



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

MYSIS

(Student Attendance System)

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1.1 Dashboard

1.1.1 Home

The purpose of this screen is to view overall information's about Student Attendance System.

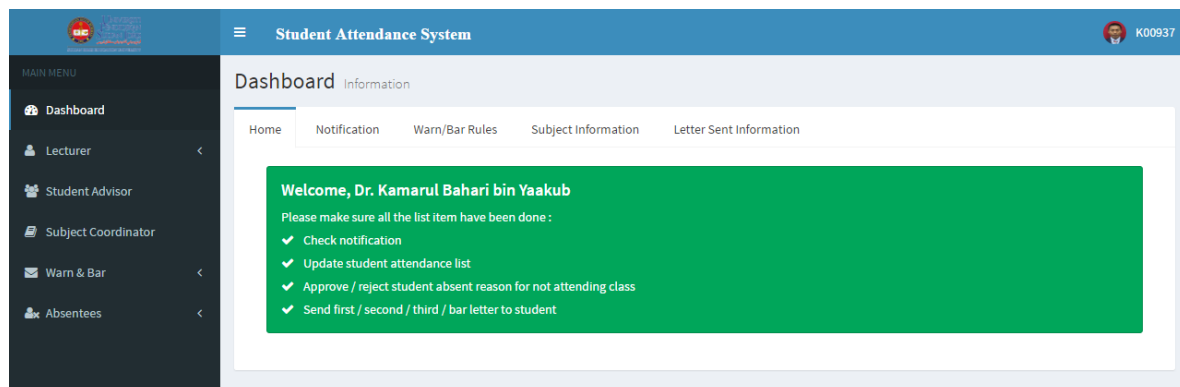


Figure 1.1–1 Dashboard - Home

1. Click Dashboard Menu.

1.1.2 Notification

The purpose of this screen is to view notification information.

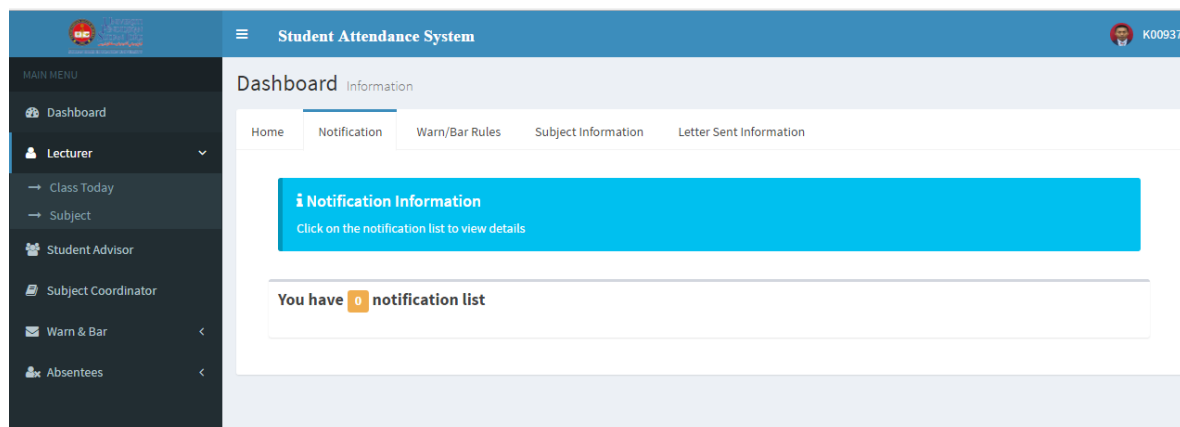


Figure 1.1–2 Dashboard - Notification

1. Click Dashboard Menu
2. Click Notification Tab.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Student Information System	Student Attendance System	A4	2017-01	1

1.1.3 Warn / Bar Rules

The purpose of this screen is to view Warn / Bar Rules.

