allows facilitators to review and update details related to individual students within a session.

The page contains the following information:

- **Student Name:** Displays the full name of the student
- **Student ID:** Displays the UWA student ID
- **Sign-in Time:** Displays the time the student signed in
- **Sign-out Time:** Displays the time the student signed out
- **Login Button:** If ticked, the student is signed in the session, if not then they are not signed in the current session.
- **Photo Consent Button:** This checkbox indicates whether the student has given consent for photographs or not.
- **Grade Field:** Facilitators can input or edit the student's grade for the session in this field.
- **Leave/edit Comments:** Facilitators can leave notes or comments regarding the students participation, behaviour or any other relevant information during the session.
- **Remove Student:** Used to remove a student from a session. This will REMOVE them from the class entirely. It will also delete their record of attendance to the session, in case the student was accidentally signed in.

Photo Consent, Grade and Comments may not be available if the unit does

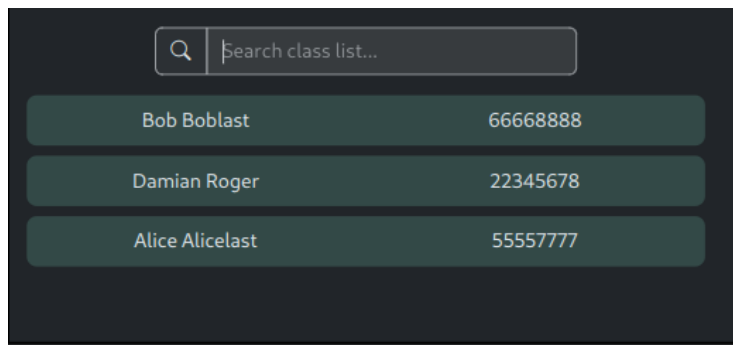
not have these configured. A multiple sign in/out record box is visible to show notes on if a student is signed in and out multiple times, but a facilitator cannot edit this.

You may wish to save any changes you made on this page by clicking the “Save Changes” button. If you wish to revert or go back to the home page then click “Cancel”.

The screenshot displays a dark-themed user interface for a student's record. At the top, it shows the 'Student name: Bob Boblast' and 'Student ID: 66668888'. Below this are two time selection fields: 'Sign in time' with the value '16:08:12' and 'Sign out time' with a placeholder '---:--:--'. There are two checked checkboxes: 'Login' and 'Photo Consent'. A 'Grade:' label is followed by an empty text input field. Below that is a 'Leave/edit comments:' label followed by a large, empty text area. At the bottom, there is a 'Suggestions:' label, a red 'Remove Student' button, and two buttons at the very bottom: a grey 'Cancel' button and a green 'Save Changes' button.

Figure 6: Student Page

Class List Search



Search class list...	
Bob Boblast	66668888
Damian Roger	22345678
Alice Alicelast	55557777

Figure 7: Class List Search

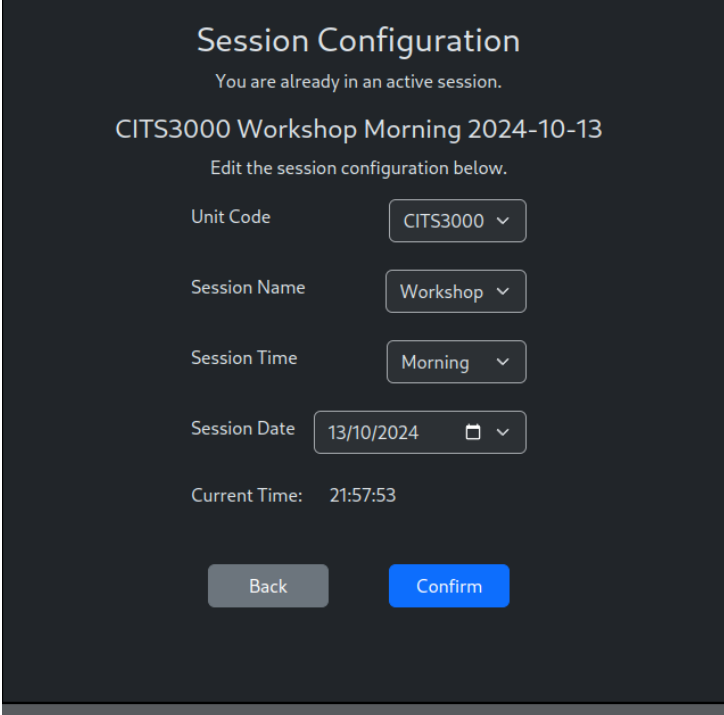
If the class list is long and you wish to search for a student who is signed in the class, you can use the class list search bar. This will filter out a student by either their name or student ID.

