வருகை பதிவேடு

ATTENDANCE REGISTER –

TEACHERS MANUAL

தமிழ்ப்பள்ளி கற்றல் மேலாண்மை அமைப்பு

TAMIL SCHOOL LEARNING MANAGEMENT SYSTEM (LMS)

சுருக்கம் / Abstract

This document will help to configure the attendance module and create recurring calendar entry for the school year.
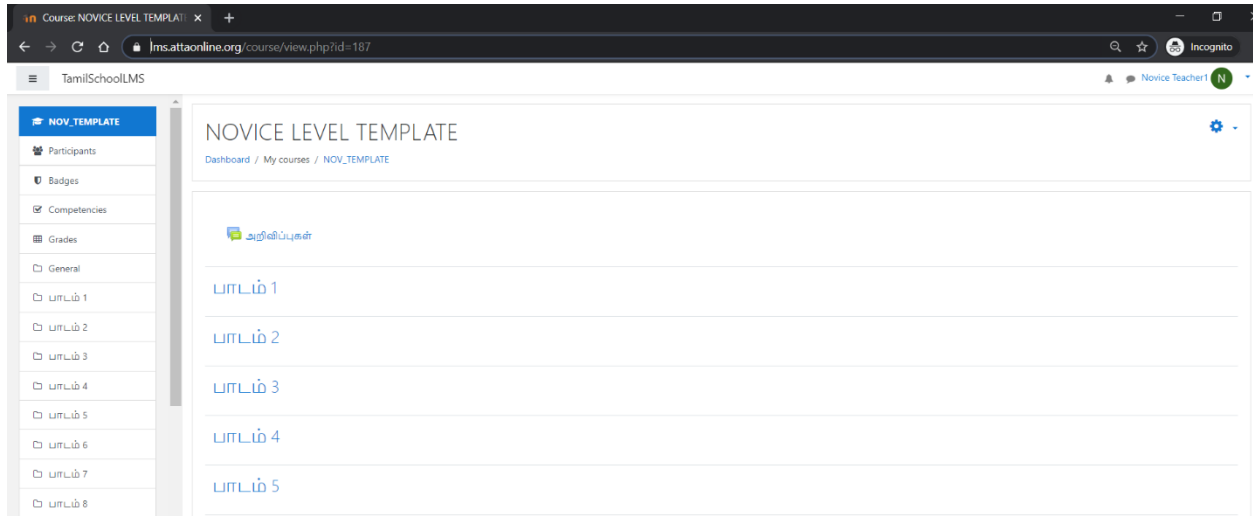
Gopi Ranganathan
Gopi@mntamilschool.org

<u>Requirements</u>:

1) You have enrolled in a course as a teacher using @mntamilschool.org google account
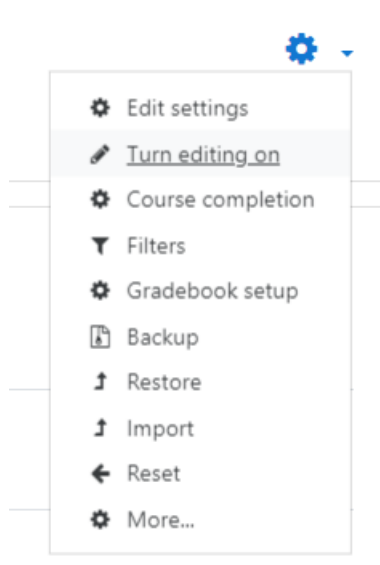
2) You have kids registered under the course (Optional)

<u>Steps to create the Attendance Schedule:</u>

1) Login to LMS website (Homepage)

https://lms.attaonline.org/

2) Click on Settings Icon and press "Turn Editing on"

3) The page will become editable as shown below:

4) Click on the Add an activity or resource on the Announcements (அறிவிப்புகள்) section.

5) Choose the attendance module in the appearing dialog-box.

6) Add the title, description and grade as shown below:

Adding a new Attendance

General

Name ❗ வருகை பதிவேடு / Attendance

Description

[↴ | i ▾ | **B** *I* | ☰ ☰ | % ⅓ | 🖼 🖼 🎤 🎥 ⧉]

வருகை பதிவேடு / Attendance

Grade

Grade

Type [Point ⇕]

Scale

[Tamil School - Home Work Scale ⇕]

Maximum grade

[25]

Grade category   [Uncategorised ⇕]

Grade to pass   [   ]

7) Click the "Save and return to Course".

