



VATTENDANCE USER MANUAL

This document describes the various functionalities and features available in vAttendance Portal for Faculty.



REVISION HISTORY

Version	Date	Revision Description
1.0	03/17/16	Initial Document
1.1	03/22/16	Template Creation & Content Update
1.2	08/29/16	Content Update

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INTRODUCTION

This document covers the various functionalities available for Students & Faculty in vAttendance. vAttendance is an Android powered attendance system that seamlessly connects to a cloud based portal for attendance management. Attendance can be viewed and tracked in real time, and Faculty can access a wide variety of reports from the attendance data. vAttendance also provides SMS/Email integration for generating various alerts based on criterion set by the organization.

PURPOSE

The purpose of this document is to describe the various functionalities available on the web portal of vAttendance. vAttendance provides for various roles including Student, Faculty and Admin. **This document describes the features for Faculty role only** and is intended to serve as a ready reference for all the features available in vAttendance. The features described here only apply to the web portal of vAttendance. The Android Application related documents are available separately.

RELATED DOCUMENTS

The Android Application tutorials are available separately as a video tutorial. The purpose of Android Application is limited to recording attendance only.

PROBLEM REPORTING INSTRUCTIONS

Any queries related to this document may be addressed to: contact@tedconsult.com

OVERVIEW

vAttendance provides an extensive online portal to view, manage and edit attendance. The portal is the one-stop resource to access all information related to attendances recorded and export customized reports. The portal also provides a notification feature, which can be used for communication between various stakeholders.

ROLE DESCRIPTION

vAttendance provides for role based access to attendance information. These roles (described below) have different privileges on the portal. The roles provided are:

ADMIN:

This is the super user role and allows for complete access to attendance data. Various features include: Edit Attendance, Create Notification, Customized Reports, User Management and Course Management. The details are available in a separate manual.

FACULTY:

This role allows for access to attendance information for the limited set of users assigned to the course assigned to the role. Subject and Student wise attendance details are available of online viewing and downloadable Excel File.

STUDENT:

This role allows for access to attendance data for the role only. The student can track and view attendance for all the subjects he/she is assigned to.

FACULTY ROLE INSTRUCTIONS

SUBJECT ATTENDANCE

HOME PAGE

The home page for the Faculty Role provides a summary of attendance across various subjects assigned. The attendance is presented as a summary of current month and displayed as a percentage. Attendance for past months can be viewed by selecting the dropdown and choosing desired month. This screen may also be access by clicking the “View Subjects” in the sidebar menu.

