

Operation Guide on Handling Attendance Records of Online Teaching via Microsoft Teams

1. General

This document describes the operation in handling attendance records of online teaching via Microsoft Teams (MS Teams) and introduces the enhancements developed to support importing attendance list downloaded from MS Teams to CAS for calculation of attendance rate.

2. Operations in MS Teams

2.1 Creating Teams meeting for your class

To enable student name and student ID (SID) be captured correctly in the attendance list downloaded from MS Teams, users must activate the “Teacher account” in Student CNA Portal and create Teams meeting using that account.

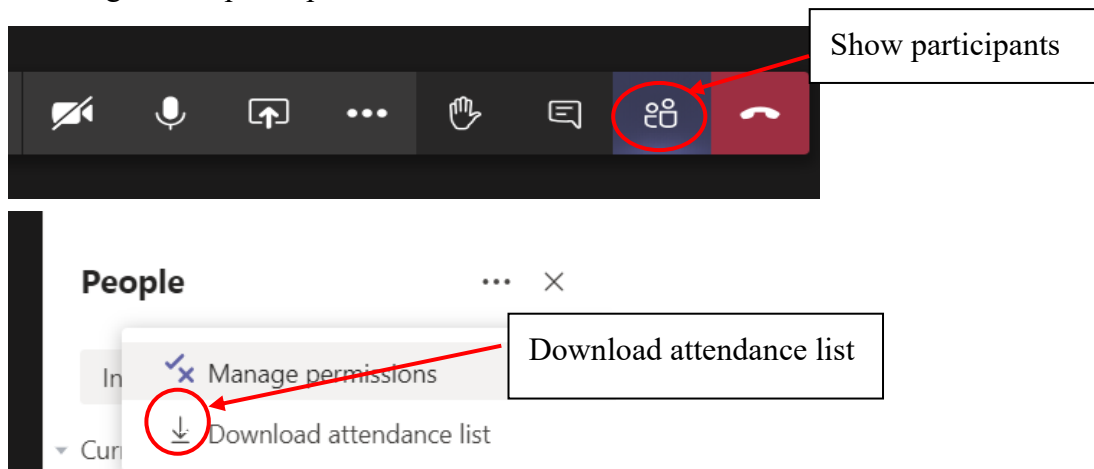
For details, please refer to the website of “Online Teaching Guidebook for Teaching staff using Microsoft Teams” created by ITSD at

<https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/teacher.html>

2.2 Download Attendance list from MS Teams

(A) Method 01: Download attendance list during the Teams meeting

Before ending a class, users could download the attendance list in MS Teams by selecting “Show participants” and choose “Download attendance list”.



(B) Method 02: Download attendance list after the Teams meeting

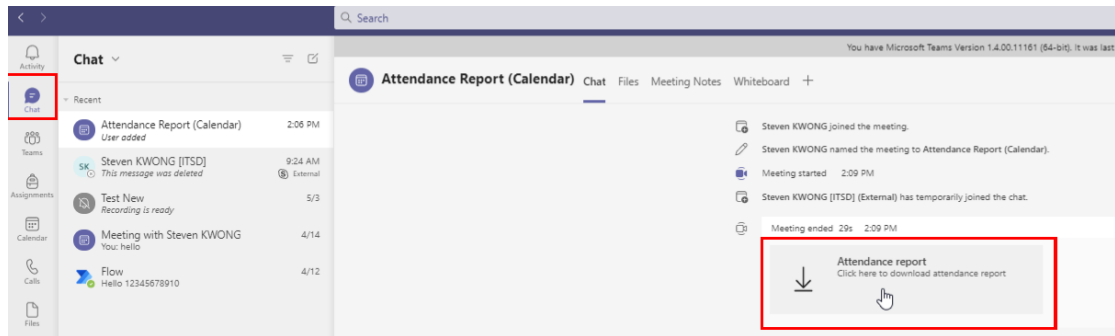
Please update your MS Teams version first to enable downloading attendance list after the Teams meeting.

For details, please refer to the user guide of “User Guide of Teams after meeting attendance report” at

<https://vtcstaff.sharepoint.com/sites/itsd-digi/user-guides/Documents/Microsoft%20Guides/Microsoft%20Teams/User%20Guide%20of%20Teams%20after%20meeting%20attendance%20report.pdf>

After the meeting, attendance report will pop into the chat

(Please be reminded that Video Call in group chat or individual chat is not a meeting, and **does not provide** attendance list after the Video call)



2.3 Rename attendance list before upload

The attendance list downloaded from MS Teams contains records of attendees joining the Teams meeting. Information downloaded includes name, join time, and leave time of all meeting attendees.

