



SES User Manual

Student Attendance Entry (Offline) & Online Upload

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Introduction!

In this training program we will show how easily we can upload the Bulk Student Attendance using an Excel Porting Sheet.

The Porting sheets can be generated from the M-Star SES Application and can be maintained offline by teachers, and once the student attendance has been entered for students, the same porting sheet can be simply uploaded periodically and the data gets imported in the M-Star SES Application.

Student Attendance can be uploaded through Principal, Class Teacher, and Co-Class Teacher login for their respective class sections.

Student attendance will be displayed in Parent Portal, Report Cards, class-wise attendance registers.

Now there are some pre-requisites that we need to ensure before we take up this activity:

- Complete the activity for associate Class Teacher & Co- Class Teacher. In this screen **HRMS→Activities→ Class Teacher Allocation**
- Complete the activity of define Holiday. In this screen **Configuration →Business Rule → Holiday**
- **Holidays** gets validated if a user marks class attendance online & offline on the date of the holiday. And Holidays also gets displayed in Reports & Porting sheet
- Principal, Class Teacher and Co-Class Teacher should have their **16 digit OmVCard number and password** with them to login into **Student Attendance Upload** application.

There are three key steps in uploading the Student attendance using Excel Template. These are:

1. Generation of Student Attendance Excel Porting Sheet from M-Star SES Application
2. Entry /Updation of Attendance of student in excel file (offline)
3. Import of Student Attendance Excel Porting Sheet (Filled) in M-Star SES

Let us see the steps for this activity.

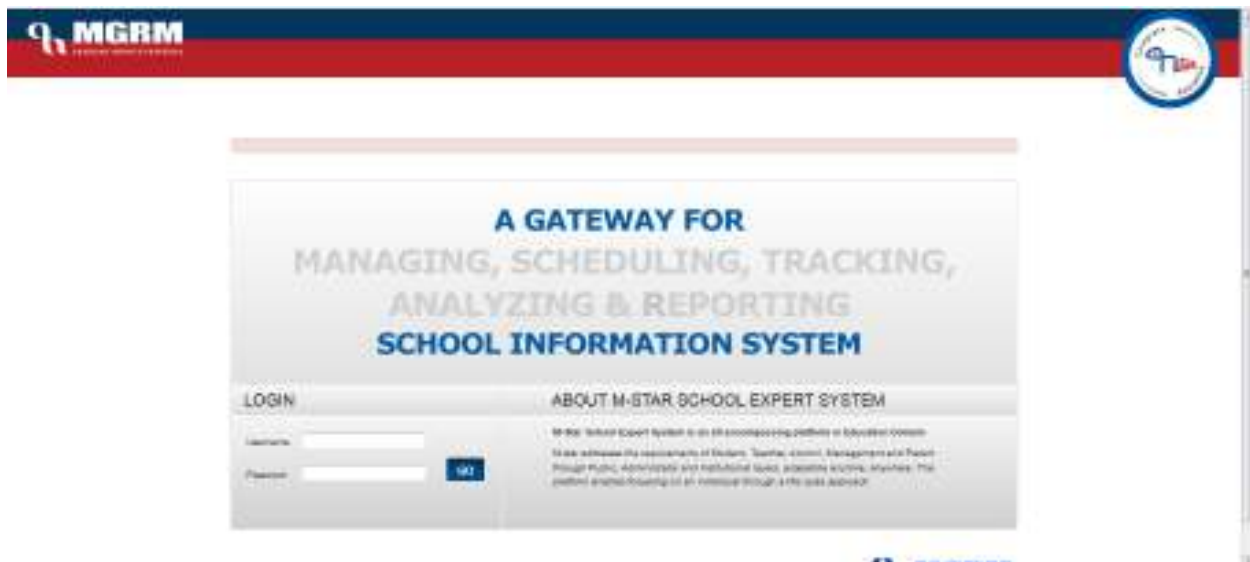
02-05-01: Generate Class Attendance Marking Porting Sheet

Generate Template

Let us first generate the **Class Attendance Template Generation** porting Sheet

1. Login to **Student Attendance Upload application** by using 16 digit OmVCard number and password (URL: <http://admin.kvs.gov.in:443/Login.aspx>)

