Train the Trainer Modules: Assessment and Tracking
6.8 Manage Student Attendance
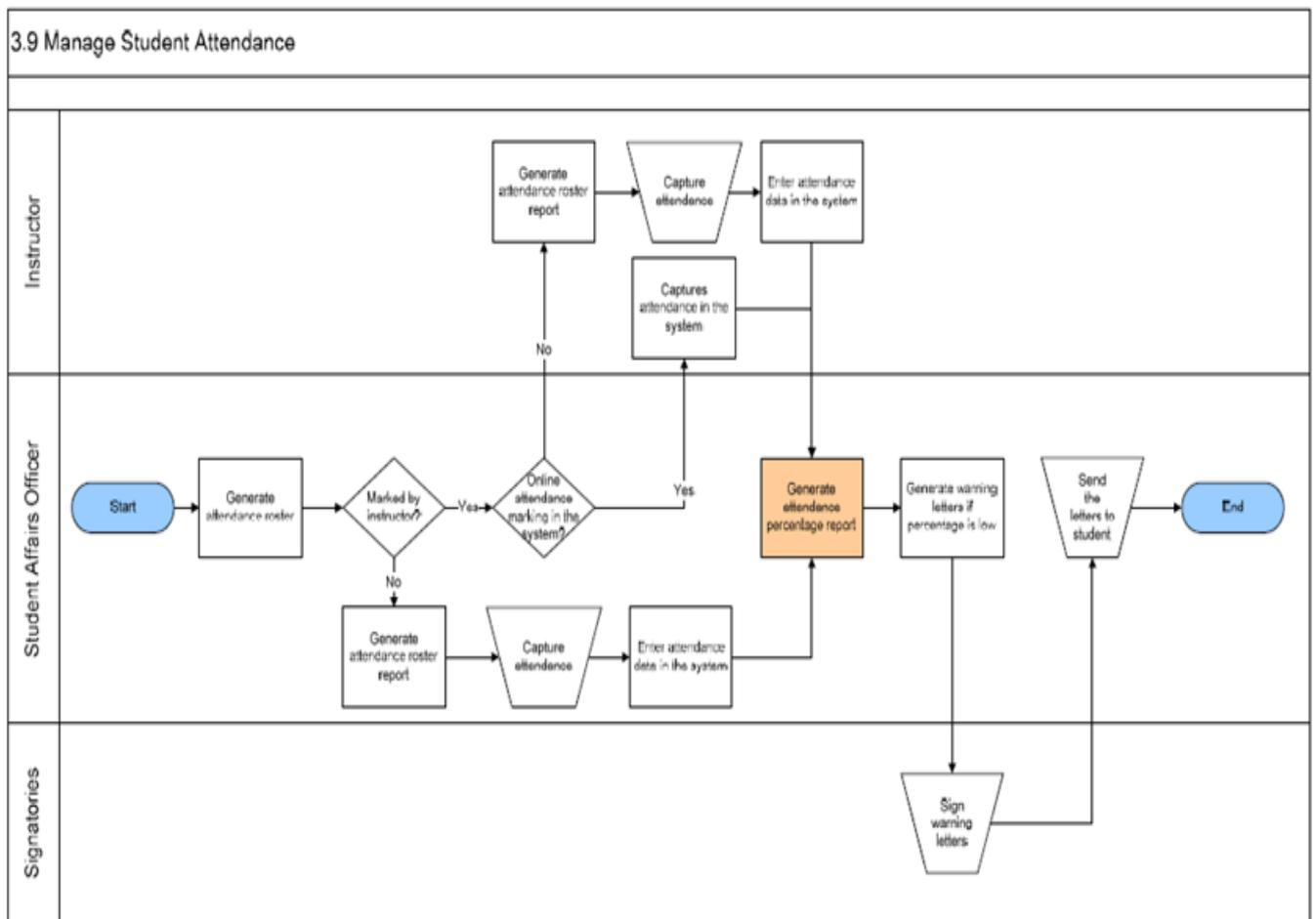
Introduction
A module to Manage Student Attendance and this training will helps you to fully understand all the steps how to Manage Student Attendance in KSAU-SIS.

Understanding the Manage Student Attendance
Manage Student Attendance deals with managing and maintaining students attendance in the system. In managing publications, there are many phases
like generating attendance roster, its report, entering/capturing attendance data in the system and generating percentage report of attendance.
All these components help to maintain attendance of a class in the system.