	A	B	C
1	Full Name	User Action	Timestamp
2	Chan Tai Man (192233456)	Joined	3/9/2020, 10:15:05AM
3	Lee Sum (191234567)	Joined	3/9/2020, 10:15:05AM
4	Lee Sum (191234567)	Left	3/9/2020, 10:18:17AM
5	Lee Siu Ming (192455456)	Joined	3/9/2020, 10:22:19AM
6	Ko Ching Yee (192034567)	Joined	3/9/2020, 10:15:05AM
7	Ko Ching Yee (192034567)	Left	3/9/2020, 10:45:05AM

From Method 01, or older versions of MS Teams. The list would **include all Invited** attendees, even if they have not accepted to join.

	A	B	C	D	E	F
1	Meeting Summary					
2	Total Number of Participants	2				
3	Meeting Title	Attendance Report (Calendar)				
4	Meeting Start Time	5/24/2021, 2:09:20 PM				
5	Meeting End Time	5/24/2021, 2:09:44 PM				
6						
7	Full Name	Join Time	Leave Time	Duration	Email	Role
8	Steven KWONG	5/24/2021, 2:09:20 PM	5/24/2021, 2:09:44 PM	24s	t.stevenkwong@stu.vtc.edu.hk	Organizer
9	Steven KWONG [ITSD]	5/24/2021, 2:09:38 PM	5/24/2021, 2:09:44 PM	6s	stevenkwong@vtc.edu.hk	Presenter

From Method 02, the list would exclude those invited but finally not joined members.

The default filename of the downloaded file is “MeetingAttendanceList.csv” or “meetingAttendanceReport(<meeting name>).csv”. To clearly identify the downloaded file, please name the file using the following format:

<module_code>-<class>-<date>-<time> with an optional suffix meaningful to the user

Examples:

BUS1234-1A-20200903-1430.csv

BUS1234-1A-20200903-1430-AT.csv

3. Operations in CAS

To facilitate users in uploading the attendance list downloaded from MS Teams to CAS, an urgent enhancement to the CAS Attendance Sheet was implemented in early October 2020.

3.1 Upload attendance list to CAS

To upload attendance list downloaded from MS Teams, click “Upload Attn List” button in the attendance sheet of CAS.

Module : CON4318-Temporary Works

Period : 12/11/2019 Tue 08:30 - 11:30

Early Bird : 5 min Grace 10 min

Venue : (TY) TY-TY/A305

Remarks : [+]

Save

Upload Attn List Show Student Photos Export

Undo | Select All | Hide Row No. | Group by: A-Z Course/Year/Class Student set

P	Late	Name	Nickname	ID	In	R	P	Late	Name	Nickname	ID	In	R
1	<input type="checkbox"/>	AU Tong Xue	區同學	XX067631X			14	<input type="checkbox"/>	LAU Tong Xue	劉同學	XX068153X		
2	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX040669X			15	<input type="checkbox"/>	LAU Tong Xue	劉同學	XX069341X		
3	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX046803X			16	<input type="checkbox"/>	LAU Tong Xue	劉同學	XX069595X		
4	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX047299X			17	<input type="checkbox"/>	LAIY Tong Xue	羅同學	XX067966X		
5	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX067962X			18	<input type="checkbox"/>	LEE Tong Xue	李同學	XX067967X		
6	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX090453X			19	<input type="checkbox"/>	LEUNG Tong Xue	梁同學	XX090195X		
7	<input type="checkbox"/>	CHEUNG Tong Xue	張同學	XX068282X			20	<input type="checkbox"/>	MOK Tong Xue	莫同學	XX069878X		
8	<input type="checkbox"/>	CHIU Tong Xue	趙同學	XX069807X			21	<input type="checkbox"/>	MOY Tong Xue	梅同學	XX069578X		
9	<input type="checkbox"/>	HO Tong Xue	何同學	XX068100X			22	<input type="checkbox"/>	WAN Tong Xue	溫同學	XX068367X		
10	<input type="checkbox"/>	HONG Tong Xue	區同學	XX068114X			23	<input type="checkbox"/>	WAN Tong Xue	溫同學	XX090455X		
11	<input type="checkbox"/>	KA Tong Xue	賈同學	XX099196X			24	<input type="checkbox"/>	WONG Tong Xue	黃同學	XX068206X		
12	<input type="checkbox"/>	LAI Tong Xue	黎同學	XX068143X			25	<input type="checkbox"/>	WONG Tong Xue	黃同學	XX069746X		
13	<input type="checkbox"/>	LAI Tong Xue	黎同學	XX069466X			26	<input type="checkbox"/>	YAU Tong Xue	丘同學	XX069744X		

Show Source (Manual, Mobile) Show Others

Add New Record

Student ID / Name : In Time : 08:30

Name Student waved an "Old" student card

A window will pop up asking the name of attendance list for uploading to CAS.

