

User Guide: Smart Attendance

BY DIGITALEDU
VERSION 2

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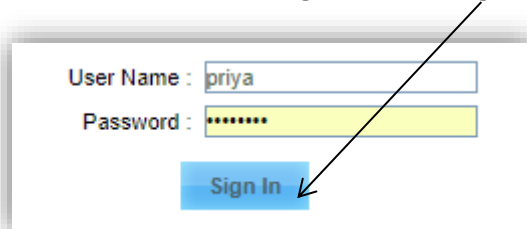
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Welcome to DigitalEdu Smart Attendance User Manual. This is a step by step guide to assist you for end to end attendance processing. We all are aware that we have started Smart Attendance system in our institute. As a part of our service DigitalEdu is providing manual to assist you in end to end attendance process.

I. Login to your Account

1. Open your internet browser (Chrome/Mozilla Firefox) & enter given URL
<http://patuck.digitaledu.in//>
2. Enter your username & password as shown in below image & click on Sign In

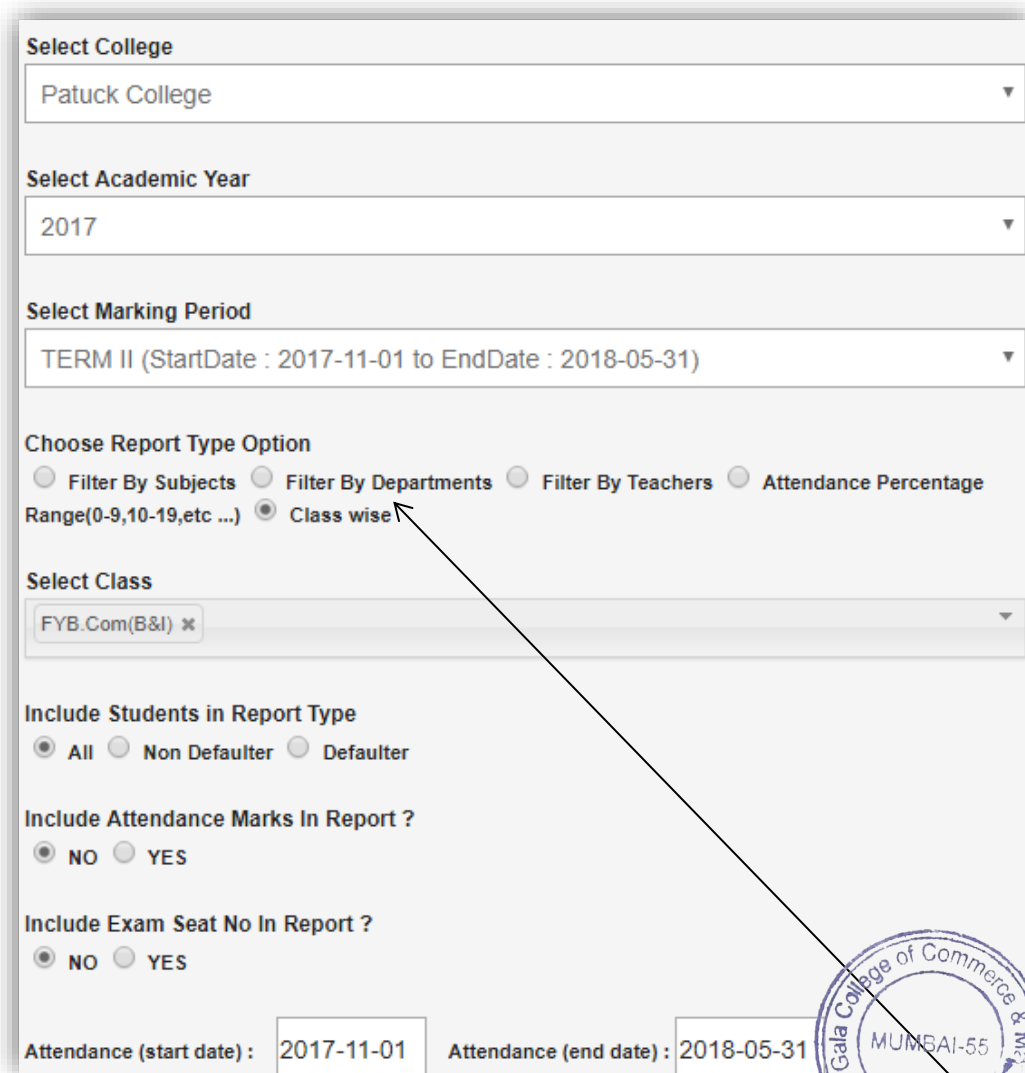


User Name : priya
Password :
Sign In

II. Generating Attendance Reports

1. Classwise, Subjectwise, Teacher wise, Dept wise report

This is all in one report. Go to **Attendance**→**Reports**→**Attendance Reports**