Business Process Map

A. Generate Attendance Roster

Go to page:Main Menu >Curriculum Management>Attendance Roster>Attendance Roster By Class

Generate
Click to create attendance rosters for all class meetings within this scheduled class. The system populates the grid with templates for each class meeting.
When you click the Generate button, it is important to remember that the system always uses the class meeting attendance type defined on the Academic Institution 3 page.

Report Manager
Click to print generated attendance rosters for all class meetings.

Populate from Student Enroll
Select to have the system populate attendance rosters with the enrolled students for every class meeting within this scheduled class when you generate or create attendance rosters. The system selects this check box by default.
If you clear this check box and click the Generate button, the system creates blank attendance rosters for every class meeting. You can then scroll through the class meeting dates in the grid located in the lower portion of the page, select the View link for the specific class meeting dates for which to track attendance, and manually enter student IDs.

Processing Options
Select one of the three radio buttons to specify the type of process to run. These work in concert with the Generate button only. These do not work in concert with the Create button. Values are the following:
Create: Select this option when you want to create new rosters or replace old ones.

Update Attendance/All Students: Select this option when you want to add, but not delete students from the specified group of rosters. Students who have dropped are set to inactive status by having the Present flag set to Off. The system adds new students to the rosters, but only marks these students as present for the class sessions that occur after the add date.

Update Attendance/Active Only: Select this option if you want to add and delete students from the roster based on their current enrollment statuses in the course for the specified group of attendance rosters. The add and drop date on the STDNT_ENRL table determines how rosters are updated. Use this option when a student drops a class and you want to remove the student and leave no attendance history.

Attendance From Date and **Attendance To Date**

Use the Attendance From Date and the Attendance To Date fields to specify the range of rosters to update. These fields appear only for classes where the Generate Class Meeting Attendance check box is selected on the Components and Basic Data pages. If displayed, the system populates the fields with the class begin and end date, as specified on the schedule of classes. You can change these values. If you manually change the attendance from and to date range, the system creates or updates rosters for meetings that are greater than or equal to the Attendance From Date field and less than or equal to the Attendance To Date field.

Note. A student might appear twice on an attendance roster because enrollment is keyed by academic career. For instance, a student might enroll in a class twice, each time through a different academic career and would thus appear on the attendance record twice.

If students add, drop, or change their personal data in a class after you have generated the attendance roster, you can click the Create button to generate new attendance rosters. Provided that you select the Populate from Student Enroll check box, the system generates new rosters that include these changes. You can also click the Create button to generate new attendance rosters when the class meeting pattern in the schedule of classes changes. For example, perhaps the class meeting time is rescheduled from 8:00 a.m. to 9:00 a.m., or class meeting dates are changed from MWF to TR. You can regenerate the class meeting attendance rosters to reflect the new date or time.

Warning! The Generate button always functions as though you are generating attendance rosters from scratch. Therefore, if you have already entered student attendance data into any of the attendance rosters, you should click the Create button associated with each individual attendance roster template. You should *not* click the Generate button or you will lose the attendance data that you have already entered into the rosters.

Generate Class Mtg Attendance (generate class meeting attendance)

This check box is a display-only check box on this page and is set on the Schedule of Classes - Basic Data page. It determines whether the class can be included in batch roster generation, and it affects which radio buttons and from and to date fields appear.

Create

Click this button on the corresponding meeting row to generate or regenerate an attendance roster for that class meeting row. The system automatically populates the template by downloading data from student enrollment regardless of whether you select the Populate From Student Enroll check box.

You can use the Create button to generate attendance rosters that you enter manually, to generate attendance rosters for additional class meetings that are not formally scheduled, and to update attendance rosters with the latest student enrollment and personal data.

To generate attendance rosters manually, enter the attendance information into a row and click the corresponding Create button. For example, perhaps your institution wants to track attendance for milestone periods within a class such as the 30 percent and 70 percent periods.

To generate attendance rosters for additional class meetings, click the Add button to insert a new row anywhere in the grid, then enter the necessary attendance information, and click the corresponding Create button. For example, perhaps you have added a field trip to the course.

To update attendance rosters with the latest enrollment data, you first must select the Override check box on a row within the grid. Then, click the Create button for that row. You do not need to select the Populate from Student Enroll check box because it works in conjunction with the Generate button. You might update attendance rosters when students have added or dropped the class or when there has been a change to student personal data, such as their first names or last names. You can also click the Generate button to update enrollment information for all class meetings of the scheduled class rather than changing only one class meeting. However, you should only click the Generate button *before* you manually enter attendance data into your rosters because it creates new rosters, overwriting and replacing existing information.

