

STUDENT ATTENDANCE SYSTEM (SAS)

QEC, University of Sindh, Jamshoro.

USER GUIDE FOR TEACHERS' ACCOUNT



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1.1 INTRODUCTION

Since ages, attendance system has remained one of the most important systems for evaluating the working time of students in any school, college or university. In short, this is used everywhere wherever the human labor is of importance in terms of the number of hours labored for or to mark the number of days present/absent in any academic year of students in a school, college or university etc

2.1 Student Attendance System (SAS)

Initially, the Student Attendance System was developed (coded) by Mr. Bisharat Rasool Memon, lecturer IICT in year 2014 under the supervision of Prof. Dr. Imdad Ali Ismaili. This system was built on Dot Net Technology with SQL server at backend. QEC wanted to deploy that system online so that system could be accessible by all departments/institutes at university but our university current hosting does not support .Net Technology therefore the current system could not deployed on university official domain. Moreover, that system also has some security flaws and missing functionalities like departmental admins, creating groups in classes' etc. features are also missing.

To solve these problems, QEC has re-developed the same system with the help of Mr. Aleem Khuwaja, (student at IICT) under supervision of Mr. Kamran Dahri (deputy director QEC), using PHP technology with MySQL database at backend. The problem in old system are resolved in new system and its also hosted on university official domain at <http://sas.usindh.edu.pk>.

3.1 SAS - Users

❖ Administrator

- Administrator has the full control over system.

❖ Sub Admin

- Each department will have an administrator to manage all student attendance system related operations.

❖ Manager

- Sub Admin will create manager accounts for the clerks/computer operators to enter attendance into system

❖ Teacher

- Every teacher will have their account to enter attendance into system and to get attendance reports whenever they want.

4.1 HOW TO USE – TEACHERS ACCOUNT

Following are the steps to use teachers account to add the course contents of assigned courses, to mark attendance of present students and views & save attendance reports.

