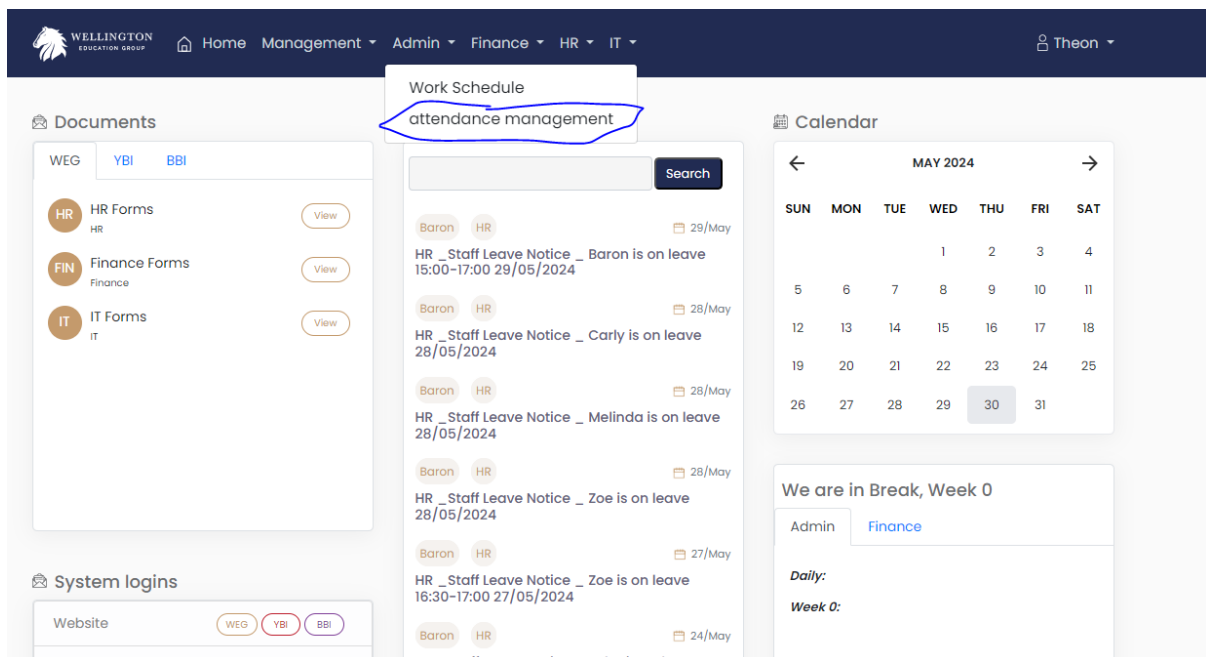


Guidance

Task 1: Do it when current week is in mid-term.

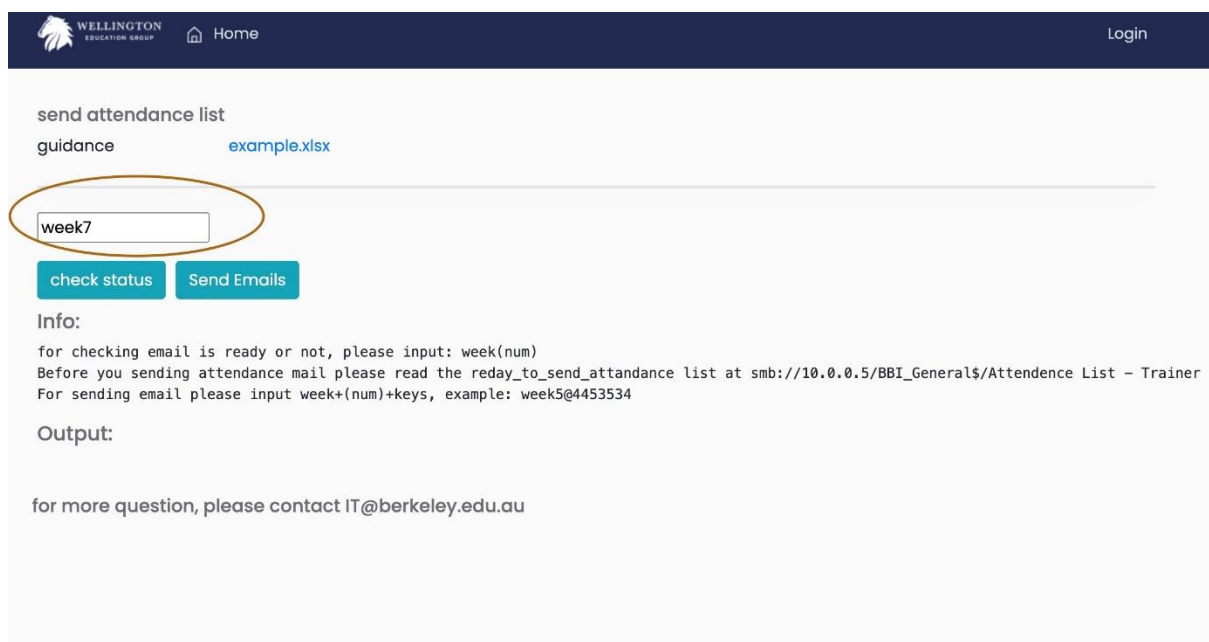
Step.1:

