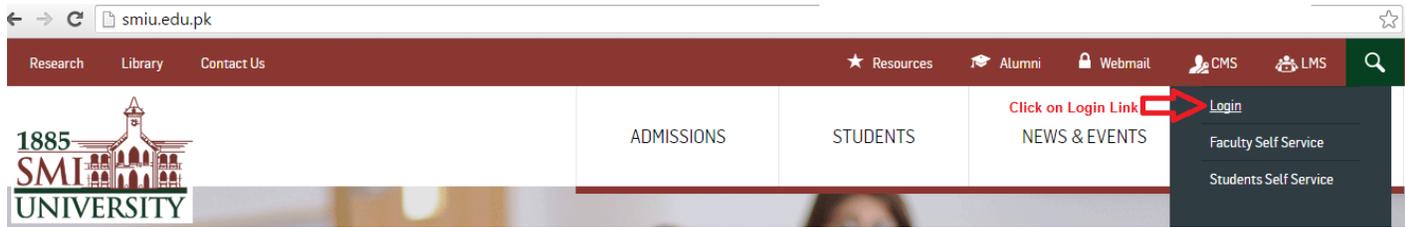
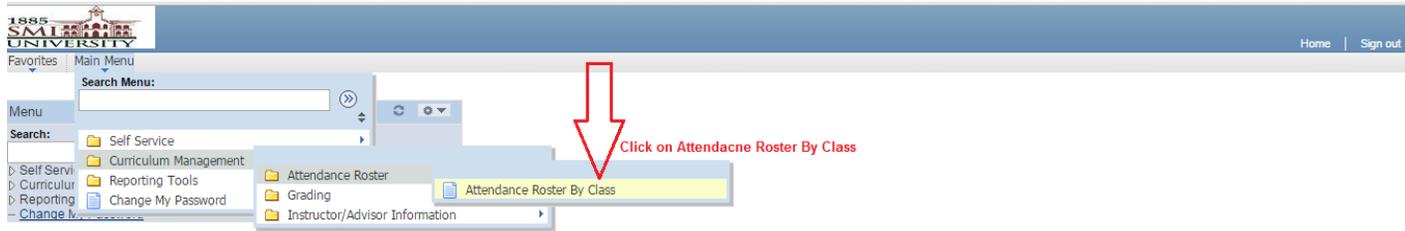


Online Attendance Of Students Steps for PeopleSoft CMS

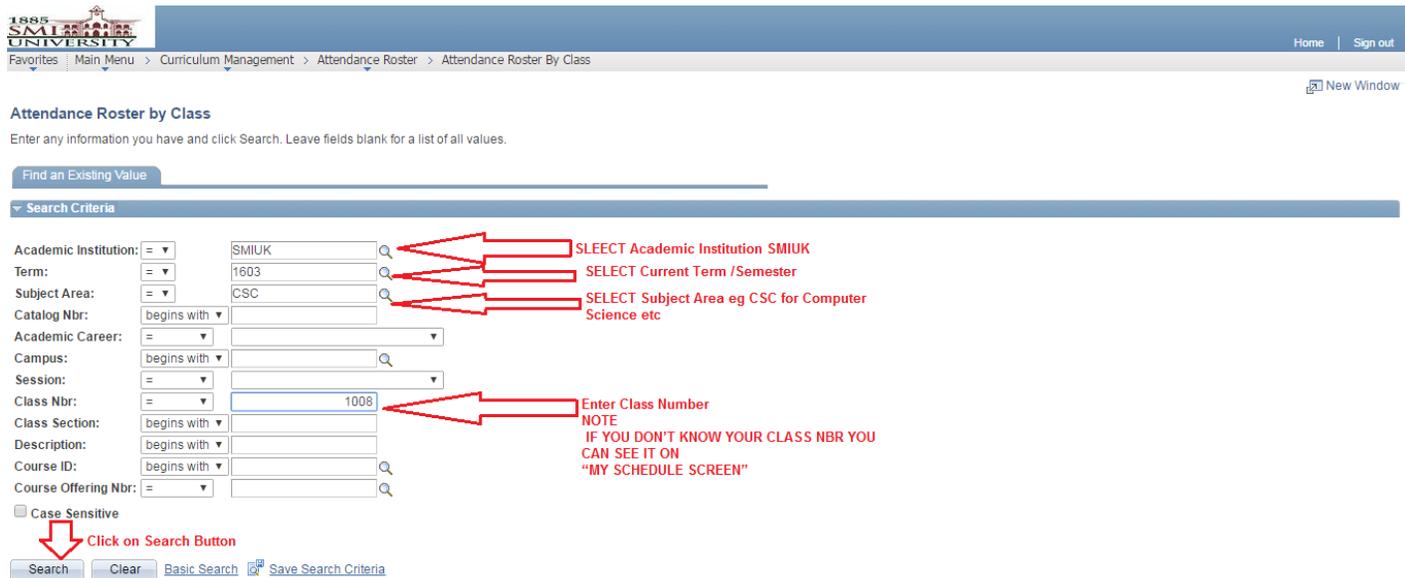
1. Click on login link and provide your credentials (Username and Password) for accessing PeopleSoft CMS



