

Welcome to Onekana Online Manual



Mobile Application

System Overview

Onekana Digital attendance is an application that allows teachers to digitally record pupils' class attendance. The application submits the data to an online cloud storage.

Organisation of the Manual

The user's manual consists of five sections:

- System Summary
- Getting Started
- Using The System
- Reporting

The **System Summary section** provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies. **Getting Started section** explains how to get Digital Attendance and install it on the device. The section presents briefly system menu. **Using The System section** provides a detailed description of system functions. **Reporting section** describes in what way information collected by the application are presented and how to access the information.

System Summary

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

System Configuration

Digital Attendance operates on mobile devices with Android operating system. It is compatible with **Android version 5.1** and up. The application requires an Internet connection in order to save data to the

cloud database, and also has an **offline functionality** to facilitate collection of attendance data without internet connection. **Offline mode works up to 30 days.** Data saved is visualised on a web dashboard accessible via any major Internet browser. After installation on the device, Digital Attendance can be used immediately without any further configuration.

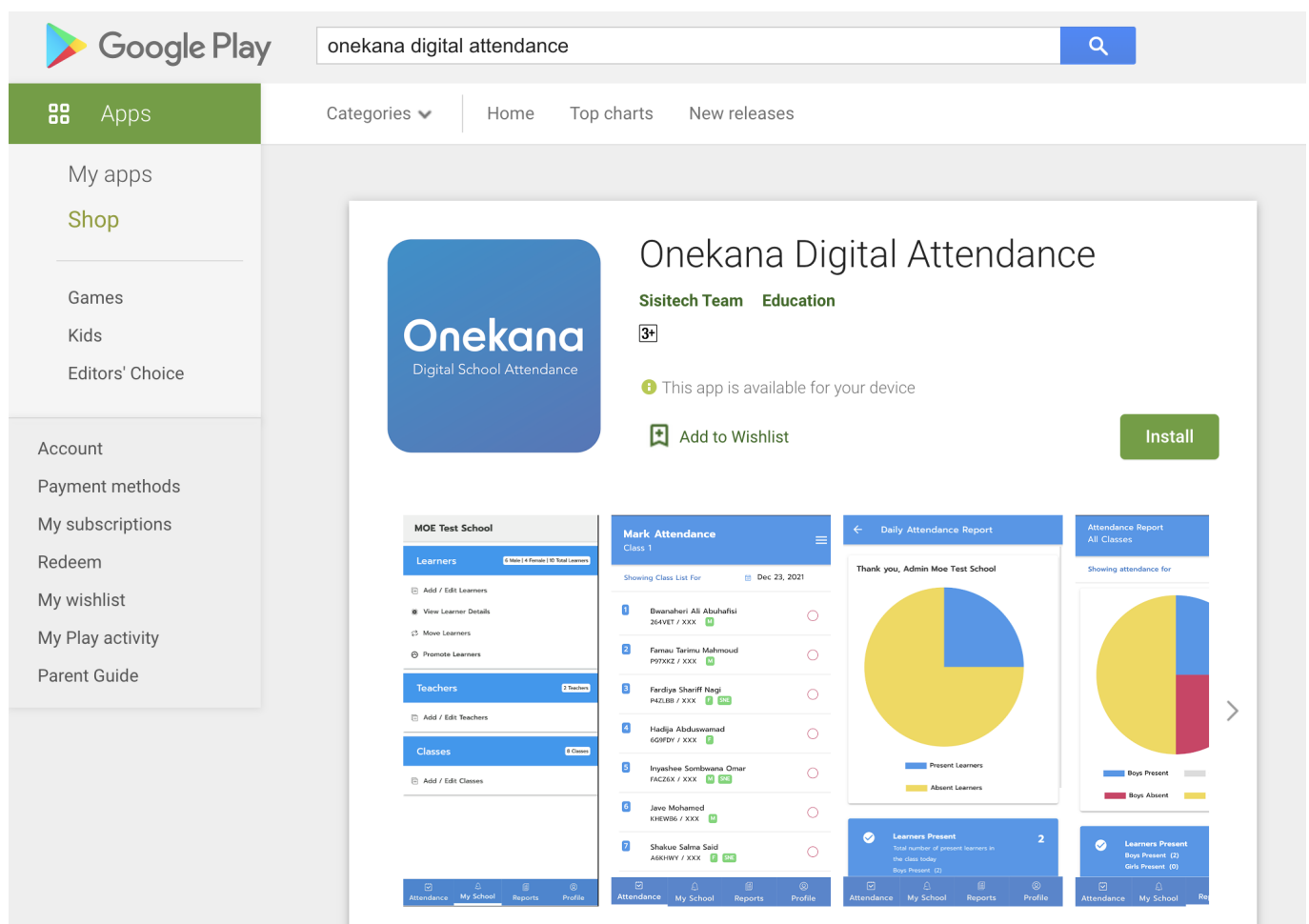
User Access Levels

Only teachers that have been registered into the system can use the application. For any assistance with credentials, kindly consult the headteacher in your school.

Getting Started

Installation

The Getting Started section explains how to install the Onekana Digital Attendance app on a device. To download the mobile application, head to the Google Playstore on an Android device and search for "Onekana Digital Attendance". To access the application on the PlayStore, click [Onekana Play Store](#).




Login

The newest installation version currently available can be downloaded from the Google Store and is an .apk file, which should be installed on the device.