Sign All Students Out

At the bottom of the page is a “Sign All Out” button. This allows the facilitator to sign out all students in the session simultaneously, which is useful at the end of a session.

Before you sign all the students out, make sure to do a head count and see if that number matches the signed in students number. If it does you can safely sign all students out. Otherwise, search through the class list to see which students are missing.

Editing the Current Session



The image shows a 'Session Configuration' screen with a dark background. At the top, it says 'Session Configuration' and 'You are already in an active session.' Below that, the session title is 'CITS3000 Workshop Morning 2024-10-13'. A prompt says 'Edit the session configuration below.' There are four rows of configuration options, each with a label and a dropdown menu: 'Unit Code' with 'CITS3000', 'Session Name' with 'Workshop', 'Session Time' with 'Morning', and 'Session Date' with '13/10/2024' and a calendar icon. At the bottom, it shows 'Current Time: 21:57:53' and two buttons: 'Back' and 'Confirm'.

Field	Value
Unit Code	CITS3000
Session Name	Workshop
Session Time	Morning
Session Date	13/10/2024
Current Time	21:57:53

Figure 8: Edit the Current Session

If you want to change the session details for the current session, you can navigate back to **Session Config** and it will prompt you to edit the session details. This is useful if you made an error when configuring the session and you would like to change the details to be in the correct session you are facilitating.

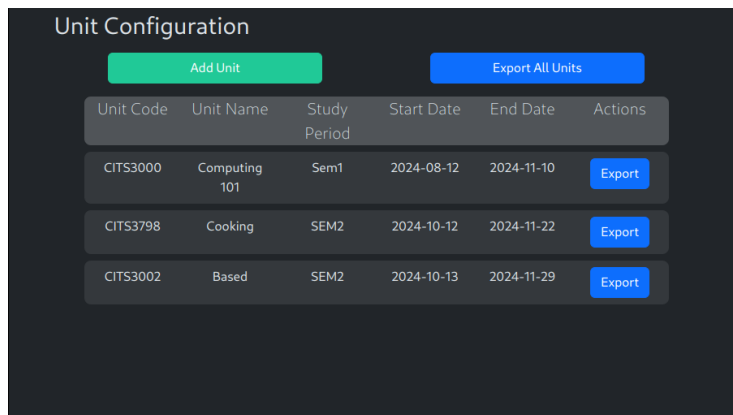
Updating the session details will only update the students attendance for those that you have signed in. Therefore, if you are sharing a session with multiple facilitators, all facilitators will need to update their session details for all students to be updated correctly.

If you want to edit past sessions, you can first navigate to the session config page to configure the session you want to edit (including changing the date to that session's date). Then, you can navigate to the session config page again to edit the session's details, or edit students' details in the home page.

Exiting the Session

Once the session has concluded or you wish to leave your current session, you can click the "Exit Session" button. This will close the session. It will then take you to the "Session Configuration" page to start a new session.

Unit Configuration (Coordinators and Admin ONLY)



The screenshot shows a web interface titled "Unit Configuration". At the top, there are two buttons: "Add Unit" (green) and "Export All Units" (blue). Below these is a table with the following columns: Unit Code, Unit Name, Study Period, Start Date, End Date, and Actions. The table contains three rows of unit data, each with an "Export" button in the Actions column.

Unit Code	Unit Name	Study Period	Start Date	End Date	Actions
CITS3000	Computing 101	Sem1	2024-08-12	2024-11-10	Export
CITS3798	Cooking	SEM2	2024-10-12	2024-11-22	Export
CITS3002	Based	SEM2	2024-10-13	2024-11-29	Export

Figure 9: Unit Configuration

This page is used to manage units (courses) within UWAttend. Only **coordinators** and **administrators** have access to this page, allowing them to add, configure and export data for the units they manage.

