Attendance (Beta)

Attendance (Beta) is a new component of uReply developed in mid-2020 to help teachers monitor students' seating in the classroom for pandemic control purpose. The main goal of the new module is to let teachers keep a record of who attended the class and even where each of the students sat (if the room has affixed seat numbers).
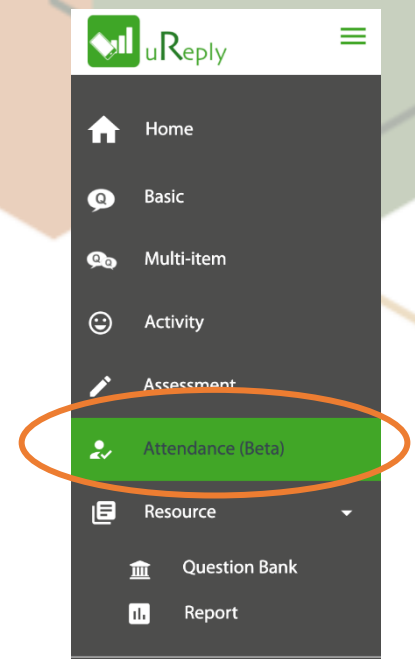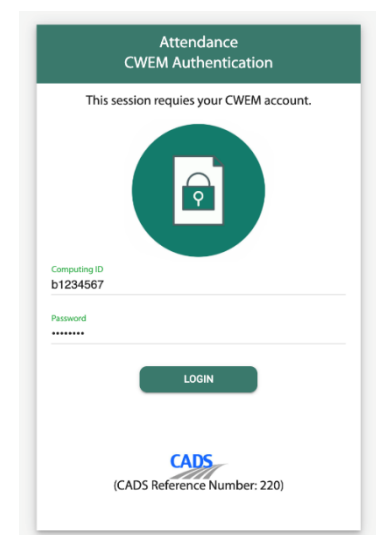
Content
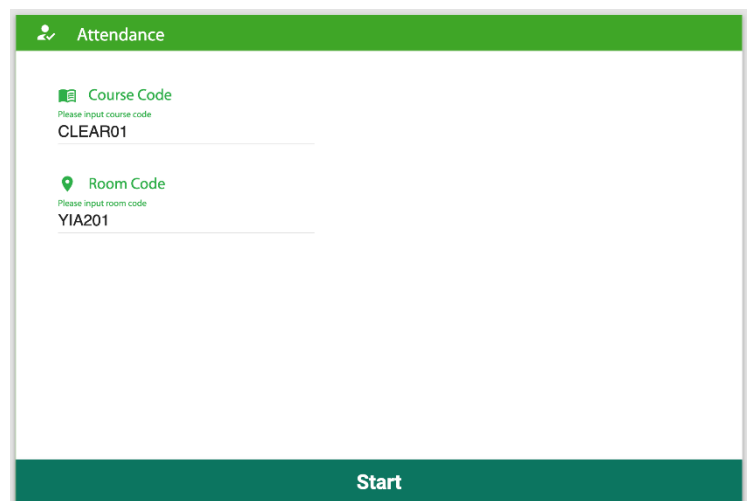
1. Start a session

1.1 Select "**Attendance**" on the menu bar on the left.
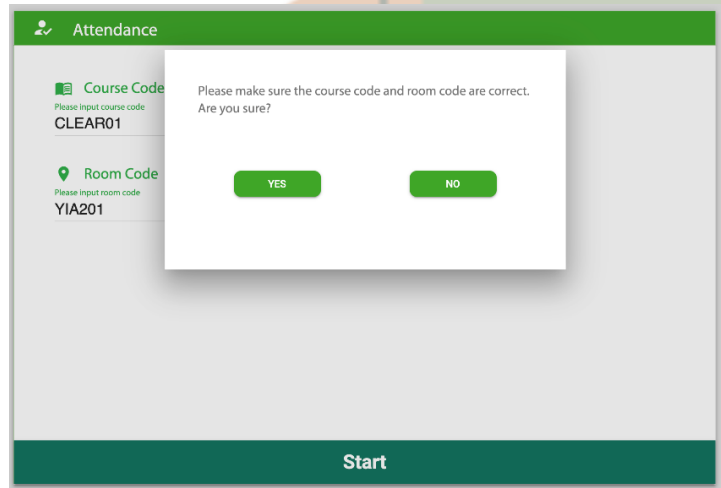

1.2 Enter your **CWEM account ID and password** (Users must login

to continue using the attendance function)

