USER MANUAL FOR ATTENDANCE MANAGEMENT SYSTEM

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General information

The attendance management system allows better organisation of student data and their attendance.

The web application allows teachers to mark attendance on a given day and also get to the percentage attendance of students enrolled in his/her course.

The web application is managed by admin by adding ,editing or removing teacher,course and student data.

Document objective

➔ This document provides all the necessary information to use student attendance system.
➔ This document allows user to use student attendance system effectively.

Software Requirements

➔ Database : MySQL
➔ PHP : Version …………
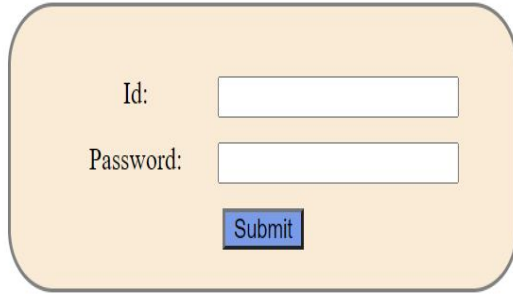➔ Windows Operating system

Intended audience

➔ The web application is designed for teachers to manage attendance of students.
➔ Administrators are responsible for managing teacher ,student and course details.

Pre-requirements

➔ The teachers and administrators are expected to have the login credentials to login.Users can't sign up to the system.
➔ Good internet connectivity preferred.
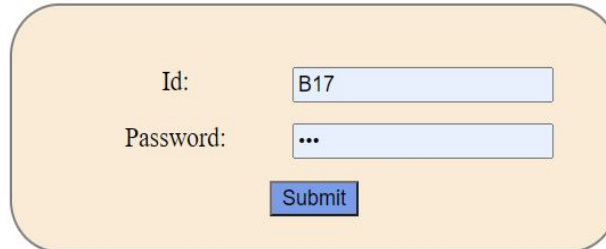
Teacher login

Teacher's login

Id: [   ]

Password: [   ]

[Submit]

1. Teacher can login to the system by entering his/her id and password and click on submit button.
➔ If the teacher enters wrong id, teacher will be redirected to teacher's login page and an error message will be displayed on the screen stating that id is incorrect.
➔ If the teacher enters wrong password, teacher will be redirected to teacher's login page and an error message will be displayed on the screen stating that password is incorrect.
➔ If the teacher enters correct id and password he/she will be directed to the teacher's module which will include the functionalities that a teacher can perform
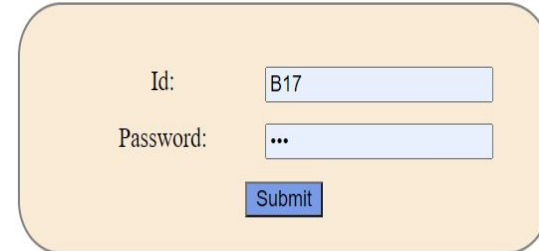

Teacher's login

Enter a valid id!

Id: [B17]

Password: [•••]

[Submit]

Teacher's login

Enter a valid password!

Id: [B17]

Password: [•••]

[Submit]

Teacher login

Home   Add Attendance   View overall attendance   Logout

➔ Teacher can login to the system.
➔ The navigation bar has the functionalities a teacher can perform.
➔ The navigation bar includes add attendance ,view overall attendance and logout.
➔ On clicking add attendance teacher can add attendance of student by selecting a date.Teacher will be redirected to page having list of students enrolled in his/her course.Teacher can mark attendance as present or absent and click on submit button to complete marking.
➔ View overall attendance helps the teacher to get the attendance percentage of students in his/her course.
➔ On clicking logout the teacher can logout of the system and will have to login again to continue.

HOW TO MANAGE ATTENDANCE

How to mark attendance

Step 1.Click on add attendance from the navigation bar.
Step 2.Select date and click on submit.You will be redirected to mark attendance page.
Step 3.The attendance will be absent by default.The teacher can mark present for students present in the class for a particular day. The attendance get marked only once the teacher clicks on submit.
Step 4.On Successful marking of attendance a success message would be displayed.And teacher has to move to previous page to mark attendance of remaining students.

| Home | Add Attendance | View overall attendance | Logout |

SELECT DATE

| dd-mm-yyyy | Submit |

MARK ATTENDANCE

Student List

Roll no	First_name	Last_name	Present	Absent	Mark
1	S1	S2	○	●	SUBMIT
2	S2	S	○	●	SUBMIT

How to View overall attendance

1.Click on View overall attendance from the navigation bar.

2. The student list and the attendance percentage would be displayed.

Admin login

Admin Login

Admin Login

Enter Username

Enter Password

Login

➔ Admin can login to the system with the login credentials provided to them.
➔ Type in the fields with valid credentials and click on login
➔ On successful login ,admin will be redirected to another page.
➔ The navigation bar will have student,courses,teacher and link to corresponding pages to manage those.
➔ On clicking student, the admin will be redirected to page having the list of students.The admin can then add,edit,delete student details.
➔ Similarly for teacher and course details.

