

DIGITAL ATTENDANCE

USER MANUAL

Mobile/Web Application



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ABOUT THE APP

1.1 OVERVIEW

The Digital Attendance web & mobile application is a child attendance tracking tool that helps stakeholders in the education system to monitor the rate of school dropouts. Teachers are able to digitally take child attendance in class via the mobile application and reports are sent to the different stakeholders in realtime for analysis.

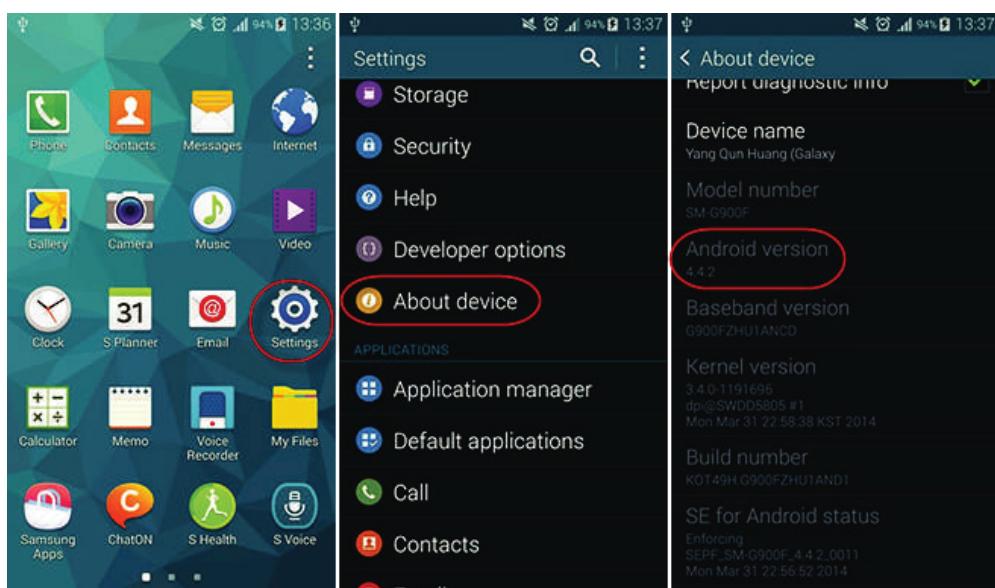
1.2 MINIMUM REQUIREMENTS

Digital Attendance is currently available on Android.



It is compatible with Android version 4.4 and higher.

1.3 HOW TO CHECK YOUR ANDROID VERSION



Select 'System Settings' > Select the 'About Device' Option > Check the number under 'Android Version'

INSTALLING THE APP

Digital Attendance Mobile Application is currently available for Android only.

We may in the future release versions of the App for various Windows-based devices and other operating systems.

To download the mobile app for android, follow this link :

<https://play.google.com/store/apps/details?id=com.c4dlab.sisitechoosc&hl=en>

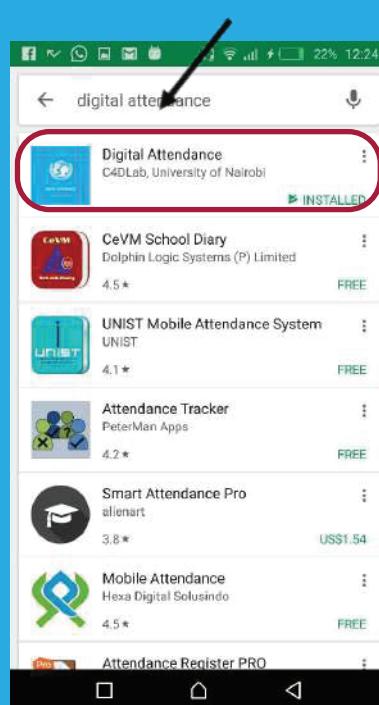


You can also search for 'Digital Attendance' under Google Play Store.

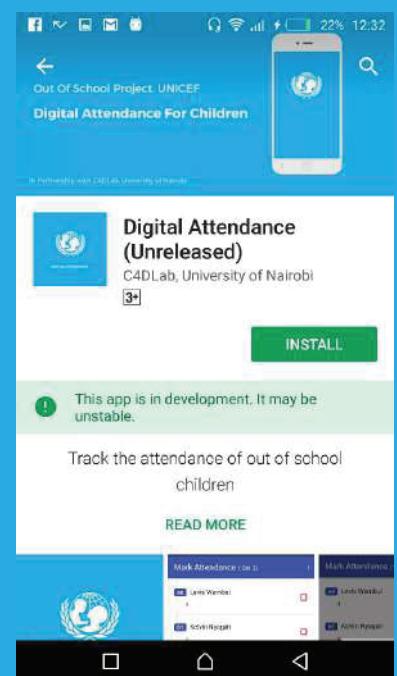
1. Search 'Digital Attendance'



2. Click on the app



3. Install the app



USING THE APP

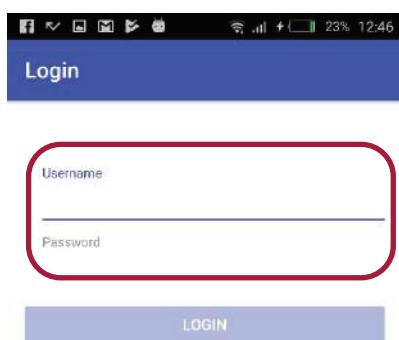
2.1 Overview

The application can operate in both offline and online mode i.e. in online mode, the user has to have mobile data/wifi in order to mark student attendance in class. Offline mode works in that information collected is stored within the mobile application until an active Internet connection is accessed and once that is established, the information is automatically synced to our cloud servers.