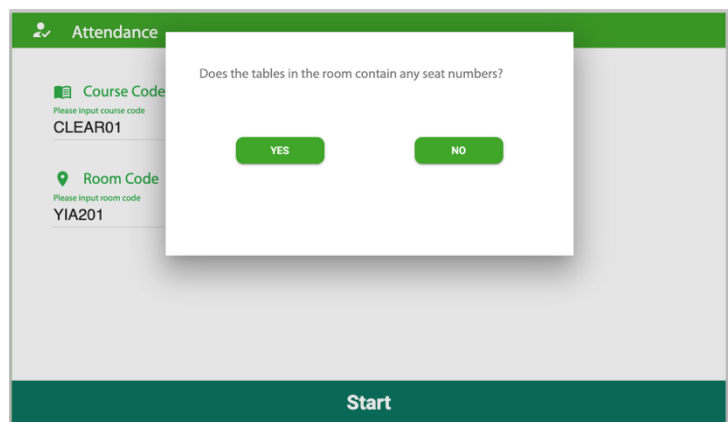1.3 Enter the course code and room

code of your course.

1.4 Confirm the information you have entered.

1.5 Check whether the classroom has seat numbers and click the right choice.
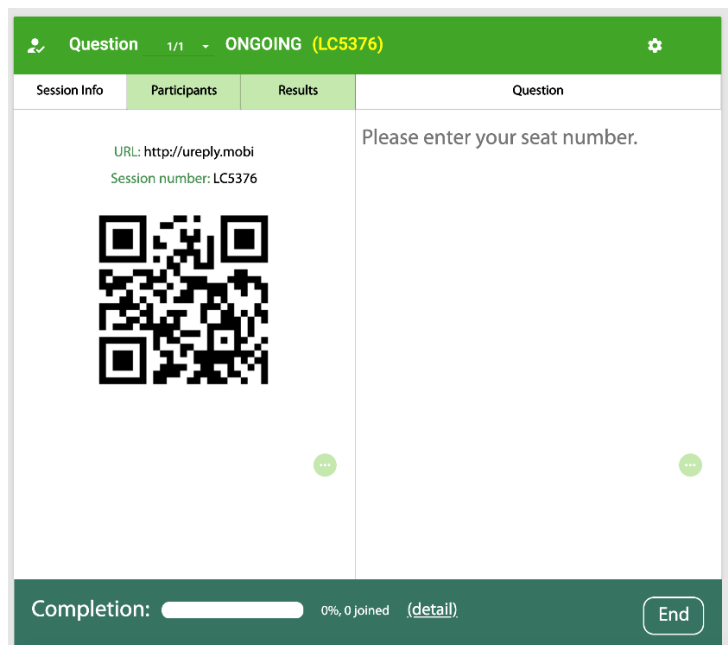
2. Run the session

2.1 Tell your students to enter the session. Students can visit uReply at https://ureply.mobi or by scanning the **QR code**.

