

User Guide for Teachers

(Taking Attendance in Video Class Meeting)

Note:

(1) Last updated date of this training document /video: 16 Aug 2021, version no.: 2.0

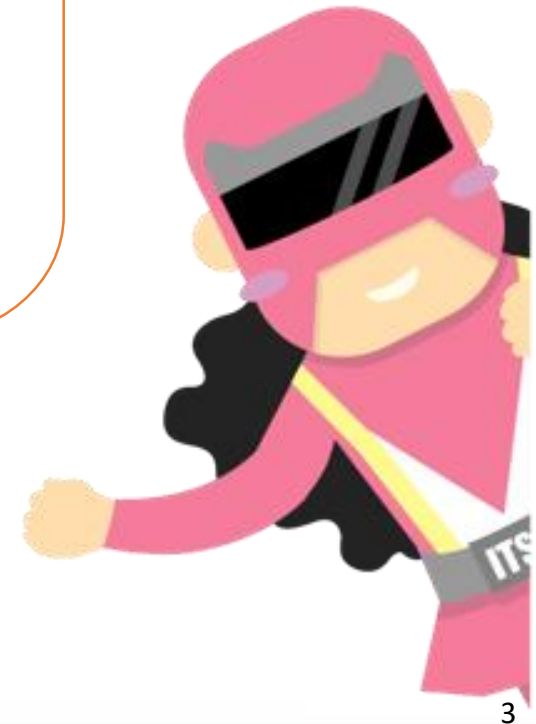
(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.

9. Taking Attendance in Video Class Meeting

Taking Attendance in Video Class Meeting

This user guide shows you the steps in handling attendance records of online classes via Microsoft (MS) Teams:

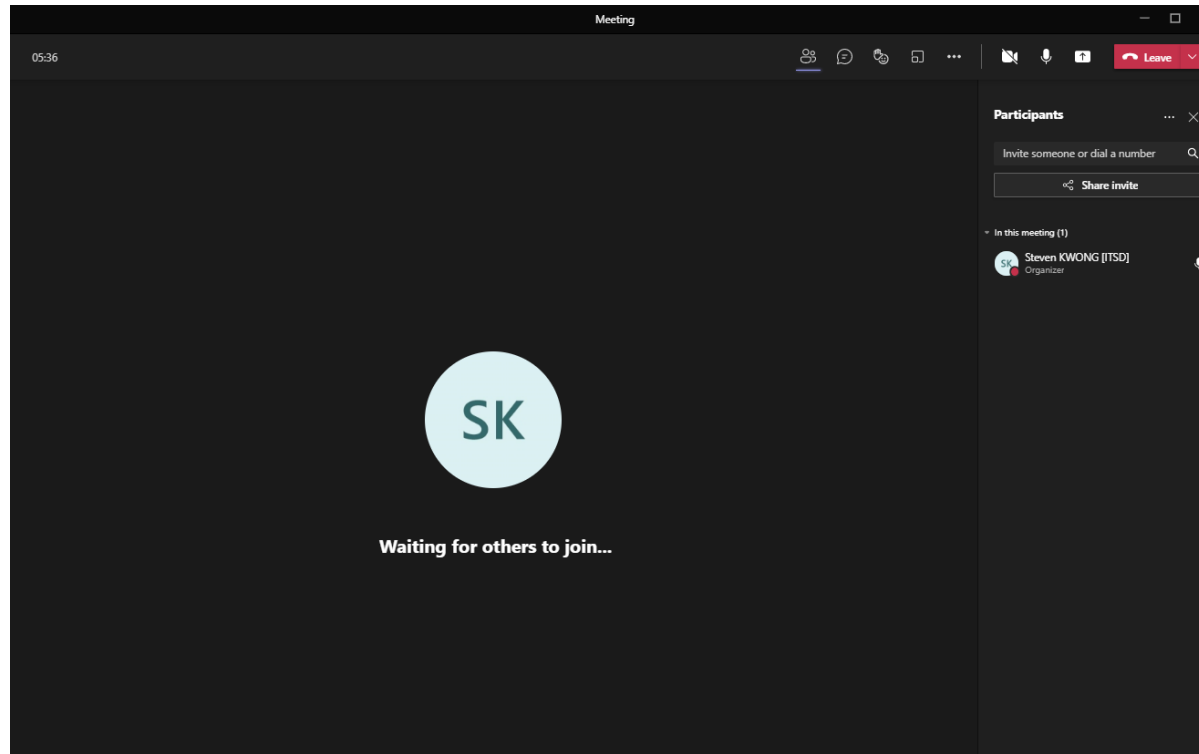
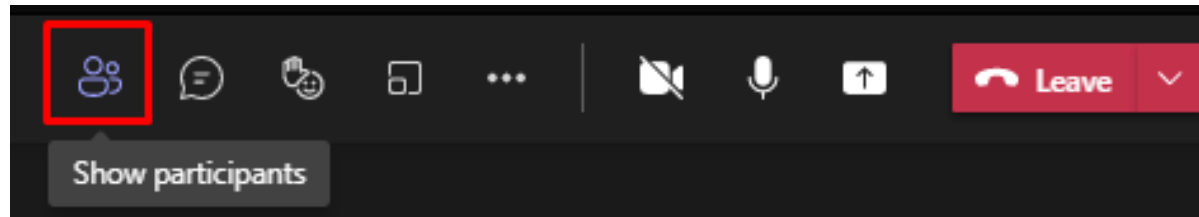
- Downloading attendance list of video class meeting
- Renaming the attendance list
- Keeping the attendance list in OneDrive
- Follow-up in handling attendance records in CAS



