

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).

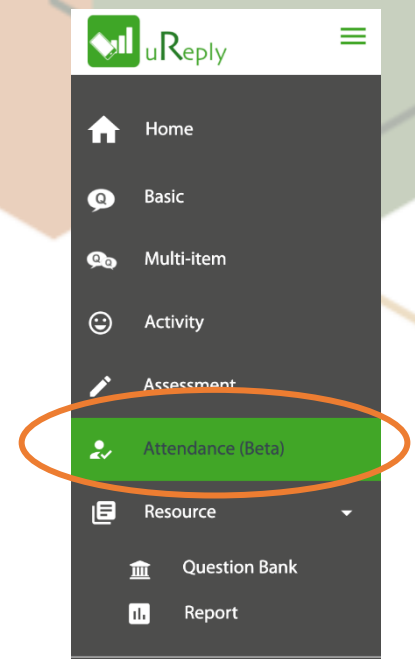
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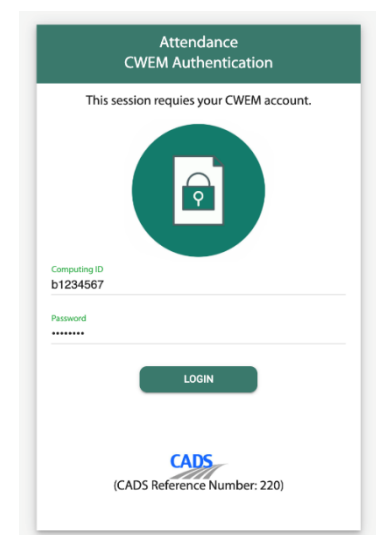
Teacher

1. Start a session

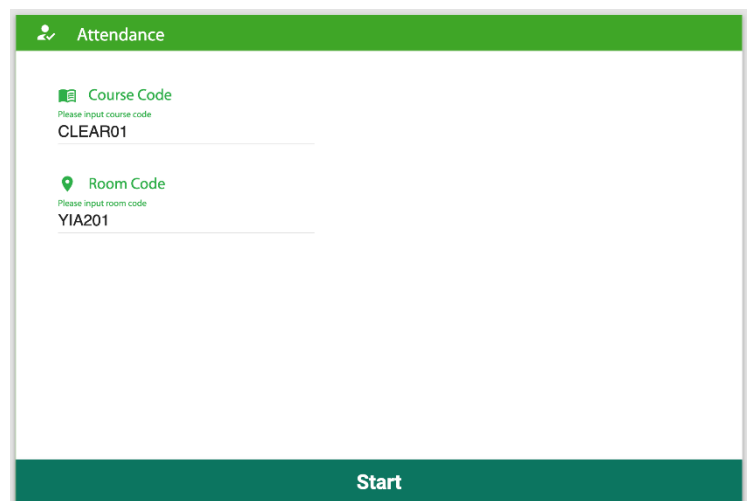
1.1 Select “**Attendance**” on the menu bar on the left.



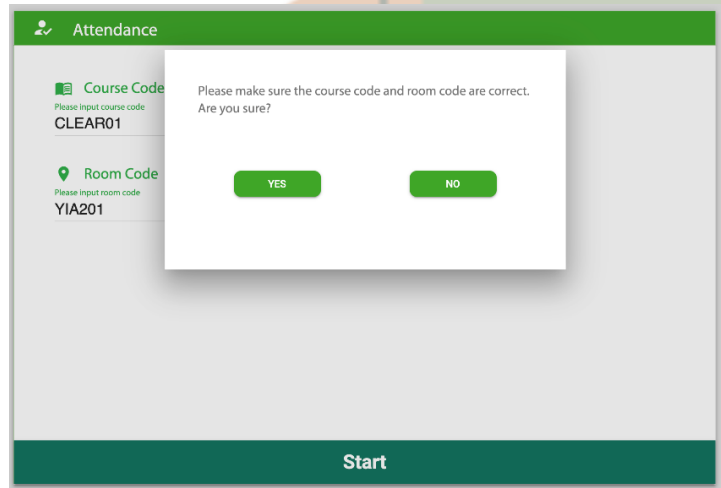
1.2 Enter your **CWEM account ID and password** (Users must login to continue using the attendance function)