2.2 Wait for your students to participate in the session by entering the **session number**.

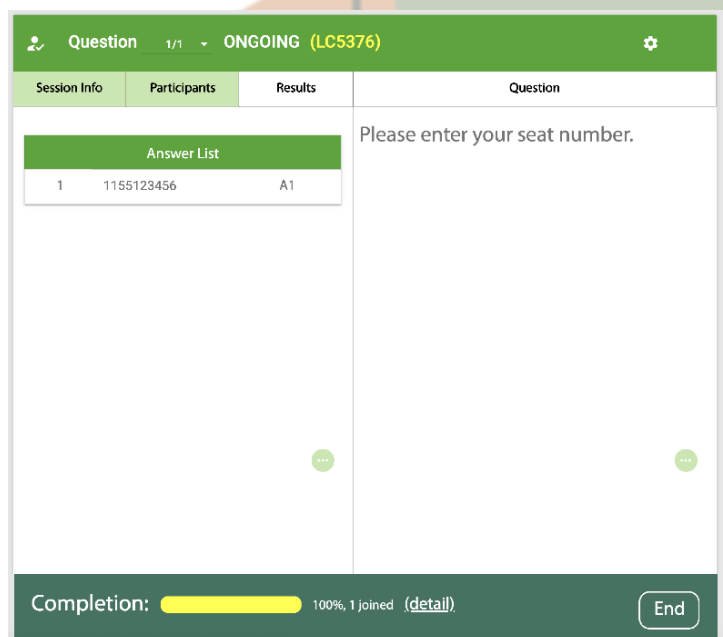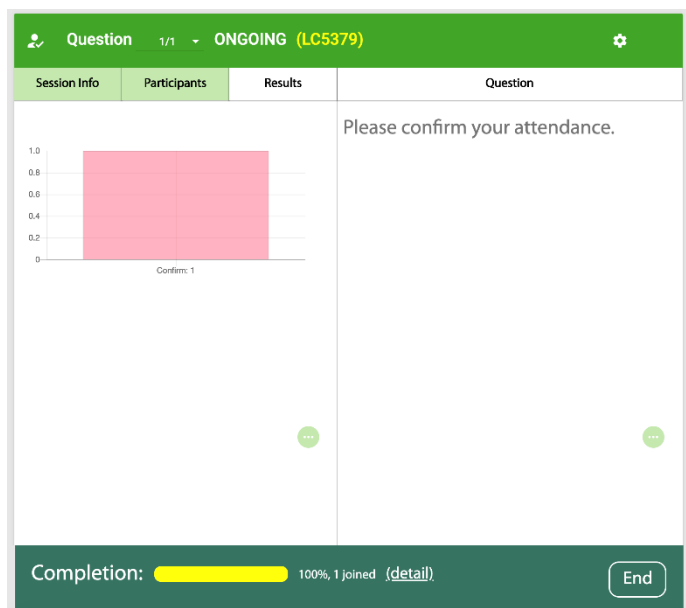## 3. View instant feedback

3.1 Once your students have entered the session, you can check their names and student IDs in "**Participants**".
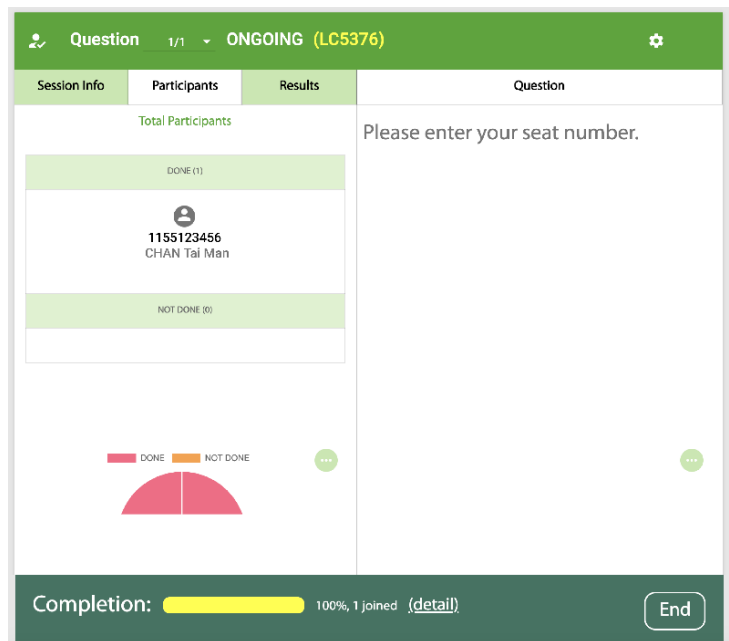
3.2 You can also view the student ID and seat number of your students in "**Results**".
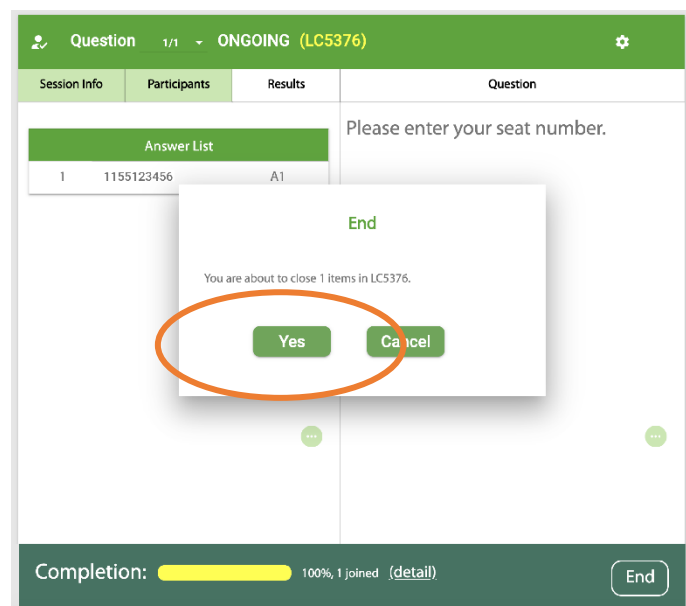
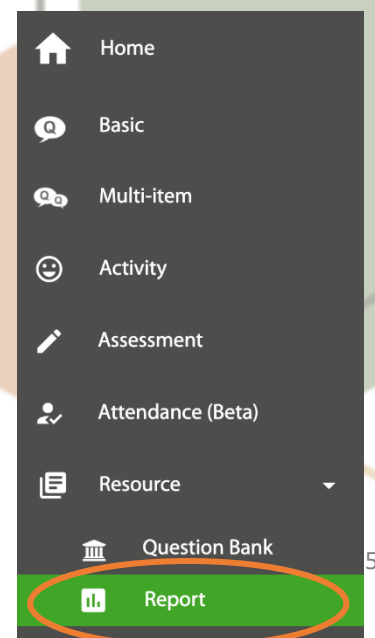✧ If you do not require students to enter their seat numbers, you will see a bar chart in "**Results**" instead.