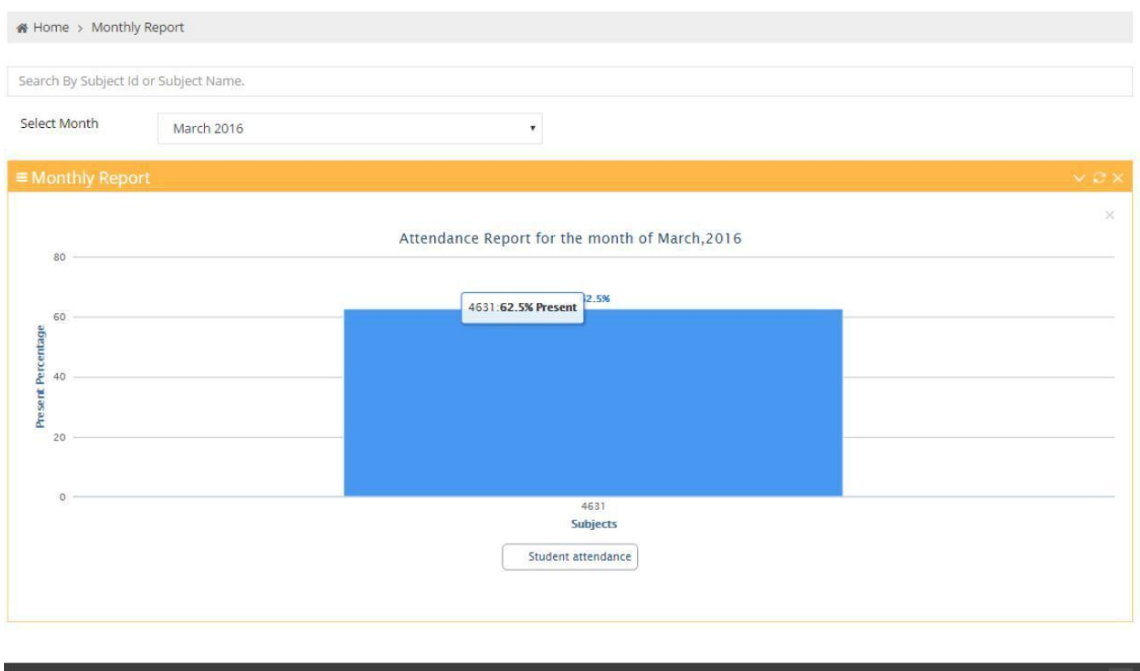


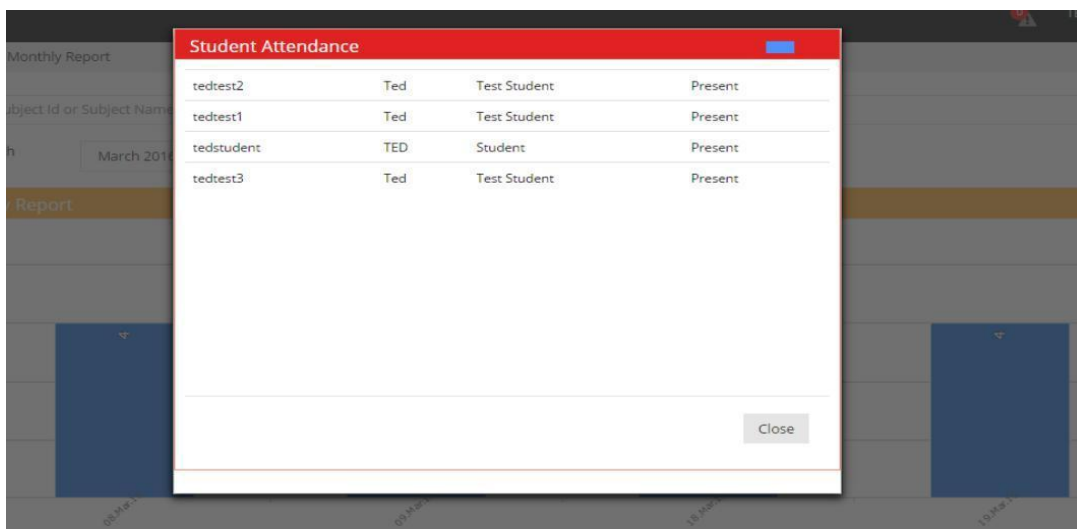
FIGURE 1 FACULTY HOME PAGE

SUBJECT ATTENDANCE DETAILS

- Clicking on the subject bar shows the attendance details for the selected month. The details are shown date-wise. (Refer: Figure 2 Subject Attendance Details)
- Clicking on the individual date detail shows a popup showing the attendance status for all students for that date. (Refer: Figure 3 Student Attendance Status)



FIGURE 2 SUBJECT ATTENDANCE DETAILS



Student ID	Name	Role	Status
tedtest2	Ted	Test Student	Present
tedtest1	Ted	Test Student	Present
tedstudent	TED	Student	Present
tedtest3	Ted	Test Student	Present

FIGURE 3 STUDENT ATTENDANCE STATUS

VIEW ATTENDANCE

This feature allows a faculty to view ongoing attendance for any subject or students. A search interface is provided to the faculty to view date-wise attendance of a subject or student.

