

# Flowchart to use Attendance Marking programme for MSTeams

Click on the following link (Preferably open in Google Chrome)

[https://colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\\_9jzkE1TQmvN?usp=sharing](https://colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu_9jzkE1TQmvN?usp=sharing)

(You may need to login with your Gmail id)

# Click on the Play button of STEP1

The screenshot shows a Google Colaboratory notebook titled "2nd version of Attendance Marking for MS Teams.ipynb". The notebook contains three steps:

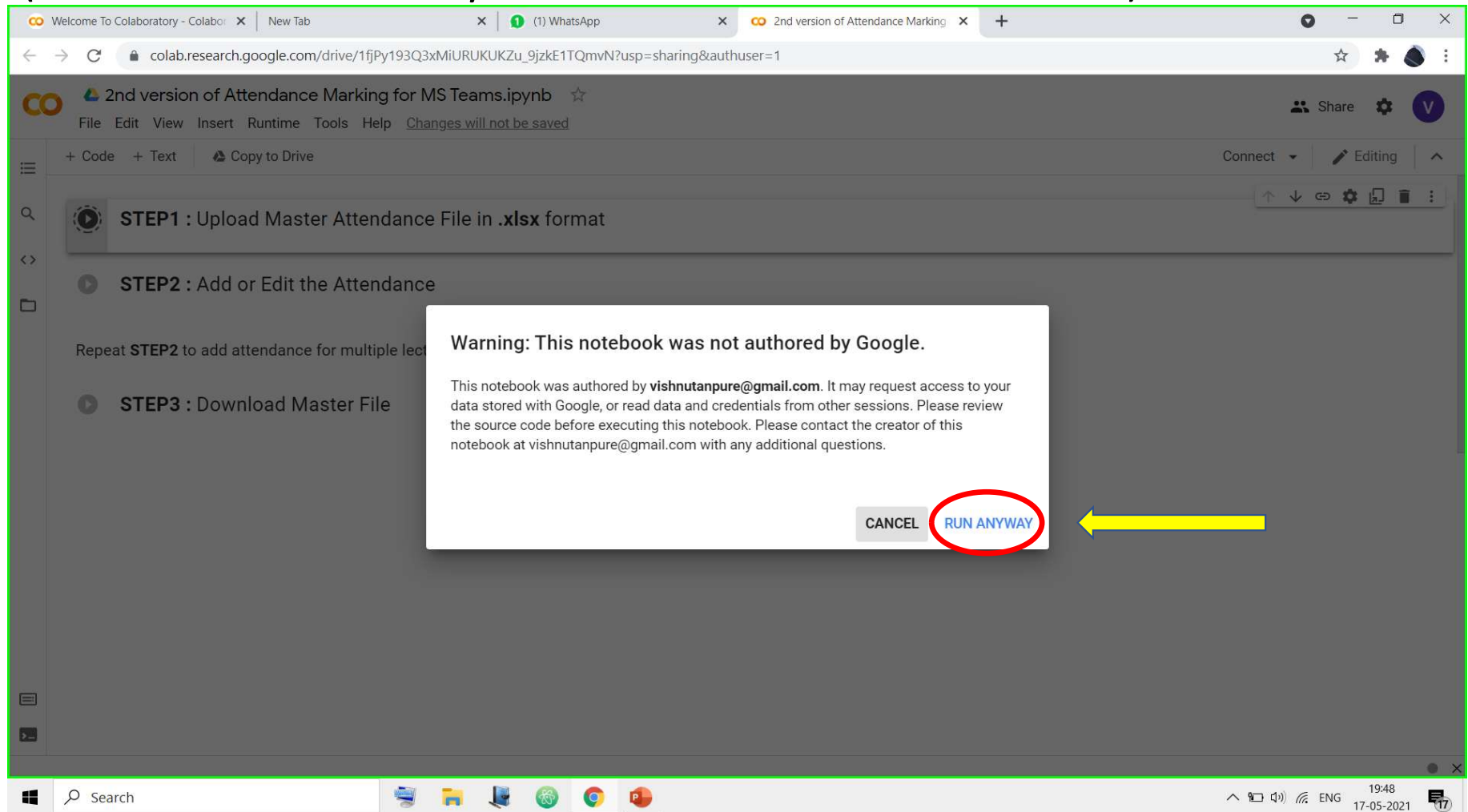
- STEP1 : Upload Master Attendance File in .xlsx format**
- STEP2 : Add or Edit the Attendance**
- STEP3 : Download Master File**