Navigate to the intranet web : <https://intranet.wellingtonedu.com.au/>
click attendance management



Step.2:

Input the next week of term
click check status



Step.3:

Roll down to the button of the page, Check the total email task is qual to ready email task or not?

if yes ,do step 4.1

if no, do step 4.2

The screenshot shows a web application interface with a dark blue header. The header contains the Wellington Education Group logo, a home icon, and navigation links: Home, Management, Admin, Finance, HR, and IT. A user profile 'Theon' is in the top right. The main content area is white and displays several email task entries. Each entry shows the sender 'student_service@york.edu.au', the receiver, course, location, and a status 'Misc: with 1 attached file(s), valid: 1'. A summary section for YBI is circled in orange, showing: 'Task summary for YBI: * total email task(s): 27 * ready email task(s): 27 * already sent email task(s): 0'. At the bottom, it says 'for more question, please contact IT@berkeley.edu.au'.

Course: DHRM1
Location: YBI @ CBD
Misc: with 1 attached file(s), valid: 1

student_service@york.edu.au
Receiver(s): ['neamul2013@gmail.com']
Course: DAC
Location: YBI @ GLEBE
Misc: with 1 attached file(s), valid: 1

student_service@york.edu.au
Receiver(s): ['mustafa.h.habib007@gmail.com']
Course: DHM2
Location: YBI @ CBD
Misc: with 1 attached file(s), valid: 1

student_service@york.edu.au
Receiver(s): ['upal18@gmail.com']
Course: CIVB
Location: YBI @ CBD
Misc: with 2 attached file(s), valid: 2

student_service@york.edu.au
Receiver(s): ['siddiquea2009@gmail.com']
Course: CIIIB1
Location: YBI @ GLEBE
Misc: with 1 attached file(s), valid: 1

Task summary for YBI:
* total email task(s): 27
* ready email task(s): 27
* already sent email task(s): 0

for more question, please contact IT@berkeley.edu.au

Step.4.1:

Roll up to the top Input week and click send mail(then it will bulk send the attendance list to the teacher)

The screenshot shows a web application interface with a dark blue header. The header contains the Wellington Education Group logo, a home icon, and a 'Login' link. The main content area is white and displays a form for sending an attendance list. The form has a label 'send attendance list' and a text input field containing 'guidance'. A file upload button 'example.xlsx' is next to the input field. Below the input field, there is a text input field containing 'week7', which is circled in orange. Below this field are two buttons: 'check status' and 'Send Emails'. Below the buttons, there is an 'Info:' section with instructions: 'for checking email is ready or not, please input: week(num)' and 'Before you sending attendance mail please read the reday_to_send_attandance list at smb://10.0.0.5/BBI_General\$/Attencece List - Trainer'. It also says 'For sending email please input week+(num)+keys, example: week5@4453534'. Below the info section is an 'Output:' section. At the bottom, it says 'for more question, please contact IT@berkeley.edu.au'.

send attendance list
guidance example.xlsx

week7

check status Send Emails

Info:
for checking email is ready or not, please input: week(num)
Before you sending attendance mail please read the reday_to_send_attandance list at smb://10.0.0.5/BBI_General\$/Attencece List - Trainer
For sending email please input week+(num)+keys, example: week5@4453534

