

Attendance System

(Instructor 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 Instructor can take attendance through eServices.*

How to start using Attendance Tracking

Note: If Faculty members not taking the attendance through the eServices within two working days of each class then the system will close.

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, the main header features the 'My.uaeu.ac.ae' logo. On the right side, there is a grid of service icons: Email, Blackboard, eServices (circled in red), My Support, more .., and eRecruitment. A callout box with the text '1. Click on eServices' and an arrow points to the eServices icon. Below the header, there are two main content areas: 'ESERVICES' on the left and 'ANNOUNCEMENTS' on the right. The 'ESERVICES' section has a sidebar with 'Faculty' and 'Employee' categories, 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 link.*

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Faculty and Advisors

[Student Information Menu](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Course Grading](#)

[Class Schedule](#)

[Course Catalog](#)

[Attendance Tracking](#)

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*3. Click on Attendance
Tracking link.*

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Take Attendance

Fall 2014
Dec 22, 2014 09:07 am

Click **CRN** to Enter Attendance .

CRN	Subj Code	Subj Num	Course Num	Course Title	Registration Number
10029	ACCT			Princ.Of Finance Acct.	37
10078	ACCT			Princ.Of Finance Acct.(i Pad)	34

4. Choose the CRN,
Click on CRN

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Week Selection

Fall 2014
Dec 22, 2014 09:08 am

Select the Week :

- week1 of Aug 31 ,2014
- week2 of Sep 07 ,2014
- week3 of Sep 14 ,2014
- week4 of Sep 21 ,2014
- week5 of Sep 28 ,2014
- week6 of Oct 05 ,2014
- week7 of Oct 12 ,2014
- week8 of Oct 19 ,2014
- week9 of Oct 26 ,2014
- week10 of Nov 02 ,2014
- week11 of Nov 09 ,2014
- week12 of Nov 16 ,2014
- week13 of Nov 23 ,2014
- week14 of Nov 30 ,2014
- week15 of Dec 07 ,2014
- week16 of Dec 14 ,2014
- week17 of Dec 21 ,2014

RELEASE: 8.1

6. Submit week.

5. Drop list of week, and select available week.

Note: Weeks will display in the list over time.

Take Attendance

Week of Dec 21 ,2014

Princ.Of Finance Acct. - 100 - A

Please click the Submit button on this screen.

To view absent detail click student ID .

7. You can take the attendance in available day and time.

5-9 (First Warning)
10-14 (Second Warning)
15 & above (May not allowed to sit in exam)

P = Present
A = Absent
E = Absent with Excuse

Rec.#	ID	Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Abs Times	Abs %	Remark
1	201350288	A.M. Al Khalidi, Abdelmajeed M.	P ☒ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
2	201410282	Abdulla Al Roken, Abdulaziz S.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
3	201310427	Al Ali, Saleh A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
4	201101921	Al Mansouri, Mohammed A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
5	201350398	Al Marzooqi, Abdullah A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					2	6%	
6	201350229	Al Mawed, Badee A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
7	201350122	Al Refai, Helal A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					2	6%	
8	201150652	Al-Hamed, Abdulrahman A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
9	201213519	Ali Mohamed, Abdullah O.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
10	201310504	Alshamsi, Theyab A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
11	201250600	Amar, Abdullah M.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
20	201150511	Mohamed Aly, Mahmoud A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
21	201250641	Mohammd AlKhatib, Hassan A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					4	13%	
22	201313481	Mohammed Alblooshi, Khaled W.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
23	201250239	Mohyeldeen Mohamed Ahmed, Kareem M.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
24	201150571	Mubarak Al Balushi,	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
25	201250600	Mubarak Al Balushi,	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
26	201250600	Mubarak Al Balushi,	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
27	201250600	Mubarak Al Balushi,	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
28	201250600	Mubarak Al Balushi,	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
29	201250600	Mubarak Al Balushi,	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
30	201250600	Mubarak Al Balushi,	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
31	201317912	Saeed Ali Al Eryani, Saeed M.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
32	201250302	Said Al 'Isaee, Ahmed M.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
33	201150451	Saleh Al Amri, Ahmed A.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	
34	201211361	Salem Al Blooshi, Abdalla J.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
35	201207007	Sawayeh Al Khyeli, Khaled M.	P ☐ A ☐ 1000		P ☐ A ☐ 1000					3	9%	
36	201250719	Shehda Akallan, Fisa	P ☐ A ☐ 1000		P ☐ A ☐ 1000					0	0%	
37	201450136	Zinoun, Yassine	P ☐ A ☐ 1000		P ☐ A ☐ 1000					1	3%	

Note: Students will be display as "P" present in first day of class, after that list will display empty without ("P" Present) , and the instructor can take attendance by clicking on the radio bottom for each student.

8. Submit Changes

Back Submit Changes