Below STEP2, there is a text instruction: "Repeat STEP2 to add attendance for multiple lectures".

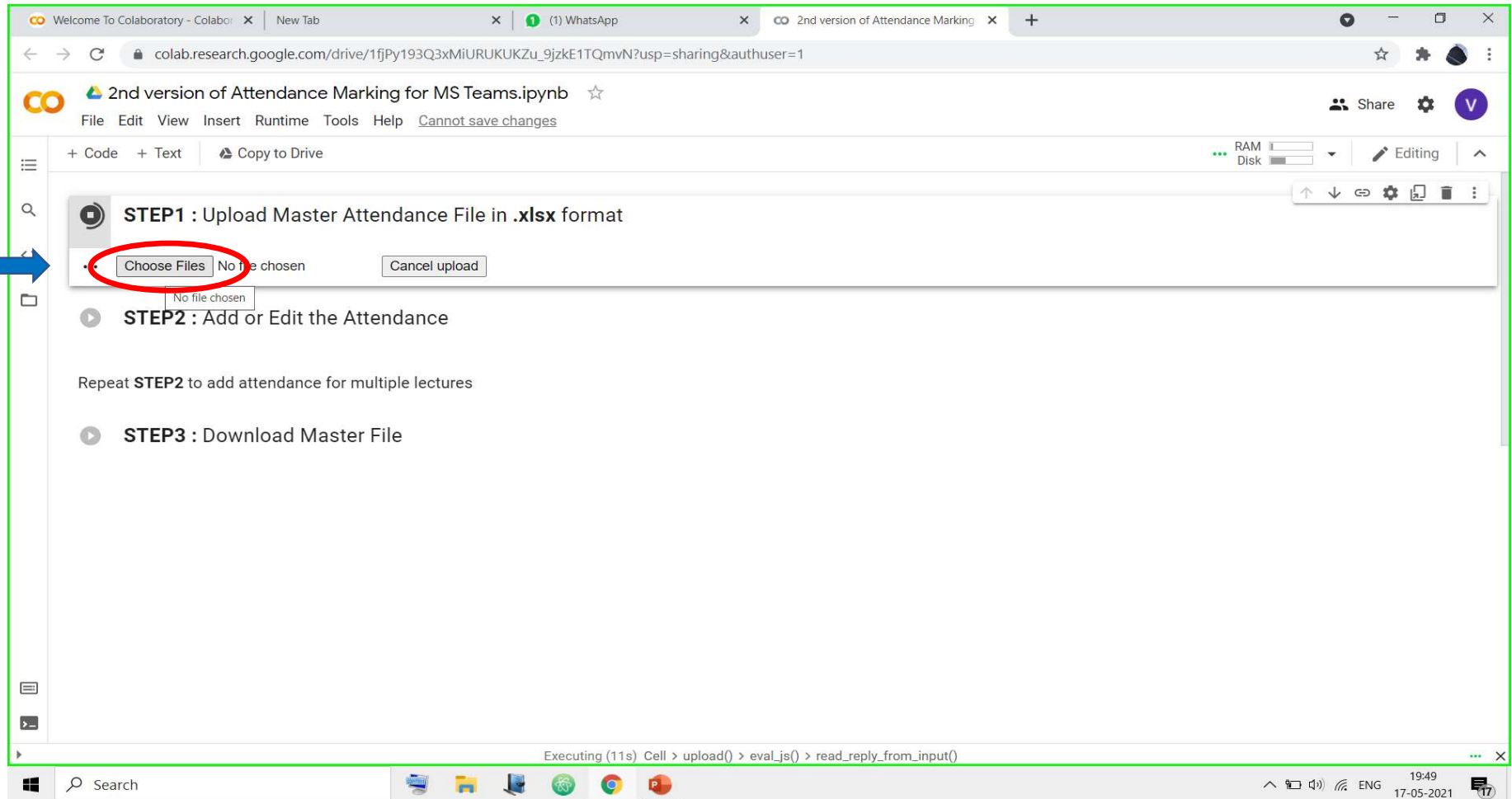
A blue arrow points to the play button (a circle with a right-pointing triangle) next to STEP1. The play button is also circled in red.