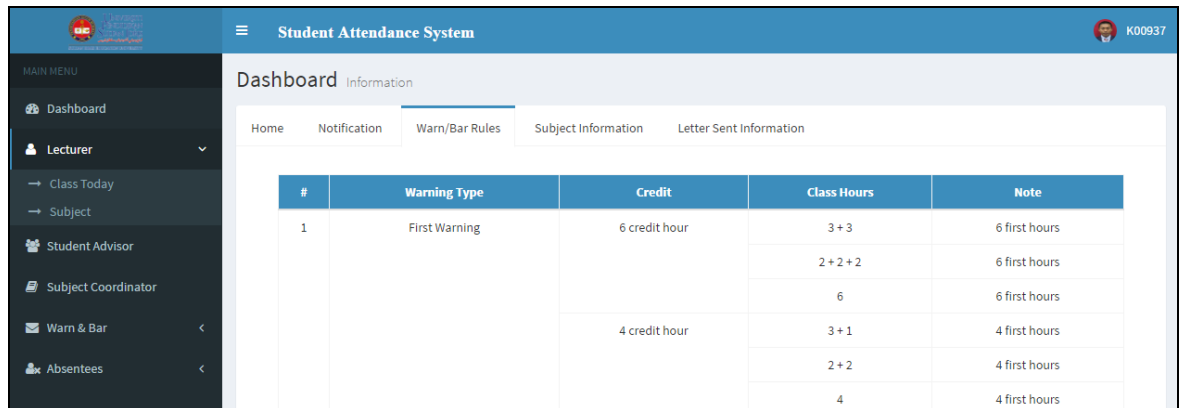


Figure 1.1–3 Staff in Charge Setup

1. Click Dashboard Menu.
2. Click Warn/Bar Rules Tab.

1.1.4 Subject Information

The purpose of this screen is to view Subject Information.

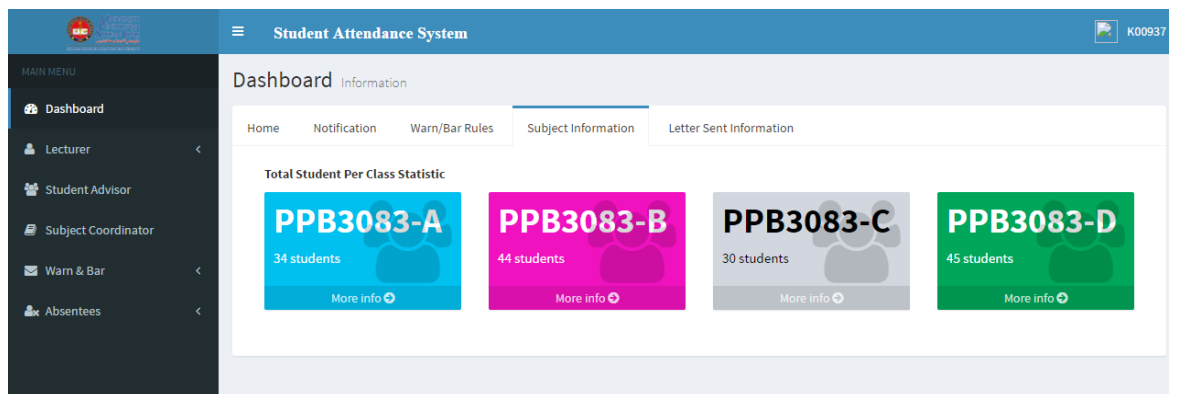


Figure 1.1–4 Dashboard – Subject Information

1. Click Dashboard Menu.
2. Click Subject Information Tab.
3. Click More Info on each subject's icon to view details information.

1.1.5 Letter Sent Information

The purpose of this screen is to view Letter Sent Information.

