

# Operation Manual for manaba Attendance Function

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## Contents

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<b>1</b>	<b>About the attendance function</b>	<b>2</b>
<b>2</b>	<b>Issue an attendance card</b>	<b>3</b>
<b>3</b>	<b>Submit an attendance card</b>	<b>4</b>
<b>4</b>	<b>Confirm submission status</b>	<b>5</b>
<b>5</b>	<b>Edit attendance information / Register points</b>	<b>6-7</b>

# 1 About the attendance function

## What is the attendance function?

The attendance function is a new tool allowing management of student's attendance. This function allows students to submit their attendance card even using mobile and smart phones.

There are three types of attendance card the instructor can issue.

- "Use only for Attendance": The instructor only confirms attendance.
- "Questions": The instructor confirms attendance and also verbally asks a question which the students answer at that time and place.
- "Surveys": The instructor confirms attendance and issues a simple survey.

## How to use the attendance function

How to use the attendance function is as follows.

### ➤ Before class: Issue an attendance card

The instructor issues an attendance card in manaba.

### ➤ During class: Submit and Confirm

The instructor should make sure to announce the URL to submit the attendance card and call number as students will be asked to enter this upon submission of the attendance card.

### ➤ After class: Edit attendance information

The instructor may manage attendance information after class. The instructor may change the attendance status for students who attended the class but could not submit their attendance because they left their phone at home or the phone was out of signal range, etc. It is possible to change the attendance status to "Late arrival" or "Early dismissal".

Name	ID Number	Attendance				Memo
		A	AG	EL	N	
Student 1	nadmstudent1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Student 2	nadmstudent2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Student 3	nadmstudent3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Student 4	nadmstudent4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## Issue an attendance card (only for instructors)

Attendance cards can be issued from the course top page or Issue Attendance Card page. You may use the following steps to issue an attendance card.

1. Click **Issue Attendance Card** (A) to open the attendance card issuing panel.
2. Choose one of the three types of attendance card (B).
3. If you have additional comments about the class, make a memo of them (C). \*The memo cannot be seen by students.
4. Click **Issue** (D) to issue the card. For “Use only for Attendance” and “Questions” type cards, the issuing process finishes here. For “Surveys” type cards, the next step will be to create the survey.



The attendance card call number will expire 7 days after issuance of the card and the expired card will then be automatically moved to the “Closed Cards List”. Submission of the attendance card will no longer be possible.

**!** The expired card will be deleted automatically if nobody has submitted the card.

### ➤ “Surveys” type attendance cards

1. Enter a survey question (E).
2. Choose a question type (F).
  - Multiple Choice: Provide a multiple choice question.
  - Text box: Provide a text box for writing free text.
3. If you selected “Multiple choice”, provide one choice per line in the **Choices** box (G).
4. To add a question, click **+ Add Question** (H). You can add up to 10 questions. If you want to delete a question, click **Delete Q1** (I).
5. You can confirm how the students will see the survey by clicking on the **Preview** button (J).
6. Click on the **Issue Attendance** button (K) to issue the attendance card.

**!** Please use a computer to create a survey.

# 3 Submit an attendance card

## Submitting an attendance card (for students)

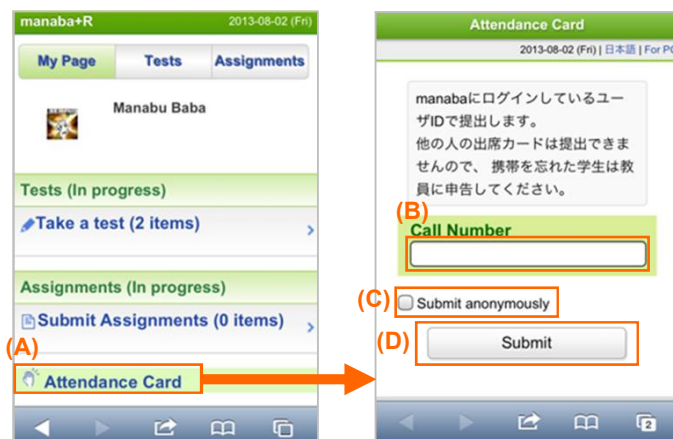
1. Click on manaba **Attendance Card** button (A).
2. Enter the Call Number (B).
3. If you want to take the Survey anonymously, check **Submit anonymously** (C).
4. Click on **Submit** button (D).

