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<div><i>Class Management User Guide</i></div> <hr/> <div>Faculty</div>		
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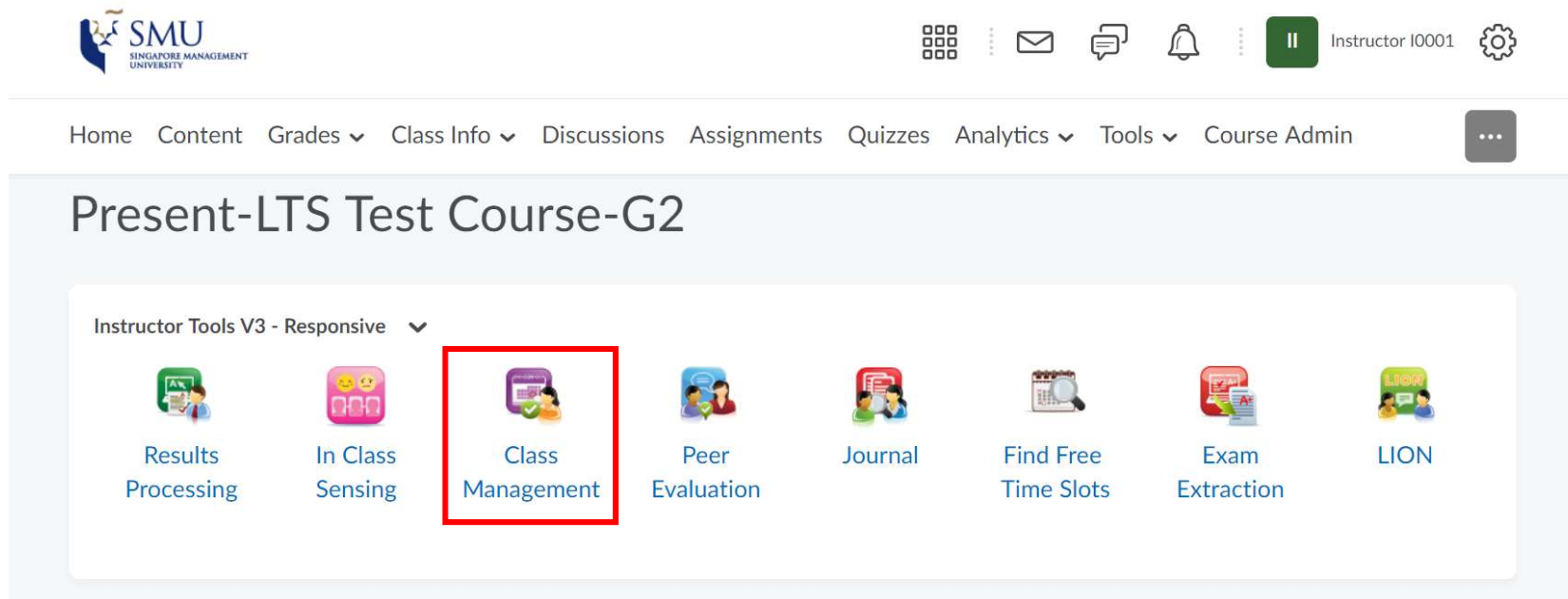
1. Introduction

The **Class Management** tool allows instructors to:

- View their students' photographs as well as other details such as students' names, campus ID, user IDs and school
- Create/Edit/Delete attendance list
- Mark class attendance

2. Accessing the Class Management Tool

Under **Home**, click the **Class Management** link to launch the **Class Management** Tool – this will open a new window.



The screenshot displays the SMU LMS interface. At the top left is the SMU logo. To the right are navigation icons: a grid, an envelope, a speech bubble, a bell, a green square with 'II', the text 'Instructor I0001', and a gear. Below these is a horizontal menu with links: Home, Content, Grades (with a dropdown arrow), Class Info (with a dropdown arrow), Discussions, Assignments, Quizzes, Analytics (with a dropdown arrow), Tools (with a dropdown arrow), and Course Admin. A grey button with three dots is on the far right of this menu. The main content area has a light blue header with the text 'Present-LTS Test Course-G2'. Below this is a white box titled 'Instructor Tools V3 - Responsive' with a dropdown arrow. Inside this box are eight tool icons with labels: 'Results Processing' (green icon), 'In Class Sensing' (pink icon), 'Class Management' (purple icon, highlighted with a red border), 'Peer Evaluation' (blue icon), 'Journal' (red icon), 'Find Free Time Slots' (calendar icon), 'Exam Extraction' (red icon), and 'LION' (green icon).

3. Landing page

Class photos will be the default landing page. Click on Class Attendance in the menu to load the attendance page.