1. Downloading Attendance List of Video Class Meeting

Method 01: Taking Attendance during the Video Class Meeting

Downloading Attendance List of Video Class Meeting

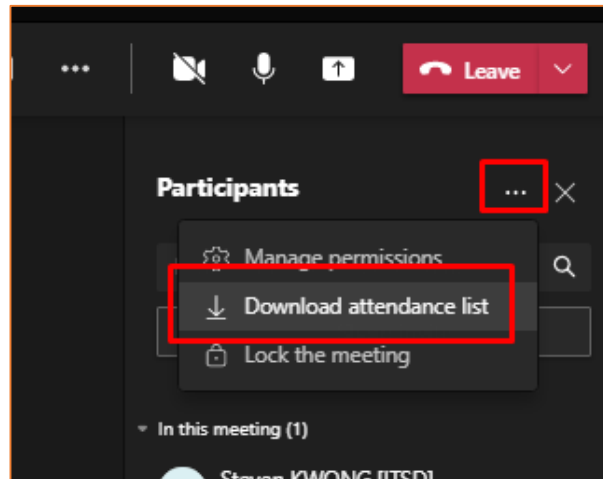


During the meeting, click the **"Show participants"** icon for a list of students.



Downloading Attendance List of Video Class Meeting

Tips: You'll **ONLY** be able to download the attendance list while the meeting is in progress and participants are still present OR use **Method 02**.