Save and return to course

8) You should the below entry created in the main page.

NOVICE LEVEL TEMPLATE
Dashboard / My courses / NOV_TEMPLATE

✛ 📢 அறிவிப்புகள் ✏
✛ 👥 வருகை பதிவேடு / Attendance ✏

9) To create the schedule, click the "வருகை பதிவேடு / Attendance".

NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV_TEMPLATE

✥ 💬 அறிவிப்புகள் ✎

✥ 👥 வருகை பதிவேடு / Attendance ✎

NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV_TEMPLATE / General / வருகை பதிவேடு / Attendance / வருகை பதிவேடு / Attendance

Attendance for the course :: NOVICE LEVEL TEMPLATE

வருகை பதிவேடு / Attendance

| Sessions | Add session | Report | Export | Status set | Temporary users |

◄ Sep 7 - Sep 13 ►

#	Date	Time	Type	Description

❓

◄ அறிவிப்புகள்   Jump to...   ⬍

10) Click on the tab "Add Session" to add new entry with below settings.

Entries need to be updated accordingly to the Course start date (i.e Sep for Basic Courses and Sep/Dec/Mar for Unit courses) and timing based on School location.

Under the multiple session, repeat until will be based on Course duration. (i.e May for Basic Courses and Nov/Feb/May for Unit courses)

Click add.

11) The entire calendar entries will appear under the sessions.

NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV_TEMPLATE / General / வருகை பதிவேடு / Attendance / வருகை பதிவேடு / Attendance

Attendance for the course :: NOVICE LEVEL TEMPLATE

வருகை பதிவேடு / Attendance

37 sessions were successfully generated ×

Sessions | Add session | Report | Export | Status set | Temporary users

All | All past | Months | Weeks | Days

#	Date	Time	Type	Description	Actions
1	Sat 12 Sep 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
2	Sat 19 Sep 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
3	Sat 26 Sep 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
4	Sat 3 Oct 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
5	Sat 10 Oct 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑

12) If you want to delete a schedule due to holidays, you can choose the "Delete" icon for the respective day.

(e.g) delete the session on 28h Nov 2020.

11	Sat 21 Nov 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
12	Sat 28 Nov 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
13	Sat 5 Dec 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑

Confirm

Are you absolutely sure you want to completely delete the user Session, including their enrolments, activity and other user data?

28 Nov 2020 1.45PM
Regular class session

Continue | Cancel

11	Sat 21 Nov 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
12	Sat 5 Dec 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑
13	Sat 12 Dec 2020	1:45PM - 4PM	All students	Regular class session	▶ ✿ 🗑

(End of creating schedule.)

Steps to mark the Attendance Schedule:

1) Login to LMS website (Homepage)

https://lms.attaonline.org/

2) Click on "வருகை பதிவேடு / Attendance" which will take you to the sessions tab.

3) Click the Play Button for the respective day which will take you to attendance tab for the respective Class session.

Attendance for the course :: NOVICE LEVEL TEMPLATE

Sessions   Add session   Report   Export   Status set   Temporary users

12 September 2020 1:45PM - 4PM

Page 1 of 1

Regular class session

View mode
Sorted list ⬍   25 ⬍

#	First name / Surname	Email address	P	L	E	A	Remarks
		Set status for all users	○	○	○	○	
1	N Novice Student1	novicestudent1@mntamilschool.org	○	○	○	○	
2	N Novice Student2	novicestudent2@mntamilschool.org	○	○	○	○	

Save attendance

4) Mark the attendance for the students and click "save attendance" button.

Attendance for the course :: NOVICE LEVEL TEMPLATE

Sessions   Add session   Report   Export   Status set   Temporary users

12 September 2020 1:45PM - 4PM

Page 1 of 1

Regular class session

View mode
Sorted list ⬍   25 ⬍

#	First name / Surname	Email address	P	L	E	A	Remarks
		Set status for all users	◉	○	○	○	
1	N Novice Student1	novicestudent1@mntamilschool.org	◉	○	○	○	
2	N Novice Student2	novicestudent2@mntamilschool.org	○	◉	○	○	Late by 10 mins

Save attendance

(End of Marking Attendance.)