1.3 Enter the course code and room code of your course.

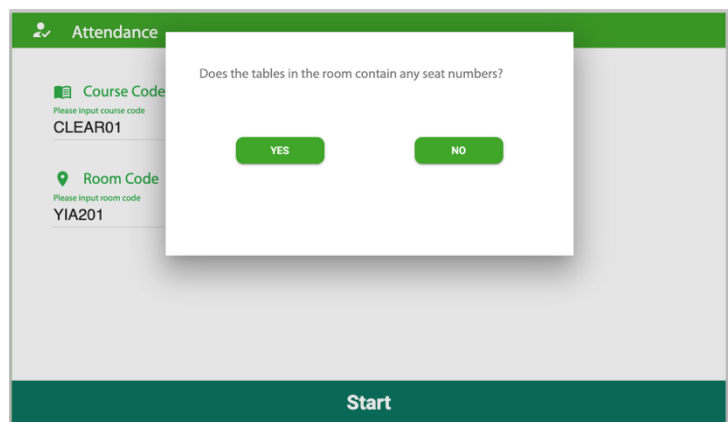


1.4 Confirm the information you have entered.



The screenshot shows the 'Attendance' screen with a green header. On the left, there are two input fields: 'Course Code' with the value 'CLEAR01' and 'Room Code' with the value 'YIA201'. A white modal dialog is centered on the screen with the text 'Please make sure the course code and room code are correct. Are you sure?' and two green buttons labeled 'YES' and 'NO'. At the bottom of the screen is a green bar with a white 'Start' button.

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

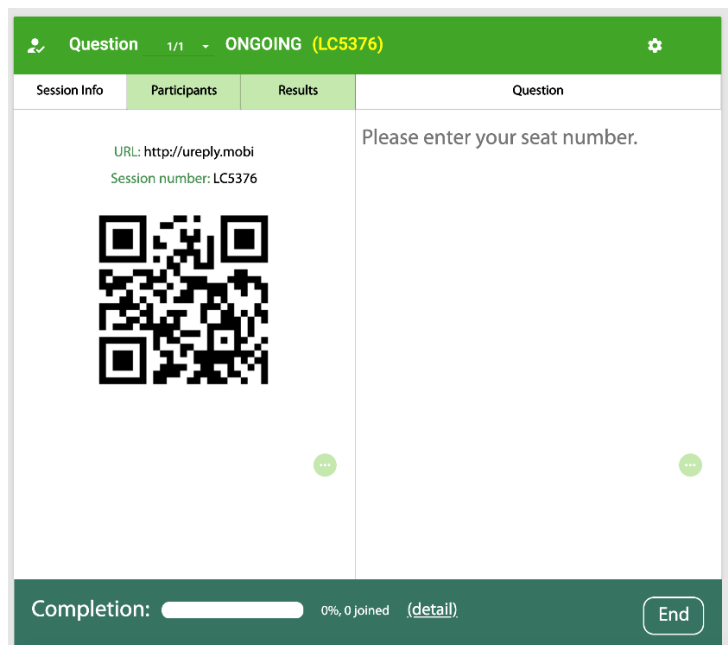


The screenshot shows the 'Attendance' screen with the same course and room codes as before. A white modal dialog is centered on the screen with the text 'Does the tables in the room contain any seat numbers?' and two green buttons labeled 'YES' and 'NO'. At the bottom of the screen is a green bar with a white 'Start' button.

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**.

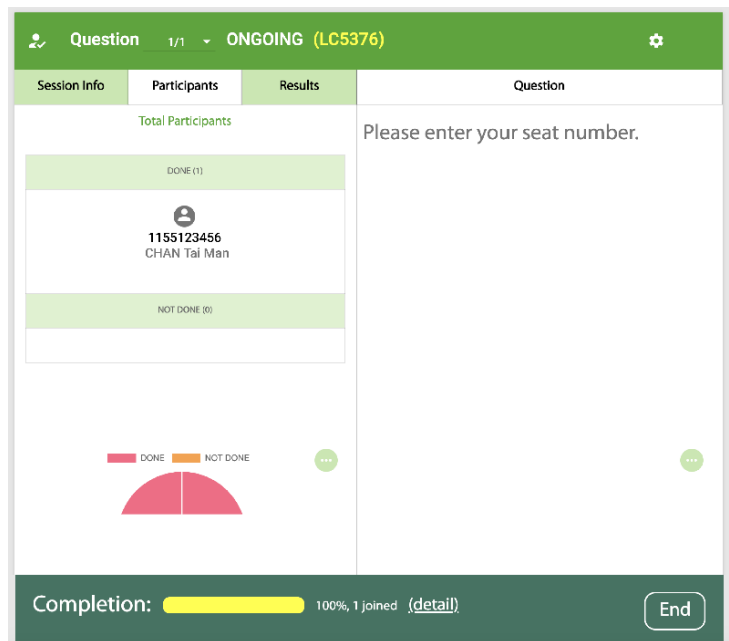
2.2 Wait for your students to participate in the session by entering the **session number**.