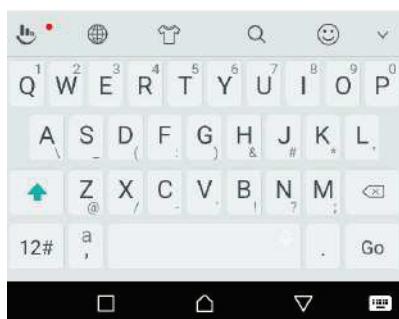
However, a user requires internet connection to log into the system.

2.2 Screen 1 - Log In -

After installation of the mobile application, teachers/head-teachers will need to login into the system via a username and password.



Enter valid Username & Password
and click 'Login'

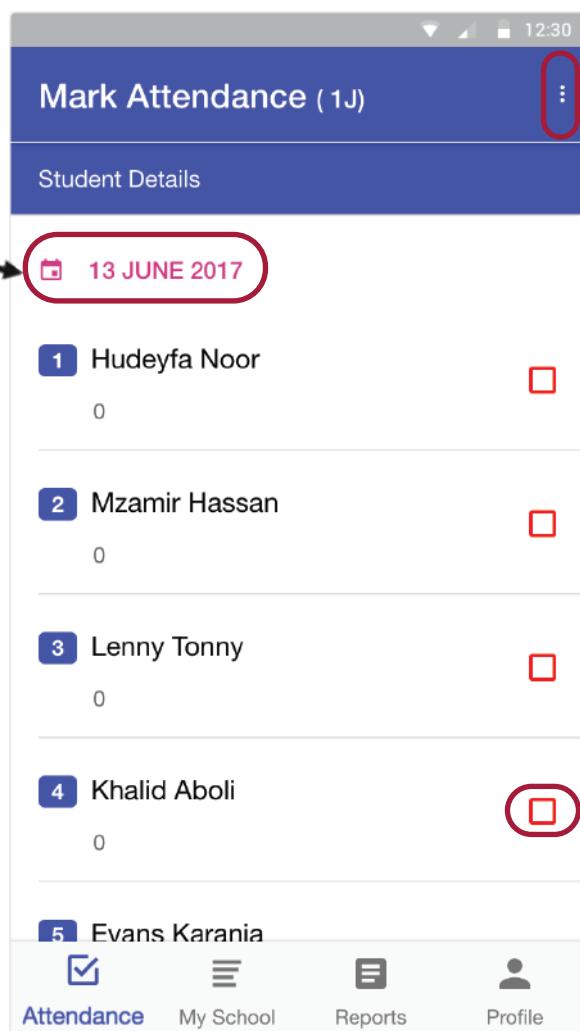


USING THE APP

2.2 Screen 2 - Mark Attendance

The Mark Attendance screen allows the teacher to mark class attendance for students in different classes.

Click on the date to take attendance for different date



Click the three dots on the top-right to select a different class



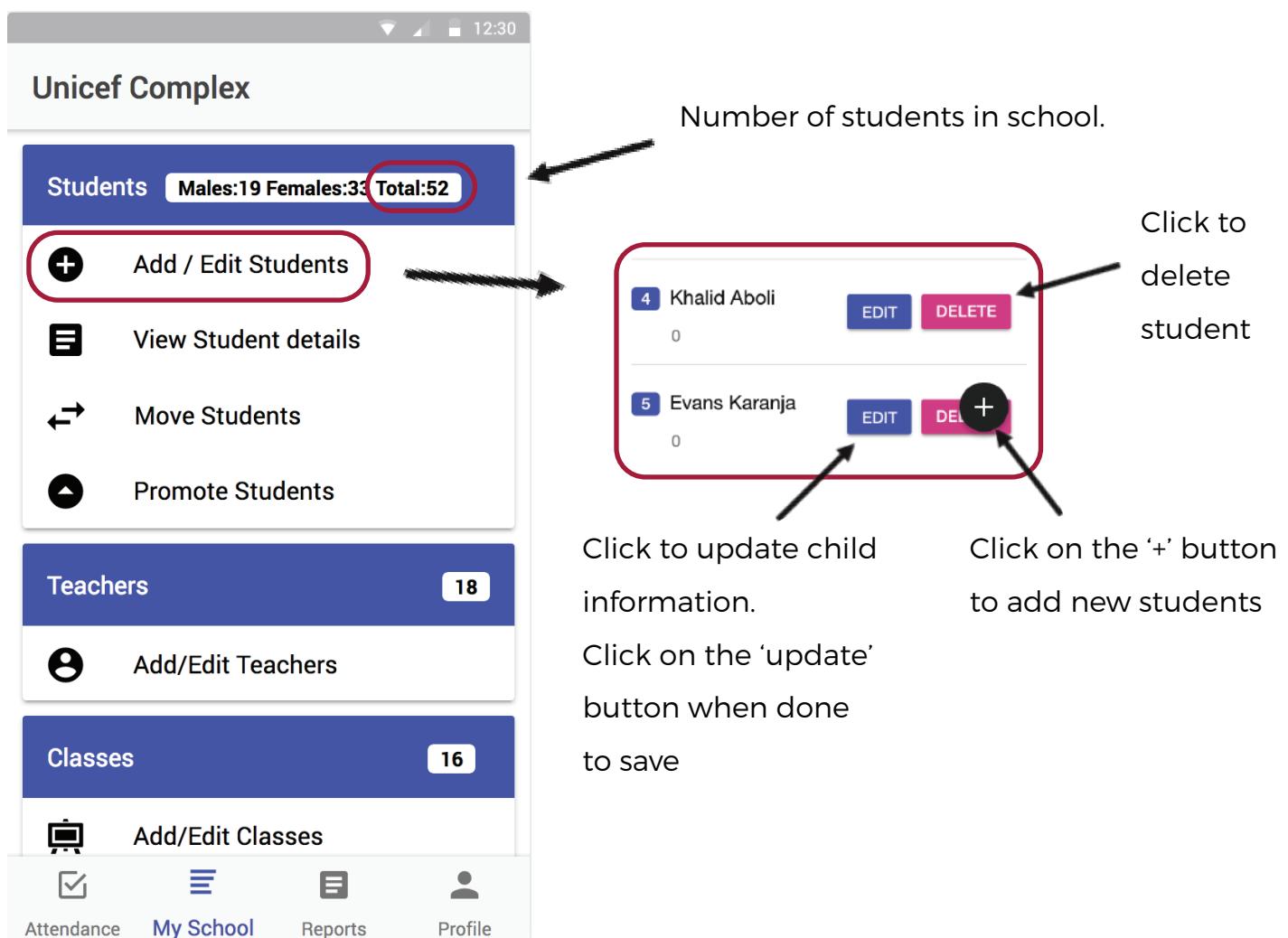
Click on the 'red button' to mark a child present. If child is marked, the button turns blue. Do not click the button if the child is absent