- 1) Term and course selection
- 2) User guide
- 3) Navigation to view class attendance, or class photos
- 4) Upcoming class and attendance list for the selected term and course

The screenshot shows the 'Class Management' interface. At the top, there is a header bar with a hamburger menu icon, the text 'Class Management', and a red box labeled '1.' containing 'TERM' and '2019-20 T1' dropdowns, and 'COURSE' and 'COR-STAT1202-Introductory Statistics-G14' dropdowns. To the right of this is a red box labeled '2.' containing a question mark icon and the SMU logo. On the left side, there is a sidebar menu with a red box labeled '3.' containing 'Class Attendance' and 'Class Photos' items. A red box labeled '4.' encompasses the main content area, which includes an 'Upcoming Class' section with a table (headers: Session, Present, Partial, Absent, Action; content: No record available), an 'Attendance List' section with a 'SET DEFAULT MARK ATTENDANCE VIEW' button and an 'ADD NEW ATTENDANCE LIST' button, and a 'Class Attendance' section with statistics and buttons for 'VIEW FULL ATTENDANCE RECORDS', 'EDIT ATTENDANCE LIST', 'DELETE ATTENDANCE LIST', 'DELETE SELECTED SESSION(S)', and 'ADD NEW SESSION'.

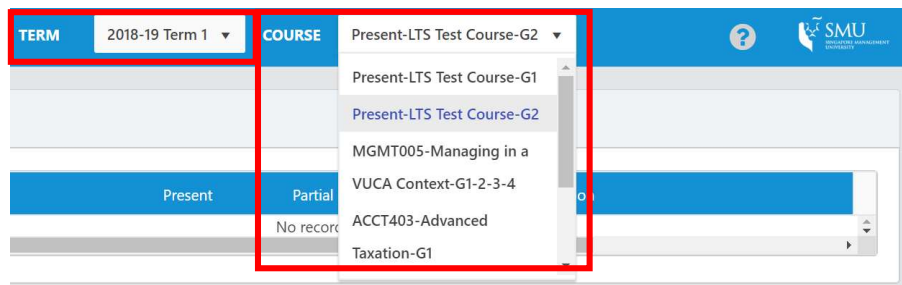
4. Switching between Courses and Sections

You can switch between courses and sections without closing the tool.

- 1) Navigate to the '**Term**' and '**Course**' dropdown lists located at the top tool bar.

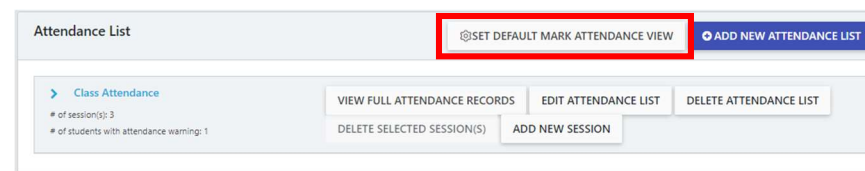


- 2) Click the '**dropdown arrow**' at the **Term** and **Course** dropdown lists at the top of the screen.



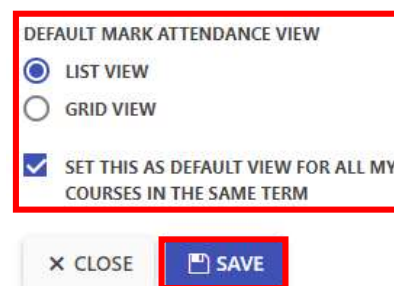
5. Set Default Mark Attendance View

- 1) To set your default mark attendance view, navigate and click '**Set Default Mark Attendance View**' under the landing page of **class attendance**.



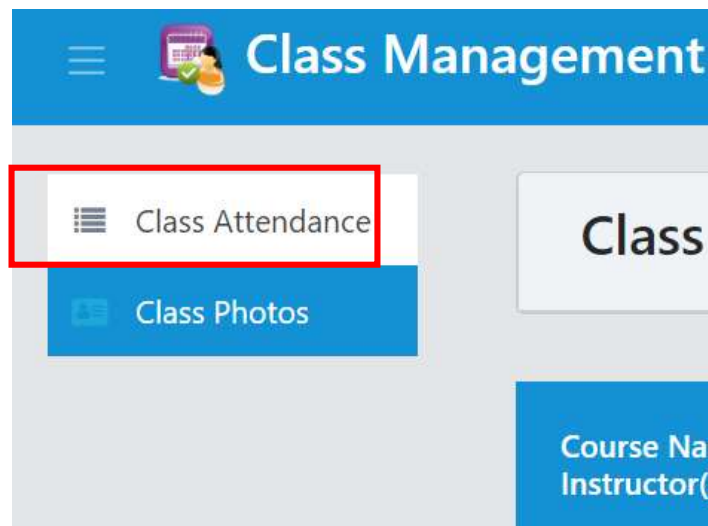
- 2) A side panel will slide out from the right side of the screen. Select either **list** or **grid view** according to your preference as the default view for marking attendance. Click '**Save**'.

Set Default Mark Attendance View

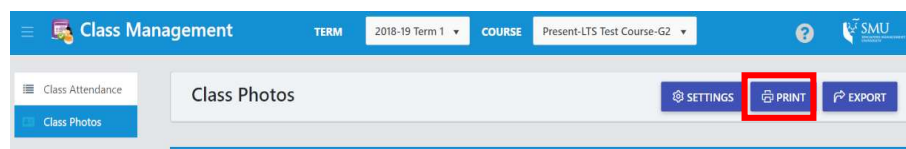


6. Printing a Class Photo List

- 1) Click on '**Class Photos**' located at the left tool bar.