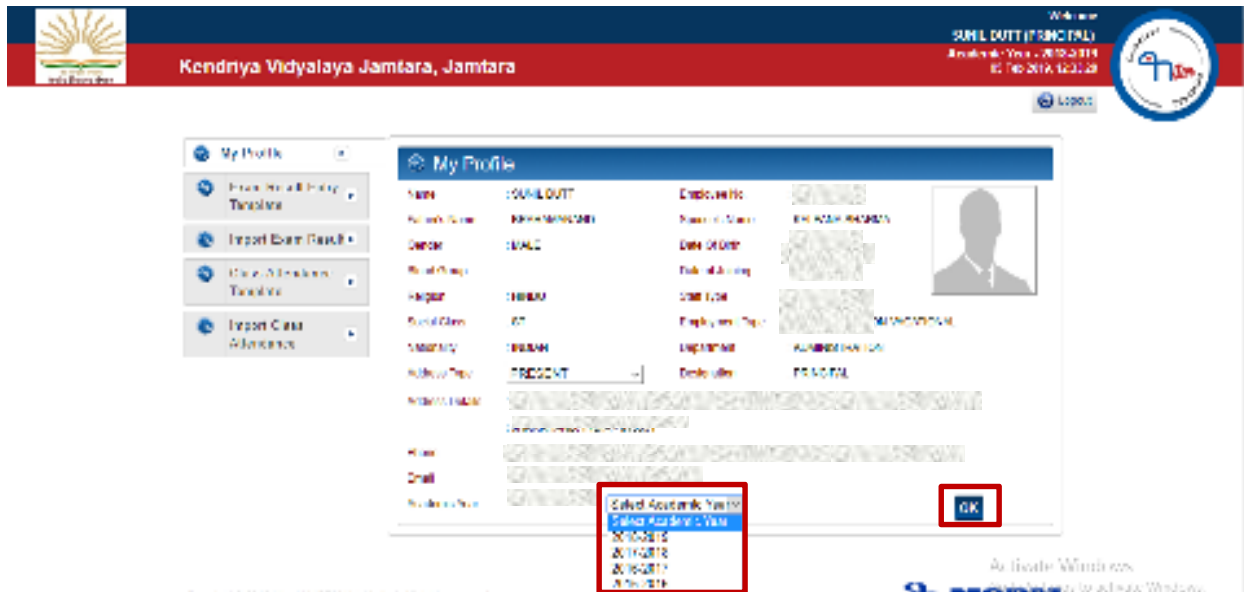
This is the same URL from where Exam result is also uploaded.



2. The first page will be the Profile of the **user** in Application



3. We then select the current **Academic Year** & Click on **OK** button. (It will display the welcome message).

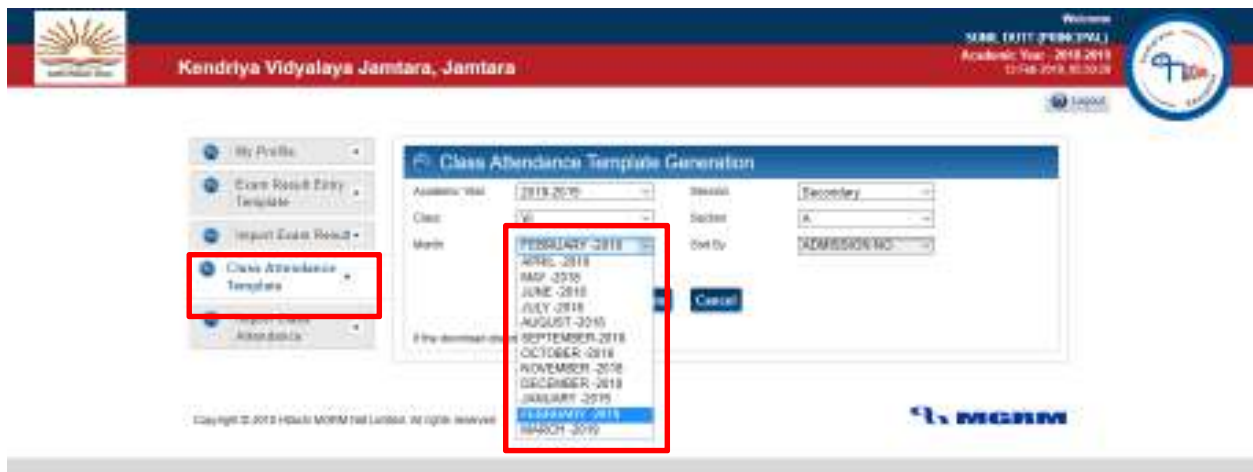




4. Click on **Class Attendance Template** screen from where we will generate the **Class Attendance Porting Sheet** for Class.



5. In this screen, we select Session, **Class**, **Section**, and **Month** for which we want to generate the **student attendance porting template**.

