

தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்ஹென்றும் !!

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

🤬 மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம் MNTS TAMIL SCHOOL 🕬

Requirements:

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

Steps to create the Attendance Schedule:

1) Login to LMS website (Homepage)

https://lms.attaonline.org/

In Course: NOVICE LEVEL TEMPLAT	1 x +		- 0	
	aonline.org/course/view.php?id=187	९ 🕁	🔒 Incogn	ito
■ TamilSchoolLMS		🌲 🗭 Nor	vice Teacher1	N -
			0	
Participants				
Badges	expression / my second / my second on a			
Competencies				
I Grades	🦻 அறிவிப்புகள்			
🗅 General				
போடம் 1				
ே பாடம் 2	 பாபம்2			
போடம் 3				
ப பாடம் 4	பாடம் 3			
ப பாடம் 5				
ப பாடம் 6				
போடம்7	 பாடம் 5			
ப பாடம் 8				

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



🤐 மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம் MNTS TAMIL SCHOOL 🕬

3) The page will become editable as shown below:

← → ♂ ☆ 🔒 Im	sattaonline.org/course/view.php?id=187¬ifyeditingon=1	ର୍ 🛧 🈁 Incognito
■ TamilSchoolLMS		🛔 🦻 Novice Teacher 1 Ŋ 👻
NOV_TEMPLATE Participants Badges	Drag and drop files onto course sections to upload them NOVICE LEVEL TEMPLATE Dashboard / My courses / NOV_TEMPLATE	۵۰
Competencies Grades General	+ 🔚 aggleilúupair 🖌	Edit • Edit • 👗 • Add an activity or resource
C) பாடம் 1 C) பாடம் 2	+ பாடம் 1 🖋	Edit - + Add an activity or resource
С ипцю́ 4	+ பாடம் 2 🖋	Edit 🝷
பாடம் 6 பொடம் 7	+ பாடம் 3 🖋	Edit 👻 + Add an activity or resource

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



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

NOVICE LEVEL TEMPLATE		
	Add an activity or re	esource ×
🕈 🍋 அறிவிப்புகள் 🖌	ACTIVITIES	The attendance activity module enables a teacher to take attendance during class and
+ பாடம்1 🖋	Assignment Assignment Attendance	students to view their own attendance record. The teacher can create multiple sessions and can
	External tool Forum	mark the attendance status as "Present", "Absent", "Late", or "Excused" or modify the statuses to suit their needs.
↔ U∏LLD 2 Ø	O Vuiz	Reports are available for the entire class or individual students.
+ பாடம் 3 🖋	RESOURCES	
	O Page	
+ UTLO 4 🖋		Add Cancel

பினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம் MNTS TAMIL SCHOOL 🗠

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

Adding a new Attendance o		
 General Name Description 	0	வருகை பதிவேடு / Attendance 1 i • B I ≔ ј≡ % ே ெ ் ெ ் ெ ் வருகை பதிவேடு / Attendance
▼ Grade Grade	Ø	Type Point ¢ Scale Tamil School - Home Work Scale ¢ Maximum grade 25
Grade category	0	Uncategorised \$
Grade to pass	e	

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

Save and return to course

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





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

NOVICE LEVEL TEMPLA Dashboard / My courses / NOV_TEMPLATE	TE
🕂 👼 அறிவிப்புகள் 🖋 🕂 🍇 <mark>வருகை பதிவேடு / Attendance</mark> 🖋	
NOVICE LEVEL TEMPLATE Dashboard / My courses / NOV_TEMPLATE / General / வருகை பதிவேடு	/ Attendance / வருகை பதிவேடு / Attendance
Attendance for the course :: NOVICE LEVE ഖന്തരുടെ പട്രിഖേര്യ / Attendance Sessions Add session Report Export Status set Temporal	L TEMPLATE
Sep 7 - Sep 13	
# Date Time Type	Description
0	
⊸ அறிவிப்பகள்	lump 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)

Attendance for the course :: N	NOVICE LEVEL TEMPLATE
Sessions Add session Report Export	Status set Temporary users
 Add session Type 	All students
Date	12 \Rightarrow September \Rightarrow 2020 \Rightarrow \triangleq from: 13 \Rightarrow 45 \Rightarrow to: 16 \Rightarrow 00 \Rightarrow
Description	1 i • B I ≔ ⊨ % % ⊆ € ♥ ⊄
	Create calendar event for session
 Multiple sessions 	
Repeat on	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Repeat every	1 \$ week(s)
Repeat until	22 € May € 2021 €
 Student recording 	
	Allow students to record own attendance
Show more	
	Add Cancel

Click add.