Login using a school's EMIS code or phone number and a password assigned to the teacher at installation level via the attached school's or teacher's email address. The teacher can then use these credentials to login.

Login Screen



REPUBLIC OF KENYA

MINISTRY OF EDUCATION STATE DEPARTMENT FOR EARLY
LEARNING AND BASIC EDUCATION

Proceed with your




Login

School Code / Phone Number
PLEMIS719

Password
.....

Login

[Forgot Password?](#)

Proceed with your login by inputting your school code or phone number as the username and the password sent to your email address. Click the login button to authorise the credentials.


Forgot Password

Login

[Forgot Password?](#)

In the case of a forgotten password, click the Forgot Password button on the login page and enter your school code or phone number in the Forgot Password screen.

←Forgot Password



Enter your details below in order to get a reset code sent to your email address

School Code / Phone Number *
e.g. 07XX-XXX-XXX

Reset Password

Once successful, enter the reset code sent to your email address. Here is a sample email.


Hello ADMIN

Your Onekana Digital Attendance reset code is **449363**

The code expires after 48 hours.

Enter your new password and confirm the new password. Click the set new password button to complete the password reset process.

← Password Reset



You have requested a password reset. To set a new password, please check your inbox and enter the reset code we have sent to michameiu@gmail.com

Reset Code

1001

New Password

.....

Confirm Password

Verify Password

Set New Password

Marking Attendance

1

Bwanaheri Ali Abuhafisi

264VET / 234

M

The attendance tab contains a list of learners with their name, UPI number / Admission number and an indicator of their gender or any special needs the learner might have.

A **green M** badge indicates a male learner, **green F** a female learner and a **green SNE** illustrates a learner with special needs.

5 / 28

Mark Attendance

Class 1

Showing Class List For

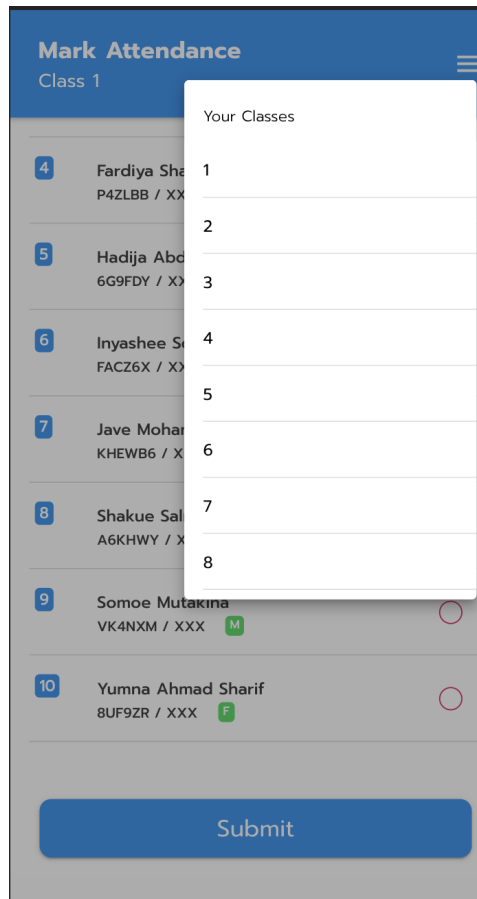
Feb 10, 2022

1	Ali Dennis 7438 / 003	M SNE	<input type="radio"/>
2	Ali Denis 10003 / 001	M SNE	<input type="radio"/>
3	Ali Dennis 10001 / 100	F SNE	<input type="radio"/>
4	Bwanaheri Ali Abuhafisi 264VET / 234	M SNE	<input type="radio"/>
5	Inyashee Sombwana Omar FACZ6X / 0012	M SNE	<input type="radio"/>
6	Somoe Mutakina VK4NXM / XXX	M	<input type="radio"/>