- ! The following cases will result in error at the time of submission.
- Attendance card corresponded to the call number does not exist.
  - Choosing "anonymous submission" in case of "Attendance only" card
  - The Attendance card is already closed.



When you will click on "Send" button without logging in, you will move to the login page.  
If you submit anonymously, you will not need to log in.

- ! In case you are using environment with pass code, you will need to configure the settings of the pass code on the PC in advance in order to be able to submit from a mobile phone.



### ➤ In case of "Use for Attendance" card

In case of "Use for Attendance" card, only click on "Send" button to submit attendance.

### ➤ In case of "Question" card

You can submit the answer of the instructor question from the "Answering screen". Choose a number between 0 ~ 9 (necessary) and type in your comment.

Click on **Submit** button (E) to submit your answer.



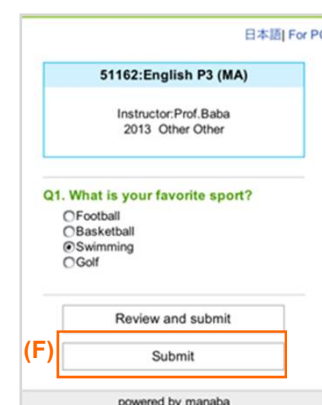
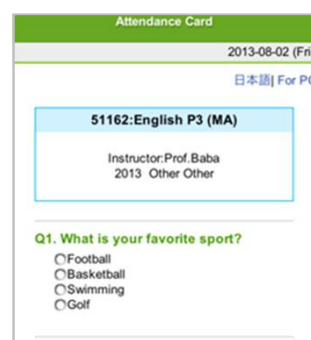
Only choices of the question is displayed. Details of the answer will not appear there.  
For the details of the question, follow the instructions of the teacher



### ➤ In case of "Survey" card

Select the answer from the multiple choice (necessary) and type in the text box.

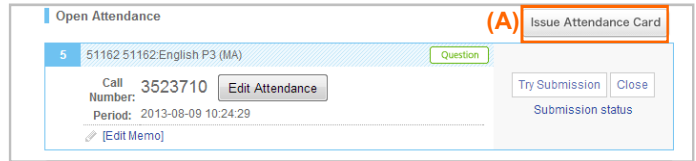
Click on **Submit** button (F) to submit the survey.



## Confirm submission status (only for instructors)

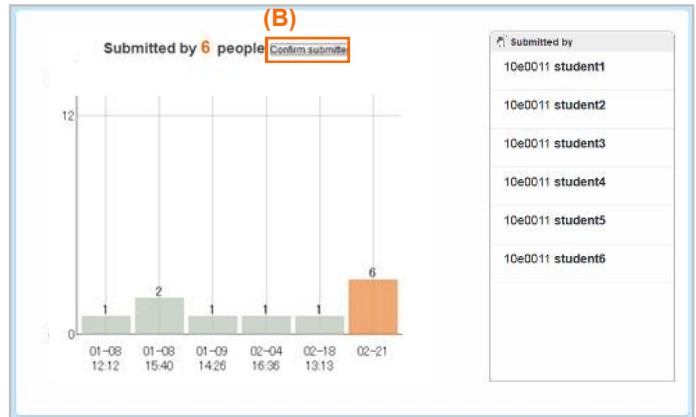
How to Confirm submission status is as follows.

Firstly, go to the “Open attendance card list”, or the “Closed attendance card list”, and click on **Submission status (A)**.



### ➤ In case of “Use for Attendance” card

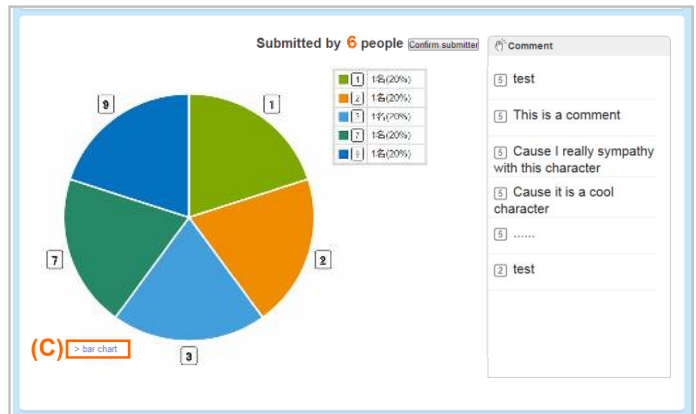
You can view the present and the past submission status of the “Use only for Attendance” type attendance card. The name and the ID number of the submitter appears on the right side of the screen.



