

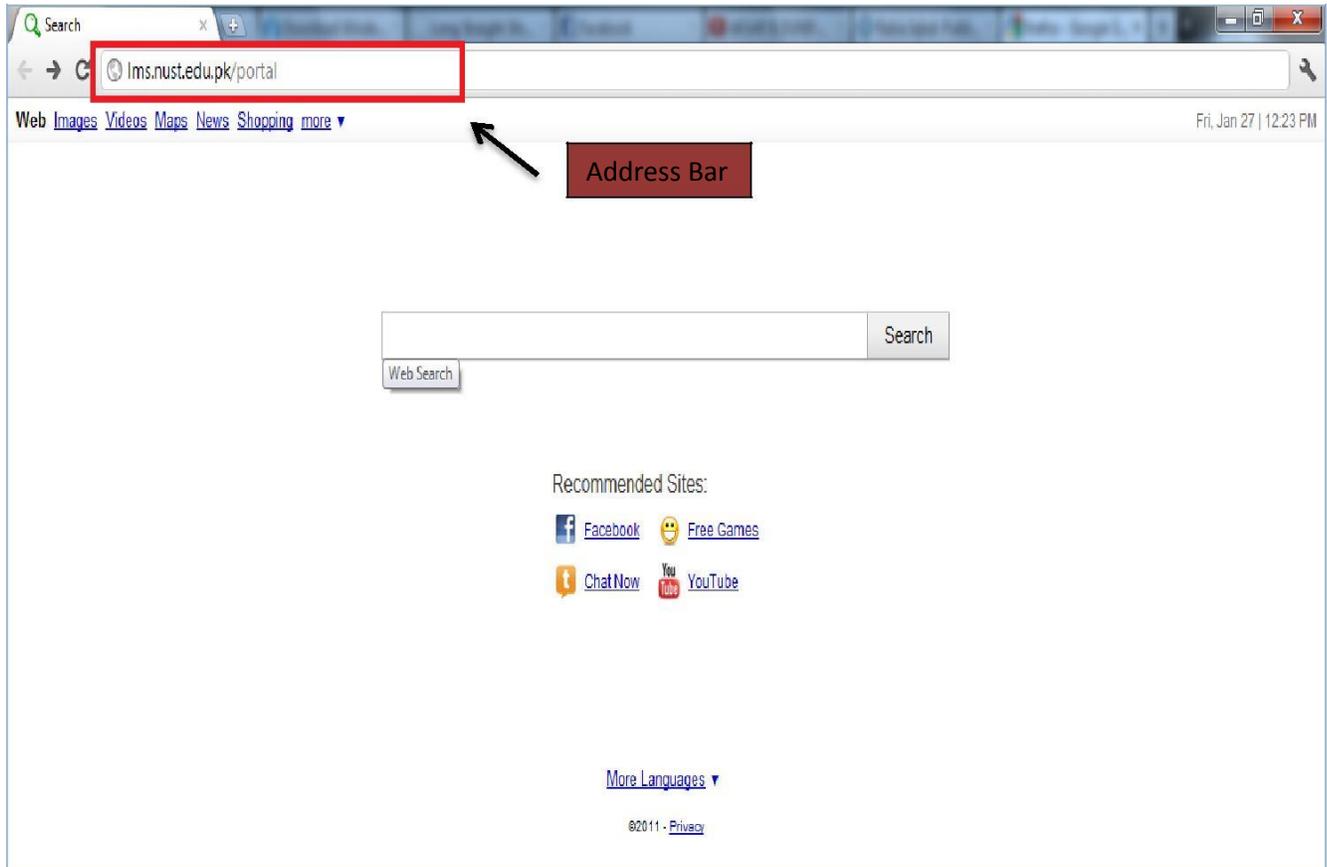
LMS Module Training Attendance Module

Prepared by

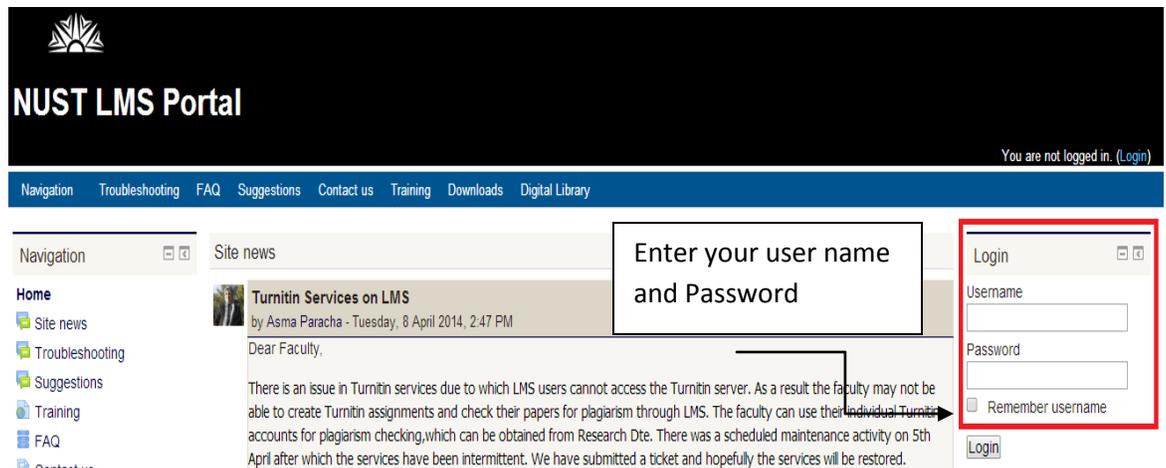
M. Tahir Javed

LMS Coordinator MCE

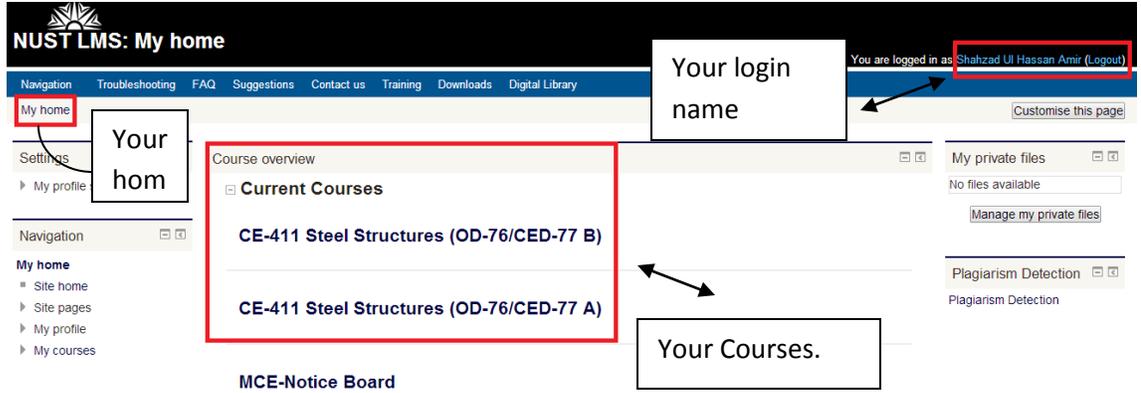
1. Open browser Google chrome or Firefox. You may find  or  icons on your desktop.
2. Double clicking the icon will open the browser. On the address bar, write the following address <https://lms.nust.edu.pk/portal/> to open LMS portal.



