

Class Scheduling & Attendance

Overview

As class scheduling and attendance is an important and essential part of academic life cycle. Without scheduling the class it becomes very confusing for faculty as well as for students to attend the class. Also the attendance of students taken by faculty is necessary to maintain the records. If class is not schedule then it becomes difficult to take attendance also. So for taking attendance first class needs to be scheduled properly.

How to do class scheduling?

In ERP, admin have to schedule the class without any clashes. Individual faculty can also schedule the class from their portal but it may results in some clash with other scheduled class. So admin can do class scheduling effectively. In ERP there are two ways through which admin can schedule the class. These are:-

1. Course Wise Class Scheduling

In course wise class scheduling, admin have to schedule the class for courses one by one. Following are the steps through which admin can schedule the classes

a) **Venues**- Admin needs to create venues so that it can be identified that which class is needs to be scheduled in which room according to capacity. For this admin have to do following steps:-

1. Click on "Add" button.
2. Select Institution.
3. Enter building name.
4. Enter room/lab no
5. Enter capacity of venue.
6. Enter floor.
7. Click on "Save" button (as shown in figure-1).

Home / Slotting Based Scheduler / Slotting Based Scheduler / Venues

Add Save

*Institution AUD

Building Admin

*Room/Lab No. 301

*Name 301

*Capacity 100

*Floor 3

Description Chars: 255

Other Facilities Chars: 255

* Indicates mandatory fields

Figure-1

- b) **Venue Availability-** After creating venues admin needs to make venues available so that venues will available while doing scheduling.
1. Select institution and click on “GO” button. (It is not mandatory so without selecting institution if clicks on go then all the venues will appear of all the institution.)
 2. Select the venues and click on “Save” button.

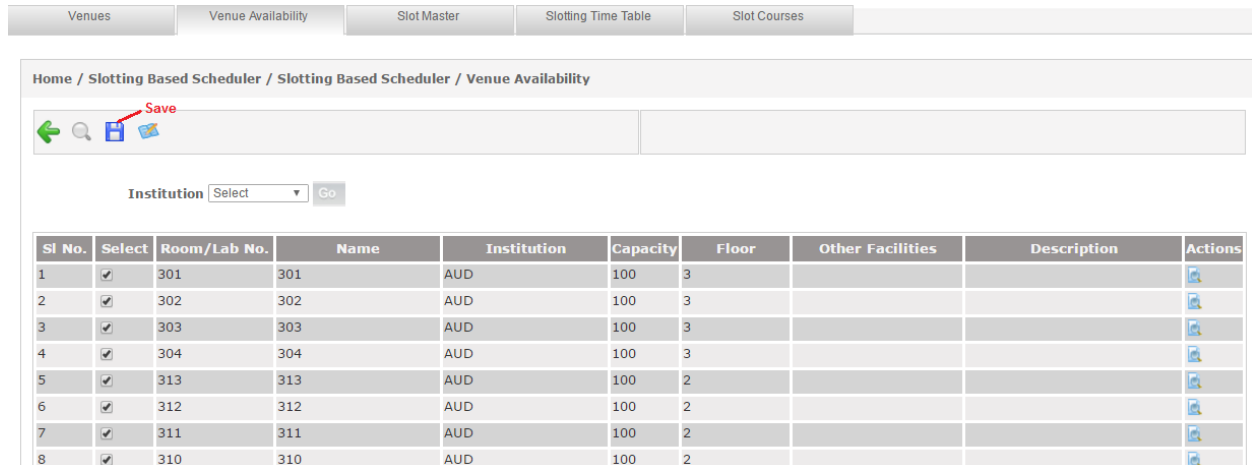


Figure-2

- c) **Scheduler-** After creating venues and make them available admin needs to schedule the class. Following are the steps for scheduling the class

1. Select academic year, term, session, course type and class type from dropdown.
2. Select course and faculty from dropdown.
3. Select dates of schedule from and to dates.
4. Select section for which schedule needs to be created.
5. Select week days and venue.
6. Enter session start and end time.
7. Click on “show schedule” as shown in figure-3.