4. End the session

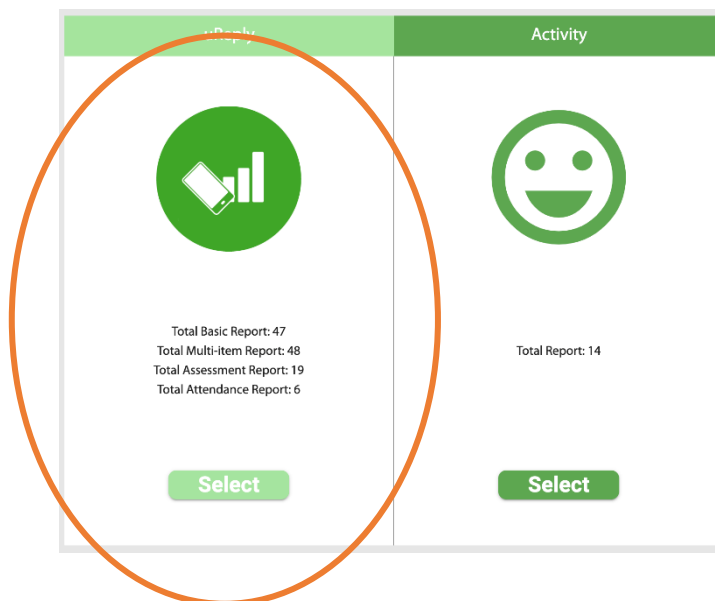When you are ready to end the session, click the "**End**" button at the bottom right corner.
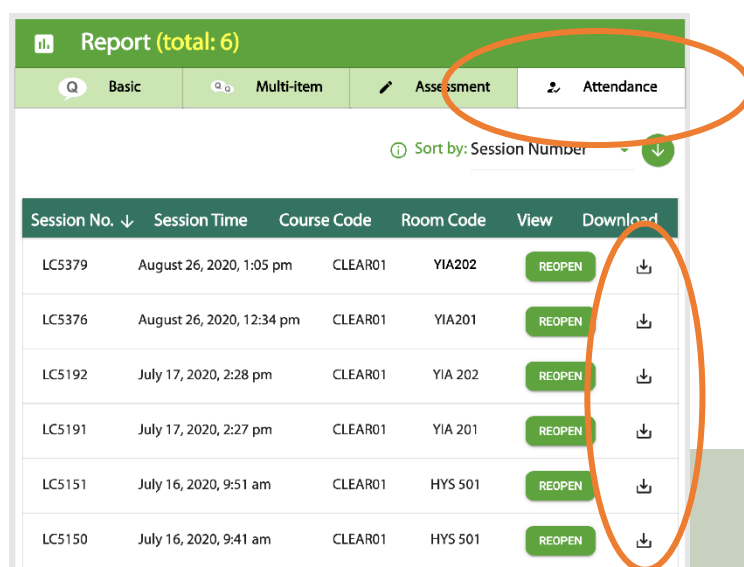
5. View report