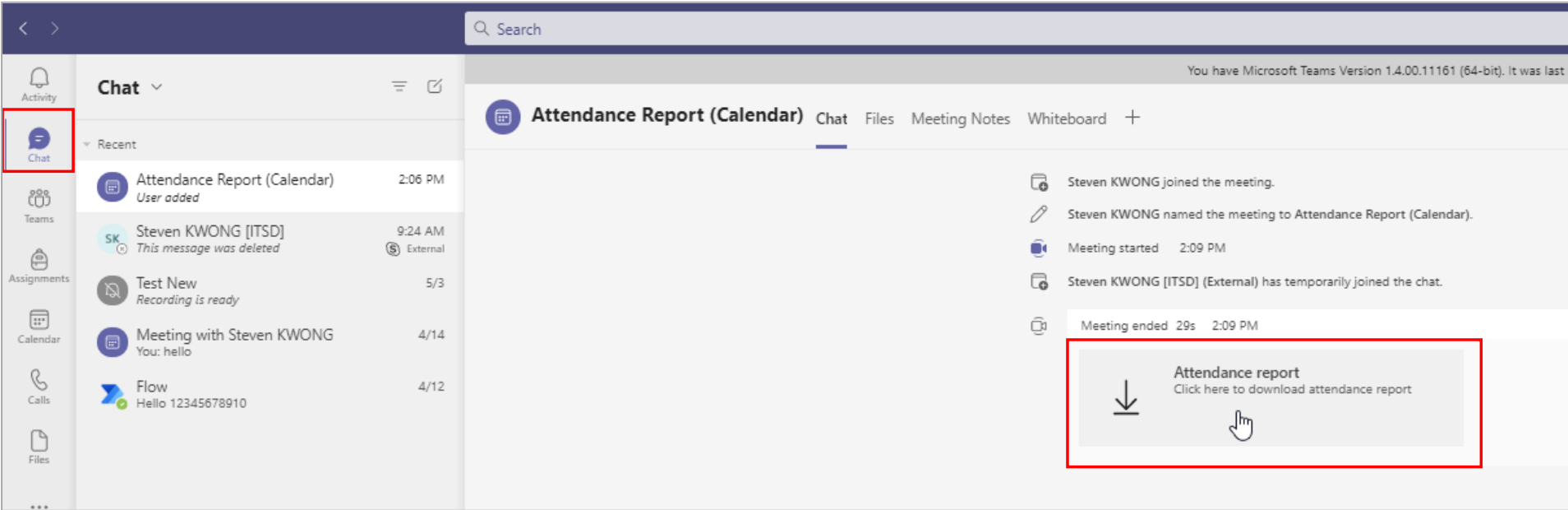
Full Name	User Active	Timestamp
KONG Tea	Joined	2020/8/10 上午9:50:29
CHAN Stu	Joined	2020/8/10 上午10:42:34

During the meeting, you can download the attendance list by clicking "..." to choose "**Download attendance list**".



Method 02: Taking Attendance after the Video Class Meeting

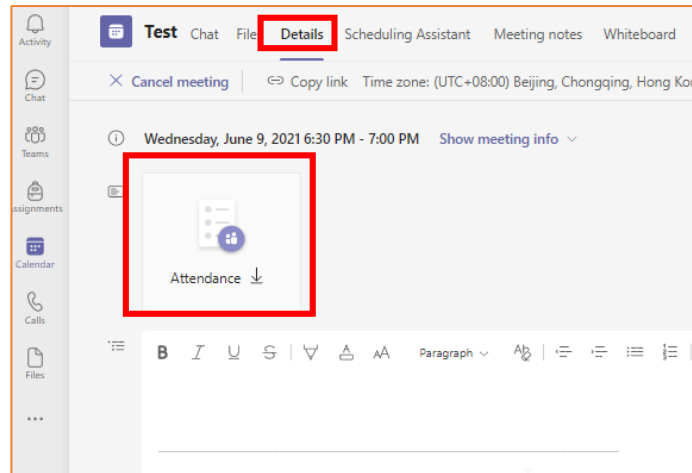
Downloading Attendance List after Video Class Meeting



After the meeting, **Attendance report** will pop into the chat.

Downloading Attendance List after Video Class Meeting

Tips: For recurring meetings, the attendance report you'll find on the Details tab is only for the **LATEST** occurrence of the meeting.

