

# **USER MANUAL**

for

# MYSIS

# (Student Attendance System)

Prepared By:

Pusat ICT Universiti Pendidikan Sultan Idris February 2017 Version 1.1

# TABLE OF CONTENTS

1.1 Dashboard1
1.1.1 Home
1.1.2 Notification
1.1.3 Warn / Bar Rules 2
1.1.4 Subject information2
1.1.5 Letter Sent Information
1.2 Lecturer3
1.2.1 Class Today 3
1.2.2 Subject
1.2.2.1 Class List 4
1.2.2.2 Class Replacement5
1.2.2.3 Attendance List6
1.3 Warn & Bar7
1.3.1 Pending Letter7
1.3.2 Letter Sent List7
1.3.2.1 Student List
1.4 Absentees9
1.4.1 Pending Approval9
1.4.2 Approve / Reject List

## 1.1 Dashboard

#### 1.1.1 Home

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

	E		🧑 коо937
MAIN MENU	[	Dashboard Information	
🚯 Dashboard		Home Notification Warn/Bar Rules Subject Information Letter Sent Information	
👗 Lecturer	<		_
嶜 Student Advisor		Welcome, Dr. Kamarul Bahari bin Yaakub	
Subject Coordinator		Please make sure all the list item have been done : <ul> <li>Check notification</li> </ul>	
🖂 Warn & Bar	<	Update student attendance list     Annrove / reject student absent reason for not attending class	
<b>≜</b> x Absentees	<	<ul> <li>Send first / second / third / bar letter to student</li> </ul>	



1. Click Dashboard Menu.

#### 1.1.2 Notification

The purpose of this screen is to view notification information.

	≡	Student Attenda	nce System				🧑 коо937
MAIN MENU	Das	hboard Informat	ion				
🚯 Dashboard	Hon	Notification	Warn/Bar Rules	Subject Information	Letter Sent Information		
🐣 Lecturer	~	Notification	waniy bar kutes	Subject mormation	Letter Sent mormation		
		i Notification	Information				
		Click on the notific	ation list to view deta				
曫 Student Advisor							
Subject Coordinator		You have 💿 not	ification list				
🖂 Warn & Bar	<						
<b>≜x</b> Absentees	<						



- 1. Click Dashboard Menu
- 2. Click Notification Tab.



	User Manual			
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.

	≡	≡ Student Attendance System									
	Dasł	Dashboard Information									
🚯 Dashboard	Hom	Home Notification Warn/Bar Rules Subject Information Letter Sent Information									
🐣 Lecturer	~		Sumation Manybar Kates Subj								
		#	Warning Type	Credit	Class Hours	Note					
→ Subject		1	First Warning	6 credit hour	3 + 3	6 first hours					
👕 Student Advisor					2+2+2	6 first hours					
Subject Coordinator					6	6 first hours					
🖂 Warn & Bar	<			4 credit hour	3 + 1	4 first hours					
🌬 Absentees	<				2+2	4 first hours					
					4	4 first hours					

- 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.

	≡ Student Attendance System			🔀 коо937
MAIN MENU	Dashboard Information			
🚯 Dashboard	Home Notification Warn/Bar F	Rules Subject Information	Letter Sent Information	
🛓 Lecturer 🛛 <				
曫 Student Advisor	Total Student Per Class Statistic			
Subject Coordinator	PPB3083-A	PPB3083-	B PPB3083-C	PPB3083-D
🐱 Warn & Bar 🛛 🔍 🗸	34 students	44 students	30 students	45 students
🏝 Absentees 🛛 🔍	More info 🗢	More info 🗢	More info 🗢	More info 🛇

#### 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.



	User Manual			
SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Student Information System	Student Attendance System	A4	2017-01	2

### 1.1.5 Letter Sent Information

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

Les ranges Les ranges Les ranges Les ranges Les ranges	≡ Student Attendance System	尾 коо937
MAIN MENU	Dashboard Information	
🚯 Dashboard	Home Notification Warn/Bar Rules Subject Information	
🛓 Lecturer 🛛 🔍 <		
替 Student Advisor	Letter Sent Statistic	
Subject Coordinator		
₩ Warn & Bar <	1st Warn Letter Sent         2nd Warn Letter Sent         3rd Warn Letter Sent         Bar Letter	
🏝 Absentees <	More info O More info O More info O More info O	re info 🥱

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.