Attendance Roster Generator

Go to page:Main Menu >Curriculum Management>Attendance Roster> Generate Attendance Roster

Attendance Roster Generator

Run Control ID: 456   Report Manager   Process Monitor   Run

*Academic Institution: [   ] 🔍

*Term: [   ] 🔍

Attendance Create/Update Flag: Create Attendance   ▼

Commit Frequency: [1]

Attendance From Date: [   ] 📅

Attendance To Date: [   ] 📅

Sequence	Class Nbr	Session	Acad Org	Campus	Subject			
1	🔍	▼	🔍	🔍	🔍	Roster Options	➕	➖

💾 Save   ✉ Notify   📊 Add   📄 Update/Display

Academic Institution
The institution for which to generate rosters. The system populates this field with the value from the User Defaults 1 page, which you can change. This field is required.

Term
Select the term that contains the classes for which to generate attendance rosters. Term values are defined on the Term Table page.

Attendance Create/Update Flag
Use this field to specify a default for the same field on the Roster Generator Options page. This is a default that you can change on a row-by-row basis by clicking the Roster Options link in the grid. Values for the default are the following:

Create Attendance: Select when you want to create new rosters or replace old ones.
Update Attendance/Active Only: Select when you want to add and delete students from the roster, based upon their current enrollment statuses in the course for the specified group of attendance rosters. The add and drop date on the STDNT_ENRL table determines how the system updates rosters. Select this option when a student drops the class and you want to remove the student and leave no attendance history.

Update Attendance/All Students: Select when you want to add, but *not* delete students from the specified group of rosters. Students who have dropped are made inactive when their Present flag is set to Off. New students will be added to the rosters, but they can be marked only as present or otherwise for the class sessions that occur after the add date.

Commit Frequency
The system populates the commit frequency field with 1 by default. The lower the commit frequency, the better concurrence of data. While a higher commit frequency enables faster processing of the job, the job could get tied up with another process. You should leave the commit frequency at 1.

Attendance From Date and **Attendance To Date**
Use these fields to specify defaults for the grid below them. These values determine which rosters the process updates. If you do not specify a default, the system sets the values in the grid to the length of each class as defined on the schedule of classes, enabling you to update all of the term's rosters (like a wild card). If you manually specify a separate attendance from date and to date range on the Roster Generator Options page, the process updates class rosters only for those dates that are greater than or equal to the Attendance From Date field and less than or equal to the Attendance To Date field.
Use the fields in the grid, and click the Roster Options link, to indicate specific criteria for each sequence number. The system uses this detail to determine which attendance rosters it generates when you run the process. Select as many selection criteria as necessary. Insert rows as needed.

Sequence
The system sets the sequence number to 1 and increases it by one for each row that you add to the request. The number specifies the order in which the system processes class attendance rosters.

Class Nbr (class number)
Enter the class number for which to generate attendance rosters. The system prompts you with the classes that are defined in the schedule of classes for the term. After you enter the class number, exit the field, and the system populates and hides some of the remaining fields on both the Attendance Roster Generator page and the Roster Generator Options page.

Session
Select the session for which to generate attendance rosters. The system prompts you with the sessions that are defined for the term. Values for this field are delivered with your system as translate values. You can modify these values.

Acad Org (academic organization)
Select the academic organization for which to generate attendance rosters. Academic organization values are defined on the Academic Organization Table page.

Campus
Select the campus for which to generate rosters. Campus values are defined on the Campus Table page.

Subject
Select the subject area for which to generate the rosters. Subject area values are defined on the Academic Subject Table page.

Roster Options
Click to access the Roster Generator Options page, where you can further specify your processing parameters for each sequence number.

Note. Because your institution can define multiple meeting attendance types for a course in the course catalog, the system uses the class meeting attendance type on the Academic Institution 3 page for all attendance rosters that you generate by using the Attendance Roster Generator page. The attendance type indicates the type of attendance roster, such as Class Meeting, Conference, Field Trip, Instructor Consultation, or Study Group. If you want to create attendance rosters with different attendance types from that of the default, change the value for individual class meetings on the Class Attendance page and Class Attendance By Template page, or you can change it for individual students on the Student Attendance page.

