University of Bahrain
Information Technology Center
Information Technology Section



جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

# Student Attendance App Guide

## User Account: Academic Staff

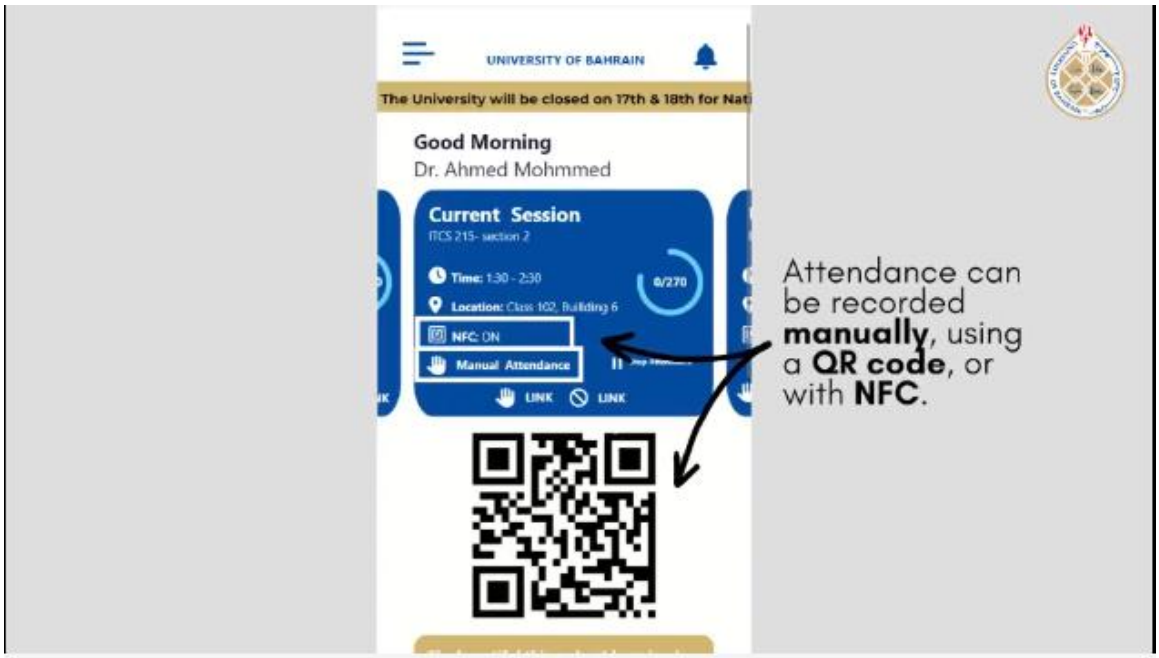
## INSTRUCTOR

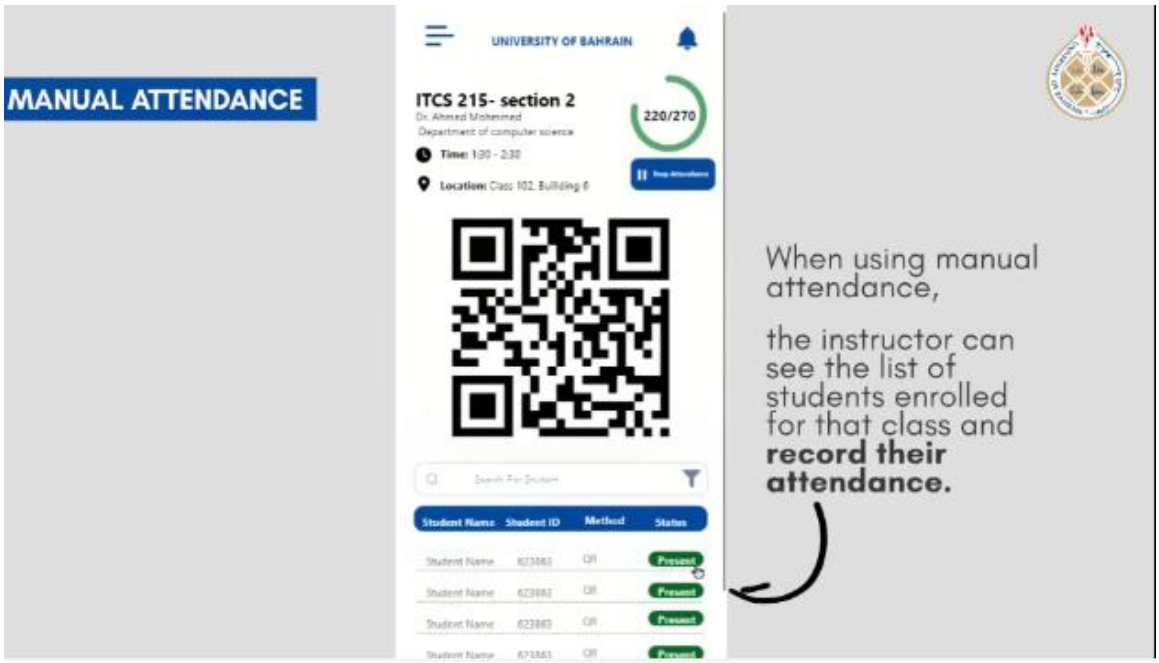


**Login** using your Credientials




The Instructor may begin taking attendance **5 minutes prior** to the start of a session.


UNIVERSITY OF BAHRAIN
The University will be closed on 17th & 18th for Nat
Good Morning
Dr. Ahmed Mohmmed
Current Session
ITCS 215- section 2
Time: 1:30 - 2:30
0/270
Location: Class 102, Building 6
NFC: ON
Manual Attendance
LINK
LINK
Attendance can be recorded manually, using a QR code, or with NFC.


MANUAL ATTENDANCE
UNIVERSITY OF BAHRAIN
ITCS 215- section 2
220/270
Time: 1:30 - 2:30
Student Name
Student ID
Method
Status
When using manual attendance,
the instructor can see the list of students enrolled for that class and record their attendance.

## MANUAL ATTENDANCE




When using manual attendance,

the instructor can see the list of students enrolled for that class and **record their attendance.**