4.1.1 The Login Page

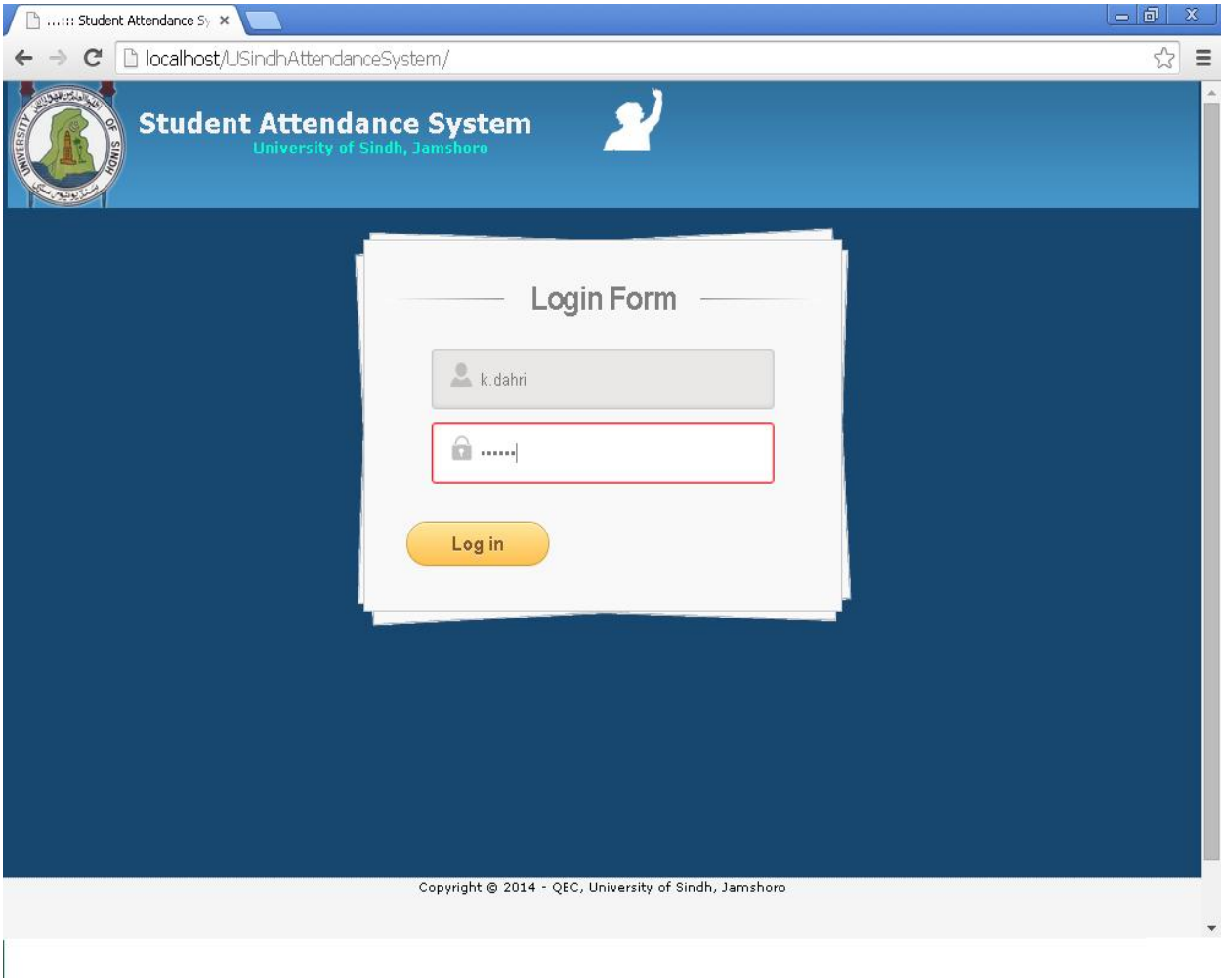


Fig 1 – Login Page

To login into the system teacher’s needs to provide his credentials to access the system.

Note: To get login credentials, contact your departmental admin of SAS.