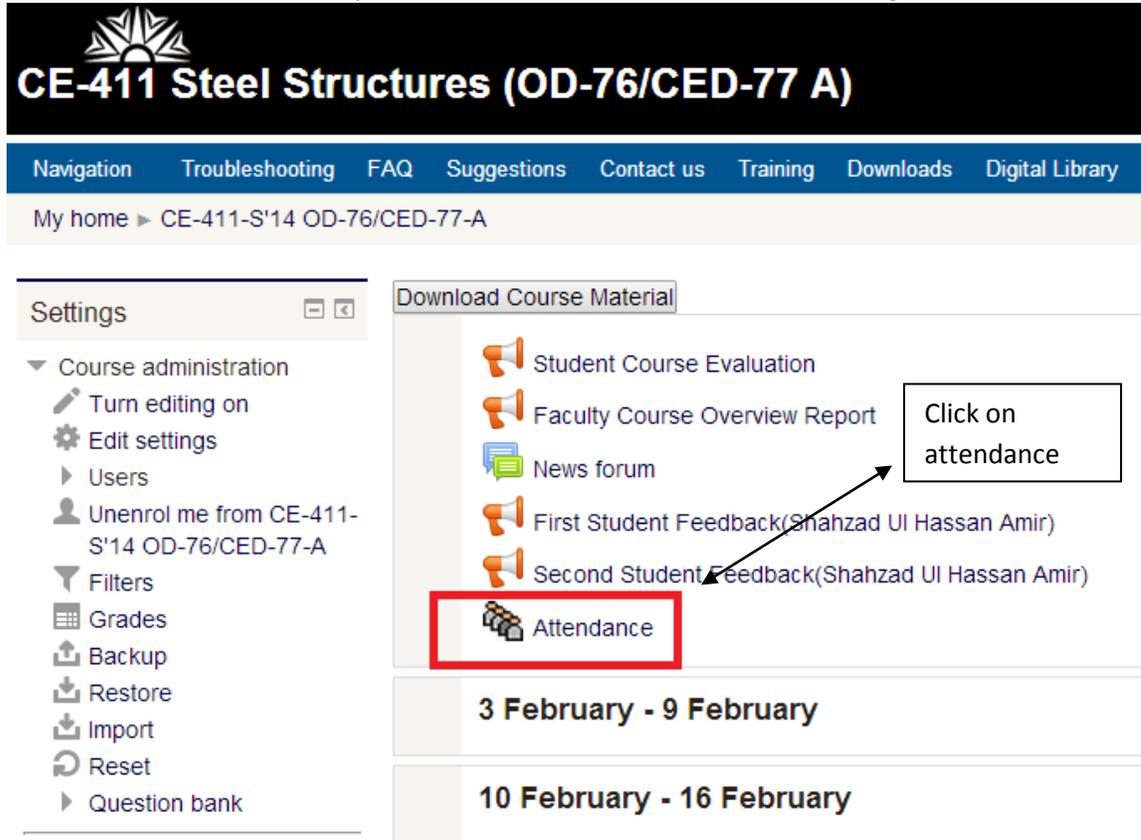
3. After entering address, press enter. This will take you to the login page of LMS Portal.



4. Enter your user name and password in the Login Block and click Login.
5. This will take you to your home page of LMS Portal.



6. To mark attendance of a course, click on that course. This will take you to course page. First you will create sessions and then you will mark the attendance. So after clicking Section A.



7. Clicking on Attendance will take you to the page where you can create sessions.

Attendance for the course :: CE-499 Project-III (OD-74/CED-75 B)

Click on add button

Sessions **Add** Report Export

All All past Months Weeks Day

#	Group	Date	Time	Class Type	Actions	
Hidden sessions: 0						Choose... OK

8. Next page will take you to the page where you can enter date time and day of your classes.

Attendance for the course :: CE-499 Project-III (OD-74/CED-75 B)

Sessions **Add** Report Export

Add session

Session type Common Create multiple sessions

Session Date and Time 15 April 2014 09 55

Duration 01 00

Session end date 15 April 2014

Session Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Frequency 1 week(s)

Sessions Per Day 1 Consecutive Sessions

Class Type 50-Mins/One Hour Lecture

Add session

Let's go through all these options:

- i. **Create Multiple Sessions:** This function allows you to create multiple sessions in one simple step.
- ii. **Session Start Date:** Select the start date of your course (the first day of class)
- iii. **Duration:** The total time of a class. It will be set automatically once you set the *Class Description/Type*.
- iv. **Session End Date:** Select the last day of class (the last day you want to take attendance).
- v. **Session Days:** Select the days of the week when your class will meet (for example,

Monday/Wednesday/Friday).

- vi. **Frequency:** This allows for a frequency setting. If your class will meet every week, select 1; if it will meet every other week, select 2; every 3rd week, select 3, etc.
- vii. **Sessions per Day:** It can be a single class or two consecutive classes.
- viii. **Class Description/Type:** Either it is a *50-mins Lecture* or *90-mins Lecture*. A *Two Hour Lab* or a *Three Hour Lab*.

9. Click add session to add your classes from the starting date till end date on the time you selected.

10. Then Click on sessions tab and you'll see your sessions created.

Attendance for the course :: CE-499 Project-III (OD-74/CED-75 B)

Click at Session tab

Sessions Add Report Export

All All past Months Weeks Day

#	Group	Date	Time	Class Type	Actions	
1	Common	15.04.14 (Tue)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>
2	Common	16.04.14 (Wed)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>
3	Common	21.04.14 (Mon)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>
4	Common	22.04.14 (Tue)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>
5	Common	23.04.14 (Wed)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>
6	Common	28.04.14 (Mon)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>
7	Common	29.04.14 (Tue)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>
8	Common	30.04.14 (Wed)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ X	<input type="checkbox"/>

Hidden sessions: 0 Choose...