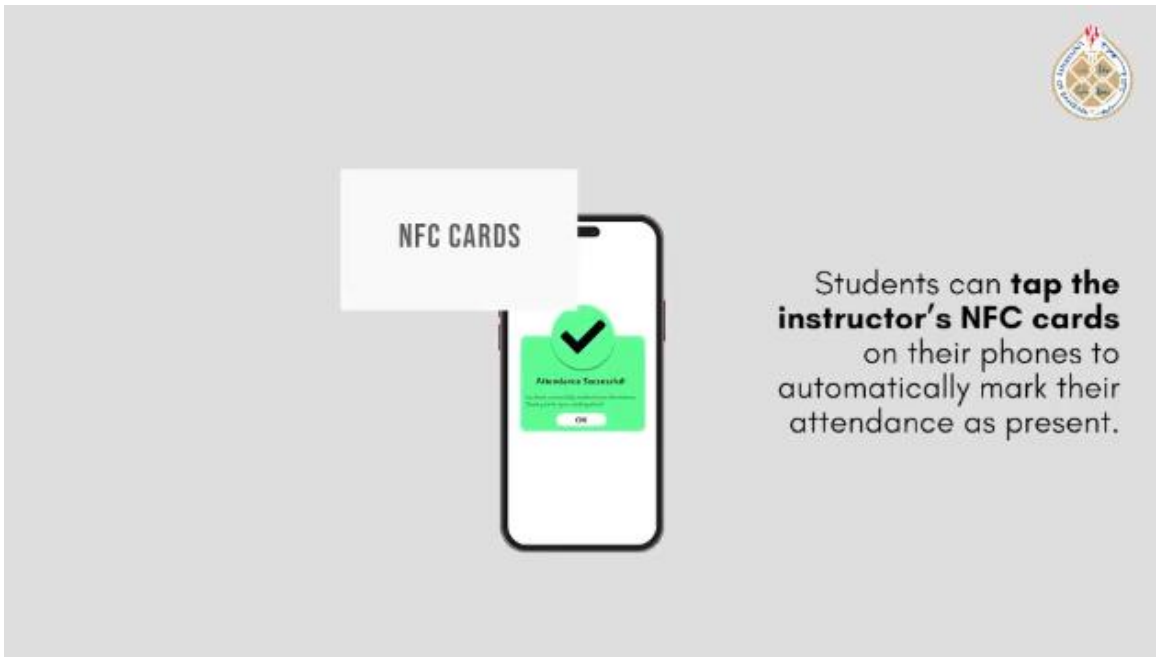
Instructor's Card

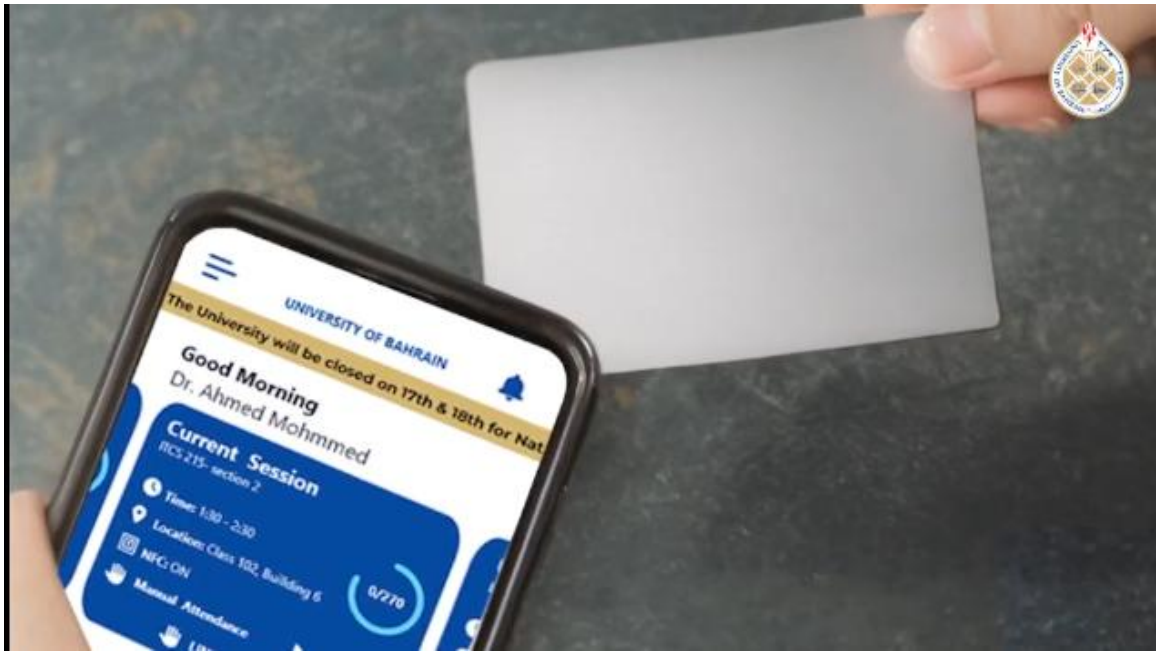
NFC CARDS

Student's Phone



Students can **tap the instructor's NFC cards** on their phones to automatically mark their attendance as present.