4.1.2 Teachers Home Page

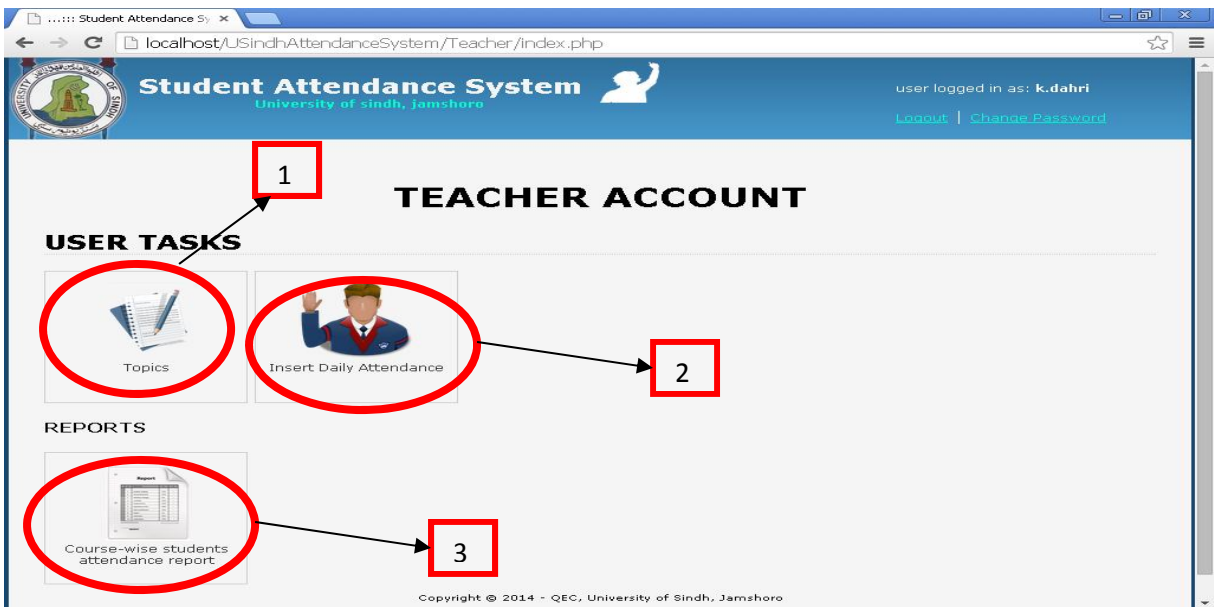


Fig 2 – Home Page

4.1.3 View/Add topics for assigned subjects

To view, update existing topic or add new topics for assigned subject click on **Topics** option on teachers' home pages, shown in **Fig 1.2** under label 1

4.1.4 Adding new topics - steps

Following are the steps to add new topics of assigned course.



Fig 3 – Adding a Topic (Step 1)

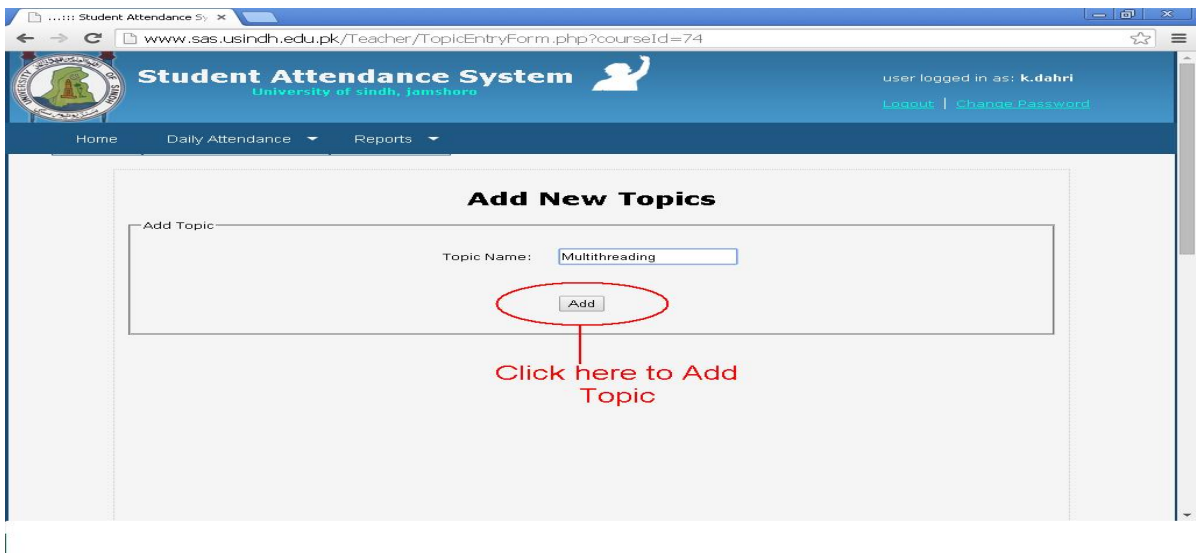


Fig 4 – Adding a Topic (Step 2)

