Lecturer Dashboard

1. Login to the STEP portal (https://stms.polite.edu.sg/identity) via "Lecturer" option
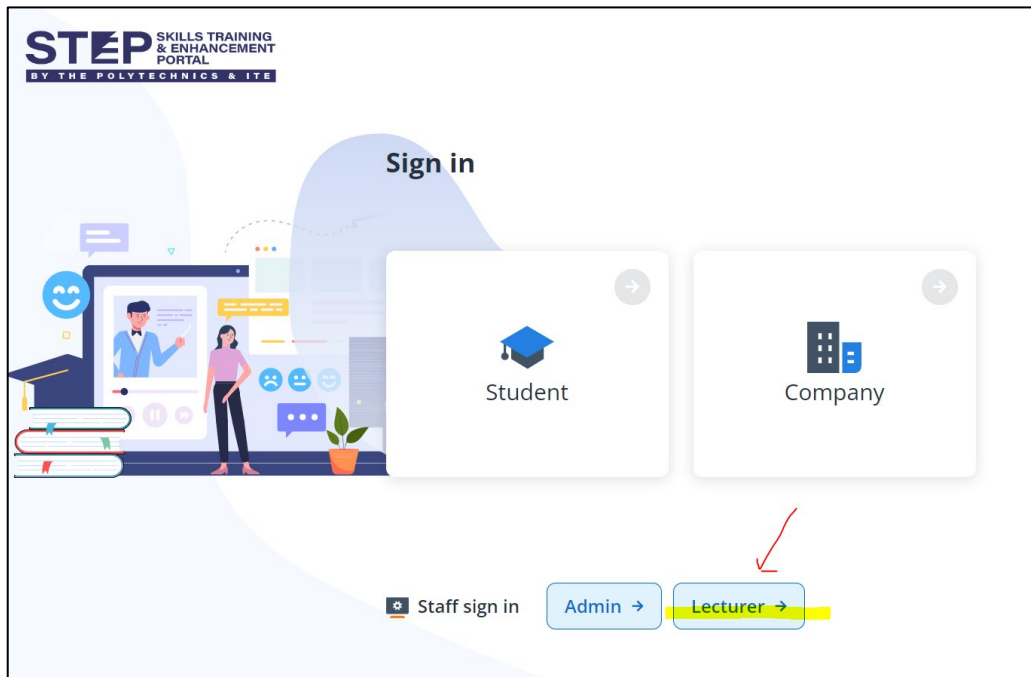
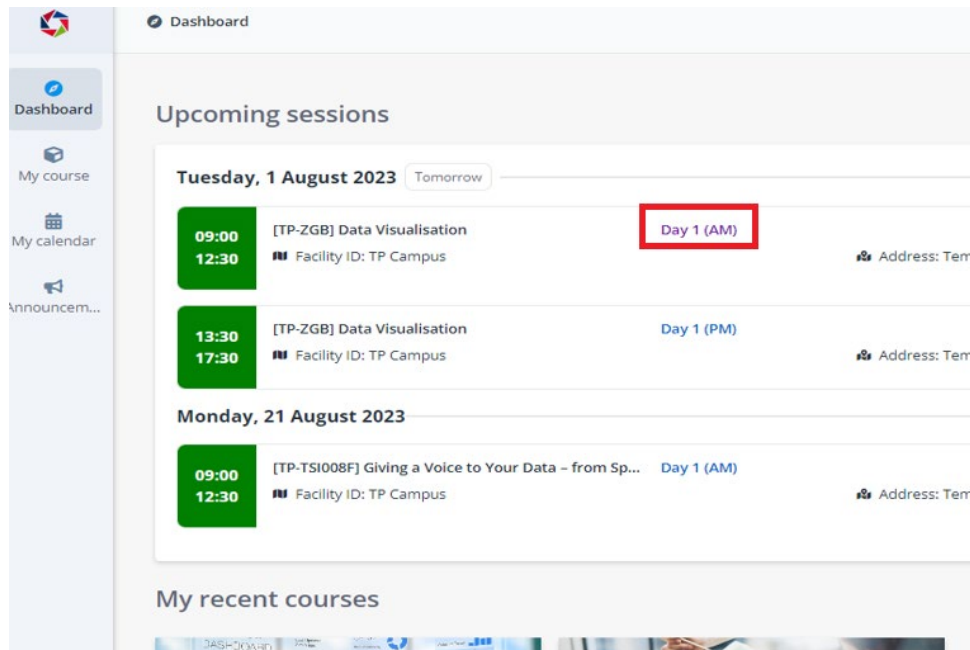2. Click on "Sign in with Microsoft 356" via TP access.

