

Instructions for Taking Attendance Using AMIDEAST Online

yourself to improve your typing skills.

Also, don't forget about the social media window at the bottom of the page where you can share thoughts and comments with your instructor and classmates. It's very similar to using Facebook wall. You can even "like" posts!

Good luck with your course and enjoy learning at AMIDEAST!!! 😊



Class Attendance



Course Announcements Forum



Class Discussion Forum



Student Upload Folder



Web Conference Session



Typing Tutor

Scroll down and click the
"Take Attendance" link.



Hide group events
Hide user events

WORD OF THE DAY

stove

a heating device used for cooking
Add a new entry
View all entries

DICTIONARY

The following dictionary is activated:
Merriam-Webster
In order to use the dictionary,
double click on a word within the
displayed text

ATTENDANCE

Class Attendance
Take attendance
Report

Course category report

QUICKMAIL

Post

Post status or note

Attendance for the course :: General English 7

Sessions | Report | Temporary users

All | All past | Months | Weeks | Days

#	Date	Time	Type	Description	Actions
1	Tue 6 Mar 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
2	Thu 8 Mar 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
3	Tue 13 Mar 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
4	Thu 15 Mar 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
5	Thu 22 Mar 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
6	Tue 27 Mar 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
7	Thu 29 Mar 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
8	Tue 3 Apr 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
9	Thu 5 Apr 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
10	Tue 10 Apr 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>
11	Thu 12 Apr 2018	12PM - 3PM	Group: 60982	Regular class session	▶ <input type="checkbox"/>

Choose the day, and click on the small arrow. You can also go back to previous dates and add/edit attendance.



3 April 2018 12PM - 3PM

Regular class session

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Tick the appropriate box, P = Present; L = Late; E = Excused; and A = Absent. You can also tick "Set status for all users" if, for example, everyone is present. The P-L-E-A criteria can be changed if you prefer different items.

#	First name / Surname	P	L	E	A	Remarks
1	Yosra Arfaoui	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Farah Bahri	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Hamza Ben Amor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Rahma Ben Sadok	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Yosra Boudagga	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	Dalinda Fadhlouli	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	Bechir Gharbi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	Mohamed Hafedh Hamzaoui	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9	Chiraz Kriaa	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

P L E A

Set status for all users

