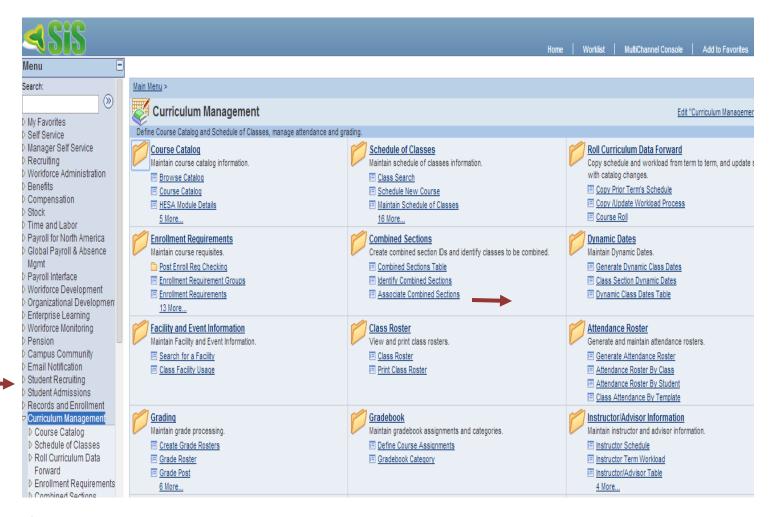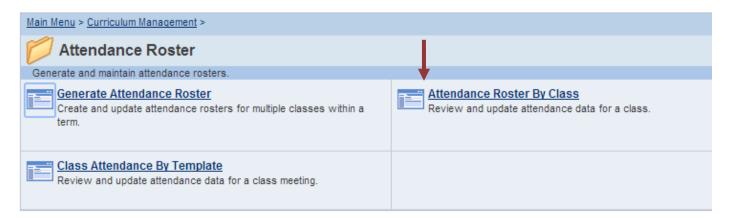**How to Generate the Attendance Sheet**

Go to **Curriculum Management** ⟶ **Attendance Roster**.

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

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

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description
KSAU	1421	NURS	416	Undergrad	JD-F	Regular	1232	4LE	Nursing Management and Informa

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		

[Generate]   ☑ Populate from Student Enroll   Attendance From Date: 2014/01/26
Report Manager   ☑ 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	Create	Print	View	1	Class Meeting ▾	2014/01/29	2:00PM	3:00PM	60	☐	+ −
2	Create	Print	View	2	Class Meeting ▾	2014/01/29	3:00PM	4:00PM	60	☐	+ −
3	Create	Print	View	3	Class Meeting ▾	2014/02/05	2:00PM	3:00PM	60	☐	+ −
4	Create	Print	View	4	Class Meeting ▾	2014/02/05	3:00PM	4:00PM	60	☐	+ −
5	Create	Print	View	5	Class Meeting ▾	2014/02/12	2:00PM	3:00PM	60	☐	+ −

🖫 Save   🔍 Return to Search   🗐 Notify   ⟳ Refresh

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🔍	320602048	Abushaheen,Ahlam Saeed	Undergrad	☑	☐	☐	▾	10:00AM	12:00PM	120	+ −
2	100000581🔍	310601012	Al Essa,Zainab Ahmad	Undergrad	☐	☐	☐	▾				+ −
3	100000253🔍	310601004	Al Johani,Hajar Sulaiman	Undergrad	☑	☐	☐	▾	10:00AM	12:00PM	120	+ −
4	100000581🔍	310601024	Al Jumaan,Marwah Abdullah	Undergrad	☑	☐	☐	▾	10:00AM	12:00PM	120	+ −
5	100000255🔍	310601027	Al Khaluf,Norah Adnan	Undergrad	☑	☐	☐	▾	10:00AM	12:00PM	120	+ −

[Save and Return]   [Cancel]