USER MANUAL

DEVELOPMENT OF AN ATTENDANCE MONITORING SYSTEM WITH A PORTABLE RFID-BASED LOGGING DEVICE

2023

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Amber Brinette Lim
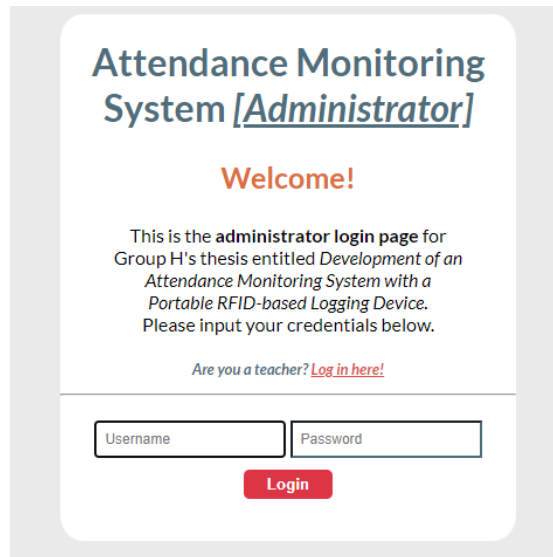**Kathryn Marie Sigaya**
Justin Stuart Hipolito

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FOR ADMINISTRATORS

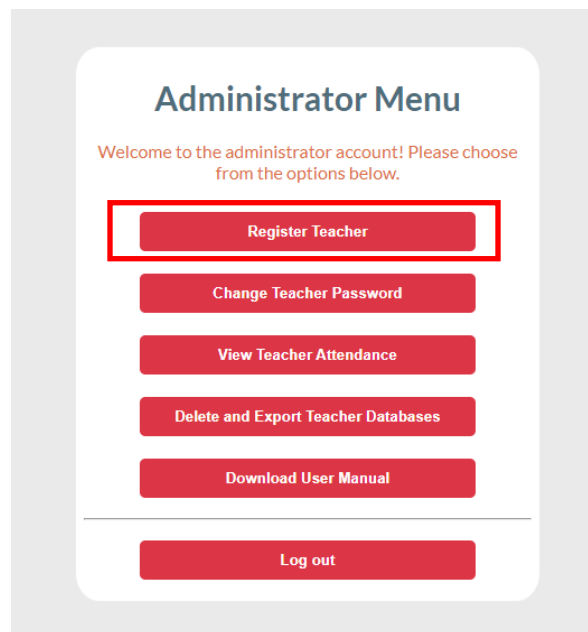## Creating an Account

1. Access the web application using a browser on the local server.
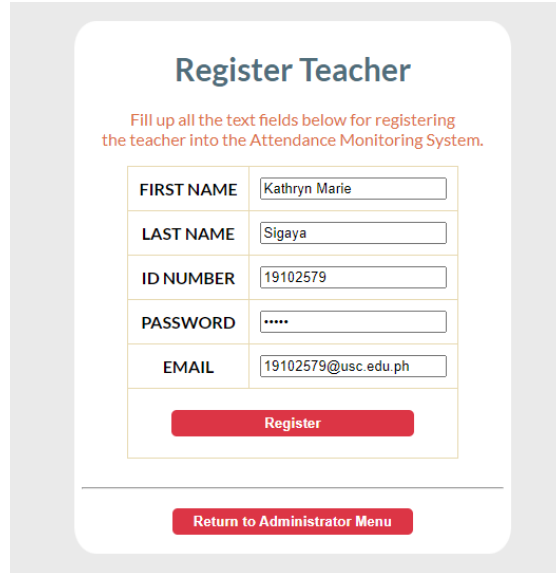
2. Log in to the administrator account.

