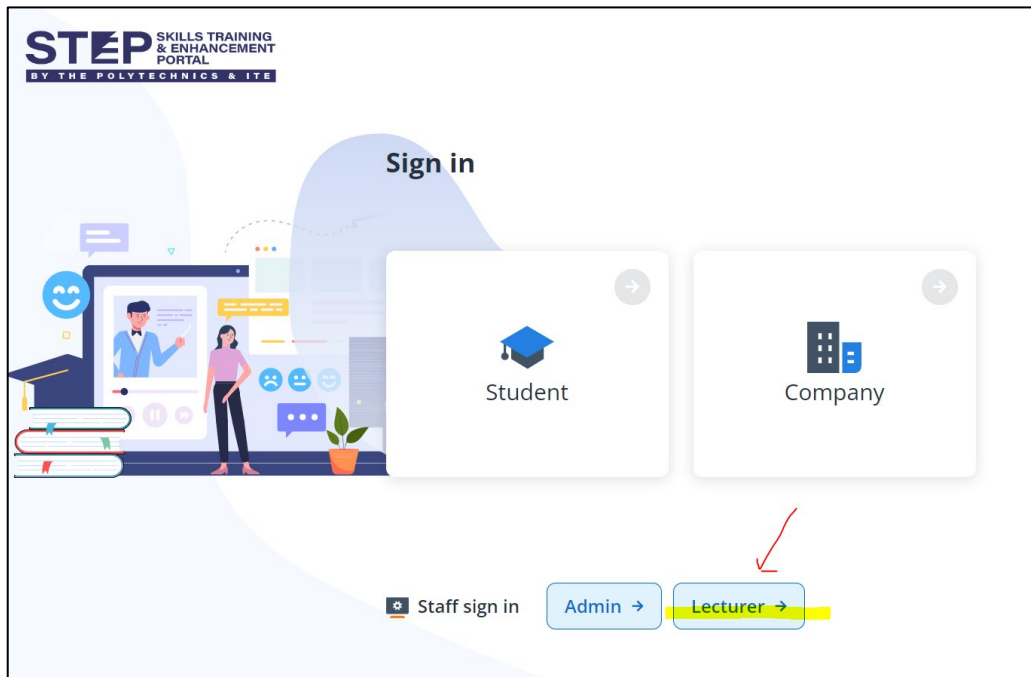


Lecturer Dashboard

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.

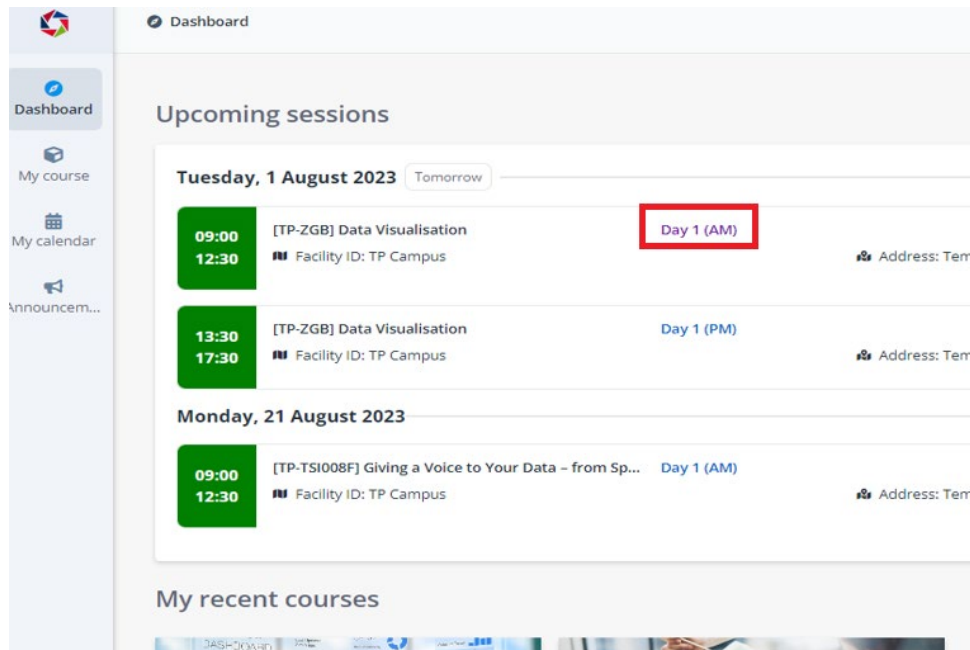


Before Class

Trainer can view the upcoming programmes allocated on the Dashboard.