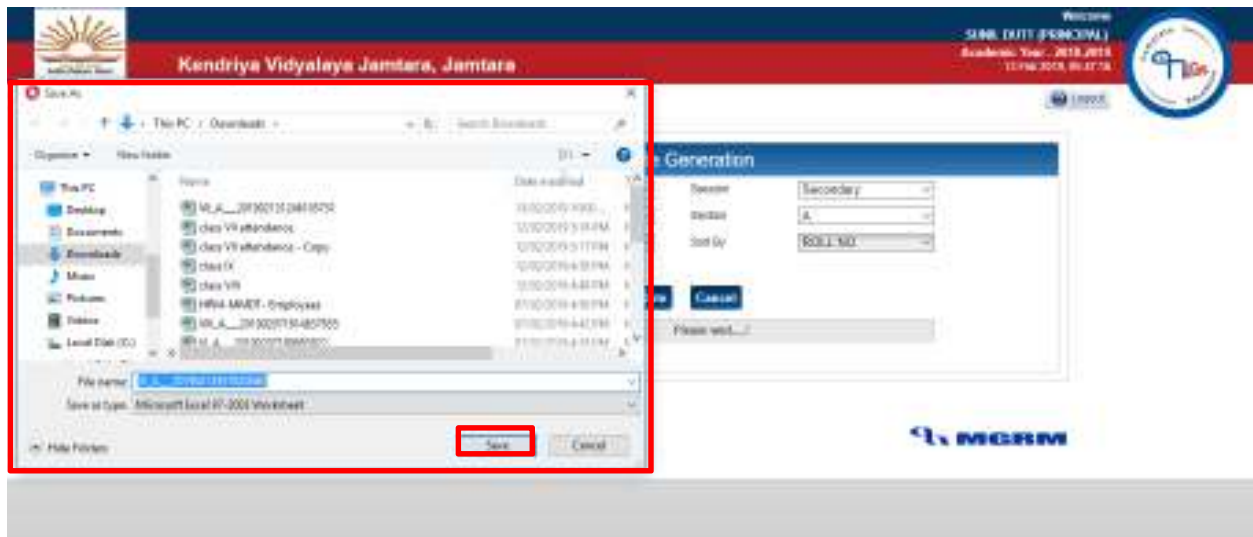


- We can select a filter option for displaying the list of students in the **Excel Porting Sheet** – in order of **Admission number, Roll number or Student Name**

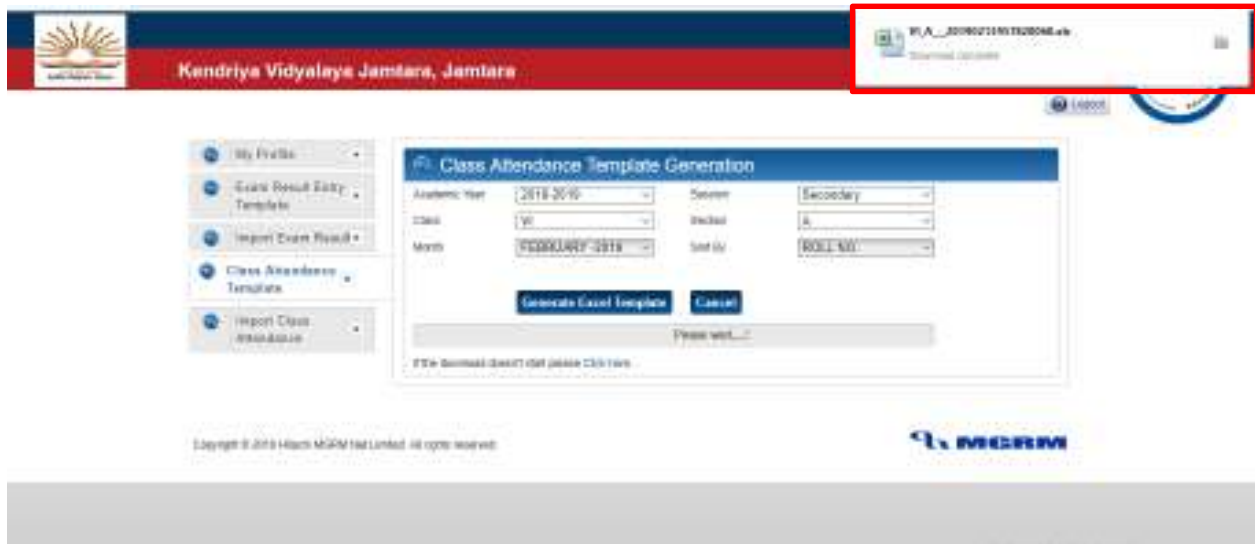


- Now we click on **“Generate Excel Template”** button to download the porting template.
- After this, we will see the dialog box for **opening/saving the Class attendance Porting Sheet**. (By default the **‘Downloads’** folder of the local PC will be used to download the file).

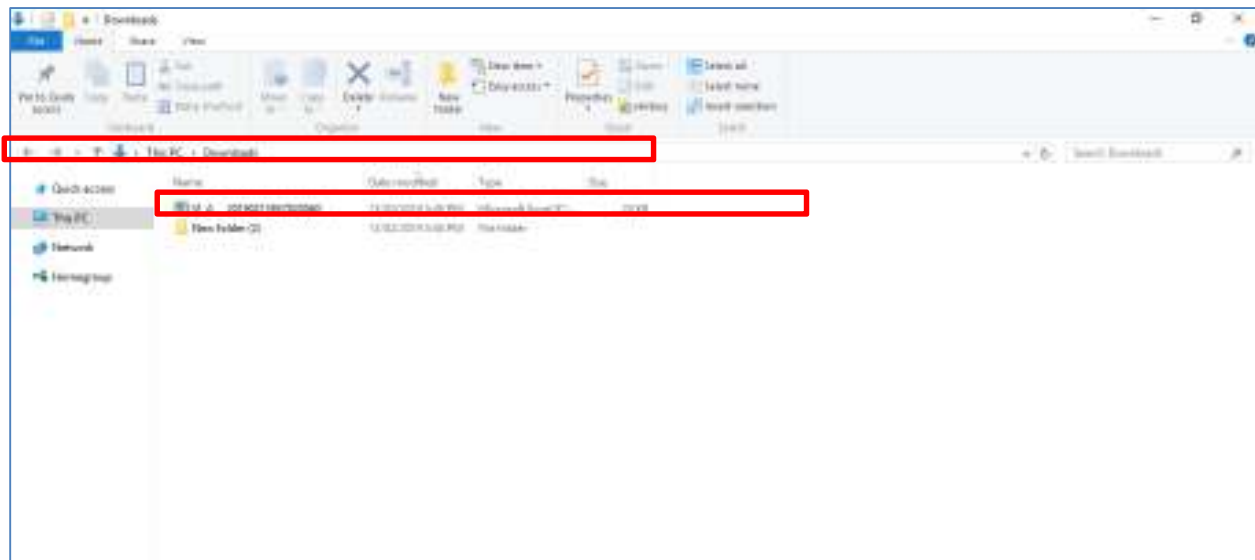
*In case we do not see the Porting sheet getting downloaded, we can click on **“Click here...”** link*



