



மினசோட்டாத் தமிழ்ச்சங்கப் பள்ளிக்கூடம்

MNTS TAMIL SCHOOL



தேமதுரத் தமிழ்த்தொண்டு ! திகட்டாது என்றென்றும் !!

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.

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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.mntamilschool.org/>

The screenshot shows the MNTS LMS interface. The top navigation bar includes 'TamilSchoolLMS' and a user profile 'Novice Teacher'. The main content area is titled 'NOVICE LEVEL TEMPLATE' and shows a list of attendance registers labeled 'பாடல் 1' through 'பாடல் 5'. A settings icon is visible in the top right corner of the main content area.

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

The screenshot shows the settings menu in the MNTS LMS interface. The menu is open, showing options like 'Edit settings', 'Turn editing on', 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Reset', and 'More...'. The 'Turn editing on' option is highlighted.



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: வருகை பதிவேடு / Attendance

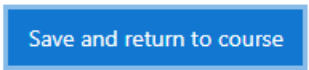
Grade

Grade: Type: Point, Scale: Tamil School - Home Work Scale, Maximum grade: 25

Grade category: Uncategorized

Grade to pass:

7) Click the "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)

Attendance for the course :: NOVICE LEVEL TEMPLATE

Sessions Add session Report Export Status set Temporary users

▼ Add session

Type All students

Date 12 September 2020

Time from: 13:45 to: 16:00

Description

Create calendar event for session

▼ Multiple sessions

Repeat the session above as follows

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.

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.mntamilschool.org/>

TamilSchoolLMS

NOV_TEMPLATE

Participants

Badges

Competencies

Grades

General

பாடம் 1

NOVICE LEVEL TEMPLATE

Dashboard / My courses / NOV_TEMPLATE

அறிவிப்புகள்

வருகை பதிவேடு / Attendance

- 2) Click on “[வருகை பதிவேடு / Attendance](#)” which will take you to the sessions tab.

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

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	▶ ⚙️ 🗑️



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

Regular class session

View mode Sorted list 25 Page 1 of 1

#	First name / Surname	Email address	P	L	E	A	Remarks
Set status for all users <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>							
1	Novice Student1	novicestudent1@mntamschool.org	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Novice Student2	novicestudent2@mntamschool.org	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

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

Regular class session

View mode Sorted list 25 Page 1 of 1

#	First name / Surname	Email address	P	L	E	A	Remarks
Set status for all users <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>							
1	Novice Student1	novicestudent1@mntamschool.org	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Novice Student2	novicestudent2@mntamschool.org	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Late by 10 mins

Save attendance

(End of Marking Attendance.)