	=	=	Student Attendance System					🍥 кооо74
	(	Clas	s Today					
Dashboard     Dashboar		List						a -
💄 Lecturer	~							_
→ Class Today		No	Subject	Group	Time Start	Time End	Location	Class
		1	SMN3013 - Beginning Calculus	D	MA 00:00:80	08:50:00 AM	Blok 1 Aras 1 Bilik Kuliah 9	
🖂 Warn & Bar	<	2	SMN3023 - Advanced Calculus	D	12:00:00 PM	12:50:00 PM	Blok 3 Aras 2 Bilik Kuliah 6	
🌬 Absentees	<							

#### Figure 1.2–1 Lecturer - Class Today

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



1		User Manual			
	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
	Student Information System	Student Attendance System	A4	2017-01	3

#### 1.2.2 Subject

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

		≡ St	udent Attendance System						🔇 коо529
MAIN MENU		Subje	ct						
🙆 Dashboard		Somost	or: A162 Somester: M162						
🐣 Lecturer	~	Semest	Sellestel MIDZ						
→ Class Today		List							e -
→ Subject									
🖂 Warn & Bar	<	No	Subject	Group	Total Classes	Class List	Student Status List	Statistic	Print Report
<b>å</b> κ Absentees	<	1	MES3043 - Reka Bentuk Perisian	A	2	≡	-		ß
		2	MES3043 - Reka Bentuk Perisian	В	3	≡			Ø

- 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.

neste	er : A162 Semester : M162						
ist							с -
No	Subject	Group	Total Classes	Class List	Student Status List	Statistic	Print Report
1	MES3043 - Reka Bentuk Perisian	A	2	=			ß
2	MES3043 - Reka Bentuk Perisian	В	3	=	-		

#### 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.



ΓI		User Manual									
N IS	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE						
<mark>اونہ</mark> ۲	Student Information System	Student Attendance System	A4	2017-01	4						

#### 1.2.2.2 Class Replacement

MENU SU Dashboard Case of the second	Gubject Class List i Cl You List	Semester : A161 - Subject : PPB30 nart Information can print the chart below t	Semester 1 Session 201 83 - Kelakuan Organisa he class list by click on 1	6/2017 si (A)						( C
Dashboard C Lecturer   Class Today Subject Student Advisor Subject Coordinator Warn & Bar  Absentees  C	Class List	Semester : A161 - Subject : PPB30 nart Information can print the chart below t	Semester 1 Session 201 83 - Kelakuan Organisa: he class list by click on (	6/2017 și (A)						<b>4</b> 2
Lecturer        Class Today        Subject        Student Advisor        Subject Coordinator        Warn & Bar     <	i Cl You List	Semester : A161 - Subject : PP830 nart Information can print the chart below t	Semester 1 Session 201 83 - Kelakuan Organisa: he class list by click on I	6/2017 si (A)						
Student Advisor Subject Coordinator Warn & Bar < Absentees <	<b>i Cl</b> You List	nart Information can print the chart below t	he class list by click on t							
Absentees <	List			he button at the	right of the cha	rt				
	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	=	11
	3	08-12-2016 - Thursday	=	B03-02-BK04	05:00:00 PM	05:50:00 PM	97.06	2.94		
	C	Subject In Timetable : Date Room Start Time End Time hange To :	Kelakuar           Kelakuar           Kelakuar           Kelakuar           Su         Mo         Tu         We           29         30         31         1           5         6         7         8           12         13         14         15           19         20         21         22           26         27         28         1	Porparilisasi (A)           2017         >           Th         Fr         Sa           2         3         4           9         10         11           16         17         18           2.3         24         25           2         3         4						
	P	lease fill all the blank w Date Room Start Time End Time	5 6 7 8 <i>iti</i> Click here OTHER Insert here if class 00 • 00 • AM • 00 • 00 • AM •	9 10 11						

The purpose of this screen is to view and update 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.