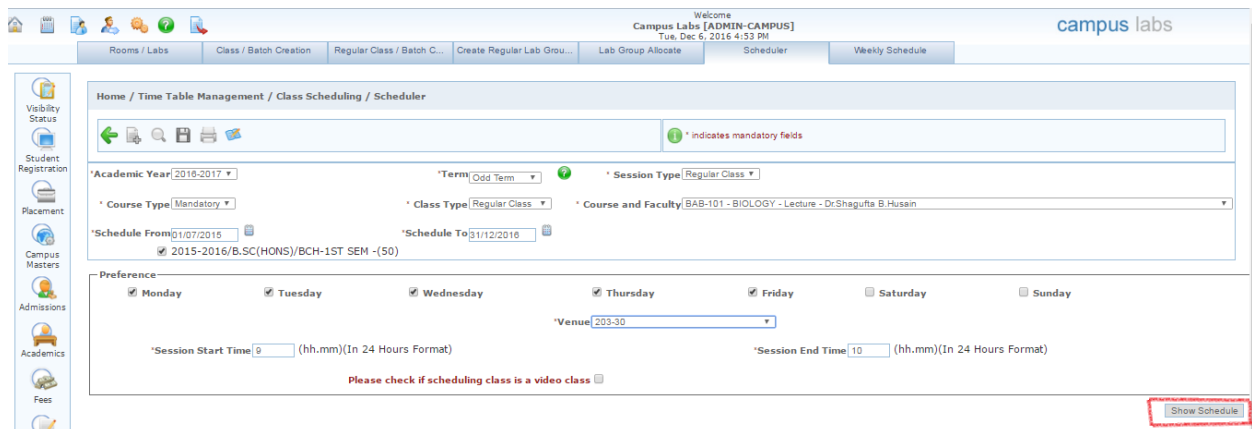


Figure-3

8. Click on “Confirm” button for scheduling the class else click on “Schedule Again” button (as shown in figure-4).

Note: After clicking on show schedule button system will schedule the class and show the details. It will also display the clashes, if any in scheduling the class (as shown in figure-4).

The screenshot shows a web application interface for scheduling. On the left is a navigation menu with icons for Examination Module, Leave, Human Resource, MIS Reports, and Exam Academic Admin. The main area displays a list of error messages:

- No Error Found
- Faculty ERROR
- No Error Found
- Venue ERROR
- No Error Found
- Course and Faculty ERROR
- No Error Found
- Course Duration ERROR
- Course Duration has reached the limit. scheduled till 12-Aug-15for section-2015-2016/B.SC(HONS)/BCH-1ST SEM
- Class ERROR
- No Error Found

A callout box states: "If any clash or error found while scheduling the class then system shows error like faculty error, venue error etc." Below the errors is a table with columns: Day - Date, Session 1, and Extra Sessions. The table shows data for the week of June 29 to July 3, 2015. The 'Session 1' column indicates 'Not Scheduled' for all days. The 'Extra Sessions' column lists courses like BAB-101, Dr. Shaguftha, CSE-2, and 2015-2016/B.SC(HONS)/BCH-1ST SEM.

Figure-4

2. Slotting Based Scheduler

In slotting based scheduler, system automatically schedule the classes for all the courses running in the current term. This is a very effective way to schedule the courses in one go instead of scheduling one by one. Slotting based scheduler checks all the clashes and then schedules the courses in the slots. For scheduling the courses using slotting based scheduler following are the steps:-

- d) **Slot Master-** In slot master admin needs to create slots. In these slots courses will be scheduled. Following are the steps:-
1. Click on "Add" button.
 2. Enter name of slot.
 3. Select available for courses like theory, practical etc.
 4. Enter minimum credits of courses which can schedule in the slot.
 5. Enter maximum credits of course which can be scheduled.
 6. Check active checkbox to activate the slot else uncheck.
 7. Click on "Save" button if creating only one slot else click on save & continue button for creating other slots too.

The screenshot shows the 'Slot Master' form in the scheduling system. The breadcrumb path is: Home / Slotting Based Scheduler / Slotting Based Scheduler / Slot Master. The form includes:

- Navigation buttons: Save, Save & Continue.
- *Name: A
- Description: (text area) Chars: 63
- * Available For: Theory Practical Embedded Others
- * Courses Allowed with Minimum Credit: 2
- * Courses Allowed with Maximum Credit: 4
- Active. A red arrow points to this checkbox with the text: "If checkbox is checked, slot becomes active for scheduling".