Home   Courses   Teacher   Student   Logout

How to manage teacher details

Add

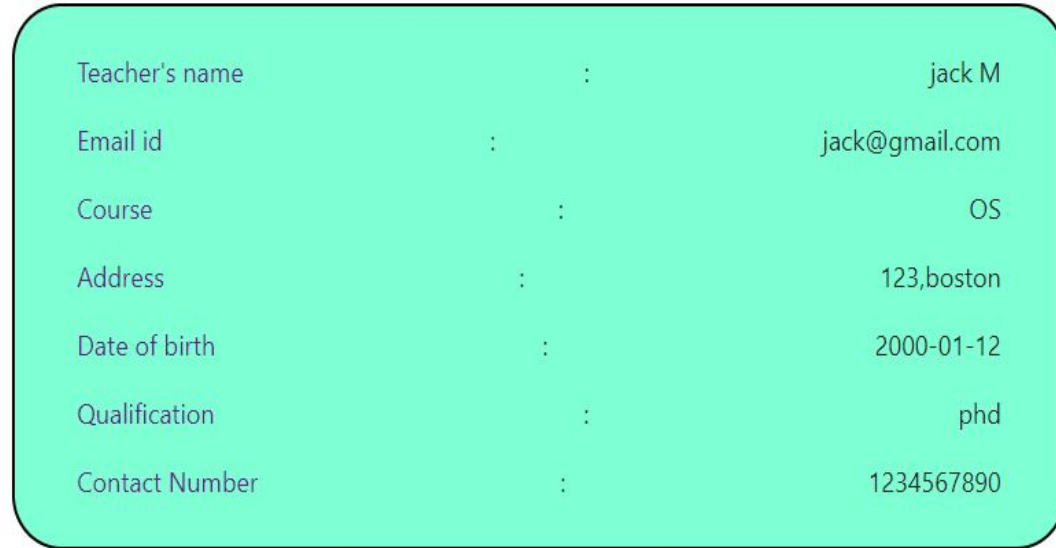| Teacher Name	Email Address	Course	View	Edit	Delete
angela morgan	angela12@gmail.com	arts	View	Edit	Delete
jack M	jack@gmail.com	OS	View	Edit	Delete

➔ Admin can choose teacher from the navigation bar and the list of teachers will appear

➔ Now admin can view, edit and delete the details of a particular teacher from this list by clicking on respective buttons.

➔ Admin can also add a new teacher by clicking on the add button

How to view teacher

1.click on view button for a particular teacher.

All the details of that teacher appears on the screen as shown in the following image-

Teacher's name	:	jack M
Email id	:	jack@gmail.com
Course	:	OS
Address	:	123,boston
Date of birth	:	2000-01-12
Qualification	:	phd
Contact Number	:	1234567890

How to Update teacher

Updating teacher

Id:	B201
Course id:	20
First Name:	jack
Last Name:	M
Password:	123
Birth Date:	12-01-2000
Qualification:	phd
Email:	jack@gmail.com
Address:	123,boston
Contact Number:	1234567890

Submit

1.click on the edit button corresponding to the particular teacher.

2.After that an update form appears on the screen.

3.Teacher's details will get updated after filling the form and clicking submit button.

➔ After submission of the form admin will be redirected to the teacher's page and a message will be displayed on the screen stating that information updated successfully.

Information updated successfully

Teacher Name	Email Address	Course	View	Edit	Delete
angela morgan	angela12@gmail.com	arts	View	Edit	Delete
jack M	jack@gmail.com	OS	View	Edit	Delete

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How to delete teacher

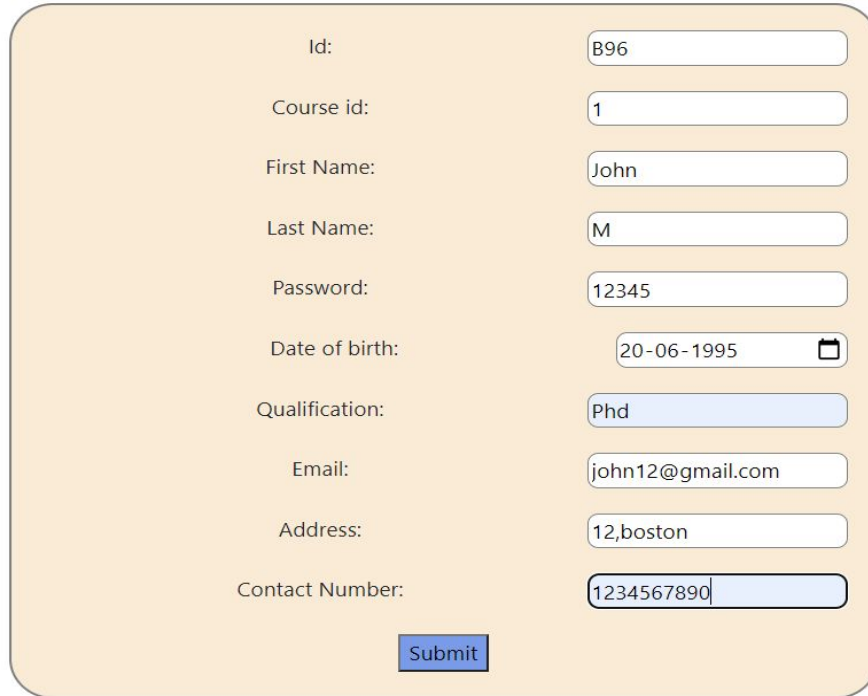1.clicking on the delete button for the particular teacher.