Click on the **Confirm Submitters (B)** button to view the submission status of the students who have submitted attendance cards and the students who haven't yet submitted attendance cards.

### ➤ In case of “Question” card

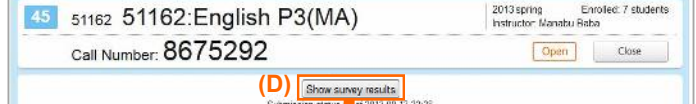
You can view the student's answer as a chart with a list of comments.



There are two types of chart; pie chart and bar chart. Click on (C) to change between chart types. To see only the comments associated with a specific answer, click on that part of the chart. Clicking again on the chart will show all the student's comments.

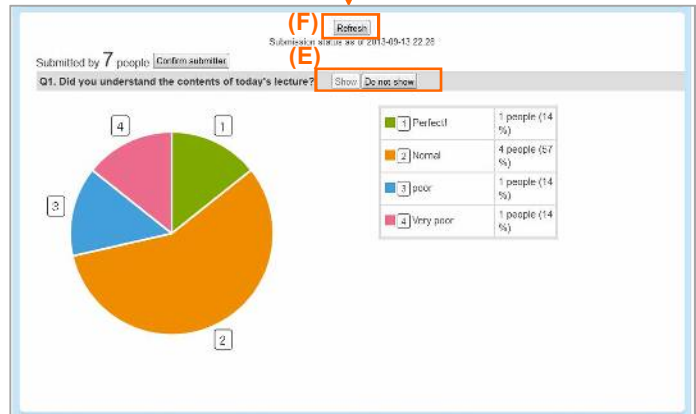
### ➤ In case of “Survey” card

You can view the student's answer against the question you set before.



From the submission status page, click on **Show survey results (D)** to show the student's answers.

When showing your students the survey results on a classroom projector screen, you may show or hide the survey answers by clicking the **Show / Do not show”** button (E).



**!** Unlike “Questions” type card, information is not updated in real-time on the survey results screen. In order to update the information, click the **Refresh** button (F).

Please use one of the following Web browser to show the submission status screen.

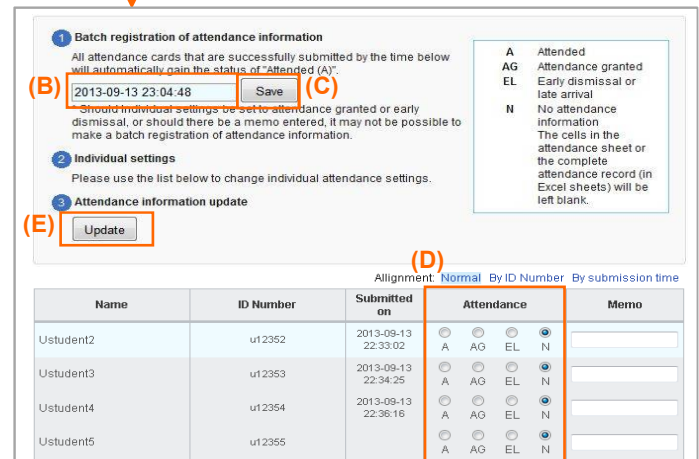
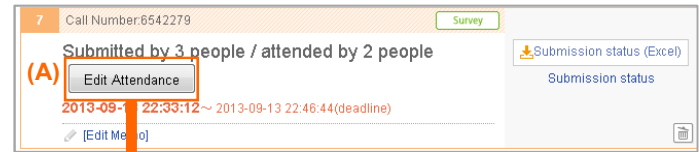
- ✓ Safari 6 or later
- ✓ Firefox 18 or later
- ✓ Google Chrome 24 or later

\*Internet Explorer 9 supports real-time updating, but it takes 3 seconds for each update, However, Internet Explorer 8 and earlier versions are not supported.