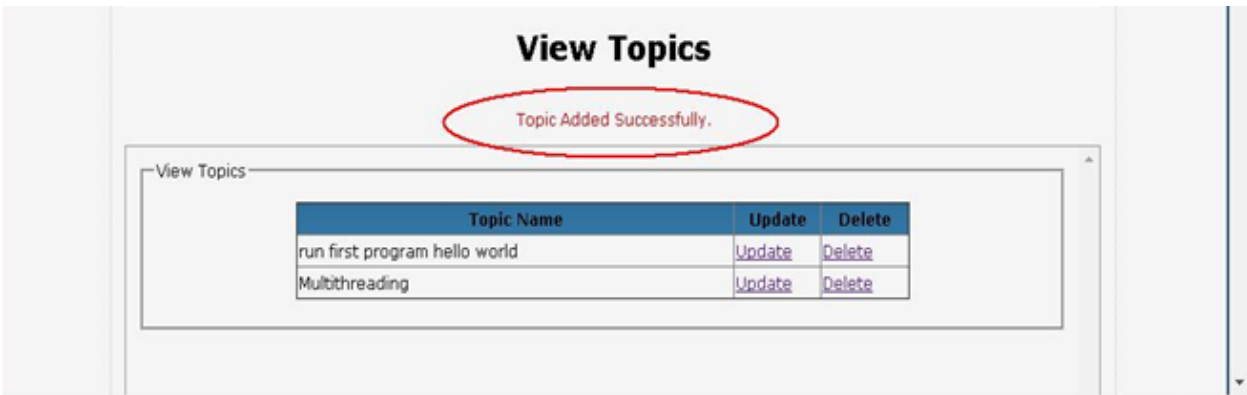


Fig 5 – You are done (Step 3)

5.1 INSERT DAILY ATTENDANCE:

To insert attendance into system click on “Insert Daily Attendance” option on teachers home under label 2 shown in Fig 2.

5.1.1 Insert Daily Attendance (Steps):

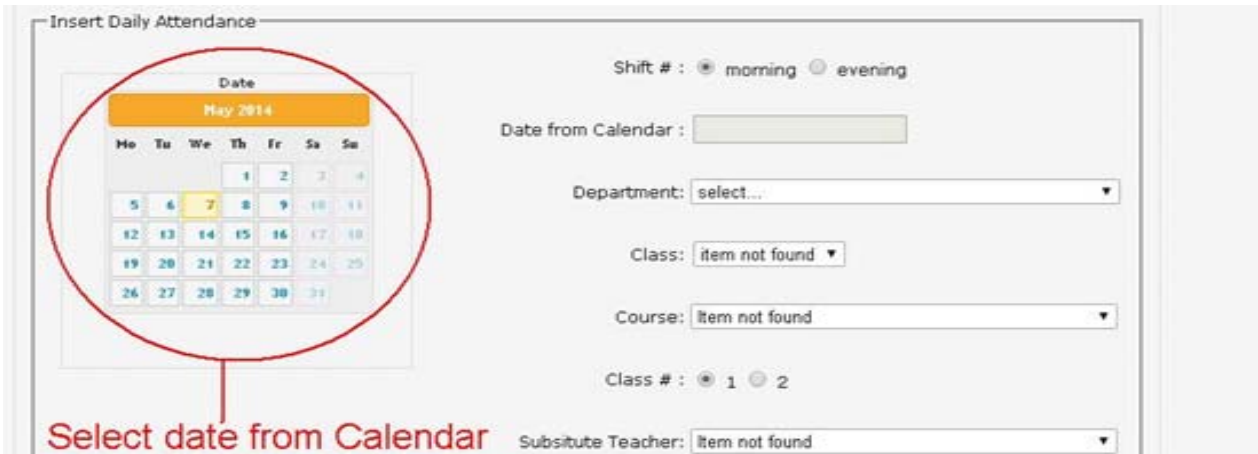


Fig 6 – Selecting a date from calendar (Step 1)

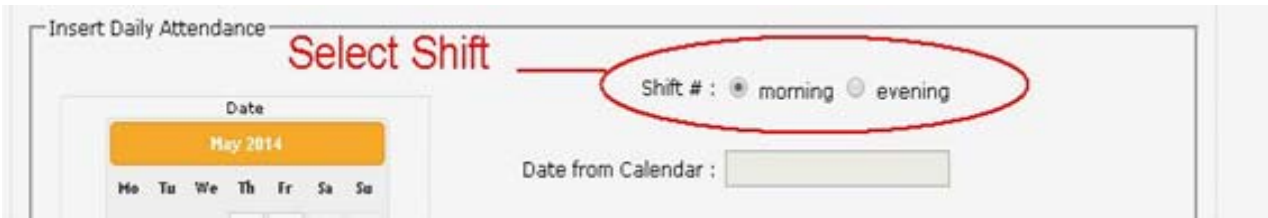


Fig 7 – Selecting shift from shift options (Step 2)