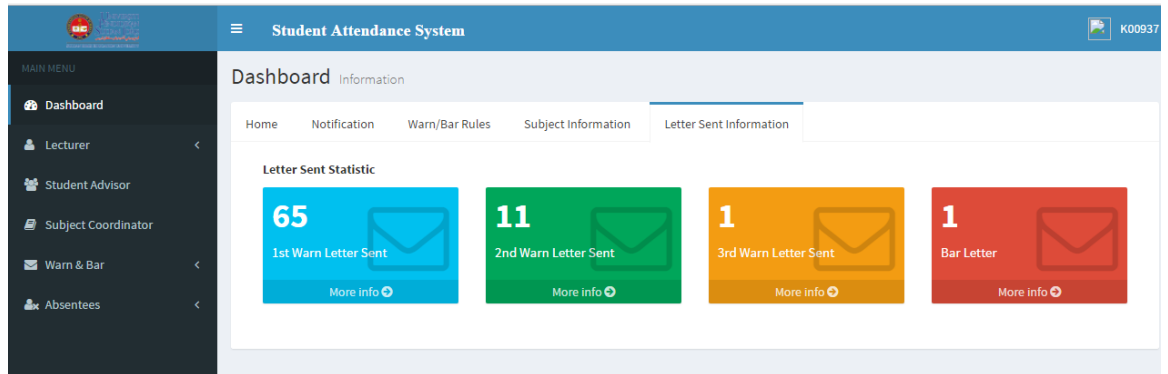


Figure 1.1–5 Dashboard – Letter Sent Information

1. Click Dashboard Menu.
2. Click Letter Sent Information Tab.
3. Click More Info on each warning's icon to view details information.

1.2 Lecturer

1.2.1 Class Today

The purpose of this screen is to view list of class for today.

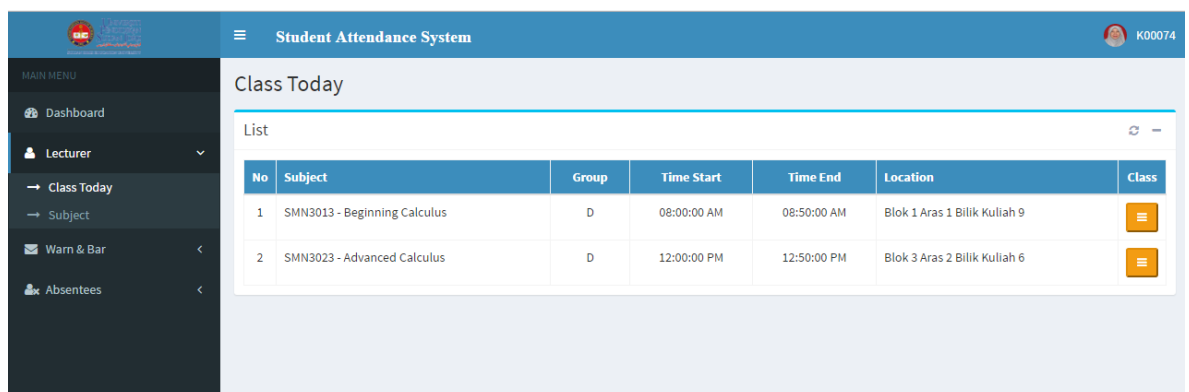


Figure 1.2–1 Lecturer - Class Today

1. Click Lecturer Menu.
2. Click Class Today to view list of class for today.

1.2.2 Subject

The purpose of this screen is to view all the subject for current semester.

Figure 1.2–2 Lecturer - Subject

1. Click Lecturer Menu.
2. Click Subject.
3. Click on Current Semester Tab.

1.2.2.1 Class List

The purpose of this screen is to view details of Class List, Student Status List, Statistics and Print Report.

Figure 1.2.2.1 Subject – Class List

1. Click on each Class List icon to view details.
2. Click on each Student Status List icon to view student status details.
3. Click on each Statistic icon to view class statistic.
4. Click on each Report icon to view and print Student Attendance Report.

1.2.2.2 Class Replacement

The purpose of this screen is to view and update Class Replacement.

No	Date	Class Replacement	Room	Time Start	Time End	Attend %	Absent %	Attendance List
1	15-12-2016 - Thursday		B03-02-BK04	05:00:00 PM	05:50:00 PM	67.65	32.35	
2	13-12-2016 - Tuesday		B09-0-BK01	09:00:00 AM	10:50:00 AM	97.06	2.94	
3	08-12-2016 - Thursday		B03-02-BK04	05:00:00 PM	05:50:00 PM	97.06	2.94	

Class Replacement

Semester : A161 - Semester 1 Session 2016/2017
Subject : PPB3083 - Kelakuan Organisasi (A)

On Timetable :

Date:

Room:

Start Time:

End Time:

Change To :

Date:

Room:

Start Time:

End Time:

Please fill all the blank with

Figure 1.2.2.2 Class List – Class Replacement

1. Click on Class List icon.
2. Click on Class Replacement icon to view and update replacement class.
3. Input details for Date, Room, Start Time and End Time.
4. Click Update to Save.
5. Click Close to exit pop-up window.