Output:

for more question, please contact IT@berkeley.edu.au

1. navigate to intranet and find the attendance management and send attendance list in Friday for current week

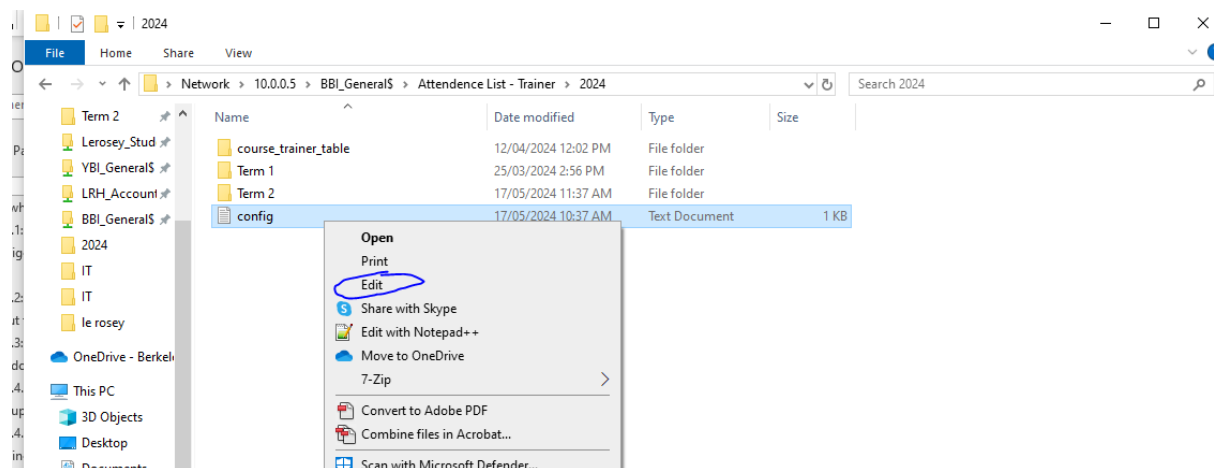
Step.4.2:

Waiting and planning Do task 1 at tomorrow (every night the program will automatically download attendance again)

Step.5:

open share drive ://10.0.0.5/BBI_General\$/Attendance List - Trainer/2024/config.txt.

edit it , let the number of week_of_term and week_in_RTO plus 1

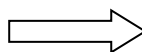


For example:

config - Notepad

File Edit Format View Help

```
week=13
week_of_term=7
week_in_RTO=20
term=2
```



*config - Notepad

File Edit Format View Help

```
week=13
week_of_term=8
week_in_RTO=21
term=2
```

Then using **ctl+ S** to save it

Task 2: Do it when current week is in term break.

Step.1:

modify config.txt, let the number of term plus 1, reference to task1 step5 and QA1

Step.2:

modify course_trainer_table reference to QA2

QA1 how to edit the config.txt?

open share drive ://10.0.0.5/BBI_General\$/Attendance List - Trainer/2024/config.txt .

in mathematically , $week = week_in_RTO - week_of_term$,

for example the next week is 4 in term 2, the next week in RTO is 17 which means the 17th week of this year.