2. To mark online attendance of students in particular class use the navigation: Navigation: Main Menu>Self service>Curriculum Management>Attendance Roster> Attendance Roster by Class



3. Enter any information you have and click on search button. Leave fields blank for a list of values.



NOTE: IF YOU DON'T KNOW CLASS NBR YOU CAN SEE IT ON "MY SCHEDULE SCREEN".

4. After Click on Search button, below screen will appear

1. Select Last Class date from Calendar
2. Click on generate button

1885 SMAS UNIVERSITY
Home | Sign out
New Window | Personalize Page

Attendance Roster By Class

Course ID: 668015 Term: Fall 2016
Course Name: Intro to Comp & its Apcltions Session: Regular Academic Session
Subject / Catalog#: CSC 101 Institution: Sindh Madressatul Islam Uni
Class Nbr: 1008 Instructor: Ameen Khowaja
Class Section: SCS1

Generate Populate from Student Enroll Attendance From Date: 07/11/2016
 Generate Class Mtg Attendance Attendance To Date: 12/29/2016
Report Mtg: Generate Class Mtg Attendance

Create Attendance Update Attendance/All Students Update Attendance/Active Only

Save Return to Search Notify Refresh

NOTE: AFTER CLICK ON GENERATE BUTTON THIS BUTTON WILL FREEZED

5. After click on generate button list of days will be generated. First mark check on the override then click on generate button and in last click on view button of your desired day.

1885 SMAS UNIVERSITY
Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Generate Populate from Student Enroll Attendance From Date: 02/03/2016
 Generate Class Mtg Attendance Attendance To Date: 05/31/2016

Stu	Template Nbr	Type	Attendance Date	From Time	To Time	Contact Minutes	Override
1	1	Class Meeting	02/03/2016	9:00AM	12:00PM	180	<input checked="" type="checkbox"/>
2	2	Class Meeting	02/10/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
3	3	Class Meeting	02/17/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
4	4	Class Meeting	02/24/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
5	5	Class Meeting	03/02/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
6	6	Class Meeting	03/09/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
7	7	Class Meeting	03/16/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
8	8	Class Meeting	03/23/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
9	9	Class Meeting	03/30/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
10	10	Class Meeting	04/06/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
11	11	Class Meeting	04/13/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
12	12	Class Meeting	04/20/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
13	13	Class Meeting	04/27/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
14	14	Class Meeting	05/04/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
15	15	Class Meeting	05/11/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
16	16	Class Meeting	05/18/2016	9:00AM	12:00PM	180	<input type="checkbox"/>
17	17	Class Meeting	05/25/2016	9:00AM	12:00PM	180	<input type="checkbox"/>

Save Return to Search Notify Refresh

6. After click on view button below screen will appear. By default all student are marked "Present". Any Student who is Absent in class just uncheck the present check mark or who left early from the class check on left early and select reason from dropdown list.