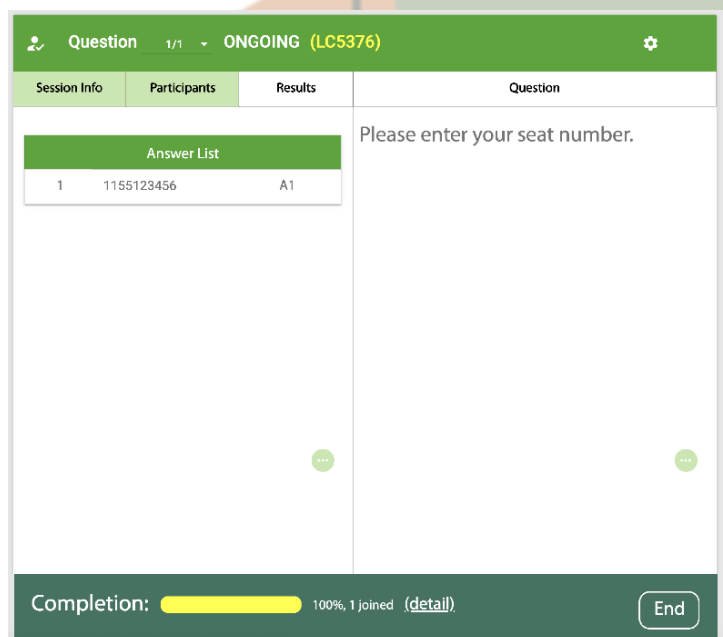
The screenshot shows the 'Question' screen with a green header. The header includes 'Question 1/1', 'ONGOING (LC5376)', and a settings icon. Below the header is a table with four columns: 'Session Info', 'Participants', 'Results', and 'Question'. The 'Session Info' column contains the URL 'http://ureply.mobi' and the session number 'LC5376'. The 'Participants' column contains a QR code. The 'Results' column is empty. The 'Question' column contains the text 'Please enter your seat number.' At the bottom of the screen is a green bar with a white 'Completion:' label, a progress bar, the text '0%, 0 joined (detail)', and a white 'End' button.

3. View instant feedback

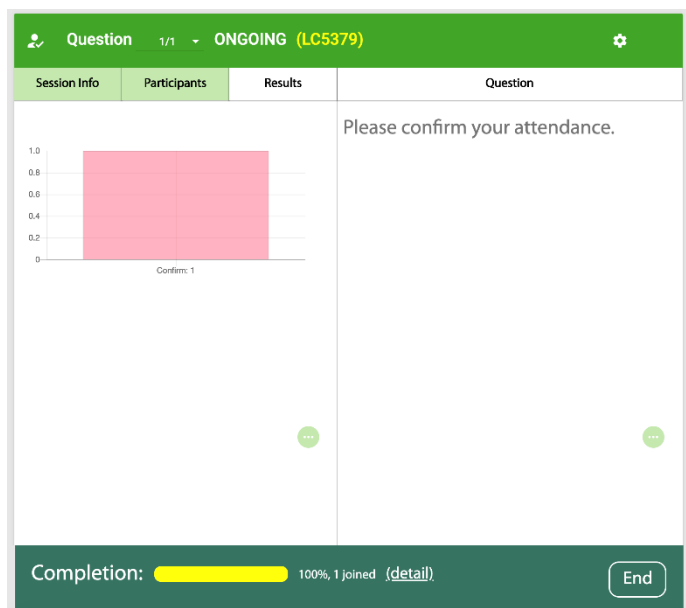
3.1 Once your students have entered the session, you can check their names and student IDs in “**Participants**”.



