

## How to Generate the Attendance Sheet

Go to Curriculum Management → Attendance Roster.

The screenshot shows the SIS (Student Information System) interface. On the left is a vertical menu with various categories. The 'Curriculum Management' category is highlighted with a red arrow. The main content area displays a grid of options under 'Curriculum Management'. The 'Attendance Roster' option is highlighted with a red arrow. A red arrow also points to the 'Attendance Roster By Class' option within the 'Attendance Roster' sub-menu.

**Menu**

- My Favorites
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Campus Community
- Email Notification
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management**
  - Course Catalog
  - Schedule of Classes
  - Roll Curriculum Data Forward
- Enrollment Requirements
- Gradebook
- Instructor/Advisor Information

**Main Menu > Curriculum Management**

Define Course Catalog and Schedule of Classes, manage attendance and grading.

<b>Course Catalog</b> Maintain course catalog information. <ul style="list-style-type: none"><li>Browse Catalog</li><li>Course Catalog</li><li>HESA Module Details</li><li>5 More...</li></ul>	<b>Schedule of Classes</b> Maintain schedule of classes information. <ul style="list-style-type: none"><li>Class Search</li><li>Schedule New Course</li><li>Maintain Schedule of Classes</li><li>16 More...</li></ul>	<b>Roll Curriculum Data Forward</b> Copy schedule and workload from term to term, and update s with catalog changes. <ul style="list-style-type: none"><li>Copy Prior Term's Schedule</li><li>Copy /Update Workload Process</li><li>Course Roll</li></ul>
<b>Enrollment Requirements</b> Maintain course requisites. <ul style="list-style-type: none"><li>Post Enroll Req Checking</li><li>Enrollment Requirement Groups</li><li>Enrollment Requirements</li><li>13 More...</li></ul>	<b>Combined Sections</b> Create combined section IDs and identify classes to be combined. <ul style="list-style-type: none"><li>Combined Sections Table</li><li>Identify Combined Sections</li><li>Associate Combined Sections</li></ul>	<b>Dynamic Dates</b> Maintain Dynamic Dates. <ul style="list-style-type: none"><li>Generate Dynamic Class Dates</li><li>Class Section Dynamic Dates</li><li>Dynamic Class Dates Table</li></ul>
<b>Facility and Event Information</b> Maintain Facility and Event Information. <ul style="list-style-type: none"><li>Search for a Facility</li><li>Class Facility Usage</li></ul>	<b>Class Roster</b> View and print class rosters. <ul style="list-style-type: none"><li>Class Roster</li><li>Print Class Roster</li></ul>	<b>Attendance Roster</b> Generate and maintain attendance rosters. <ul style="list-style-type: none"><li>Generate Attendance Roster</li><li>Attendance Roster By Class</li><li>Attendance Roster By Student</li><li>Class Attendance By Template</li></ul>
<b>Grading</b> Maintain grade processing. <ul style="list-style-type: none"><li>Create Grade Rosters</li><li>Grade Roster</li><li>Grade Post</li><li>6 More...</li></ul>	<b>Gradebook</b> Maintain gradebook assignments and categories. <ul style="list-style-type: none"><li>Define Course Assignments</li><li>Gradebook Category</li></ul>	<b>Instructor/Advisor Information</b> Maintain instructor and advisor information. <ul style="list-style-type: none"><li>Instructor Schedule</li><li>Instructor Term Workload</li><li>Instructor/Advisor Table</li><li>4 More...</li></ul>

After that click on **Attendance roster by class**

The screenshot shows the 'Attendance Roster' sub-menu. The 'Attendance Roster By Class' option is highlighted with a red arrow.

**Main Menu > Curriculum Management > Attendance Roster**

Generate and maintain attendance rosters.

<b>Generate Attendance Roster</b> Create and update attendance rosters for multiple classes within a term.	<b>Attendance Roster By Class</b> Review and update attendance data for a class.
<b>Class Attendance By Template</b> Review and update attendance data for a class meeting.	