1.2.2.3 Attendance List

The purpose of this screen is to view and update student attendance.

The screenshot shows a web application interface for a lecturer. On the left is a dark sidebar with navigation options: Dashboard, Lecturer (selected), Class Today, Subject, Student Advisor, Subject Coordinator, Warn & Bar, and Absentees. The main content area is titled 'Student List' and displays the following information:

- Semester: A161 - Semester 1 Session 2016/2017
- Subject: PPB3083 - Kelakuan Organisasi (A)
- Date: 15-12-16
- Slot: 05:00:00 PM - 05:50:00 PM

Below this information is a table with the following columns: Action, No, Student ID, Student Name, Picture, Attendance Status, Student Absent Reason, and Time Record. The table contains four rows of student data:

Action	No	Student ID	Student Name	Picture	Attendance Status	Student Absent Reason	Time Record
<ul style="list-style-type: none"> Check All Uncheck All Invert Attend Absent Late 		158505	MOHD GHAZALI BIN MOHD KASSIM		Rejected : NOT SUBMITTED REASON WITHIN 7 DAYS		-
		162211	Siti Madihah Binti Abdul Ghani		Attend		-
<input checked="" type="checkbox"/>	3	D20132065505	Ng Weng Kai		Attend		-
<input type="checkbox"/>	4	D20141066732	MUHAMMAD SHAHIR BIN MUHAMMAD SHARIF		Attend		-

Figure 1.2.2.3 Class List – Attendance List

1. Click on Attendance List icon to view and update student attendance.
2. Update the action whether Attend, Absent or Late.

1.3 Warn & Bar

1.3.1 Pending Letter

The purpose of this screen is to view details of Pending Status for Sending Warning and Bar Letter.

Figure 1.3–1 Warning & Bar – Pending Letter

1. Click Warn & Bar Menu.
2. Click Pending Letter Menu.
3. Notification icon [!] will appear on the Lecturer Tab / Head of Department / Dean Tab (if have pending letter).
4. Details of letter can be viewed on First, Second, Third and Bar Tab.

1.3.2 Letter Sent List

The purpose of this screen is to view Letter Sent List (First, Second, Third Warning and Bar Letter).

Figure 1.3–2 Warn & Bar – Letter Sent List

1. Click Warn & Bar Menu.
2. Click Letter Sent List Menu.
3. Click each Tab either First, Second, Third Warning or Bar to view list of subjects.
4. Click Student List icon to view details.

1.3.2.1 Student List

The purpose of this screen is to view and print Warn or Bar Letter.

The screenshot shows a web interface for a 'Subject' page. On the left is a 'MAIN MENU' sidebar with options: Dashboard, Lecturer, Student Advisor, Subject Coordinator, Warn & Bar (expanded), Pending Letter, Letter Sent List, and Absentees. The main content area is titled 'Subject' and 'Student List With Current Warn & Bar Status'. It displays metadata: Department: FPEK-PPK - Jabatan Pengurusan Perniagaan dan Keusahawanan, Semester: Semester 1 Session 2016/2017, Subject: PPB3083 - Kelakuan Organisasi (A). Below is a table with columns: Action, No, Student ID, Student Name, Picture, Lecturer, HOD, Letter Send Date, and Read Status. A dropdown menu is open over the first row, with 'Print Letter' highlighted in red. The table contains four rows of student data.

