OSAMS

Online Student Attendance Management System

USER MANUAL

Version 1.0

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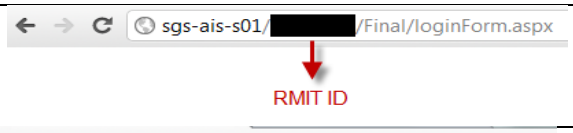
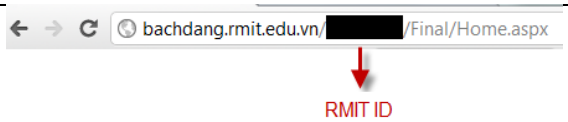
INTRODUCTION

This part covers the instruction of how to use all functions of OSAMS. In brief, there are 33 main functions and features that OSAMS allow user to access. Each function can contain some small functions like exporting excel, word document of PDF. Each user has certain access to OSAMS depending on the user account type listed below:

Account Type	Privilege	Function
Super Admin	Manage all records	• General function • Administration management • Attendance • Report
Admin	Manage all records **except administrator details**	• General function • Administration management **(Except Admin Management)** • Attendance • Report
Senior Lecturer	Manage attendance and view report of all groups	• Attendance • Report
Lecturer	Manage attendance and view report of own groups	• Attendance • Report
Student	View attendance and profile details	• Attendance ○ View Attendance

In order to access OSAMS, use Chrome, Firefox or Internet Explorer web browser to enter the following link:

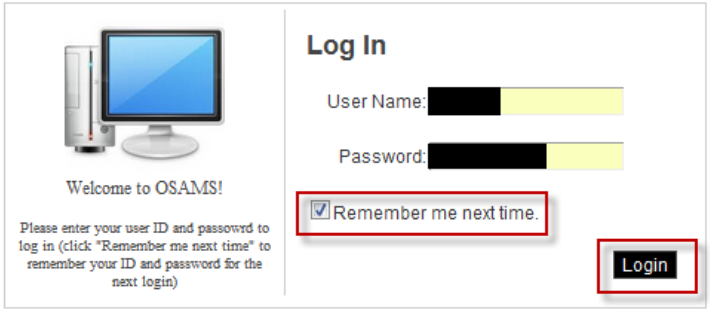
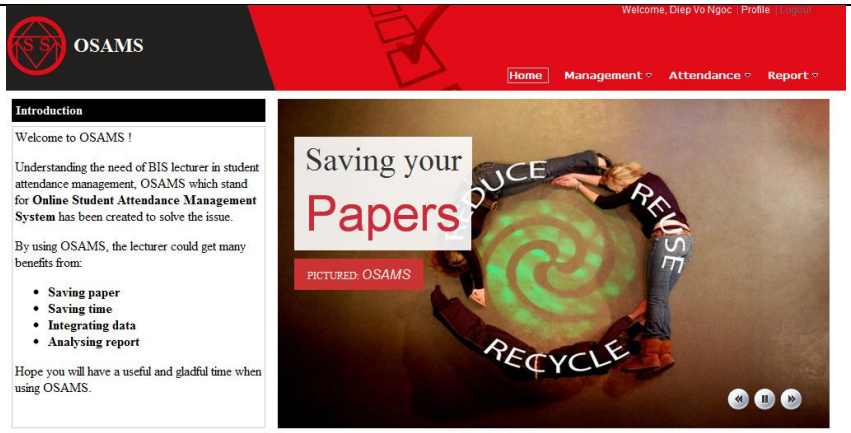
In RMIT network http://sgs-ais-s01/[RMIT ID]/Final/Home.aspx	
Outside RMIT network http://bachdang.rmit.edu.vn/[RMIT ID]/Final/Home.aspx	

After access the Login Page of OSAMS, please follow the below instructions to use relevant OSAMS functions base on your user account type listed above.

I. GENERAL FUNCTION

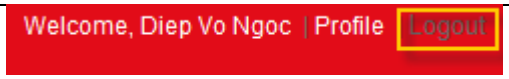
1. Log In

Actors: All users
Purpose: Log in to OSAMS

Enter your **OSAMS User Name** and **Password.** Click **Login** button. Checking the box **Remember me next time** allows user to automatically log in to the OSAMS for next time access.	
After log in to OSAMS, the **Home Page** will appear.	

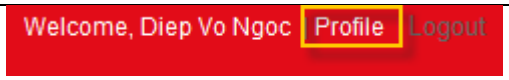
2. Log Out

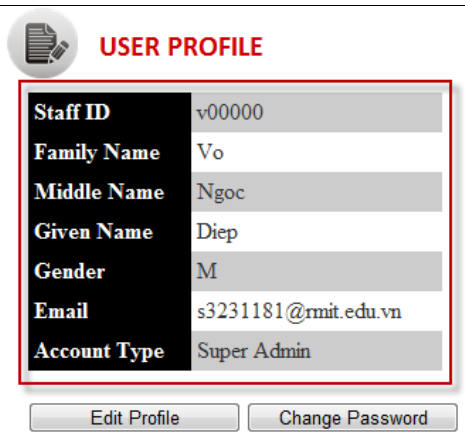
Actors: All users
Purpose: Log out OSAMS

Click on **Log Out** function in the bottom right hand side.	

3. View Profile

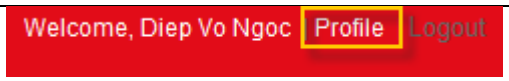
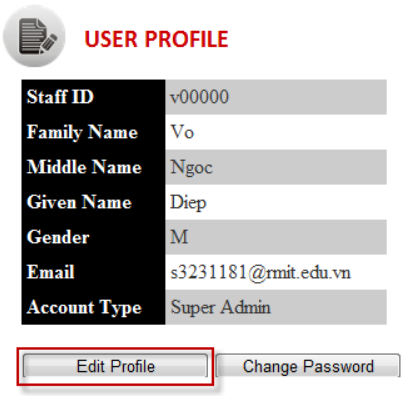
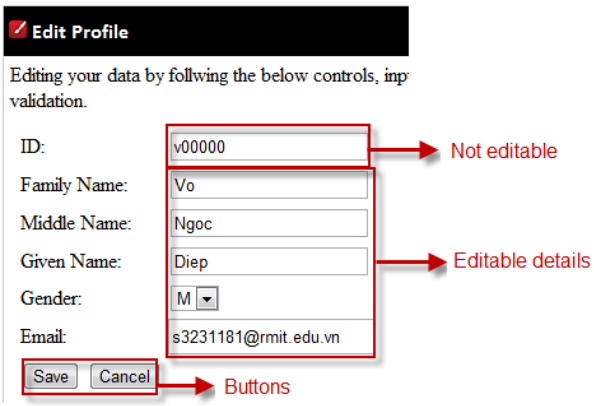
Actors: All users
Purpose: View own profile details

Click on **Profile** function in the bottom right hand side.	

Profile details view.	

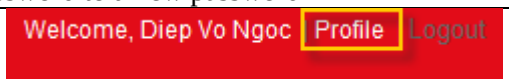
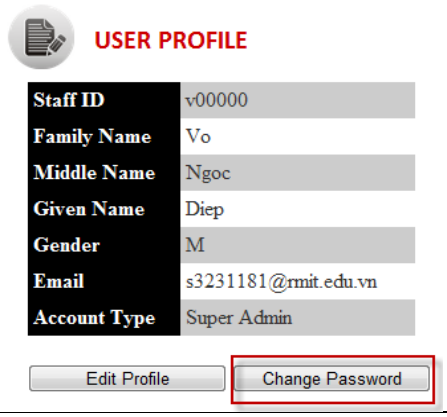
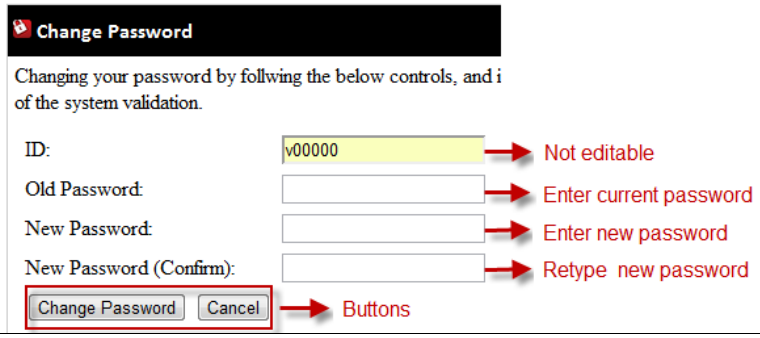
4. Edit Profile Details

Actors: All users
Purpose: Edit own profile details

Click on **Profile** function in the bottom right hand side.	
Select **Edit Profile.**	
Change profile details. Click **Save** to finish or **Cancel** to terminate process.	

5. Change Password

Actors: All users
Purpose: Change current password to a new password

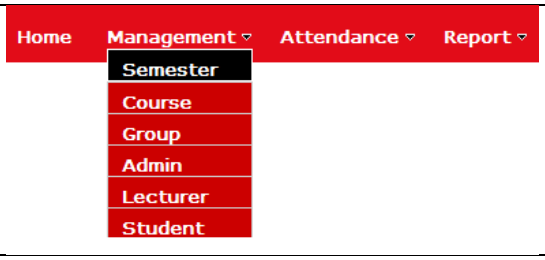
Click on **Profile** function in the bottom right hand side.	
Select **Change Password.**	
Fill all details as listed below. Click **Change Password** to finish or **Cancel** to terminate process.	