IMPORTANT : When done marking attendance, click the 'submit' button to send information.

USING THE APP

2.3 Screen 3 - My School

My School allows the **headteacher** to add, edit or delete students, teachers or classes into the system.



When deleting a student, a headteacher is required to state reason for deleting/removing the student from the school.

Reason to delete

- Student transferred school
 Student dropped out of school

CANCEL **DELETE**

USING THE APP

View Student Details

The students tab for a **teacher's** access allows access to view individual student details.

Teachers can search for student names based on the class they are in, and contact their guardian through the application.

The screenshot shows a mobile application interface titled "Student Details (Dummy Class 2)". At the top is a search bar with a magnifying glass icon and the placeholder "Enter Student Name". Below the search bar is a list of five students, each with a small blue numbered box (1, 2, 3, 4, 5) to its left:

- 1 Norman Munge (0 calls)
- 2 Dennis Ali (0 calls)
- 3 Shimanyi Valentino (0 calls)
- 4 John m Doe (0 calls)
- 5 Jane Doe (0 calls)

Each student entry includes a black telephone icon. An arrow points from the text "Contact child's guardian information." to the telephone icon of the first student, Norman Munge. At the bottom of the screen are three navigation icons: a checkmark for "Attendance", a document for "Students" (which is highlighted in blue), and a person for "Profile".

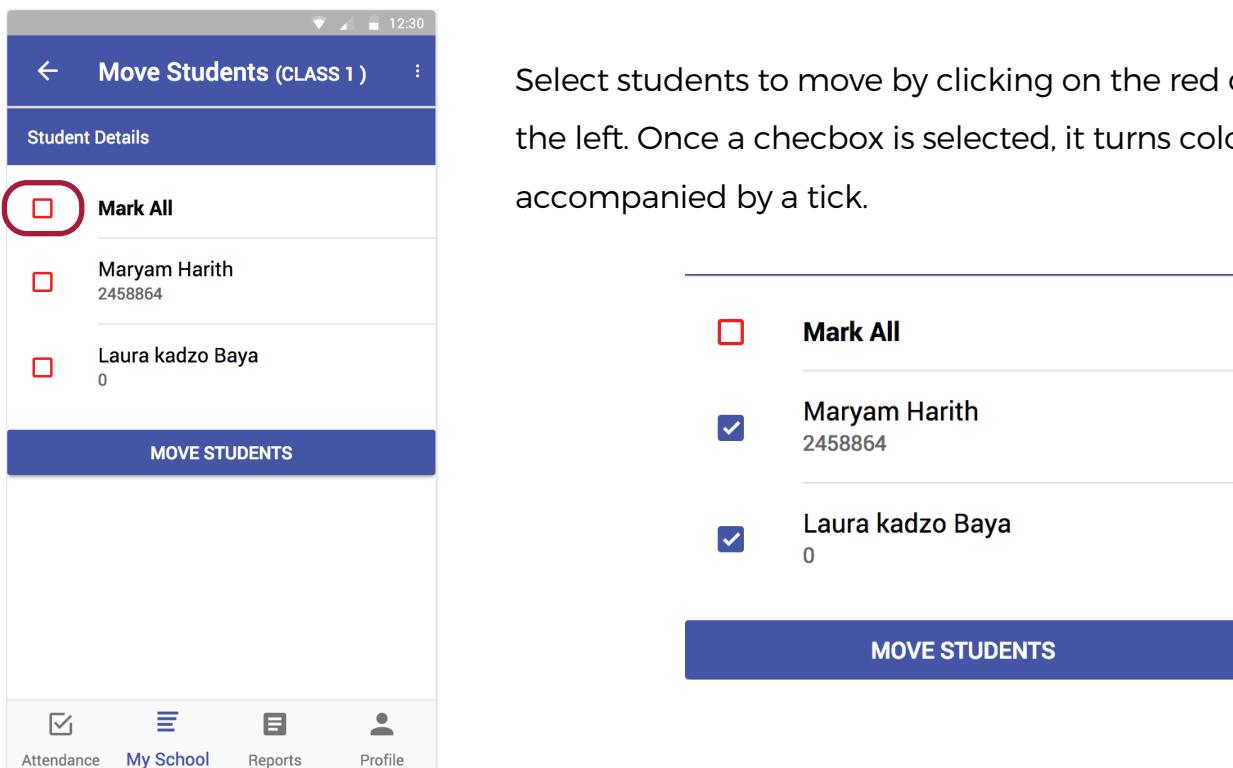
The 'Add/Edit Teachers' page allows the headteacher to add,edit or remove information on respective teachers.