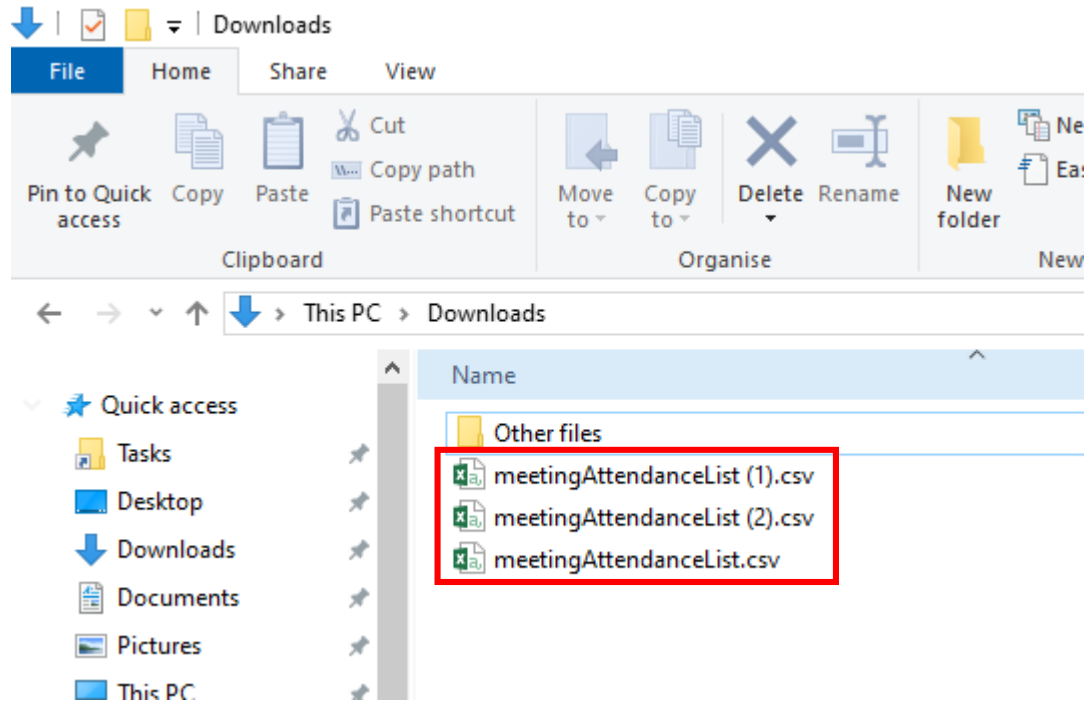


	A	B	C	D	E	F	G	H
1	Meeting Summary							
2	Total Num	2						
3	Meeting T Test							
4	Meeting S 5/3/2021, 5:14:11 PM							
5	Meeting E 5/3/2021, 5:22:18 PM							
6								
7	Full Name	Join Time	Leave Time	Duration	Email	Role		
8	Steven KV	5/3/2021,	5/3/2021,	8m 7s	stevenkw	Organizer		
9	Johnson L	5/3/2021,	5/3/2021,	7m 58s	johnsonlo	Presenter		
10								

After the meeting, you can also download the attendance list in the meeting invite.

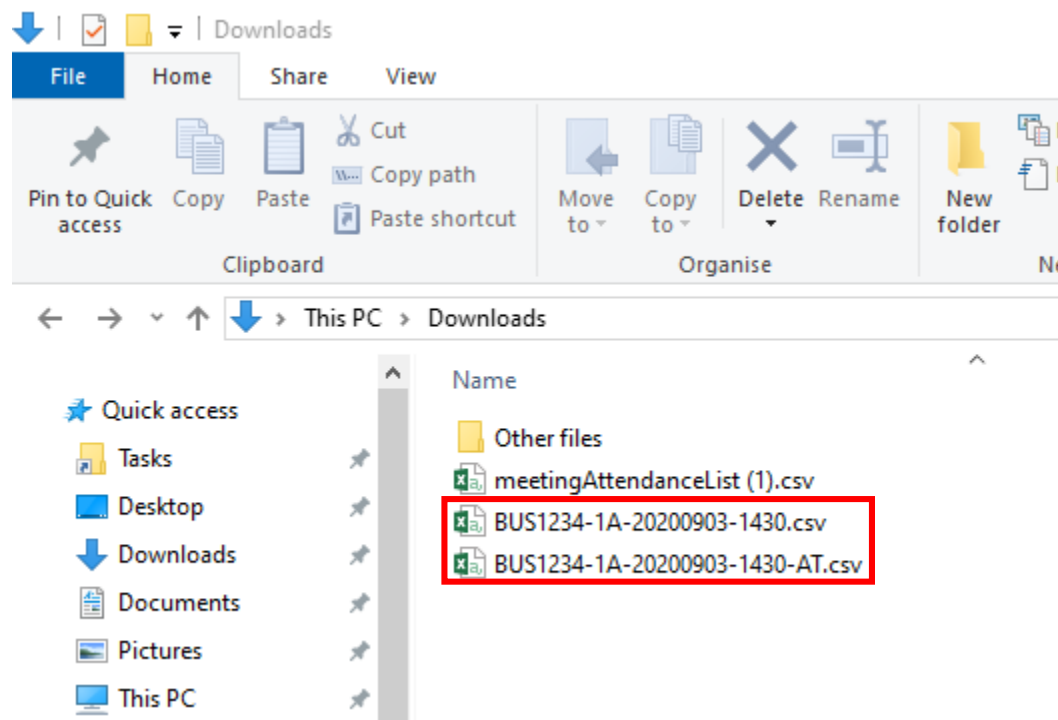
2. Renaming the Attendance List

Renaming the Attendance List



1. The attendance list will be downloaded to either "**This PC>Downloads**" on Windows or "**Finder>Downloads**" on Mac OS.
2. The default filename of the downloaded file will be "meetingAttendanceList.csv", "meetingAttendanceList (1).csv", or "meetingAttendanceList (2).csv"...etc.