II. ADMINISTRATION MANAGEMENT

1. Semester Management

1.1 View Semester Details

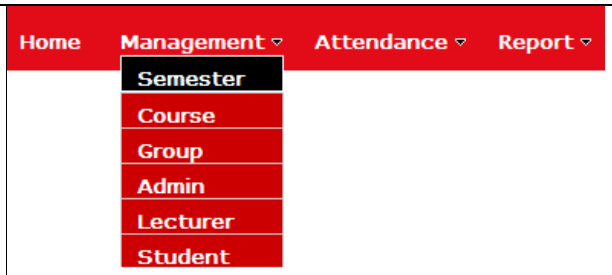
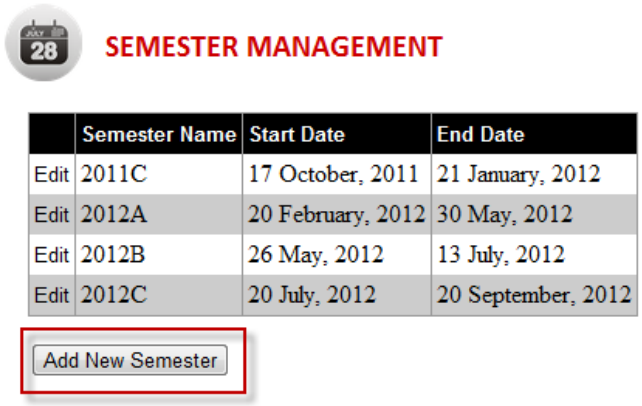
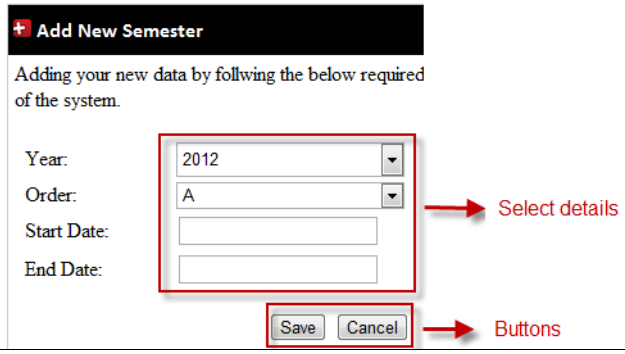
Actors: Super Admin, Admin
Purpose: View details of semesters

In **Management** section, select **Semester.**	

Semester details view.	

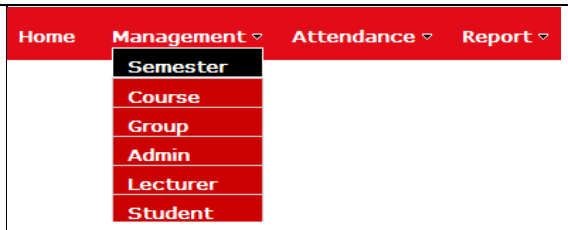
1.2 Create New Semester

Actors: Super Admin, Admin
Purpose: Create a new semester

In **Management** section, select **Semester.**	
Select **Add New Semester** button.	
Select details for new semester. Click **Save** to finish or **Cancel** to terminate process.	

1.3 Edit Semester Details

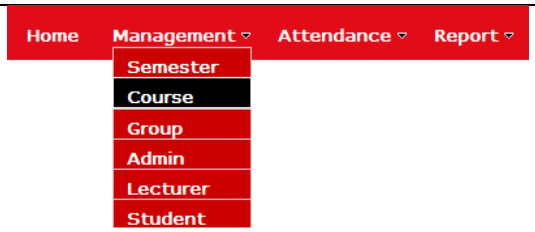
Actors: Super Admin, Admin
Purpose: Edit details of all semester

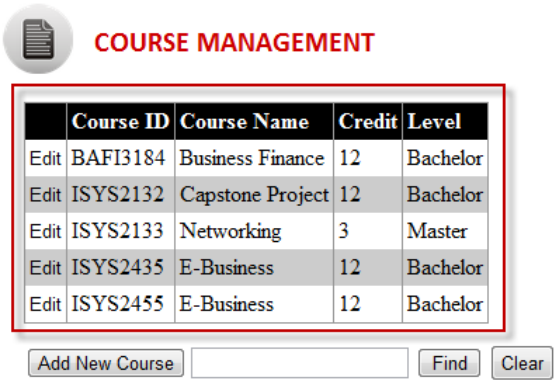
In **Management** section, select **Semester.**	
In Semester view, select **Edit** before the semester needed to be edited.	
Change **Start Date** and **End Date**. Click **Update** to finish or **Cancel** to terminate process.	

2. Course Management

2.1 View Course Details

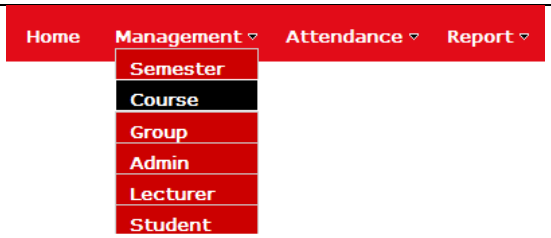
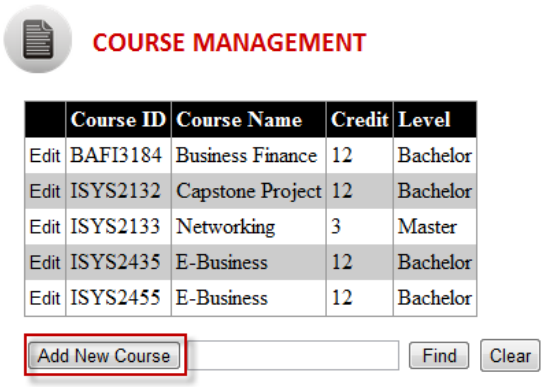
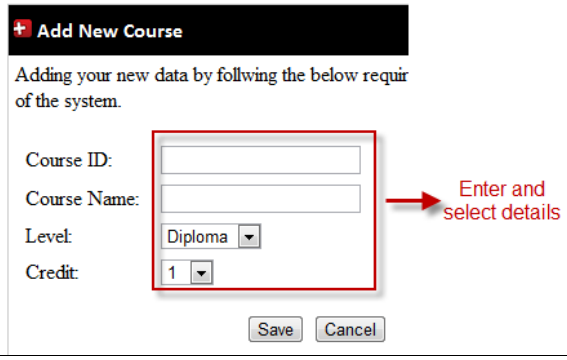
Actors: Super Admin, Admin
Purpose: View details of all courses

In **Management** section, select **Course.**	

Course details view.	

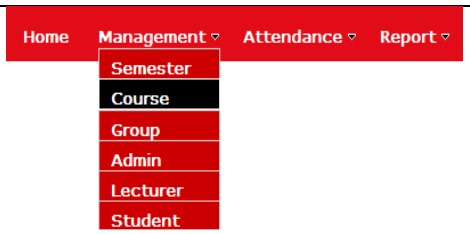
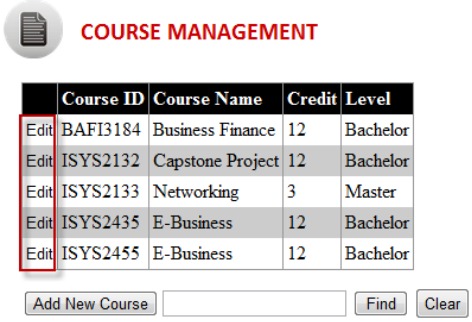
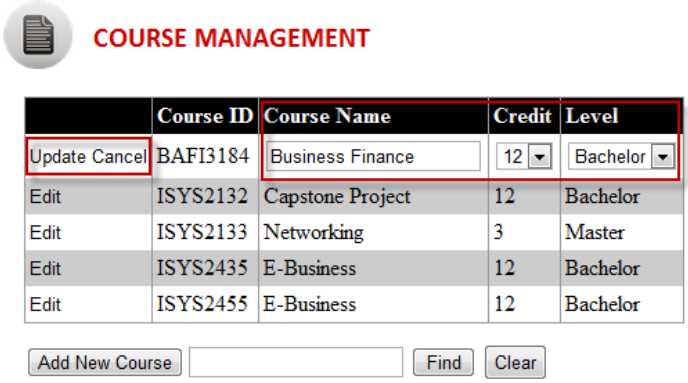
2.2 Create New Course

Actors: Super Admin, Admin
Purpose: Create a new course

In **Management** section, select **Course.**	
Select **Add New Course** button.	
Enter and select details for new course. Click **Save** to finish or **Cancel** to terminate process.	

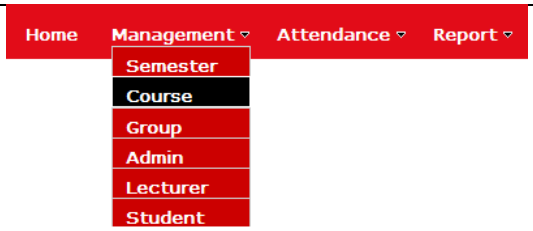
2.3 Edit Course Details

Actors: Super Admin, Admin
Purpose: Edit details of all courses

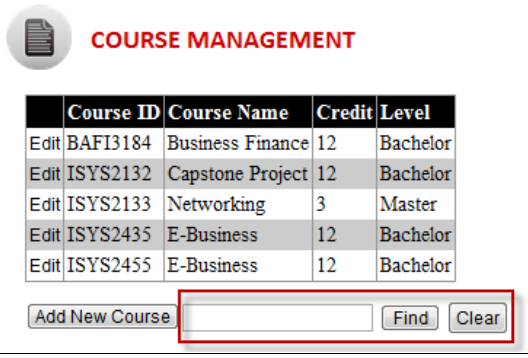
In **Management** section, select **Course.**	
In Course view, select **Edit** before the course needed to be edited.	
Change **Course Name, Credit** and **Level** for course. Click **Update** to finish or **Cancel** to terminate process.	

2.4 Find Course Details

Actors: Super Admin, Admin, Lecturer, Senior Lecturer
Purpose: Search for course details

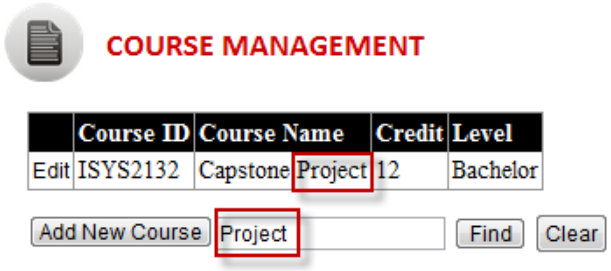
In **Management** section, select **Course.**	

In **Course Management,** enter any details of a course in the textbox next to **Add New Course** button to find the course.



Click **Find** to start and display result.

Click **Clear** to erase the search value in text box or dismiss the search result.