VIEW ATTENDANCE (BY SUBJECT)

- Click on the View Attendance in the sidebar menu.
- Click on By Subject button (Refer: Figure 4 Attendance by Subject)

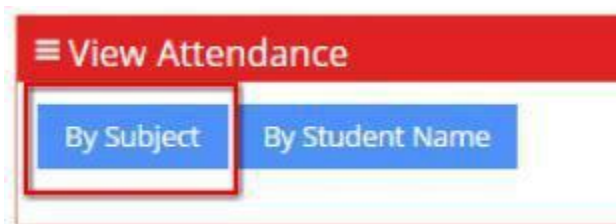


FIGURE 4 ATTENDANCE BY SUBJECT

- Search the subject by name (Refer: Figure 5 Search Subject by Name)

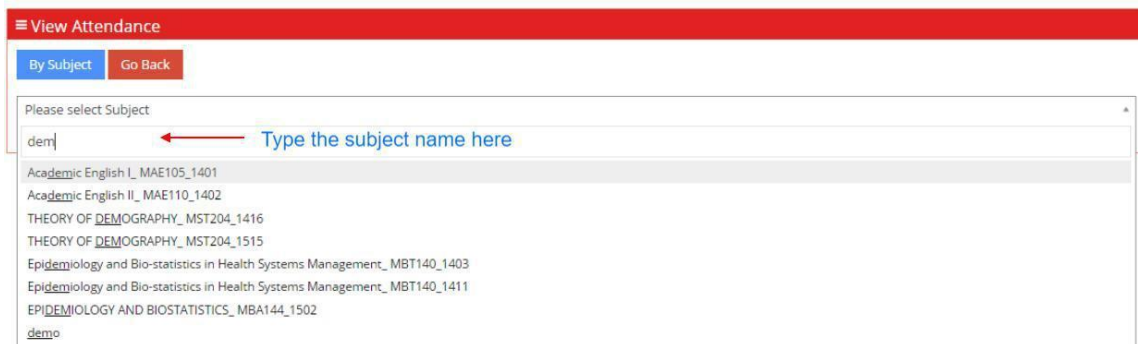


FIGURE 5 SEARCH SUBJECT BY NAME

- Choose the date for which you want to view attendance. (Refer: Figure 6 Select Date)

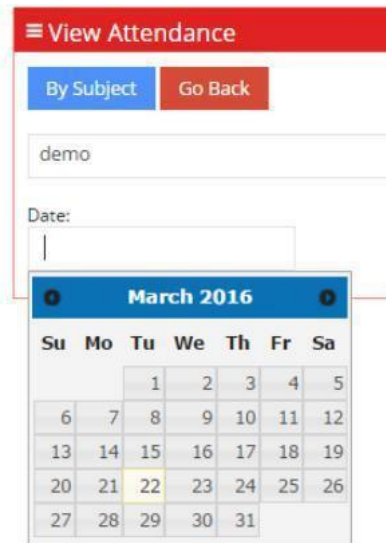
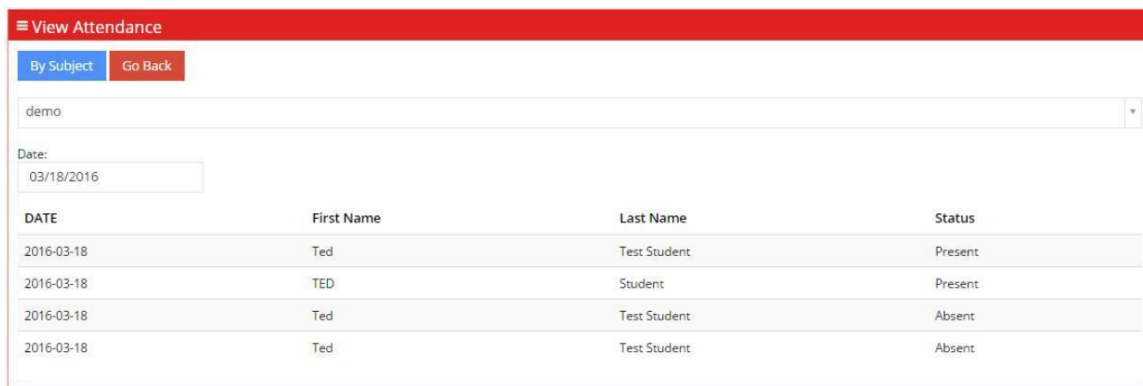