Figure-5

- e) **Slotting Time Table-** In slotting time table slots are scheduled in number of sessions per day (as shown in figure-6). Following are the steps for scheduling the slots:-
1. Select academic year and term from drop down.
 2. Enter number of sessions per day.
 3. Select week days.
 4. Click on “Show Schedule” button and scheduler will appear on screen.
 5. Select the slots from drop down which is to be scheduled in the respective session.
 6. Click on “Save” button.

Note: - If any session wants to be blocked then click on delete action and enter the reason for blocking the session. For blocked session no slot will be scheduled.

Figure-6

- f) **Slot Courses-** In slot courses, selected courses are scheduled in active selected slots. Following are the steps to schedule courses in slots:-
1. Select academic year and term.
 2. Select courses which are to be scheduled.
 3. Select slots in which courses to be scheduled (shown in figure-7).
 4. Click on “Go” button, courses will schedule in selected slots (as shown in figure-8).

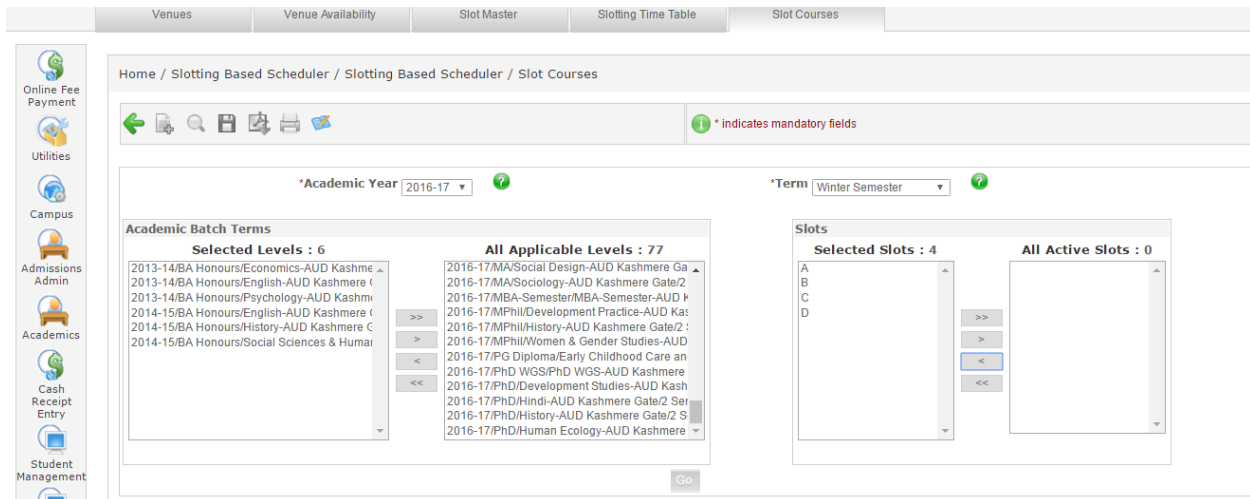


Figure-7

After courses are added to slots (as shown in figure-8) then admin needs to confirm the schedule. For confirming the schedule there are certain ways

- After courses are scheduled in slots click on “Generate” button. Enter from and to date of schedule and click on “Create” button. Scheduling will be confirmed.
- Else check the checkbox of respective course and click on “Save” button. That course will be saved in that slot and then click on “Go” button again to shuffle the courses.

Note:- While scheduling if there is any clash found in first slot then system go to second slot and check the clash, if there is no clash found in second slot them system schedule the course in second slot, else system checks with next slot and so on. If in every slot there is a clash found then system schedule the course in first slot.