Unit List Overview

You will see a list of all the units that you, as a coordinator or administrator have control over. Each unit entry displays the following information:

- **Unit Code:** The unit code for the unit.
- **Unit Name:** The name of the unit.
- **Study Period:** The semester that the unit is taking place in.
- **Start Date:** The date of when the unit begins.
- **End Date:** The date for when the unit ends.

Exporting Unit Data

For each unit, you have the ability to export all the related information into CSV files. There are two options for exporting unit information from UWAttend:

- **Exporting All Units:** You can download information regarding all units on the page by clicking the **Export All Units** button at the top of the screen. This will combine all units together and export them into CSV files.
- **Exporting Individual Units:** Alternatively, you can export data for an individual unit by clicking the **Export** button next to the relevant unit in the list.

The following files will be generated when exporting if they are populated:

- **students.csv:** Displays a list of all the students enrolled in the unit.
- **users.csv:** Displays a list of all the user accounts in UWAttend. (**Only the admin account will receive this file**).
- **attendance.csv:** Displays a list of all the attendance records for the unit. This is how the database stores the attendance details
- **sessions.csv:** Displays a list of all the sessions that have been created for the unit
- **unit.csv:** Displays the unit information
- **attendancerecord.csv:** Displays a list of all the attendance records for the unit. Each row in the list will be an attendance record. This list is more human readable and should be used when coordinators are examining information about students attendance in a unit.
- **attendancerecordCOLUMNS.csv:** Displays a list of all the attendance records for the unit. Each row in the list will be a unique student and each column will contain information for each session time. Again, more human readable and should be used when coordinators are examining information about students attendance in a unit.

Adding New Units

Clicking the **Add Unit** button will take you to a new page where you will be able to configure a new unit.

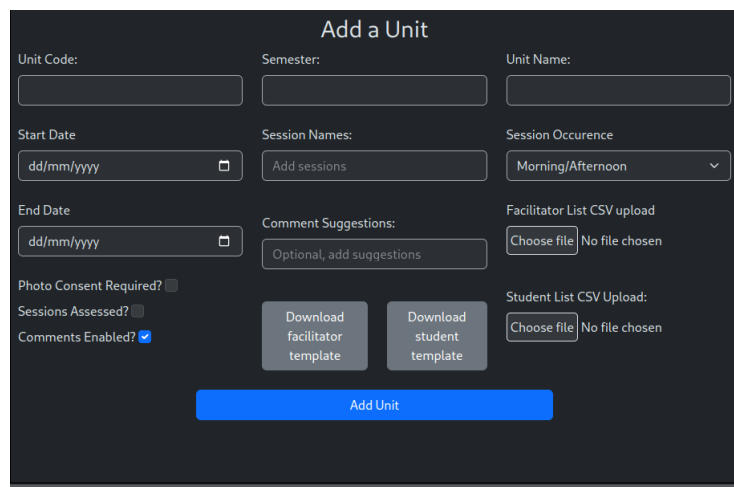


Figure 10: Add Unit Page

In the form, you will need to enter the following details:

- **Unit Code:** The unit code for the unit (e.g., CITS3200)
- **Semester:** The semester that the unit will take place (e.g., SEM1, SEM2)
- **Unit Name:** The name of the unit (e.g., Professional Computing)
- **Start Date:** The date the unit will start.
- **End Date:** The date the unit will end.
- **Session Names:** The types of sessions that will take place for the unit. (e.g., Lab, Tutorial, Workshop)
- **Session Occurrence:** Determines how frequently the sessions will occur per day. Below is the types of session occurrences you can select from:
 - Morning/Afternoon: The unit has morning and afternoon sessions
 - Hourly: The unit has sessions that occur multiple hours a day
- **Comment Suggestions (OPTIONAL):** If comments are enabled, you predefine comment suggestions that can be used by facilitators when filling out comments for a student. You can leave blank if no suggestions are needed (e.g., nomark, good behaviour).
- **Photo Consent Required?:** Indicates whether photo consent is required for this unit.
- **Sessions Assessed?:** Indicates whether sessions for the unit are graded.
- **Comments Enabled?:** Determines whether the comment feature will be enabled during sessions.
- **Facilitator List CSV Upload:** Upload a CSV file containing the list of facilitators that will be running the sessions for the unit. This will assign

the unit to all the facilitators that are in the CSV file. You may click the **Download facilitator template** to download a CSV file that contains the correct formatting for the upload.