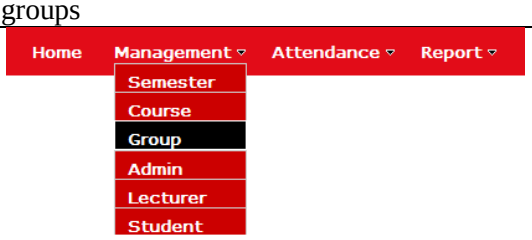


3. Group management

3.1 View Group Details

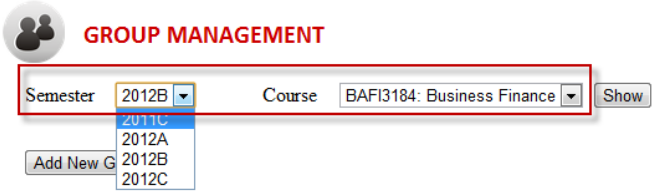
Actors: Super Admin, Admin
Purpose: View details of all groups

In **Management** section, select **Group.**

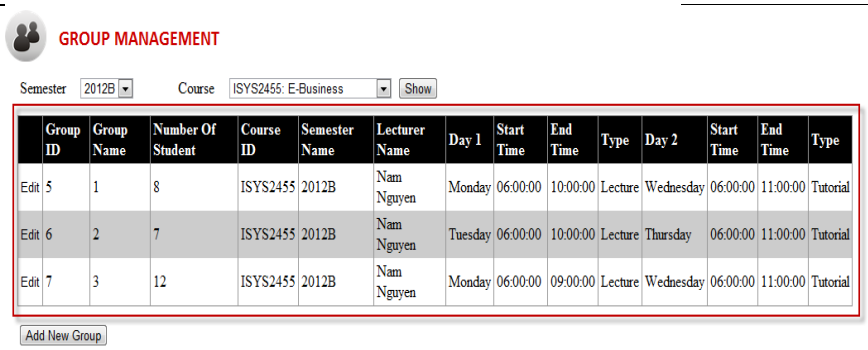


Select **Semester** and **Course.**

Click **Show** button to view group details.

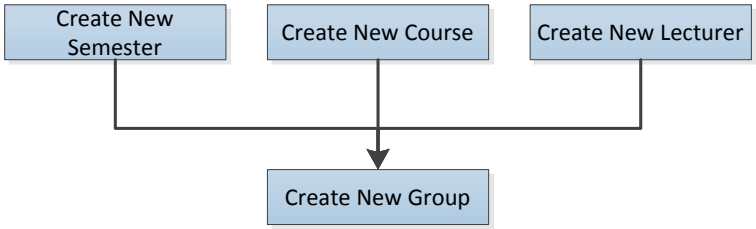


Group details view.

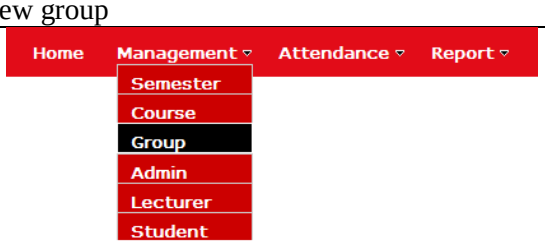
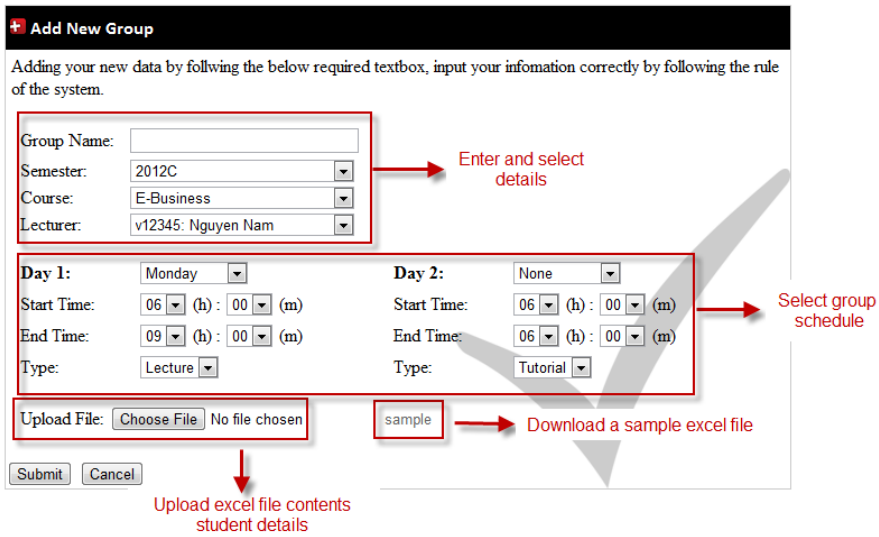


3.2 Create New Group

In order to create a new group, please make sure that at least a semester, a course and a lecturer are created. Otherwise, please create new semester, course and lecturer.

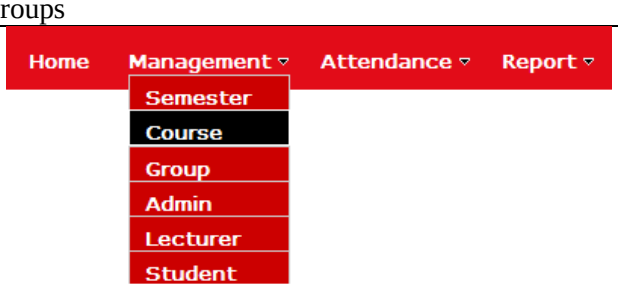
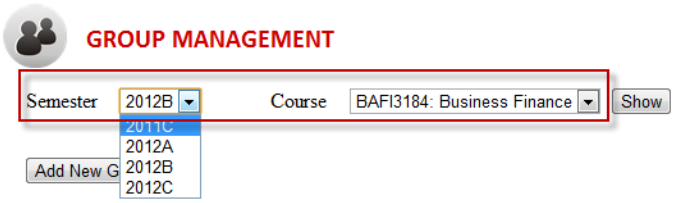
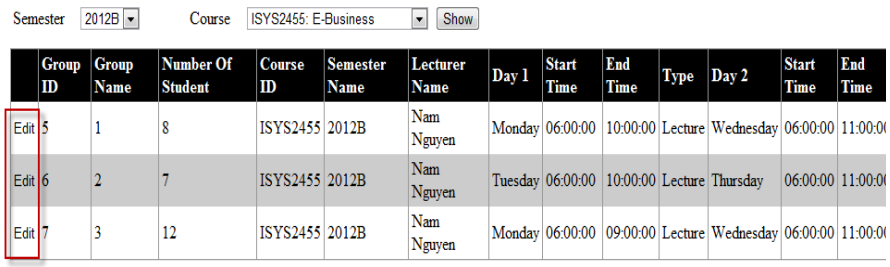
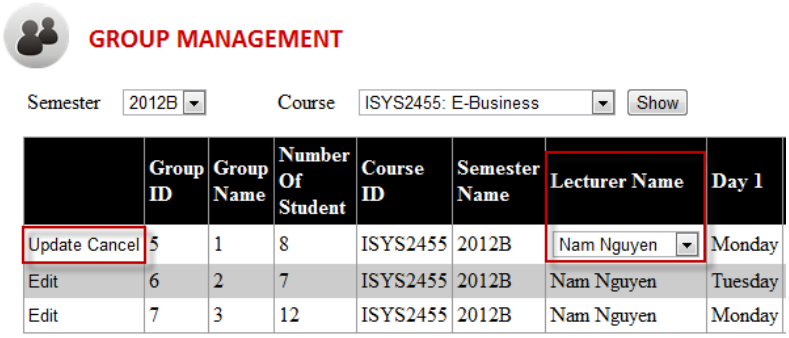


Actors: Super Admin, Admin
Purpose: Create a new group

In **Management** section, select **Group.**	
Select **Add New Group** button.	
Enter and select details for new group. A **Sample** of excel file can be downloaded as reference. (look appendix for excel format details) Click **Submit** to finish or **Cancel** to terminate process.	

3.3 Edit Group Details

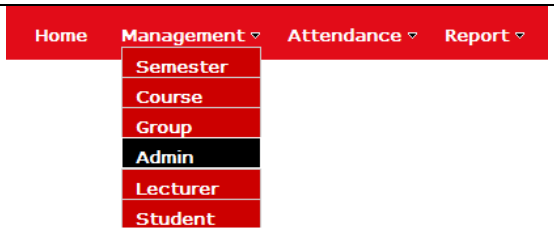
Actors: Super Admin, Admin
Purpose: Edit details of all groups

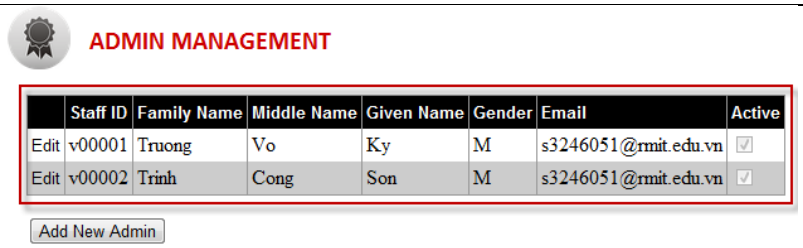
In **Management** section, select **Course.**	
Select **Semester** and **Course** to view group details.	
In Group view, select **Edit** before the group needed to be edited.	
Change **Lecturer Name** for group. Click **Update** to finish or **Cancel** to terminate process.	

