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.

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(Atte	TTENDANCE FORM lendance Form					Click	th	e Upd	ate At	tendance	e button to save.	🔒 Reports 👻 🗲 R
SE	ECTION TY	YPE 🛗 SAT 🛱 SUN 🛱 MO	N 🗂 TUE	₩ED	m thu	🛱 FRI	© START TI	ME	O END TIME	BUILD	ING ROOM NO	Year > 2018 Te	erm + FALL
	1	✓	~				15:15		16:30	ТМС	401	Campus + 0000B Se	ection + 04
ist o	of Students	5	Clic	k hei	re to v	iew fu	ull scre	en.			2	Course# 101:	0.07
	Dustan Data	- 02 5-b 2010								A Linder Attend	O Defect List	COMPUTER AND INFO. TECHNOL	.OGY
	Justom Date	V U3-PED-2019	Q Sea	rcn					-	 Opdate Attend 	ande 😺 Refresh List	Course Dept V 11 Course Version V 1	
#	SSN	Name	Count	Count	Count Absence Without An	Count Absence With An Excuse	Present	Late	Absent Without An	Absent With An	Note	Fill the Excuse Not	e's here.
	NAB077	YAZEED ABDULLAH KADASAH	11	0	3	0	~						
	PA0392	A0392 ABDULAZIZ ABDULLAH ALRAJHI		1	5	0	~					T	
	PA0957	HASSAN ABDULLAH ALAMOUDI	11	0	3	0	~						
	PB0109	ABDULRAHMAN ARAFAH ALGHAMDI	10	0	4	0	~						
	QA0287	HAZIM ABDULSALAM SALIM	8	0	5	1	~						
	QB0023	TURKI MARWAN BADEEB	11	0	3	0	~						
	Q80068	OSAMAH WAHEED SAGGA	14	0	0	0	~						
	QC0039	SOUD MOHAMMED SAADI	8	1	5	0	~						4
	RA0011	FAISAL KHALID ALSUBEAI	4	2	8	0	~					Course Deta	ails.
0	RB0119	MUSTAFA TALAL FAKIEH	5	1	8	0	~						
	SA0012	HUSSEIN MAZEN ASHAARY	9	0	5	0	~		•				
2	SA0077	YAZAN KHALID ALHARBI	12	0	1	1	~						
3	SA0257	SULTAN ABDULLAH ABDULGHANI	9	0	5	0	~						
4	SA0262	ABDULRAHMAN WALEED ALSULAIMANY	12	2	0	0	~		-				
0	580082	MUHAMMED MAHMOUD BAI I ERJEE	10	U	4	U	~						
(Click	k on the date to	recove	r the	Atte	ndanc	e she	et.	1				
Н	ere	you will be able	to onl	y vie	ew the	e date	e and	tim	e of tl	he clas	sses.		

5- If you click on the **calenda**r 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.

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SE		PE 🛗 SAT	🗂 SUN	🗎 MON	∰ TUE	∰ WED	🛗 THU	🛱 FRI	O START T	ME	© END TIME	🖥 BUIL	DING ROOM	VO Yes	ar ▶ 2018	Term FALL
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#	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 ABDULLA	H KADASAH		11	0	3	0	~							
2	PA0392	ABDULAZIZ ABDU	LLAH ALRAJHI		8	1	5	0	~							
3	PA0957	HASSAN ABDULLA	AH ALAMOUDI		11	0	3	0	~							
4	P80109	ABDULRAHMAN A	RAFAH ALGHAI	MDI	10	0	4	0	~							
5	QA0287	HAZIM ABDULSAL	AM SALIM		8	0	5	1	~							
8	QB0023	TURKI MARWAN B	ADEEB		11	0	3	0	~							
7	Q80068	OSAMAH WAHEED	0 SAGGA		14	0	0	0	~							
8	QC0039	SOUD MOHAMME	D SAADI		8	1	5	0	~							
9	RA0011	FAISAL KHALID AL	SUBEAI		4	2	8	0	~							
10	RB0119	MUSTAFA TALAL P	AKIEH		5	1	8	0	~			=				
11	SA0012	HUSSEIN MAZEN	ASHAARY		9	0	5	0	~			=				
12	SA0077	YAZAN KHALID AL	HARBI		12	0	1	1	~			=				
13	SA0257	SULTAN ABDULLA	H ABDULGHAN	I	9	0	5	0	~			=				
14	SA0262	ABDULRAHMAN W	VALEED ALSUL/	AIMANY	12	2	0	0	~			=				
15	SB0082	MOHAMMED MAH	MOUD BATTER	JEE	10	0	4	0	~							