The browser's address bar shows the URL: [colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\\_9jzKE1TQmvN?usp=sharing&authuser=1](https://colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu_9jzKE1TQmvN?usp=sharing&authuser=1). The Windows taskbar at the bottom shows the time as 19:47 on 17-05-2021.

Warning will be given, Click on RUN ANYWAY,  
(sometimes STEP1 may take little more time to execute)



Click on Choose Files button and select the Master Attendance file(.xlsx format)



The screenshot shows a Google Colaboratory notebook titled "2nd version of Attendance Marking for MS Teams.ipynb". The interface includes a menu bar (File, Edit, View, Insert, Runtime, Tools, Help) and a toolbar with options like "+ Code", "+ Text", and "Copy to Drive". A sidebar on the left contains icons for file management. The main content area displays three steps: "STEP1 : Upload Master Attendance File in .xlsx format", "STEP2 : Add or Edit the Attendance", and "STEP3 : Download Master File". Under STEP1, there is a file upload interface with a "Choose Files" button circled in red and a "Cancel upload" button. A blue arrow points to the "Choose Files" button. The status bar at the bottom indicates "Executing (11s) Cell > upload() > eval\_js() > read\_reply\_from\_input()".

Welcome To Colaboratory - Colaboratory | New Tab | (1) WhatsApp | 2nd version of Attendance Marking | +

colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\_9jzKE1TQmvN?usp=sharing&authuser=1

2nd version of Attendance Marking for MS Teams.ipynb

File Edit View Insert Runtime Tools Help [Cannot save changes](#)