4. Admin Management

4.1 View Admin Details

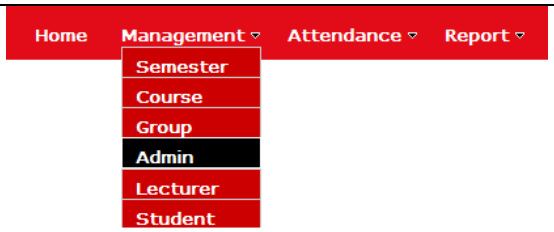
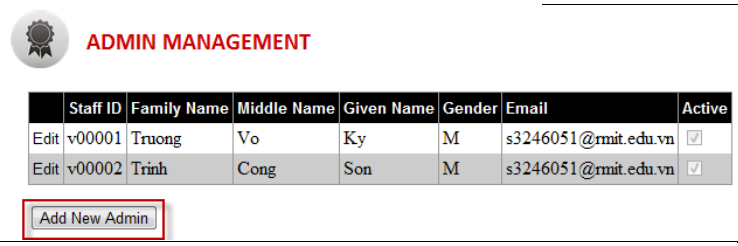
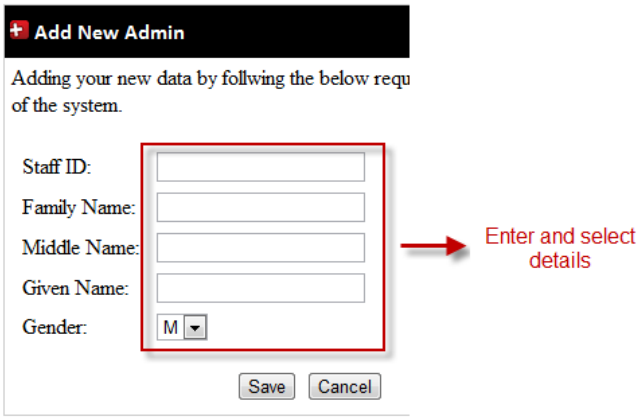
Actors: Super Admin
Purpose: View details of all administrators accounts

In **Management** section, select **Admin.**	

Admin details view.	

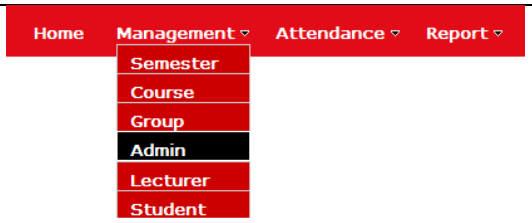
4.2 Create New Admin

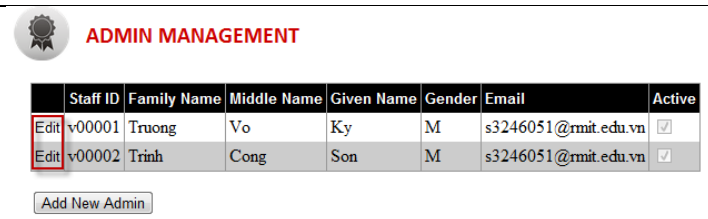
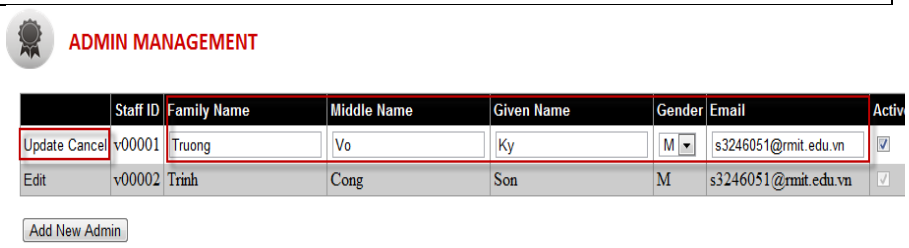
Actors: Super Admin
Purpose: Create a new administrator account

In **Management** section, select **Admin.**	
Select **Add New Admin** button.	
Enter and select details for new admin. Click **Save** to finish or **Cancel** to terminate process.	

4.3 Edit Admin Details

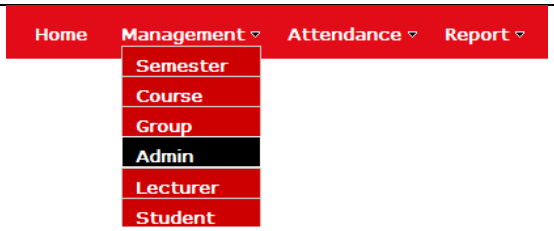
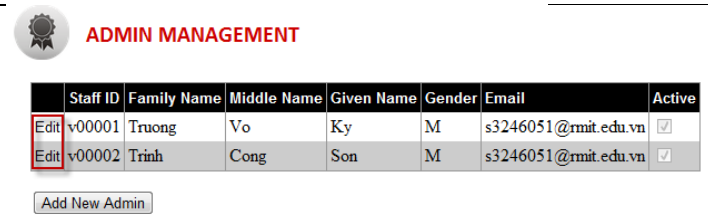
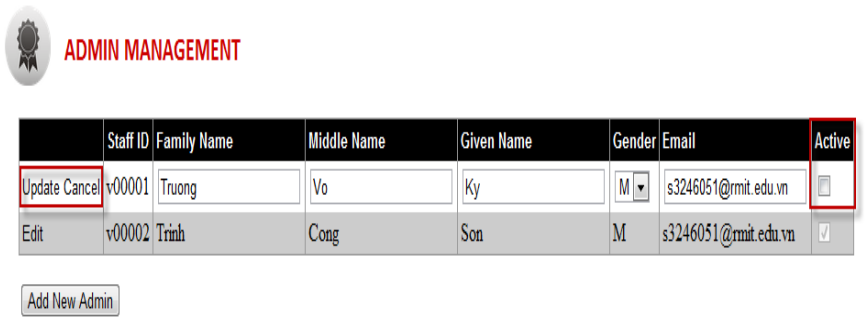
Actors: Super Admin
Purpose: Edit details of all administrator accounts

In **Management** section, select **Admin.**	

In Admin view, select **Edit** before the admin needed to be edited.	
Change **Family Name, Middle Name, Given Name, Gender** and **Email** for admin. Click **Update** to finish or **Cancel** to terminate process.	

4.4 Disable Admin

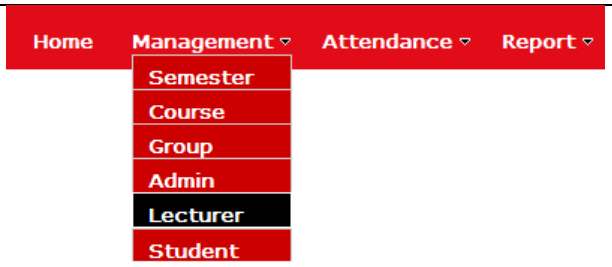
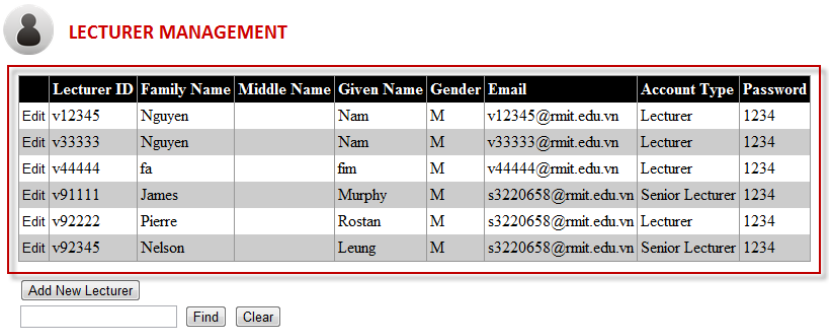
Actors: Super Admin
Purpose: Deactivate an administrator account

In **Management** section, select **Admin.**	
In Admin view, select **Edit** before the admin needed to be disabled.	
Select an admin to disable by unchecking the box in **Active** section. Click **Update** to finish or **Cancel** to terminate process. *To reactive the admin account, simply do the above process and check the box in **Active** section.	

5. Lecturer Management

5.1 View Lecturer Details

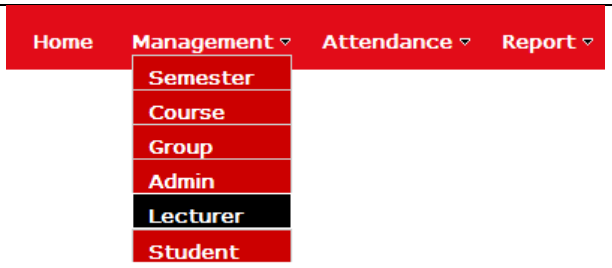
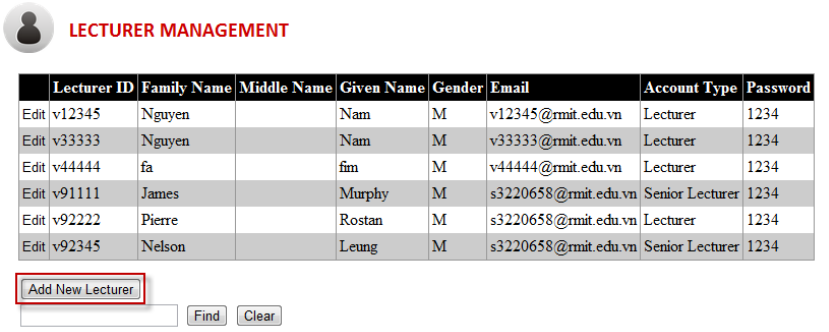
Actors: Super Admin, Admin
Purpose: View details of all lecturer accounts

In **Management** section, select **Lecturer.**	
Lecturer details view.	