	User Manual			
SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Student Information System	Student Attendance System	A4	2017-01	5

### 1.2.2.3 Attendance List

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

💑 Dashboard	Stud	lent Li	st							<b>4</b> 2	_
🐣 Lecturer	~										
→ Class Today			5	Semeste Subiec	ar :A16 at :PP	51 - Semester 1 Session 2016/2017 B3083 - Kelakuan Organisasi (A)					
→ Subject				Dat	e :15-	12-16					
嶜 Student Advisor				510	n :05:	00:00 PM - 05:50:00 PM					
Subject Coordinator			No	Stude	ent ID	Student Name	Picture	Attendance Status	Student Absent	Time	<b>^</b>
🖂 Warn & Bar	< Act	tion 👻							Reason	Record	
Absentees	< i	Check A Unchecl Invert	ll k All		158505	MOHD GHAZALI BIN MOHD KASSIM	9	Rejected : NOT SUBMITTED REASON WITHIN 7 DAYS		-	l
		Attend Absent Late			62211	Siti Madihah Binti Abdul Ghani		Attend		-	
		•	3	D20132	065505	Ng Weng Kai		Attend		-	
			4	D20141	066732	MUHAMMAD SHAHIR BIN MUHAMMAD SHARIF	<b>Ş</b>	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.

Universiti	User Manual									
Sultan Idris	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE					
اونيزرسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Student Information System	Student Attendance System	A4	2017-01	6					

#### 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.

	≡ Student Attendance System	ę
	Pending : Warn & Bar Letter	
🚯 Dashboard	-	
💄 Lecturer	i Warn & Bar Process Information	
🖂 Warn & Bar	Second Warn : Lecturer (Request) >> HOD (Approve)  Third Warn : Lecturer (Request) >> HOD (Approve)  Third Warn : Lecturer (Request) >> HOD (Approve)	
→ Pending Letter	Bar : Lecturer (Request) >> HOD (Recommend) >> Dean (Approve)	
	* Note : There is pending letter when I appear on the tab	
🏝 Absentees		
	l Lecturer Dean	
	l First Second Third Bar	
	Subject List	≪ 2 −
	No Semester Subject Group Total Student	Student List
	1 A162 PPB3073 - Pengurusan Strategik A 43	=

#### Figure 1.3–1 Warning & Bar – Pending Letter

- 1. Click Warn & Bar Menu.
- 2. Click Pending Letter Menu.
- 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).

	≡ Stud	ent Attendance System			🤤 коо937	
	Warn & I	Bar Letter Sent List				
Warn & Bar Letter Sent List          Warn & Bar Letter Sent List           Ecturer           Student Advisor           Subject Coordinator           Subject List						
Lecturer     First Second Third Bar						
曫 Student Advisor	First	Second Third Bar				
<sup>b</sup> Student Advisor <sup>b</sup> Subject Coordinator             Subject List					≪ 2 -	
🖂 Warn & Bar	~					
	No	Subject	Group	Total Student	Student List	
→ Letter Sent List	1	PPB3083 - Kelakuan Organisasi	А	13		
🏖 Absentees	< 2	PPB3083 - Kelakuan Organisasi	в	22	=	



		User Manual			
Sultan Idris	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
اونيزرسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Student Information System	Student Attendance System	A4	2017-01	7

- 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.