Action	No	Student ID	Student Name	Picture	Lecturer	HOD	Letter Send Date	Read Status
Check All Uncheck All Invert Print Letter		51070136	NUR FAQIHAH BINTI MOHD TAJIMIN		SENT	SENT	18-OCT-16	
		21058505	MOHD GHAZALI BIN MOHD KASSIM		SENT	SENT	06-DEC-16	
<input checked="" type="checkbox"/>	3	D20141066752	NUR FARIZI AYU BINTI OMAR		SENT	SENT	06-DEC-16	
<input checked="" type="checkbox"/>	4	D20141066766	NUR SYARINA HANIS BINTI MOHD YUSOF		SENT	SENT	06-DEC-16	

Figure 1.3.2.1 Letter Sent List – Student List

1. Click on Student List icon to view and print letter.
2. Click Action and choose Print Letter.

1.4 Absentees

1.4.1 Pending Approval

The purpose of this screen is to view details of Pending Approval for Absent Reason.

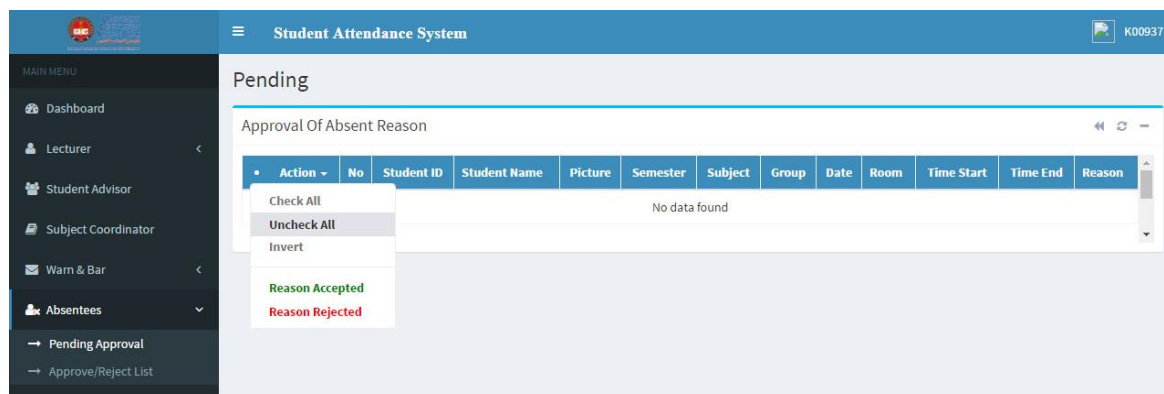


Figure 1.4–1 Absentees – Pending Approval

1. Click Absentees Menu.
2. Click Pending Approval Menu.
3. Approval of Absent Reason Screen will be displayed.
4. Click Action and update the reason whether accepted or rejected.

1.4.2 Approve / Reject List

The purpose of this screen is to view list of Absent Approved and Absent Rejected.

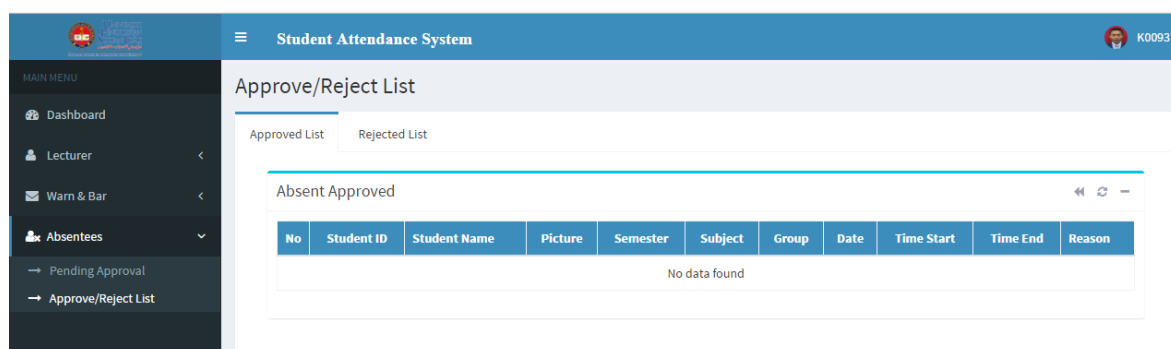


Figure 1.4–2 Absentees – Approve/Reject List

1. Click Warn & Bar Menu.
2. Click Letter Sent List Menu.
3. Click each Tab either First, Second, Third Warning or Bar to view list of subjects.
4. Click Student List icon to view details.