List	of Students										
	Custom Date	03	-Feb-	2019			Q Searc	h			
				Febr	ruary	v T	201	9 🔻	1970-		
			Su	Мо	Tu	We	Th	Fr	Sa		
	C CN		2	4	5	8	7	1	2	Count	Count
#	0 DIN		10	11	12	13	14	15	16	Fresent	Late
1	NAB077	YAZEED ABDULL	17	18	19	20	21	22	23	11	0
2	PA0392	AEDULAZIZ ABDU	24	25	26	27	28			8	1
з	PA0957	HASSAN ABDULL	Clea	ur Ill Alim	000			•	lose	11	0
4	PB0109	AEDULRAHMAN A	RAP	AH A	LGH	AMD	1			10	0
5	QA0287	HAZIM ABDULSAL	.AM	SALI	м					8	0
6	Q80023	TURKI MARWAN	BADE	EB						11	0
7	Q80068	OSAMAH WAHEE	D SA	GGA						14	0
8	QC0039	SOUD MOHAMME	D S/	AADI						8	1
9	RA0011	FAISAL KHALID A	LSUE	BEAI						4	2
10	RB0119	MUSTAFA TALAL	FAKI	EH						5	1
11	SA0012	HUSSEIN MAZEN	ASH	AAR	Y					9	0
12	SA0077	YAZAN KHALID AI	HAR	RBI						12	0
13	SA0257	SULTAN ABDULLA	AH A	BDUL	GH	ANI				9	0
14	SA0262	AEDULRAHMAN \	MALE	ED /	ALSU	JLAIN	IANY	-		12	2
15	SB0082	MOHAMMED MAH	MO	JD B	ATTE	RJE	=			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.

•	0	ATTE Attend	NDANCE I ance Form	FORM									С	lick Here	Reports -	€ Re
SECTION ATTYPE SAT		SAT SUN	🗑 MON	₩ TUE	🗎 WED 🏥 TH		RI Ø ST	⊙ START TIME		D TIME	BUILDING	ROOM NO	Year > 2018 Campus > 0000B	Students List Attendance Sheet - Order By SSN Attendance Sheet - Order By Name Attendance Detail		
	1			✓		✓		1	3:30	14	:45	TMC	103			
List o	of Stud	dents											2	DATABASE MA	NAGEMENT SYSTEMS 1	
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	#	SSN	N	ame	Count Present	Count Count Absence Absence Absente Absent Count Count Without An With An With An Without An Without An Present Late Excuse Excuse Present Late Excuse					Absent Without An Excuse	nt Absent An With An se Excuse Noti				
	1	MAB494	MOHAMMED M	MED MUSFER ALYAMI		0	2	0	~							
	2	NAB052	MOHAMED SALMAN ALJEHNY		16	0	0	0	*							
	3	NAB088	MOHAMED MAS	SUKAT SULEIK	15	0	1	0	~							
	4	NAE102	FOWAZ SALEH ALNEMARI		13	0	3	0	~							
	5	OA0379	MOHAMMED TA	RIQ ALMANSO	JR 12	0	4	0	*							
	6	OBB006	MOHAMMED TARIQ ALMANSOUR		13	0	3	0	*							
	7	PA0372	TAWQ ALI AL HUTAYLAH ABDULLAH AHMED TURKISTANI		NI 15	0	1	0	~							
	8	PA0411	OBAI SADAD N	EMATALLAH	15	0	1	0	~							
	9	PA0641	EHAB FAISAL IS	SMAIIL	7	0	9	0	*							
	10	PB0009	MOAAZ MOHAN	IMED BAEISSA	16	0	0	0	~							
	11	PC0021	AHMED FAISAL	BADEEB	13	0	3	0	~							