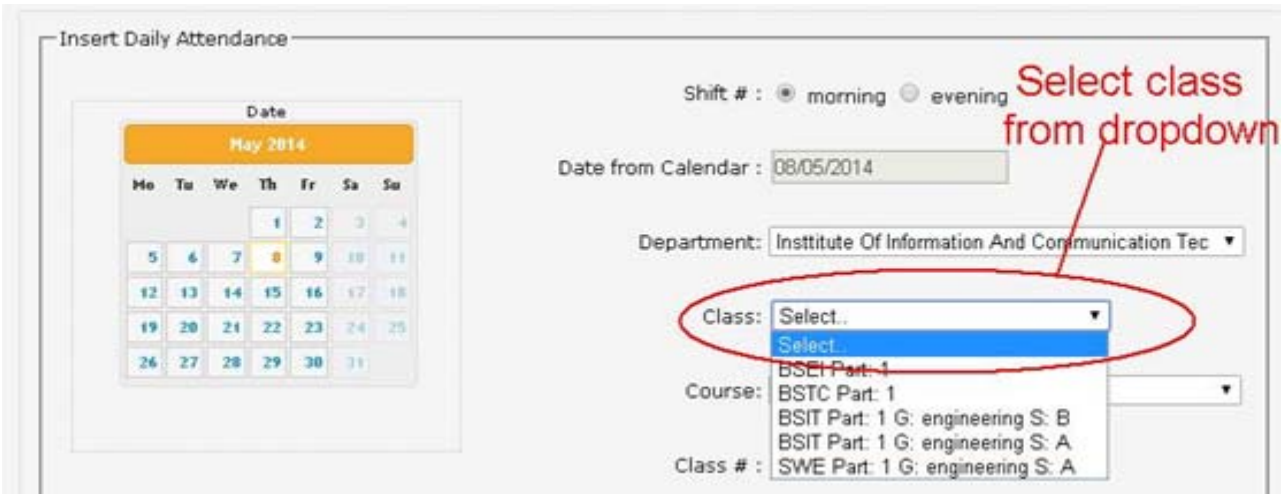


Fig 8 – Selecting a class from dropdown (Step 3)

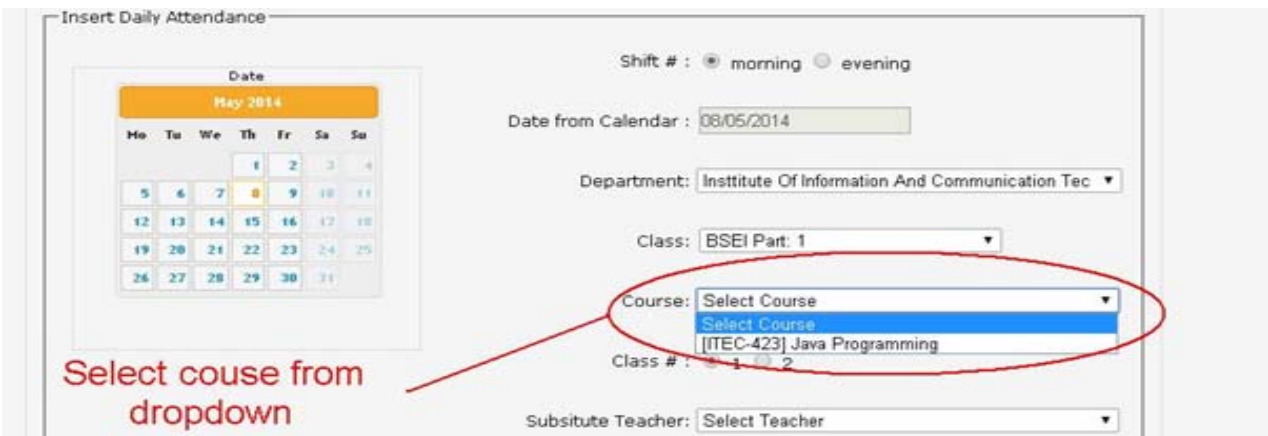


Fig 9 – Selecting a course from dropdown (Step 4)