3. Select the "Register Teacher" button.

4. Fill out all the necessary information.
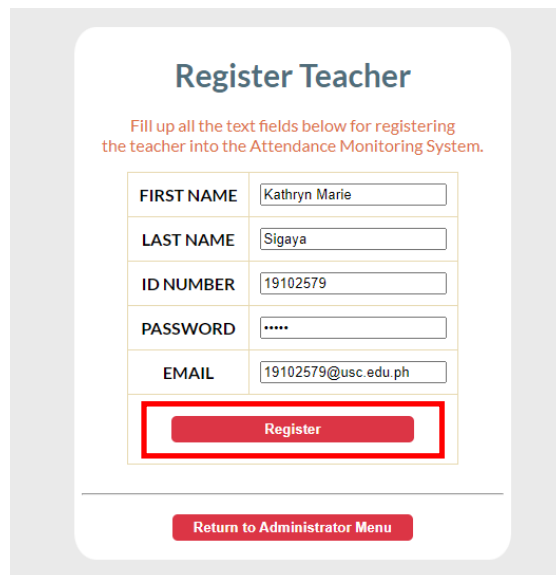
5. Click the "Register" button.

Changing Account Passwords

1. Access the web application using a browser on the local server.

2. Log in to the administrator account.

3. Select the "Change Teacher Password" Option on the Administrator menu.
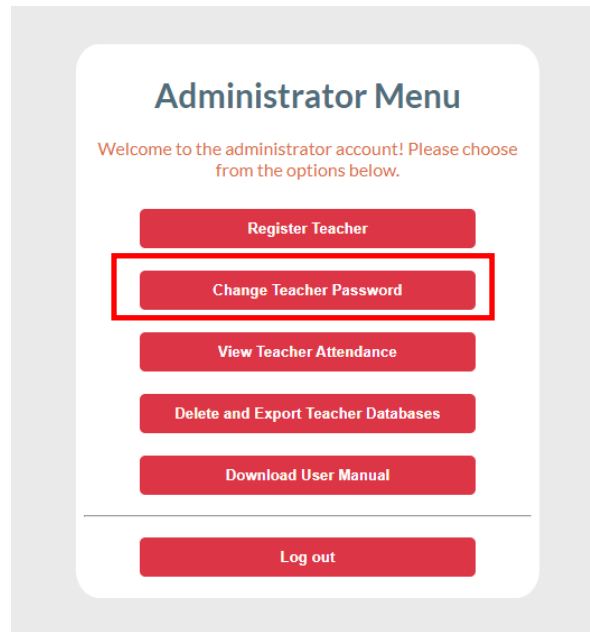
4. Select the teacher whose password you would like to change.
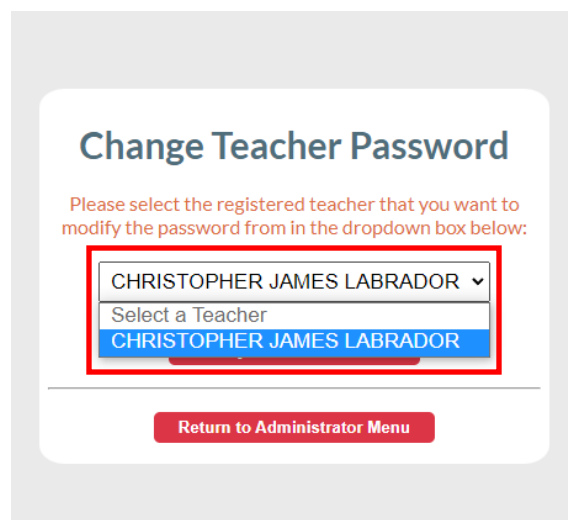
5. Click the "Modify Teacher Password" button.

6. Enter the teacher's new password on the input field.

7. Click the "Update to New Teacher Password" button.

Dropping and Exporting Teacher Databases

1. Access the web application using a browser on the local server.

2. Log in to the administrator account.

3. Select the "Delete and Export Teacher Databases" Button.
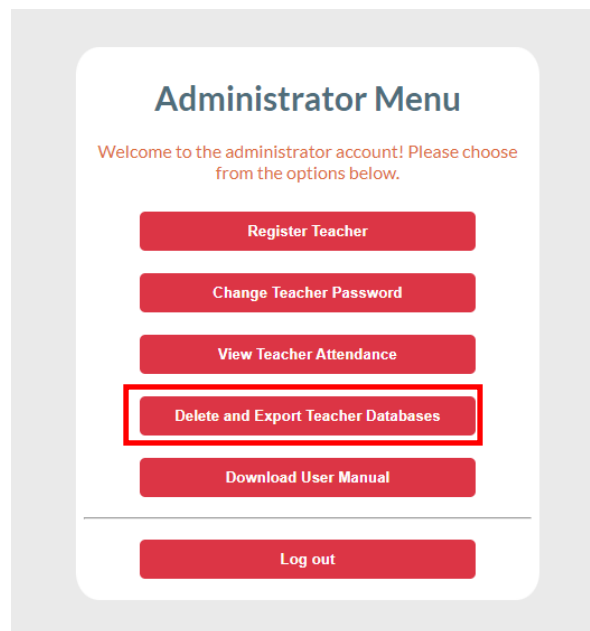
4. For exporting a registered teacher's database, select the teacher at the dropdown menu.
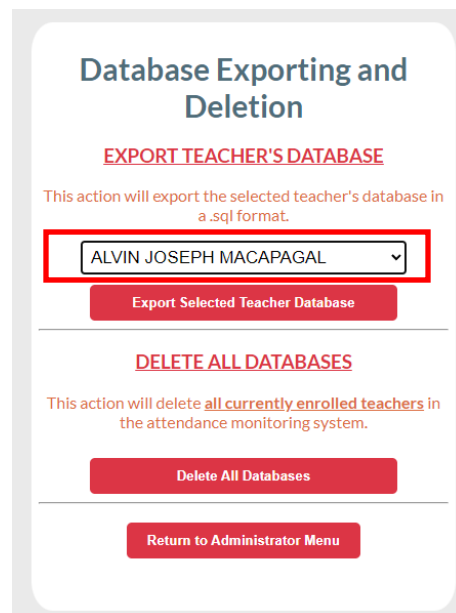
5. Click the "Export Selected Teacher Database" button.

6. For deleting all registered teachers' databases in the web application, click "Delete All Databases" button.

Viewing Teacher Attendance

1. Access the web application using a browser on the local server.

2. Log in to the administrator account.

3. Click the "View Teacher Attendance" button.
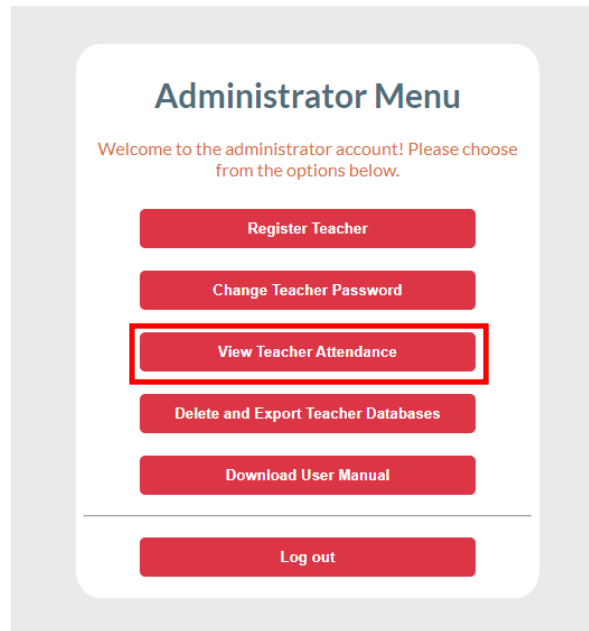
4. Select the class you wish to check the teacher's attendance of via the left side bar.

