

# SOP FOR ATTENDANCE TAKING (R2)

1) 100% Online Lessons		
i)	All students are required to login from Student Portals	
ii)	System will automatically record the attendance	
iii)	Print the attendance record on the following days Reports > Class > Attendance > Class Attendance	
iv)	Officer-In-Charge to follow-up on absentees and record	
2) Physical Lessons		
i)	All students to sign on the Attendance Register	
ii)	Lecturer will update the Attendance into the SMS on the same day  OR  Officer-In-Charge will update the Attendance into the SMS on the same day	<b>Annex A</b>
iii)	Print the attendance record on the following days Reports > Class > Attendance > Class Attendance	
iv)	Officer-In-Charge to follow-up on absentees and record	
3) Blended Lessons		
i)	<u>During Online Lessons</u> <ul style="list-style-type: none"> <li>➤ All students are requiring to login from Student Portal</li> <li>➤ System will record the attendance automatically</li> </ul>	
ii)	<u>During Physical Lessons</u> <ul style="list-style-type: none"> <li>a) All students to sign on the Attendance Register</li> <li style="text-align: center;"><b>AND</b></li> <li>b) Lecturer will update the Attendance into the SMS on the following day</li> <li style="text-align: center;"><b>OR</b></li> <li>Officer-In-Charge will update the Attendance into the SMS on the following day (Applicable to the class for Raymond and Stephanie ONLY)</li> </ul>	<b>Annex A</b>
iii)	Print the attendance record on the following days Reports > Class > Attendance > Class Attendance	
iv)	Officer-In-Charge to follow-up on absentees and record	

#### 4) Make-up Classes

- i) Students request for make-up class
- ii) Officer-In-Charge to send the Link to students directly and updates to google sheet

Updates to google sheet

No.	Student Details			21/12	28/12	04/01	11/01
	Name	Q&A	LCCI Exam				
1	ANG JYI WEI			1	1		
2	BEH JIA YIN			1	1	MK-FA2 02/01	Tfr to FA2
3	CHAI CHEE LUI			1	1	1	
4	CHAI PEI LING			1	1		
5	CHAI SOO YEN			1	1		MK-16/01
6	CHAN YIN YAN			1	1		
7	CHENG KIT HUNG			1	1		
8	CHEW SHI JIE			1	1	1	
9	CHIA MEI QI			1	1		
10	CHIN JEW MOI			1	1		
11	CHIN PUI KUAN			1	1	MK-FA2 02/01	Tfr to FA2
12	CHONG HUI SHI			1	1	1	
13	CHONG PHUI SUN			1	1		
14	CHOONG ZHI QING			1	1		
15	GOH AI LING			1	MK-FA2 26.12		
16	HOW WEI JIA			1	1		

iii)

#### After the Make-Up Class lesson

- Officer-In-Charge is required to check the attendance for the relevant candidate
- Return to the Original Class for Student to change the attendance for the relevant lesson to “Present” and write the following statement in “Remarks” Box:
  - ✓ Attended make-up class on
  - ✓ Class Code (Eg. 2112-FA2)
  - ✓ Date of Class (Eg. 16/01/2022)

iv)

Attendance

Save Back

Class ID: 2112-QT-1

Class: 2112-QT-1

Subject: QUANTITATIVE TECHNIQUES II (Business Statistics)[DIA3008 (QT II)]

Schedule: 19-12-2021, 10:00 AM to 01:00 PM (QUANTITATIVE TECHNIQUES II (Business Statistics))

Save

S/No	Attendance Status	NRIC	Full name	Student ID	%	Contact No.	E-Mail
6	<input checked="" type="radio"/> Present <input type="radio"/> MC <input type="radio"/> Absent <input type="radio"/> Absent with approval <input type="radio"/> Present (Late) <input type="radio"/> Present (No Time Out)	000904-08-0286	TENG RUI YAN	T21111	100	011-17583004	Rybb94@hotmail.com
7	<input checked="" type="radio"/> Present <input type="radio"/> MC <input type="radio"/> Absent <input type="radio"/> Absent with approval <input type="radio"/> Present (Late) <input type="radio"/> Present (No Time Out)	970815-01-7047	WAN JUN HAO	W21051D	0	011-21788036	junhaobaby97@gmail.com

Lateness: 0 (min)

Remarks: Attended Make-Up class on 2112-QT-3 21/12/2021

Updates to google sheet

v)