The 'Add/Edit Classes' page allows the headteacher to add, edit or remove classes from their school.

USING THE APP

Moving Students

The Move Student tab under My School allows a teacher to move students from one class to another class without limiting it to promotion of only one level up.



The screenshot shows the 'Move Students' screen for 'CLASS 1'. At the top, there's a 'Mark All' checkbox with a red outline. Below it, two student entries are listed: 'Maryam Harith' (2458864) and 'Laura kadzo Baya' (0). Both have red outlined checkboxes. A large blue button at the bottom says 'MOVE STUDENTS'. At the very bottom, there are navigation icons for Attendance, My School (which is selected), Reports, and Profile.

Select students to move by clicking on the red checkbox on the left. Once a checkbox is selected, it turns color to blue accompanied by a tick.

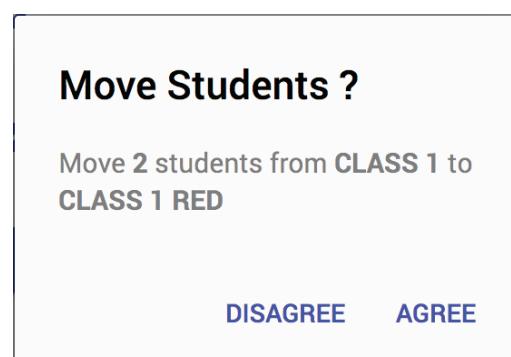
Mark All

Maryam Harith
2458864

Laura kadzo Baya
0

MOVE STUDENTS

Once students have been selected, simply click on the **move students** button and select the class you want to move the students to. Click on OK and agree /disagree to move the students. You will get a notification that your student/s have been moved to another class.

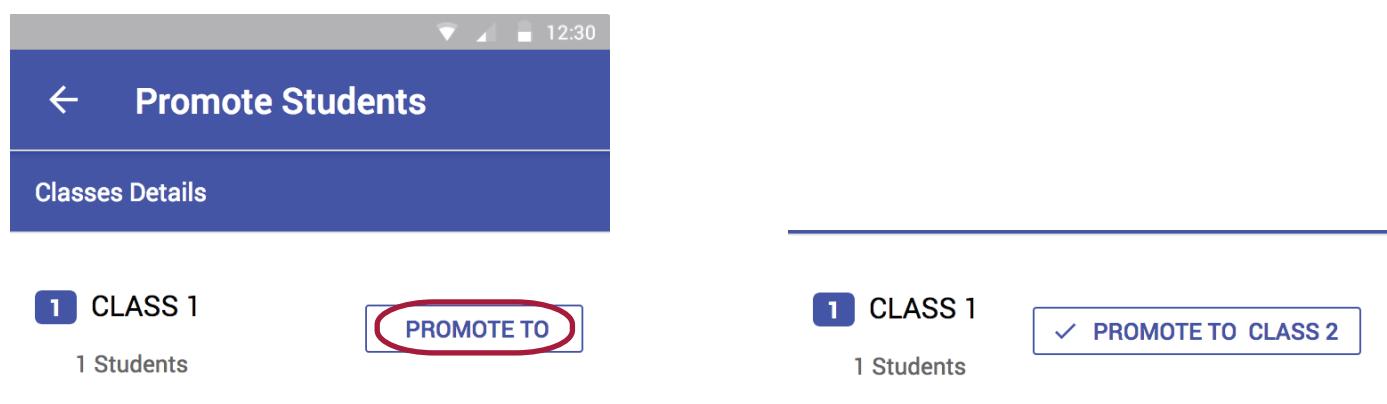


USING THE APP

Promoting Students

To promote students click on the Promote To button on the right against the class.

Make sure you promote all classes. A tick appears on a class that has been selected to be promoted.