+ Code + Text Copy to Drive

RAM Disk

Editing

**STEP1 : Upload Master Attendance File in .xlsx format**

Choose Files No file chosen Cancel upload

No file chosen

**STEP2 : Add or Edit the Attendance**

Repeat **STEP2** to add attendance for multiple lectures

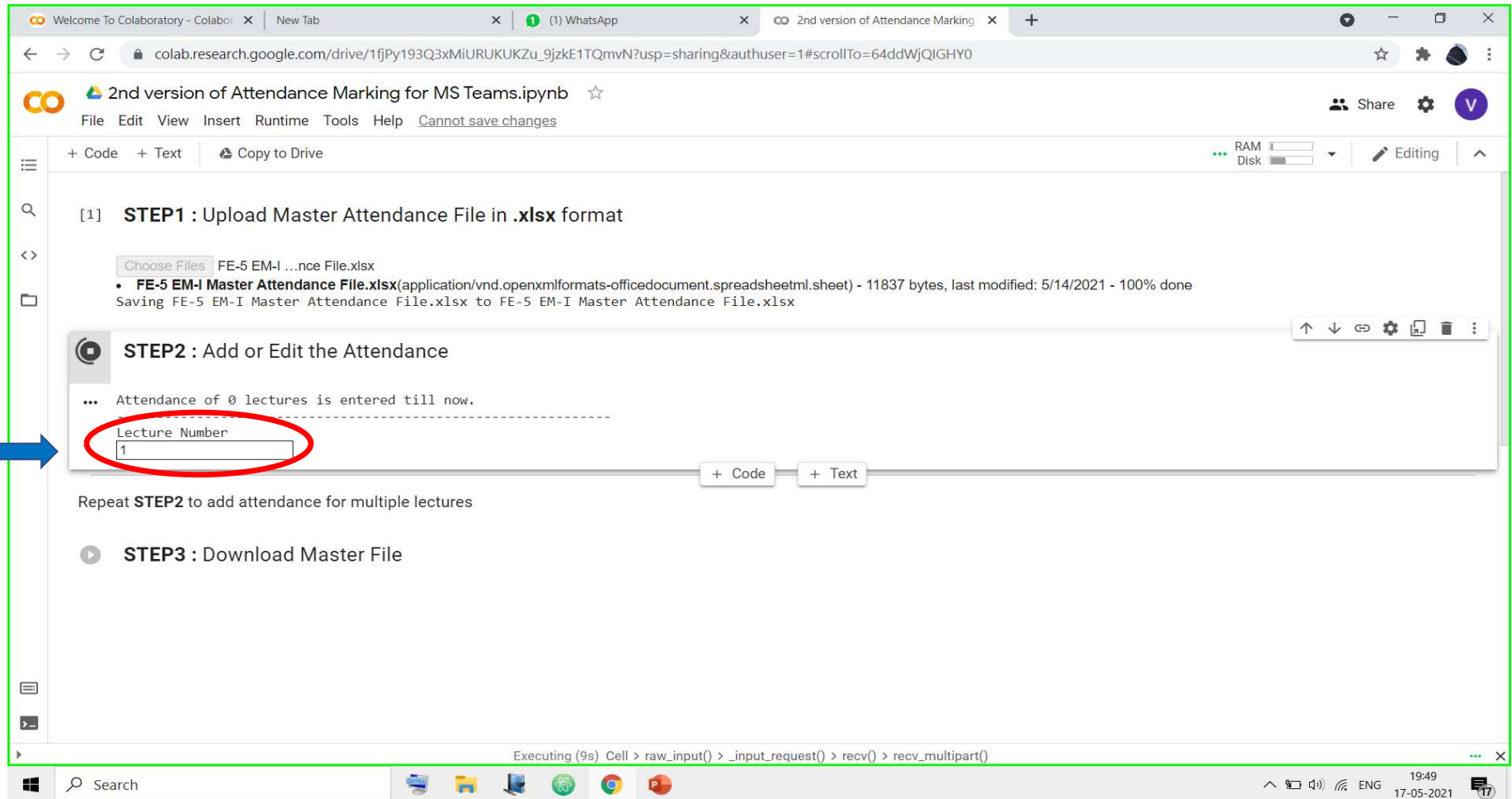
**STEP3 : Download Master File**

Executing (11s) Cell > upload() > eval\_js() > read\_reply\_from\_input()

Search

19:49 17-05-2021

Click on the Play button of STEP2 and enter the Lecture Number and press enter button of keyboard



The screenshot shows a Google Colab notebook titled "2nd version of Attendance Marking for MS Teams.ipynb". The notebook is open in a web browser with the URL [colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\\_9jzKE1TQmvN?usp=sharing&authuser=1#scrollTo=64ddWjQIGHY0](https://colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu_9jzKE1TQmvN?usp=sharing&authuser=1#scrollTo=64ddWjQIGHY0). The notebook has three steps:

- STEP1 : Upload Master Attendance File in .xlsx format**
  - Choose Files: FE-5 EM-I ...nce File.xlsx
  - **FE-5 EM-I Master Attendance File.xlsx**(application/vnd.openxmlformats-officedocument.spreadsheetml.sheet) - 11837 bytes, last modified: 5/14/2021 - 100% done
  - Saving FE-5 EM-I Master Attendance File.xlsx to FE-5 EM-I Master Attendance File.xlsx
- STEP2 : Add or Edit the Attendance**
  - Attendance of 0 lectures is entered till now.
  - Lecture Number:
- STEP3 : Download Master File**

A blue arrow points to the "Lecture Number" input field in Step 2, which contains the value "1". The status bar at the bottom indicates "Executing (9s) Cell > raw\_input() > \_input\_request() > recv() > recv\_multipart()".

