

Integrated National Education Information System (iNEIS™)

Activity for Manage Attendance

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Introduction

This document contains step-by-step instructions to keep track of the number of times a student is present, absent or late, Student Movement and student Attendance Statistics in a particular class.

The activities needed to be done are as follows:

1. Generate Attendance Roster
2. Add/Remove Attendance Dates *(if required)*
3. Capture Attendance with Late/Absence Reasons
4. Run Sync Attendance Records *(if required)*

1. Generate Attendance Roster

This function allows the user to generate the Attendance Roster. The Attendance Rosters should be generated a day before the term begins or on the first day of the term. User will not be able to generate Attendance Rosters for past terms. However, user can get assistance from the iNEIS™ Helpdesk.

Roles involved: **School Student Registrar** and **Class Teacher**

1. Navigate to **Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class**
2. In **Find an Existing Value** tab, fill in the required fields:
 - Academic Institution
 - Term
 - Subject Area
 - Campus
 - Session
 - Class Section
3. Click on **Search** button
4. Click on **Generate** button on the **Attendance Roster by Class** page
5. Click **View All** link to view all the Class Dates
6. Click on **Save** button at the bottom of the page

2. Add/Remove Class Dates (if required)

This function allows the user to add any missing or remove unnecessary Class Dates in the Attendance Roster.

Roles involved: **School Student Registrar** and **Class Teacher**

1. Navigate to **Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class**
2. In **Find an Existing Value** tab, fill in the required fields:
 - Academic Institution
 - Term
 - Subject Area
 - Campus

- Session
 - Class Section
3. Click on **Search** button
 4. Click on '+' icon, to add a missing class date and fill in the required fields:
 - Attendance Date
 - From Time
 - To Time
 5. Click on **Create button against** the newly added date
 6. Click on **View** button to view the student list
 7. Click on **Cancel** button to exit the page
 8. Click on '-' icon, to remove an existing class date
 9. Click on **Save** button at the bottom

3. Capture Attendance with Late/Absence Reasons

This function allows the user to mark student attendance and update remarks.

Roles involved: **School Student Registrar** and **Class Teacher**

1. Navigate to **Main Menu > Curriculum Management > Attendance Roster > Attendance Roster By Class**
2. In **Find an Existing Value** tab, fill in the required fields:
 - Academic Institution
 - Term
 - Subject Area
 - Campus
 - Session
 - Class Section
3. Click on **Search** button
4. Click on **View** button on the selected date
5. Click **View All** link to view the complete list of students in the class
6. Below are the 4 way to mark the student attendance:
 - i. Student is PRESENT, verify that the **Present** checkbox is checked
 - ii. Student is ABSENT, the **Present** checkbox should be unchecked
 - iii. Student is LATE and considered PRESENT, the **Present** and **Late** checkboxes should be checked

- iv. Student is LATE and considered ABSENT, the **Present** checkbox should be unchecked and the **Late** checkbox should be checked
7. Select the **Absence/Late Reason** for late or absent students
8. Enter additional comments in the **Remarks (Class Teacher)** field *(if required)*
9. Click on **Save and Return** button
10. Verify the **Update?** Checkbox is checked
11. Click on **Save** button

4. Run Sync Attendance Records *(if required)*

This function ensure the Attendance records are updated with the latest information and to get the latest list of students in the class. This process is scheduled to run automatically every night. However, user can also run this process anytime.

Roles involved: **School Student Registrar**

1. Navigate to **Main Menu > Curriculum Management > Attendance Roster > Process > Sync Attendance Records**
2. On the **Add a New Value** tab, enter the **Run Control ID** field.
3. Click **Add** button
4. In **Sync Attendance Records** page, fill in the required fields:
 - Academic Institution
 - Academic Career
 - Campus
 - Term
 - Session
 - Subject
 - Class Section
5. Click on **Save** button
6. Click on **Run** button
7. On the **Process Scheduler Request** page, select the **Sync Att. Rec & Enrl Data** checkbox
8. Click **OK** button
9. A **Process Instance** number will be assigned
10. Click on **Process Monitor** link
11. Click on **Refresh** button until:
 - Run Status → *Success*
 - Distribution Status → *Posted*