

STUDENTS ATTENDANCE SYSTEM GUIDLINE

SAS GUIDELINE FOR STUDENT

Created by:
Heba I. Haddad

• Introduction

Welcome to the Students Attendance System (SAS)! This system is designed to help you keep track of your attendance, ensuring that your records are accurate and up-to-date. This guideline provides you with the essential steps to navigate the system easily and take control of your academic journey in a supportive educational environment.

• Roles and Responsibilities

Student User: As a student, your key responsibilities include timely check-ins and check-outs for classes, ensuring your attendance is accurately recorded and monitored, and reporting any absences promptly.

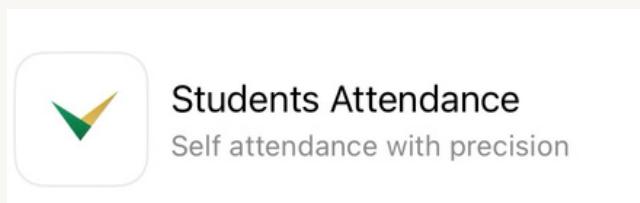
• Getting Started

To begin using the Student Attendance system, follow these simple steps:

Download the Application:

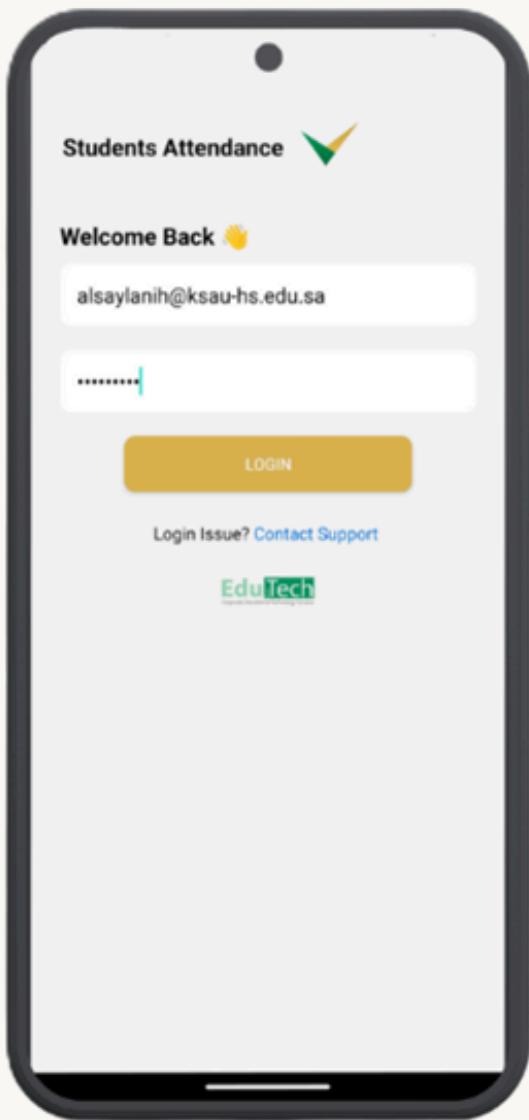
For iOS users, visit the Apple Store and search for "Student Attendance" to download the app.

For Android users, go to Google Play and search for "Student Attendance" to install the app.



Login to the Application:

- Once the app is installed, open it to access the login page.
- You will find fields to enter your KSAU email address and password.
- After entering your credentials, tap the "Login" button to access your student attendance dashboard.



With these steps completed, you're ready to start tracking your attendance easily and efficiently.