Submit

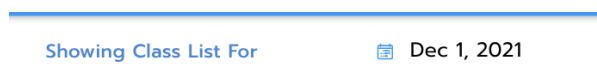
To mark a learner as present, click the red circle on the right against the learner's name to turn it to checked. Otherwise, not clicking the circle indicates that a learner is absent. After going through the list of learners in your class, click the **'submit'** button to complete marking attendance.

Classes Menu



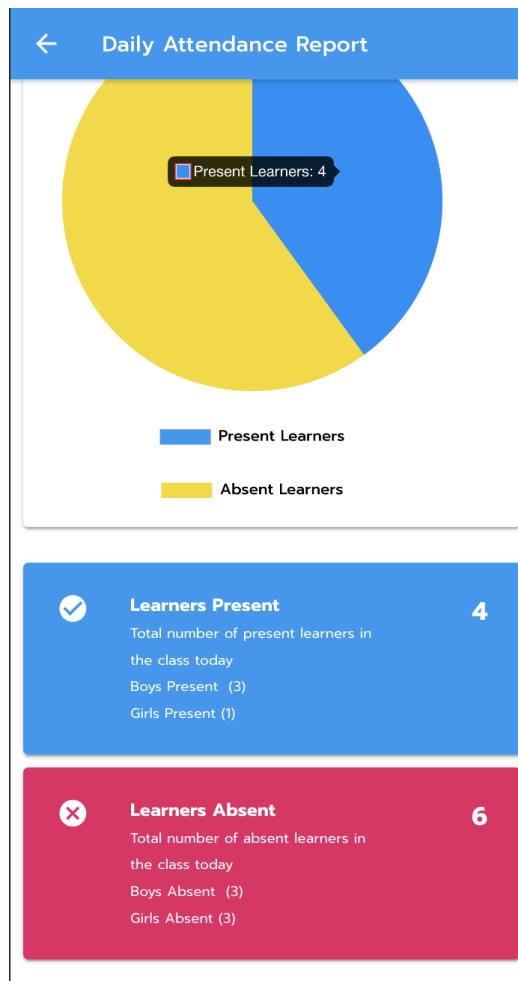
On the top right, there's a menu icon with a list of classes. A teacher can switch to a different classroom and mark attendance for that class room.

Date Picker



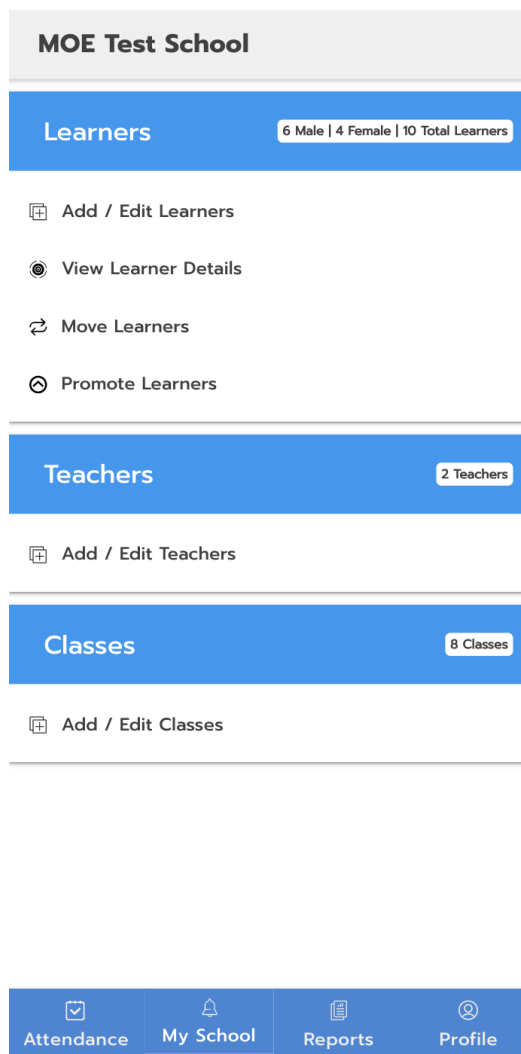
Change the attendance date by clicking on the calendar above the list of learners.