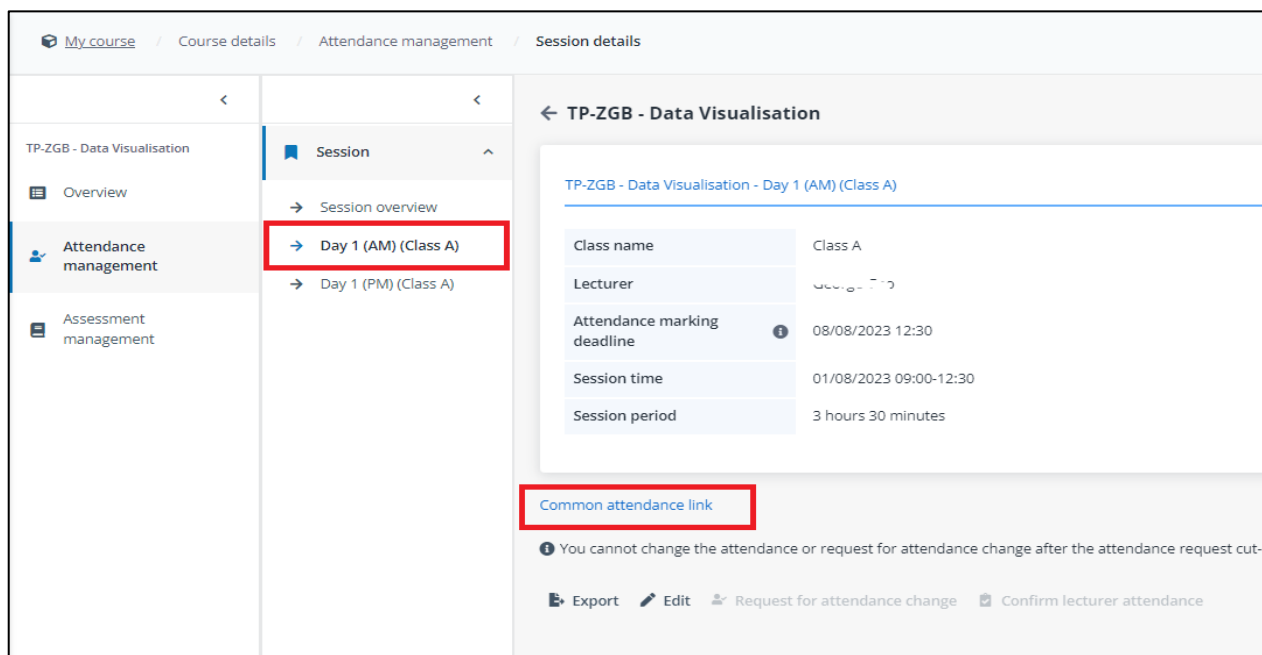
Depending on the course duration, TSA may set up more than 1 session and trainer would required to mark attendance for all allocated sessions.

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)

MySKILLSfuture

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 20210000000

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: B078151.

Attendees

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

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's 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 utilise internet-enabled services)
- Not onboard e-attendance via Singpass
(eg. other modes of training / programme (eg. asynchronous session / work-support programme / OJT / career conversion programmes), that do not require attendance taking via Singpass)

Serial No.	Student name	Student ID	Attendance status	Predefined reason	Present	Absent	Absence duration
1	ALESXIS LIM AL PING	5682586A		None	<input checked="" type="radio"/>	<input type="radio"/>	3 hours 30 minutes
2	BUENAVEN TURA REN'EE MARINA			Network down at Training Providers' premises	<input type="radio"/>	<input type="radio"/>	3 hours 30 minutes
3	CHRISTINA TAN HUI LAN	3158451H		Singpass service disruption	<input type="radio"/>	<input type="radio"/>	3 hours 30 minutes
4	ERNAWATI SETIJO	8344254M		Foreign trainees without Singpass account	<input type="radio"/>	<input type="radio"/>	3 hours 30 minutes
5	KEW WAI LEONG	8200916G		Trainees not able to utilize Singpass	<input type="radio"/>	<input type="radio"/>	3 hours 30 minutes
6	KOH JIN RONG SANDY	8843108P		Not onboarded e-attendance via Singpass	<input type="radio"/>	<input type="radio"/>	3 hours 30 minutes

After Class Ends

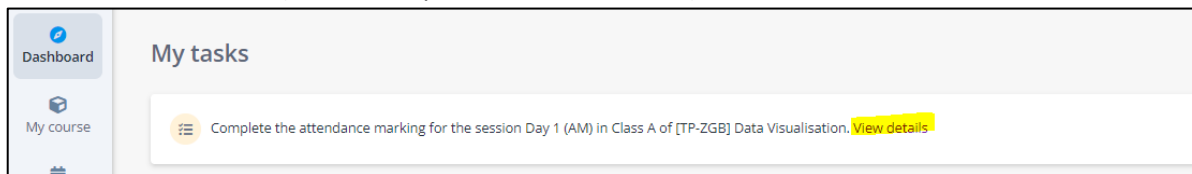
Attendance from TPGateway will sync and update on STEP, 30 mins after session end.