## How to Generate the Attendance Sheet

Then search for the course, As an example :

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

Academic Institution:	= ▾	KSAU	
Term:	= ▾	1421	
Subject Area:	= ▾	NURS	
Catalog Nbr:	begins with ▾	416	
Academic Career:	= ▾	Undergraduate	▾
Campus:	begins with ▾	JD-F	
Session:	= ▾	Regular Academic Session	▾
Class Nbr:	= ▾	1232	
Class Section:	begins with ▾		
Description:	begins with ▾		
Course ID:	begins with ▾		
Course Offering Nbr:	= ▾		

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

### Search Results

[View All](#)

<a href="#">Academic Institution</a>	<a href="#">Term</a>	<a href="#">Subject Area</a>	<a href="#">Catalog Nbr</a>	<a href="#">Academic Career</a>	<a href="#">Campus</a>	<a href="#">Session</a>	<a href="#">Class Nbr</a>	<a href="#">Class Section</a>	<a href="#">Description</a>
KSAU	1421	NURS	416	Undergrad	JD-F	Regular	1232	4LE	Nursing Management and Informa

## How to Generate the Attendance Sheet

After that the following page will shown to you, Click on View Button for a specific day.

### Attendance Roster By Class

Course ID: 100335      Term: SECOND SEMESTER OF 2013/2014  
 Course Name: Nursing Management and Informa      Session: Regular Academic Session  
 Subject / Catalog#: NURS 416      Institution: KSA Univ. for Health Sciences  
 Class Nbr: 1232      Instructor: Hala Aly  
 Class Section: 4LE

      Populate from Student Enroll      Attendance From Date: 2014/01/26   
       Generate Class Mtg Attendance      Attendance To Date: 2014/05/06

Create Attendance       Update Attendance/All Students       Update Attendance/Active Only

Student Attendance Roster			Personalize	Find	View All	First	1-5 of 28	Last				
		Template Nbr	Type	*Attendance Date	*From Time	*To Time	Contact Minutes	Override				
1	<input type="button" value="Create"/>	<input type="button" value="Print"/>	<input type="button" value="View"/>	1	Class Meeting	2014/01/29 <input type="button" value="bt"/>	2:00PM	3:00PM	60	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="button" value="Create"/>	<input type="button" value="Print"/>	<input type="button" value="View"/>	2	Class Meeting	2014/01/29 <input type="button" value="bt"/>	3:00PM	4:00PM	60	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="button" value="Create"/>	<input type="button" value="Print"/>	<input type="button" value="View"/>	3	Class Meeting	2014/02/05 <input type="button" value="bt"/>	2:00PM	3:00PM	60	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="button" value="Create"/>	<input type="button" value="Print"/>	<input type="button" value="View"/>	4	Class Meeting	2014/02/05 <input type="button" value="bt"/>	3:00PM	4:00PM	60	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="button" value="Create"/>	<input type="button" value="Print"/>	<input type="button" value="View"/>	5	Class Meeting	2014/02/12 <input type="button" value="bt"/>	2:00PM	3:00PM	60	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

                

Next is Mark the student as present or whatever by checking the check box in the page below.

### Class Attendance

Course ID: 100161      Term: 13-14SS  
 Course Name: Nursing Care of Childbearing W      Session: Regular Academic Session  
 Subject / Catalog#: NURS 412      Institution: KSA Univ. for Health Sciences  
 Class Nbr: 1370      Instructor: Hanan G  
 Class Section: 1LE

Template Nbr: 4      Attendance Type: Meeting      Attendance Date: 2014/02/20

Student Attendance Roster			Personalize	Find	View All	First	1-5 of 10	Last				
*Student ID	Campus ID	Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	*To Time	Contact Minutes		
1	100000275	Abushaheen,Ahiam Saeed	Undergrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10:00AM	12:00PM	120	<input type="button" value="+"/>	<input type="button" value="-"/>
2	100000581	Al Essa,Zainab Ahmad	Undergrad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="button" value="+"/>	<input type="button" value="-"/>
3	100000253	Al Johani,Hajar Sulaiman	Undergrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10:00AM	12:00PM	120	<input type="button" value="+"/>	<input type="button" value="-"/>
4	100000581	Al Jumaan,Marwah Abdullah	Undergrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10:00AM	12:00PM	120	<input type="button" value="+"/>	<input type="button" value="-"/>
5	100000255	Al Khaluf,Norah Adnan	Undergrad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10:00AM	12:00PM	120	<input type="button" value="+"/>	<input type="button" value="-"/>