No.	Student Details			21/12	28/12	04/01	11/01
	Name	Q&A	LCCI Exam				
1	ANG JYI WEI			1	1		
2	BEH JIA YIN			1	1	MK-FA2 02/01	Tfr to FA2
3	CHAI CHEE LUI			1	1	1	
4	CHAI PEI LING			1	1		
5	CHAI SOO YEN			1	1		1
6	CHAN YIN YAN			1	1		
7	CHENG KIT HUNG			1	1		
8	CHEW SHI JIE			1	1	1	
9	CHIA MEI QI			1	1		
10	CHIN JEW MOI			1	1		
11	CHIN PUI KUAN			1	1	MK-FA2 02/01	Tfr to FA2
12	CHONG HUI SHI			1	1	1	
13	CHONG PHUI SUN			1	1		
14	CHOONG ZHI QING			1	1		
15	GOH AI LING			1	MK-FA2 26.12		
16	HOW WEI JIA			1	1		

## Annex A

1	Login at <a href="http://www.omega.edu.sg">www.omega.edu.sg</a>																					
2	Click on Admin Login																					
3	Enter the Login Details Userid : <a href="#">howgetngor</a> Password : <a href="#">omega3530</a>																					
4	Assess to Attendance Marking <div style="margin-left: 20px;">             ➤ Lecturer's Shortcut &gt; Attendance Marking             <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <span>Reports</span>   <span>Lecturer's Shortcut</span>   <span>Student Portal</span> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: fit-content;"> <span>Attendance Marking</span> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: fit-content;"> <span>Exam Result Entry</span> </div> </div>																					
5	Select the relevant class <div style="margin-top: 10px;">             Page 1 of 1 (2 items) &lt; [1] &gt;             <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>S/No</th> <th>ID</th> <th>Class</th> <th>Subj ID</th> <th>Subj</th> <th>From</th> <th>Till</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td style="text-align: center;">1</td> <td><a href="#">2112-EDFA-FA2</a></td> <td>2112-EDFA-FA2</td> <td>FA</td> <td>Financial Accounting</td> <td>19-12-2021</td> <td>22-05-2022</td> </tr> <tr style="background-color: #ffffcc;"> <td style="text-align: center;">2</td> <td><a href="#">2112-EDFA-MA2</a></td> <td>2112-EDFA-MA2</td> <td>MA</td> <td>Managerial Accounting</td> <td>26-12-2021</td> <td>14-05-2022</td> </tr> </tbody> </table> </div>	S/No	ID	Class	Subj ID	Subj	From	Till	1	<a href="#">2112-EDFA-FA2</a>	2112-EDFA-FA2	FA	Financial Accounting	19-12-2021	22-05-2022	2	<a href="#">2112-EDFA-MA2</a>	2112-EDFA-MA2	MA	Managerial Accounting	26-12-2021	14-05-2022
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6	Select the relevant lesson <div style="margin-top: 10px;"> </div>																					
7	Click on Refresh and Mark the Attendance <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>S/No</th> <th>Attendance Status</th> <th>NRIC</th> <th>Full name</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td style="text-align: center;">1</td> <td> <input checked="" type="radio"/> Present                               <input type="radio"/> Absent                               <input type="radio"/> Absent with approval  <input type="radio"/> MC                               <input type="radio"/> Present (Late)                               <input type="radio"/> Present (No Time Out)                         </td> <td>G8348502M</td> <td>CHEAH SEOK EE</td> </tr> <tr> <td></td> <td>                     Lateness : <input type="text"/> (min)                      Remarks  <input style="width: 100%; height: 20px;" type="text"/> </td> <td></td> <td></td> </tr> <tr style="background-color: #ffffcc;"> <td style="text-align: center;">2</td> <td> <input checked="" type="radio"/> Present                               <input type="radio"/> Absent                               <input type="radio"/> Absent with approval  <input type="radio"/> MC                               <input type="radio"/> Present (Late)                               <input type="radio"/> Present (No Time Out)                         </td> <td>S7981850Z</td> <td>CHEN LI HONG</td> </tr> <tr> <td></td> <td>                     Lateness : <input type="text"/> (min)                      Remarks  <input style="width: 100%; height: 20px;" type="text"/> </td> <td></td> <td></td> </tr> </tbody> </table>	S/No	Attendance Status	NRIC	Full name	1	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Absent with approval <input type="radio"/> MC <input type="radio"/> Present (Late) <input type="radio"/> Present (No Time Out)	G8348502M	CHEAH SEOK EE		Lateness : <input type="text"/> (min) Remarks <input style="width: 100%; height: 20px;" type="text"/>			2	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Absent with approval <input type="radio"/> MC <input type="radio"/> Present (Late) <input type="radio"/> Present (No Time Out)	S7981850Z	CHEN LI HONG		Lateness : <input type="text"/> (min) Remarks <input style="width: 100%; height: 20px;" type="text"/>			
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