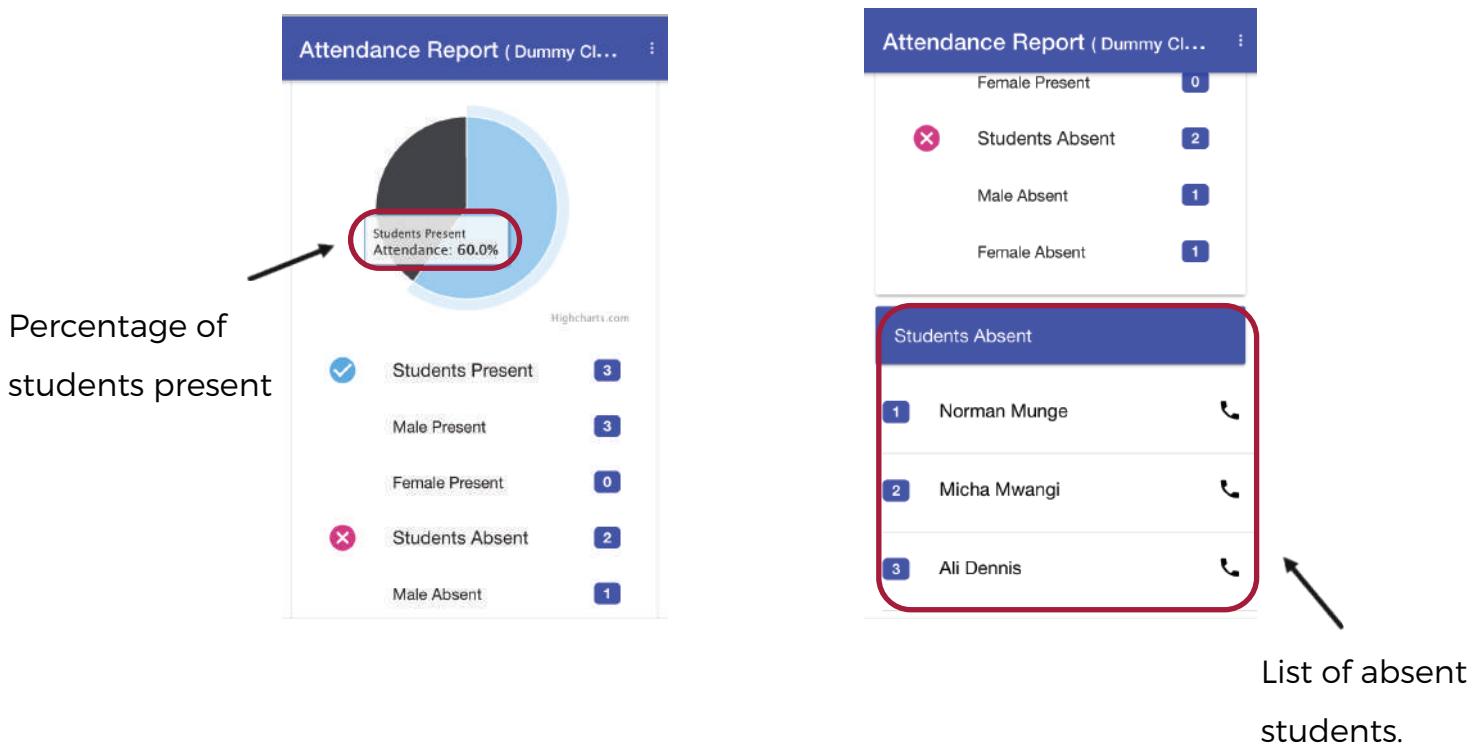
Once all the classes have the blue tick mark against them, click on the **confirm promotion** button. A successful promotion will be symbolized by green ticks against the promote button as well as a notification letting you know that promotion was successful.



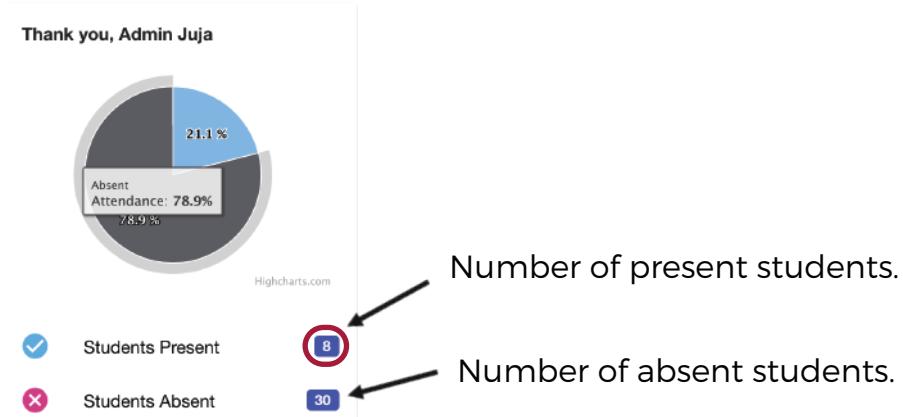
USING THE APP

2.4 Screen 4 - Attendance Report

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 absent students from every class on a certain date.



