## **Online Attendance Of Students Steps for PeopleSoft CMS**

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

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Research Library Contact Us		★ Resources	🖈 Alumni	🔒 Webmail	🍌 смз	🚓 LMS	٩
1885 SMI	ADMISSIONS	STUDENTS	Click or NEW	S & EVENTS	Login Faculty Student	Self Service s Self Service	_
UNIVERSITY							

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

1885 SMI	RSITY				Home   Sign out
Favorites	Main Menu				
	Search Menu:				
Menu		>> 0 0 T			
Search:	🗀 Self Service	÷.	Click on Attendacne Rost	er Bv Class	
N Self Servi	🗀 Curriculum Management		' V	*	
Curriculur	Reporting Tools	Attendance Roster	Attendance Roster By Class		
Reporting	Change My Password	Grading	Attendance Noster by class		
– <u>Change N</u>		Instructor/Advisor Information	<b>•</b>		

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

1885 SMI ALA	-				Home Sign out
Favorites Main Menu	> Curriculum N	lanagement > Attendanc	e Roster > Attendance Ro	oster By Class	
		•			New Window
Attendence Dest					
Attendance Roste	er by Class				
Enter any information y	ou have and clic	k Search. Leave fields bla	nk for a list of all values.		
Find an Existing Valu	10				
This an Existing value					
🔻 Search Criteria					
Academic Institution	= •	SMIUK	۹ 👘	SLEECT Academic Institution SMIUK	
Term:	= 🔻	1603	۹	SELECT Current Term /Semester	
Subject Area:	= 🔻	CSC	٩	SELECT Subject Area eg CSC for Computer	
Catalog Nbr:	begins with 🔻			Science etc	
Academic Career:	= •				
Campus:	begins with 🔻		Q		
Session:	= •		Ŧ		
Class Nbr:	= •	1008		Enter Class Number	
Class Section:	begins with v			NOTE	
Description:	begins with 🔻			IF YOU DON'T KNOW YOUR CLASS NBR YOU	
Course ID:	begins with 🔻		Q	"MY SCHEDULE SCREEN"	
Course Offering Nbr:	= •		Q		
Case Sensitive	Search Butto	n			
Search Clea	r <u>Basic Searc</u>	h 🛛 Save Search Criter	ia		

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

Favorites Main Menu >	> Curriculum Management > Attendançe	Roster > Attendance Roster By Class		Home   Sign out
Attendance Ro	oster By Class		ع New Window التي العنه المالية	Personalize Page
Course ID: Course Name: Subject / Catalog#: Class Nbr: Class Section:	668015 Intro to Comp & its Applctions CSC 101 1008 SCS1	Term:         Fall 2016           Session:         Regular Academic Session           Institution:         Sindh Madressatul Islam Uni           Instructor:         Ameen Khowaja		
Generate Click on generate Report M Generate Cl © Create Attendance	Populate from Student Er     Generate Class Mtg Attendance	roll Attendance From Date: 07/11/2016 Attendance To Date: 12/29/2016 ents OUpdate Attendance/Active Only	BELECT LAST CLASS DATE FROM CALENDER	
🖪 Save ) 🔯 Return t	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.

	Generate		✓ Pop ✓ Gen	ulate from Student Enr erate Class Mtg Attend	roll Janc	Atter ce Atter	ndan ndan	ce From Date ce To Date:	02/03/	2016 🕅 2016 📆			
	2. CLICK	ON CREA		ON									1. CHECK ON OVER
tu	<u> </u>		×		_	Pers	onali	ze   Find   View	<u>। 🖓 ।</u>	First 🚺	1-17 of 17		051
			Template Nbr	Туре	1	Attendance [	Date	<u> 'From Time</u>	<u>*To Time</u>	Contact Minutes	<u>Override</u>		1
1	Create	View	1	Class Meeting	~	02/03/2016	Ħ	9:00AM	12:00PM	180		+	
2	Create	View	2	Class Meeting	~	02/10/2016	×,	9:00AM	12:00PM	180		+	
3	Create	<u> </u>	LICK ON	VIEW BUTTON		/17/2016	31	9:00AM	12:00PM	180		+	
4	Create	Vi				/24/2016	21	9:00AM	12:00PM	180		+	
5	Create	View	5	Class Meeting	~	03/02/2016	H	9:00AM	12:00PM	180		+	
6	Create	View	6	Class Meeting	-	03/09/2016	H	9:00AM	12:00PM	180		+	
7	Create	View	7	Class Meeting	~	03/16/2016	N	9:00AM	12:00PM	180		+	
8	Create	View	8	Class Meeting	~	03/23/2016	×.	9:00AM	12:00PM	180		+	
9	Create	View	9	Class Meeting	~	03/30/2016	31	9:00AM	12:00PM	180		Ŧ	
0	Create	View	10	Class Meeting	~	04/06/2016	31	9:00AM	12:00PM	180		Ŧ	
11	Create	View	11	Class Meeting	~	04/13/2016	91	9:00AM	12:00PM	180		Ŧ	
2	Create	View	12	Class Meeting	~	04/20/2016	H	9:00AM	12:00PM	180		Ŧ	
3	Create	View	13	Class Meeting	-	04/27/2016	N	9:00AM	12:00PM	180		+	
14	Create	View	14	Class Meeting	-	05/04/2016	N	9:00AM	12:00PM	180		+	
5	Create	View	15	Class Meeting	~	05/11/2016	R	9:00AM	12:00PM	180		+	
6	Create	View	16	Class Meeting	~ (	05/18/2016	31	9:00AM	12:00PM	180		+	
17	Create	View	17	Class Meeting		05/25/2016		9:00AM	12:00PM	180		+	