5. The teacher's attendance for the selected class (orange highlighted) will be displayed on the right side of the screen.

Select course to view teacher attendance:

G1-CPE 2101L (TTh - 0730 AM - 1030 AM)

G1-CPE 3101L (T - 0100 PM - 0400 PM)

G1-CPE 3105 (TTh - 0900 AM - 1200 PM)

G1-CPE 3108 (MW - 0830 AM - 1000 AM)

G2-CPE 3101L (T - 0900 AM - 1200 PM)

G2-CPE 3105 (TTh - 0100 PM - 0400 PM)

G5-CPE 3105 (MW - 0130 PM - 0430 PM)

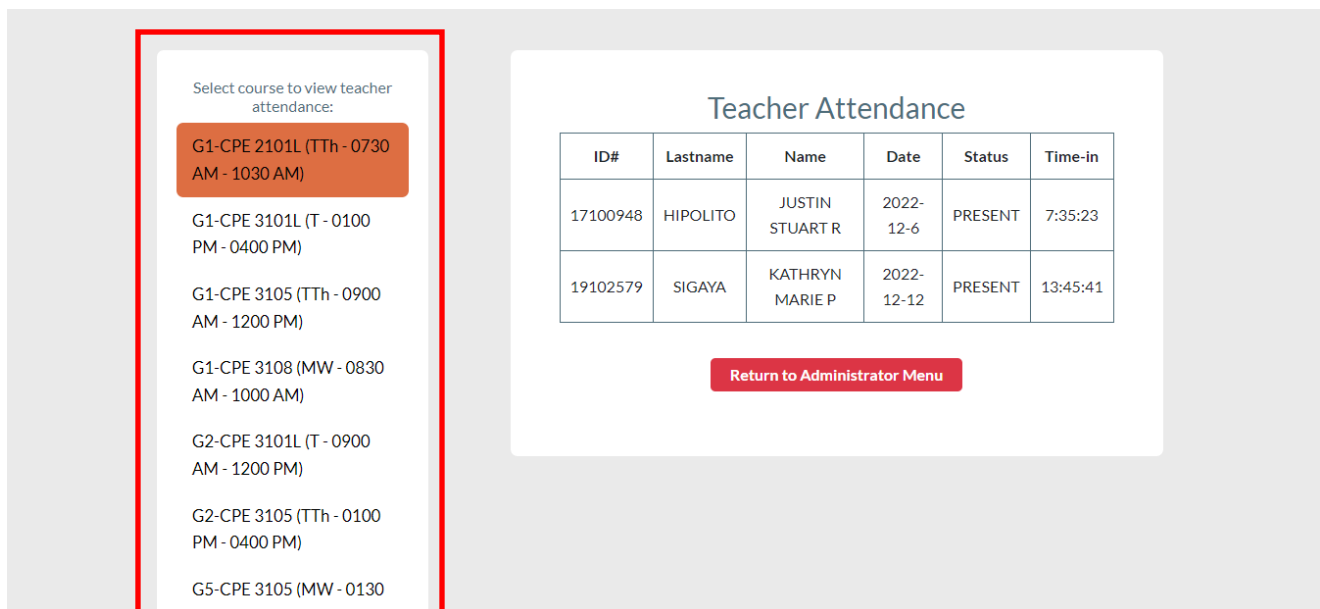## Teacher Attendance

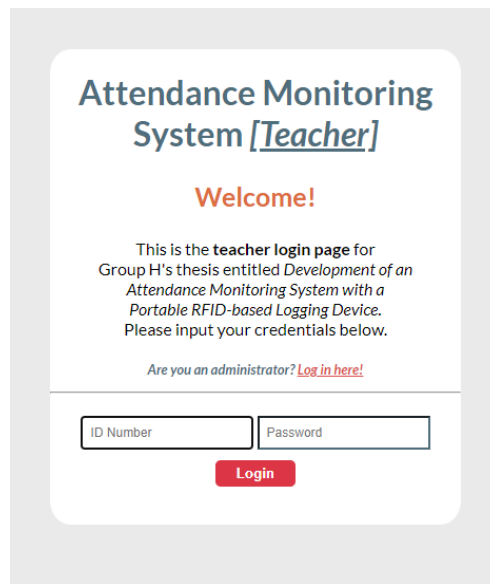| ID#	Lastname	Name	Date	Status	Time-in
17100948	HIPOLITO	JUSTIN STUART R	2022-12-6	PRESENT	7:35:23
19102579	SIGAYA	KATHRYN MARIE P	2022-12-12	PRESENT	13:45:41

Return to Administrator Menu

FOR TEACHERS: A Guide to Using the Attendance Logging and Monitoring System

Uploading Class Lists

1. Access the web application using a browser on the local server.

2. Log in to the user account using the credentials given by the administrator.

3. Click on "Upload Class Lists" found on the top navigation bar.

4. Click on "Browse" and upload a .CSV file of your desired class list (NOTE: the class list must be exported directly from USC ISMIS.)

5. Select whether the class is handled individually or as a team teach class via the dropdown menu.

6. Set your personal configurations for the attendance logging process to be done on the portable device.

7. Select the "Upload Class List and Set Configurations" button at the bottom of the page to complete the process.

Taking Attendance

(Note: Make sure that both the local server and the portable device are turned on and connected to the internet to ensure the synchronization of necessary files for the attendance taking process.)