- **Student List CSV Upload:** Upload a CSV file containing the list of students that are enrolled in the unit. This will assign the unit to all the students that are in the CSV file. You may click the **Download student template** to download a CSV file that contains the correct formatting for the upload

Editing an Existing Unit

Clicking a unit in the list will take you to a new page where you will be able to edit a preexisting unit.

The screenshot shows the 'Edit a Unit' form with the following details:

- Unit Code:** CITS3000
- Semester:** Sem1
- Unit Name:** Computing 101
- Start Date:** 12/08/2024
- End Date:** 10/11/2024
- Session Names:** Add sessions
- Session Occurrence:** Morning/Afternoon
- Photo Consent Required?** ☒
- Sessions Assessed?** ☒
- Comments Enabled?** ☒
- Comment Suggestions:** Optional, add suggestions
- Buttons:** Edit Students, Edit Facilitators, nomark, suggest, and a large blue Update Unit button.

Figure 11: Edit Unit Page

In the form, you can edit the following details:

- **Unit Code:** The unit code for the unit (e.g., CITS3200)
- **Semester:** The semester that the unit will take place (e.g., SEM1, SEM2)
- **Unit Name:** The name of the unit (e.g., Professional Computing)
- **Start Date:** The date the unit will start.
- **End Date:** The date the unit will end.
- **Session Names:** The types of sessions that will take place for the unit. (e.g., Lab, Tutorial, Workshop)
- **Session Occurrence:** Determines how frequently the sessions will occur per day. Below is the types of session occurrences you can select from:
 - Morning/Afternoon: The unit has morning and afternoon sessions
 - Hourly: The unit has sessions that occur multiple hours a day
- **Comment Suggestions (OPTIONAL):** If comments are enabled, you predefine comment suggestions that can be used by facilitators when filling

out comments for a student. You can leave blank if no suggestions are needed (e.g., nomark, good behaviour).

- **Photo Consent Required?:** Indicates whether photo consent is required for this unit.
- **Sessions Assessed?:** Indicates whether sessions for the unit are graded.
- **Comments Enabled?:** Determines whether the comment feature will be enabled during sessions.

Edit Students for each unit

Clicking the **Edit Students** button when editing an existing unit will take you to a new page where you can see all the students currently enrolled in the unit.

55557777	Alice Alicelast	Delete
66668888	Bob Boblast	Delete
77777777	Cathy Cathylast(con)	Delete
88888888	David Davidlast	Delete
11111111	Frank Franklast	Delete
12345678	Will Duck	Delete
22345678	Damian Roger	Delete
32345678	Asddddd Bunny	Delete
12345652	Fffffgg Fffyyfed	Delete
12345653	Fffffgg aaa	Delete
12345654	Fffffgg bbb	Delete

Figure 12: Edit Student List

Student List for Unit The page will display a list of all the students currently enrolled in the unit. It displays information about their student number and their full name and a **Delete** button to remove them from the unit.

Upload Students (CSV) If you want to add multiple students to a unit at the same time, you can upload a CSV file that is the same format as the **student template**. This will upload any students in that list that don't already exist. If they do exist, they will be ignored.

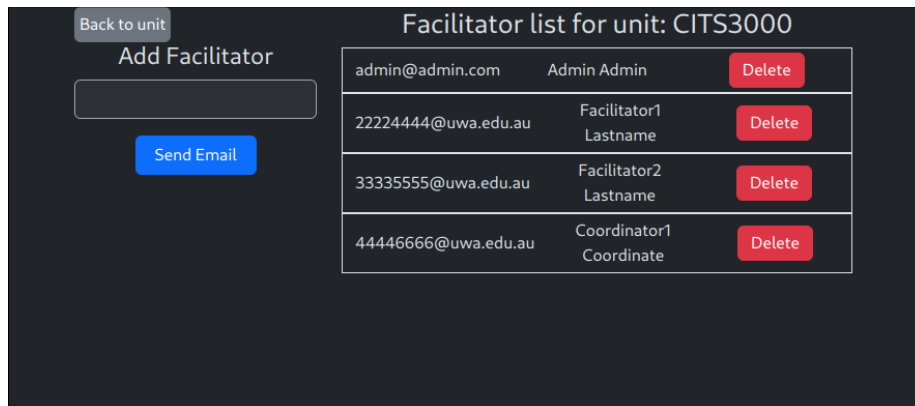
Add Student (Manually) If you want to add a single student to a unit, you can fill in the **Add Student** form. Fill in the following details for the student

you want to add:

- **Student Number:** The student's 8-digit UWA number (e.g., 12345678)
- **Title:** The student's title (e.g., Mr., Ms.)
- **First Name:** The student's first name.
- **Last Name:** The student's last name.
- **Preferred Name:** If the student has a preferred name.