• Onboarding Screen

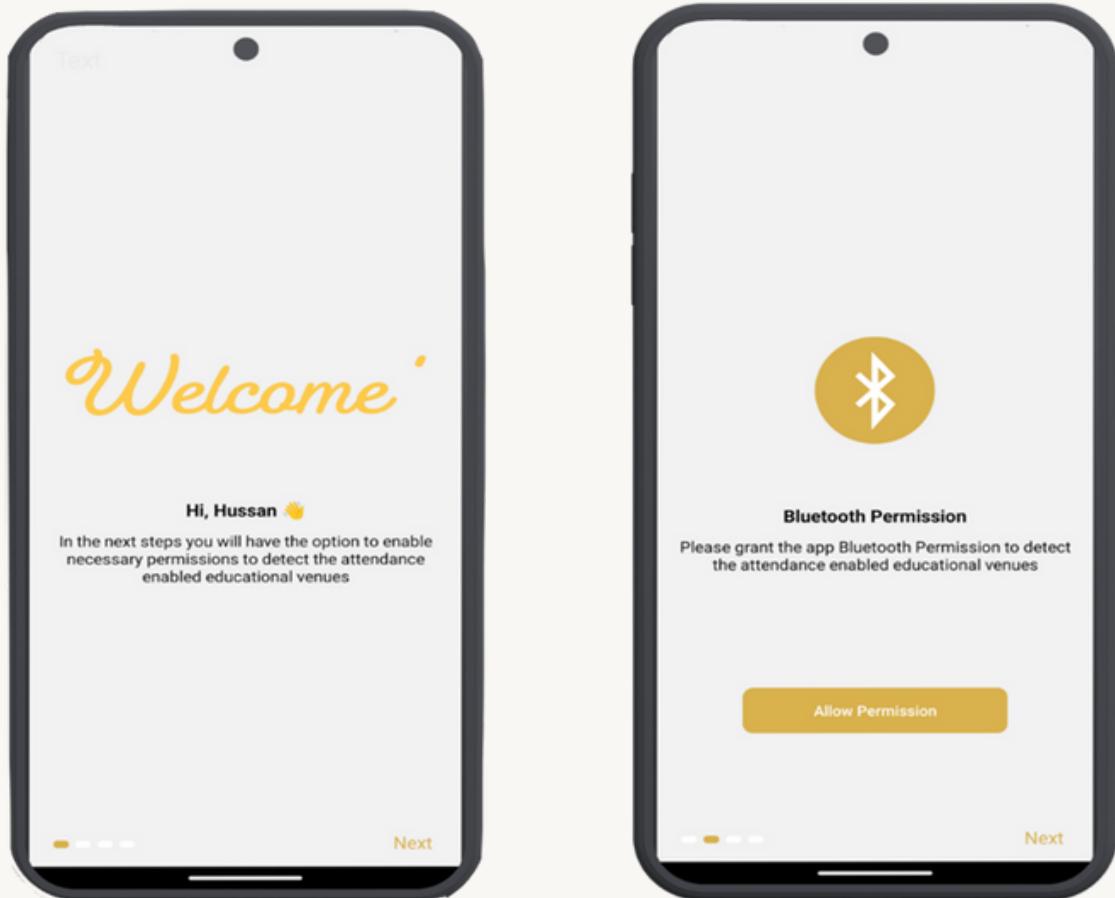
When you first open SAS app, you'll be guided through a quick onboarding process to set up the required permissions. Follow these steps:

Welcome Screen:

After a warm welcome message, click on the "Next" button to proceed.

Bluetooth Permission:

The app will request access to your device's Bluetooth. This permission is necessary for detecting nearby attendance devices. Please tap "Allow Permission" to enable Bluetooth.



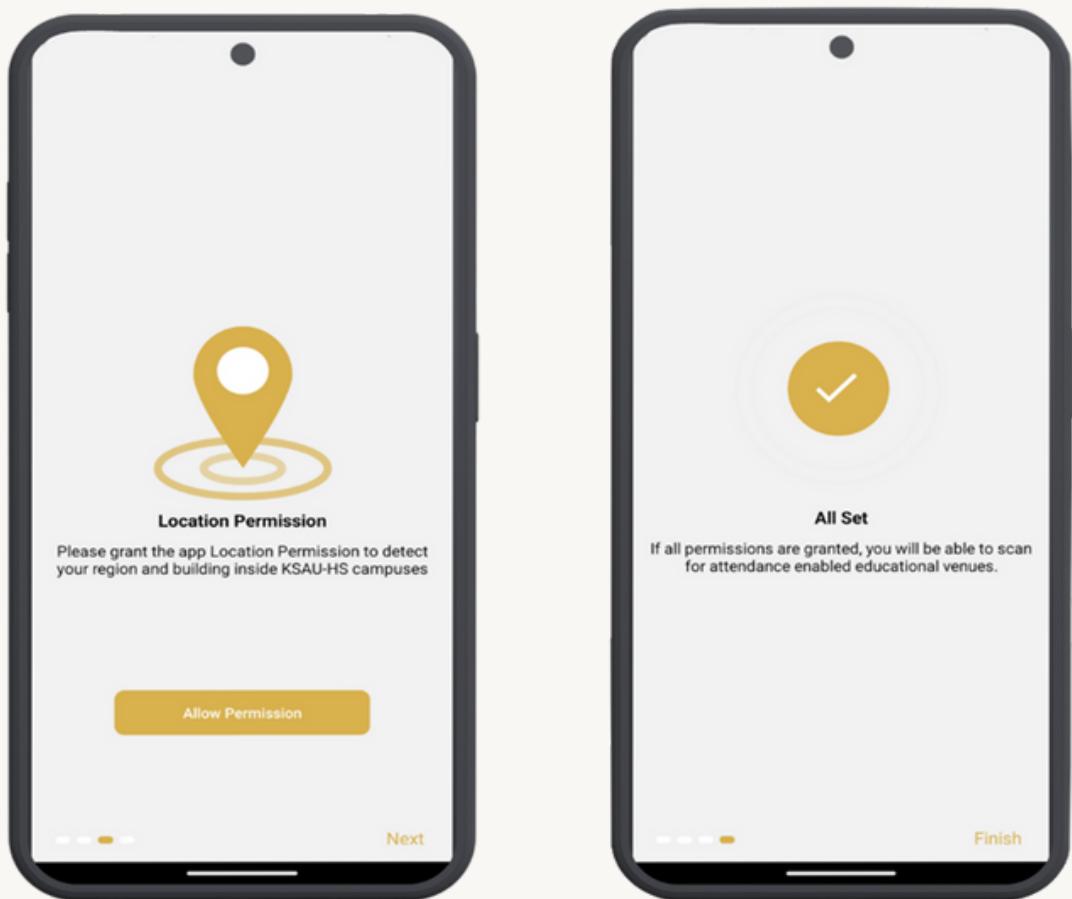
Location Permission:

Next, the app will ask for location access. Granting this permission allows the app to verify your presence within the required vicinity of the class location. Please tap "Allow Permission" to enable location services.

Completion:

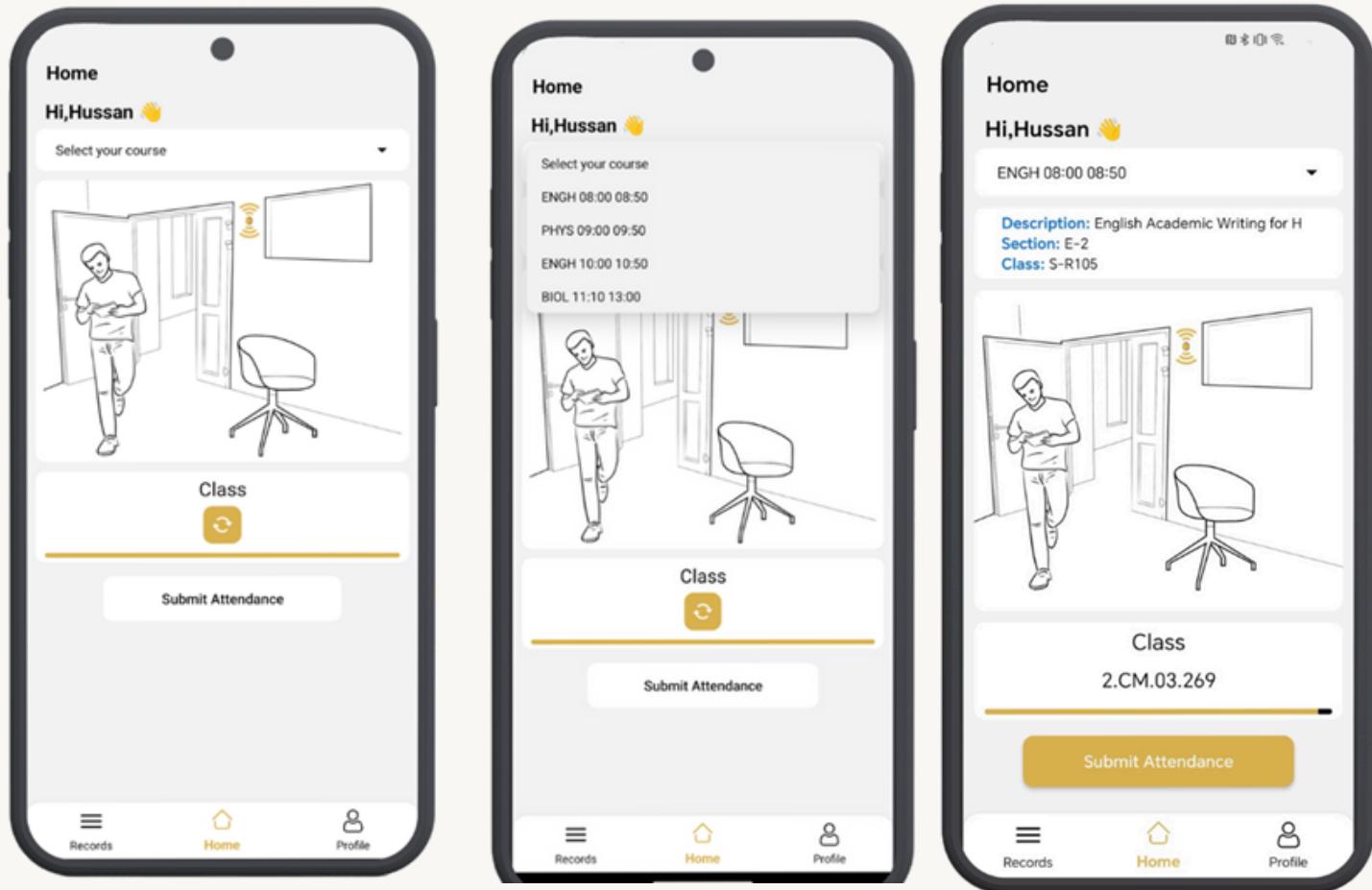
Once all permissions are set, you'll see a confirmation screen. Click on the "Finish" button to complete the onboarding process.