Renaming the Attendance List



For identification, please use the following format for file names:

<module_code>-<class>-<date>-<time>
* with an optional suffix (if necessary)

Examples:

BUS1234-1A-20200903-1430.csv

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



3. Keeping the Attendance List in OneDrive

Keeping the Attendance List in OneDrive



Please logon by your CNA email address and Password
請輸入你的 CNA 電郵地址及密碼登入

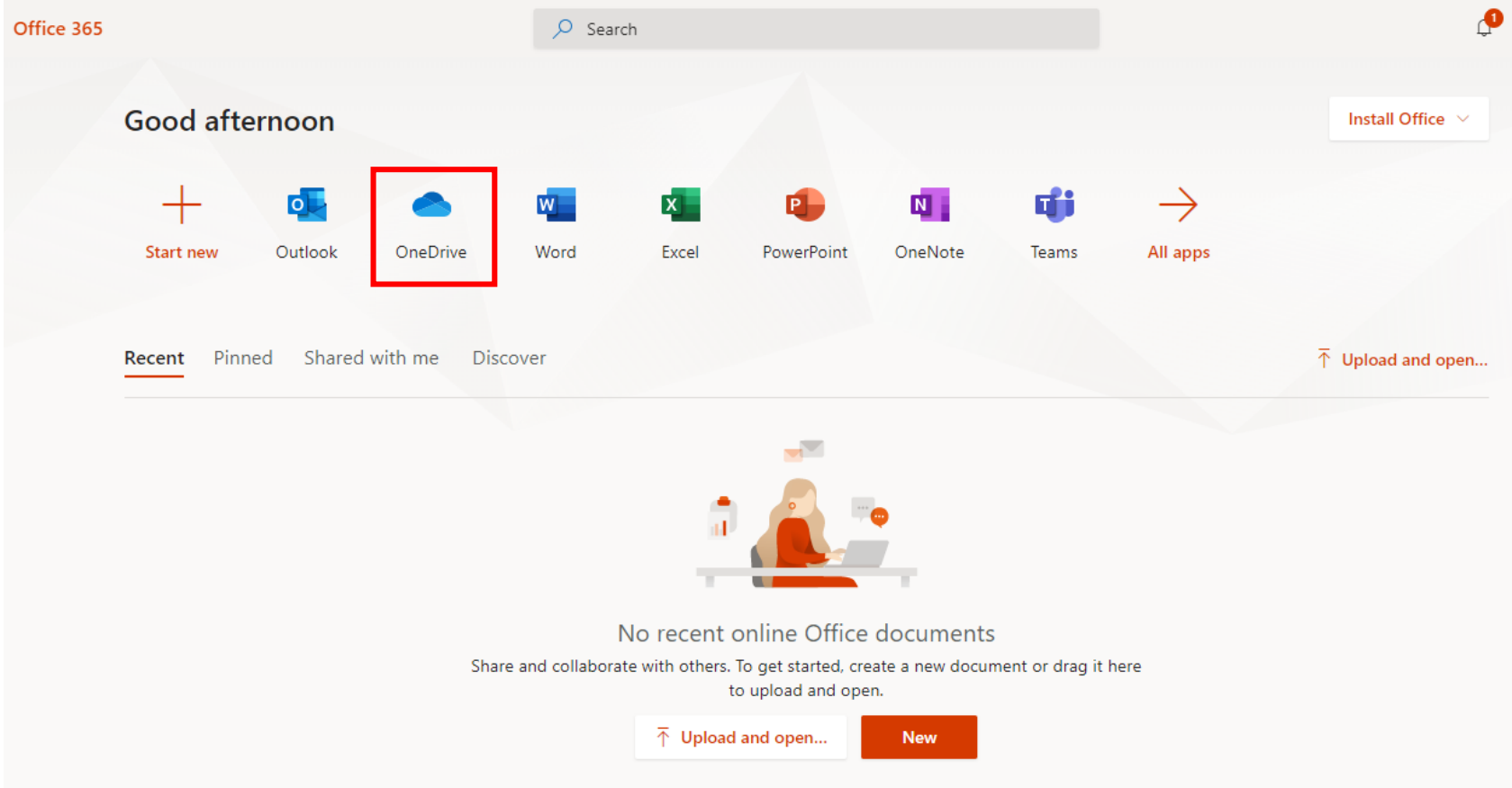
[Forgot your password?](#) [Change password](#)