week=13

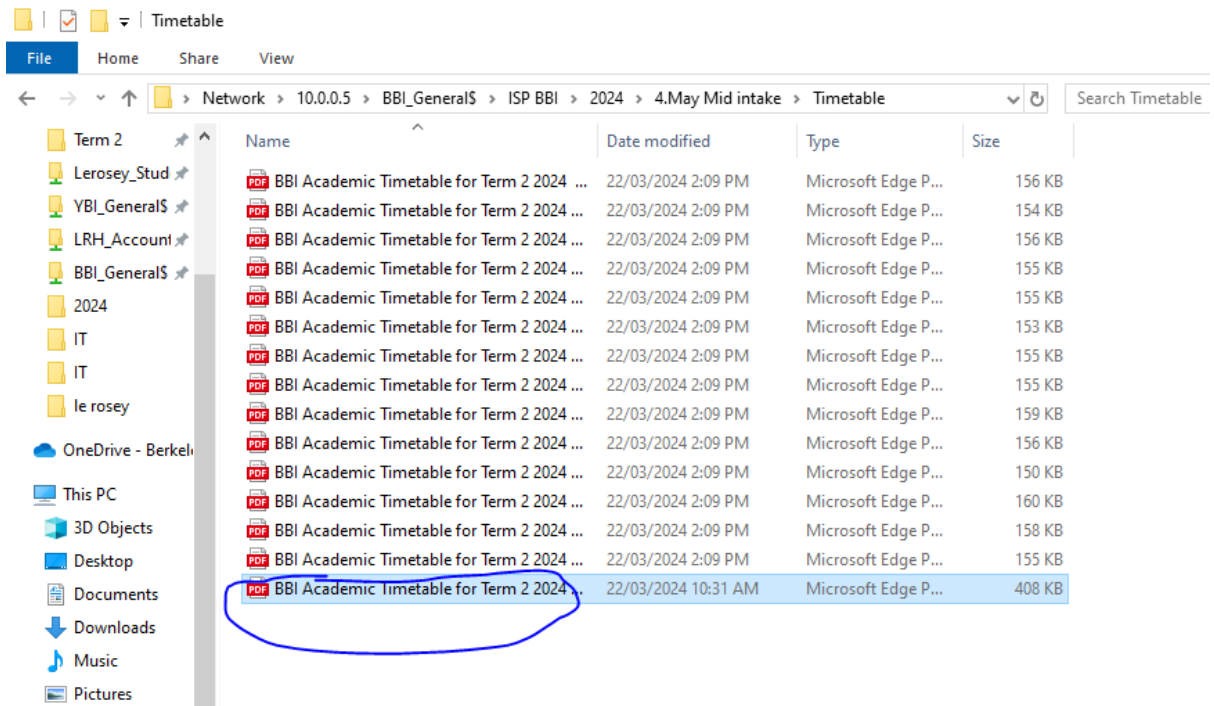
week_of_term=4

week_in_RTO=17

term=2

QA2 how to edit the course_trainer_table?

1. Find the time table for the next term



2. Find all the match among the course code, trainer name and the shift. For example course code “DOB” match the the trainer “Alim”, who’s shift is “DAY” shift

Term 2, 2024 Face-to-face Class Timetable

Group	Shift/Day	Duration (Weeks)	From	To	Studying Units / Activity	Trainer/s	Room No.
DOB	Shift 3	4	08/04/2024	05/05/2024	BSBXCMS01 Lead communication in the workplace	Alim	CBD Campus B1
		5	06/05/2024	09/06/2024	BSBOP5503 Develop administrative systems		
DOB	Shift 4	4	08/04/2024	05/05/2024	BSBXCMS01 Lead communication in the workplace	Dina	CBD Campus B2
		5	06/05/2024	09/06/2024	BSBOP5503 Develop administrative systems		

Available Shifts:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift 1						
Shift 2						
Shift 3			7:30am – 2:45pm	7:30am – 2:45pm		
Shift 4			3:00pm – 10:15pm	3:00pm – 10:15pm		
Shift 5						
Shift 6						

3. open share drive ://10.0.0.5/BBI_General\$/Attendance List - Trainer/2024/course_trainer_table . choose table and open with notepad and make sure shift code march to the trainer and the shift

e.g.

course,trainer,shift

DOB1,Alim,DAY

QA3 how to know which course is ready to send?

You can read the reday_to_send_attandance list at share drive :

[\\10.0.0.5\BBI_General\\$\Attendance List - Trainer\2024](#)

[\\10.0.0.5\YBI_General\\$\ATTENDANCE 2021-2024\2024](#)

QA4 how to manually send attendance list?

Contact academic

QA5 where to find the raw data of marked attendance list?

BBI sharedrive: [\\10.0.0.5\BBI_General\\$\Attendance List - Trainer\2024\Term 2\week 3\RECEIVED3](#)

YBI sharedrive: [\\10.0.0.5\YBI_General\\$\ATTENDANCE RECEIVED 2024\2024\Term 2](#)

It will weekly update, if u find some are missing, that probably means the program is done, please contact it@berkeley.edu.au

QA6 how can I sent attendance list to le rosey student?

Send it by manually, reference to QA4