9. Locate the downloaded file in the Downloads folder.



10. Now we open downloaded porting Excel Sheet to mark the student attendance



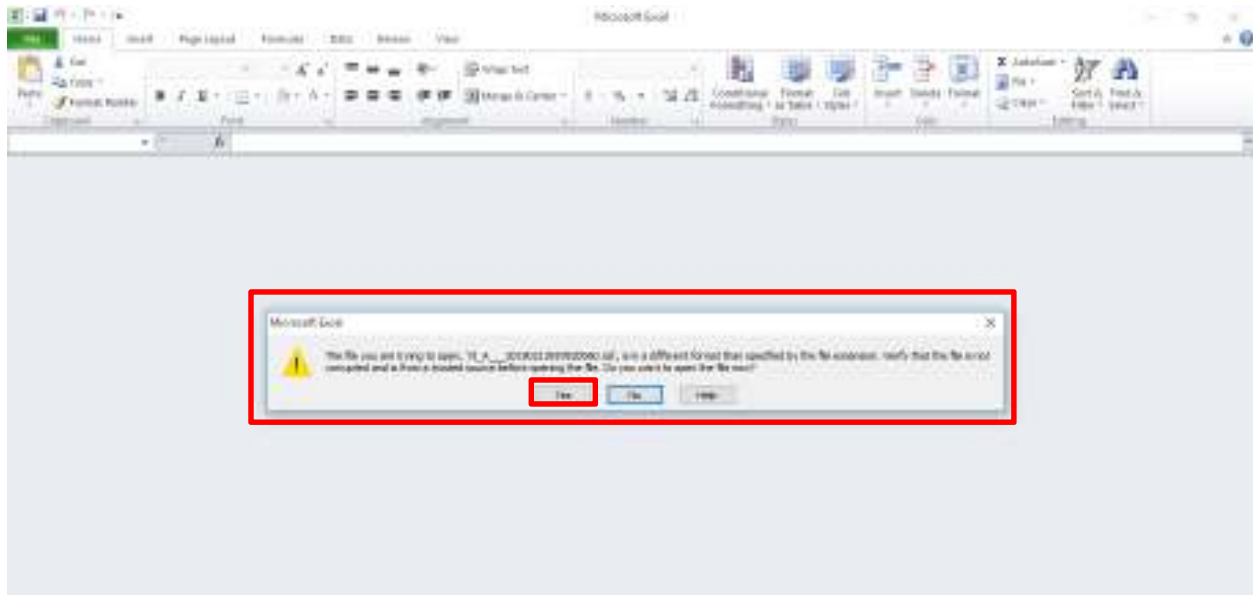
Note to Remember:

While saving the porting file do not change the extension of the file to excel. Please download it “As Is” without changing the name or extension.

Mark Student Attendance in Excel Sheet (offline)

Now we see step for mark student attendance status in the Excel Porting Sheet of Attendance

1. We now open the downloaded excel file. It will display a message as shown below, we click on “Yes” Button to continue.



2. After this, click on “**Enable Editing & Enable Content**” button to enable editing of the excel (this is a feature of MS Excel)
3. Key Points in the excel sheet:
 - a. If teacher has already marked attendance in SES application in the same date then the date will be displayed as highlighted with green color.
 - b. For the days where attendance is not marked in M-Star SES, the by default all the students are shown with status ‘P’ for these future days.
 - c. Holidays & weekly Offs are also marked distinctly in the excel sheet
 - d. The already marked attendance status can also be updated in excel and uploaded in SES

The screenshot shows an Excel spreadsheet titled 'Attendance Marking'. The spreadsheet contains columns for dates from 16-FEB-19 to 02-FEB-20 and rows for student names. A red box highlights the 'Excel Porting' button in the top right corner of the spreadsheet area.

- Now based on the 'Attendance Rule' defined in the Attendance module under 'Method for Atn. Marking' for the class in M-Star SES application – "Once a day" or "Twice a day", the Excel Porting sheet will also show same columns

The screenshot shows the 'Attendance Rule' configuration screen in the M-Star SES application. The 'Attendance Rule' dropdown menu is highlighted with a red box. The screen also shows a table with columns for 'Date', 'Time', and 'Attendance'.