FIGURE 6 SELECT DATE

- The attendance statistics for the selected subject and date will be shown indicating the Date, Student Name and Status (Refer : Figure 7 Attendance Statistics)



The screenshot shows the 'View Attendance' interface with the date '03/18/2016' selected. Below the date selection, there is a table displaying attendance statistics. The table has four columns: 'DATE', 'First Name', 'Last Name', and 'Status'. The data rows are as follows:

DATE	First Name	Last Name	Status
2016-03-18	Ted	Test Student	Present
2016-03-18	TED	Student	Present
2016-03-18	Ted	Test Student	Absent
2016-03-18	Ted	Test Student	Absent

FIGURE 7 ATTENDANCE STATISTICS

VIEW ATTENDANCE (BY STUDENT)

- Click on the View Attendance in the sidebar menu.
- Click on By Student Name button (Refer : Figure 8 Attendance by Student Name)

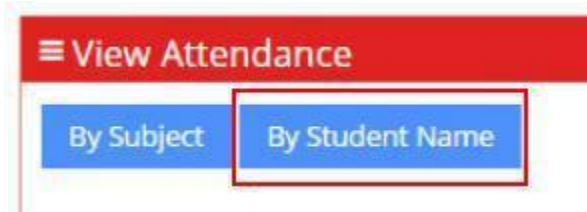


FIGURE 8 ATTENDANCE BY STUDENT NAME

- Type the Student name in search box and click Enter (Refer: Figure 9 Search Student by Name)

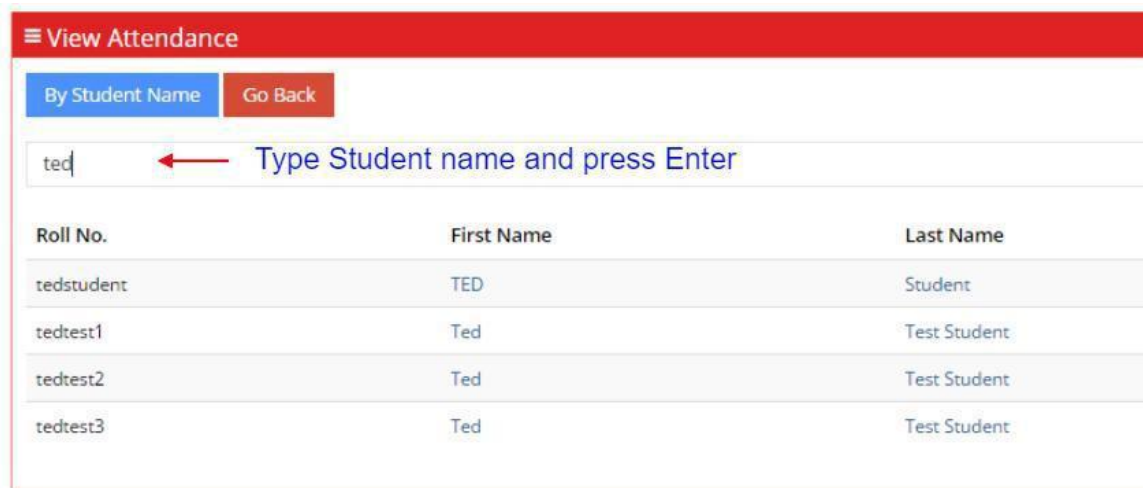


FIGURE 9 SEARCH STUDENT BY NAME

- Click on the Student Name to view attendance for assigned subjects. A pop-up will be displayed.
- In the pop-up, select the Subject and Date. Click on Submit. (Refer :Figure 10 Select Subject & Date)