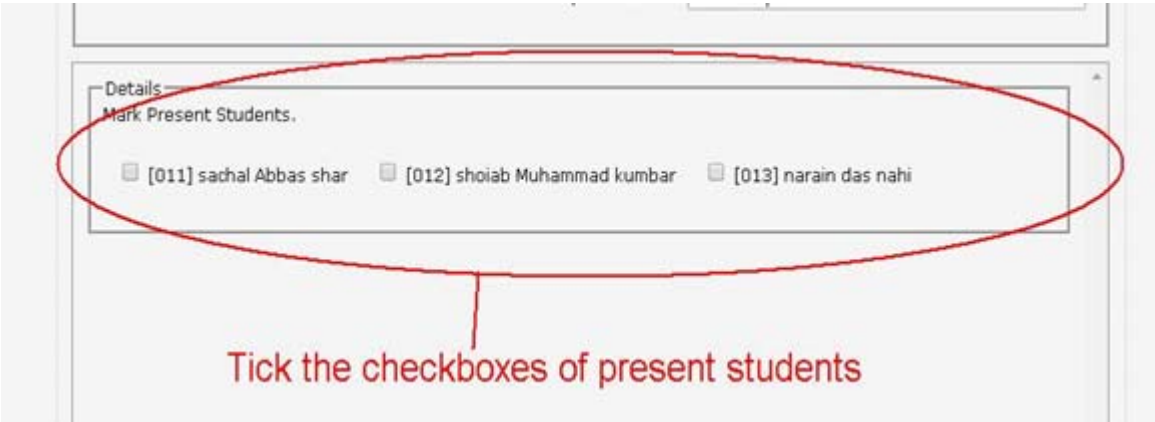


Fig 9 – Mark the checkboxes of present students (Step 5)

6.1 A QUICK WAY OF MARKING DAILY ATTENDANCE - ANOTHER WAY

To insert attendance into system click on “*Insert Daily Attendance*” option on teachers home under **label 2** shown in **Fig 2**.

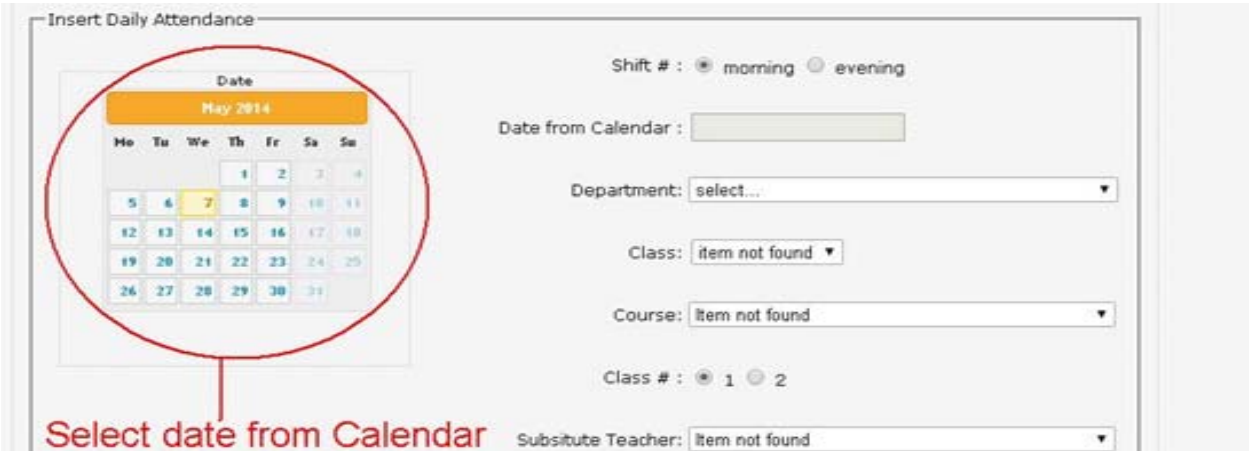


Fig 10 – Selecting a date from calendar (Step 1)