Please contact ITSD Helpdesk (Email: itsd-helpdesk@vtc.edu.hk) if you have any further questions.

Go to <http://office365.stu.vtc.edu.hk> and login with your "Teaching CNA".

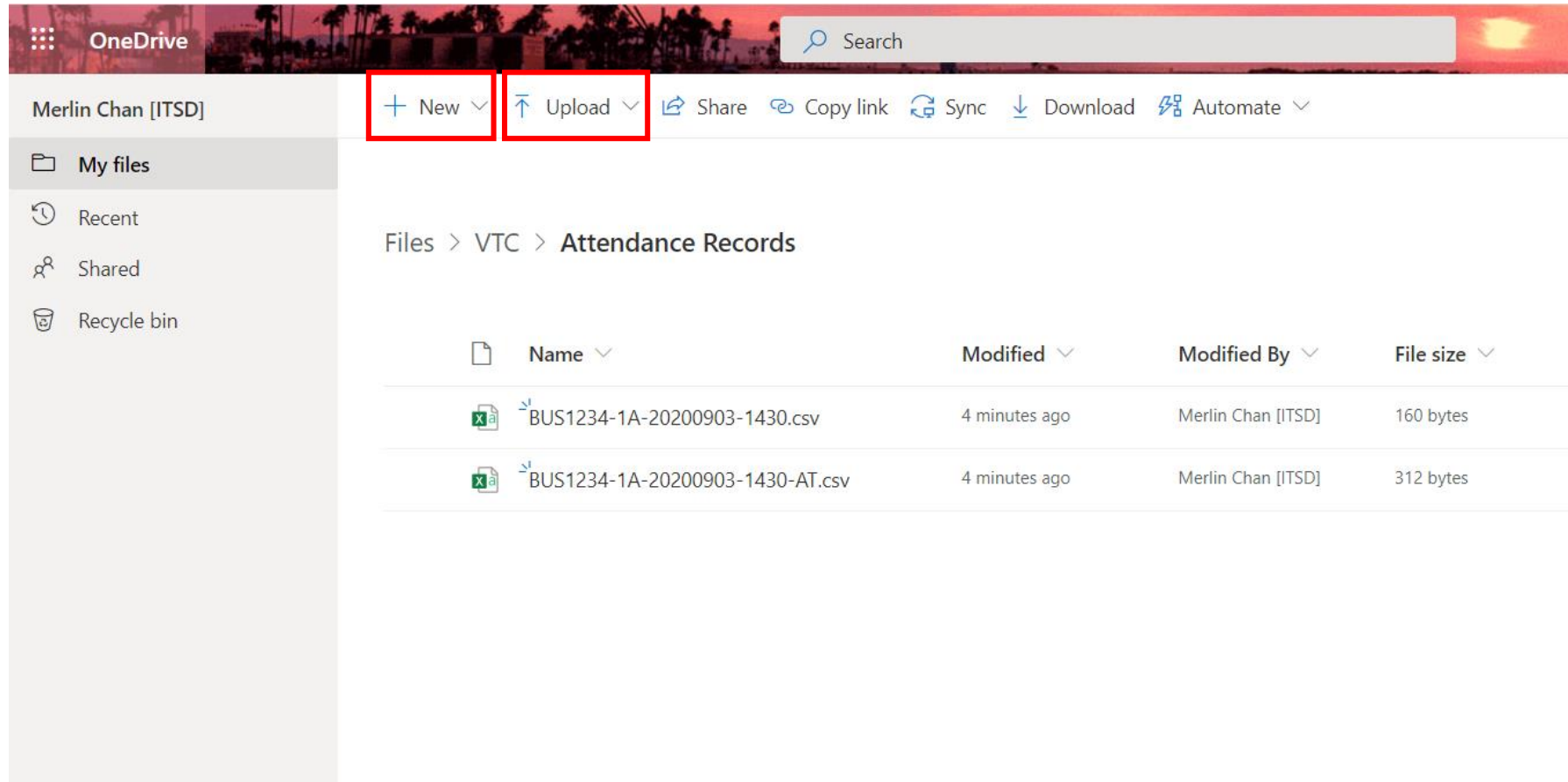


Keeping the Attendance List in OneDrive



Click the **“OneDrive”** icon for the web version of MS Teams.

Keeping the Attendance List in OneDrive




1. Click **New > Folder** to create and name a "Attendance Records" folder.
2. Click **Upload > Files** and select the renamed attendance list(s) for upload.

4. Follow-up in Handling Attendance Records in CAS

Follow-up in Handling Attendance Records in CAS

Other Relevant Materials

1. Handling Attendance Records of Online Teaching via Microsoft Teams 

1.1 Briefing Session (25 Aug 2020) [Video](#) | [PDF](#)

[1.2 Operation Guide](#) [PDF](#)

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 is underway for planned implementation by early October 2020. In the meantime, users please timely download and retain the attendance lists of their online classes for future uploading to CAS after the CAS enhancement is implemented.

3.1 Upload attendance list to CAS

Please refer to the [Operation Guide](#) under **Handling Attendance Records of Online Teaching via Microsoft Team** for Attendance Operations in CAS.

Follow-up in Handling Attendance Records in CAS

Module : CON4318-Temporary Works System Time : 18/08/2020 Tue 11:16

Period : 12/11/2019 Tue 08:30 - 11:30 Present 0/26 Others 0

Early Bird : 5 min Grace 10 min

Venue : (TY) TY-TY/A305 [+]

Remarks : [+]

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	翁同學	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"/>	LAW 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	XX090196X			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 Add Record

Name Student waved an "Old" student card

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

1. Click the **“Upload Attn List”** button in the attendance sheet of CAS.
2. A window will **pop up** asking the name of attendance list for uploading to CAS.

Follow-up in Handling Attendance Records in CAS

Last Saved Time: 18/08/2020 Tue 15:33

Undo | Deselect 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 checked="" type="checkbox"/>	<input type="checkbox"/>	AU Tong Xue	區同學	XX067631	X	10:30	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAU Tong Xue	劉同學	XX06815	X	10:30