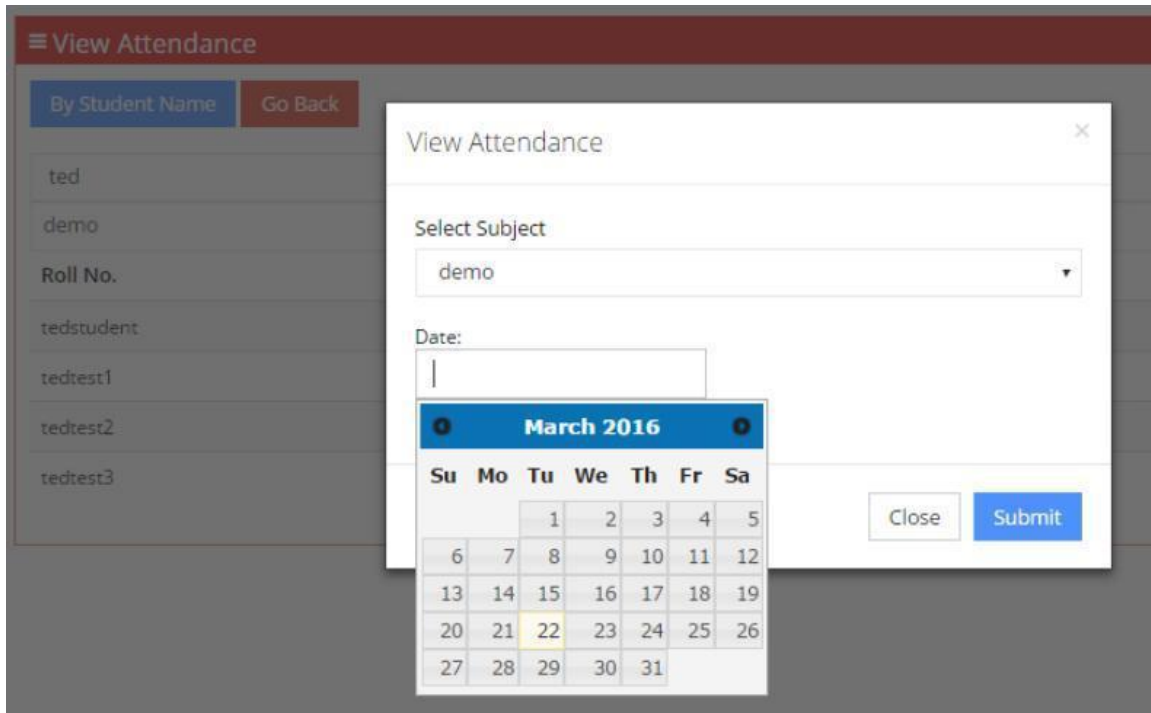


FIGURE 10 SELECT SUBJECT & DATE

- Attendance detail for the selected subject and date will be displayed. (Refer : Figure 11 Attendance Details)



DATE	First Name	Last Name	Status
2016-03-18	Ted	Test Student	Present

FIGURE 11 ATTENDANCE DETAILS

VIEW STUDENT DETAILS

This functionality provides for viewing user details and attendance summary for the selected month (in percentage). This functionality also allows the teacher to contact the parents if the data is available in the system.

- Search Student in the search box displayed. (Refer : Figure 12 Student Details)



You can search by Student Name or Roll No. You can also enter partial information to retrieve results.

Roll No.	First Name	Last Name	Course	User Name	Email	Phone	Edit	Contact Parent
tedstudent	TED	Student	null	tedstudent	aurbind@gmail.com		View Details	Contact Parent
tedtest1	Ted	Test Student	null	tedtest1	vikas@tedconsult.com	9871820909	View Details	Contact Parent
tedtest2	Ted	Test Student	null	tedtest2	azim@tedconsult.com	9871820909	View Details	Contact Parent
tedtest3	Ted	Test Student	null	tedtest3	rohit@tedconsult.com	9871820909	View Details	Contact Parent

FIGURE 12 STUDENT DETAILS

- To view Attendance Details, click on View Details. The pop-up will display the percentage attendance of the Student across all subjects. A dropdown is provided to view the summary for another month.