Select College
Patuck College

Select Academic Year
2017

Select Marking Period
TERM II (StartDate : 2017-11-01 to EndDate : 2018-05-31)

Choose Report Type Option
 Filter By Subjects Filter By Departments Filter By Teachers Attendance Percentage
Range(0-9,10-19,etc ...) Class wise

Select Class
FYB.Com(B&I) ✕

Include Students in Report Type
 All Non Defaulter Defaulter

Include Attendance Marks In Report ?
 NO YES

Include Exam Seat No In Report ?
 NO YES

Attendance (start date) : 2017-11-01 Attendance (end date) : 2018-05-31

V.A

Select fields college, academic year, marking period Choose report option Filter By Subject, Filter By Departments,

Classwise as per your requirement. Also select other required options as shown in above image and click on **Generate Report**

2. Periodwise Attendance

Go to **Attendance→Report→New Attendance Muster**

Select college section (currently only one section is present i.e. Patuck), academic year, marking period (term1/term 2), class name. Now select one of the options among Subject-Periodwise or Periodwise

- a) If you choose **Subject-Periodwise** option, you need to select Subject name of which attendance you want to check. Select desired date & click on **Generate Report**

Choose Report Type Option

Subject-Periodwise
 Periodwise

Select Subject

Business Law-Theory - FYB.Com(B&I) (Netra Anant Thakre)

As name suggests this report shows periodwise attendance of selected subject

- b) If you choose **Periodwise**, system won't ask you to choose subject. Now select date range & click on **Generate Report** only
This report shows attendance of each period for all students.

3. Classwise Defaulter

As the name suggests this report gives us list of defaulter students. Go to **Attendance→Report→Class-wise Defaulter** Report. As same as above two report's selection, choose college, academic year, marking period, class name, date range & click on **Generate Report**

4. Individual Student Report

Individual student's attendance status can be viewed using **Attendance→Report→Student Lecture Landscape**. Select class name in which student is enrolled, student name & date range. Click on **Generate Report**.

Select Class: FYB.Com(B&I)

Select Student: ANSARI NAZIM MOHAMMED KAMIL (479)

Select Period: Start Date: 2017-12-01 End Date: 2017-12-11

Generate Report

This report gives date wise attendance of each period.

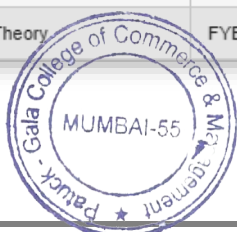
5. Subjectwise Attendance of Class

This report gives attendance count & percentage of all subjects w.r.t their associated classes. Go to **Attendance→Reports→Subject Attendance (Selected Days)**. Unlike other reports only select date range, click on

Go

& report will get generated. Below is the image for your reference.

Date	Subject Title	Class	Teacher Name	Lectures Taken	Present	Absents	Precent Attendance
2017-12-11	Quantitative Methods II-Theory	FYB.Com(B&I)	Abhijit Ashok Paradkar	1	12	5	70.59
2017-12-11	FY Commerce II-Theory	FYBCom B	Deepti Sameer Sadvelkar	1	31	88	26.05



6. Teacherwise Attendance Summary

This report gives attendance count of all subjects associated with selected teacher. Below is the snapshot of the same. Go to **Attendance**→**Report**→**Teacher-Subject Lecture Summary**. Select start, end date & click on this button

Step 2: Select start date

Step 3: Select end date

December 1 2017

December 11 2017

Generate Teacher Lecture Report

5 entries were found

Teacher Name	Course Name	Class Name	Subject Head	Lecture Count	Attendance	Lectures as Co-Lecturer	Attendance at Co-Lectures
Netra Thakre	SY Business Law II-Theory	SYBCom A	Theory	1	31.11	0	--
Netra Thakre	SY Business Law II-Theory	SYBCom B	Theory	0	--	0	--
Netra Thakre	SY Business Law II-Theory	SYBCom C	Theory	1	34.83	0	--
Netra Thakre	Industrial Law-Theory	FYBMS	Theory	1	15.00	0	--
Netra Thakre	Business Law-Theory	FYB.Com(B&I)	Theory	2	64.70	0	--

7. Period wise report of Teachers

Go to **Attendance**→**Report**→**Teacher Lecture Landscape**. Only select desired date & click on Go. So the report will get generated. This report shows which period was taken by which teacher.