1. Turn on both switches found at the side of the portable device.

2. Wait for the device to boot.

3. Select the operation you wish to perform.
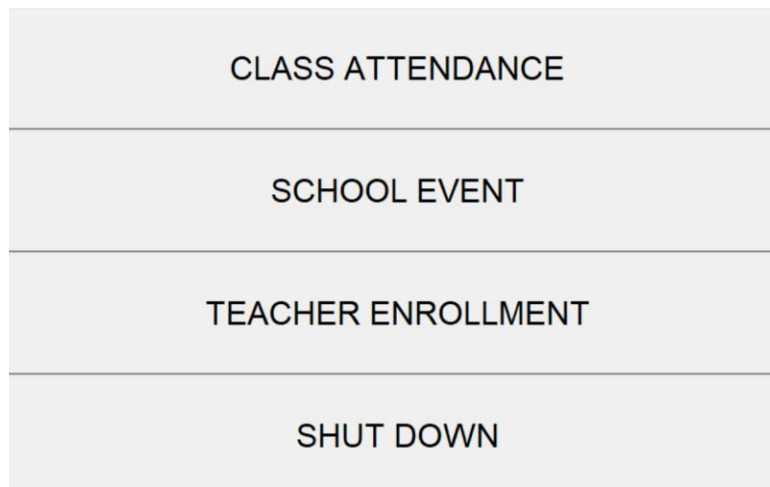
Teacher Enrollment

1. The administrator must tap their USC ID on the scanner found on the right side of the LCD screen to begin teacher enrollment.
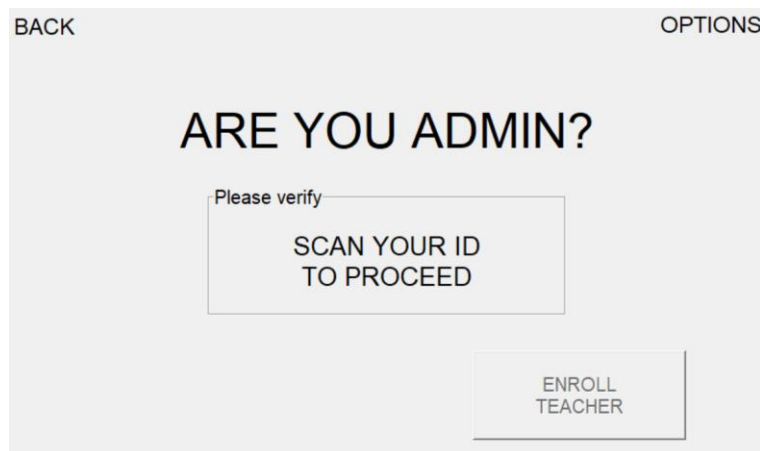
2. After clicking "Enroll Teacher", select the name of the teacher you wish to enroll into the database and click on the button found on the lower left corner of the screen. The text will change to "Scan" or "Overwrite" depending on whether the teacher's ID has already been enrolled or not.
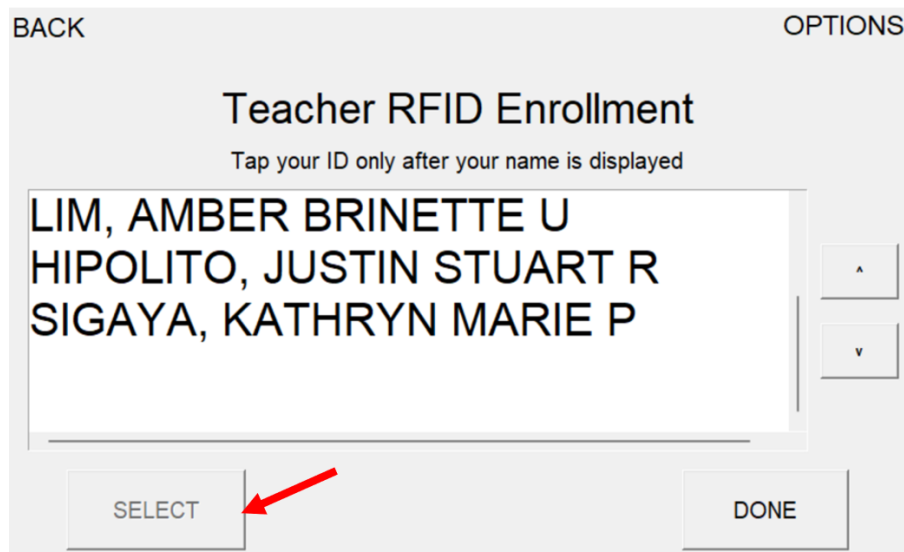
3. When the enrollment of teachers is finished, select "Done".

Class Attendance

1. The screen will display a prompt for authorized users to tap their ID on the scanner.
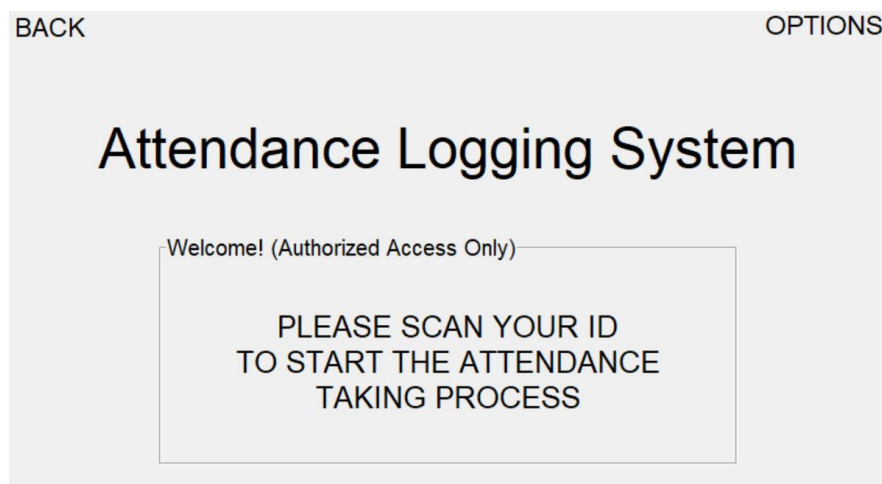
2. Select the class you wish to take attendance of. Else, select the "Substitute Teacher" option.