Before Class

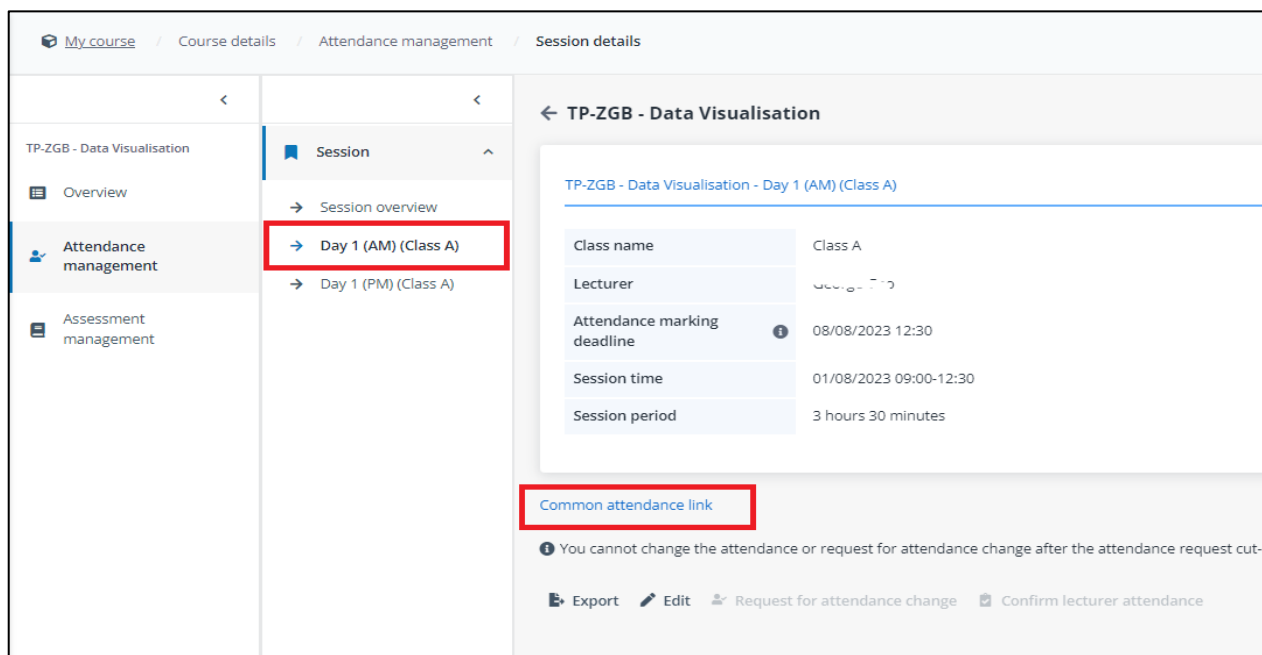Trainer can view the upcoming programmes allocated on the Dashboard.
Depending on the course duration, TSA may set up more than 1 session and trainer would required to mark attendance for all allocated sessions.
Eg. 1 Day Course: 9 – 5pm - Session 1 (Day 1 (AM)& Session 2 (Day 1 (PM))

During Class

1. Trainer clicks on "Session" and Select "Common Attendance Link"

2. Enter Course Run Code (TSA OIC will provide you with the Course Run Code eg.RA123456)

My SKILLS future

Enter Course Run Code

RA123456

Continue

3. Trainer to inform learners to scan Dynamic QR code via their SINGPASS App

To Note: Students will be required to do the scanning for EVERY sessions

Scan with Singpass app
to take attendance

Sample QR code

singpass

Attendance

IOT Dashboard in Practice (Classroom & Asynchronous)

TGS 2021000550

Session
Mode of Training: Classroom
🕐 03 Aug 2023
📍 #NA-NA, NA, 21 Tampines Ave 1, Singapore 529757

Note: This QR code can only be scanned by one attendee at a time.