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

NO Dashbo	NOVICE LEVEL TEMPLATE Dashboard / My courses / NOV_TEMPLATE / General / ഖത്രതെ പട്ടിഖേര്ര / Attendance							
Atte	Attendance for the course :: NOVICE LEVEL TEMPLATE . வருகை பதிவேடு / Attendance							
37 se	ssions were succes	ssfully generated				×		
Sessio	ons Add sessio	on Report	Export Status set Temporary users					
					All All past Months Weeks Days			
#	Date	Time	Туре	Description	Actions			
1	Sat 12 Sep 2020	1:45PM - 4PM	All students	Regular class session	► 0 B			
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	► 0 ±			
4	Sat 3 Oct 2020	1:45PM - 4PM	All students	Regular class session	► 0 0			
5	Sat 10 Oct 2020	1:45PM - 4PM	All students	Regular class session	► 0 B			

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 stu	udents	Regular class session	• • t	t	a
12 Sat 28 Nov 2020 1:45PM - 4PM All stu	udents	Regular class session	► o t	Ì	5
13 Sat 5 Dec 2020 1:45PM - 4PM All stu	udents	Regular class session	• • t	t	2
Confirm					
Are you absolutely sure you wa	ant to completely delete the user				
Session, including their enrolme	ents, activity and other user data?				
28 Nov 2020 1.45PM					
Regular class session					
	Continue Cancel				
	continue				
11 Sat 21 Nov 2020 1:45PM - 4PM All stu	udents	Regular class session	• •	•	
12 Sat 5 Dec 2020 1:45PM - 4PM All stu	rudents	Regular class session	• •	Û	
13 Sat 12 Dec 2020 1:45PM - 4PM All stu	udents	Regular class session	• •	÷	

(End of creating schedule.)

ATTENDANCE REGISTER – TEACHERS MANUAL - Prepared by Gopi – Ver 01 – 09/08/2020 Page 6 of 8

🤬 மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம் MNTS TAMIL SCHOOL 🕬

Steps to mark the Attendance Schedule:

1) Login to LMS website (Homepage)

https://lms.attaonline.org/

\leftarrow \rightarrow C \triangle \triangleq Ims.atta	aonline.org/course/view.php?id=187#section-0
■ TamilSchoolLMS	
Reference Nov_template	Novice level template
Participants	Dashboard / My courses / NOV_TEMPLATE
Badges	
☑ Competencies	
I Grades	🕂 🥃 and oli u stát 🖇
🗅 General	• 🔎 அறங்படிகள் 🖌
போடம்1	

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

NOVICE LEVEL TEMPLATE Dashboard / My courses / NOV_TEMPLATE / General / പത്രതക പളിവേര്ര / Attendance							
Attendance for the	e course :: NOVICE LEVEL TEMPLATE		0 -				
வருகை பதிவேடு / Attendance							
Sessions Add session R	eport Export Status set Temporary users		All All past Months Weeks Days				
# Date Time	Туре	Description	Actions 🛛				
1 Sat 12 Sep 2020 1:45PM	vl - 4PM All students	Regular class session	► 0 0				
2 Sat 19 Sep 2020 1:45PM	vl - 4PM All students	Regular class session	► ¢ û				
3 Sat 26 Sep 2020 1:45PM	vl - 4PM All students	Regular class session	► O B =				



 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 Sr Regu	eptember 2020 1:45PM - 4PM Jar class session		V So	/iew orteo	mode d list 🗘 25	Page 1 of 1	
# First name / Surname	Email address	P	L	E	A		Remarks
	Set status for all users	0	0	0	0		
1 Novice Student1	novicestudent1@mntamilschool.org	0	0	0	0		
2 Novice Student2	novicestudent2@mntamilschool.org	0	0	0	0		
	Save attendance						

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

Attendance for the course :: NO	VICE LEVEL TEMPLATE						
Sessions Add session Report Export State	us set Temporary users						
	12 September 2020 1:45PM - 4PM			16		Page 1 of 1	
	Regular class session			Sorte	d list 🕈 25	÷	
# First name / Surname	Email address	Ρ	L	E	Α		Remarks
	Set status for all users	۲	0	0	0		
1 Novice Student1	novicestudent1@mntamilschool.org	۲	0	0	0		
2 N Novice Student2	novicestudent2@mntamilschool.org	0	۲	0	0		Late by 10 mins
	Save attendan	e .					

(End of Marking Attendance.)