

Attendance User Guide

❖ After clicking on Attendance Form this page will appear where you can:

1- First **click** on the **date** and then it will **fetch** the student names to take **attendance**, if you want to review past date's you have that option as well.

2- After that there are four options; Choose depending on the situation.

- Present.
- Late.
- Absent with an excuse.
- Absent without an excuse.

3- After applying click the **Update Attendance** to save.

4-

UBT OPERA ACADEMIC SYSTEM

ATTENDANCE FORM
Attendance Form

Click the Update Attendance button to save.

Click here to view full screen.

Fill the Excuse Note's here.

Course Details.

Click on the date to recover the Attendance sheet.

Here you will be able to only view the date and time of the classes.

SECTION TYPE	SAT	SUN	MON	TUE	WED	THU	FRI	START TIME	END TIME	BUILDING	ROOM NO
1		✓		✓				15:15	16:30	TMC	401

Year: 2018 Term: FALL
Campus: 0000B Section: 04

Course# 101: COMPUTER AND INFO. TECHNOLOGY
Course Dept: IT Course Version: 1

List of Students

Custom Date: 03-Feb-2019

Update Attendance Refresh List

#	SSN	Name	Count Present	Count Late	Count Absence Without An Excuse	Count Absence With An Excuse	Present	Late	Absent Without An Excuse	Absent With An Excuse	Note
1	NAB077	YAZEED ABDULLAH KADASAH	11	0	3	0	✓				
2	PA0392	ABDULAZIZ ABDULLAH ALRAJHI	8	1	5	0	✓				
3	PA0957	HASSAN ABDULLAH ALAMOUDI	11	0	3	0	✓				
4	PB0109	ABDULRAHMAN ARAFAH ALGHAMDI	10	0	4	0	✓				
5	QA0287	HAZIM ABDULSALAM SALIM	8	0	5	1	✓				
6	QB0023	TURKI MARIYAN BADEEB	11	0	3	0	✓				
7	QB0068	OSAMAH WAHEED SAGGA	14	0	0	0	✓				
8	QC0039	SOUF MOHAMMED SAADI	8	1	5	0	✓				
9	RAD011	FAISAL KHALID ALSUBEI	4	2	8	0	✓				
10	RB0119	MUSTAFA TALAL FAKIEH	5	1	8	0	✓				
11	SA0012	HUSSEIN MAZEN ASHAARY	9	0	5	0	✓				
12	SA0077	YAZAN KHALID ALHARBI	12	0	1	1	✓				
13	SA0257	SULTAN ABDULLAH ABOLGHANI	9	0	5	0	✓				
14	SA0282	ABDULRAHMAN WALEED ALSULAIMANY	12	2	0	0	✓				
15	SB0082	MOHAMMED MAHMOUD BATTERJEE	10	0	4	0	✓				

5- If you click on the **calendar** button it will open a **drop down list** where you will be able to **choose** the desired **date** either for the present or past classes.

UBT OPERA ACADEMIC SYSTEM

ATTENDANCE FORM

Attendance Form

Year: 2018 Campus: 0000B Term: FALL Section: 04

Course# 101: COMPUTER AND INFO. TECHNOLOGY

Course Dept: IT Course Version: 1

SECTION TYPE: 1 SAT: [] SUN: [x] MON: [] TUE: [x] WED: [] THU: [] FRI: [] START TIME: 15:15 END TIME: 16:30 BUILDING: TMC ROOM NO: 401

List of Students

Custom Date: 03-Feb-2019 [Calendar Icon] Q Search [Update Attendance] [Refresh List]