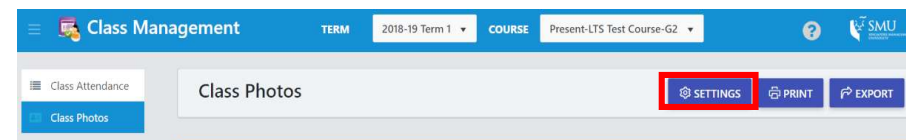
- 2) Click on the '**Print**' icon.



7. Class Photo Settings

You may change the class photo settings to your preferred layout.

- 1) Click on the '**Settings**' icon.



- 2) You may customise the settings to fit your preference. Click '**Save**'.

Settings

PHOTO SIZE

☐ SMALL
☐ MEDIUM
☒ LARGE

Note: Smaller photo size may result in more columns being displayed when compared with larger photo size.

PHOTO POSITION

☐ LEFT
☐ TOP
☒ RIGHT
☐ BOTTOM

DISPLAY INFORMATION

☒ PHOTO
☒ NAME
☒ CAMPUS ID
☒ USER ID
☒ SCHOOL

PRINTING: PAGE ORIENTATION

☒ PORTRAIT
☐ LANDSCAPE

The above settings are for adjusting the layout for optimal printing but not for changing your printer settings. For proper printing, you need to ensure your Page Size is set to A4 and Page Orientation matches the above setting by going to your browser's Page Setup (i.e. File > Page Setup)

GROUP BY

☒ COURSE
☐ SECTION
☐ PROJECT GROUP

8. Class Photo Group Layout

Note: This is only applicable if there are groups set up in the course.

- 1) If you would like to view the Class Photos **categorised by the groups** that you have set up for the course, you may select and **group by** the category name in **Settings**.

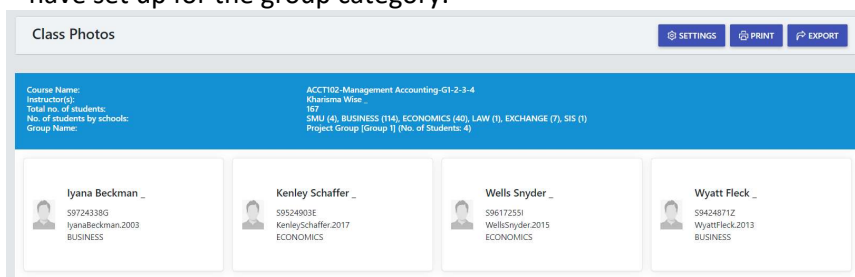
GROUP BY

- ☐ COURSE
☐ SECTION
☒ **PROJECT GROUP**

- 2) Click **'Save'**.

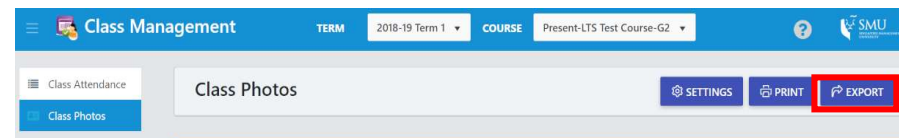


- 3) The Class Photos layout will display based on the number of groups you have set up for the group category.



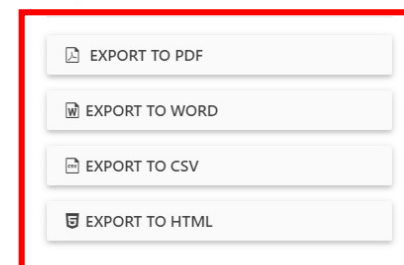
9. Exporting a Class Photo List

- 1) Click on the **'Export'** icon.

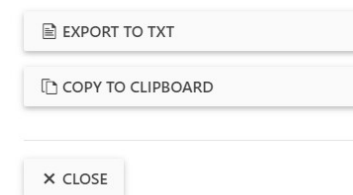


- 2) You may export the class photo list to **PDF, MS Word, CSV format, or HTML** by clicking on the respective links. Additionally, you may also export the class email list to the **clipboard**, or a **text file**.

Export Class Photos



Export Emails

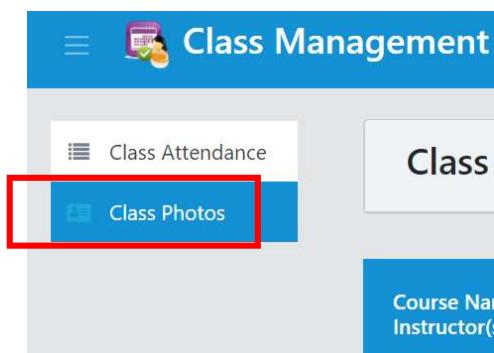


Note: Exporting class photos to **CSV format** does not include students' photos. However, additional information such as email addresses, sections, groups, and bidding statuses will be displayed.