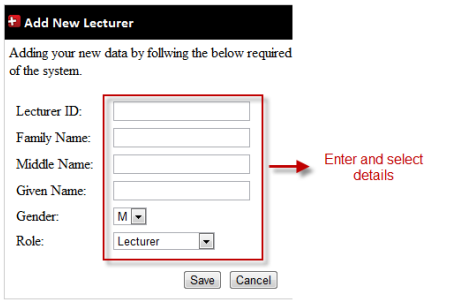
	Lecturer ID	Family Name	Middle Name	Given Name	Gender	Email	Account Type	Password
Edit	v12345	Nguyen		Nam	M	v12345@rmit.edu.vn	Lecturer	1234
Edit	v33333	Nguyen		Nam	M	v33333@rmit.edu.vn	Lecturer	1234
Edit	v44444	fa		fim	M	v44444@rmit.edu.vn	Lecturer	1234
Edit	v91111	James		Murphy	M	s3220658@rmit.edu.vn	Senior Lecturer	1234
Edit	v92222	Pierre		Rostan	M	s3220658@rmit.edu.vn	Lecturer	1234
Edit	v92345	Nelson		Leung	M	s3220658@rmit.edu.vn	Senior Lecturer	1234

5.2 Create New Lecturer

Actors: Super Admin, Admin
Purpose: Create a new lecturer accounts

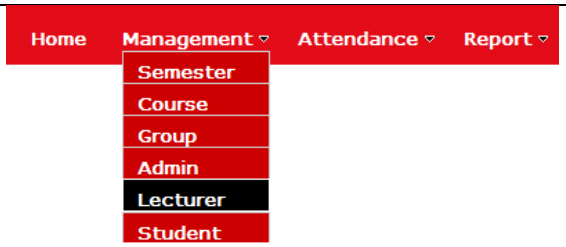
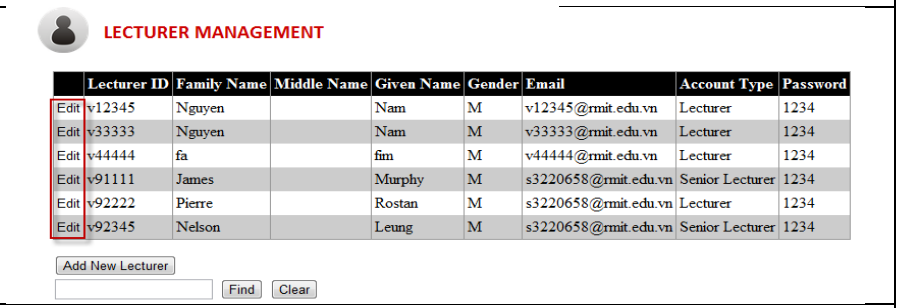
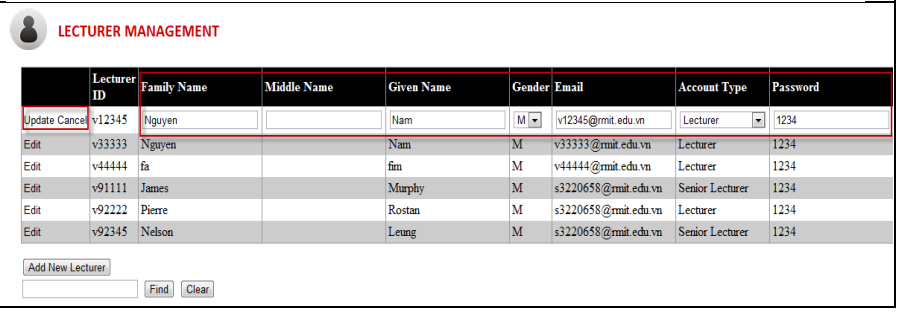
In **Management** section, select **Lecturer.**	
Select **Add New Lecturer** button.	

	Lecturer ID	Family Name	Middle Name	Given Name	Gender	Email	Account Type	Password
Edit	v12345	Nguyen		Nam	M	v12345@rmit.edu.vn	Lecturer	1234
Edit	v33333	Nguyen		Nam	M	v33333@rmit.edu.vn	Lecturer	1234
Edit	v44444	fa		fim	M	v44444@rmit.edu.vn	Lecturer	1234
Edit	v91111	James		Murphy	M	s3220658@rmit.edu.vn	Senior Lecturer	1234
Edit	v92222	Pierre		Rostan	M	s3220658@rmit.edu.vn	Lecturer	1234
Edit	v92345	Nelson		Leung	M	s3220658@rmit.edu.vn	Senior Lecturer	1234

Enter and select details for new lecturer. Click **Save** to finish or **Cancel** to terminate process.	

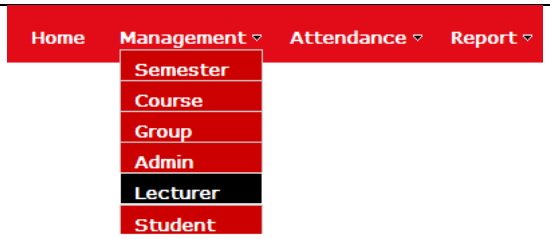
5.3 Edit Lecturer Details

Actors: Super Admin, Admin
Purpose: Edit details of all lecturer accounts

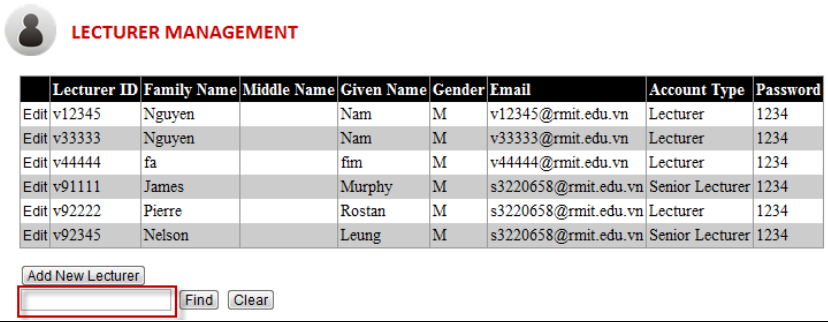
In **Management** section, select **Lecturer.**	
In Lecturer view, select **Edit** before the lecturer needed to be edited.	
Change **Family Name, Middle Name, Given Name, Gender, Email, Account Type** and **Password** for lecturer. Click **Update** to finish or **Cancel** to terminate process.	

5.4 Find Lecturer Details

Actors: Super Admin, Admin, Lecturer, Senior Lecturer
Purpose: Search for lecturer details

In **Management** section, select **Lecturer.**	

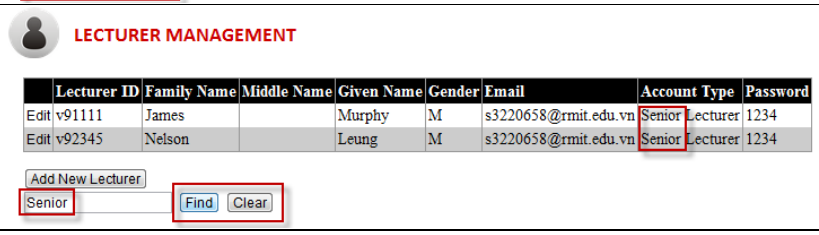
In **Lecturer Management,** enter any details of a lecturer in the textbox under **Add New Lecturer** button to find the lecturer.



	Lecturer ID	Family Name	Middle Name	Given Name	Gender	Email	Account Type	Password
Edit	v12345	Nguyen		Nam	M	v12345@rmit.edu.vn	Lecturer	1234
Edit	v33333	Nguyen		Nam	M	v33333@rmit.edu.vn	Lecturer	1234
Edit	v44444	fa		fim	M	v44444@rmit.edu.vn	Lecturer	1234
Edit	v91111	James		Murphy	M	s3220658@rmit.edu.vn	Senior Lecturer	1234
Edit	v92222	Pierre		Rostan	M	s3220658@rmit.edu.vn	Lecturer	1234
Edit	v92345	Nelson		Leung	M	s3220658@rmit.edu.vn	Senior Lecturer	1234

Click **Find** to start and display result.

Click **Clear** to erase the search value in text box or dismiss the search result.



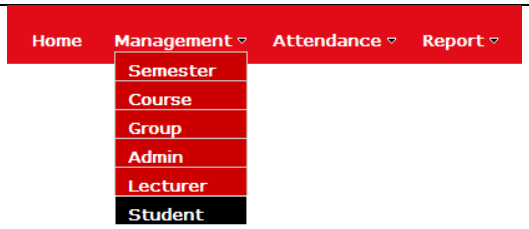
	Lecturer ID	Family Name	Middle Name	Given Name	Gender	Email	Account Type	Password
Edit	v91111	James		Murphy	M	s3220658@rmit.edu.vn	Senior Lecturer	1234
Edit	v92345	Nelson		Leung	M	s3220658@rmit.edu.vn	Senior Lecturer	1234

6. Student Management

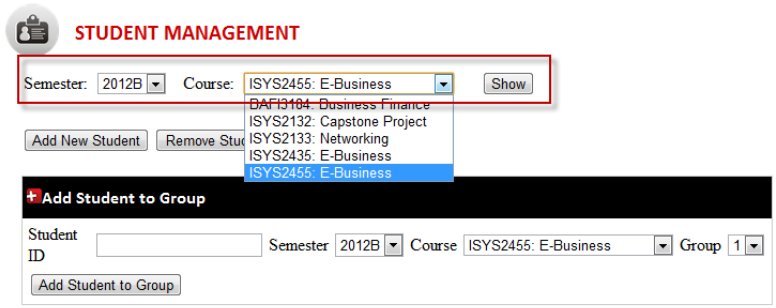
6.1 View Student Details

Actors: Super Admin, Admin
Purpose: View details of all student accounts

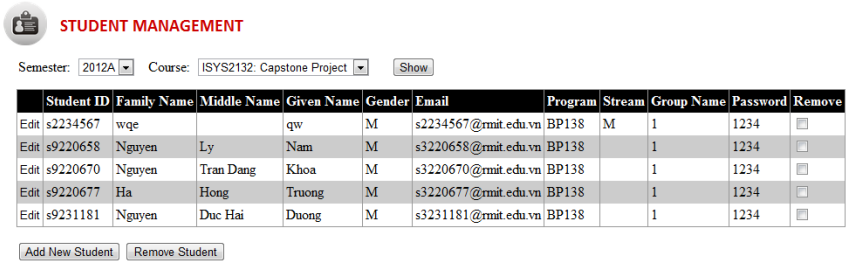
In **Management** section, select **Student.**



Select **Semester** and **Course** then click **Show** button to view student details.



