

Attendance System

(Department Chair View)

The purpose of this procedure

- *Implement the new Attendance policy.*
- *Faculty members are responsible for recording absences in eServices within two working days of each class.*

This document contains

- *How department chair can Re-Open Attendance System through eServices after finishing the two working days*

How to start using Attendance Tracking

Go to link: <http://My.uaeu.ac.ae>

The screenshot shows the homepage of the My.uaeu.ac.ae portal. At the top, there is a navigation bar with links for Home, Colleges, Secretary General, and UITs. Below this is a large banner with the text "My.uaeu.ac.ae". To the right of the banner is a grid of service icons: Email, Blackboard, My Support, eServices (circled in red), more .., and eRecruitment. A callout box with the text "1. Click on eServices" points to the eServices icon. Below the banner, there are two main sections: "ESERVICES" and "ANNOUNCEMENTS". The "ESERVICES" section has a sidebar with "Faculty" and "Employee" tabs, and a main area with links for Grading, Faculty Detail Schedule, Detail Class List, Week at Glance, Student Information, Attendance, Summary Class List, Class Schedule, and To Whom It May Concern. The "ANNOUNCEMENTS" section shows a link to the "UITs SharePoint Site" with a timestamp. At the bottom, there are sections for "NEWS" and "UITs MAINTENANCE WINDOW".



Personal Information Faculty Services Employee

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Main Menu

Welcome, Noura H. Al Mandhari, to the Self Service Banner! Last web access on Dec 18, 2014 at 04:38 pm

[Personal Information](#)

View addresses and phone numbers, emergen

[Faculty and Advisors](#)

Enter Grades and Registration Overrides, View

[Employee](#)

Time sheets, benefits, job data, paystubs.

2.Click on Faculty
and Advisors

RELEASE: 8.5

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Attendance Tracking

Fall 2014

Dec 18, 2014 04:19 pm

[Take Attendance](#)

Instructor Page to submit attendance

[Re-Open Attendance](#)

Chair Page to open attendance

3.Click on Re-Open
Attendance

- It will display a list of closing section without taking attendance. The instructor will contact the department chair to re-open attendance system.
- After re-open, the CRN will disappear from the list.

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Re-Open Attendance

Fall 2014
Dec 18, 2014 04:20 pm

Only pending request will be appear .To view the Approved request please click Approved Requests link.

Rec.#	CRN	Date	Meeting Day	Time	Instructor Name	Open Attendance	Reason to Open
1	10007	08-DEC-14	Monday	1100	Al Jifri, Khaled M.	☐	
2	10007	10-DEC-14	Wednesday	1100	Al Jifri, Khaled M.	☐	
3	10008	07-DEC-14	Sunday	1000	Imran, Muhammad	☐	
4	10008	09-DEC-14	Tuesday	1000	Imran, Muhammad	☐	
5	10009	07-DEC-14	Sunday	1230	Siddique, MD Abubakar	☐	
6	10009	09-DEC-14	Tuesday	1230	Siddique, MD Abubakar	☐	
7	10027	08-DEC-14	Monday	1400	Al Jifri, Khaled M.	☐	
8	10027	10-DEC-14	Wednesday	1400	Al Jifri, Khaled M.	☐	
9	10028	08-DEC-14	Monday	1100	Imran, Muhammad	☐	

Back Submit

[Approved Requests]

Re-Open Attendance

4. Display CRN, Date, Day, Time and Instructor Name

5. Click on Open Attendance check box.

6. Enter the Reason to open the date for each CRN.

Only pending request will be appear .To view the Approved request please click Approved Requests link.

Rec.#	CRN	Date	Meeting Day	Time	Instructor Name	Open Attendance	Reason to Open
1	10007	10-DEC-14	Wednesday	1100	Al Jifri, Khaled M.	☒	Sick
2	10008	07-DEC-14	Sunday	1000	Imran, Muhammad	☐	
3	10008	09-DEC-14	Tuesday	1000	Imran, Muhammad	☐	
4	10009	07-DEC-14	Sunday	1230	Siddique, MD Abubakar	☐	
5	10009	09-DEC-14	Tuesday	1230	Siddique, MD Abubakar	☐	
6	13723	09-DEC-14	Tuesday	1000	Basarir, Aydin	☐	
7	13889	07-DEC-14	Sunday	1700	Abdel-Maksoud, Ahmed B.	☐	
8	13889	09-DEC-14	Tuesday	1700	Abdel-Maksoud, Ahmed B.	☐	

[Back](#) [Submit](#)

7. Submit to re-open the date for each CRN.



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Re-Open Attendance

✓ Your changes have been submitted .

[Back to Re-Open Attendance](#)

RELEASE: 8.1

9.Exit if you
finished the update.

Fall 2014
Dec 18, 2014 04:37 pm

8. Click on Back to
Re-Open Attendance
if you need to open
other CRNs.