Alerts | Helpdesk | Support | Activities | Reports | Setup | Portable Reader | Start/End Dates | Logout (cosmow)

Class Attendance System

Please update the lesson start time and student list before using the function.
You may refer <here> for more information.

File : No file chosen

After the uploading process is completed, a status report will be generated for users' reference. Please be alerted that records under the following four categories will not be used to update CAS.

- Incorrect SID Format
- SID not in the corresponding scheduled class in CAS
- Repeated SID (only the first occurrence of the SID will only be imported)
- SID corresponding to attendance record that has previously been updated/adjusted manually.

The four categories are illustrated in the following example.

Please update the lesson start time and student list before using the function
 You may refer <here> for more information.

File: C:\.....\ BUS1234-1A-20200903-1430.csv

	Student ID	Upload Status
Chan Tai Man (191234567)	191234567	Updated
Wong Tai Man (192233456)	192233456	Updated
Lee Tai Man (192355467)	192355467	Student Not in List
John Chan	Invalid Format	Incorrect SID Format
Li Tai Man (192455456)	192455456	Manual adjusted already
Li Tai Man (192455456)	192455456	Repeated Entry
Number of Record in File:		6
Successfully Updated:		2
Repeated / Manual Adjusted:		2
Failure:		2

The screenshot below shows the attendance records updated after a successful upload.

Undo | Deselect All | Hide Row No. | Last Saved Time: 18/08/2020 Tue 15:33
 Group by: A-Z Course/Year/Class Student set

P	Late	Name	Nickname	ID	In	R	P	Late	Name	Nickname	ID	In	R
1	<input checked="" type="checkbox"/>	AU Tong Xue	區同學	XX067631X	10:30		14	<input checked="" type="checkbox"/>	LAU Tong Xue	劉同學	XX068153X	10:30	
2	<input checked="" type="checkbox"/>	CHAN Tong Xue	陳同學	XX040669X	10:30		15	<input checked="" type="checkbox"/>	LAU Tong Xue	劉同學	XX069341X	10:30	
3	<input checked="" type="checkbox"/>	CHAN Tong Xue	陳同學	XX046803X	10:30		16	<input checked="" type="checkbox"/>	LAU Tong Xue	劉同學	XX069595X	10:30	
4	<input checked="" type="checkbox"/>	CHAN Tong Xue	陳同學	XX047299X	10:30		17	<input checked="" type="checkbox"/>	LAW Tong Xue	羅同學	XX067966X	10:30	
5	<input checked="" type="checkbox"/>	CHAN Tong Xue	陳同學	XX067962X	10:30		18	<input checked="" type="checkbox"/>	LEE Tong Xue	李同學	XX067967X	10:30	
6	<input checked="" type="checkbox"/>	CHAN Tong Xue	陳同學	XX090453X	10:30		19	<input checked="" type="checkbox"/>	LEUNG Tong Xue	梁同學	XX090195X	10:30	
7	<input checked="" type="checkbox"/>	CHEUNG Tong Xue	張同學	XX068282X	10:30		20	<input checked="" type="checkbox"/>	MOK Tong Xue	莫同學	XX069878X	10:30	
8	<input checked="" type="checkbox"/>	CHIU Tong Xue	趙同學	XX069807X	10:30		21	<input checked="" type="checkbox"/>	MOY Tong Xue	梅同學	XX069578X	10:30	
9	<input checked="" type="checkbox"/>	HO Tong Xue	同學	XX068100X	10:30		22	<input checked="" type="checkbox"/>	WAN Tong Xue	溫同學	XX068367X	10:30	
10	<input checked="" type="checkbox"/>	HONG Tong Xue	區同學	XX068114X	10:30		23	<input checked="" type="checkbox"/>	WAN Tong Xue	溫同學	XX090455X	10:30	
11	<input checked="" type="checkbox"/>	KA Tong Xue	賈同學	XX090196X	10:30		24	<input checked="" type="checkbox"/>	WONG Tong Xue	黃同學	XX068206X	10:30	
12	<input checked="" type="checkbox"/>	LAI Tong Xue	黎同學	XX068143X	10:30		25	<input checked="" type="checkbox"/>	WONG Tong Xue	黃同學	XX069746X	10:30	
13	<input checked="" type="checkbox"/>	LAI Tong Xue	黎同學	XX069466X	10:30		26	<input checked="" type="checkbox"/>	YAU Tong Xue	丘同學	XX069744X	10:30	