Daily Attendance Report



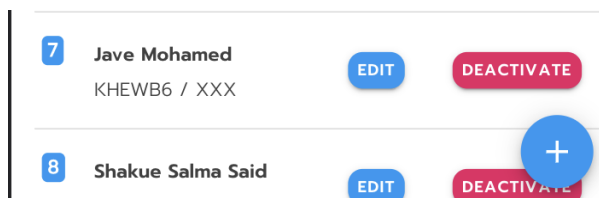
After marking attendance, a daily attendance report provides an overview of the marked learners status for that class. The report shows a chart of present vs absent learners and these numbers segmented by gender.

My School



The My School tab enables a headteacher to manage their school. Here, they can **Add / Edit Learners**, **View More Learner Details** and **Move / Promote Learners**. In this section you can also **Add / Edit Teachers** and **Add / Edit Classrooms** to a school.

Adding a Learner



A headteacher or an teacher admin can **add**, **edit** and **deactivate** a learner.

Click on the "+" button to add a new learner. The add learner form has a list of different form inputs to fill as a teacher. Required fields are marked by a red *. The add learner form is divided into two parts :-

- Learner Details

Add Learner

First Name *

Middle Name

Last Name *

UPI Number *

Admission Number

Student Status

Gender *

Date of Birth *

dd/mm/yyyy

Date of Admission *

dd/mm/yyyy

- Guardian Details

←

Guardian Details

Guardian Name *

Guardian Phone Number *

Guardian Email Address

Guardian Status

Guardian County *

Guardian Sub County *

Add Student

Editing a Learner

7	Jave Mohamed KHEWB6 / XXX	EDIT	DEACTIVATE
8	Shakue Salma Said ACUWMB / XXX	EDIT	DEACTIVATE

Click on the **Edit** button to update the details of a Learner.

Deactivating a Learner

7	Jave Mohamed KHEWB6 / XXX	EDIT	DEACTIVATE
8	Shakue Salma Said ACUWMB / XXX	EDIT	DEACTIVATE

Deactivate Learner by clicking on the "Deactivate" button.

←

Deactivate Bwanaheri

Select a reason to delete the learner

Deceased

○

Error in Data Entry

○

Sickness

○

Transferred to Other School

○

Natural Disaster

○

Other Reason

○

Delete

You will receive a pop up that prompts for submission of a reason of deactivation for the learner. Select the correct reason and click on "Deactivate".

View Learner Details

Learners

12 Male | 8 Female | 20 Total Learners

+

Add / Edit Learners

●

View Learner Details

↺

Move Learners

⌚

Promote Learners

View an attendance chart of the current attendance status of the learner and a phone call support feature as a means to reach a guardian. Clicking on **View Learner Details** will open a page with a list of learners displaying the learner's **name**, the **UPI/Admission Number**, a link to **View Attendance Chart** and a **Phone** Guardian button.

1

Ali Dennis

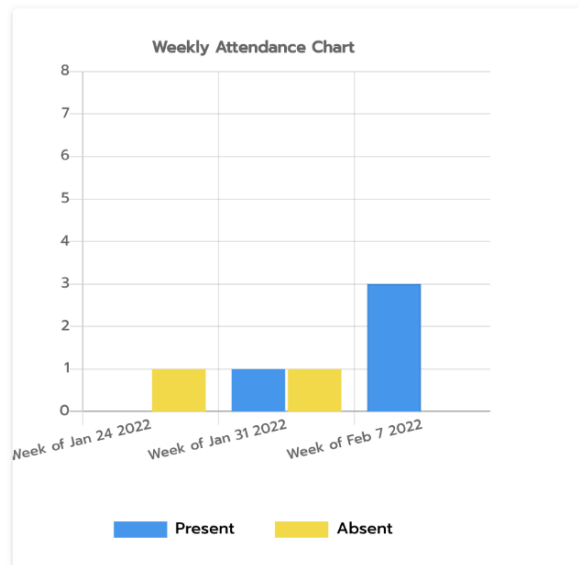
7438 / 003

[View Attendance Chart](#)