Click on Choose Files button and select the Attendance file which is downloaded from MS Teams (.csv format)

- 1) Attendance should be downloaded at the end of the lecture(Preferably in last 5 mins)
- 2) Attendance which is downloaded after the lecture(new feature in MS Teams) can also be used

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colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\_9jzKE1TQmvN?usp=sharing&authuser=1#scrollTo=64ddWjQIGHY0

2nd version of Attendance Marking for MS Teams.ipynb

File Edit View Insert Runtime Tools Help Cannot save changes

+ Code + Text Copy to Drive

RAM Disk Editing

[1] **STEP1 : Upload Master Attendance File in .xlsx format**

Choose Files FE-5 EM-I ...nce File.xlsx

- **FE-5 EM-I Master Attendance File.xlsx**(application/vnd.openxmlformats-officedocument.spreadsheetml.sheet) - 11837 bytes, last modified: 5/14/2021 - 100% done

Saving FE-5 EM-I Master Attendance File.xlsx to FE-5 EM-I Master Attendance File.xlsx

**STEP2 : Add or Edit the Attendance**

... Attendance of 0 lectures is entered till now.

Lecture Number

1

Upload Attendance File Downloaded from Microsoft Teams

Choose Files No file chosen Cancel upload

Repeat STEP2 to add attendance for multiple lectures

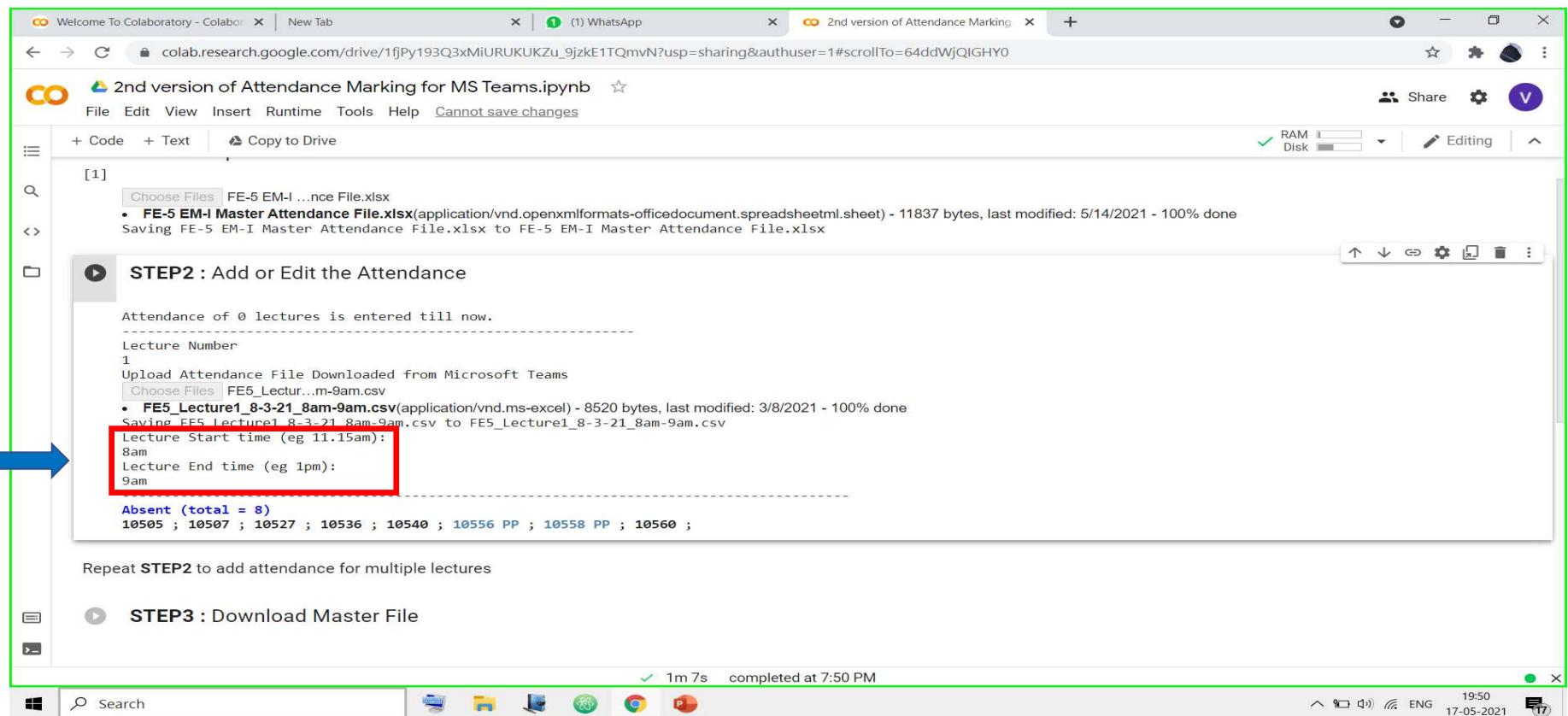
**STEP3 : Download Master File**

Executing (30s) Cell > upload() > eval\_js() > read\_reply\_from\_input()

