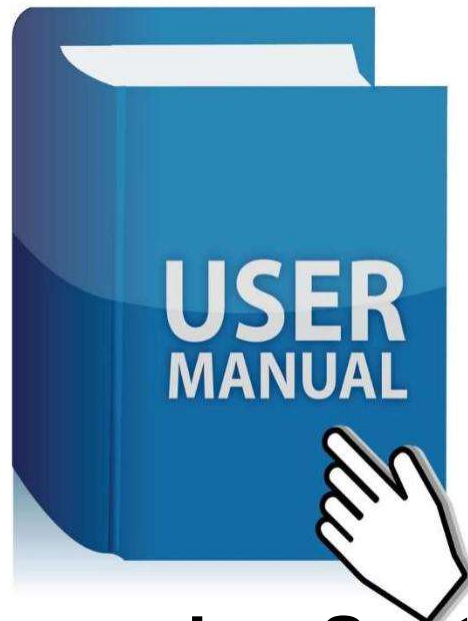


10/17/2020

# Attendance



**BUP eLearning System**










## BUP eLearning System

**Step-01:** Firstly, go to your course and click on **Introduction** Section.

Turn editing on



**Course Content** Course start date: 19/09/20 Category: Jan - Jun 2021

- Introduction 
- Lecture 1: Orientation, Course Overview and Objectives, Teaching Methods 
- Lecture 2: Introduction to Disaster Management 
- Lecture 3: Emergency and Crisis: Bangladesh Perspective 
- Lecture 4: Historical Milestones of Emergency, Crisis and Disaster Management 
- Lecture 5: Environment and Sustainability Issues 

 Options

**Step-02:** Click on **Attendance** Activities.

**General Activities**

-  Attendance  
Create Sessions for recording attendance of the students using this attendance activity.
-  Course Feedback  
Use this activity to collect course feedback from the students.

**Step-03:** Go to **Add Session** tab and select your necessary information's then click on **Add** button.

### Attendance for the course :: Emergency & Crisis Management

Sessions **Add session** Report Export Status set Temporary users

▼ Add session

Type

Date

Time from:   to:

Description

Create calendar event for session

▼ Multiple sessions

Repeat the session above as follows

Repeat on  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Repeat every  week(s)

Repeat until

▼ Student recording

Allow students to record own attendance

Automatic marking





Show more...

**Add** Cancel

**Step-04:** Click on **red circle** icon.

Sessions Add session Report Export Status set Temporary users




All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Sun 14 Feb 2021	12AM	All students	Regular class session	   

Choose...

OK

**Step-05:** Give student attendance and select **Session** then click on **Save attendance** button.

#	First name / Surname	Email address	P L E A	Remarks
Set status for unselected <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>				
1	 MD. SAIDUL ISLAM ARIF	saidul.bdx@gmail.com	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
2	 MD SAKHAWAT HOSSAIN SAIKAT	sakhawat215@gmail.com	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<input type="text"/>
3	 FATIHA TASNIM	sawkatul.alam@bb.org.bd	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
Extra Class 12342				
<input type="button" value="Save attendance"/>				

Finally, all attendances will go to UCAM.