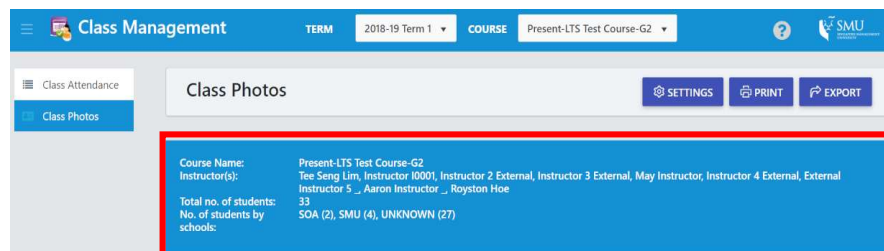
10. Class Statistics

You will be able to verify the number of students from each school by viewing the class statistics displayed at the top of the class photos page.

- 1) Click on '**Class Photos**'.

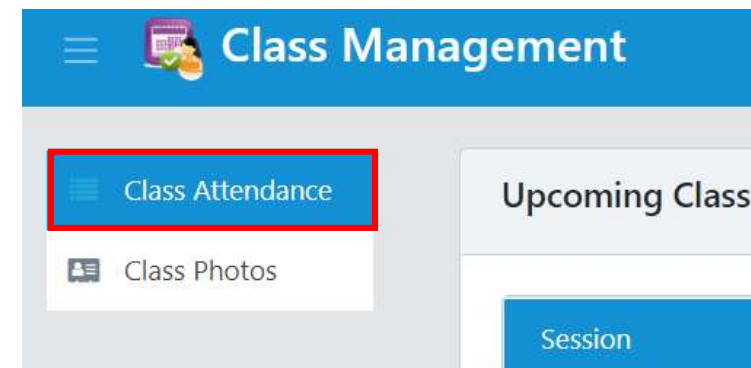


- 2) The number of students will appear on the class photos landing page.

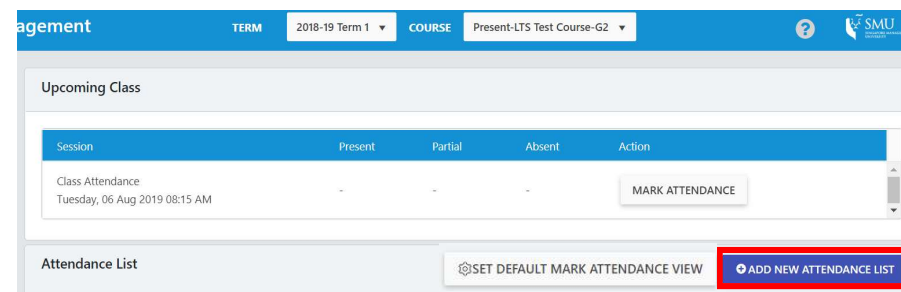


11. Creating an Attendance List

- 1) Click '**Class Attendance**' on the left tool bar.



- 2) Navigate and select '**Add New Attendance List**' on the **class attendance** landing page.



- 3) Both the **title** and **description** fields are mandatory. You may also set a warning level for unsatisfactory attendance. Click '**Next**'.

Properties Session(s)

PREVIOUS NEXT CANCEL SAVE

TITLE

Please enter not more than 200 characters for title.

DESCRIPTION

Please enter not more than 10,000 characters for description.

VISIBLE TO STUDENTS ☐ NO

WARNING LEVEL: 75 %
(Alert when attendance is lower than this).

☒ ALL STUDENTS IN THIS COURSE

☐ STUDENTS IN THE FOLLOWING SECTIONS/GROUPS

You may select for the class attendance to be created for a '**Single Session**' or a '**Recurring Session**'.

- 4) To create the attendance list for a '**Single Session**', you would need to specify the **date** and the **start time**. Click '**Save**'.

Properties Session(s)

PREVIOUS NEXT CANCEL SAVE

CREATE OPTION

☒ SINGLE SESSION ☐ RECURRING SESSION

DATE

01 Aug 2019

START

8:00 AM
8:15 AM
8:30 AM
8:45 AM
9:00 AM
9:15 AM

Alternatively, you may create the attendance list for a **'Recurring Session'**.

- 5) To create the attendance list for a **'Recurring Session'**, you would need to specify the **start date**, **end date**, the day of the week class is conducted, and the **start time**. Click **'Save'**.

Properties Session(s)

PREVIOUS NEXT CANCEL SAVE

CREATE OPTION

☐ SINGLE SESSION ☒ RECURRING SESSION

START DATE
01 Aug 2019

END DATE
08 Aug 2019

RECURRING DAY START

RECURRING DAY	START
MONDAY	
TUESDAY	8:00 AM
WEDNESDAY	8:15 AM
THURSDAY	8:30 AM
FRIDAY	8:45 AM
SATURDAY	9:00 AM
SUNDAY	9:15 AM

12. Viewing Attendance Data

- 1) Click on the **Attendance List** and the sessions under the attendance list will appear.