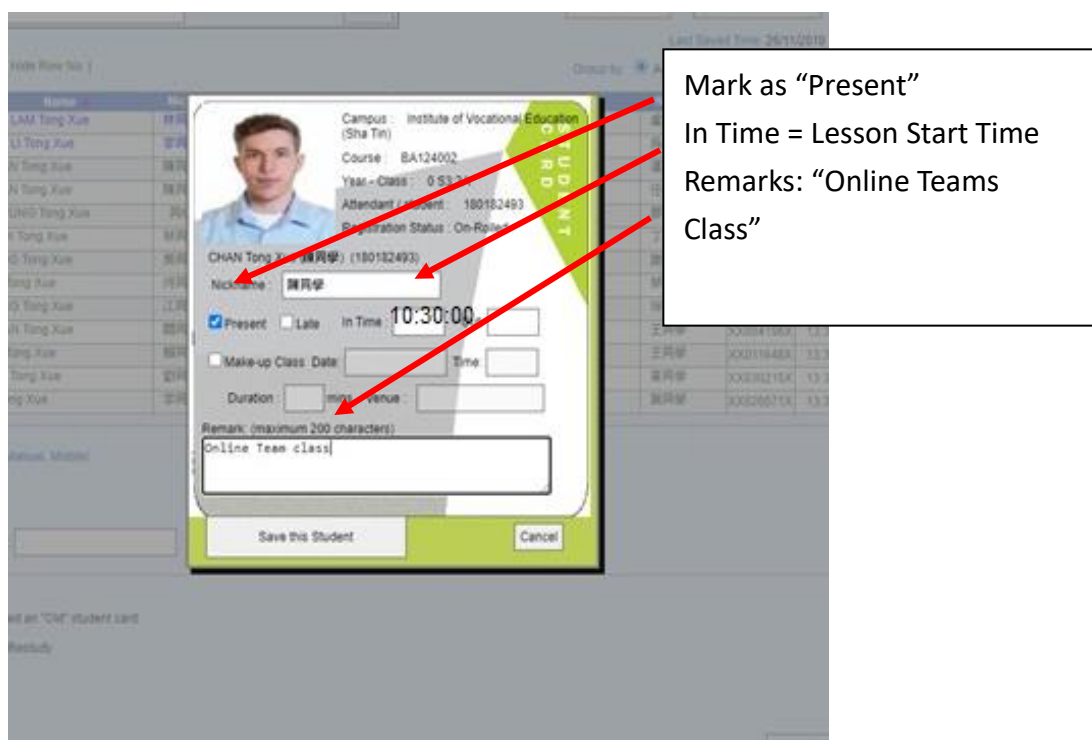
Show Source (Manual, Mobile)
 Show Others :

Add New Record:
 Student ID / Name: In Time:

Modified
 Name Student waved an "Old" student card

[D] : Deregistered
 [P] : Pending

The screen below shows the upload result of a student record.



3.2 Adjustment on class information in CAS

Users can further update/adjust the uploaded records in CAS, if needed.

It is important to note that data uploaded via step 3.1 will not overwrite any CAS attendance record that has previously been updated/adjusted manually.

4. Calculation of attendance rates for online class

The online class attendance is taken on **present-absent** basis. Full attendance will be assumed once his/her SID is captured in the MS Teams attendance list and successfully uploaded to the corresponding scheduled class in CAS. In this connection, CAS will treat all these uploaded records as manual adjustments.

For example, if the scheduled class in CAS is from 9:30am to 10:30am, full attendance of the class, 60 minutes, will be assumed for a student upon successful upload process to CAS regardless of the actual time the student joins the relevant MS Teams class (i.e. in time displayed in the attendance list of MS Teams). Thus, class start time is used as the student in time.

Remarks: You may observe that there are some analytics information shown under

MS Teams attendance list, MS Insights Dashboard, or other 3rd party analytic tools related to "present", "late", "attended duration", "attendance percentage", etc. which look similar to certain CAS terminologies. Please be reminded that **the definitions and calculations in those applications/tools could be different from the latest CAS calculation logics and attendance policy for respective study modes, and should not be used as an official interpretation.** Please refer to CAS Wiki (http://casdoc.vtc.edu.hk/mediawiki/index.php/Main_Page) for details of CAS calculation logics.

5. Attendance list handling for merged classes

Multiple classes (e.g. Class A and Class B) might merge for MS Teams meeting and only one Teams Meeting attendance list can be downloaded (e.g. 35 students with 20 students from class A and 15 students from class B). In such case, users do not need to split the downloaded attendance list of Teams Meeting into 2 for uploading to CAS. In CAS, the same downloaded attendance list can be used for upload to the corresponding scheduled classes of Class A and Class B. For Class A, only the 20 students originally assigned in Class A would be processed. For Class B, only the 15 students originally assigned in Class B would be processed.

6. Enquiry

For operational enquiries, please contact Ms Alice Tang of HQ(AS) at 2836-1751 (mwtang@vtc.edu.hk) or Mr Cosmo Wong of ITSD at 2919-1494 (cosmow@vtc.edu.hk). For technical matters, please contact itsd-helpdesk.

HQ(AS), ITSD
6 June 2022