5.1 Select "**Report**" under "Resource" on the menu bar on the left.
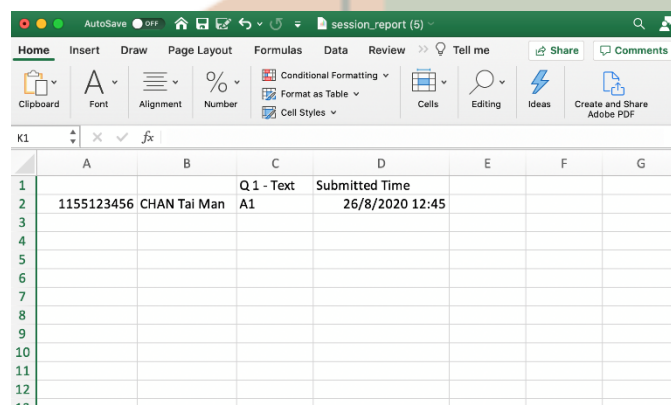
5.2 Select "**uReply**" on the left.

5.3 You can view all your attendance reports under "**Attendance**".

5.4 Click the **download icon** to download the excel file of your attendance report.
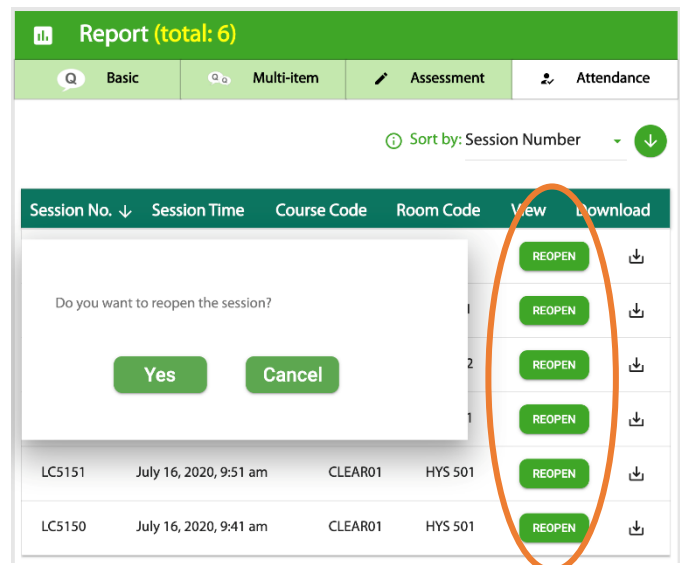

5.5 In the excel file, you can check the **name, student ID, seat number and submitted time** of your students.

6. Reopen the session

If you wish to reopen the session, click

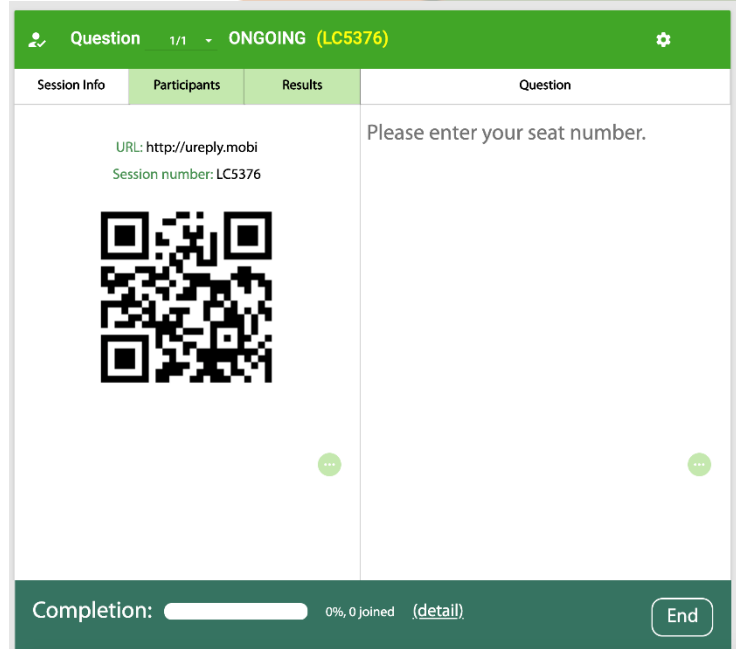"**Reopen**" inside the "**Report**" page.