Search

19:50 17-05-2021

- 1) Enter Lecture Start time(12-hour time format e.g. 9am) and press enter button of keyboard
- 2) Enter Lecture End time(12-hour time format e.g. 11.15pm) and press enter button of keyboard



```
[1]
Choose Files FE-5 EM-I ...nce File.xlsx
• FE-5 EM-I Master Attendance File.xlsx(application/vnd.openxmlformats-officedocument.spreadsheetml.sheet) - 11837 bytes, last modified: 5/14/2021 - 100% done
Saving FE-5 EM-I Master Attendance File.xlsx to FE-5 EM-I Master Attendance File.xlsx

STEP2 : Add or Edit the Attendance

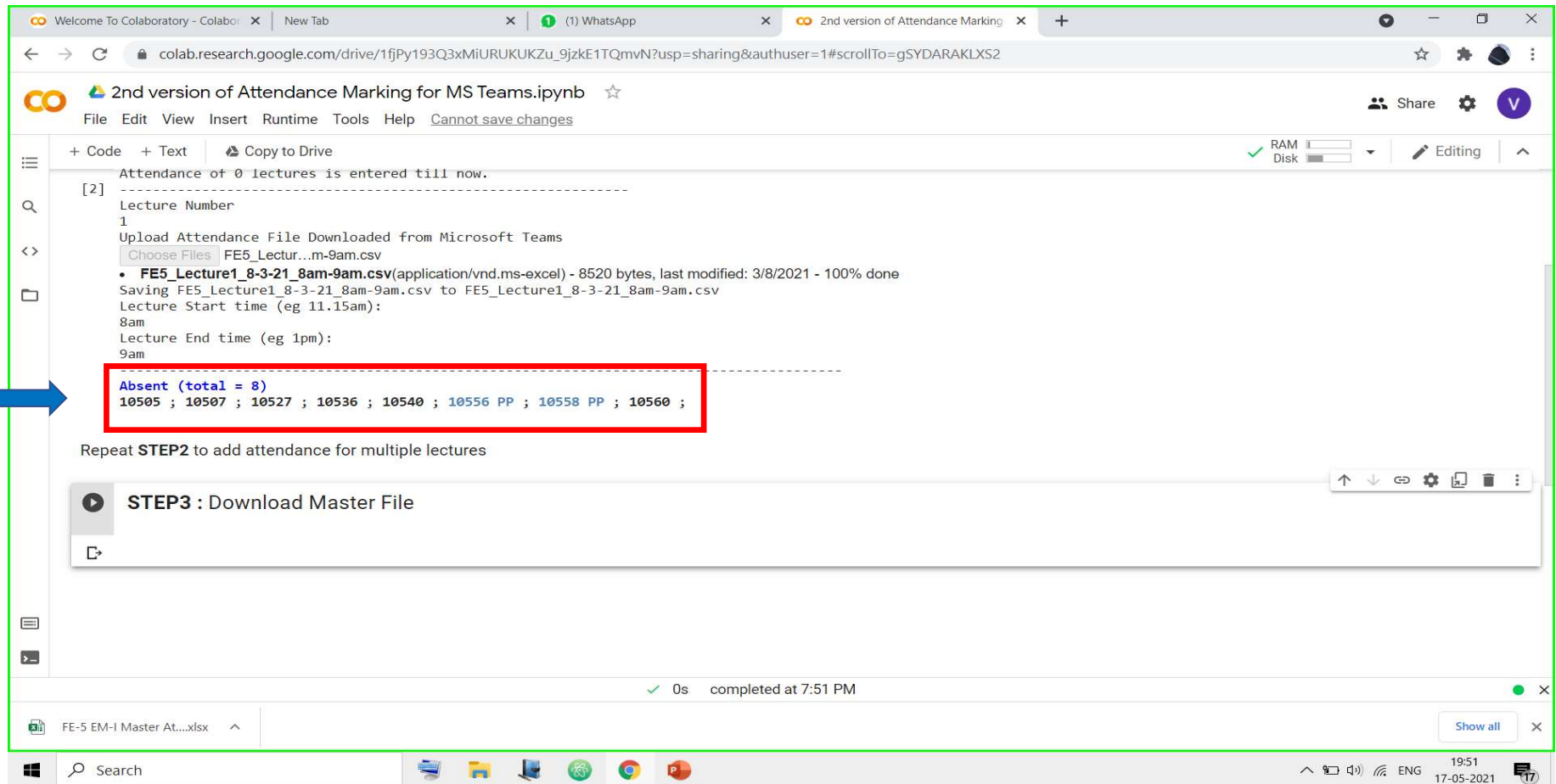
Attendance of 0 lectures is entered till now.
-----
Lecture Number
1
Upload Attendance File Downloaded from Microsoft Teams
Choose Files FE5_Lectur...m-9am.csv
• FE5_Lecture1_8-3-21_8am-9am.csv(application/vnd.ms-excel) - 8520 bytes, last modified: 3/8/2021 - 100% done
Saving FE5_Lecture1_8-3-21_8am-9am.csv to FE5_Lecture1_8-3-21_8am-9am.csv
Lecture Start time (eg 11.15am):
8am
Lecture End time (eg 1pm):
9am
-----
Absent (total = 8)
10505 ; 10507 ; 10527 ; 10536 ; 10540 ; 10556 PP ; 10558 PP ; 10560 ;

Repeat STEP2 to add attendance for multiple lectures

STEP3 : Download Master File
```



Absent numbers will be displayed including roll numbers of the students whose total present time is less than 60% of the lecture time(in cyan colour)



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colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\_9jzkE1TQmvN?usp=sharing&authuser=1#scrollTo=gSYDARAKLXS2

2nd version of Attendance Marking for MS Teams.ipynb

File Edit View Insert Runtime Tools Help Cannot save changes

+ Code + Text Copy to Drive

Attendance of 0 lectures is entered till now.

