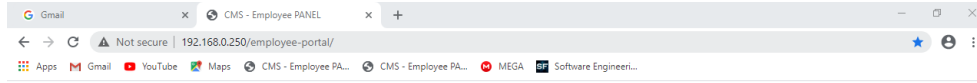


# HOW TO CHECK STUDENT ATTENDANCE IN FACULTY PORTAL

## STEP: 1



Open Browser enter the Employee Portal URL

### Sign in to Employee Panel

Enter your details below

Employee ID

Password

[Forgot Password?](#) [Sign In](#)

Enter The Employee ID



Enter Password

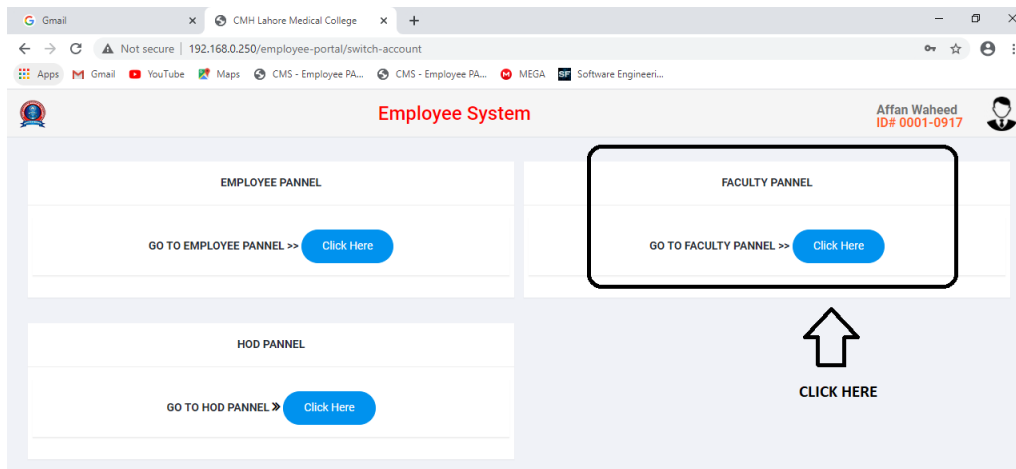


FOR ANY QUERY PLEASE CONTACT AT  
cms@cmhlahore.edu.pk



Then sign In

## STEP: 2



CLICK HERE

## STEP: 3

The screenshot shows the Faculty Portal dashboard. The left sidebar contains a 'MAIN' menu with the following items: Dashboard, Weekly Schedules, Student Discussions, Quizzes, Assignments, Classes, Evaluations, Manage Exam, Classes Groups, Announcements, Publications, Attendance, and Video Lecture. The 'Attendance' item is highlighted with a white arrow and the text 'CLICK THIS ATTENDANCE TAB'. The main content area is mostly blank, with a white arrow pointing to the top-left corner of the main area and the text 'CLICK THIS TAB'.

## STEP: 4

The screenshot shows the 'STUDENT ATTENDANCE REPORT' form. The form has the following fields: 'Class' (dropdown menu), 'Student' (dropdown menu), 'From Date' (text input), 'To Date' (text input), and 'Criteria(%)' (text input). A green 'Get Report' button is located to the right of the 'Criteria(%)' field. The 'Criteria(%)' field contains the value 'I.E 30'. Annotations include: 'SELECT CLASS' with an arrow pointing to the 'Class' dropdown; 'SELECT STUDENT NAME' with an arrow pointing to the 'Student' dropdown; 'SELECT DATE' with an arrow pointing to the 'From Date' field; and 'ENTER THE STUDENT PERCENTAGE CRITERIA' with an arrow pointing to the 'Criteria(%)' field. A green arrow points from the 'Get Report' button to the text 'THEN CLICK GET REPORT'. The left sidebar is visible, with the 'Attendance' menu expanded to show 'Upload Attendance', 'Student Att Report', and 'Class Att Report'. A white arrow points to 'Student Att Report' with the text '1ST STEP IF YOU WANT VIEW STUDENT ATTENDANCE PLEASE CLICK STUDENT ATT REPORT'.

## STEP: 5

The screenshot shows the Faculty Portal interface. The main content area displays a "STUDENT ATTENDANCE REPORT" for the class "MIT (UHS/2020-2024)" and student "Abeer Tahir (MIT-UHS...)". The report is filtered by dates from 2020-07-08 to 2020-10-08 with a criteria of 45%. A table shows attendance data for "INTRO. TO COMPUTER".

SRLNO	SUBJECT	TOTAL LECTURES	TOTAL LECTURES ATTEND	ATTENDANCE % AGE (MINIMUM 75% REQUIRED)
1	INTRO. TO COMPUTER	6	2	33.33%
1	INTRO. TO COMPUTER	3	2	66.67%

Below the table, the text "THIS IS AN EXAMPLE" is displayed.

## STEP: 6

The screenshot shows the Faculty Portal interface with annotations for Step 6. The main content area displays the "STUDENT ATTENDANCE REPORT" form. Annotations include arrows pointing to the "Class", "Student", "Subject", and "Date" selection fields, and a callout box for the "Subject Report" tab.

**SELECT CLASS** (arrow pointing to \*Class dropdown)

**SELECT STUDENT** (arrow pointing to \*Student dropdown)

**SELECT SUBJECT** (arrow pointing to \*Subject dropdown)

**SELECT DATE** (arrow pointing to From Date and To Date fields)

**THEN CLICK GET REPORT** (arrow pointing to Get Report button)

**IF YOU WANT VIEW STUDENT ATTENDANCE SUBJECT WISE PLEASE CLICK THIS TAB** (arrow pointing to Subject Report tab)

## STEP: 7

**Faculty Portal**

**CLASS ATTENDANCE REPORT**

THEN CLICK CHECK TAB

\*Class: Select Class  
 \*From Date: [ ]  
 \*To Date: [ ]  
 \*Criteria(%): Add Criteria I.E 30

**Check**

**SELECT CLASS**      **SELECT DATE**      **ADD ATTENDANCE PERCENTAGE CRITERIA**

IF YOU WANT VIEW STUDENT ATTENDANCE CLASS WISE PLEASE CLICK THIS TAB

Attendance  
 Upload Attendance  
 Student Att Report  
**Class Att Report**  
 Video Lecture

## STEP: 8

**Faculty Portal**

**CLASS ATTENDANCE REPORT**

\*Class: MIT (UHS/2020-2024)  
 \*From Date: 2020-06-19  
 \*To Date: 2020-10-14  
 \*Criteria(%): 45

**Check**

**Get Excel**      Search In Listed Records

SR.NO	STUDENT ID	ROLL NO	STUDENT NAME	INTRO. TO COMPUTER			INTRO. TO COMPUTER			ATTENDANCE MEAN %
				TOTAL LECTURES	LECTURES ATTENDED	PERCENTAGE %	TOTAL LECTURES	LECTURES ATTENDED	PERCENTAGE %	
1	01400	-20-001	Abeer Tahir	7	2	28.57%	3	2	66.67%	47.62%
2	01401	-20-002	Amman Zara	7	2	28.57%	3	2	66.67%	47.62%

**THIS IS AN EXAMPLE**