Click Run to run this request. PeopleSoft Process Scheduler runs the SRATTEND process at user-defined intervals. After the process finishes, the system makes the row unavailable but continues to display the processing parameters so that you can view a history of what you have done. These rows have no impact on future processing. You can click the Delete button to delete them.

> ➢ **Creating Attendance Roster for an Individual Class.**

Following are the brief summary of steps that you required to execute to creating attendance roster for an individual class:
(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:
The following pre-requisites must be fulfilled before generating attendance roster.

1. Classes are setup in the system.
2. Students are enrolled into classes.

Summary of Steps

1. Login to system using your credentials
2. Go to page:Main Menu >Curriculum Management>Attendance Roster>Attendance Roster By Class
3. Enter Academic Institution, Term and click 'Search". This will display the search results: [**Academic Institution:** KSAU, **Term:** Select the term for which you wish to generate attendance roster].
4. Then select the class and open the page.

5. Enter the following values: [**Attendance From Date:**The start date of the attendance, **Attendance To Date:**The end date of the attendance]
6. The click on "Generate" button and this will create Attendance Roster by class.
7. Click "Save" button.

Attendance Roster Generator

Roster Generator Options

Attendance From Date:	[ ] 📅
Attendance To Date:	[ ] 📅
Catalog Number From:	[ ]
Catalog Number To:	[ ]
Class Start Date From:	[ ] 📅
Class Start Date To:	[ ] 📅

☑ Populate from Student Enroll
☑ Generate Class Mtg Attendance
☐ Sync Attendance with Class Mtg

Attendance Create/Update Flag: [Create Attendance ▼]

[OK] [Cancel]

Attendance From Date and **Attendance To Date**
Use these fields to specify the range of rosters to create or update. Only class rosters that are for dates greater than or equal to those in the Attendance From Date field and less than or equal to those in the Attendance To Date field are updated. If you do not specify a value, the system sets the fields to the values on the Attendance Roster Generator page. If you do not specify from and to dates on either the Attendance Roster Generator page or the Roster Generator Options page, the system sets the values to the length of each class as defined on the schedule of classes. This enables you to update all of the term's rosters.

Catalog Number From and **Catalog Number To**
If you have a specific range of catalog numbers within a subject area for which to generate rosters, enter a value in the Catalog Number From and Catalog Number To fields.

Class Start Date From and **Class Start Date To**
If you have a specific start date range for which to generate attendance rosters, enter a value in the Class Start Date From and Class Start Date To fields. If you enter an individual class number in the grid on the Attendance Roster Generator page, the system hides these fields *and* populates them with the class start date from the Schedule of Classes - Meetings page.

Populate From Student Enroll
Select to have the system populate attendance rosters with the enrolled students for every scheduled class meeting that matches your processing criteria. The system selects this check box by default. If you clear this check box, the system still creates attendance rosters for every class meeting but you will have to manually enter the students and their enrollment data into the rosters.

Note:- A student might appear twice on an attendance roster because enrollment is keyed by academic career. For instance, a student might enroll in a class twice, each time through a different academic career, and would thus appear on the attendance record twice.

Generate Class Mtg Attendance (generate class meeting attendance)
Select to have the system generate or regenerate attendance rosters only for classes in which you select the Generate Class Mtg Attendance (generate class meeting attendance) check box on the Schedule of Classes - Basic Data page. The system selects this check box by default on the Roster Generator Options page. If you clear this check box, the system generates attendance rosters for all scheduled classes matching your processing criteria, regardless of how the Generate Class Mtg Attendance check box is set on the Schedule of Classes - Basic Data page.

Sync Attendance with Class Meeting (synchronize attendance with class meeting)
When you run the attendance roster generator process, you can update all rosters within your parameters or update only those that have had meeting pattern changes since the original rosters were generated. To update changed rosters, select the Sync Attendance with Class Meeting check box. To update all rosters (even if a roster has had no changes), clear the Sync Attendance with Class Meeting check box.

Attendance Create/Update Flag
Use to specify the type of roster to generate for this sequence number. The system populates this field with the value specified on the Attendance Roster Generator page, but you may change it on a row-by-row basis. Values are:
Create Attendance: Select when you want to create new rosters or replace old ones.
Update Attendance/Active Only: Select when you want to add and delete students from the roster, based on their current enrollment statuses in the course for the specified group of attendance rosters. The add and drop date on the STDNT_ENRL table determines how rosters are updated. Select this option when a student drops the class and you want to remove the student and leave no attendance history.