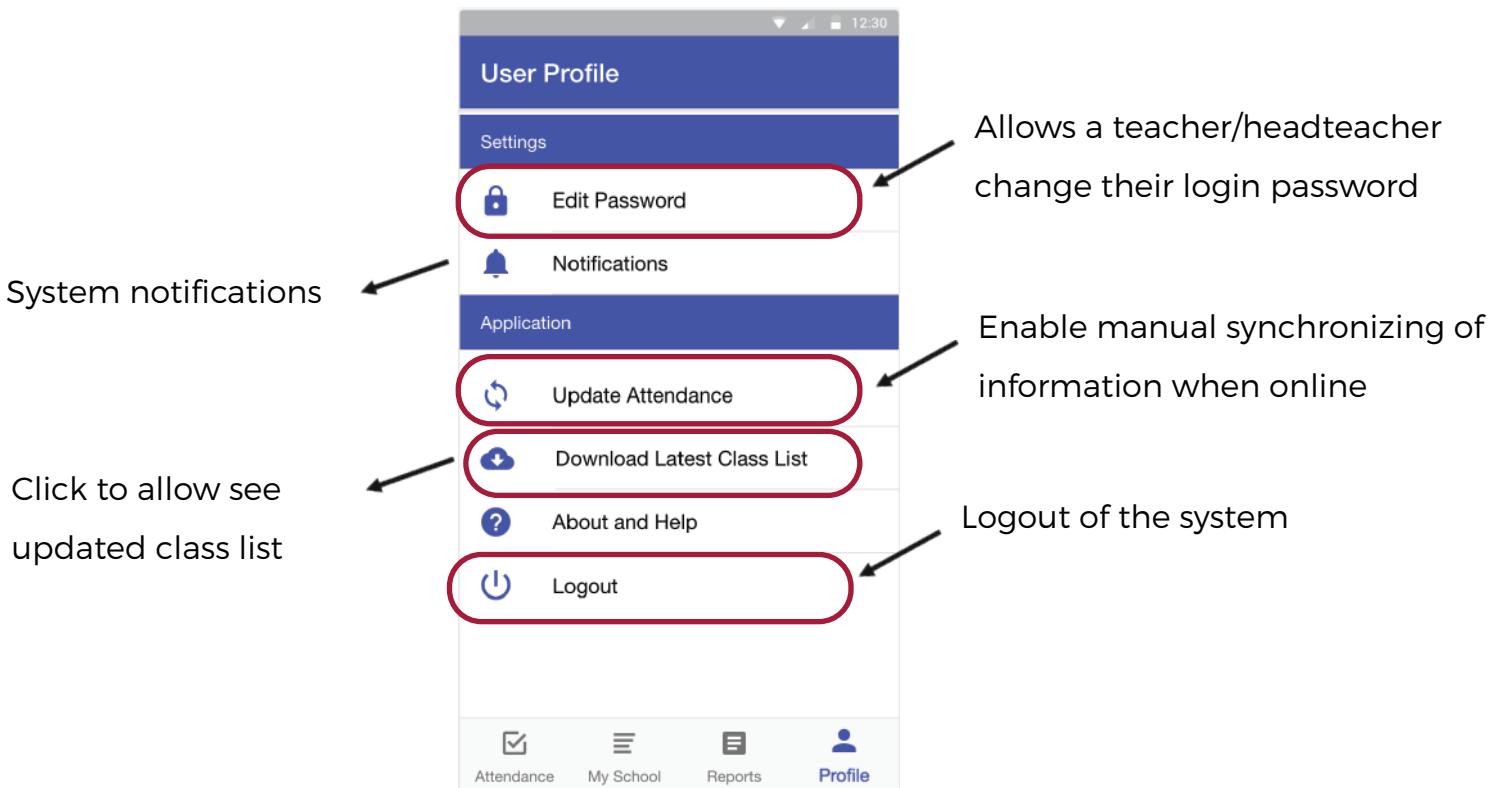
The daily attendance report is compiled everytime a teacher takes attendance in their class and submits the information by clicking the 'SUBMIT' button.



USING THE APP

2.5 Screen 5 - User Profile

The user profile tab allows the user to change their password, view notifications, claim available rewards, sync off-line attendance with the database, update class registry as well as log out and access the About and Help page.

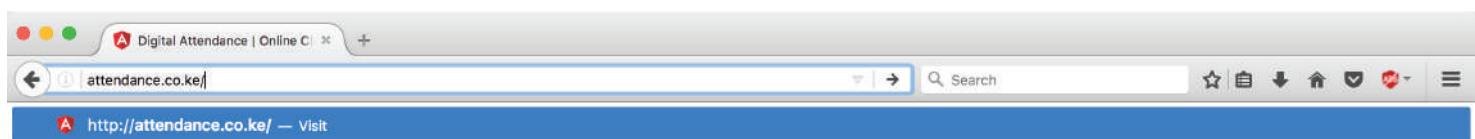


WEB DASHBOARD

3.2 Log In Details

The web application can be accessed online through a web browser thus there is no need for an installation. To log in, a user must have the proper credentials given to them prior by the admin.

To log into the system, type www.attendance.co.ke on your browser e.g. google chrome.