3.2 You can also view the student ID and seat number of your students in “**Results**”.

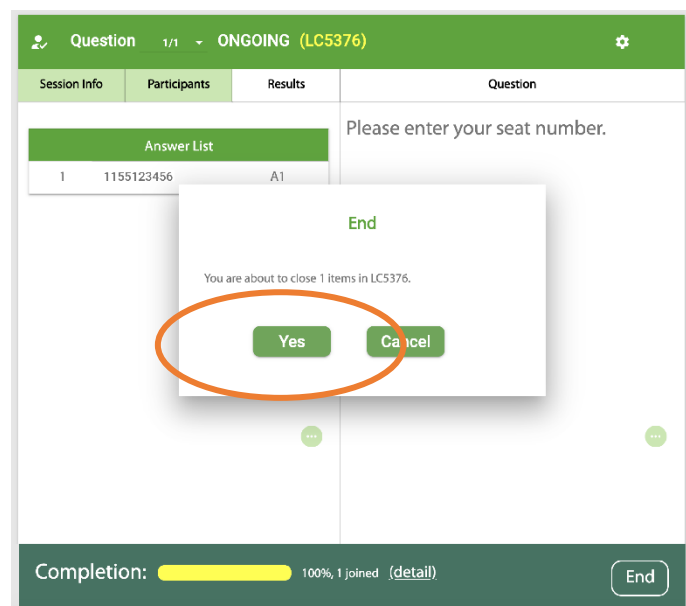


- ✧ If you do not require students to enter their seat numbers, you will see a bar chart in “**Results**” instead.



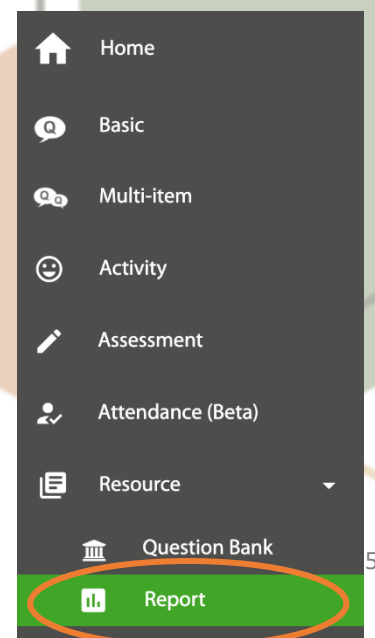
4. End the session

When you are ready to end the session, click the “**End**” button at the bottom right corner.

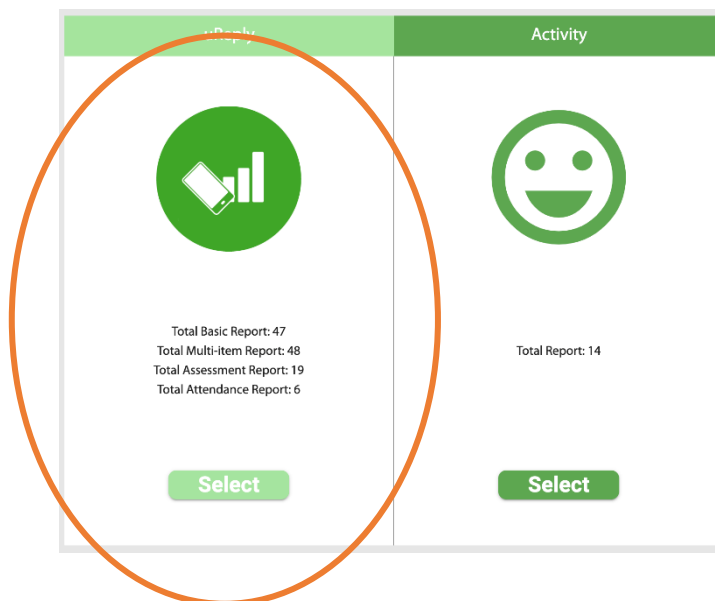


5. View report

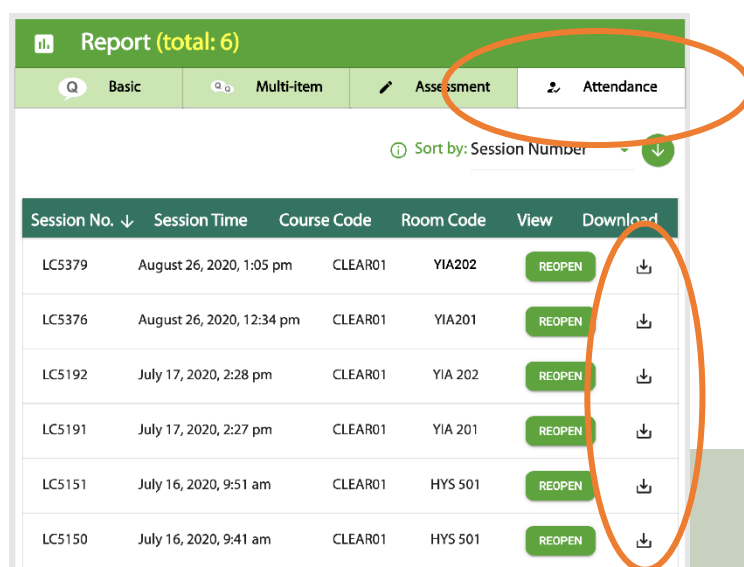
5.1 Select “**Report**” under “Resource” on the menu bar on the left.