- Below snapshot shows the Excel Porting sheet where Date 'First Half & Second Half' Attendance marking rule is defined in SES and therefore the excel is showing two halves

The screenshot shows an Excel spreadsheet titled 'MSTAR - Kendriya Vidyalaya Jammu'. The spreadsheet is organized into columns for dates from 15-FEB-19 to 01-FEB-20. Each date column is further divided into '1st Half' and '2nd Half'. The rows list students with columns for Roll No., Student Name, and attendance status for each half-day. The attendance status is represented by a dropdown menu in each cell.

- In the Excel sheet against each date, half and student we will get a drop down of various Attendance status such as 'P', 'AB', 'L' etc. These are also as per the 'Attendance Rule' defined in the Attendance module for the class in M-Star SES application

This screenshot is identical to the one above, but it highlights a specific cell with a red box. The cell is located at the intersection of the student 'SUSHKA KUMAR' and the date '15-FEB-19' in the '2nd Half' column. The dropdown menu in this cell is open, showing options like 'P', 'AB', and 'L'. The 'AB' option is currently selected and highlighted in blue.

- We can select any attendance status and save the file
- We can use the same excel sheet for multiple days and keep saving it for final upload in SES

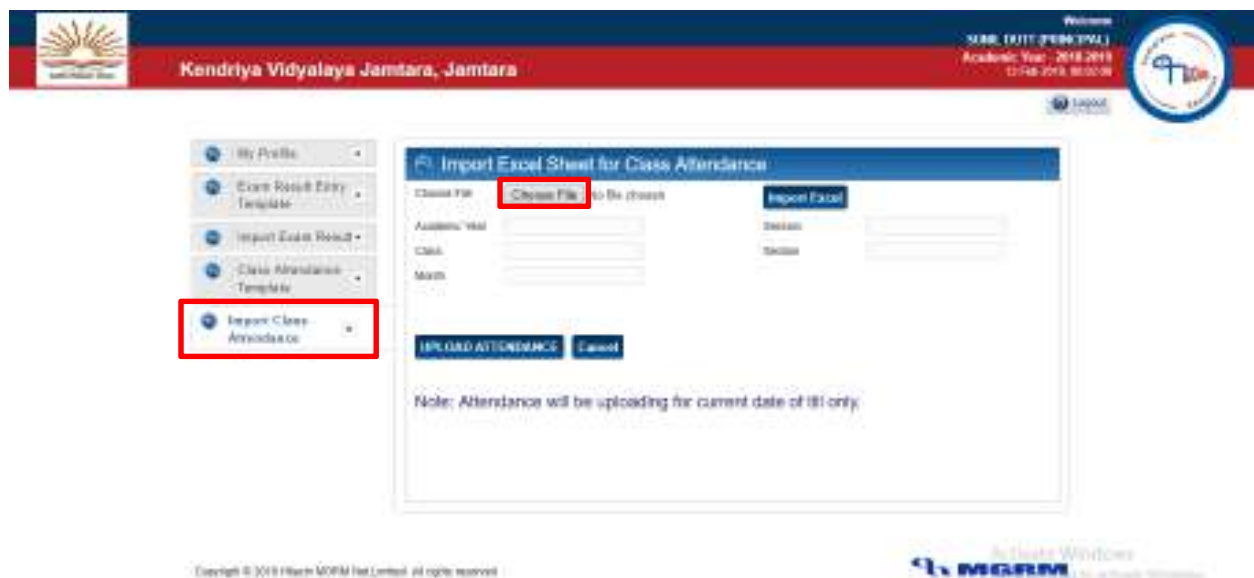
Note to Remember:

Please does not copy & paste any cells value. Attendance status has to be selected from the drop-down

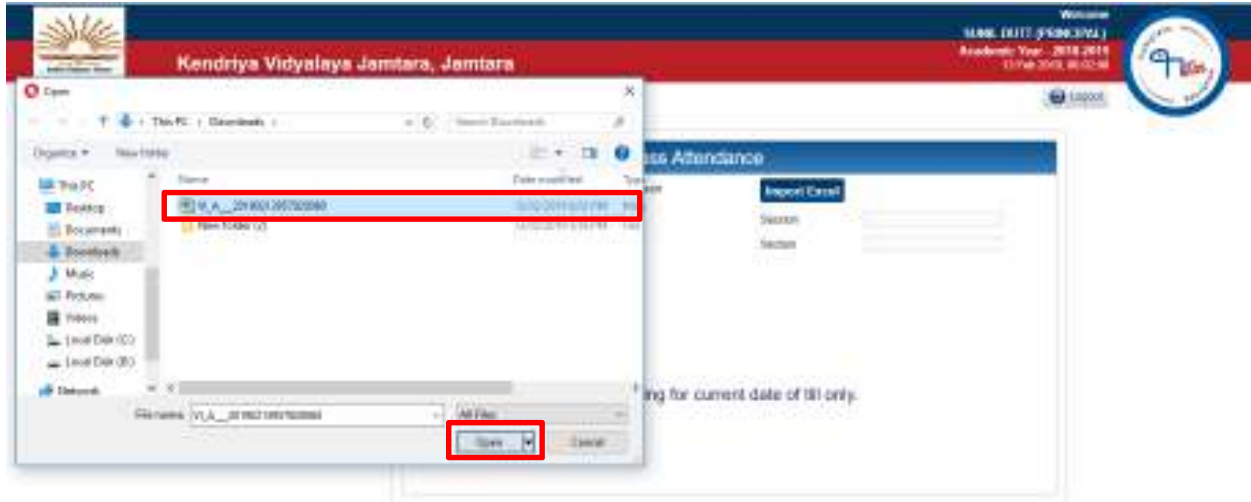
02-06-01: Import Class Attendance from the Attendance Marking Porting Sheet