Fig 11 – Selecting shift from shift options (Step 2)

Insert Daily Attendance

Shift # : ☒ morning ☐ evening

Date from Calendar : 08/05/2014

Department: Institute Of Information And Communication Tec

Class: **Select..**

Course: BSTC Part: 1

Class # : SWE Part: 1 G: engineering S: A

Select class from dropdown

Fig 12 – Selecting a class from dropdown (Step 3)

Insert Daily Attendance

Shift # : ☒ morning ☐ evening

Date from Calendar : 08/05/2014

Department: Institute Of Information And Communication Tec

Class: BSEI Part: 1

Course: **Select Course**

Class # : 1 2

Substitute Teacher: Select Teacher

Select Course from dropdown

Fig 13 – Selecting a course from dropdown (Step 4)

☒ Enter Selective Roll Nos. (use "," DOT as a seperator)

☒ Roll Nos. Present: 11,12

☐ Roll Nos. Absent:

Go

Click here to save attendance

Fig 14 – Write roll numbers of present students by separating them (Step 5)

7.1 REPORTS

To view the attendance reports of various courses click on “Reports” option on teachers home page under **label 3** shown in **Fig 2**.

Reports (Steps):

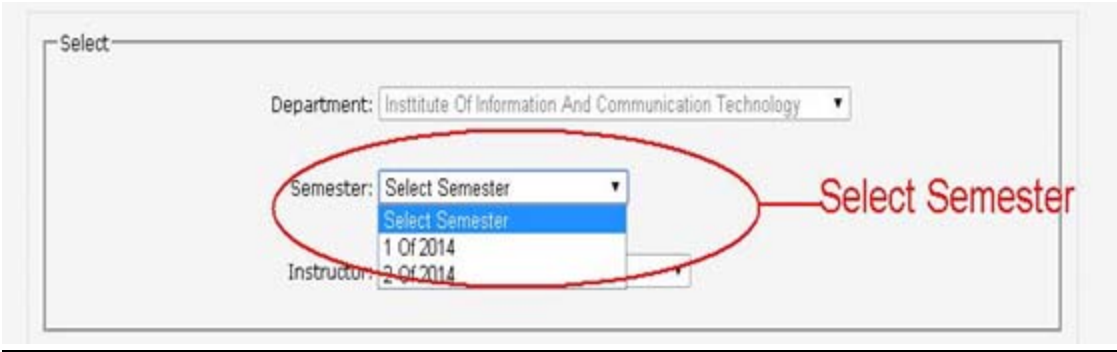


Fig 15 – Selecting semester from dropdown (Step 1)