Class Management

TERM 2018-19 Term 1 COURSE Present-LTS Test Course-G2

Class Attendance

Upcoming Class

Session	Present	Partial	Absent	Action
No record available				

Attendance List

Property Law - G16

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST

ADD NEW SESSION

Property Law - G19

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST

ADD NEW SESSION

- 2) You may switch between classes by clicking on another attendance list.

Attendance List

SET DEFAULT MARK ATTENDANCE VIEW ADD NEW ATTENDANCE LIST

Property Law - G16

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST DELETE ATTENDANCE LIST DELETE SELECTED SESSION(S)

ADD NEW SESSION

Property Law - G19

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST DELETE ATTENDANCE LIST DELETE SELECTED SESSION(S)

ADD NEW SESSION

Session	Present	Partial	Absent	Action
Wednesday, 03 Jul 2019 09:00 AM	33	0	0	MARK ATTENDANCE DELETE SESSION
Wednesday, 10 Jul 2019 09:00 AM	31	0	2	MARK ATTENDANCE DELETE SESSION

- 3) To view the attendance data of all sessions in an attendance list, click '**View Full Attendance Records**'.

Attendance List

Property Law - G16

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST DELETE ATTENDANCE LIST DELETE SELECTED SESSION(S)

ADD NEW SESSION

Property Law - G19

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST DELETE ATTENDANCE LIST DELETE SELECTED SESSION(S)

ADD NEW SESSION

Session	Present	Partial	Absent	Action
Wednesday, 03 Jul 2019 09:00 AM	33	0	0	MARK ATTENDANCE DELETE SESSION
Wednesday, 10 Jul 2019 09:00 AM	31	0	2	MARK ATTENDANCE DELETE SESSION

- 4) You will be able to view all attendance data of the sessions in the attendance list – this includes the **Present**, **Absent**, **Partial** and **Excused** attendance records and class participation records of the students as well as the percentage of the total attendance records.

Class Attendance

EXPORT BACK TO ATTENDANCE LIST

Absent Present Participation Excuse

Student	12 Mar 2021 09:30 AM	19 Mar 2021 09:30 AM	26 Mar 2021 09:30 AM	02 Apr 2021 09:30 AM	09 Apr 2021 09:30 AM	Present	Partial	Absent	Excuse	Total	Participation
Zuliyahkhan.2002	-	-	-	-	-	0	0	0		0%	
Amyamahan.2013	-	-	-	-	-	0	0	0		0%	
Abbycoble.2004	-	-	-	-	-	0	0	0		0%	
Abellehmann.2007	-	-	-	-	-	0	0	0		0%	

13. Taking Attendance

- 1) To mark attendance for a particular session, select the **Attendance List**.

Class Management

TERM 2018-19 Term 1 COURSE Present-LTS Test Course-G2

Class Attendance

Class Photos

Upcoming Class

Session	Present	Partial	Absent	Action
No record available				

Attendance List

Property Law - G16

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST

ADD NEW SESSION

Property Law - G19

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST

ADD NEW SESSION

- 2) Click '**Mark Attendance**' for the session you would like to mark attendance.

Attendance List

SET DEFAULT MARK ATTENDANCE VIEW ADD NEW ATTENDANCE LIST

Property Law - G16

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST DELETE ATTENDANCE LIST DELETE SELECTED SESSION(S)

ADD NEW SESSION

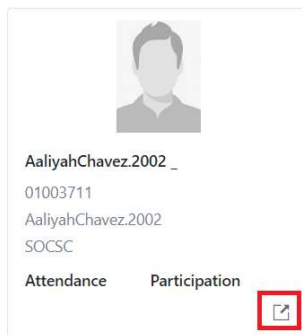
Property Law - G19

VIEW FULL ATTENDANCE RECORDS EDIT ATTENDANCE LIST DELETE ATTENDANCE LIST DELETE SELECTED SESSION(S)

ADD NEW SESSION

Session	Present	Partial	Absent	Action
Wednesday, 03 Jul 2019 09:00 AM	33	0	0	MARK ATTENDANCE DELETE SESSION
Wednesday, 10 Jul 2019 09:00 AM	31	0	2	MARK ATTENDANCE DELETE SESSION

- 3) Click on the 'Mark Attendance' icon to mark the class attendance and/or participation of each student.




AaliyahChavez.2002_

01003711

AaliyahChavez.2002

SOCSC

Attendance Participation



- 4) In the pop-out window, mark the attendance of each student by either clicking on the '**Excuse**', '**Absent**' or '**Present**' button or dragging the bar to indicate '**Absent**', '**Partial**' or '**Present**'.
- 5) You may also enter the class participation score in the '**Participation**' textbox.
- 6) You may also enter any comments in the 'Comments' text area or add attachment relating to the student. To add attachment, click on the '**Select File**' button.
- 7) Click '**Save**'.