Click Here

#	SSN	Name	Count Present	Count Late	Count Absence Without An Excuse	Count Absence With An Excuse	Present	Late	Absent Without An Excuse	Absent With An Excuse	Note
1	NAB077	YAZEED ABDULLAH KADASAH	11	0	3	0	[x]	[]	[]	[]	
2	PA0392	ABDULAZIZ ABDULLAH ALRAJHI	8	1	5	0	[x]	[]	[]	[]	
3	PA0967	HASSAN ABDULLAH ALAMOUDI	11	0	3	0	[x]	[]	[]	[]	
4	PB0109	ABDULRAHMAN ARAFAH ALGHAMDI	10	0	4	0	[x]	[]	[]	[]	
5	QA0287	HAZIM ABDULSALAM SALIM	8	0	5	1	[x]	[]	[]	[]	
6	QB0023	TURKI MARWAN BADEEB	11	0	3	0	[x]	[]	[]	[]	
7	QB0088	OSAMAH WAHEED SAGGA	14	0	0	0	[x]	[]	[]	[]	
8	QC0039	SOD MOHAMMED SAADI	8	1	5	0	[x]	[]	[]	[]	
9	RA0011	FAISAL KHALID ALSUBEAI	4	2	8	0	[x]	[]	[]	[]	
10	RB0119	MUSTAFA TALAL FAKIEH	5	1	8	0	[x]	[]	[]	[]	
11	SA0012	HUSSEIN MAZEN ASHAARY	9	0	5	0	[x]	[]	[]	[]	
12	SA0077	YAZAN KHALID ALHARBI	12	0	1	1	[x]	[]	[]	[]	
13	SA0267	SULTAN ABDULLAH ABDULGHANI	9	0	5	0	[x]	[]	[]	[]	
14	SA0282	ABDULRAHMAN WALEED ALSULAIMANY	12	2	0	0	[x]	[]	[]	[]	
15	SB0082	MOHAMMED MAHMOUD BATTERJEE	10	0	4	0	[x]	[]	[]	[]	

List of Students

Custom Date: 03-Feb-2019 [Calendar Icon] Q Search

#	SSN	Name	Count Present	Count Late
1	NAB077	YAZEED ABDULLAH KADASAH	11	0
2	PA0392	AEDULAZIZ ABDULLAH ALRAJHI	8	1
3	PA0967	HASSAN ABDULLAH ALAMOUDI	11	0
4	PB0109	AEDULRAHMAN ARAFAH ALGHAMDI	10	0
5	QA0287	HAZIM ABDULSALAM SALIM	8	0
6	QB0023	TURKI MARWAN BADEEB	11	0
7	QB0088	OSAMAH WAHEED SAGGA	14	0
8	QC0039	SOD MOHAMMED SAADI	8	1
9	RA0011	FAISAL KHALID ALSUBEAI	4	2
10	RB0119	MUSTAFA TALAL FAKIEH	5	1
11	SA0012	HUSSEIN MAZEN ASHAARY	9	0
12	SA0077	YAZAN KHALID ALHARBI	12	0
13	SA0267	SULTAN ABDULLAH ABDULGHANI	9	0
14	SA0282	AEDULRAHMAN WALEED ALSULAIMANY	12	2
15	SB0082	MOHAMMED MAHMOUD BATTERJEE	10	0

6- If you **click** on the **report** section **four options** will appear:

- Student list.
- Attendance Sheet - Order by SSN.
- Attendance Sheet - Order by Name.
- Attendance Detail.

UBT OPERA ACADEMIC SYSTEM

ATTENDANCE FORM
Attendance Form

Year: 2018
Campus: 0000B

Course# 360:
DATABASE MANAGEMENT SYSTEMS 1
Course Dept: MIS Course Version: 2

03-Jan-2019

SECTION TYPE	SAT	SUN	MON	TUE	WED	THU	FRI	START TIME	END TIME	BUILDING	ROOM NO
1			✓		✓			13:30	14:45	TMC	103

List of Students

03-Jan-2019

Update Attendance Refresh List

#	SSN	Name	Count Present	Count Late	Count Absence Without An Excuse	Count Absence With An Excuse	Present	Late	Absent Without An Excuse	Absent With An Excuse	Note
1	MAB494	MOHAMMED MUSFER ALYAMI	14	0	2	0	✓				
2	NAB052	MOHAMED SALMAN ALJEHNY	16	0	0	0	✓				
3	NAB088	MOHAMED MASUKAT SULEIK	15	0	1	0	✓				
4	NAE102	FOWAZ SALEH ALNEMARI	13	0	3	0	✓				
5	OA0379	MOHAMMED TARIQ ALMANSOUR	12	0	4	0	✓				
6	OBB006	TAWQ ALI AL HUTAYLAH	13	0	3	0	✓				
7	PA0372	ABDULLAH AHMED TURKISTANI	15	0	1	0	✓				
8	PA0411	OBAL SADAD NEMATALLAH	15	0	1	0	✓				
9	PA0841	EHAB FAISAL ISMAIL	7	0	9	0	✓				
10	PB0009	MOAAZ MOHAMMED BAEISSA	16	0	0	0	✓				
11	PC0021	AHMED FAISAL BADEEB	13	0	3	0	✓				