☎

View Learners		
Class 1		
<div> <div></div> <div>Search</div> </div>		
1	Ali Dennis 7438 / 003 View Attendance Chart	
2	Ali Denis 10003 / 001 View Attendance Chart	
3	Ali Dennis 10001 / 100 View Attendance Chart	
4	Bwanaheri Ali Abuhafisi 264VET / 234 View Attendance Chart	
5	Inyashee Sombwana Omar FACZ6X / 0012 View Attendance Chart	
6	Somoe Mutakina VK4NXM / XXX View Attendance Chart	

View Attendance Chart



Retention Rate

0%

This is the probability calculated by number of days the learner has appeared present



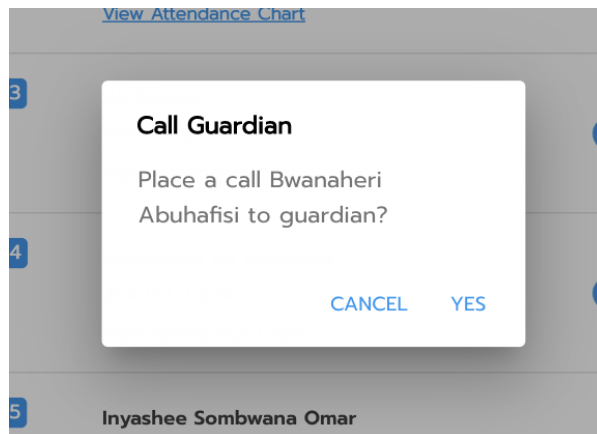
Dropout Rate

100%

This is the risk of the learner dropping out based on absent days

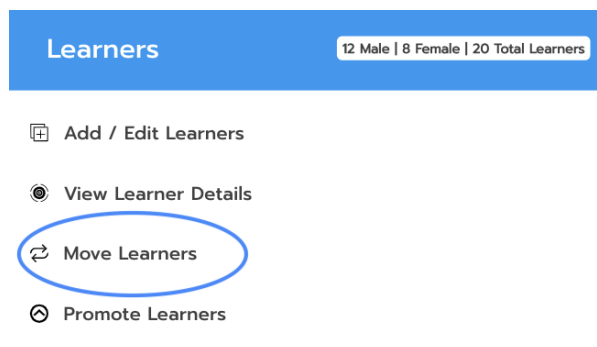
The weekly attendance chart shows a weekly attendance overview of an individual learner, the days present against the days of absent. The retention rate is the probability value calculated by the number of days the learner was present while the dropout rate is the probability of dropping out calculated on absenteeism.

Contact Guardian



Incase of an emergency or need to follow up on a learner with their guardian, click on the **phone** icon to place a call.

Move Learners



The Move Learners tab enables moving of learners from one class to another. Select learners to move to a different class and complete the move process.

←

Move Learners

Class 1

☰

☐

Mark All Learners

☒

Ali Dennis

003

☐

Ali Denis

001

☒

Ali Dennis

100

☒

Bwanaheri Ali Abuhafisi

234

☐

Inyashee Sombwana Omar

0012

☐

Somoe Mutakina

Move Learners

☒

Bwanaheri Ali Abuhafisi

☒

Fa

☐

Fa

☐

H

☐

In

☐

Ja

☐

St

☐

Sc

☐

Yumna Ahmad Sharif

Move learners to class?