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.

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vorites Main Men	u 👌 Curriculum Mana	gement > Atter	idance Ro	ster	> Attend	fance Roster By G	Class				
ass Attendance	•										
ourse ID:	668327		Term:		Spri	ng 16					
ourse Name:	Principles of Marketin	9	Sessio	on:	Reg	ular Academic Se	ession				
ubject / Catalog#:	MKT 101		institu	tion:	Sind	th Madressatul Is	Iam Uni				
Idos NDF:	1015		Instru	ctor:	Ahn	ner Khan					
ass Section:	BA1A										
malata Mha											
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tudent Attendanc	1 Atte e Roster	endance Type: Me	eeting		Attenda	nce Date: 02/03	3/2016 View All   🗗	) 🖩 🕫	irst 🚺 1-5 of 5	D	Last
tudent Attendanc	1 Atte e Roster <u>Name</u>	endance Type: Me *Academic Career	eeting <u>Present</u>	Tardy	Attendar	nce Date: 02/03 Personalize   Eind   <u>Reason</u>	3/2016 View Al   🗖 <u>From Time</u>	] 🕍 🛛 Fi <u>*To Time</u>	irst <b>II</b> 1-5 of 5 <u>Contact</u> <u>Minutes</u>	D	Last
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Student Attendanc <u>Student ID</u> 1 16SMBA3MI Q 2 16SMBA3MI Q 3 100001033 Q	1 Atte Roster MUHAMMAD ESSA ASHRAF,HOORAIN MUHAMMAD AWAN,MUHAMMAD BASIT HAFEEZ	Academic Career Graduate Graduate Graduate	Present		Attendar	nce Date: 02/03 Personalize   Find   Reason V Sick v	9/2016 View All   From Time 9:00AM 9:00AM	12:00PM	rst 1-5 of 5 Contact Minutes 180	•	Lost
Student Attendanc   *Student ID   1    1<	1 Atte Roster MUHAMMAD ESSA ASHRAF,HOORAIN MUHAMMAD AWAN,MUHAMMAD BASIT HAFEEZ AWAN,NAFEESA KHALID	*Academic Career Graduate Graduate Graduate Graduate	Present		Attenda	nce Date: 02/03 Personalize   Find   Reason V Sick V	3/2016 View Al   From Time 9:00AM 9:00AM 9:00AM	To Time 12:00PM 12:00PM 12:00PM	rst 1-5 of 5 <u>Contact</u> <u>Minutes</u> 180 180 180 180	• • •	Last