Attendance

AALIYAHCHAVEZ.2002_

01003711

AALIYAHCHAVEZ.2002

SOCSC

ATTENDANCE

☐ EXCUSE
 ☒ ABSENT
 ☒ PRESENT

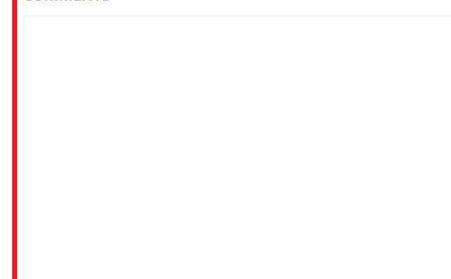
Absent Present



PARTICIPATION



COMMENTS



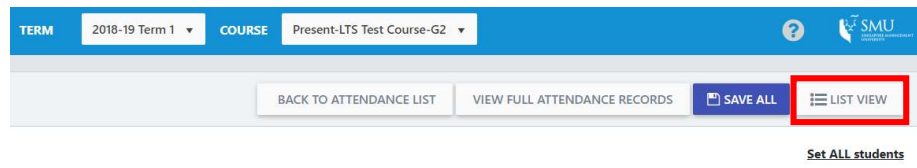
Please enter not more than 1,000 characters for comments.

ATTACHMENTS

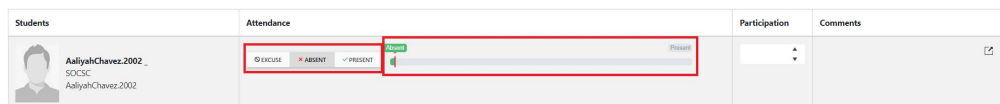
You can only upload PDF, JPG, JPEG, PNG, GIF, DOC, DOCX files.

Maximum allowed file size is 8MB.

- 8) Alternatively, you may choose to mark attendance using the **list view**. To view the class attendance in **list view**, click **'List View'**.



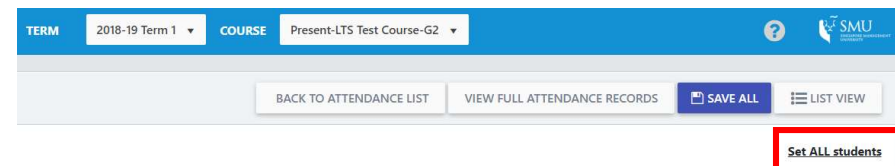
- 9) Mark the attendance of each student by either clicking on the **'Excuse'**, **'Absent'** or **'Present'** button or dragging the bar to indicate **'Absent'**, **'Partial'** or **'Present'**.



- 10) You may also enter the class participation score in the **'Participation'** textbox and enter any comments or add attachments relating to the student by clicking on the **'Comments'** icon.



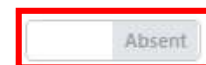
- 11) Alternatively, if all students are present for the session, and you would like to mark present for all students altogether, you may click **'Set ALL Students'**.



- 12) Click on the **'Absent'** button to indicate **'Present'** and click **'Save'**.

Set Attendance

SET ATTENDANCE FOR ALL STUDENTS TO



14. Updating an Attendance List

- 1) On the **Class Management** landing page, under **Attendance** List, click '**Edit Attendance List**' for the attendance list you wish to update.

The screenshot shows the 'Attendance List' page with two sections: 'Property Law - G16' and 'Property Law - G19'. Each section has buttons for 'VIEW FULL ATTENDANCE RECORDS', 'EDIT ATTENDANCE LIST', 'DELETE ATTENDANCE LIST', and 'DELETE SELECTED SESSION(S)'. The 'EDIT ATTENDANCE LIST' button for 'Property Law - G16' is highlighted with a red box. Below the sections is a table with columns: Session, Present, Partial, Absent, and Action. The table lists two sessions for 'Property Law - G16'.

Session	Present	Partial	Absent	Action
Wednesday, 03 Jul 2019 09:00 AM	33	0	0	MARK ATTENDANCE DELETE SESSION
Wednesday, 10 Jul 2019 09:00 AM	31	0	2	MARK ATTENDANCE DELETE SESSION

- 2) Edit the relevant fields and click '**Save**'.

The screenshot shows the 'Properties' form for 'Property Law - G16'. It includes fields for 'TITLE' (Property Law - G16) and 'DESCRIPTION' (Prop law). There are also checkboxes for 'VISIBLE TO STUDENTS' (set to NO) and a 'WARNING LEVEL' dropdown (set to 75 %). At the bottom, there are radio buttons for 'ALL STUDENTS IN THIS COURSE' and 'STUDENTS IN THE FOLLOWING SECTIONS/GROUPS' (which is selected). The 'SAVE' button is highlighted with a red box.

15. Updating a Session

The session is subsumed under the **Attendance List**.

- 1) To update a session, click the **attendance list** that contains the session you would like to update.

