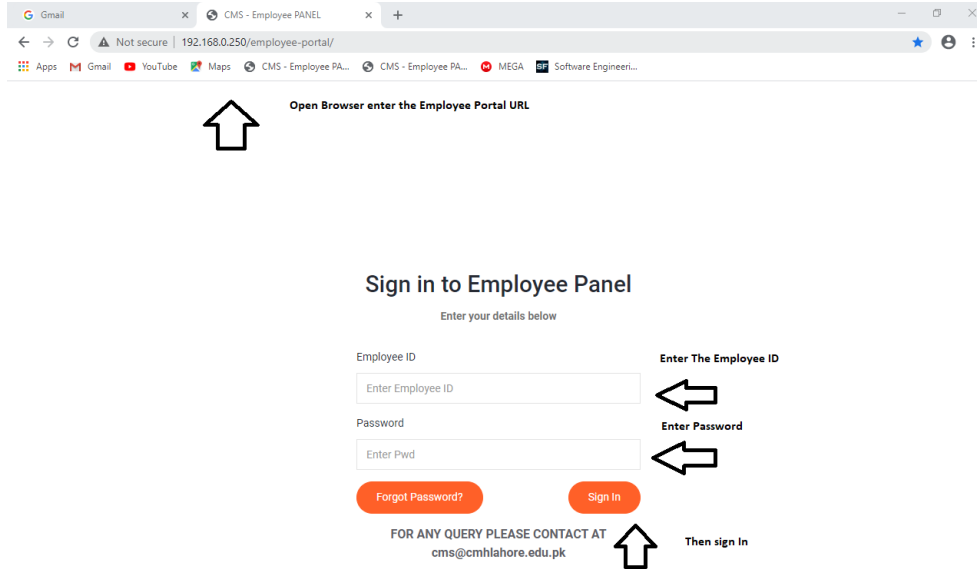


HOW TO MARK STUDENT ATTENDANCE IN FACULTY PORTAL

1ST UPLOAD METHOD

STEP: 1



Open Browser enter the Employee Portal URL

Sign in to Employee Panel

Enter your details below

Employee ID

Enter Employee ID

Enter The Employee ID

Password

Enter Pwd

Enter Password

Forgot Password?

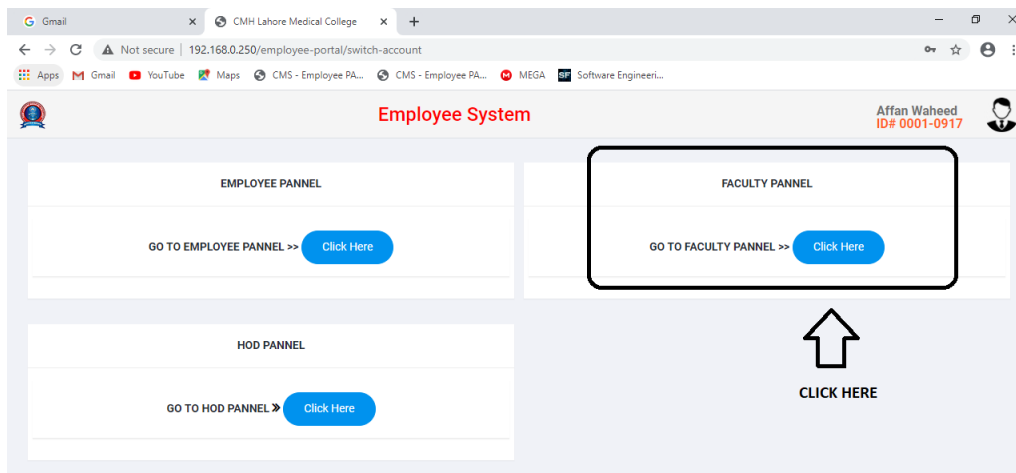
Sign In

FOR ANY QUERY PLEASE CONTACT AT cms@cmhlahore.edu.pk

Then sign In

Detailed description: This screenshot shows the login page for the Employee Panel. At the top, there's a browser tab for 'CMS - Employee PANEL' and a URL bar showing '192.168.0.250/employee-portal/'. Below the browser, an arrow points to the text 'Open Browser enter the Employee Portal URL'. The main heading is 'Sign in to Employee Panel' with the subtext 'Enter your details below'. There are two input fields: 'Employee ID' with the placeholder 'Enter Employee ID' and 'Password' with the placeholder 'Enter Pwd'. Arrows point to these fields with the labels 'Enter The Employee ID' and 'Enter Password' respectively. Below the fields are two buttons: 'Forgot Password?' and 'Sign In'. At the bottom, there is contact information: 'FOR ANY QUERY PLEASE CONTACT AT cms@cmhlahore.edu.pk' and an arrow pointing to the text 'Then sign In'.