HELLO
USER
Please select your class:

CPE TEST_G1_T - 0100 PM - 0400
CPE TEST_G2_Th - 0130 PM - 043C
CPE TEST_G3_MWF- 0730 PM - 08

SUBSTITUTE TEACHER

3. If not a substitute teacher, skip to Step 4. Else, select the teacher you wish to substitute. After selecting the teacher, go back to Step 2.

BACK   OPTIONS

HELLO
USER
Please select who you are substituting:

LIM, AMBER BRINETTE U
HIPOLITO, JUSTIN STUART R
SIGAYA, KATHRYN MARIE P

4. Verify the details of the class selected and select either "Student Enrollment" or "Attendance Taking".

Student Enrollment

5. Select the name of the student you wish to enroll into the database and click on the button found on the lower left corner of the screen. The text will change to "Scan" or "Overwrite" depending on whether the student's ID has already been enrolled or not.

6. Repeat Step 5 until all students are enrolled.

7. The "Create Attendance Log" option allows the user to generate an attendance log file based on the student's enrollment process. If an attendance log is not needed, click "Done".

8. Allow students to tap their ID on the scanner to begin the attendance taking process. The display will change momentarily to indicate the detection of the student's ID.
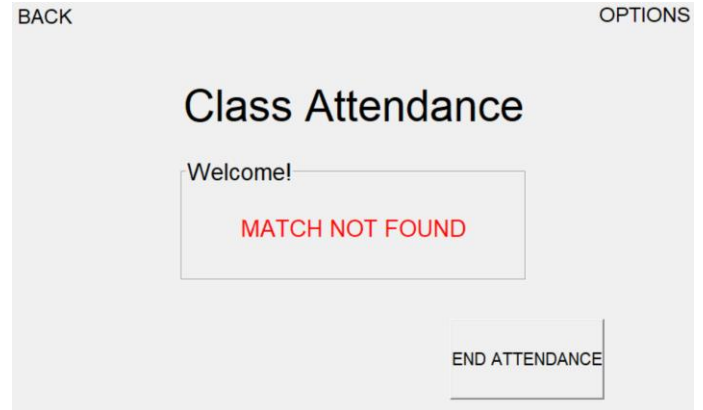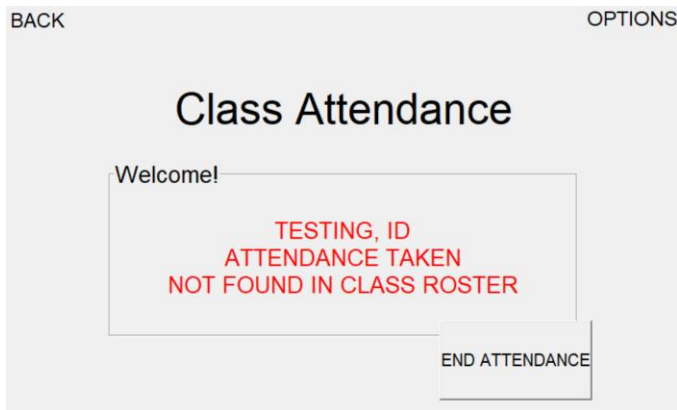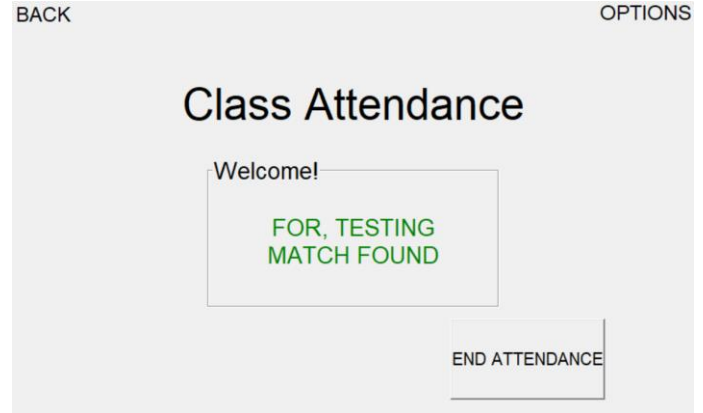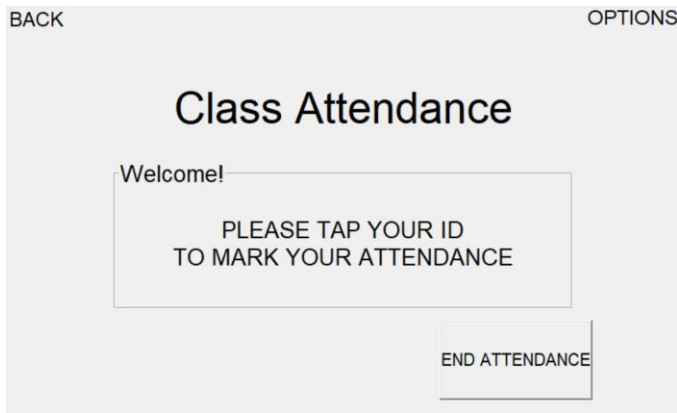
9. Repeat Step 5 until all students have scanned.

10. The final attendance log files will be created once the "End Attendance" button has been clicked. Otherwise, the class will automatically end based on the official end time of the class.

School Event

1. The screen will display a prompt for authorized users to tap their ID on the scanner.

2. Once verified, students can begin tapping their IDs on the device for attendance taking.

BACK   OPTIONS

School Event

Welcome!