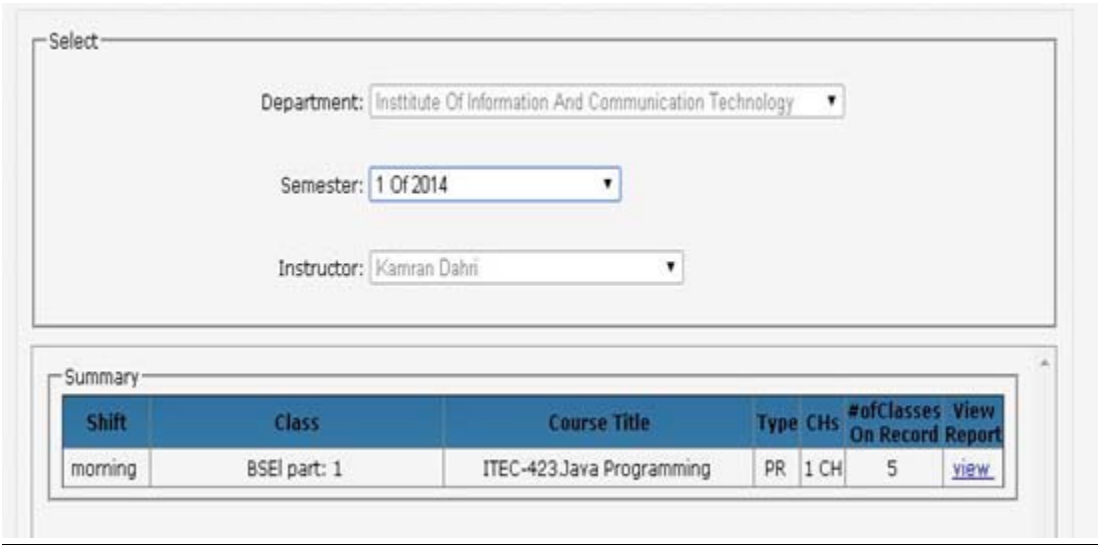


Fig 16 – Summary of courses - reports (Step 2)

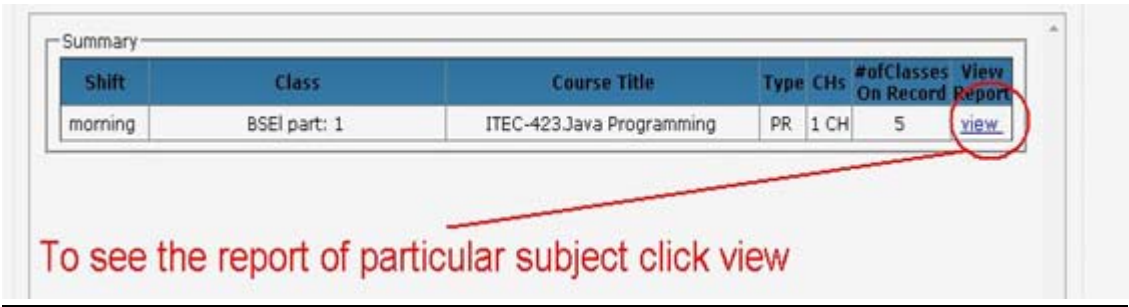


Fig 17 – Viewing a report (Step 3)

view

Save This Report As Excel Sheet [Back](#)

Semester: 1 Of 2014

Class: BSEI part: 1

Course Title: ITEC-423 Java Programming

Credit Hours: 1 CH

Classes Counts: 5

Tutor: Kamran Dahri

Roll No	Student Name	Attendance Count	Percentage
2014/BSEI/011	sachal Abbas shar	1	20%
2014/BSEI/012	shoiab Muhammad kumbar	5	100%
2014/BSEI/013	narain das nahi	4	80%

Fig 18 – View attendance percentage and number of classes (Step 4)



Fig 19 – Saving a report (Step 5)

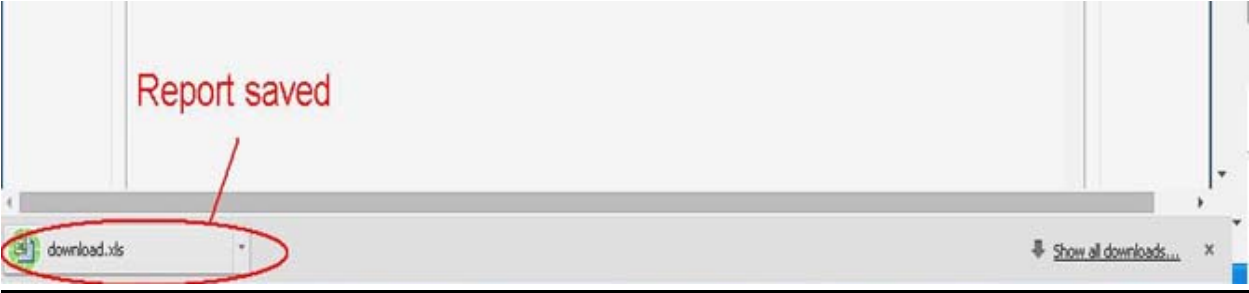


Fig 20 – Report saved (Step 6)