STEP: 2



Employee System

Affan Waheed ID# 0001-0917

EMPLOYEE PANNEL

GO TO EMPLOYEE PANNEL >> Click Here

FACULTY PANNEL

GO TO FACULTY PANNEL >> Click Here

HOD PANNEL

GO TO HOD PANNEL >> Click Here

CLICK HERE

Detailed description: This screenshot shows the dashboard of the 'Employee System'. The header includes the system name 'Employee System' and the user's name and ID 'Affan Waheed ID# 0001-0917'. The dashboard is divided into three main sections: 'EMPLOYEE PANNEL', 'FACULTY PANNEL', and 'HOD PANNEL'. Each section has a button labeled 'GO TO [PANNEL] >> Click Here'. The 'FACULTY PANNEL' section is highlighted with a black box, and an arrow points to it with the label 'CLICK HERE'.

STEP: 3

A screenshot of a web browser showing the Faculty Portal interface. The browser's address bar displays the URL `192.168.0.250/employee-portal/teacher-account`. The page header includes the CMH Lahore Medical College logo, a hamburger menu icon, the text "Faculty Portal", and a user profile for "Affan Waheed" with ID# 0001-0917. A sidebar on the left lists various navigation options under the heading "MAIN": Dashboard, Weekly Schedules, Student Discussions, Quizzes, Assignments, Classes, Evaluations, Manage Exam, Classes Groups, Announcements, Publications, Attendance, and Video Lecture. The main content area is a large, empty light blue space. Two white arrows with black outlines point to the hamburger menu icon and the "Attendance" item in the sidebar. The text "CLICK THIS TAB" is positioned above the main content area, and "CLICK THIS ATTENDANCE TAB" is positioned below the Attendance item in the sidebar.

STEP: 4

A screenshot of the same Faculty Portal interface as in Step 3, but with the "Attendance" item in the sidebar expanded. The expanded menu shows three sub-items: "Upload Attendance", "Student Att Report", and "Class Att Report". A white arrow with a black outline points to the "Upload Attendance" sub-item. The text "CLICK UPLOAD ATTENDANCE TAB" is positioned to the right of the arrow. The rest of the interface, including the browser address bar, header, and sidebar menu items, remains the same as in the previous step.

STEP: 5

Faculty Portal

UPLOAD STUDENT ATTENDANCE

Copy CSV Excel PDF Print

Search:

PROGRAM	CLASS	SUBJECT	ACTION
DPT-UHS _ Annual system	Doctor of Physical Therapy (UHS/2020-2025)	INTRO.TO COMPUTER	...
MIT-UHS _ Annual System	MIT (UHS/2020-2024)	INTRO.TO COMPUTER	...
MIT-UHS _ Annual System	MIT (UHS/2020-2024)	INTRO. TO COM	...

Showing 1 to 3 of 3 entries

Upload Excel
Upload Manual

Next

THEN CLICK UPLOAD EXCEL

CLICK ACTION TAB

STEP: 6

Faculty Portal

UPLOAD CLASS ATTENDANCE

Copy

PROGRAM

DPT-UH

MIT-UH

MIT-UH

Show

*Lecture Date

Select Date

SELECT LECTURE DATE

STEP: 7

The screenshot shows a web browser window with the 'Faculty Portal' interface. The main content area is titled 'UPLOAD CLASS ATTENDANCE'. It contains a 'Copy' button, a 'Lecture Date' dropdown menu with the selected value 'subject: INTRO.TO COMPUTER, From :12:00:00 To 01:00:00', and a 'Choose File' button next to a text box that says 'No file chosen'. There is also an 'Import File' button. A red 'Note' is displayed, stating: 'In excel sheet please mention CHECKTIME only against the present students and leave blank for others. Follow the following formate for CHECKTIME value YYYY-MM-DD H:I ie 2020-04-15 13:25'. Below the note is a red button labeled 'Download Student Excel File'. A large black arrow points upwards from the text 'DOWNLOAD THE ATTENDANCE EXCEL FORMAT' to the 'Download Student Excel File' button.

STEP: 8

The screenshot shows a file explorer window with a single file named '1602738646-stude...xls' selected. Below the file list, it says 'Total Records: 2'. A 'Show all' button is visible in the bottom right corner. A large black arrow points upwards from the text 'CLICK DOWNLOADED ATTENDANCE FORMAT' to the selected file.