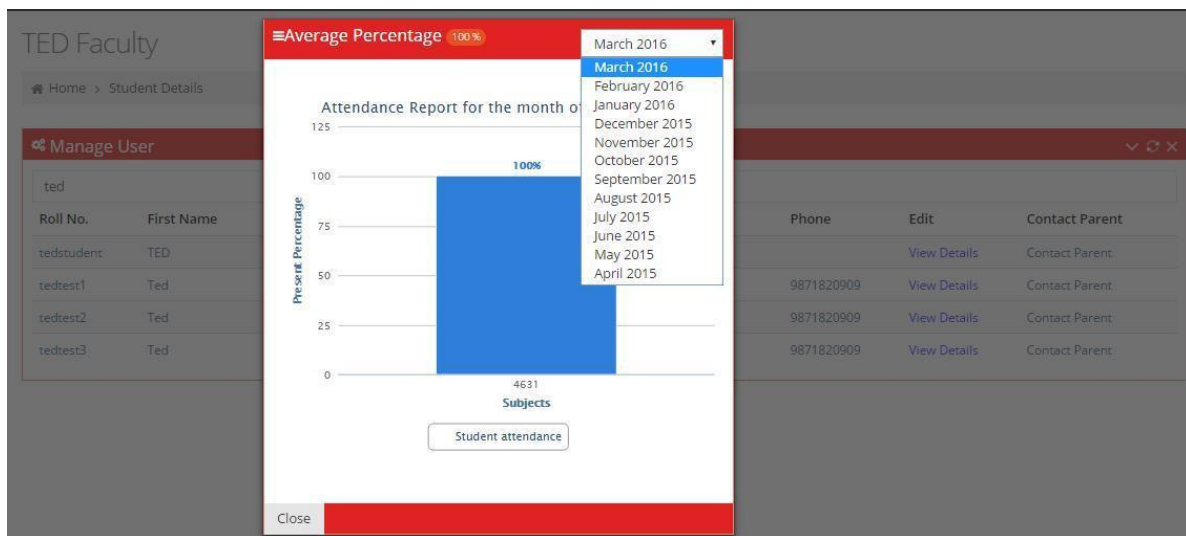
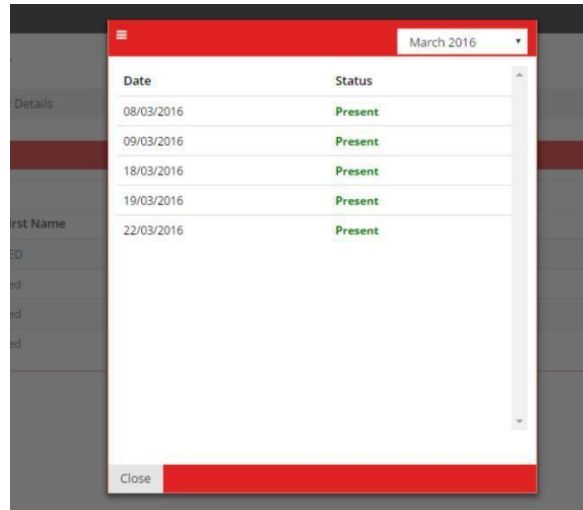