NFC CARDS
Students can **tap the instructor's NFC cards** on their phones to automatically mark their attendance as present.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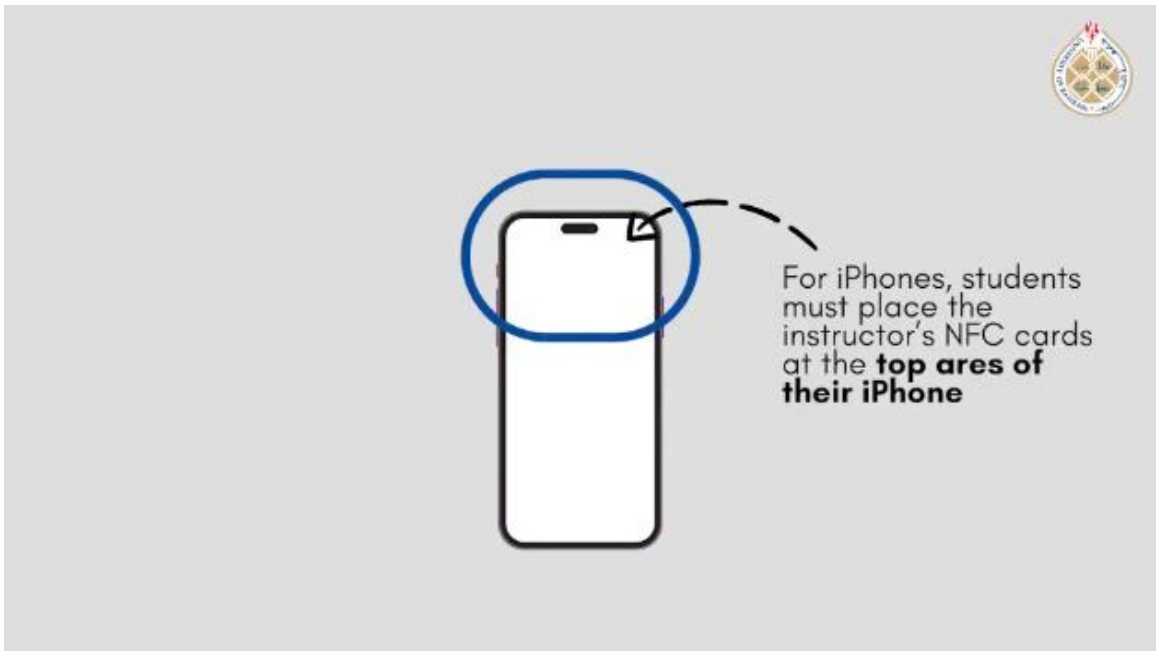
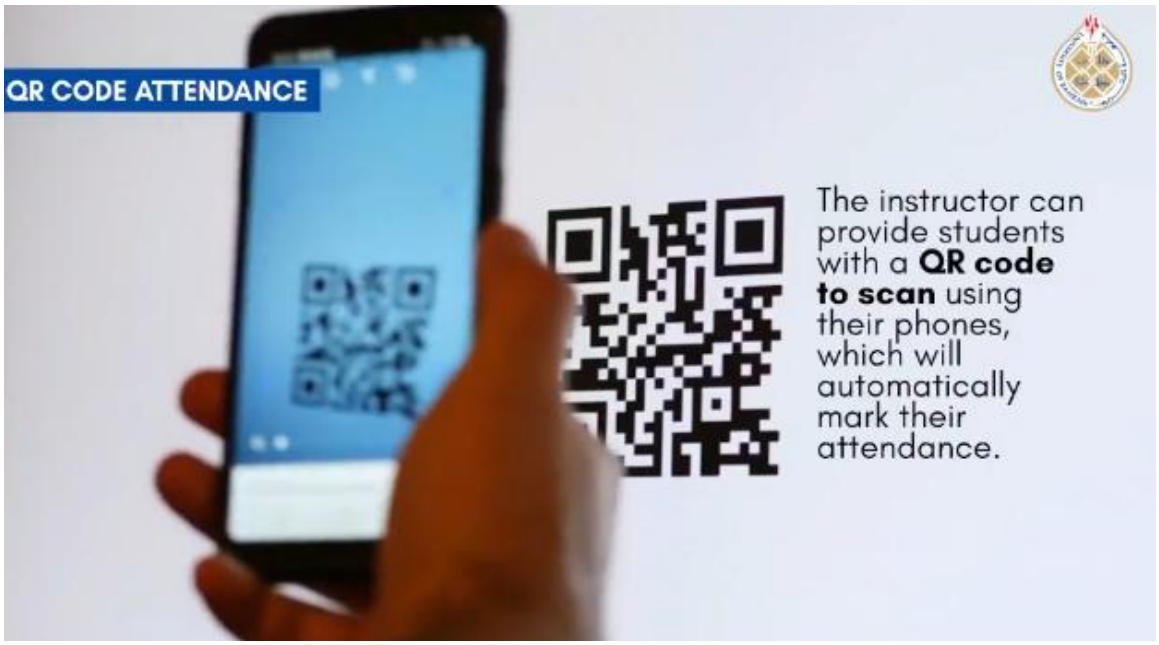
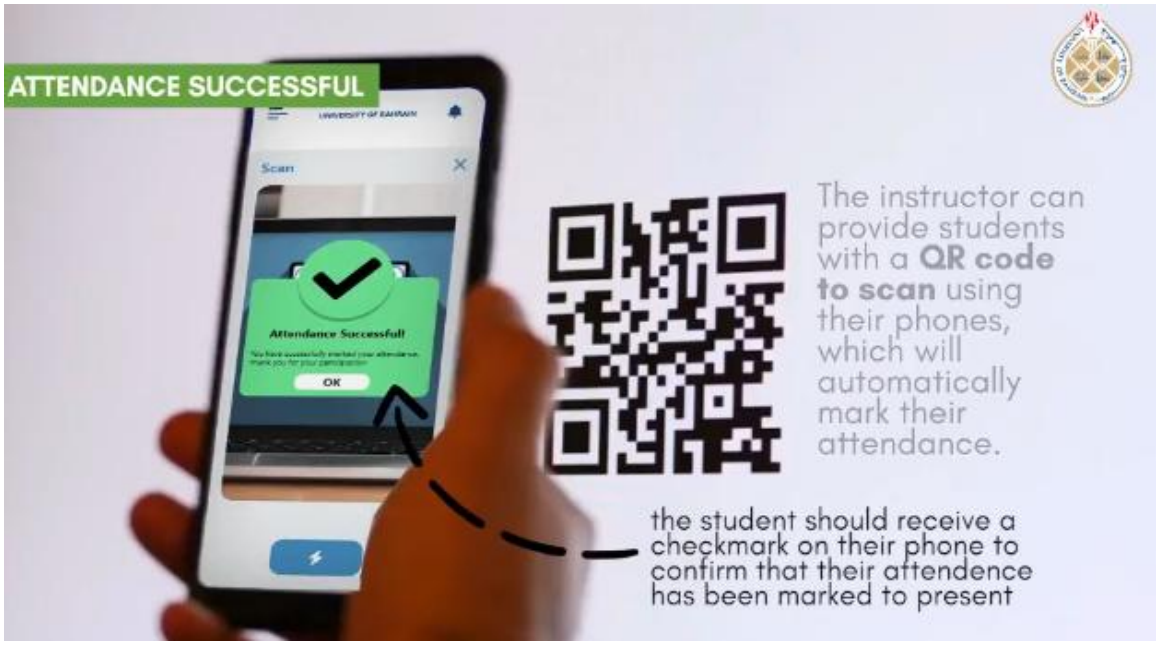
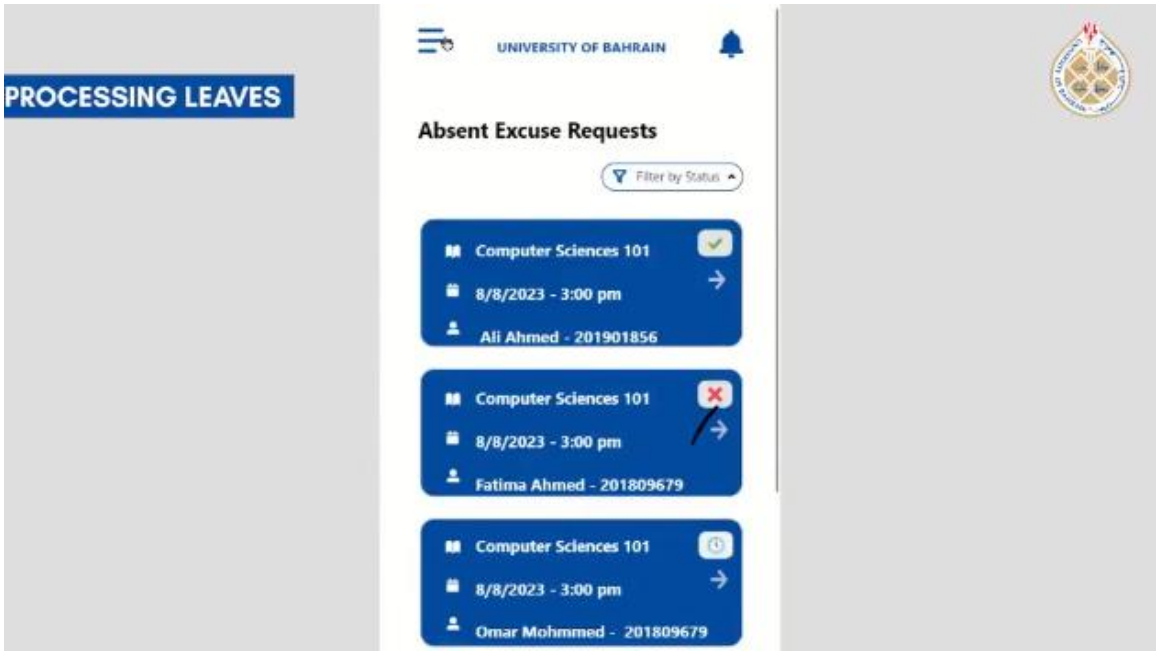