STEP: 9

1602738646-student_attendance_csv (Compatibility Mode) - Microsoft Excel

No	student id	student roll no	student	CHECKTIME
1	01400	-20-001	Abeer Tahir	2020-08-21 12:00:00
2	01401	-20-002	Amman Zara	2020-08-21 12:00:00
3	01402	-20-003	Arooba Tehreem	2020-08-21 12:00:00
4	01403	-20-004	Ayemen Habib	2020-08-21 12:00:00
5	01404	-20-005	Filza Sultan	2020-08-21 12:00:00
6	01405	-20-006	Hafiza Arooj Khalid	2020-08-21 12:00:00
7	01406	-20-007	Hajra Waqas	2020-08-21 12:00:00
8	01407	-20-008	Laiba Hameed	2020-08-21 12:00:00
9	01408	-20-009	Maryam Rani	2020-08-21 12:00:00
10	01409	-20-010	Minahil Nawaz	2020-08-21 12:00:00
11	01410	-20-011	Muhammad Khalid	2020-08-21 12:00:00
12	01411	-20-012	Nisha Rehman	2020-08-21 12:00:00
13	01412	-20-013	Reha Khan	2020-08-21 12:00:00

ADD STUDENT CHECKTIME

STEP: 10

Faculty Portal

Affan Waheed ID# 0001-0917

UPLOAD CLASS ATTENDANCE

Copy

PROGRAM

DPT-UP

MIT-UP

MIT-UP

Show

*Lecture Date

subject: INTRO.TO COMPUTER, From :12:00:00 To 01:00:00

*Choose File

Choose File No file chosen

Import File

THEN CLICK IMPORT FILE

ADD THE EXCEL ATTENDANCE FORMAT

Note

In excel sheet please mention CHECKTIME only against the present students and leave blank for others. Follow the following formate for CHECKTIME value YYYY-MM-DD H:i ie 2020-04-15 13:25

Download Student Excel File

2ND MANUAL METHOD

STEP: 1

Faculty Portal

Affan Waheed
ID# 0001-0917

UPLOAD STUDENT ATTENDANCE

Copy CSV Excel PDF Print

Search:

PROGRAM	CLASS	SUBJECT	ACTION
DPT-UHS _ Annual system	Doctor of Physical Therapy (UHS/2020-2025)	INTRO.TO COMPUTER	...
MIT-UHS _ Annual System	MIT (UHS/2020-2024)	INTRO.TO COMPUTER	...
MIT-UHS _ Annual System	MIT (UHS/2020-2024)	INTRO. TO COMPUTER	...

Showing 1 to 3 of 3 entries

Upload Excel
Upload Manual

CLICK UPLOAD MANUAL

STEP: 2

Faculty Portal

Affan Waheed
ID# 0001-0917

UPLOAD CLASS ATTENDANCE

Copy

PROGRAM	Lecture Date
DPT-U	Select Date
MIT-U	
MIT-U	

Show

SELECT LECTURE DATE

STEP: 3

Faculty Portal Affan Waheed ID# 0001-0917

ADD STUDENTS ATTENDANCE **ENTER THE STUDENT ATTENDANCE CHECKTIME**

*Lecture Date
subject: INTRO.TO COMPUTER, From :12:00:00 To 01:00:00

Search In Listed Records

<input checked="" type="checkbox"/>	ID	ROLL NUMBER	NAME	CHECKTIME	ACTION
<input checked="" type="checkbox"/>	01400	-20-001	Abeer Tahir	12:00:00	Save
<input checked="" type="checkbox"/>	01401	-20-002	Amman Zara	12:00:00	Save
<input checked="" type="checkbox"/>	01402	-20-003	Arooba Tehreem	12:00:00	Save
<input checked="" type="checkbox"/>	01403	-20-004	Aymen Habib	12:00:00	Save
<input checked="" type="checkbox"/>	01404	-20-005	Filiza Sultan	12:00:00	Save
<input checked="" type="checkbox"/>	01405	-20-006	Hafiza Arooj Khalid	12:00:00	Save
<input checked="" type="checkbox"/>	01406	-20-007	Hajra Waqas	12:00:00	Save
<input checked="" type="checkbox"/>	01407	-20-008	Laiba Hameed	12:00:00	Save
<input checked="" type="checkbox"/>	01408	-20-009	Maryam Rani	12:00:00	Save

IF YOU MARK STUDENT ABSENCE PLEASE UNCHECK

THEN CLICK SAVE ALL

Save All Cancel