FIGURE 13 STUDENT ATTENDANCE SUMMARY

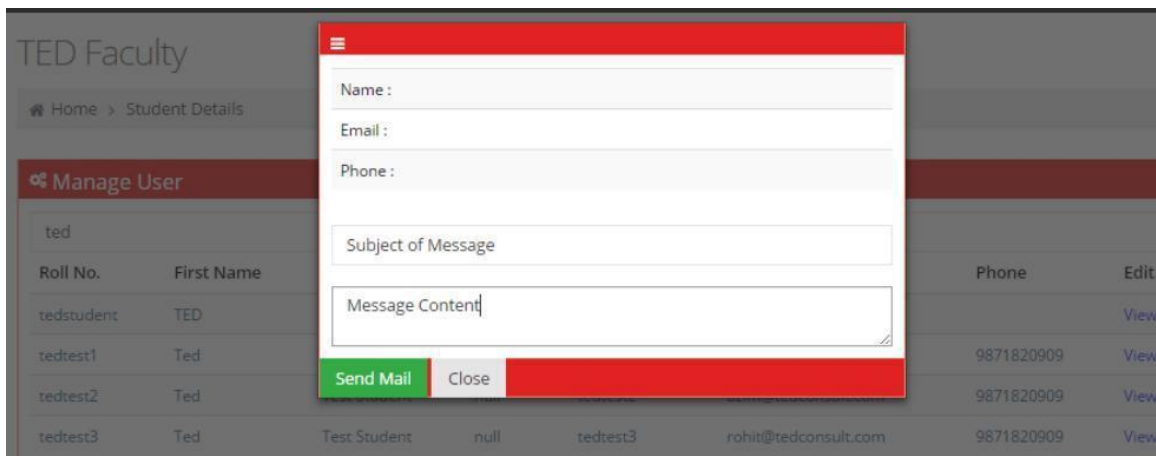
- You can also view the detailed attendance for the subject by clicking on the Subject Bar in the chart shown.



Date	Status
08/03/2016	Present
09/03/2016	Present
18/03/2016	Present
19/03/2016	Present
22/03/2016	Present

FIGURE 14 STUDENT ATTENDANCE IN SUBJECT

- To Contact the Student parents, click on Contact Parent. The Name, Contact and Email will be pre-populated with the Parent information available in the system. Type a Subject and Message and click on Send Mail.



Name :
 Email :
 Phone :
 Subject of Message
 Message Content

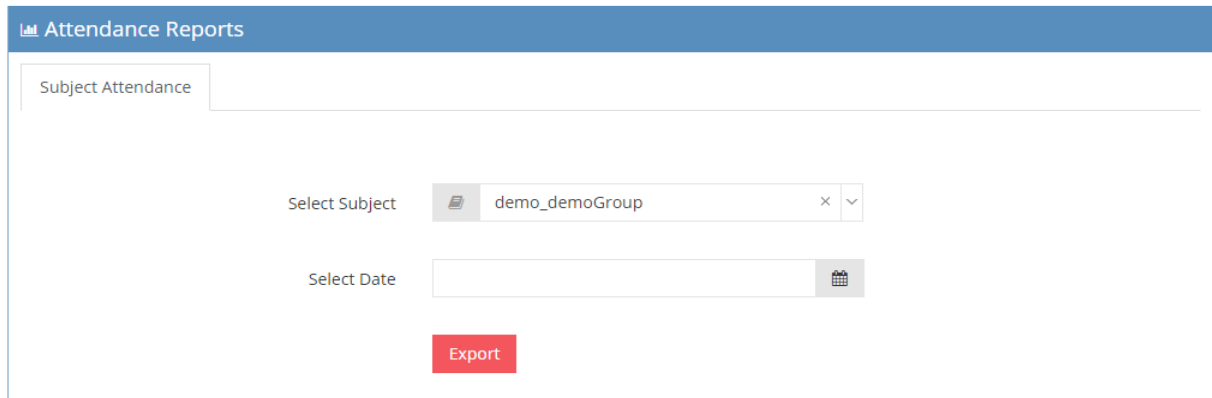
FIGURE 15 CONTACT PARENT POP-UP

Generate ATTENDANCE RECORDS

This functionality provides for Generate Attendance reports in Microsoft Excel format. The functionality also allows the teacher to generate attendance reports for Subject Attendance, Current Session Attendance and Previous session attendance.

SUBJECT ATTENDANCE

- Click on the Generate Report in the sidebar menu.
- Click on subject attendance to export subject wise attendance record. Select the duration of report on the select date option (Refer : Figure 16 Generate subject attendance report)