Edit Facilitators for each unit

Clicking the **Edit Facilitators** button when editing an existing unit will take you to a new page where you can see all the facilitators currently enrolled in the unit.



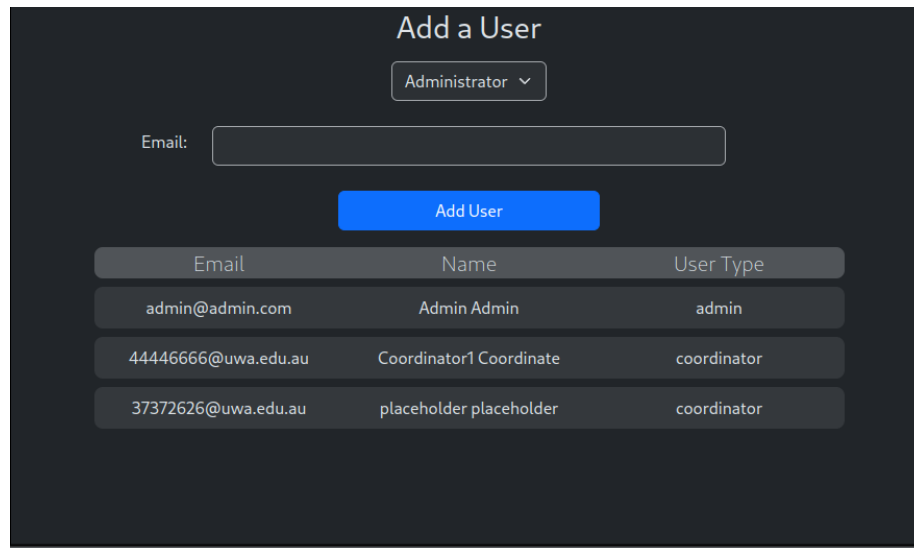
admin@admin.com	Admin Admin	Delete
22224444@uwa.edu.au	Facilitator1 Lastname	Delete
33335555@uwa.edu.au	Facilitator2 Lastname	Delete
44446666@uwa.edu.au	Coordinator1 Coordinate	Delete

Figure 13: Edit Facilitator List

Facilitator List for Unit The page will display a list of all the facilitators currently enrolled in the unit. It displays information such as their email address and their full name and a **Delete** button to remove them from the unit.

Add Facilitator If you want to add a facilitator, type in the email address for the facilitator you want to add to the unit. This will send them an email asking them to create their account for UWAttend. Once created, they will be added as a facilitator for the unit.

Administration Page (Admins ONLY)



Email	Name	User Type
admin@admin.com	Admin Admin	admin
44446666@uwa.edu.au	Coordinator1 Coordinate	coordinator
37372626@uwa.edu.au	placeholder placeholder	coordinator

Figure 14: Admin Page

This page allows administrators to manage users within the system by adding new users and viewing existing ones.

Adding A New User

To add a new user, you must select what type of user you would like to add from the dropdown menu. You can select from the following roles:

- **Administrator:** Users will full access to the system, including unit and user management.
- **Coordinator:** Users who manage specific units and have access to session and student data.

Once the role has been selected, fill out the email address of the user. This will send them an email asking them to verify and activate their account. Once verified, their details will be updated in the system and they will have access to UWAttend.

Existing User List

This section of the page displays all admins and coordinators who are currently registered in the system. Each row in the list contains important details about each user.

- **Email:** The email address of the user.
- **Name:** The full name of the user.

- **User Type:** The type of user (e.g. admin, coordinator)

Notes for Adrian

- `attendancerecordsCOLUMN.csv` might have a bug where if a student attended multiple sessions in the same session time (e.g. pipeworks morning and cad morning on a given day), only one of them is recorded the columns. Proper behaviour should be if a student attended multiple session in the same session time, then it should be appended to the information rather than using only the most recent one.