☐

2

☐

3

☐

4

☐

5

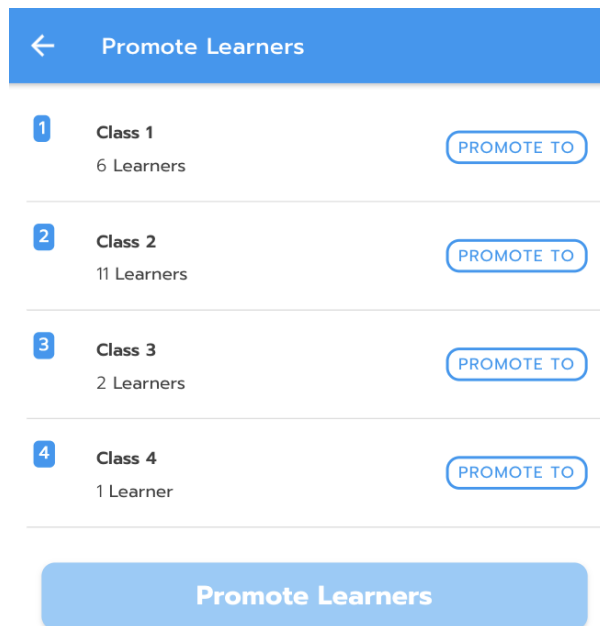
☐

6

CANCEL

OKAY

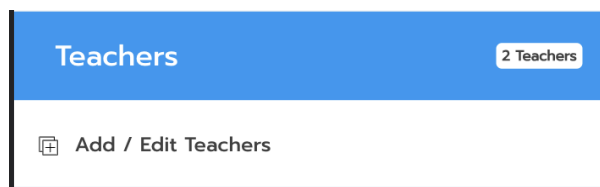
Promote Learners



Graduate learners to the next grade at the end of the year. This feature works to promote all learners to the next grade once. **Be careful** when promoting learners.

Teachers

Add Teachers



As a headteacher / teacher admin, add a new teacher to your school and assign a class to mark attendance.



Fill the teacher details and submit the information by clicking the **Add Teacher** button.

←

Teacher

Middle Name

Last Name

*

Phone Number

*

Teacher Type

*

▼

Email Address

*

Date Of Birth

*

dd/mm/yyyy

Add as School Admin

Assign Class Rooms

*

▼

Add Teacher

Edit Teachers

2	Mwangi Micha Micha 7364	EDIT	DEACTIVATE
3	Tct Bg Feety Gfgt	EDIT	DEACTIVATE

Update the details of your exiting teacher by clicking the **Edit** button and updating your form.

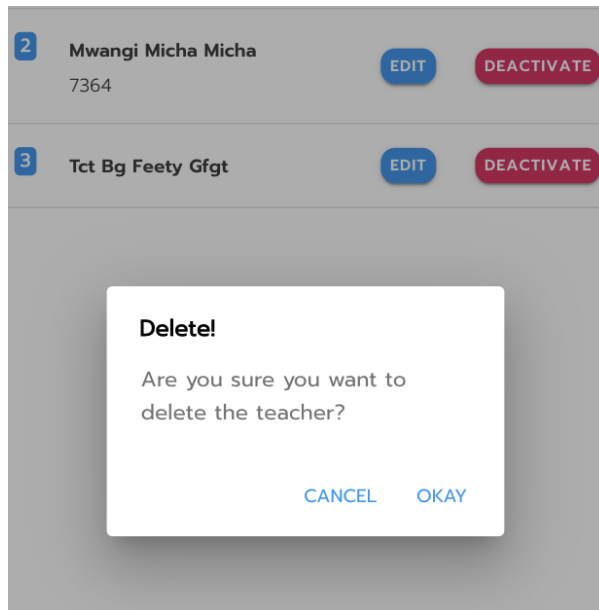
First Name *	Mwangi
Middle Name	Micha
Last Name *	Micha
Phone Number *	0727290364
Teacher Type *	TSC
Tsc Number *	7364
Email Address *	michameiu@gmail.com
Date Of Birth *	23/11/2021
Add as School Admin	<input checked="" type="checkbox"/>

Update Teacher

Deactivate Teachers

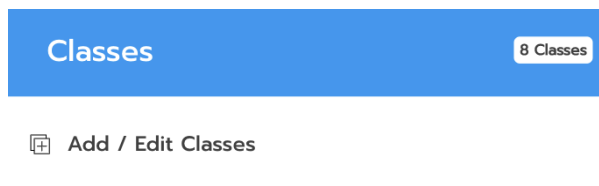
Deactivate a teacher from the system by clicking on the **Deactivate** button.

2	Mwangi Micha Micha 7364	EDIT	DEACTIVATE
3	Tct Bg Feety Gfgt	EDIT	DEACTIVATE

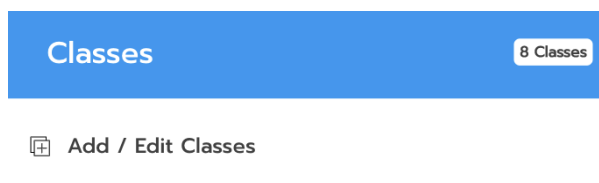


Classes

Add Classes



As a headteacher / teacher admin, you can easily add a new class to your school.



Click on the add button to fill in the details of the new class you want to add.