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX040669	X	10:30	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAU Tong Xue	劉同學	XX06934	X	10:30
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX046803	X	10:30	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAU Tong Xue	劉同學	XX06959	X	10:30
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX047299	X	10:30	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAW Tong Xue	羅同學	XX06796	X	10:30
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX067962	X	10:30	18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEE Tong Xue	李同學	XX06796	X	10:30
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHAN Tong Xue	陳同學	XX090453	X	10:30	19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LEUNG Tong Xue	梁同學	XX09019	X	10:30
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHEUNG Tong Xue	張同學	XX068282	X	10:30	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MOK Tong Xue	莫同學	XX06987	X	10:30
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHIU Tong Xue	趙同學	XX069807	X	10:30	21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MOY Tong Xue	梅同學	XX06957	X	10:30
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HO Tong Xue	同學	XX068100	X	10:30	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WAN Tong Xue	溫同學	XX06836	X	10:30
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HONG Tong Xue	匡同學	XX068114	X	10:30	23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WAN Tong Xue	溫同學	XX09045	X	10:30
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KA Tong Xue	賈同學	XX090196	X	10:30	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WONG Tong Xue	黃同學	XX06820	X	10:30
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAI Tong Xue	黎同學	XX068143	X	10:30	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WONG Tong Xue	黃同學	XX06974	X	10:30
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAI Tong Xue	黎同學	XX069466	X	10:30	26	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YAU Tong Xue	丘同學	XX06974	X	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
[O] : Pending

The attendance records **updated** after a successful upload.

End

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Please visit the website for more video:



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

For upcoming features, please visit:



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