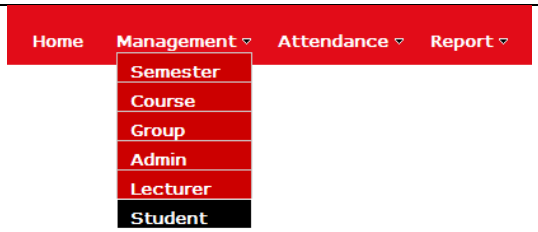
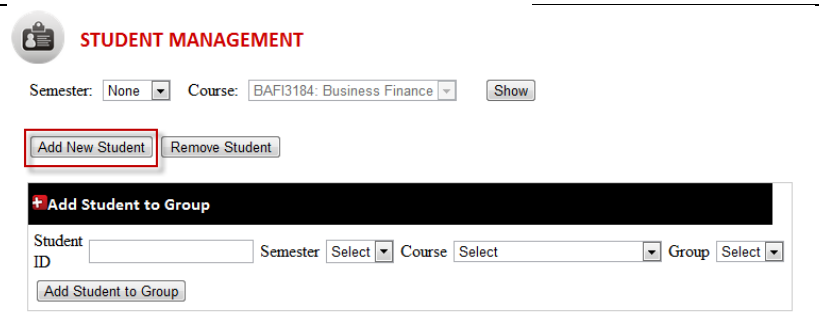
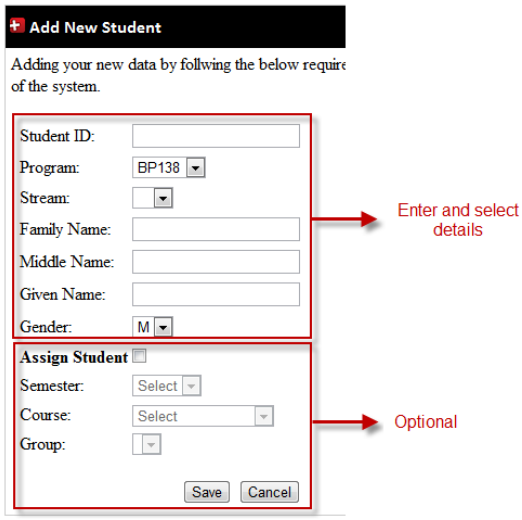
Student details view.



	Student ID	Family Name	Middle Name	Given Name	Gender	Email	Program	Stream	Group Name	Password	Remove
Edit	s2234567	wqe		qw	M	s2234567@rmit.edu.vn	BP138	M	1	1234	
Edit	s9220658	Nguyen	Ly	Nam	M	s3220658@rmit.edu.vn	BP138		1	1234	
Edit	s9220670	Nguyen	Tran Dang	Khoa	M	s3220670@rmit.edu.vn	BP138		1	1234	
Edit	s9220677	Ha	Hong	Truong	M	s3220677@rmit.edu.vn	BP138		1	1234	
Edit	s9231181	Nguyen	Duc Hai	Duong	M	s3231181@rmit.edu.vn	BP138		1	1234	

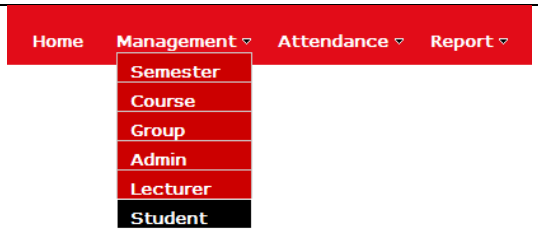
6.2 Create New Student

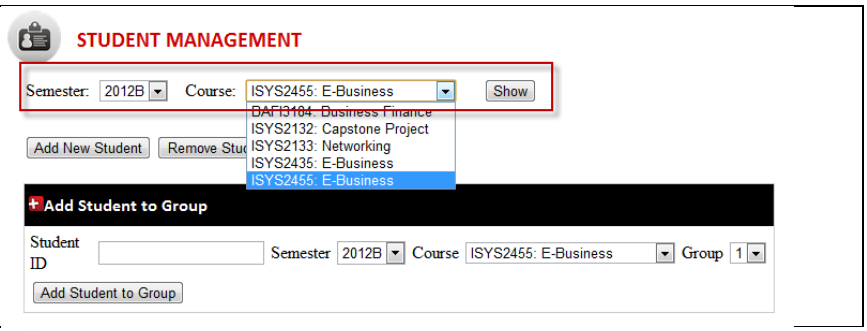
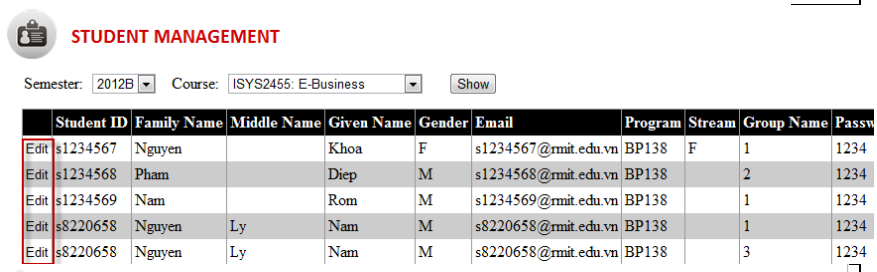
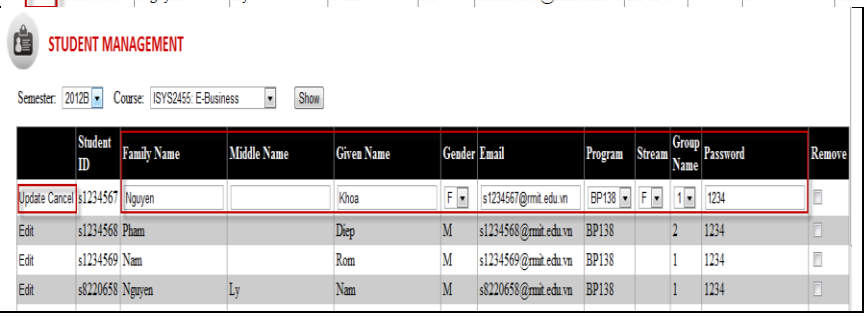
Actors: Super Admin, Admin
Purpose: Create a new student account

In **Management** section, select **Student.**	
Select **Add New Student** button.	
Enter and select details for new lecturer. *Optional*: User can assign a student to a created group by checking in **Assign Student** check box then select **Semester** and **Course.** Click **Save** to finish or **Cancel** to terminate process. **Note:** Created Student without assign to group in this section can be manually add to any created group in **Add Student To Group** function.	

6.3 Edit Student Details

Actors: Super Admin, Admin
Purpose: Edit details of all student accounts

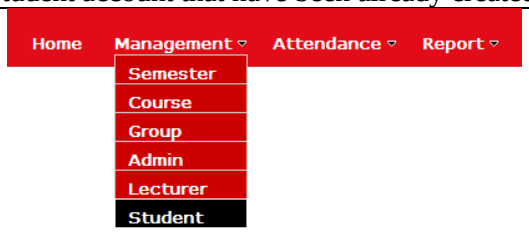
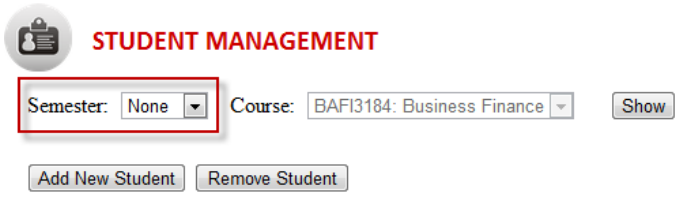
In **Management** section, select **Student.**	

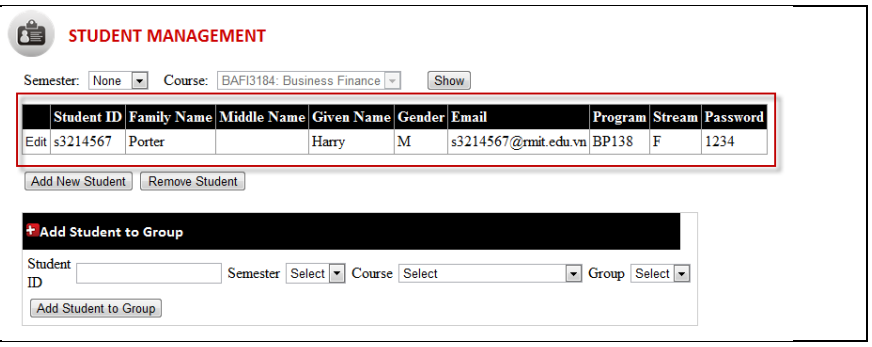
Select **Semester** and **Course.** Click **Show** button to view student details.	
In Student view, select **Edit** before the student needed to be edited.	
Change **Family Name, Middle Name, Given Name, Gender, Email, Account Type and Password** for student. Click **Update** to finish or **Cancel** to terminate process.	

6.4 View Ungrouped Student

Actors: Super Admin, Admin

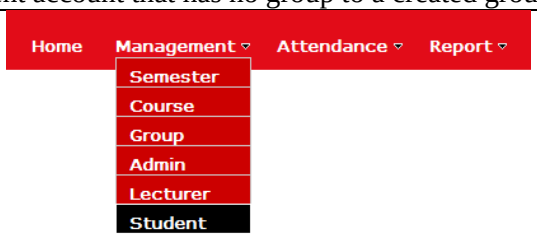
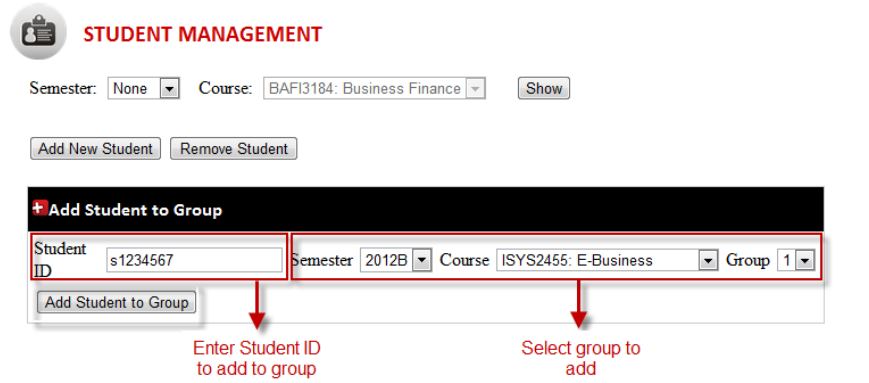
Purpose: View details of all student account that have been already created but have no group

In **Management** section, select **Student.**	
Select **None** in **Semester.** Click **Show** button to view student details.	

Ungrouped student details view.	