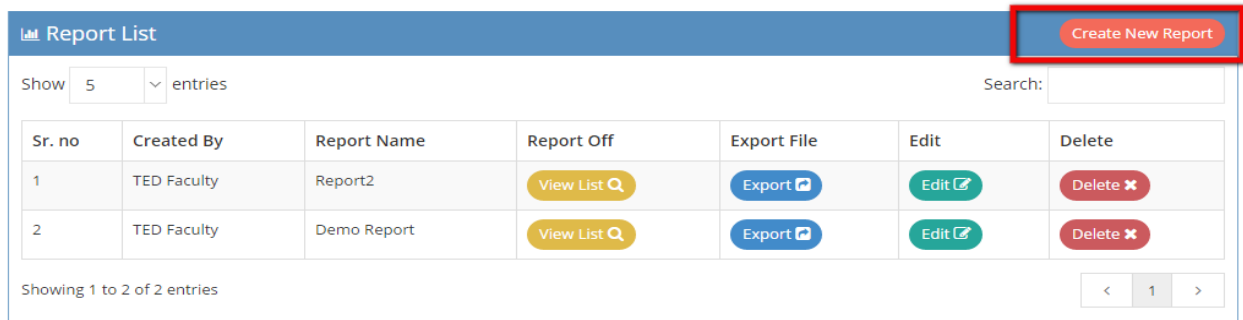
The screenshot shows the 'Attendance Reports' interface. Under the 'Subject Attendance' tab, there is a 'Select Subject' dropdown menu with 'demo_demoGroup' selected. Below it is a 'Select Date' field with a calendar icon. At the bottom, there is a red 'Export' button.

FIGURE 16 GENERATE SUBJECT ATTENDANCE REPORT

View Consolidated Report

This option produces the report for attendance of all students from starting date of semester till current date of selected subject,

- Click on the Create New Report option for create the new consolidated reports. (Refer: Figure 17)



The screenshot shows the 'Report List' interface. At the top right, there is a red button labeled 'Create New Report'. Below it, there is a 'Show' dropdown menu set to '5' entries and a 'Search:' field. The main table has the following data:

Sr. no	Created By	Report Name	Report Off	Export File	Edit	Delete
1	TED Faculty	Report2	View List	Export	Edit	Delete
2	TED Faculty	Demo Report	View List	Export	Edit	Delete

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has a pagination control showing '1'.

- Select the subject from the manage subject block for create the consolidated reports
- After select the subject on the right block final Give the report name in the below text box
- Click on the Save Button.(Refer: Figure 18 Generate Consolidated Attendance Report). And it will be automatic redirect to the View Report list.



FIGURE 18 GENERATE CONSOLIDATED ATTENDANCE REPORT

- Click to **View List** option for view all subject name and code
- Click **Export** option for Download the Consolidated reports.
- Click to **Edit** option for edit the preconfigured consolidated reports.
- Click to **Delete** options for delete the selected reports on the account. (FIGURE 19 Activities on Reports)

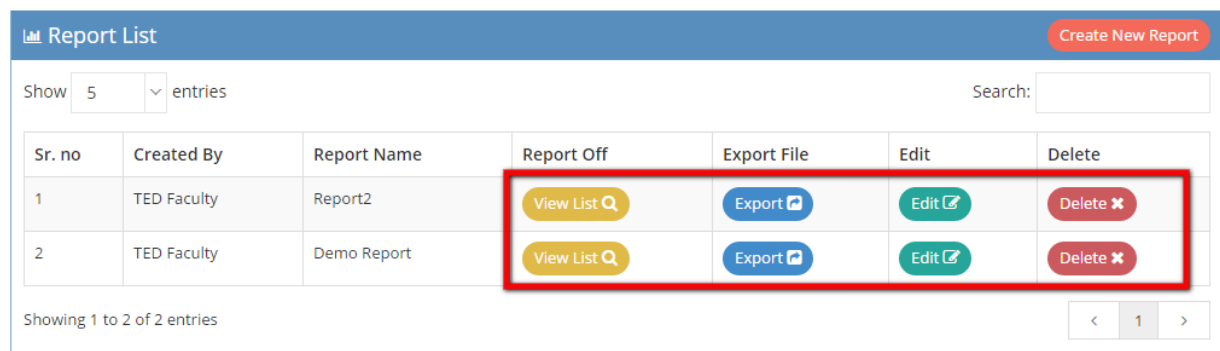


FIGURE 19 Activities on Reports