PLEASE TAP YOUR ID
TO MARK YOUR ATTENDANCE
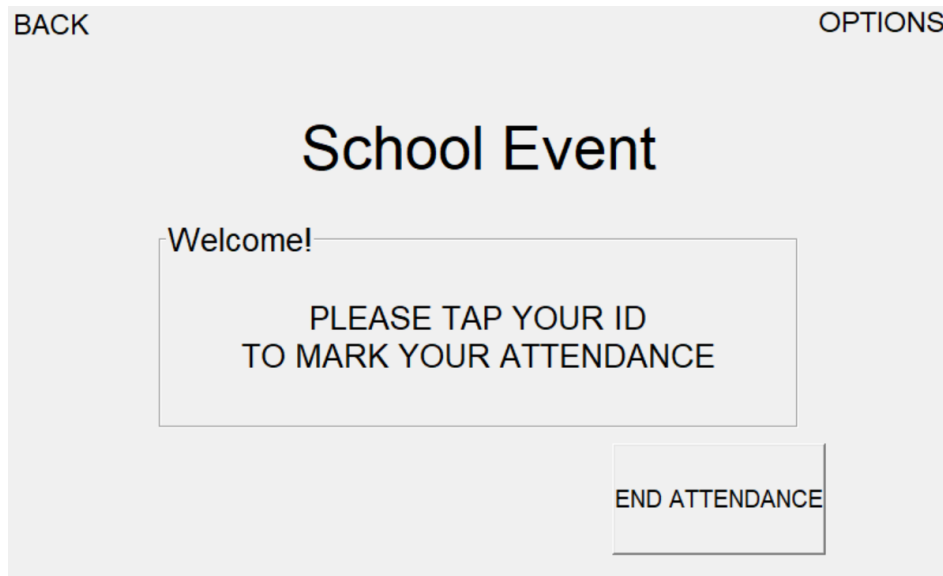
END ATTENDANCE

3. Repeat Step 2 until all students have scanned.

4. Clicking the "End Attendance" button will stop the attendance taking process and create the attendance log file for the school event.

Monitoring Attendance

Attendance Monitoring

1. Access the web application using a browser on the local server.

2. Log in to the user account using the credentials given by the administrator.

3. Select the class whose attendance you would like to monitor.
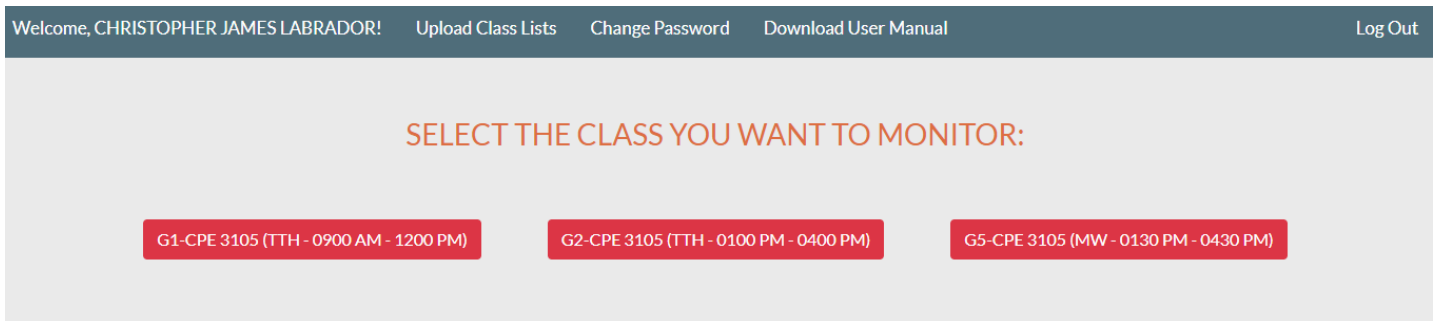
Overall Attendance

- To have an overview of the attendance taken from the start to present, select "Overall Attendance" on the top navigation bar.

Class List

- The "Class List" option displays the list of students belonging to the selected class. Individual student monitoring can be done if you click on the name found on the list.
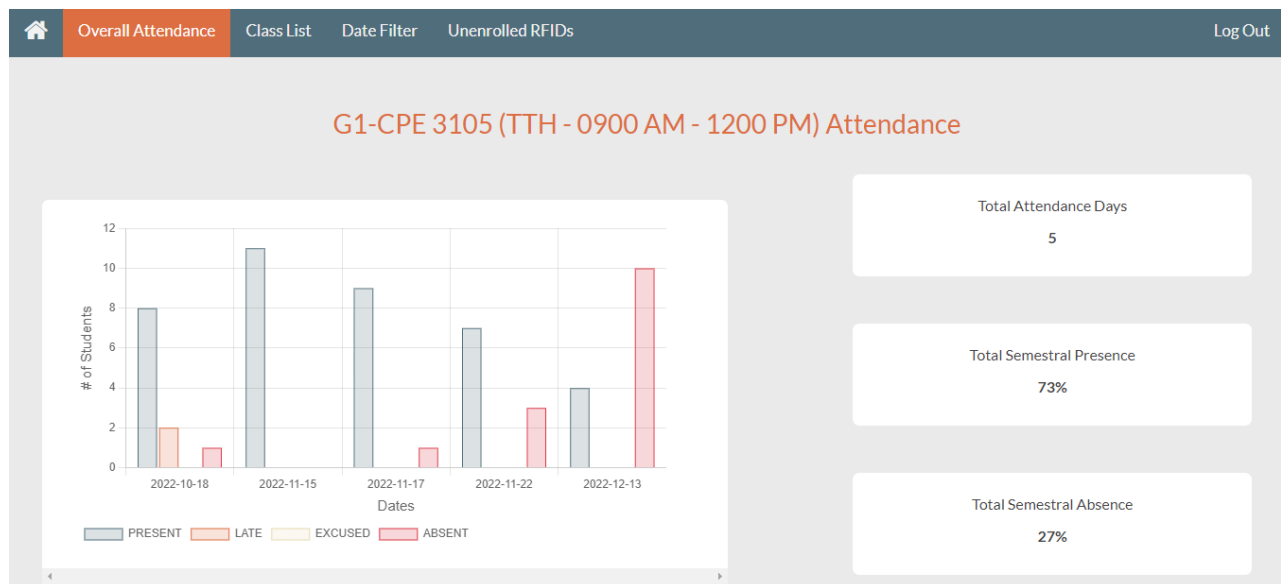

Date Filter

- The "Date Filter" option allows the user to filter out the attendance days based on a range of selected dates.