[2]

Lecture Number

1

Upload Attendance File Downloaded from Microsoft Teams

Choose Files FE5\_Lecture...m-9am.csv

- FE5\_Lecture1\_8-3-21\_8am-9am.csv(application/vnd.ms-excel) - 8520 bytes, last modified: 3/8/2021 - 100% done

Saving FE5\_Lecture1\_8-3-21\_8am-9am.csv to FE5\_Lecture1\_8-3-21\_8am-9am.csv

Lecture Start time (eg 11.15am):

8am

Lecture End time (eg 1pm):

9am

Absent (total = 8)

10505 ; 10507 ; 10527 ; 10536 ; 10540 ; 10556 PP ; 10558 PP ; 10560 ;

Repeat STEP2 to add attendance for multiple lectures

STEP3 : Download Master File

0s completed at 7:51 PM

FE-5 EM-I Master At...xlsx

Search

19:51 17-05-2021

- 1) Second step can be repeated for marking of attendance for multiple lectures.
- 2) Once the attendance for the lectures is entered, master file should be downloaded by pressing play button of STEP3

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colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\_9jzKE1TQmvN?usp=sharing&authuser=1#scrollTo=gSYDARAKLXS2

2nd version of Attendance Marking for MS Teams.ipynb

File Edit View Insert Runtime Tools Help Cannot save changes

+ Code + Text Copy to Drive

RAM Disk Editing

```
[2]
Attendance of 0 lectures is entered till now.
-----
Lecture Number
1
Upload Attendance File Downloaded from Microsoft Teams
Choose Files: FE5_Lecture1_8-3-21_8am-9am.csv
• FE5_Lecture1_8-3-21_8am-9am.csv(application/vnd.ms-excel) - 8520 bytes, last modified: 3/8/2021 - 100% done
Saving FE5_Lecture1_8-3-21_8am-9am.csv to FE5_Lecture1_8-3-21_8am-9am.csv
Lecture Start time (eg 11.15am):
8am
Lecture End time (eg 1pm):
9am
-----
Absent (total = 8)
10505 ; 10507 ; 10527 ; 10536 ; 10540 ; 10556 PP ; 10558 PP ; 10560 ;

Repeat STEP2 to add attendance for multiple lectures
```

**STEP3: Download Master File**

0s completed at 7:51 PM

FE-5 EM-I Master At....xlsx

Show all

Master attendance file which is downloaded should be used for future attendance.

Already entered attendance can be edited by entering the lecture number of that lecture at STEP2  
Enter 1 for YES or 0 for NO

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colab.research.google.com/drive/1fjPy193Q3xMiURUKUKZu\_9jzkE1TQmvN?usp=sharing&authuser=1#scrollTo=64ddWjQIGHY0

2nd version of Attendance Marking for MS Teams.ipynb

File Edit View Insert Runtime Tools Help Cannot save changes

+ Code + Text Copy to Drive

[2] **STEP1 : Upload Master Attendance File in .xlsx format**

Choose Files FE-5 EM-I ... (1-6) (1).xlsx

- **FE-5 EM-I Master Attendance File(1-6) (1).xlsx**(application/vnd.openxmlformats-officedocument.spreadsheetml.sheet) - 11519 bytes, last modified: 5/13/2021 - 100% done

Saving FE-5 EM-I Master Attendance File(1-6) (1).xlsx to FE-5 EM-I Master Attendance File(1-6) (1).xlsx

**STEP2 : Add or Edit the Attendance**

Attendance of 6 lectures is entered till now.

-----

Lecture Number

4

Attendance for lecture number 4 is already entered, do you want to edit it?

Enter 1 for YES or 0 for NO :

Repeat **STEP2** to add attendance for multiple lectures

**STEP3 : Download Master File**

Executing (24s) Cell > raw\_input() > \_input\_request() > recv() > recv\_multipart()

FE-5 EM-I Master At...xlsx

Show all

23:02 17-05-2021

# Rules for Marking Present

- 1) Student must be present for minimum 60% of the total duration of the lecture
- 2) If any student is discontinued five or more number of times, then that student will be marked present irrespective of the total duration present
- 3) 5 minutes relaxation is given for late mark (attendance will be marked and cell will be highlighted with yellow colour.)

For any problems or suggestions, please contact on  
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THANKYOU