The screenshot shows the 'Attendance List' page with two sections: 'Property Law - G16' and 'Property Law - G19'. Each section has buttons for 'VIEW FULL ATTENDANCE RECORDS', 'EDIT ATTENDANCE LIST', 'DELETE ATTENDANCE LIST', and 'DELETE SELECTED SESSION(S)'. The 'EDIT ATTENDANCE LIST' button for 'Property Law - G19' is highlighted with a red box. Below the sections is a table with columns: Session, Present, Partial, Absent, and Action. The table lists two sessions for 'Property Law - G19'.

Session	Present	Partial	Absent	Action
Wednesday, 03 Jul 2019 09:00 AM	33	0	0	MARK ATTENDANCE DELETE SESSION
Wednesday, 10 Jul 2019 09:00 AM	31	0	2	MARK ATTENDANCE DELETE SESSION

- 2) Click '**Edit Session**'.

The screenshot shows the 'Attendance List' page with two sections: 'Property Law - G16' and 'Property Law - G19'. Each section has buttons for 'VIEW FULL ATTENDANCE RECORDS', 'EDIT ATTENDANCE LIST', 'DELETE ATTENDANCE LIST', and 'DELETE SELECTED SESSION(S)'. The 'EDIT ATTENDANCE LIST' button for 'Property Law - G19' is highlighted with a red box. Below the sections is a table with columns: Session, Present, Partial, Absent, and Action. The table lists two sessions for 'Property Law - G19'.

Session	Present	Partial	Absent	Action
Wednesday, 03 Jul 2019 09:00 AM	33	0	0	MARK ATTENDANCE DELETE SESSION
Wednesday, 10 Jul 2019 09:00 AM	31	0	2	MARK ATTENDANCE DELETE SESSION

- 3) Edit the relevant fields and click **'Save'**.

Edit Session: Monday, 29 Jul 2019

DATE

29 Jul 2019

START

8:15 PM

X CANCEL

SAVE

16. Creating New Sessions

- 1) On the class attendance landing page, under **Attendance** List, click **'Add New Session'** to the attendance list you wish to add sessions under.

Attendance List

Property Law - G16

VIEW FULL ATTENDANCE RECORDS

EDIT ATTENDANCE LIST

DELETE ATTENDANCE LIST

DELETE SELECTED SESSION(S)

ADD NEW SESSION

Property Law - G19

VIEW FULL ATTENDANCE RECORDS

EDIT ATTENDANCE LIST

DELETE ATTENDANCE LIST

DELETE SELECTED SESSION(S)

ADD NEW SESSION

Session	Present	Partial	Absent	Action
<input type="checkbox"/> Wednesday, 03 Jul 2019 09:00 AM	33	0	0	MARK ATTENDANCE DELETE SESSION EDIT SESSION
<input type="checkbox"/> Wednesday, 10 Jul 2019 09:00 AM	31	0	2	MARK ATTENDANCE DELETE SESSION EDIT SESSION

- 2) Fill in the relevant fields and click **'Save'**.

Add new session for Property Law - G19

CREATE OPTION

☒ SINGLE SESSION

☐ RECURRING SESSION

DATE

01 Aug 2019

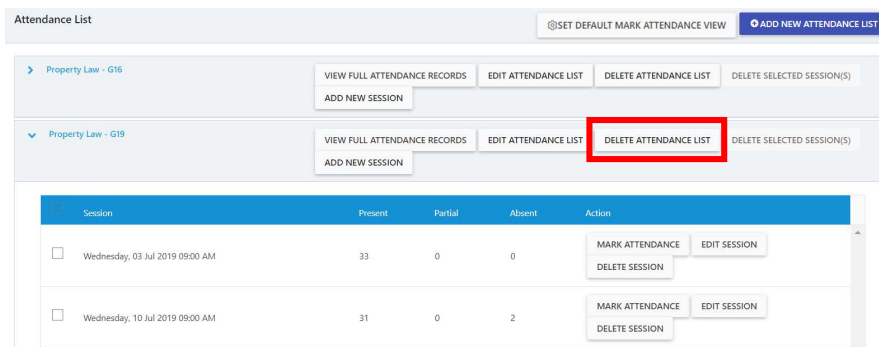
START

X CANCEL

SAVE

17. Deleting an Attendance List

- 1) On the class attendance landing page, under **Attendance List**, click '**Delete Attendance List**'.



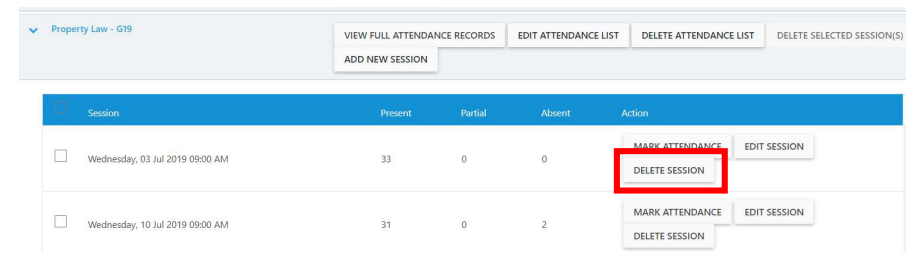
- 2) A pop-up window will appear. Click '**OK**'.