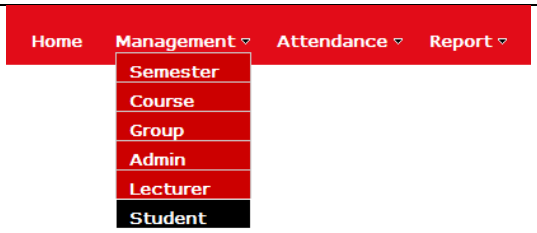
6.5 Add Student To Group

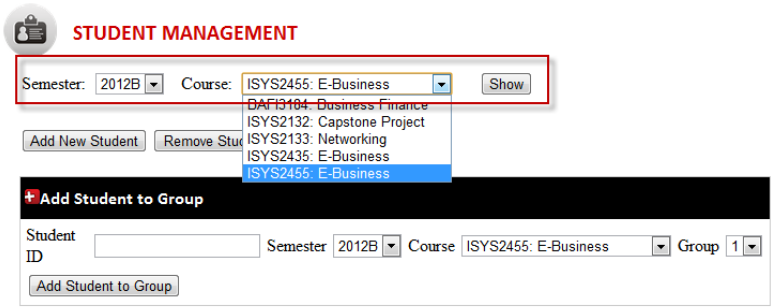
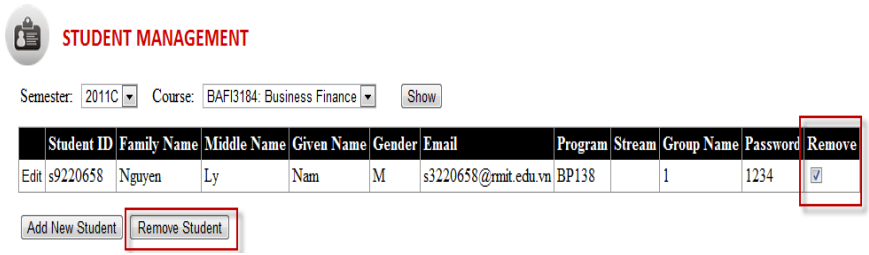
Actors: Super Admin, Admin
Purpose: Add an existed student account that has no group to a created group

In **Management** section, select **Student.**	
Enter Student ID to add to a group. **Select Semester, Course and Group.** Click **Add Student to Group** button.	

6.6 Remove Student From Group

Actors: Super Admin, Admin
Purpose: Remove/withdraw a student from one group

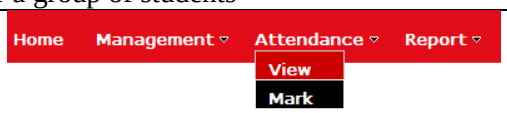
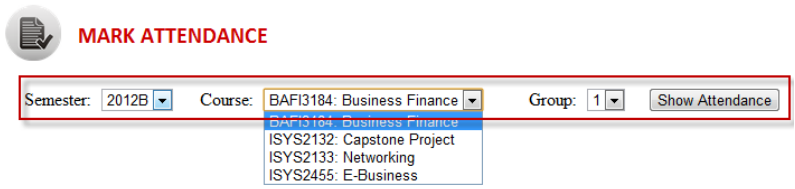
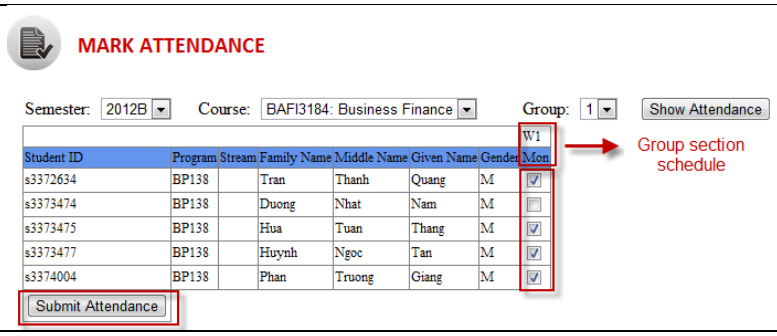
In **Management** section, select **Student.**	

Select **Semester** and **Course.** Click **Show** button to view student details.	
Select a student to remove by checking the box in **Remove** section. Click **Remove Student** button to remove the selected student from the group.	

III. ATTENDANCE

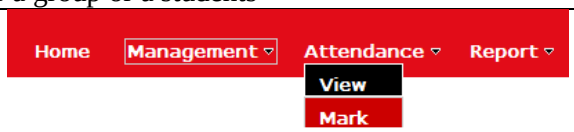
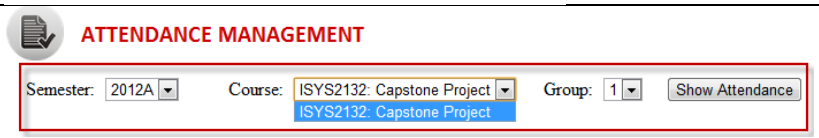
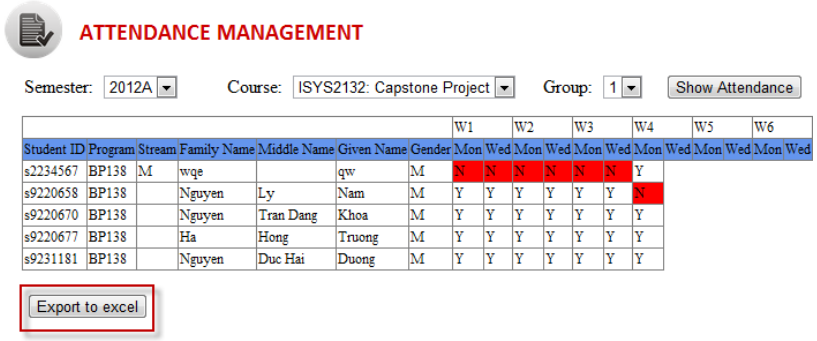
1. Mark Attendance

Actors: Super Admin, Admin, Senior Lecturer , Lecturer
Purpose: Mark attendance for a group of students

In **Attendance** section, select **Mark.**	
In **Mark Attendance**, select a group to mark attendance. Click **Show Attendance** button to display attendance sheet.	
Mark/Unmark the check box under group schedule of each student to mark the attendance. Click **Submit Attendance** to submit the result.	

2. View Attendance

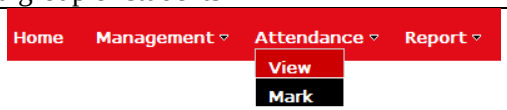
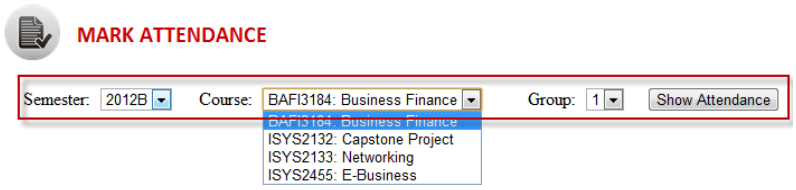
Actors: All users
Purpose: View attendance for a group or a students

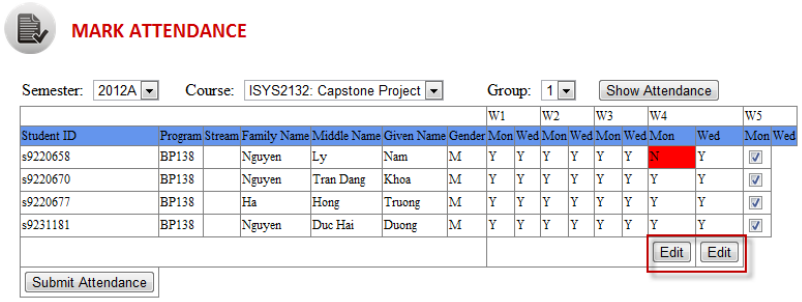
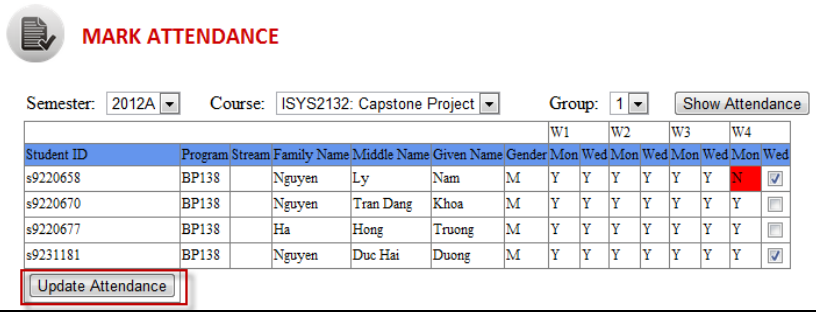
In **Attendance** section, select **View.**	
In **Attendance Management**, select a group to view attendance. Click **Show Attendance** button to display attendance result. *The attendance result will not appear for group that was not marked attendance.	
To export the attendance result to excel format, click on **Export to Excel** button under the attendance result.	