Class *
Select Class e.g 1,2,3

Stream Name
Enter Stream Name e.g East

Add Class

Edit Classes

←
Edit Class

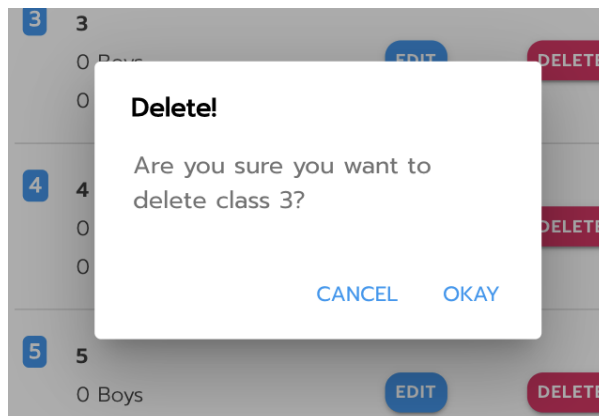
Class *
5

Stream Name
Enter Stream Name e.g East

Edit Class

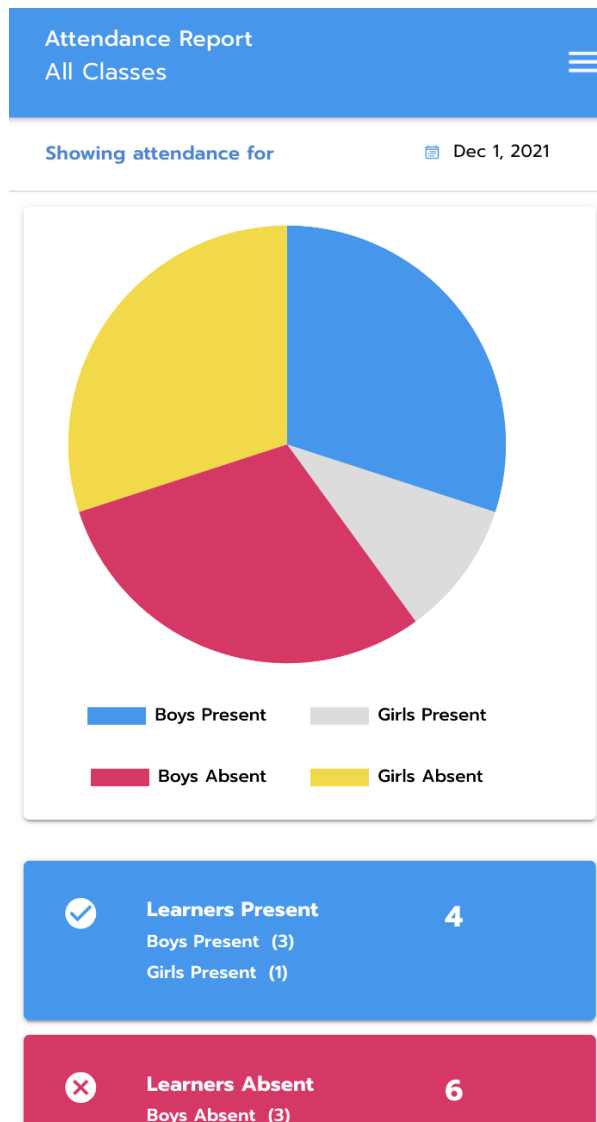
Update the details of your exiting classes by clicking the **Edit** button and updating your form.

Decativate Classes



Deactivate a class from the system by clicking on the **Deactivate** button.