Are you sure you want to proceed with the deletion of this attendance list?



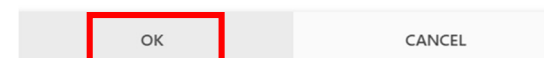
18. Deleting a Session

- 1) On the class attendance landing page, under **Attendance List**, select the attendance list you would like to delete a session from. Click '**Delete Session**'.

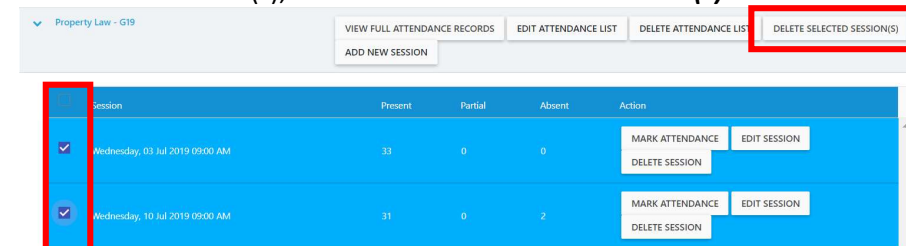


- 2) A pop-up window will appear. Click '**OK**'.

Are you sure you want to proceed with the deletion of this session?



- 3) To delete multiple sessions, check the checkbox beside the session(s), and click '**Delete Selected Session(s)**'.



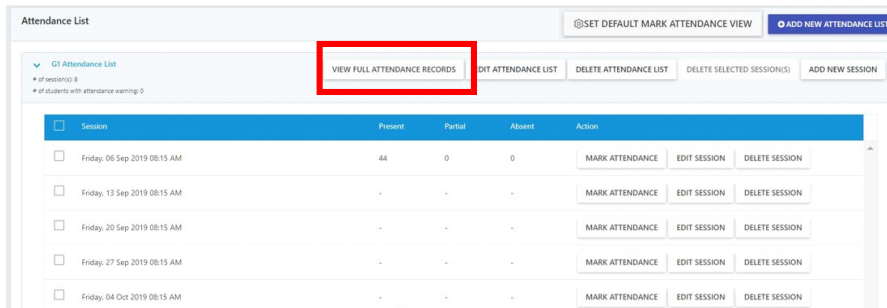
- 4) A pop-up window will appear. Click '**OK**'.

Are you sure you want to proceed with the deletion of the selected session(s)?

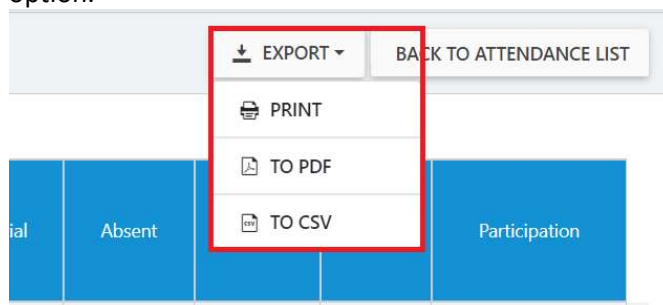


19. Export Full Attendance Records

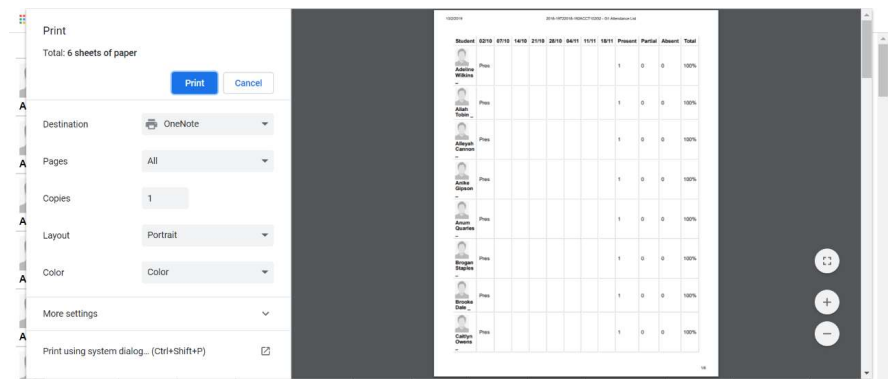
- 1) On the class attendance landing page, under **Attendance List**, click '**View Full Attendance Records**' for the attendance list you wish to export.



- 2) You can either print or export the full attendance record to **PDF** or **CSV** format. Click 'Export' and select the appropriate printing or exporting option.



- a) If you wish to print the full attendance record directly from eLearn, select '**Print**' from the drop down. This will lead you to the print preview setting page.



20. Feedback

- b) To **download** the full attendance record as PDF file, select '**To PDF**' from the drop down.
- c) Select '**To CSV**' from the drop down to export the full attendance record in CSV format. The CSV file will be **downloaded**.

If you have any questions or feedback, please email the eLearn team at elearn@smu.edu.sg