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

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Favorites Main Men	u > Curriculum Mana	gement > Atter	ndanjce Ro	oster	> Attend	lance Roster By (	Class				
Class Attendance	,										
Course ID:	660207		Term		Opri	ng 16					
Course Name	Principles of Marketin		Sessi		Ren	ular Academic S	accion				
Subject / Catalog#:	MKT 101	9	Institu	tion:	Sinc	th Madressatul Is	lam Uni				
Class Nbr:	1015		Instru	stor	Abre	ar Khan					
Class Section:	RA1A		instru		Ann	lei khan					
Cidaa accuoii.	BAIA										
Template Nbr:	1 Atte	endance Type: M	eeting		Attendar	ce Date: 02/0	3/2016				
Student Attendance	e Roster					Personalize   Find	View Al	] 🛗 🛛 🕅	irst 🚺 1-5 of s	5 🗋 (	Last
				Tarrhy		B	From Time	IT: Tere	Contact		
<u>"Student D</u>	Name	Academic Career	Present	Taruy	Left Early	Reason		-10 Time	Minutes		
<u>Student D</u>	Name	<u>*Academic Career</u> Graduate	Present			<u>Reason</u>	9:00AM	12:00PM	Minutes 180	+	
Student D     IoSMBA3M Q     IoSMBA3M Q	Name ,,MUHAMMAD ESSA ASHRAF,HOORAIN MUHAMMAD	Academic Career Graduate Graduate	Present				9:00AM	12:00PM	Minutes 180	+	
*Student D 1 16SMBA3Mi Q 2 16SMBA3Mi Q 3 100001033 Q	Name ,MUHAMMAD ESSA ASHRAF,HOORAIN MUHAMMAD AWAN,MUHAMMAD BASIT HAFEEZ	*Academic Career Graduate Graduate Graduate	Present			Sick v	9:00AM	12:00PM	Minutes 180 180	+ + +	
Student D           1         16SMBA3MiQ           2         16SMBA3MiQ           3         100001033 Q           4         16SMBA3MiQ	Name ,MUHAMMAD ESSA ASHRAF,HOORAIN MUHAMMAD AWAN,MUHAMMAD BASIT HAFEEZ AWAN,NAFEESA KHALID	*Academic Career Graduate Graduate Graduate Graduate	Present			Sick v	9:00AM 9:00AM 9:00AM 9:00AM	12:00PM 12:00PM 12:00PM	Minutes 180 180 180 180	+ + +	
Student D           1         16SMBA3MiQ           2         16SMBA3MiQ           3         100001033 Q           4         16SMBA3MiQ           5         16SMBA3MiQ	Name ,MUHAMMAD ESSA ASHRAF,HOORAIN MUHAMMAD AWAN,MUHAMMAD BASIT HAFEEZ AWAN,NAFEESA KHALID KANWAL,AQSA	*Academic Career Graduate Graduate Graduate Graduate Graduate	Present           Image: Constraint of the second s			Sick v	9:00AM 9:00AM 9:00AM 9:00AM 9:00AM	12:00PM 12:00PM 12:00PM 12:00PM	Minutes 180 180 180 180 180 180	+ + + +	

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

SMIMAN JNIVERSITY														Home   Sign out
avorites Main Menu	> Curricul	lum Managem	nent > Att	endance Roster 🚿 Atte	endance Roster By Cl	ass								
•				•									д New Window	Versonalize Page
Attendance R	oster B	y Class											-	
Course ID:	668015			Term:	Fall 2016									
Course Name:	Intro to Co	mp & its Appl	lctions	Session:	Regular Academi	c Session								
Subject / Catalog#:	CSC	101		Institution:	Sindh Madressatu	ul Islam Uni								
Class Nbr:	1008			Instructor:	Ameen Khowaja									
Class Section:	SCS1													
Generate		Populat	e from Stu	ident Enroll At	ttendance From Dat	te: 07/11/20	016 🛐							
Report Manager		Generation	te Class M	Itg Attendance At	ttendance To Date:	12/29/2	016 🛐							
												_		
Create Attendar	nce (	Update At	tendance//	All Students	Update Attendand	ce/Active On	ly							
Student Attendance	e Roster				Perso	nalize   Find   \	/iew All   🔼	First K	1-5 of 2	5 🕨	Last			
			Template Nbr	Туре	*Attendance Date	e *From Time	*To Time	Contact Minutes	Override					
1 Create	Print	View	1	Class Meeting	• 07/12/2016	8:00AM	9:00AM	60		+	-			
2 Create	Print	View	2	Class Meeting	<ul> <li>07/19/2016</li> </ul>	8:00AM	9:00AM	60		+				
3 Create	Print	View	3	Class Meeting	▼ 07/26/2016 B	8:00AM	9:00AM	60		+	-			
4 Create	Print	View	4	Class Meeting	• 08/02/2016	8:00AM	9:00AM	60		+				
5 Create	Print	View	5	Class Meeting	<ul> <li>08/09/2016</li> </ul>	8:00AM	9:00AM	60		+				
	_			Click	on Save button							1		
🔒 Save 🛛 💽 Return	to Search	E Notily	C Refre	sh										

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