Update Attendance/All Students: Select when you want to add, but *not* delete students from the specified group of rosters. Students who have dropped are set to inactive status by having the Present flag set to Off. The system adds new students to the rosters, but only marks these students as present for the class sessions that occur after the add date.

> ➢ **How to Create Attendance Roster for Classes in Batch?**

Following are the brief summary of steps that you required to execute to creating attendance roster for classes in batch:
(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites:
The following pre-requisites must be fulfilled before generating attendance roster.

1. Classes are setup in the system.
2. Students are enrolled into classes.

Summary of Steps

1. Go to page:Main Menu >Curriculum Management>Attendance Roster> Generate Attendance Roster
2. On the "Find an Existing Value" tab, click "Search" to display the list of existing Run Control IDs. Click on a search result row to open the "Attendance Roster Generator" page. OR Click on the "Add a New Value" tab, enter the new Run Control ID and click "Add" to open the "Attendance Roster Generator" page.
3. On the run control page, enter the following values: [**Academic Institution:** KSAU, **Term:** Select the term that contains the classes for which to generate attendance rosters, **Attendance Create/Update Flag:** Select the value from the lookup box, **Class Nbr:** Enter the class number for which to generate attendance rosters]
4. Click "Save" button.
5. Click "Run" and click on "Attendance Roster Generator" Button and wait for the process to complete.

B. Generate Attendance Roster Report

Go to page: Main Menu ->Curriculum Management->Class Roster->Print Class Roster

Academic Institution
Select the academic institution for the roster report. This value determines which terms, sessions, and other field values are available.

Term
Select the term for the roster report. Term values are defined on the Term Table page.

Session
Select the session for the roster report.

Sort Options
Select order of roster e.g. Name,Name/Date etc.

Run
Click Run to run this process.

> ➢ **How to "Generate Attendance Roster Report"?**

Pre-Requisites:

The following pre-requisites must be fulfilled before generating class attendance report.
· Student attendance roster is generated

Execution Steps:

Business Role: SOA/Instructor (User: KS_SOA_INSTR, Password = "123")

1. Login to system using your credentials
2. **Go to page:**Main Menu > Curriculum Management >Class Roster >Print Class Roster
3. Click on Add New Value" tab, enter the new Run Control ID and click "Add" to open the "Print Class Roster" page.
4. On the run control page, enter the following values: [**Academic Institution:** KSAU,**Term:** Select the term that contains the classes for which to generate attendance rosters' **Session:** Enter the session that contains the class rosters that you want to print, **Sort Option:**Select the value from the lookup box.]
5. Click "Save" button.
6. Click "Run" and click on "Class Roster" Button and wait for the process to complete.

C. Enter/Capture Attendance Data in the System

Go to page: Main Menu->Curriculum Management->Attendance Roster->Attendance Roster By Class

Attendance Roster By Class

Course ID:	000001		Term:	SECOND SEMESTER OF 2012/2013
Course Name:	Medical Science		Session:	Regular Academic Session
Subject / Catalog#:	NURS	1	Institution:	KSA Univ. of Health Sciences
Class Nbr:	1003		Instructor:	IO IOI IO
Class Section:	1			

Generate
Report Manager

☑ Populate from Student Enroll
☑ Generate Class Mtg Attendance

Attendance From Date: 10/25/1434
Attendance To Date: 02/27/1435

◉ Create Attendance   ◯ Update Attendance/All Students   ◯ Update Attendance/Active Only

Student Attendance Roster — Personalize | Find | View All | First 1-5 of 13 Last

				Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override		
1	Create	Print	View	1	Class Meeting	12/30/1434	8:00AM	9:00AM	60	☐	+	−
2	Create	Print	View	2	Class Meeting	01/02/1435	8:00AM	9:00AM	60	☐	+	−
3	Create	Print	View	3	Class Meeting	01/03/1435	8:00AM	9:00AM	60	☐	+	−
4	Create	Print	View	4	Class Meeting	01/07/1435	8:00AM	9:00AM	60	☐	+	−
5	Create	Print	View	5	Class Meeting	01/09/1435	8:00AM	9:00AM	60	☐	+	−

🖫 Save   🔍 Return to Search   ✉ Notify   🔃 Refresh

Generate

Click to create attendance rosters for all class meetings within this scheduled class. The system populates the grid with templates for each class meeting.