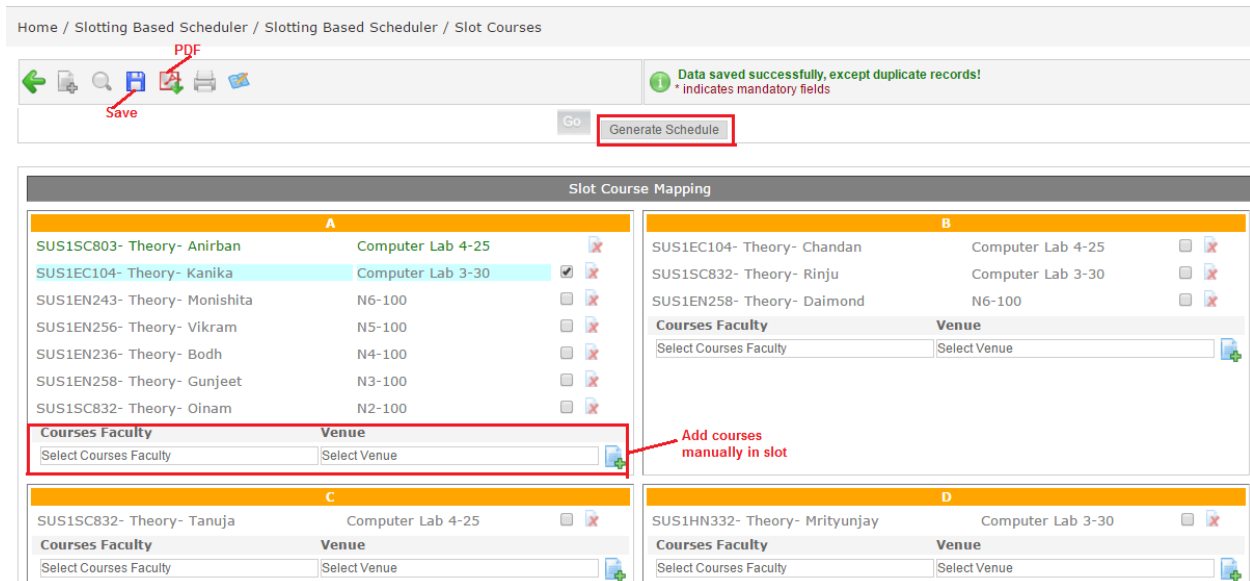


Figure-8

How to take attendance?

Attendance is an important part of academics. As by taking attendance by the faculty or updated by admin creates the records about the sessions attended by the students.

a) Attendance from admin portal

1. Enter the faculty name.
2. Select date.
3. The scheduled batch will appear on the screen.
4. Click on batch and the list of student will appear on screen.
5. Check the checkbox for the students who are present and click on save button.(shown in figure-9)

Home / Attendance & Time Table / Student Attendance / Normal Session

Save PDF

Attendance not taken for this period..!
*indicates mandatory fields

Note: * Admin User * can take attendance for all courses , * Faculty User *can take attendance for mapped courses. * Non Admin User * and * Non Faculty User * are not authc

*Faculty : 135- Ms. Nupur Samuel *Select Date : 04/04/2017

Batches	
Day - Date - Time	09.00 AM - 11.00 AM
Tue 04 , Apr 2017	Course : SUS1FC005-Language through Literature-Theory-Elective Term : 2016-17/BA Honours/Social Sciences & Humanities-AUD Karpura/2nd Semester , 2016-17/BA Honours/Social Sciences & Humanities in KG-AUD Kashmere Gate/2nd Semester , 2015-16/BA Honours/Economics-AUD Kashmere Gate/4th Semester , 2015-16/BA Honours/Mathematics-AUD Kashmere Gate/4th Semester Class : 2016-17/Winter Semester/SUS1FC005

Venue : NL2 Hall no 68 Course : SUS1FC005-Language through Literature-Theory Faculty : 135 - Ms. Nupur Samuel
 Class : 2016-17/Winter Semester/SUS1FC005 From Time : 09.00 AM To Time : 11.00 AM
 Term : 2016-17/BA Honours/Social Sciences & Humanities-AUD Karpura/2nd Semester , 2016-17/BA Honours/Social Sciences & Humanities in KG-AUD Kashmere Gate/2nd Semester , 2015-16/BA Honours/Economics-AUD Kashmere Gate/4th Semester , 2015-16/BA Honours/Mathematics-AUD Kashmere Gate/4th Semester

Remarks: Chars: 510

Some student(s) are left to display , allocated with selected batch due to not done scheduling for their semsters .Please done proper scheduling to take all student(s) attendance.

Select All | Deselect All Total 9 Student(s). Cancel Attendance

Present	Roll No	Name	Term	Gender
<input checked="" type="checkbox"/>	S152E0005	Anjali Nair	2015-16/BA Honours/Economics-AUD Kashmere Gate/4th Semester	Female
<input type="checkbox"/>	S152E0070	Aalekh Roy	2015-16/BA Honours/Mathematics-AUD Kashmere Gate/4th Semester	Male
<input type="checkbox"/>	SKG162E0225	Arun Ramasubramanian	2016-17/BA Honours/Social Sciences & Humanities in KG-AUD Kashmere Gate/2nd Semester	Male

Figure-9