Once our attendance Porting Sheet is filled and ready for porting, we will use the same sheet for importing class attendance in M-Star SES. Let us see the steps for the same:

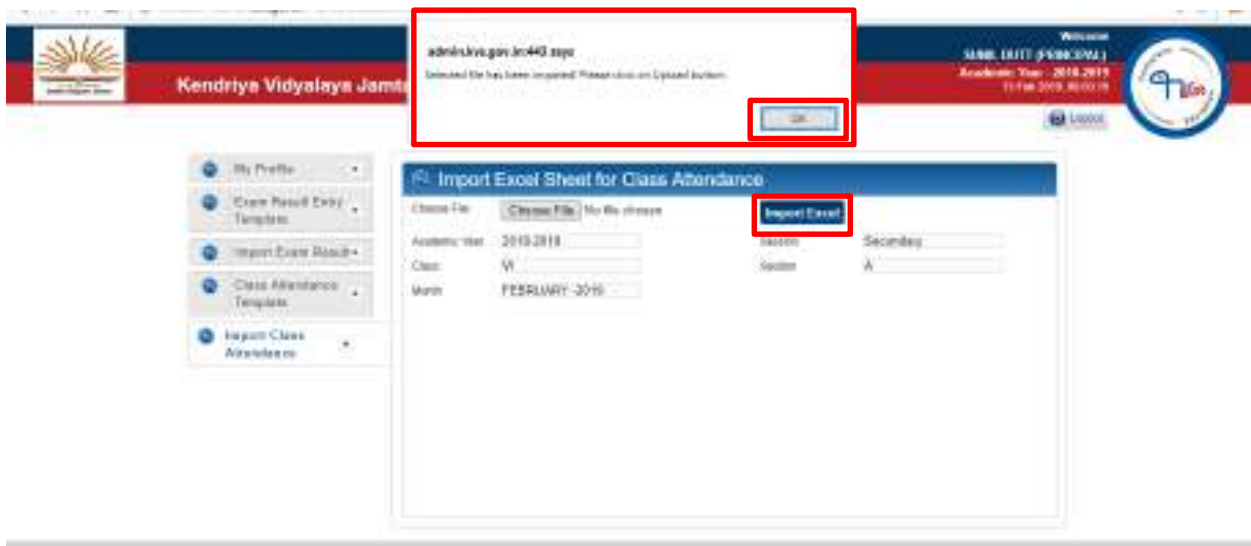
1. Click on **“Import Class Attendance”** tab & click on **“Choose File”** button to select student attendance porting file for uploading.



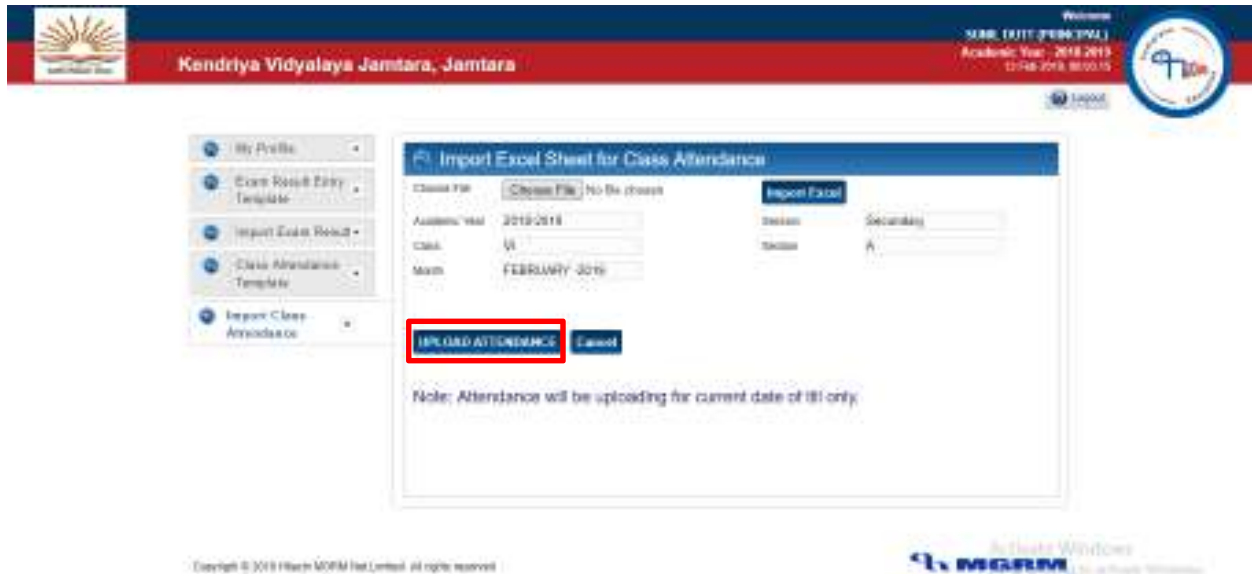
2. Then click on **“Import Excel”** button. We will see that the fields in the screen display the detail which indicates that the **Porting sheet is read correctly**.