Unenrolled RFIDs

- The "Unenrolled RFIDs" option displays the list of students who tapped their IDs on the device during attendance taking, but whose RFIDs were not enrolled into the database.

- The user can update the unknown RFID tags using the edit button found on the lower right portion of the screen.

- To edit, the user needs to select the RFID and input the necessary details (ID number, surname, and name) in order to modify the data stored in the database.

Modifying Attendance Status

1. Navigate to the "Class List" page and select the student of your choice.

2. Click on the edit button found on the lower right portion of the screen.

3. Pick the date of attendance and select the new attendance status that you want to modify the previous one into. There are 4 options to be chosen from: present, late, excused, and absent.

Exporting

(Note: The exporting option is available in 3 pages: Class List, Date Filter, and in the individual student monitoring page.)

1. To export, click on the "Export" button. The reports generated can either be a summarized or detailed version, depending on the user's choice.

2. At the bottom of a pop-up window, the user can decide to send the generated report via email or through local download.

Class List Attendance Report (Summary)

PAQUIBOT, JUN NIEL TAGHOY	1	0	0	4	5	20%
PLAZO, KAYLA MILLICENT MALOLOY-ON	4	0	0	1	5	80%
SOLON, VICTORIGEN SUQUIB	1	0	0	4	5	20%
TARUC, CHED VARQUEZ	1	0	0	4	5	20%

You can send a copy of the attendance report via email or you can download it in CSV or PDF format.

Email Address   Send   Download

3. After selecting the exporting option, the user will be prompted to decide what file type to send the report as. File types available are .PDF and .CSV.

Changing Password

1. Contact the administrator to change your account password.

Logging out

1. To log out of your account, simply click on the "Log out" option found on the right side of the top navigation bar.
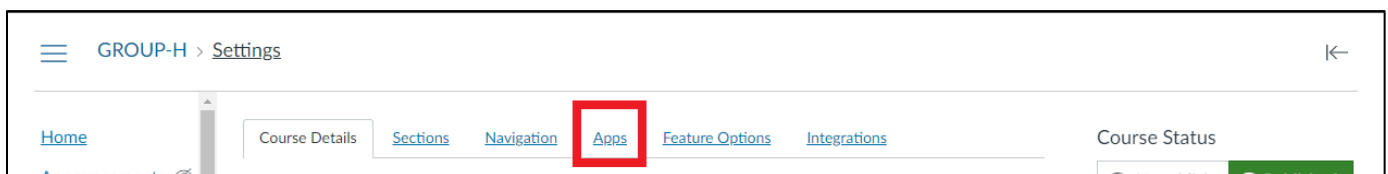
TO CANVAS: Linking the Web Application to your Course
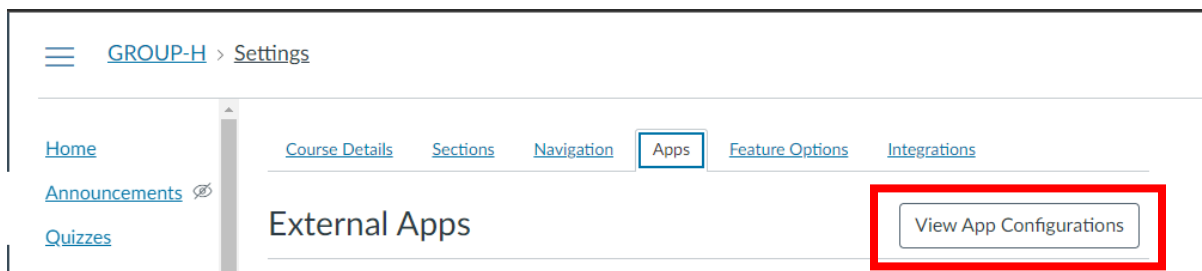
External App