When you click the Generate button, it is important to remember that the system always uses the class meeting attendance type defined on the Academic Institution 3 page.

Report Manager

Click to print generated attendance rosters for all class meetings.

Populate from Student Enroll

Select to have the system populate attendance rosters with the enrolled students for every class meeting within this scheduled class when you generate or create attendance rosters. The system selects this check box by default.

If you clear this check box and click the Generate button, the system creates blank attendance rosters for every class meeting. You can then scroll through the class meeting dates in the grid located in the lower portion of the page, select the View link for the specific class meeting dates for which to track attendance, and manually enter student IDs.

Processing Options

Select one of the three radio buttons to specify the type of process to run. These work in concert with the Generate button only. These do not work in concert with the Create button. Values are the following:

Create: Select this option when you want to create new rosters or replace old ones.

Update Attendance/All Students: Select this option when you want to add, but not delete students from the specified group of rosters. Students who have dropped are set to inactive status by having the Present flag set to Off. The system adds new students to the rosters, but only marks these students as present for the class sessions that occur after the add date.

Update Attendance/Active Only: Select this option if you want to add and delete students from the roster based on their current enrollment statuses in the course for the specified group of attendance rosters. The add and drop date on the STDNT_ENRL table determines how rosters are updated. Use this option when a student drops a class and you want to remove the student and leave no attendance history.

Attendance From Date and**Attendance To Date**

Use the Attendance From Date and the Attendance To Date fields to specify the range of rosters to update. These fields appear only for classes where the Generate Class Meeting Attendance check box is selected on the Components and Basic Data pages. If displayed, the system populates the fields with the class begin and end date, as specified on the schedule of classes. You can change these values. If you manually change the attendance from and to date range, the system creates or updates rosters for meetings that are greater than or equal to the Attendance From Date field and less than or equal to the Attendance To Date field.

Note. A student might appear twice on an attendance roster because enrollment is keyed by academic career. For instance, a student might enroll in a class twice, each time through a different academic career and would thus appear on the attendance record twice.

If students add, drop, or change their personal data in a class after you have generated the attendance roster, you can click the Create button to generate new attendance rosters. Provided that you select the Populate from Student Enroll check box, the system generates new rosters that include these changes. You can also click the Create button to generate new attendance rosters when the class meeting pattern in the schedule of classes changes.

For example, perhaps the class meeting time is rescheduled from 8:00 a.m. to 9:00 a.m., or class meeting dates are changed from MWF to TR. You can regenerate the class meeting attendance rosters to reflect the new date or time.

Warning! The Generate button always functions as though you are generating attendance rosters from scratch. Therefore, if you have already entered student attendance data into any of the attendance rosters, you should click the Create button associated with each individual attendance roster template. You should *not* click the Generate button or you will lose the attendance data that you have already entered into the rosters.

Generate Class Mtg Attendance (generate class meeting attendance)
This check box is a display-only check box on this page and is set on the Schedule of Classes - Basic Data page. It determines whether the class can be included in batch roster generation, and it affects which radio buttons and from and to date fields appear.

Create
Click this button on the corresponding meeting row to generate or regenerate an attendance roster for that class meeting row. The system automatically populates the template by downloading data from student enrollment regardless of whether you select the Populate From Student Enroll check box.
You can use the Create button to generate attendance rosters that you enter manually, to generate attendance rosters for additional class meetings that are not formally scheduled, and to update attendance rosters with the latest student enrollment and personal data.

To generate attendance rosters manually, enter the attendance information into a row and click the corresponding Create button. For example, perhaps your institution wants to track attendance for milestone periods within a class such as the 30 percent and 70 percent periods.
To generate attendance rosters for additional class meetings, click the Add button to insert a new row anywhere in the grid, then enter the necessary attendance information, and click the corresponding Create button. For example, perhaps you have added a field trip to the course.

To update attendance rosters with the latest enrollment data, you first must select the Override check box on a row within the grid. Then, click the Create button for that row. You do not need to select the Populate from Student Enroll check box because it works in conjunction with the Generate button. You might update attendance rosters when students have added or dropped the class or when there has been a change to student personal data, such as their first names or last names. You can also click the Generate button to update enrollment information for all class meetings of the scheduled class rather than changing only one class meeting. However, you should only click the Generate button *before* you manually enter attendance data into your rosters because it creates new rosters, overwriting and replacing existing information.