3. It will be show Pop up Message box “Selected file has been imported. Please check on Upload button.”

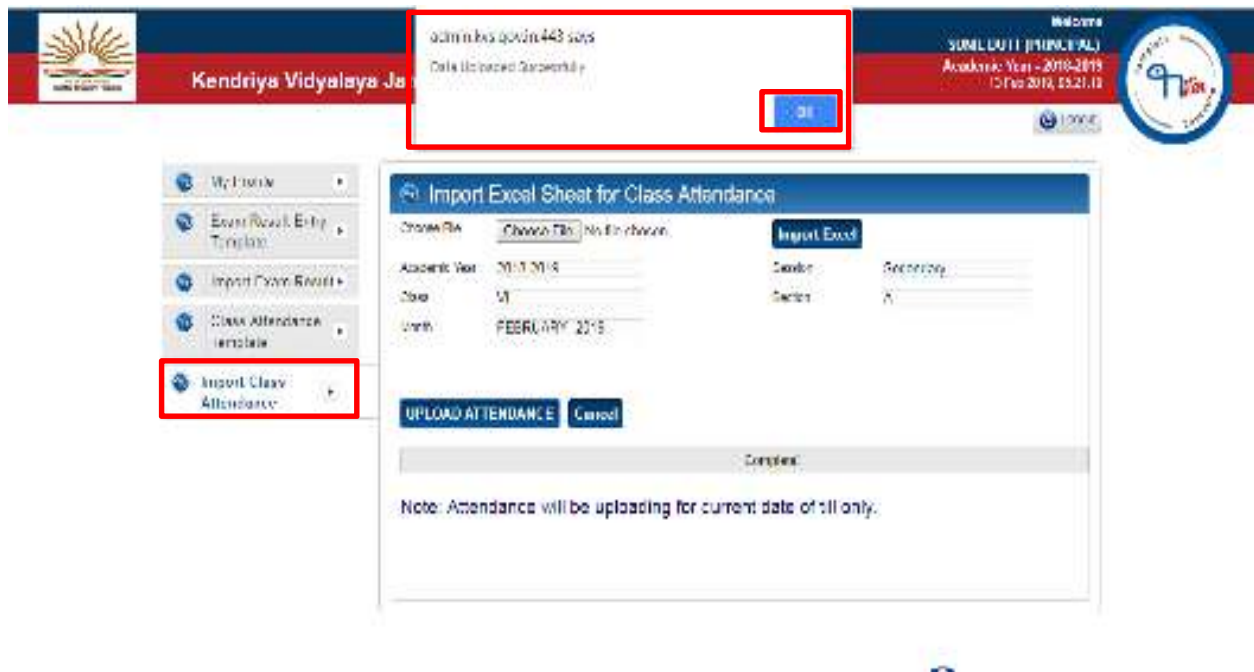


1. Click on “**UPLOAD ATTENDANCE**” button to upload the attendance in **SES portal**.



Note: Attendance will be uploaded for till current date. Future attendance cannot be marked.