11. Against each session there are 4 options.

#	Group	Date	Time	Class Type	Actions
1	Common	15.04.14 (Tue)	09:00 - 10:00	50-Mins/One Hour Lecture	  

 Green Ball: To mark the attendance first time. Clicking it will take you to the marking attendance page, where all the students of your course are listed.

 Hand Sign: Will let you to edit your session time or date.

 Cross Sign: will let you to delete the session.

 Select checkbox: will let you to select this session, when you have to select multiple sessions.

12. To mark attendance you need to click on the green ball. Next page will show you all the students enrolled in your course.

Attendance for the course :: CE-499 Project-III (OD-74/CED-75 B)

[Sessions](#) [Add](#) [Report](#) [Export](#)

15 April 2014 09:00 - 10:00
50-Mins/One Hour Lecture

Show Forces No.

#	Registration No	First name / Surname	Sub Group	P	A	UM	Remarks	Summary
1	2009-NUST-BE-Civ-033	 Hamza Khan	OD74/CED75SecB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	None ▾	0/0=0.00%
2	2009-NUST-BE-Civ-1540	 Bilal Khan Jadoon	OD74/CED75SecB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	None ▾	0/0=0.00%
3	2009-NUST-BE-Civ-1542	 Muhammad Shehryar Razzaq	OD74/CED75SecB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	None ▾	0/0=0.00%

13. To mark all Present click P. To mark all Absent click A. To make a student's Attendance Unmarked press UM.

#	Registration No	First name / Surname	Sub Group	P	A	UM	Remarks	Summary
1	2009-NUST-BE-Civ-033	Hamza Khan	OD74/CED75SecB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	None	0/0=0.00%
2	2009-NUST-BE-Civ-1540	Bilal Khan Jadoon	OD74/CED75SecB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	None	0/0=0.00%
3	2009-NUST-BE-Civ-1542	Muhammad Shehryar Razzaq	OD74/CED75SecB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	None	0/0=0.00%

14. After marking the attendance, click “Save Attendance” button at the bottom of the page.

56	2010-NUST-MCE-BE-CE-1578	Saqib Ali	OD74/CED75SecB	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	None	1/1=100.00%
57	2010-NUST-MCE-BE-CE-1579	Rustam Khan	OD74/CED75SecB	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	None	1/1=100.00%

Save attendance

Topic Name:

Click save attendance button.

Status:

Present Students: 53
 Absent Students: 4
 Unmarked Students: 0
 Total Students: 57

15. After you have taken attendance of a lecture. You will note that green ball against that lecture is gone. Now if you want to edit your attendance in case, you have to click on the Lecture. Remember the attendance you take is being logged. So the time of your first attendance and every time you edit your attendance is logged.

#	Group	Date	Time	Class Type	Actions
1	Common	15.04.14 (Tue)	09:00 - 10:00	50-Mins/One Hour Lecture	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2	Common	16.04.14 (Wed)	09:00 - 10:00	50-Mins/One Hour Lecture	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3	Common	21.04.14 (Mon)	09:00 - 10:00	50-Mins/One Hour Lecture	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Common	22.04.14 (Tue)	09:00 - 10:00	50-Mins/One Hour Lecture	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	Common	23.04.14 (Wed)	09:00 - 10:00	50-Mins/One Hour Lecture	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Common	28.04.14 (Mon)	09:00 - 10:00	50-Mins/One Hour Lecture	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

16. In case you have make all sessions with an incorrect date, you can select or deselect all sessions by clicking the options given at the bottom of the page. Marked sessions can be selected or deselected from the drop down.

Marked sessions

Unmarked sessions

can Select or Deselect

6	Common	28.04.14 (Mon)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ ×	☐
7	Common	29.04.14 (Tue)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ ×	☐
8	Common	30.04.14 (Wed)	09:00 - 10:00	50-Mins/One Hour Lecture	● ⚙ ×	☐

Hidden sessions: 0

Choose...
 Choose...
 Delete
 Change duration

- i) Delete: Will delete all the selected sessions.
- ii) Change Class Description/Type, will let you change the class type i.e. 50/ 90 min Lecture, or a Two/ Three Hour Lab.

Summary:

Taking attendance on LMS is easy and quick. Once you have made sessions for your complete semester all you have to do is go in a lecture and mark attendance.