1. Access uReply

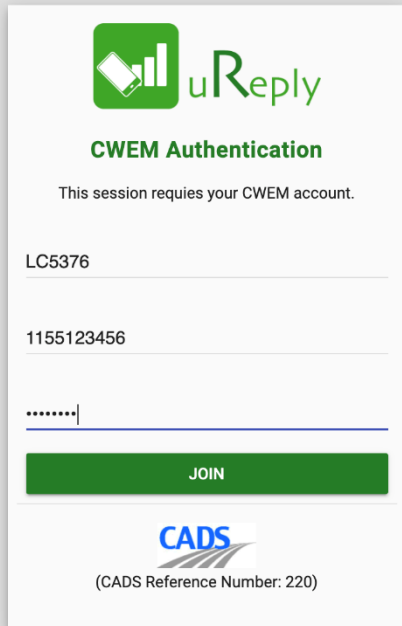1.1 You can visit uReply by:

- Scanning the QR code

- Going to https://ureply.mobi

2. Enter the session

1.2 Enter the session number. (Student ID and name are

optional in this step)

1.3 Confirm the session number and click "**Join**".
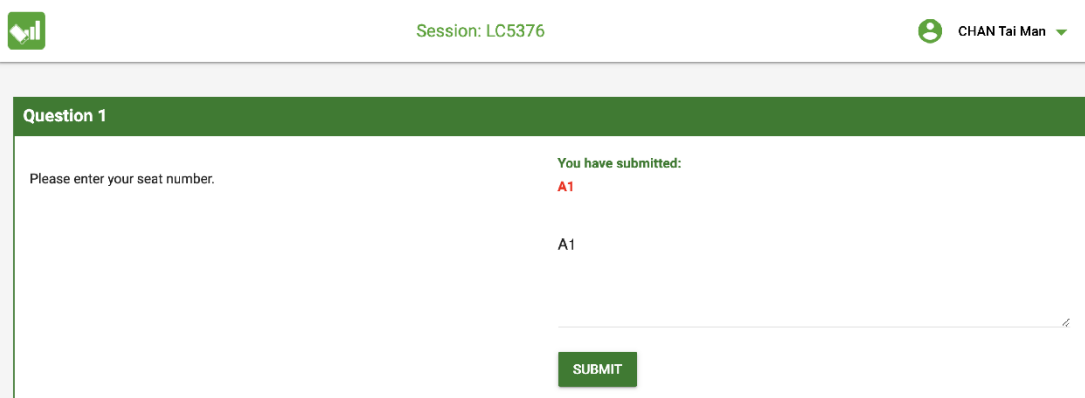
1.4 Login to your CWEM account by entering your **student ID** and **CWEM password**.
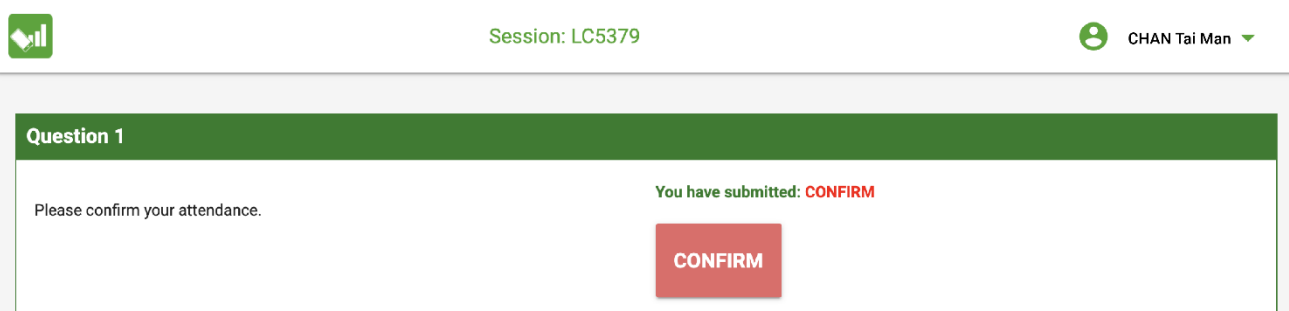

3. Submit your attendance

Enter your **seat number** and click "**Submit**". You have successfully submitted your attendance once you can see "**You have submitted: [seat number]**".

✧ If your teacher does not require you to enter your seat number, click "**Confirm**" to submit your attendance.