1885 SML UNIVERSITY

Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Class Attendance

Course ID: 668327 Term: Spring 16
 Course Name: Principles of Marketing Session: Regular Academic Session
 Subject / Catalog#: MKT 101 Institution: Sindh Madressatul Islam Uni
 Class Nbr: 1015 Instructor: Ahmer Khan
 Class Section: BA1A

Template Nbr: 1 Attendance Type: Meeting Attendance Date: 02/03/2016

Student Attendance Roster Personalize | Find | View All | 1-5 of 5 | Last

*Student ID	Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	To Time	Contact Minutes
1 16SMB3M	MUHAMMAD ESSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180
2 16SMB3M	ASHRAF,HOORAIN MUHAMMAD	Graduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3 100001033	AWAN, MUHAMMAD BASIT HAFEEZ	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sick	9:00AM	12:00PM	180
4 16SMB3M	AWAN,NAFEESA KHALID	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180
5 16SMB3M	KANWAL,AQSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180

Save and Return Cancel

7. When you mark all of your attendance of particular day then click on SAVE & RETURN button

1885 SML UNIVERSITY

Favorites | Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class

Class Attendance

Course ID: 668327 Term: Spring 16
 Course Name: Principles of Marketing Session: Regular Academic Session
 Subject / Catalog#: MKT 101 Institution: Sindh Madressatul Islam Uni
 Class Nbr: 1015 Instructor: Ahmer Khan
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Template Nbr: 1 Attendance Type: Meeting Attendance Date: 02/03/2016

Student Attendance Roster Personalize | Find | View All | 1-5 of 5 | Last

*Student ID	Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	To Time	Contact Minutes
1 16SMB3M	MUHAMMAD ESSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180
2 16SMB3M	ASHRAF,HOORAIN MUHAMMAD	Graduate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3 100001033	AWAN, MUHAMMAD BASIT HAFEEZ	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sick	9:00AM	12:00PM	180
4 16SMB3M	AWAN,NAFEESA KHALID	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180
5 16SMB3M	KANWAL,AQSA	Graduate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	12:00PM	180

Save and Return Cancel

Click on Save and Return button

8. After Click on SAVE & RETURN button below screen will appear. Click on save button.

1885
SMI
UNIVERSITY

Home | Sign out

Attendance Roster By Class

Course ID: 668015 Term: Fall 2016
Course Name: Intro to Comp & its Applications Session: Regular Academic Session
Subject / Catalog#: CSC 101 Institution: Sindh Madressatul Islam Uni
Class Nbr: 1008 Instructor: Ameen Khowaja
Class Section: SCS1

Generate Populate from Student Enroll Attendance From Date: 07/11/2016
 Generate Class Mtg Attendance Attendance To Date: 12/29/2016

Report Manager

Create Attendance Update Attendance/All Students Update Attendance/Active Only

			Template Nbr	Type	Attendance Date	From Time	To Time	Contact Minutes	Override		
1	Create	Print	View	1	Class Meeting	07/12/2016	8:00AM	9:00AM	60	<input type="checkbox"/>	+ -
2	Create	Print	View	2	Class Meeting	07/19/2016	8:00AM	9:00AM	60	<input type="checkbox"/>	+ -
3	Create	Print	View	3	Class Meeting	07/26/2016	8:00AM	9:00AM	60	<input type="checkbox"/>	+ -
4	Create	Print	View	4	Class Meeting	08/02/2016	8:00AM	9:00AM	60	<input type="checkbox"/>	+ -
5	Create	Print	View	5	Class Meeting	08/09/2016	8:00AM	9:00AM	60	<input type="checkbox"/>	+ -

Save Return to Search New Refresh Click on Save button

NOTE: Repeat the same procedure for marking other day's student attendance. (1 TO STEP 8)