For iPhones, students must place the instructor's NFC cards at the **top ares of their iPhone**


NFC CARDS

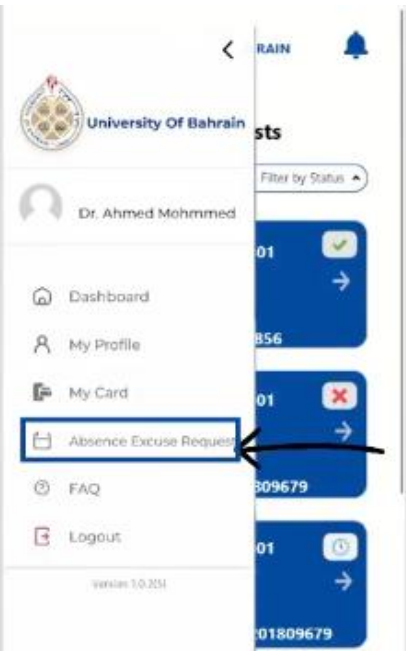

QR CODE ATTENDANCE
The instructor can provide students with a **QR code to scan** using their phones, which will automatically mark their attendance.


ATTENDANCE SUCCESSFUL
Scan
Attendance Successful!
OK
The instructor can provide students with a **QR code to scan** using their phones, which will automatically mark their attendance.
the student should receive a checkmark on their phone to confirm that their attendence has been marked to present


UNIVERSITY OF BAHRAIN
ITCS 215- section 2
220/270
QR Code to Scan
Student Name
Student ID
Method
Status


PROCESSING LEAVES
UNIVERSITY OF BAHRAIN
Absent Excuse Requests
Filter by Status
Computer Sciences 101
8/8/2023 - 3:00 pm
Ali Ahmed - 201901856
Computer Sciences 101
8/8/2023 - 3:00 pm
Fatima Ahmed - 201809679
Computer Sciences 101
8/8/2023 - 3:00 pm
Omar Mohmmed - 201809679