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

Present: 15 Absent: 0 Approved absence: 0

My course / Course details / Attendance management / Session details

TP-ZGB - Data Visualisation

Session

Overview

Attendance management

Day 1 (AM) (Class A)

Day 1 (PM) (Class A)

Serial No.	Student name	Student ID	Attendance status	Predefined reason	Present	Absent
1	ALESXIS LIM AI PING	5682586A			<input type="radio"/>	<input type="radio"/>
2	BUENAVENTURA REN'EE MARINA				<input type="radio"/>	<input type="radio"/>
3	CHRISTINA TAN HUI LAN	3158451H			<input type="radio"/>	<input type="radio"/>
4	ERNAWATI SETIJO	8344254M			<input type="radio"/>	<input type="radio"/>
5	KEW WAI LEONG	8200916G			<input type="radio"/>	<input type="radio"/>
6	KOH JIN RONG SANDY	8843108P			<input type="radio"/>	<input type="radio"/>

If attendance is not recorded correctly, trainers to manually mark learner's attendance.

- Select "checkbox" for learners and click "Edit".

Session

Export Edit Request for attendance change Confirm lecturer attendance

Total number of students: 15 Make-up: 0

TPG status: Confirmed Unconfirmed/Rejected

<input checked="" type="checkbox"/>	Serial No.	Student name	Student ID	Attendance status	Predefined reason	Present	Absent	Absence duration
<input checked="" type="checkbox"/>	1	ALESXIS LIM AI PING	5682586A			<input type="radio"/>	<input type="radio"/>	0 minute
<input checked="" type="checkbox"/>	2	BUENAVENTURA REN'EE MARINA				<input type="radio"/>	<input type="radio"/>	0 minute
<input checked="" type="checkbox"/>	3	CHRISTINA TAN HUI LAN	3158451H			<input type="radio"/>	<input type="radio"/>	0 minute
<input checked="" type="checkbox"/>	4	ERNAWATI SETIJO	8344254M			<input type="radio"/>	<input type="radio"/>	0 minute
<input checked="" type="checkbox"/>		KEW WAI				<input type="radio"/>	<input type="radio"/>	

- b. After confirming all attendance are correctly input, click on “Confirm Lecturer Attendance”

Export Edit Request for attendance change **Confirm lecturer attendance**

Total number of students: 15 Make-up: 0 Present: 15 Absent: 0

TPG status: Confirmed Unconfirmed/Rejected/TP void Not submitted/9

Serial No.	Student name	Student ID	Attendance status	Predefined reason	Present	Absent	Absence duration	Remarks
1	ALEXIS LIM AI PING	5682586A	Present		<input checked="" type="radio"/>	<input type="radio"/>	0 minute	
2	BUENAVENTURA REN'EE MARINA		Present		<input checked="" type="radio"/>	<input type="radio"/>	0 minute	

- c. Select “Yes” to Claim via Workday

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

Confirm the lecturer attendance

You are about to confirm the lecturer attendance. Please confirm whether to claim for this session.

Claim via Workday

☒ Yes ☐ No

Cancel OK

- d. Make sure Attendance marking status “Attendance Marked”

TP-ZGB - Data Visualisation - Day 1 (AM) (Class A)

Class name	Class A	Mode of training	Classroom
Lecturer		Lecturer attendance	N/A
Attendance marking deadline	08/08/2023 12:30	Attendance lock date	11/08/2023 23:59
Session time	01/08/2023 09:00-12:30	Attendance marking status	Attendance marked
Session period	3 hours 30 minutes	Session notification	Send notification

Assessment Management (Optional)

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

Serial No.	Student name	Student ID	Class name	Attendance status	Grade	Modified
1	ALEXIS LIM AI PING	5682586A	Class A	Present	Pass	02/08/2023 09:19
2	BUENAVENTURA REN'EE MARINA		Class A	Present	Pass	02/08/2023 09:19
3	CHRISTINA TAN HUI LAN	3158451H	Class A	Present	Pass	02/08/2023 09:19
4	ERNAWATI SETIJO	8344254M	Class A	Present	Pass	02/08/2023 09:19
5	KEW WAI LEONG	8200916G	Class A	Present	Pass	02/08/2023 09:19
6	KOH JIN RONG SANDY	8843108P	Class A	Present	Pass	02/08/2023 09:19
7	LEE LU PING	8559650W	Class A	Present	Pass	02/08/2023 09:19