MAIN MENU	Subjec	t								
🔁 Dashboard	Student	List Wi	th Cu	rrent Warn	& Bar Status					≪ 2 -
📥 Lecturer 🛛 <										
嶜 Student Advisor		Dep	oartme Semest	ent : FPEK-I ter : Semes	PPK - Jabatan Pengurusan Perniagaan dan Keusahawana ster 1 Session 2016/2017	n				
Subject Coordinator			Subje	ect : PPB30	83 - Kelakuan Organisasi (A)					
🖂 Warn & Bar 🛛 🗸 🗸	• Ac	tion N	o 9	Student ID	Student Name	Picture	Lecturer	HOD	Letter Send	Read Status
				_					Date	
→ Letter Sent List	Chee	k All		.51070136	NUR FAQIHAH BINTI MOHD TAJIMIN		SENT	SENT	18-OCT-16	
🏝 Absentees 🤇 🤇	C Uncheck All Invert									
	Prin	Letter		.21058505	MOHD GHAZALI BIN MOHD KASSIM		SENT	SENT	06-DEC-16	
	ø	3	8 D2	20141066752	NUR FARIZI AYU BINTI OMAR		SENT	SENT	06-DEC-16	
	Ø	4	D2	20141066766	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.

Universiti		User Manual			
Sultan Idris	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
اونيزرسيتي قُنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	Student Information System	Student Attendance System	A4	2017-01	8

### 1.4 Absentees

### 1.4.1 Pending Approval

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

<b>.</b>	Student Attendance System	K00937
MAIN MENU	Pending	
🍘 Dashboard	Approval Of Absent Reason # @	-
🐣 Lecturer		
醟 Student Advisor	Image: Student Attendance System     Image: Approval Of Absent Reason     Image: Approval Of Absent Reason Accepted Reason Accepted Reason Regeted     Image: Approval Of Approval Of Approval Of Absent Reason Regeted     Image: Approval Of Absent Reason Accepted Reason Regeted     Image: Approval Of Approval	
Subject Coordinator	Uncheck All	*
🖂 Warn & Bar	C Descent formation	
Absentees	Reason Rejected	
→ Pending Approval		
→ Approve/Reject List		



- 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.

		at Attenual	ce system								<b>(</b>
Ар	prove	/Reject Li	st								
	noround Li	rt Bojosto	1 Liet								
<	pproved Li	st Rejecter	i List								
<	Abser	nt Approved									≪ 2 -
~	No	Student ID	Student Name	Picture	Semester	Subject	Group	Date	Time Start	Time End	Reason
					No	data found					
<	Ap A	Approve, Approved Li Abser	Approve/Reject List Approved List Rejected Absent Approved No Student ID	Approve/Reject List Approved List Absent Approved No Student ID Student Name	Approve/Reject List Approved List Absent Approved No Student ID Student Name Picture	Approve/Reject List Approved List Absent Approved No Student ID Student Name Picture Semester No	Approve/Reject List         Approved List         Absent Approved         No       Student ID         Student Name       Picture         Semester       Subject         No data found	Approve/Reject List         Approved List       Rejected List         Absent Approved       Student Name       Picture       Semester       Subject       Group         No       Student 1D       Student Name       Picture       Semester       Subject       Group         No data found       No data found	Approve/Reject List         Approved List       Rejected List         Absent Approved       Student 1D       Student Name       Picture       Semester       Subject       Group       Date         No       Student 1D       Student Name       Picture       Semester       Subject       Group       Date	Approve/Reject List         Approved List       Rejected List         Absent Approved       Visit Colspan="2">Visit Colspan="2">Visit Colspan="2">Visit Colspan="2">Visit Colspan="2">Visit Colspan="2">Visit Colspan="2">Visit Colspan="2"         No       Student ID       Student Name       Picture       Semester       Subject       Group       Date       Time Start         No data found       Visit Colspan="2">Visit Colspan="2"	Approve/Reject List         Approved List       Rejected List         Absent Approved       Visual Student ID       Student Name       Picture       Semester       Subject       Group       Date       Time Start       Time End         No data found



- 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.

UNIVERSITI PENDIDIKAN SULTAN IDRIS VILTAN IDRIS SULTAN IDRIS EDUCATION UNIVERSITY	User Manual				
	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
	Student Information System	Student Attendance System	A4	2017-01	9