Reports

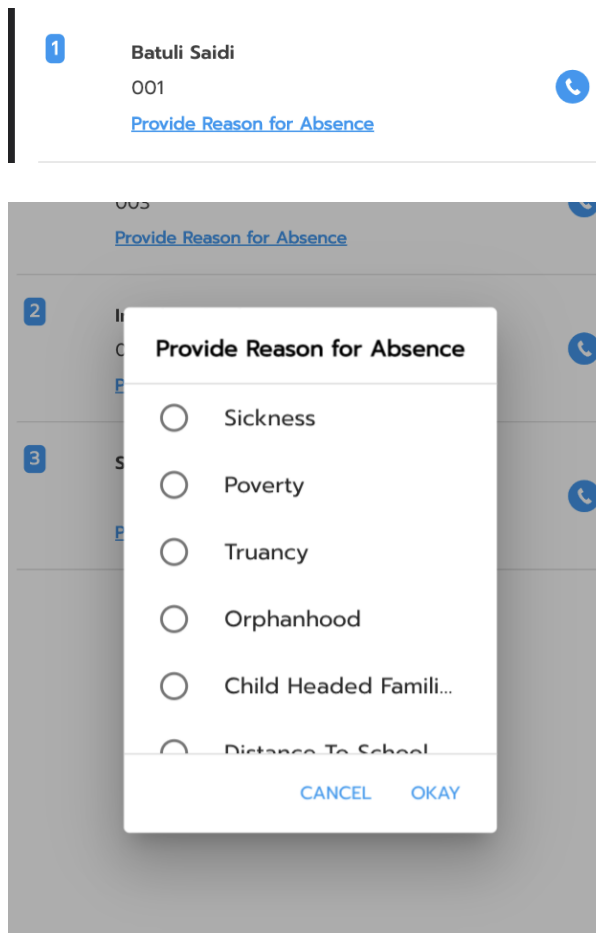


The Reports tab allows the head teacher to view an aggregated list of student attendance performance per class, based on gender. Head-teacher's can also view on a daily basis a list of often absent students from every class on a certain date and provide a reason for absence for missing school.

View Absent Student Details

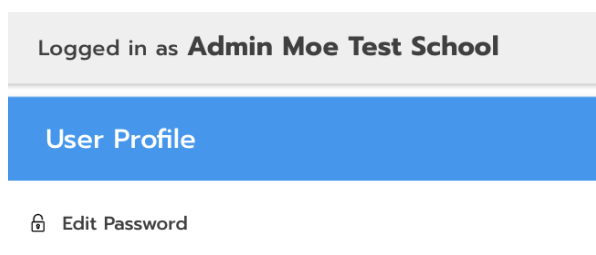
View Absent Learners List →

A list of frequently absent student can be found at the bottom of the page. Provide a reason for absence for each learner to ensure adequate follow up with the guardian and other partners.




Profile


User Profile




The user profile tab allows the user to change their password, view notifications, sync off-line attendance with the database, update the latest class list as well as logging out and accessing the help pages.

Edit Password


 Edit Password

Old Password 

.....

New Password 

.....


Confirm Password 


Change Password


In the User Profile tab, click on the Edit Password option. This will provide fields to enter the current password and the new password. Enter the current password and the new password respectively and click on the Login button.


Application Settings

Application Settings


 Attendance Status

 Update Learners List

 Help & User Manual

 Logout

Attendance Status

 Update Attendance

Attendance Status

Internet Status Connected

Last Upload Date


Fri, February 11, 2022, 12:36 PM

Records Saved Offline 0

Items Failed to Upload 0

A user can sync attendance data taken in off-line mode to the online database by navigating to the user profile tab and clicking "Attendance Status".

Update Learners List

 Update Learners

Sync Learners Data to Database

Internet Status Connected

Last Upload Date

Fri, February 11, 2022, 12:38 PM


Records Saved Offline 0

Items Failed to Upload 0


Download Latest Class List

This enables a teacher to manually sync to the latest learners list in the school. Click on the **Download Latest Class List** button to sync with the latest list of student in your school.*** Do this incase you perform offline learner enrolment with different devices. ***

Help & Support

How do I reset my password? 

In order to reset your password, click the forgot password button on the login page. Enter your school's EMIS code or your phone number and we will send a reset code to the email address attached to your school. Enter the reset code, new password and verify password and confirm to get your new login details.


How do I add a reason for absence to a missing learner? 


To add a reason for absence for a learner, navigate to the Reports page and click the view absent list button. Under a learner, click the add reason for absence button and add one.

Access a list of frequently asked questions and a user manual with more information on how to operate the Onekana Digital Attendance System.

Contact Us

Incase you need further assistance, kindly refer to our user manual or contact us below

 **Contact Us**

 **Download User Manual**

Click on the **Contact Us** button to get a form to submit any issues/queries and support questions and our team will respond promptly.



Contact Support



Looking for support? Fill in the details below with the issue you are facing and we will resolve it as soon as possible.

Name *

Email *

Phone *

Subject *

Body *

Submit

Download User Manual

Incase you need further assistance, kindly refer to our user manual or contact us below



Contact Us



Download User Manual

Download a PDF version of this user manual by clicking on the **Download User Manual** button.

Logout

A button with a right-pointing arrow icon and the text "Logout".

To log out from the application, go to the User Profile tab and click on the Logout option.