➜ After successful deletion of the teacher, admin will be redirected to the teacher's page with success message showing up on the screen stating that entry deleted successfully

Entry deleted Successfully

Teacher Name	Email Address	Course	View	Edit	Delete
angela morgan	angela12@gmail.com	arts	View	Edit	Delete
Joshua PB	josh12@gmail.com	physics	View	Edit	Delete

Add Teacher

Adding teacher's data to database

Id:	B96
Course id:	1
First Name:	John
Last Name:	M
Password:	12345
Date of birth:	20-06-1995
Qualification:	Phd
Email:	john12@gmail.com
Address:	12,boston
Contact Number:	1234567890

Submit

- Admin can can add a new teacher by clicking on add button.
- After that a form appears on the screen. Admin needs to fill this form with valid entries in order to add a new teacher.
- If the admin submits this form by filling out valid details, admin will be redirected to teacher's page and the success message will be displayed on the screen stating that the teacher added successfully.
- If the admin enters invalid details in the form then admin will be redirected to this form with an error message of 'Please enter valid information!' showing up on the screen

Add Teacher continued

Error: Please enter valid information

Added successfully

Teacher Name	Email Address	Course	View	Edit	Delete
angela morgan	angela12@gmail.com	arts	View	Edit	Delete
Joshua PB	josh12@gmail.com	physics	View	Edit	Delete
John M	john12@gmail.com	DBMS	View	Edit	Delete

Id:

Course id:

First Name:

Last Name:

Password:

Date of birth: dd-mm-yyyy

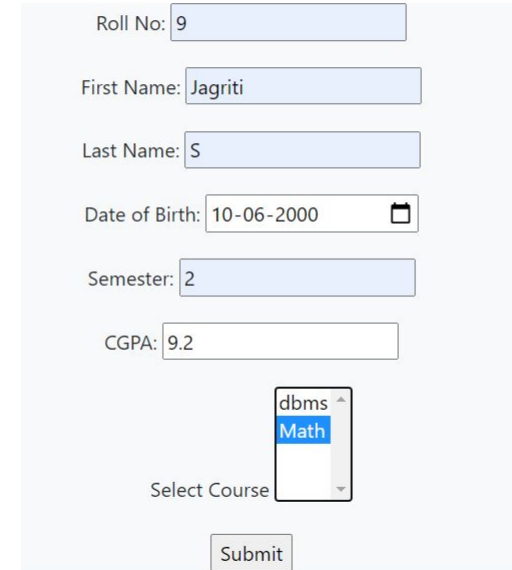Qualification:

Email:

Address:

Contact Number:

Submit

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How to manage student details

How to add student details

1.Click on add button

2.A form will appear.Fill in the details and click on submit.

How to edit or delete student details

Student List   Add

Roll No	First Name	Last Name	Date of Birth	Course	CGPA	Credits	Edit	Delete
1	S1	S2	2012-11-01	5	7.8	4	Edit	Delete
2	S2	S	2011-11-02	4	9	4	Edit	Delete

Id: 2

First Name: Suzie

Last Name: A

Date of birth: 22-02-2002

Semester: 5

CGPA: 8

Submit

1.On clicking student from navigation bar ,admin will be redirected to this page .

2.Student details would be displayed.From here he can add/edit/delete student details by clicking on the respective buttons.

3. To edit,click on edit button corresponding to the particular student . A form will appear fill in the new details and click on submit.

4. To delete click on delete button corresponding to the student,

HOW TO MANAGE COURSES

How to add courses

All courses			Add

Show 10⇕ entries   Search: [_____]

Course Name	Credits	Edit	Delete
No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next

1.Click on add button
2.A window called Add grade will pop up.
3.Fill the fields and click on add button to add the course or close button to cancel addition

Add Grade   ✕

Course Name * [_____]

Course Credits * [_____]

Add   Close

How to edit or delete courses

1.Click on courses from the navigation bar and he/she will be redirected to this page containing course details.

2.Admin can add/delete/edit course from this page by clicking on respective buttons

3.For edit, a window called edit grade will pop up. Fill in the fields with new details and click on edit button or close button to cancel editing

4. For delete,click on delete button

 corresponding to the particular course

A confirmation message appears.

Click on ok to complete deletion or close

 to cancel deletion.

Course Name	Credits	Edit	Delete
Engineering Mechanic	3	Edit	Delete

Delete Confirmation ×

Are you sure you want to remove this?

OK Close

Edit Grade ×

Course Name * | Engineering Mechanic

Course Credits * | |

Credits is required

Edit Close