							W1		W2		W3		W4		W5		W6	
Student ID	Program	Stream	Family Name	Middle Name	Given Name	Gender	Mon	Wed	Mon	Wed	Mon	Wed	Mon	Wed	Mon	Wed	Mon	Wed
s2234567	BP138	M	wqe		qw	M	N	N	N	N	N	N	Y					
s9220658	BP138		Nguyen	Ly	Nam	M	Y	Y	Y	Y	Y	Y	N					
s9220670	BP138		Nguyen	Tran Dang	Khoa	M	Y	Y	Y	Y	Y	Y	Y					
s9220677	BP138		Ha	Hong	Truong	M	Y	Y	Y	Y	Y	Y	Y					
s9231181	BP138		Nguyen	Duc Hai	Duong	M	Y	Y	Y	Y	Y	Y	Y					

3. Edit Attendance

Actors: Super Admin, Admin, Senior Lecturer , Lecturer
Purpose: Edit attendance for a group of students

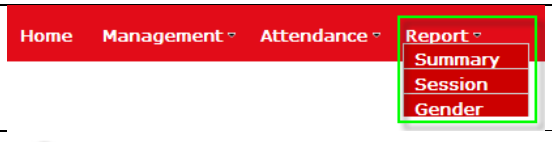
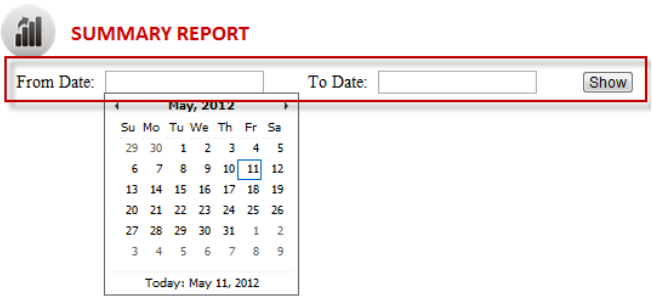
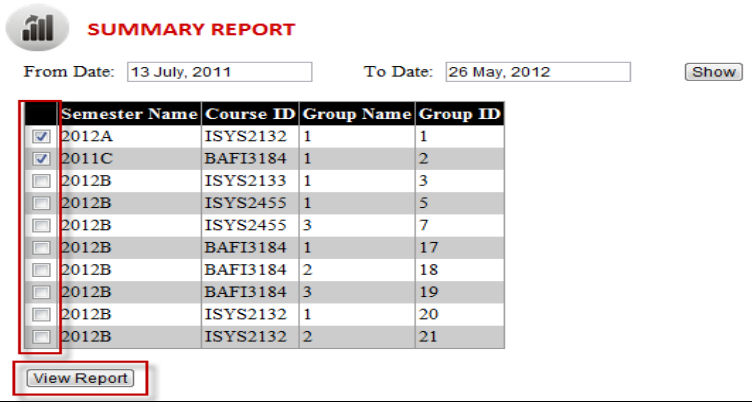
In **Attendance** section, select **Mark.**	
In **Mark Attendance**, select a group to edit attendance. Click **Show Attendance** button to display attendance sheet.	

Click Edit button to edit the attendance for previous class(es) *The Edit button only appears after the group has been mark attendance at least one time. **Attendance can be only edited in two most recent classes.	
Mark/Unmark the check box under group schedule of each student to edit attendance. Click **Update Attendance** to submit the result.	

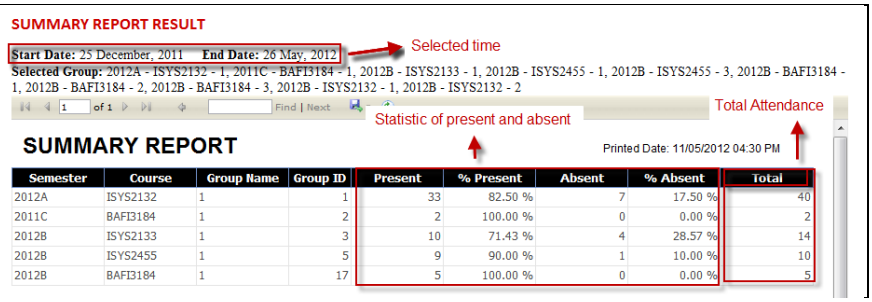
IV. REPORT

Actors: Super Admin, Admin, Lecturer, Senior Lecturer

Purpose: View attendance report for group of students in selected time zone

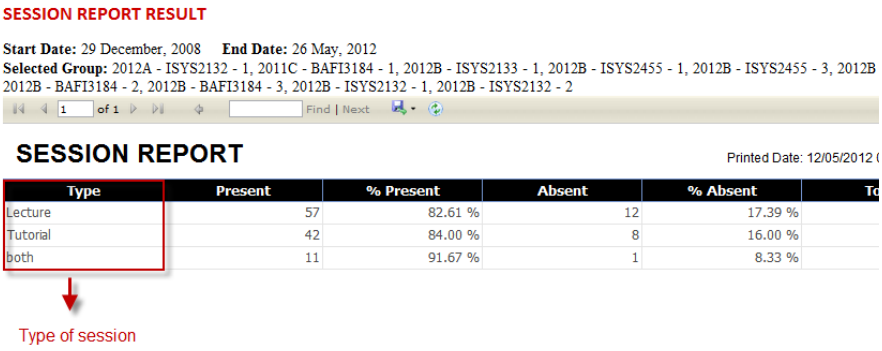
In **Report,** select a report type **(Summary/Section/ Gender).**	
Choose start date and end date to generate report. Click **Show** button to display available group in selected time zone.	
Select group(s) to view the report by checking the box in the first column. Click **View Report** button to show attendance report.	

Summary report: Display summary statistics attendance of all groups in a period of time.



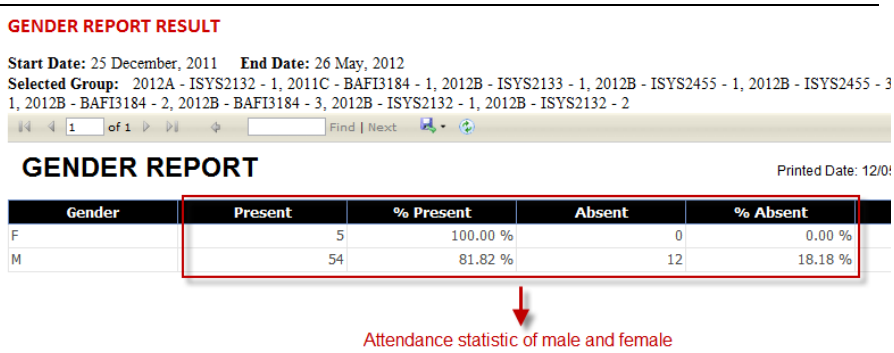
Semester	Course	Group Name	Group ID	Present	% Present	Absent	% Absent	Total
2012A	ISYS2132	1	1	33	82.50 %	7	17.50 %	40
2011C	BAFI3184	1	2	2	100.00 %	0	0.00 %	2
2012B	ISYS2133	1	3	10	71.43 %	4	28.57 %	14
2012B	ISYS2455	1	5	9	90.00 %	1	10.00 %	10
2012B	BAFI3184	1	17	5	100.00 %	0	0.00 %	5

Session report: Display attendance statistics related to session type of all groups in a period of time.



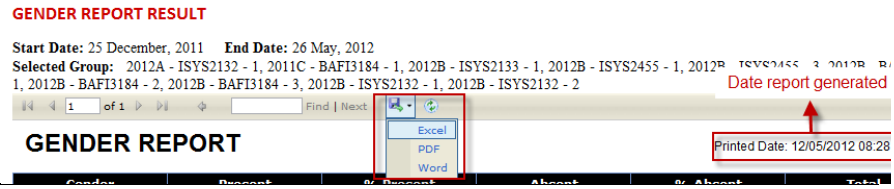
Type	Present	% Present	Absent	% Absent
Lecture	57	82.61 %	12	17.39 %
Tutorial	42	84.00 %	8	16.00 %
both	11	91.67 %	1	8.33 %

Gender report: Display attendance statistics related to gender of all groups in a period of time.



Gender	Present	% Present	Absent	% Absent
F	5	100.00 %	0	0.00 %
M	54	81.82 %	12	18.18 %

Click on button to select a report format to export.



V. APPENDICES

1. Fields Format

Field/Function	Constraints
Admin ID, Senior Lecturer ID, Lecturer ID	Start with "v" and follow by 5 digits: **vXXXXX** Eg. v12345
Student ID	Start with "s" and follow by 7 digits: **sXXXXXXX** Eg. s1234567
Email address format	Must be a valid email Eg. s1234567@rmit.edu.vn namnguyen@gmail.com
Create New Semester	• **Start Date** must be earlier than **End Date** • **End Date** must be later than or equal today
Create New Group	• **Day 1** must be earlier than **Day 2** • **Start Time** must be earlier than **End Time** • **Upload File** must be in excel format and follow the template.

2. Excel Template

The excel file contains the following details:

StudentID	7 digits, Must not be blank
Program	A valid RMIT Sai Gon South Campus program ID with 2 letters follow by 3 digits (see **Program Code** in below section)
Stream	Must be "**M**", "**F**" or "**B**" or just leave it blank
Family Name	Must not be blank
Middle Name	Can be blank
Given Name	Must not be blank
Gender	Either "M" or "F" Must not be blank
Class Group	Name of the group Must not be blank
Result	Can be blank
Grade	Can be blank
Comment	Can be blank

The below table is a sample of valid excel format file to import in OSAMS

StudentID	Program	Stream	Family Name	Middle Name	Given Name	Gender	Class Group	Result	Grade	Comment
8220646	BP138	-	Le	Ba Bao	Duy	M	1			
8220658	BP138	-	Nguyen	Ly	Nam	M	1			
8220670	BP138	-	Nguyen	Tran Dang	Khoa	M	1			
8220677	BP138	-	Ha	Hong	Truong	M	1			
8222055	BP138	-	Tran	Thi Giao	Ha	F	1			
8231181	BP138	-	Nguyen	Duc Hai	Duong	M	1			
8231753	BP138	-	Pham	Sy Nhat	Nam	M	1			
8245674	BP138	-	Pham	Huy	Hoang	M	1			
8246044	BP138	-	Doan	Quoc	Anh	M	1			
8246051	BP138	-	Vo	Ngoc	Diep	M	1			
8246057	BP138	-	Dang	Pham Thien	Duy	M	1			
8246062	BP138	-	Tran	Le	Hoang	M	1			
8309647	BP138	-	Tran	Quang	Tien	M	1			

3. Program Code

No.	Program Name	Program Code
1	Diploma of Commerce	**DP001**
2	Bachelor of Business (Marketing)	**BP252**
3	Bachelor of Business (Economic and Finance)	**BP251**
4	Diploma of Design (Multimedia Systems)	**DP002**
5	Bachelor of Information Technology	**BP162**
6	Bachelor of Design (Multimedia Systems)	**BP153**
7	Bachelor of Business (Accountancy)	**BP254**
8	Bachelor of Business (Business Information Systems)	**BP138**
9	Bachelor of Commerce	**BP181**
10	Bachelor of Communications	**BP222**
11	Master of Business Administration - Full time - (Grad mode)	**MC088**
12	Master of Engineering	**MC189**
13	Master of Project Management	**MC065**
14	Master of Business Administration (Executive)	**MC162**