## PROCESSING LEAVES

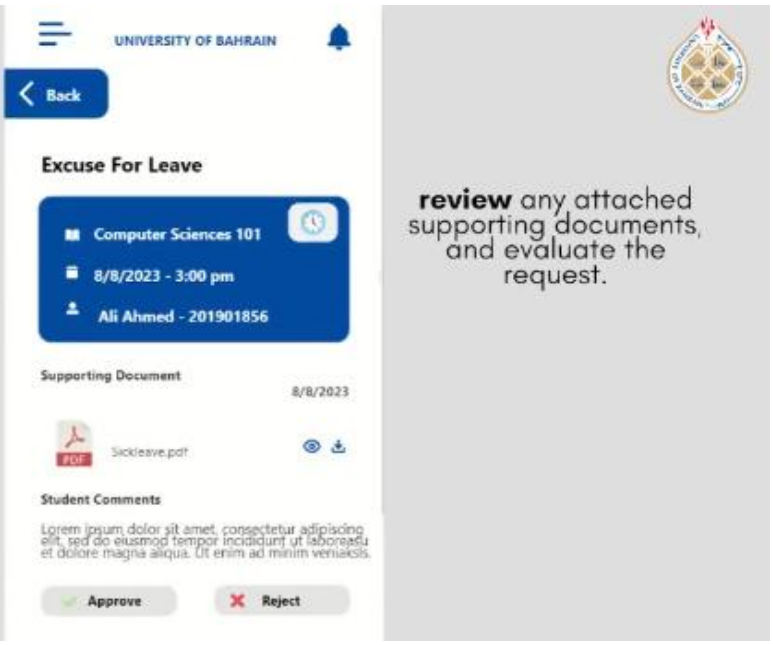


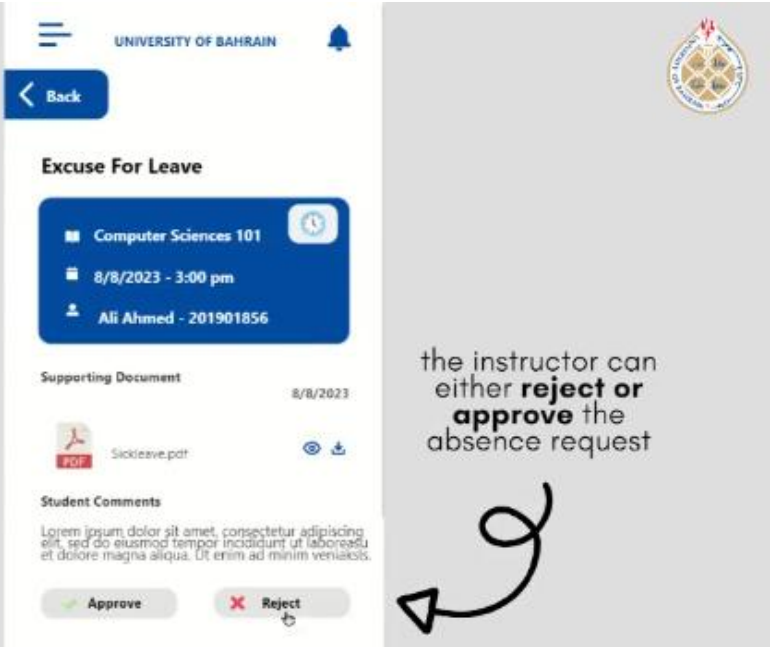

Navigate to the "Absence Excuse Requests" page

## PROCESSING LEAVES




Click on any of the requests to review the details of the **student's absense**


UNIVERSITY OF BAHRAIN
Back
Excuse For Leave
Computer Sciences 101
8/8/2023 - 3:00 pm
Ali Ahmed - 201901856
Supporting Document
8/8/2023
Sickleave.pdf
Student Comments
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut laboreetu et dolore magna aliqua. Ut enim ad minim veniaisis.
Approve
Reject
review any attached supporting documents, and evaluate the request.


UNIVERSITY OF BAHRAIN