December 11 2017 Go

27 Attendance Record were found.

Showing 1 to 27 of 27 entries Search:

Teacher Name	Period 1 7:15 AM 8:05 AM	Period 2 8:05 AM 8:55 AM	Period 3 8:55 AM 9:45 AM	Period 4 10:05 AM 10:55 AM	Period 5 10:55 AM 11:45 AM	Period 6 11:45 AM 12:35 PM
Abhijit Paradkar			70.59% p:12 a:5 FYB.Com(B&I) Quantitative Methods II-T	26.67% p:16 a:44 FYBMS Business Mathematics-Thr		
Ansari Farheen		52.05% p:38 a:35 SYBCom B SY Accountancy and Finan				

8. Class Attendance Summary

It includes information such as periods taken, average attendance w.r.t classes. To view this report go to **Attendance**→**Report**→**Class Attendance Summary**. Select date range & click on **Go**

Class	Periods Taken	Presents	Absents	Percent Attendance
SYBMS	1	25	0	100.00
FYB.Com(B&I)	1	12	5	70.59
TYBCom A	1	79	46	63.20
SYBCom B	1	38	35	52.05
FYBCom A	1	62	58	51.67

9. Attendance Count

As the name suggests no of lectures taken can be viewed in this report. Go to **Attendance**→**Report**→**Class Lecture Count**. Select Class name, start date, end date & click on **Generate Class Lecture Report**



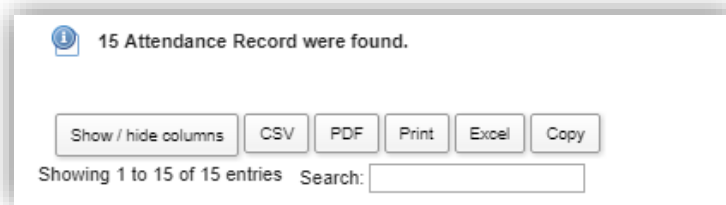
10. Periodwise Report of Classes

As same as Teacher Lecture Landscape, this report gives period wise attendance of classes. Go to Attendance → Report → Class Lecture Landscape. Select start date, end date & click on **Go**. Below is the snapshot of this report

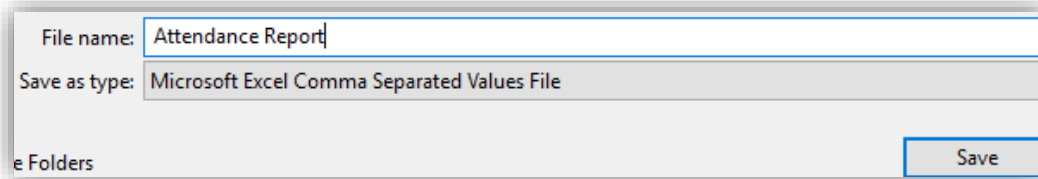
Class Name	Period 1 7:15 AM 8:05 AM	Period 2 8:05 AM 8:55 AM	Period 3 8:55 AM 9:45 AM	Period 4 10:05 AM 10:55 AM	Period 5 10:55 AM 11:45 AM	Period 6 11:45 AM 12:35 PM
FYBCom A			51.67% p:62 a:58 Dadarao Mhaske FY Environmental Studies			
TYB.Com(B&I)				22.50% p:9 a:31 Megha Nair Business Ethics And Corpo		

III. Download/Save Attendance Report

Downloading reports is easy process. For instance let us consider Attendance Report. Once report gets generated you will see different options such as CSV, PDF and Excel as shown below



- a) If you click on CSV or Excel, you will be shown a window like below. Rename the file name if required & click on Save. File will get downloaded on your computer



- b) If you click on PDF option, system allows you to choose paper size, paper orientation, font details. Also allows you to enter title & description in the PDF

Paper Size :	A4
Paper Orientation :	Portrait
Font Size (table header) :	10
Font Size (table data) :	10
Click here to add document title in report ?	
Document Title :	Attendance Report 11.12.2017
Font Size (document-title) :	12
Click here to add introduction/conclusion in report ?	
Click here to add name & designation in report ?	
Generate Pdf	

If you want to add title, select the link [Click here to add document title in report?](#) where you will get text box to enter title and font size

Once all details are entered click on **Generate Pdf** button. PDF file will be downloaded on your computer.

c) If you click on Print, you are able to print report without downloading it on the computer

Thank You !!!

**If you have any queries kindly contact us on
020 27490009 / 9673050112**



A handwritten signature in blue ink that reads "Meeta".

I/c Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055