

Home Page admin

Student Management

Unit Management

Absence Management

User Management (admin only)

Letter

Logout

- you logged in successfully

Sevral instructions about how to use the system:

- 1. Welcome to use the student absence record system. You should log in with a username and password before using any of the functions of the system. If you do not have access permission or forget your password, contact your system administrator.
- 2. If you are not the administrator, you will only be allowed access to the Absence Management page.
- 3. In Student Management, you can select the Add Student TAB to Add information about individual students. Select upload file (Excel file) to upload the transmission of multiple students at one time; Select Edit Student to modify information about an existing student.
- 4. In Unit Management, select the Add Unit TAB to Add a Unit or the Edit Unit TAB to modify information about an existing Unit.
- 5. In Absence Management, select the Add Record TAB to Record an existing student's Absence. Select upload file (Excel file) to batch record; Select the Edit Record TAB to edit the current absence record; Select the Check Absence TAB to Check the student's total Absence and automatically generate an email on that page to inform the student of the class instructor.