4. Trainer should use the alternative link from SSG email to trainer(s) to check on attendance.

To Note: Student's Name are updated "live" so trainer need to make sure all names are accorded

IOT Dashboard in Practice (Classroom & Asynchronous)

TGS-2021006536

03 Aug 2023 - 07 Aug 2023

Session
Mode of Training: Classroom
🕐 03 Aug 2023   09:00 AM - 12:00 PM
📍 #NA-NA, NA, 21 Tampines Ave 1, Singapore 529757

From Apr 2023, Training Providers are encouraged to implement e-attendance taking via Singpass for physical classroom and/or synchronous e-learning courses. Click here to enter Course Run Code: RA175534 to generate dynamic QR code.

Alternatively, to take attendance, scan the QR code or click: https://www.myskillsfuture.gov.sg/content/portal/en/individual/take-attendance.html and enter attendance code: BO78151.

Attendees

1. Tan Ah Gao [XXXXX809A]
2. Liang Ah Gao [XXXXX234Z]
3. Liang Ah Meow [XXXXX123A]
4. Tan Ah Meow [XXXXX123H]
5. Koh Chin Chao [XXXXX345A]
6. Ho Chin Chin [XXXXX890B]
7. Ho Ah Gao [XXXXX809A]
8. Low Ah Gao [XXXXX234K]
9. Muhammad Mohammad [XXXXX675J]
10. Seah Ah Mei [XXXXX123H]
11. Koh Ah Meow [XXXXX345A]

Things To Note:
- For Asynchronous Sessions
- For Student that face an issue marking attendance via SINGPASS

Trainer should select one of the 5 predefined reasons

- Network down at Training Provider' premises
- Singpass service disruption
- Foreigner trainees without Singpass account
- Trainees not able to utilise Singpass
  (eg. Not able to log-in to Singpass despite several tries, not able to utilised internet-enabled services)
- Not onboard e-attendance via Singpass
  [eg. other modes of training / programme (eg. asynchronous session / work-support programme / OJT / career conversion progammes), that do not require attendance taking via Singpass]

After Class Ends

Attendance from TPGateway will sync and update on STEP, 30 mins after session end.
Eg. Session 2 end at 5.30pm, teaching claim can only be submitted after 6pm

Trainer to complete attendance marking and submit Trainer's teaching claims (if any)
To Note: Trainers only have 7 days (including weekend) to mark the attendance & submit their teaching claims from STEP

1. Click on "View details" (Please complete all task allocated)
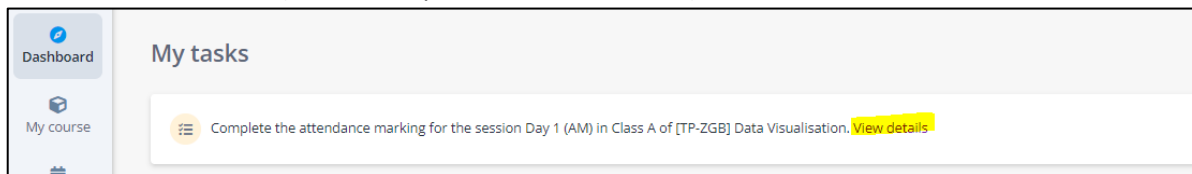
2. Under "Attendance Management"
   a. Check "Attendance Status" for all sessions are reflected correctly

   If attendance is not recorded correctly, trainers to manually mark learner's attendance.
   - Select "checkbox" for learners and click "Edit".

b. After confirming all attendance are correctly input, click on "Confirm Lecturer Attendance"

c. Select "Yes" to Claim via Workday

<mark>To Note:</mark> Claim Details will be imported to WORKDAY however trainer **is still required** to verify and submit the Teaching Claims via WORKDAY

d. Make sure Attendance marking status "Attendance Marked"

Assessment Management (Optional)

1. Click on the in-class assessment component
2. Input Pass/Fail under the Grades
3. Upon complete, marking fees would be tag to Workday submission