## Edit attendance information (only for instructors)

How to edit the attendance information is as follows.

1. From the Attendance Cards page, click the **Edit Attendance** button (A) of the card you want to edit.
2. Enter the preferred date and time of the attendance card closure in the box located under **1. Batch registration of attendance information (B)**, then click the **Save** button (C). The attendance status of students who successfully submitted their attendance card by the specified time will be set to "Attended (A)".
3. Use the "Attendance" column (D) to change the attendance status to anything other than "Attended".
4. Click the **Update** button (E). The attendance status column and memos will be saved. After the update, the updated information will be visible when using **Submission status(Excel)**.



It is possible to edit the attendance status of a student while the attendance card is open for submission. In case of that, the edited data is not overwritten with batch registration.

By default, the date and time will be set to either the time you clicked the Close button for the card or the date the card was closed as a result of its 7 day validity period having expired.

- The submission status will be displayed only after the card is closed.
- The number of submitters on "Closed attendance card list" is the number of the course members who submitted an attendance card. Those who submitted anonymously is not counted.

## Manage attendance information (only for instructors)

You may confirm the attendance information for each attendance card by downloading an attendance sheet in Excel.

You can view the information for a specific card by clicking **Submission status(Excel) (F)**.



(G)

#	出席	10
#	出席扱い	10
#	早退遅刻	0

(H)

#	出席	出席扱い	早退遅刻
1	10	10	0
2	10	10	0
3	5	0	0
4	0	0	0
5	0	0	0

In order to register attendance points for each student, allocate points for five attendance status first; "Attended", "Attendance granted", "No attendance information", and "Late arrival/Early dismissal" (G), so that the grades and attendance points are automatically added up in each column.

If the attendance card is a "Questions" or a "Surveys" type card, students' responses and comments to questions are downloaded, too. The slots for those will be highlighted in grey and listed under the enrolled students (H).

## Download complete attendance record (only for instructors)

A complete attendance record can be downloaded in an Excel sheet which shows all the attendance information of attendance cards that have been updated by the instructor at least once, after their closure.

How to download a complete attendance record is as follows.

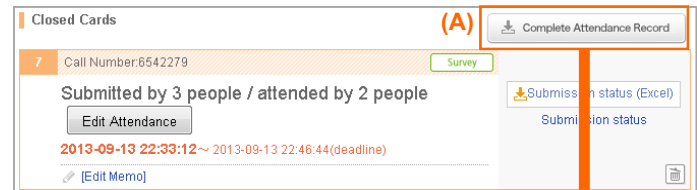
1. Click the **Complete Attendance Record** button (A), and open a list of such attendance cards.
2. Should there be closed cards you do not want to include in the complete attendance record, you may uncheck the check boxes of those cards.

! In order to download a complete attendance record into an Excel sheet, the cards need to have been updated at least once.

! Deleted attendance cards do not appear in any pages mentioned above.

3. Click **Download Complete Attendance Record** (B) to download attendance information of the selected attendance cards.

! Responses and comments to "Questions" and "Surveys" type cards will not be downloaded.



#	#title	role	userid	numid	name	grade	comment	# Attendance	# pt.made 1	# Attendance	# pt.made 2	# Attendance	# pt.made 3	# Attendance	# pt.made 4
	#Role	#ID	# Student ID	# Name	# Grade	# Comment									
9								1		2		3		4	
								9364433		6620562		2171363		2846084	
								[Attendance]		[Attendance]		[Attendance]		[Attendance]	
								2013-09-13		2013-09-13		2013-09-13		2013-09-13	
								22:31:24		22:32:53		22:31:33		22:33:02	
10	Course St	ustudent2	u12352	Ustudent2	20		Attended		10		0	Attended		10	
11	Course St	ustudent3	u12353	Ustudent3	50				0	Attended		10	Attended		10
12	Course St	ustudent4	u12354	Ustudent4	60		Attended		10	Attended		10	Attended		10
13	Course St	ustudent5	u12355	Ustudent5	0				0	Partial attendance		0		0	Partial attendance
14	Course St	ustudent1	u12351	Ustudent1	40		Attended		10		0	Attended		10	Attendance granted