Print
Click the Print button on a data row to print an attendance roster for a specific class meeting. This Crystal report process automatically creates a web output in portable document format (PDF). Click the Report Manager link to access and print the roster.

Template Nbr (template number)
The system generates a template number for each class meeting of the scheduled class. The template number identifies each attendance roster as unique and also denotes the order in which the system prints the attendance rosters. When you change a template number and

save the page, the next time that you access the page the system positions the template numbers in numerical order.

Type
Indicates the roster attendance type for the class meeting, such as Class Meeting, Conference, Field Trip, Instructor Consultation, or Study Group. The attendance type determines which attendance tracking fields the system uses for the attendance roster. When you generate attendance rosters the first time for all class meetings by using the Attendance Roster Generator page or the Class Attendance page, the system populates all attendance rosters with the default attendance type value from the Academic Institution 3 page. If you want to use an attendance type value other than the default, change the value in the Type field for each attendance roster template. When you exit the field, the system makes the change and updates the fields that appear on the roster (according to the selected options for this particular course component and attendance type on the Components page). Values for this field are delivered with your system as translate values. You can modify these values. This is a required field.

The system displays the *Attendance Date, From Time, To Time,* and *Contact Minutes* for each class meeting on both the detail and summary rows of a class meeting attendance roster template. When you generate attendance rosters for all class meetings within a scheduled class, either by using the Class Attendance page or the Attendance Roster Generator page, the system assigns each attendance roster these four values based on the class meeting pattern in the schedule of classes. When you generate attendance rosters for individual class meetings (by using the Class Attendance page on a new row), you must assign these values manually.

Attendance Date
Indicates the date of the class meeting. You can change this value. This field is required.

From Time
Designates the start time of the class meeting. This field appears on attendance rosters of this course component only when you select the Use To and From Time check box for the attendance type on the Components page. You can change this value.

To Time
Designates the end time of the class meeting. This field appears on attendance rosters of this course component only when you select the Use To and From Time check box for the Attendance Type on the Components page. You can change this value.

Contact Minutes
Indicates the total length of the class meeting in minutes and is the difference between the to time and from time values. This field appears on attendance rosters of this course component only when you select the Use Contact Minutes check box for the attendance type on the Components page. You can change this value.

Override
Select this check box if you want to update an existing attendance roster with the latest student enrollment information and personal data. Then, when you click the Create button on the same row, the system generates new attendance rosters that contain the latest student enrollment information and personal data and overwrites the previous roster. You can select this check box, for example, if you have already generated class meeting attendance rosters and then students enroll in the course, drop from the course, or change their personal data.\

View

Click this button on a data row to view and enter information for an attendance roster.

Class Attendance

Course ID:	000001		Term:	12-13SS
Course Name:	Medical Science		Session:	Regular Academic Session
Subject / Catalog#:	NURS 1		Institution:	KSA Univ. of Health Sciences
Class Nbr:	1003		Instructor:	IO IOI IO
Class Section:	1			

Template Nbr:	1	Attendance Type:	Meeting	Attendance Date:	12/30/1434

Student Attendance Roster   Personalize | Find | View All | 📷 | ▦   First ◄ 1-5 of 15 ► Last

	*Student ID	Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	*To Time	Contact Minutes		
1	0114 🔍	Ayubi,Salahudin	Undergrad	✓	☐	✓	▼	8:00AM	8:30AM	30	➕	➖
2	0064 🔍	azam,azam azam	Undergrad	✓	☐	☐	▼	8:00AM	9:00AM	60	➕	➖
3	0064 🔍	azam,azam azam	Undergrad	☐	☐	☐	▼				➕	➖
4	0064 🔍	azam,azam azam	Undergrad	✓	☐	☐	▼	8:00AM	9:00AM	60	➕	➖
5	0064 🔍	azam,azam azam	Undergrad	✓	☐	☐	▼	8:00AM	9:00AM	60	➕	➖

[Save and Return]   [Cancel]

Student ID and **Name**

The system displays the ID and name of each student enrolled in the class when you generate attendance rosters and opt to have the system populate from data from student enrollment. If you generate rosters and do not select the Populate from Student Enroll check box, you can enter the IDs manually, and the system displays each student's name in the Name field after you exit the Student ID field. Insert rows to add students who are not formally enrolled in the class to the class meeting attendance roster; delete rows to remove students from the class meeting attendance roster. Adding students to the roster does not enroll them in the class. It is for personal tracking only.