3.2.1 Screen 1 - Log In

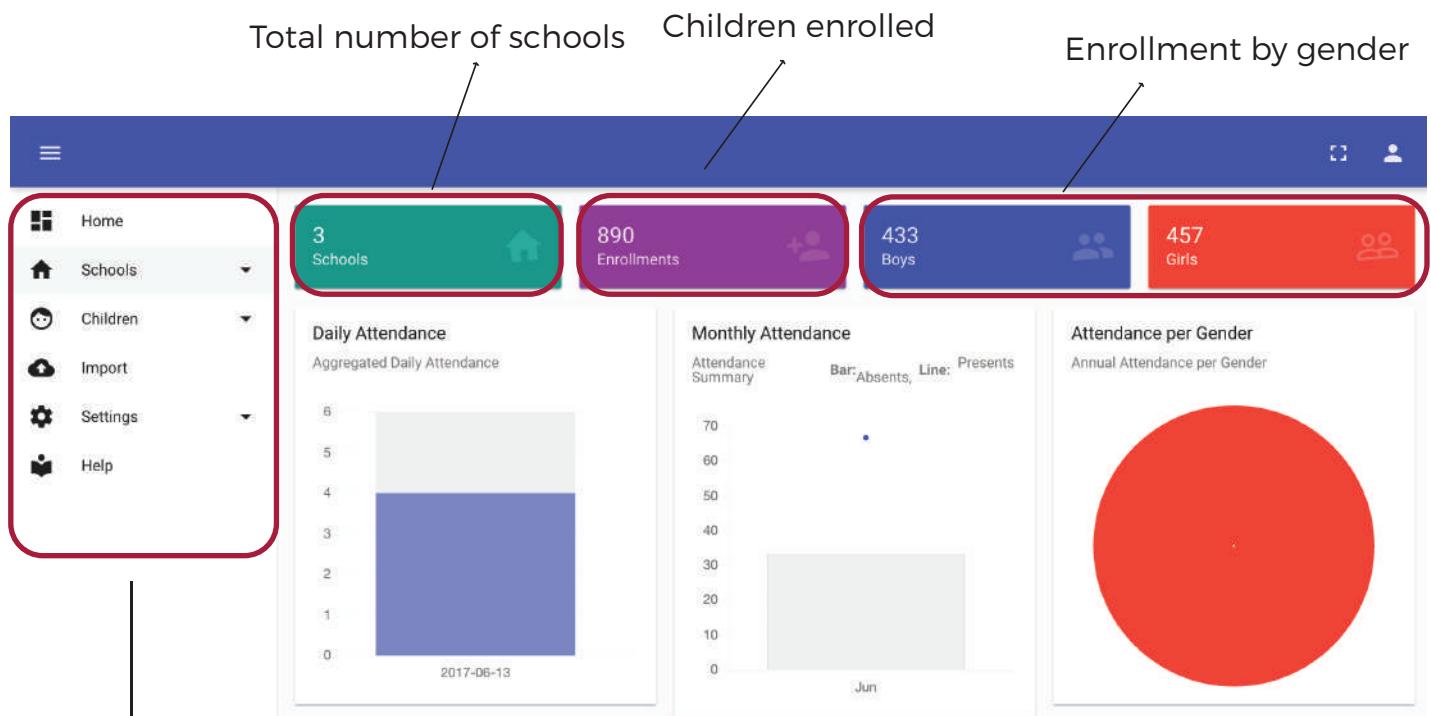
The image shows the login screen for the OOSC (Online Classroom System) application. The screen has a blue header with the text "OOSC" and a sub-header "Sign in to continue.". Below this is a white login form. The "Username" and "Password" input fields are highlighted with a red rounded rectangle. A black arrow points from the right side of the screen towards these fields. To the right of the arrow, there is descriptive text: "Enter valid Username & Password and click 'Login' button". The "Username" field contains placeholder text "Username" and the "Password" field contains placeholder text "Password". There is a "Stay logged in" checkbox and a "Login" button. Below the button is a "Forgot password?" link.

Enter valid
Username &
Password and
click 'Login' button

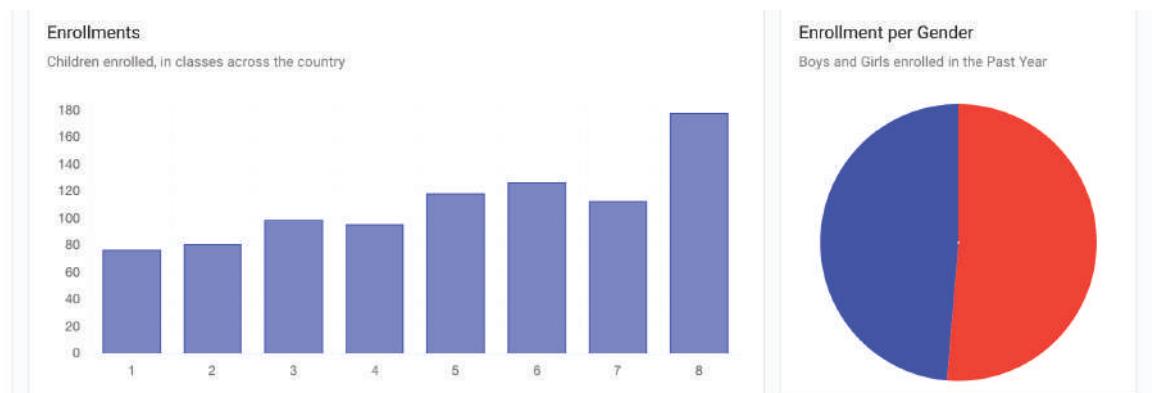
WEB DASHBOARD

3.2.2 Screen 2 - Home Screen

The home screen is the main screen for the web dashboard. Different stakeholders have different information on the dashboard. The stakeholders include : implementing partners, administrators and schools.



Sidebar menu



WEB ADASHBOARD

3.2.3 Screen 3 - Schools

In order to access information for a specific school, click the “Schools” tab on the sidebar menu. A user can “Add Schools” or “View Schools”.

The screenshot shows the left sidebar of the Web Dashboard. The 'Schools' section is highlighted with a red border. Inside this section, 'Add Schools' is underlined and has a black arrow pointing to it from the text 'Add a new school/View school'. Below this, 'View Schools' is also highlighted with a black arrow. The other menu items are 'Home', 'Children', 'Import', 'Settings', and 'Help', each with its respective icon. To the right of the sidebar, a modal window titled 'Schools Registration' is open, containing fields for 'School Name (required)', 'School Code (optional)', 'Emis Code (optional)', 'County (required)', 'Sub-County (required)', 'Water Source', 'Geo Coordinates' (with 'Longitude' and 'Latitude' fields), and 'Save' and 'Cancel' buttons.

“Add School” screen allows users to enter details about a school.

Type to filter the name column... *			
Schoolcode	Name	Emiscode	Level
0	ISLAMIA	247081008	PRIMARY
0	JUJA ROAD	247081009	PRIMARY
0	UNICEF T.O.T	4000	PRIMARY

“View School” screen allows users to search for schools

WEB DASHBOARD

3.2.3 Screen 4 - Children

The ‘Children’ tab allows users to add new students and view individual student attendance.