1. To make the Web Application appear on the selection tab of your course, first select the "Settings" tab in said course.
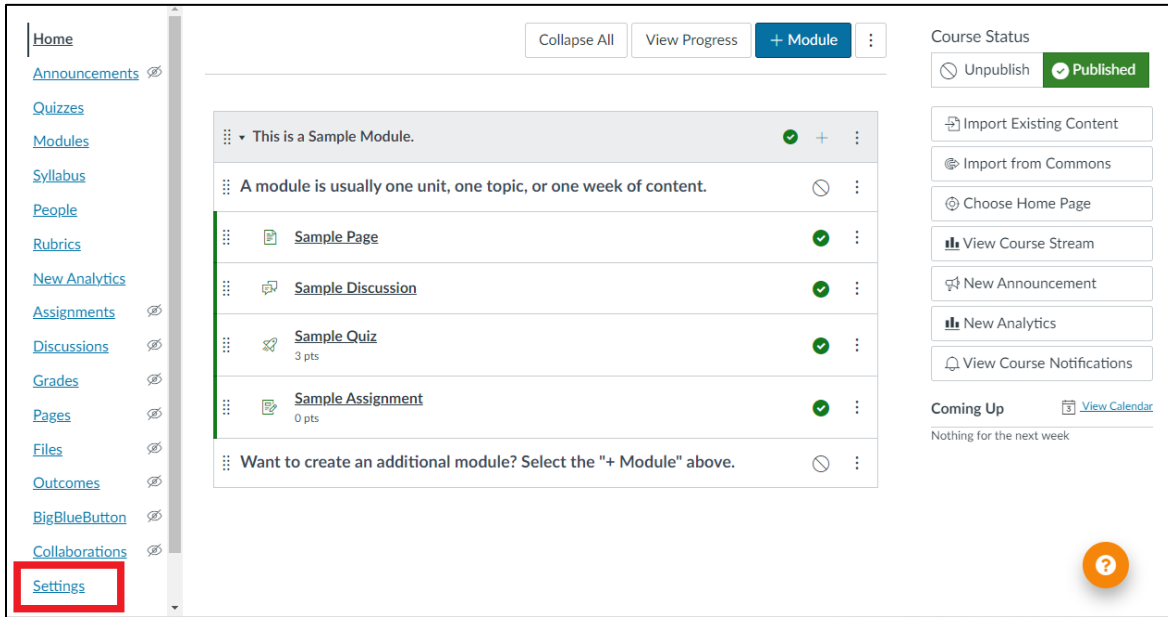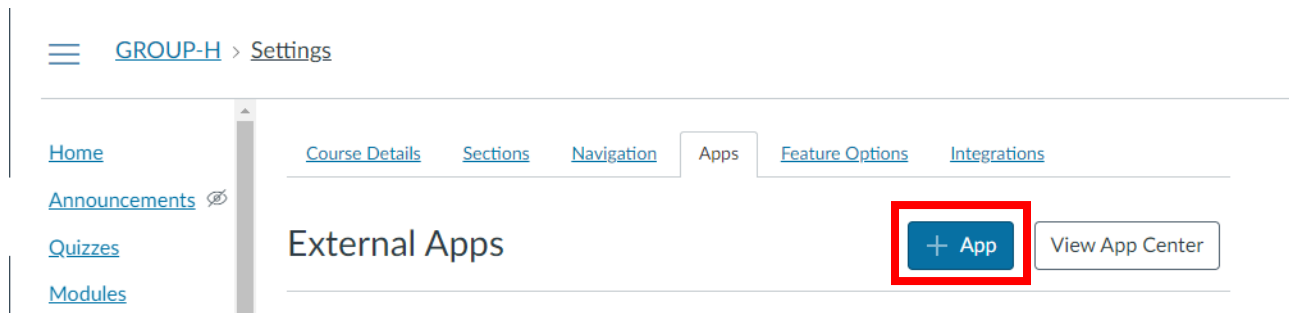

2. Select "App" tab inside Settings.

3. Select "View App Configurations".

4. Click "+ App".
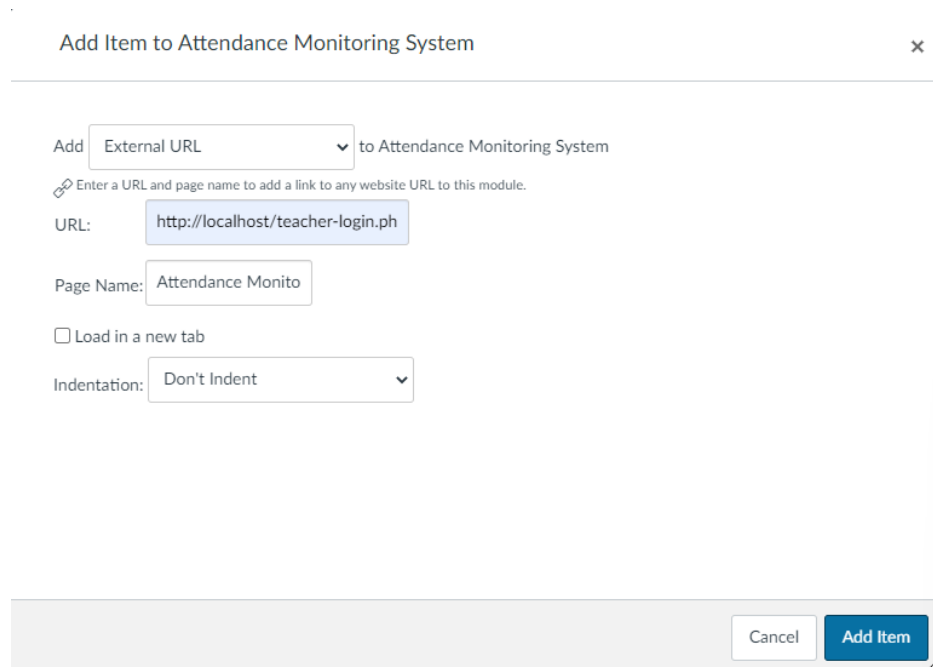

5. Fill out the boxes shown below and submit.

External URL

1. Select the "Modules" tab in your course.
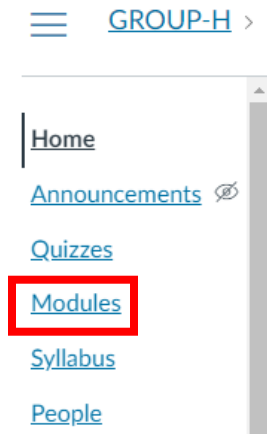
2. Select the "+" button.
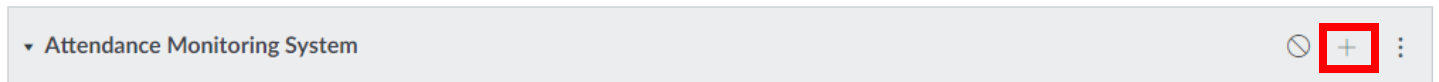
3. Fill out the boxes shown below and click "Add Item".