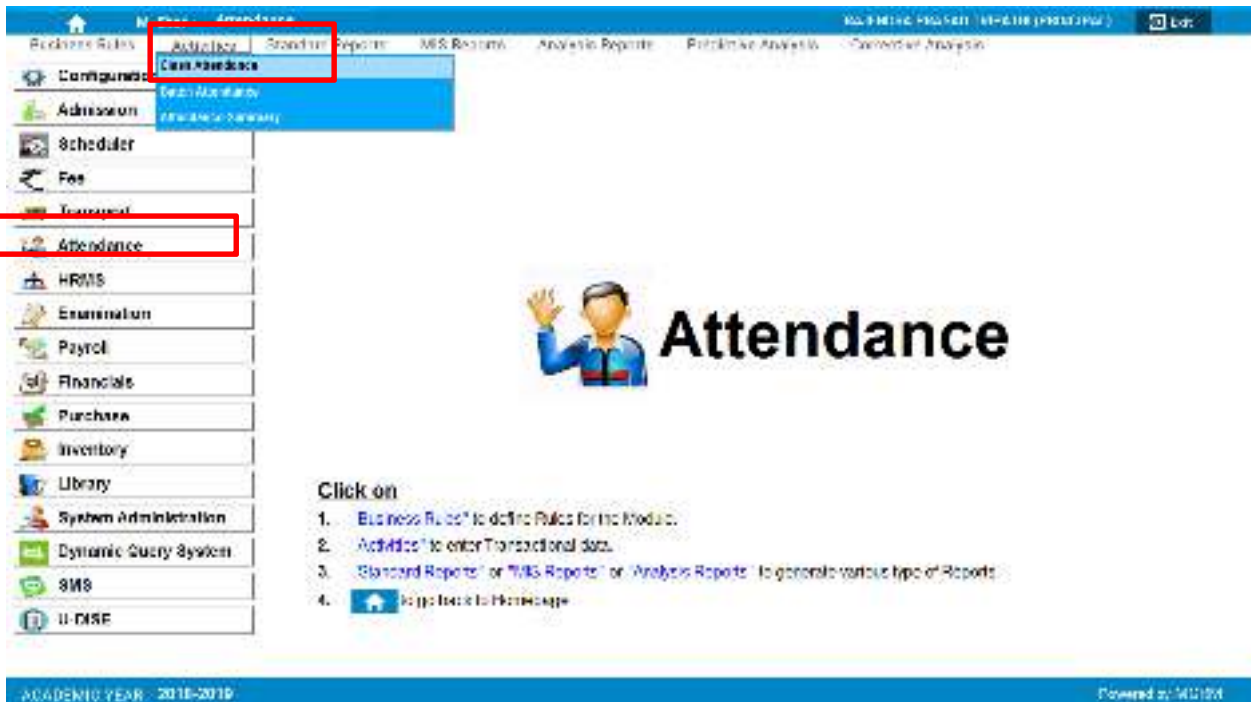
2. A message will display status **“Data uploaded successfully”** which means that the attendance for Class Section and Month have been ported in the **M-Star SES Application**.

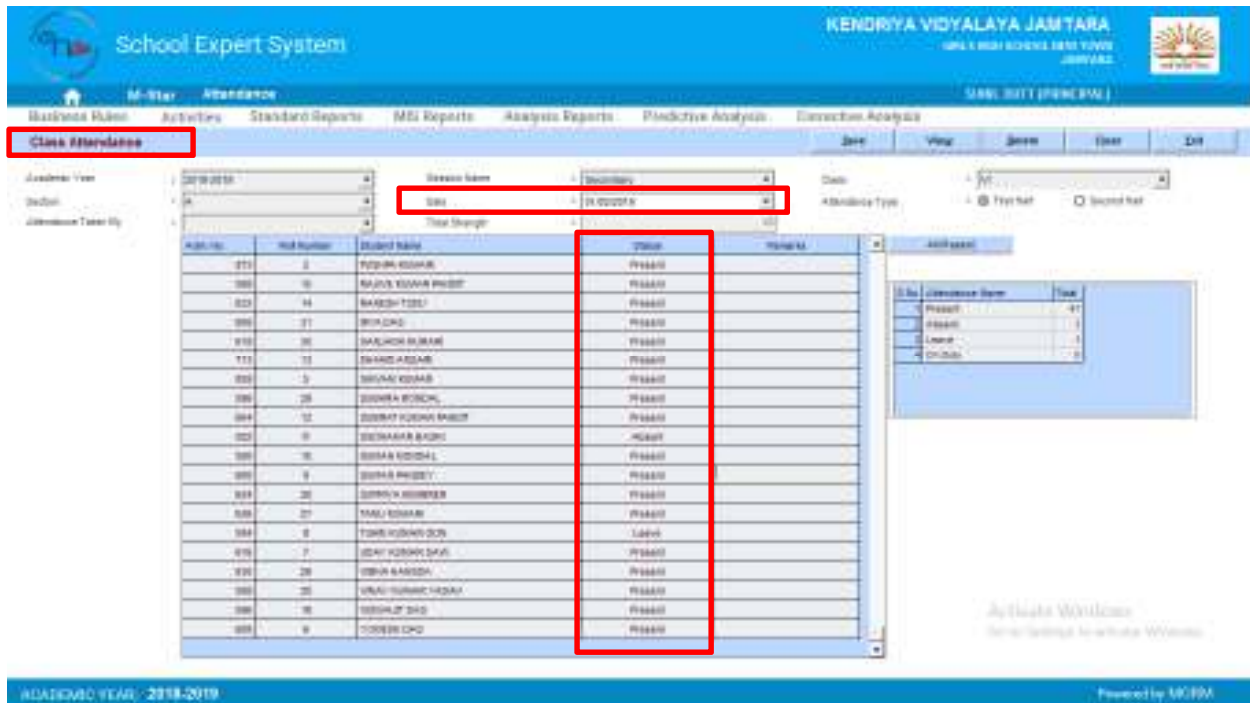


5. Now we can **login to SES application** to check uploaded attendance in **Attendance module**.



6. Click on **Attendance** module & click on **Activities** in “Class Attendance”.





3. The student attendance would also be available in Attendance related Reports.

Key Points:

1. Data once ported cannot be retrieved back and can only be deleted from SES application
2. Uploading can be done multiple times for student attendance upload, though it is to be noted that the subsequent excel uploads will overwrite the previous attendance uploaded in SES

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