The screenshot shows the left sidebar of the Web Dashboard. The 'Children' option under 'Schools' is highlighted with a red box and has a black arrow pointing from it to the text 'Add/View Children information'. Below this, there is a list of instructions: '- To “Add Children” fill in the student details form in the “Add Children” screen.'

- Home
- Schools
 - Children
 - Add Children
 - Enrollments
 - View Children
- Import
- Settings
- Help

Click on ‘View Children’ to see individual child information.

A screenshot of a table titled 'Search child by name'. The table has columns: Emiscode, Name, Gender, Attendance, and Class. There are four rows of data:

Emiscode	Name	Gender	Attendance	Class
0	Lazarus Masila	M		8R
0	Leon Ochieng	M		8R
0	Mohamed Abdi kadir	M		8J
0	Luther Munyasia	M		8R

WEB DASHBOARD

3.2.3 Screen 5 - Import

The ‘Import’ tab allows implementing partners/administrators to upload student information off excel sheets.

A screenshot of the Web Dashboard interface. On the left is a vertical navigation menu with icons and labels: Home, Schools, Children, Import (which is highlighted in blue), Settings, and Help. The main content area is titled 'Data File upload' with the sub-instruction 'Upload excel files in the correct format'. It features a 'Select a file' section with a 'Browse...' button, a message 'No file selected.', and three buttons: 'Upload' (blue), 'Cancel' (red), and 'Remove' (yellow).

3.2.4 Screen 6 - Partners

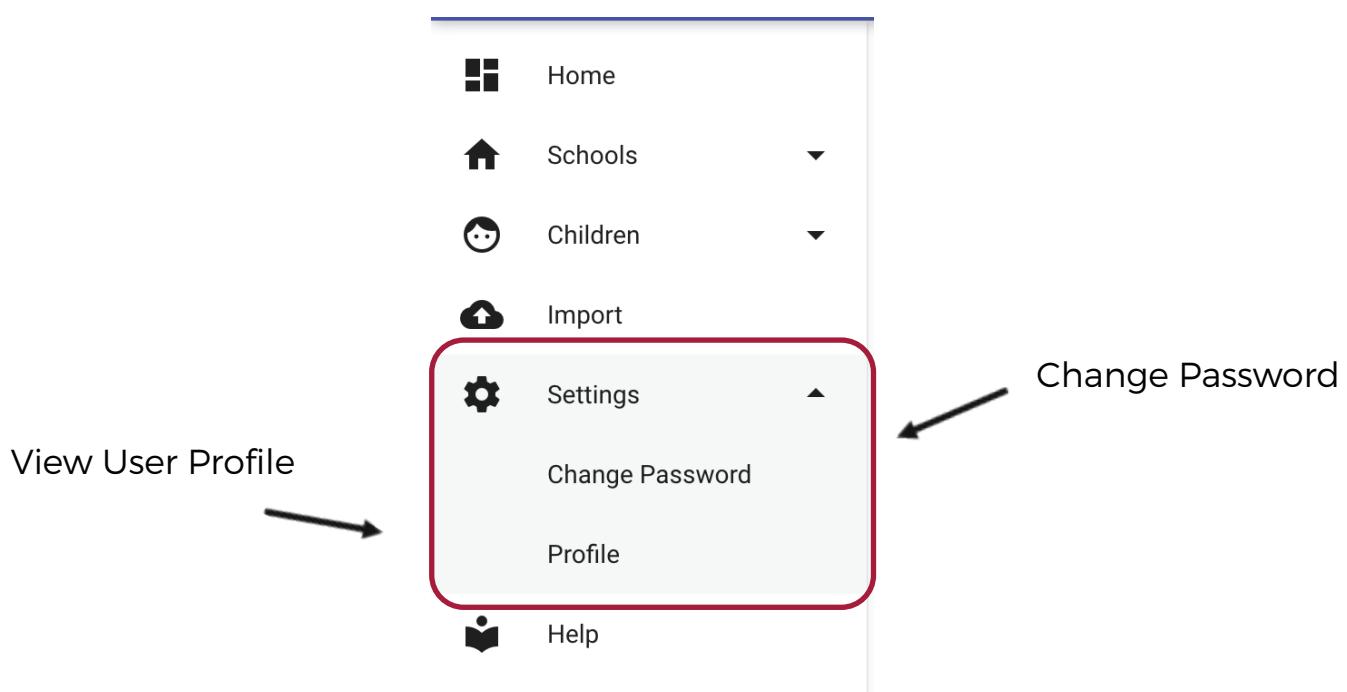
An administrator can add partners by clicking the “Partners” tab

A screenshot of the Web Dashboard interface. On the left is a vertical navigation menu with icons and labels: Home, Partners (which is highlighted with a red rounded rectangle), Add Partners, View Partners, Counties, Schools, Children, Reports (with a purple circle containing the number 5), Settings, and Help. An arrow points from the 'Add Partners' link in the menu to a 'Partner Registration' form on the right. The form has fields for 'Partner Name (required)', 'Email Address (required)', and 'Last Name (required)'. At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form, the text 'Add partner information' is displayed.

WEB DASHBOARD

3.2.5 Screen 7 -Settings

Users can change their account password and view the profile by clicking on the ‘settings’ tab.



3.2.6 Screen 8 - Logout

To logout from the system click the “Profile” icon on the top right, and select Sign Out