Warning! If you entered attendance data into your rosters and you want to add or remove a student from the attendance roster for class meetings (because the student has recently enrolled in or dropped from the class), you can add or remove them from the roster manually, or you can click the Create button on the corresponding class meeting template (with the Override check box selected). This generates a new attendance roster for one class meeting with the latest student enrollment information. Generating attendance rosters by clicking the Generate button in the upper portion of the page creates new attendance rosters for all the class meetings. You would therefore lose any attendance data that you have already entered into the rosters.

Academic Career

The system displays the academic career of the student. This is useful if you track the types of students who enroll in classes, such as how many undergraduate students are in a class compared to how many graduate students.

Present

Select to indicate that the student attended the class meeting. This field appears on the attendance rosters of this course component only if you select the Use Present check box for this class meeting's attendance type on the Components page.

Tardy

Select to indicate that the student arrived late to the class meeting. This field appears on the attendance rosters of this course component only if you select the Use Tardy check box for this class meeting's attendance type on the Components page.

Left Early

Select to indicate that the student left the class meeting before its scheduled end time. This field appears on the attendance rosters of this course component only if you select the Use Left Early check box for this class meeting's attendance type on the Components page.

Reason

Select a reason to describe a reason for a student's presence, tardiness, or early departure. This field appears on the attendance rosters of this course component if you select the Use Reason check box for this class meeting's attendance type on the Components page. Values for this field are delivered with your system as translate values. You can modify these values.

From Time

Indicates the time that the student arrived at the class meeting. This field appears on attendance rosters of this course component when you select the Use To and From Time check box for the attendance type on the Components page. If you select the Override Template Date/Time check box on the Components page, you can change the from time value on a student-by-student basis. Otherwise, the From Time and To Time fields for the template define the parameters of the From Time and To Time fields on the attendance rosters, and you can change only the from time to a value that falls within the template's time range.

To Time

Indicates the time that the student left the class meeting. This field appears on attendance rosters of this course component if you select the Use To and From Time check box for the attendance type on the Components page. If you select the Override Template Date/Time check box on the Components page, you can change the To Time value on a student-by-student basis. Otherwise, the From Time and To Time fields for the Template define the parameters of the From Time and To Time fields on the attendance roster, and you can change only the to time to a value that falls within the template's time range.

Contact Minutes

Indicates the student's total minutes in attendance. This field appears on attendance rosters of this course component if you select the Use Contact Minutes check box for the attendance type on the Components page. You can change this value.

Attendance Date

Indicates the date on which the student attended the class meeting. This field appears on attendance rosters of this course component if you select the Override Template Date/Time check box for the attendance type on the Components page. If you select the Override Template Date/Time check box on the Components page, you can change the attendance date on a student-by-student basis. Otherwise, the attendance date for the template defines the value for the Attendance Date field.

Train the Trainer Modules: Assessment and Tracking
6.8 Manage Student Attendance

➤ **How to "Enter/Capture Attendance Data in the System"?**

Pre-Requisites:
·   Student attendance roster is already generated.

Execution Steps:

Business Role: SOA/Instructor (User: KS_SOA_INSTR, Password = "123")

Update Attendance data in system

1.   Login to system using your credentials
2.   Go to page: Main Menu->Curriculum Management->Attendance Roster->Attendance Roster By Class
3.   Enter Academic Institution, Term and click 'Search'. This will display the search results: [**Academic Institution:** KSAU, **Term:** Select the term for which you wish to generate attendance, roster, Then select the class and open the page]
4.   Then click on "View" and this will open the class attendance page.
5.   Mark attendance by click/unclick "Present" button.
6.   Click save and return, this will update student attendance data in the system.

D. Generate Attendance Percentage Report

Go to page: Reporting Tools > Query > Query Viewer

Search By Enter the parameter on which you want to search attendance percentage report.

Begins With Enter initial words of your search string

Run To Select run to HTML,EXCEL or XML to view results in your desired format.

➤ **How to "Generate Attendance Percentage Report"?**

Pre-Requisites:
N/A

Execution Steps:
Business Role: *SOA (User: KS_SOA_INSTR, Password = "123")*

1.   Login to system using your credentials
2.   Go to page: Reporting Tools à Query à Query Viewer
3.   In search by "Query Name" enter "KS_QRY_STDNT_ATT_PER" and click on search button.
4.   It will return the percentage attendance of students