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Excuse For Leave
Computer Sciences 101
8/8/2023 - 3:00 pm
Ali Ahmed - 201901856
Supporting Document
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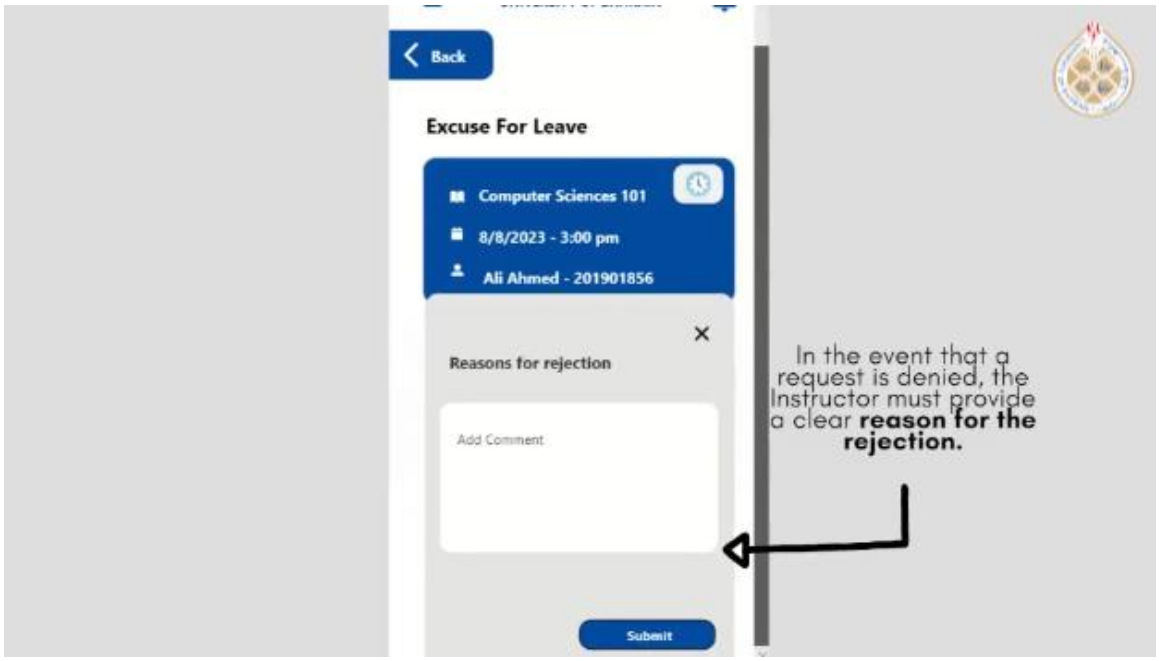
Sickleave.pdf
Student Comments
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut laboreetu et dolore magna aliqua. Ut enim ad minim veniaisis.
Approve
Reject
the instructor can either reject or approve the absence request


Back
Excuse For Leave
Computer Sciences 101
8/8/2023 - 3:00 pm
Ali Ahmed - 201901856
Reasons for rejection
Add Comment
Submit
In the event that a request is denied, the Instructor must provide a clear **reason for the rejection.**