After these steps, your app will be fully set up and ready for use.



• Home Screen

On the home screen, start by selecting your registered course from the dropdown menu. Once you've made your selection, click on the scan button to start scanning the class for you. After that, simply click on "Submit Attendance" to complete the process.



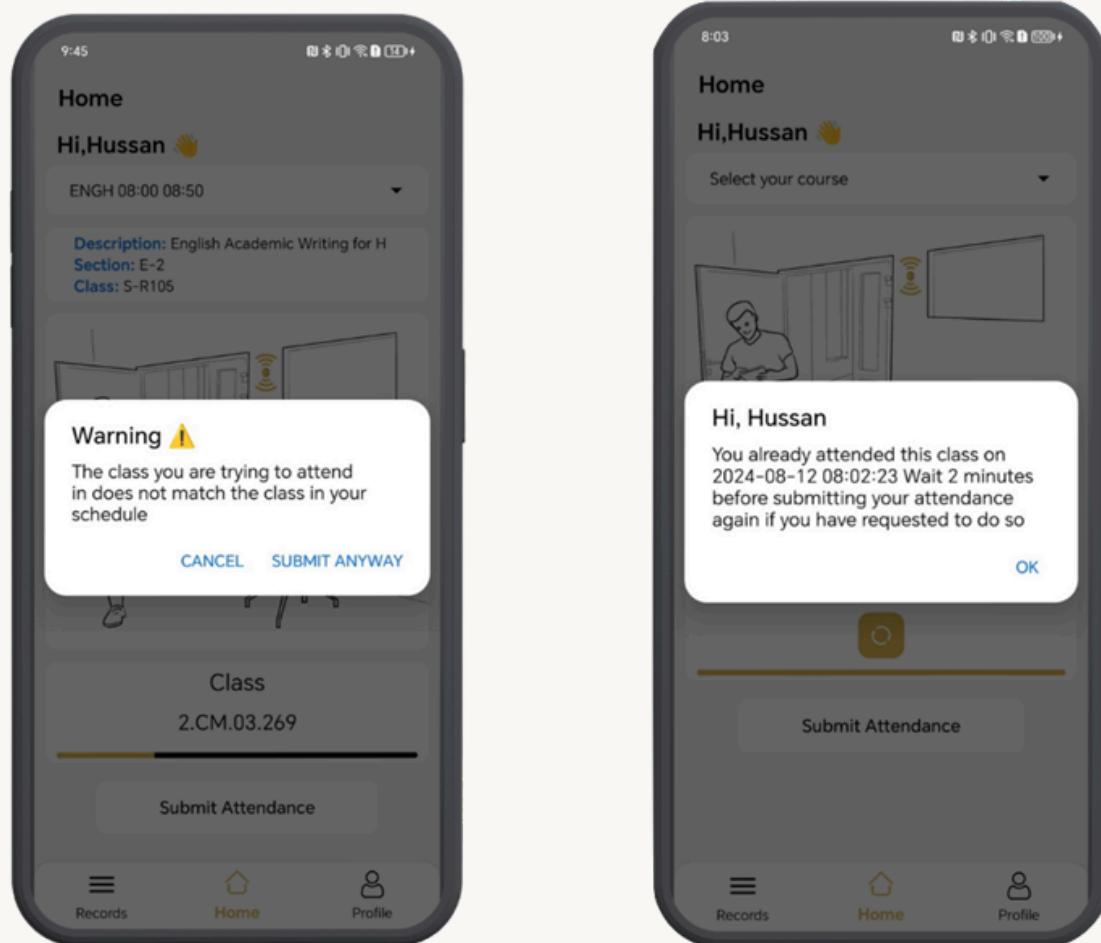
Attendance Submission Scenarios:

Case 1: Classroom Mismatch

- If you attempt to submit attendance in a classroom that does not match the class number registered in the SIS, a warning message will appear indicating a mismatch error.
- Despite the warning, you can still proceed to submit the attendance

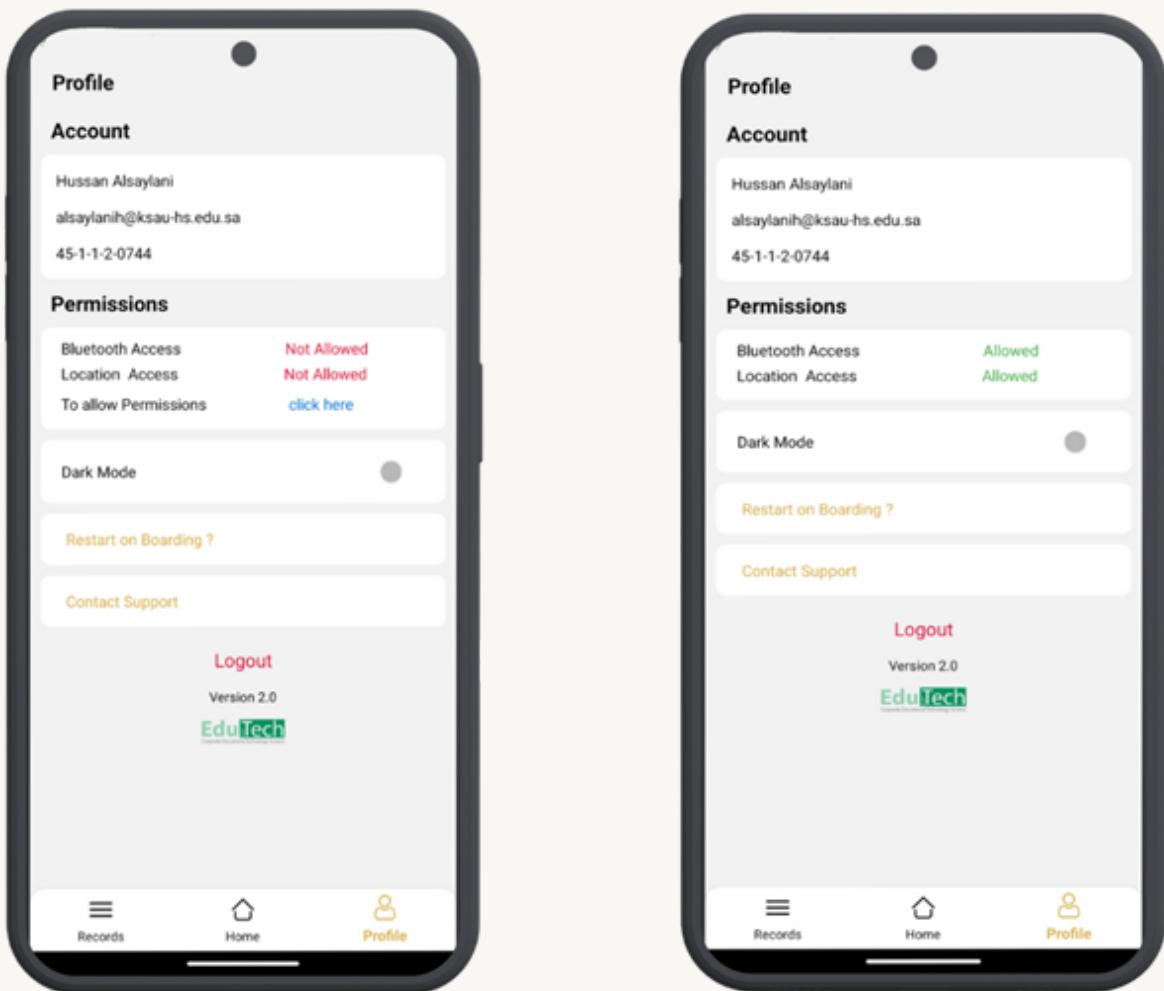
Case 2: Double Attendance Submission

- If you try to submit attendance more than once for the same class, the system will alert you to a double submission.
- You will be able to proceed the submission after 2 min.



• Profile Screen

On the Profile screen, you'll find your personal data, permission status, and app version. In the Permissions section, you can check if Bluetooth and Location permissions are enabled. If they are not, simply click "Allow Permission" to enable them and ensure the app functions properly.



• Records Screen

On this screen features a calendar that displays all your submitted attendance records. Easily track your attendance history by viewing each submission on the corresponding date. This organized view helps you stay on top of your attendance and ensures you never miss a class.