5.2 Select “uReply” on the left.

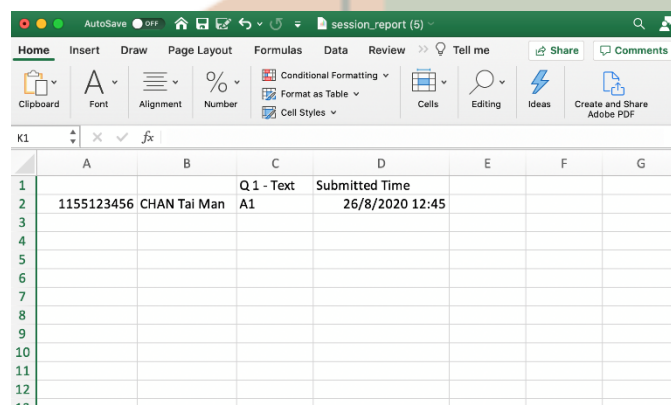


5.3 You can view all your attendance reports under “Attendance”.



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

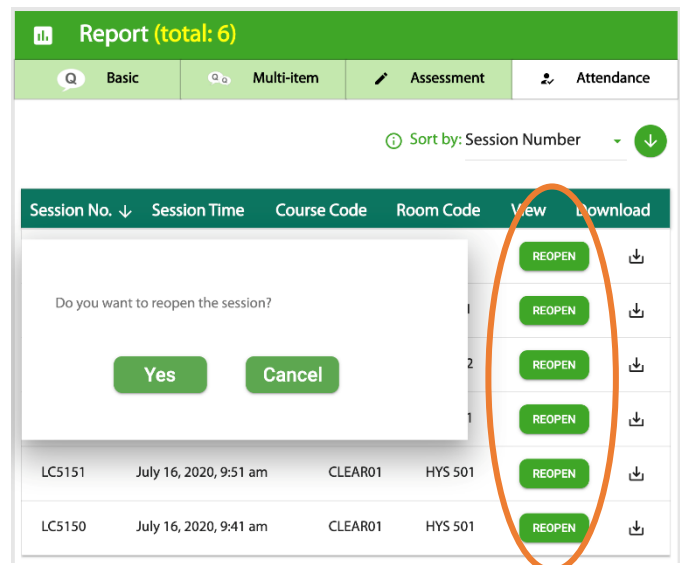
5.5 In the excel file, you can check the **name, student ID, seat number and submitted time** of your students.



6. Reopen the session

If you wish to reopen the session, click

“Reopen” inside the **“Report”** page.

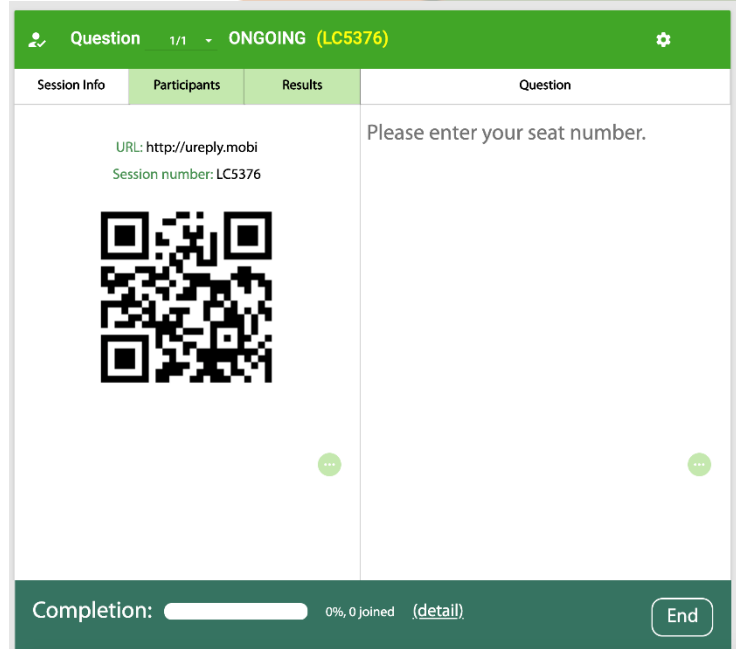


Student

1. Access uReply

1.1 You can visit uReply by:

- Scanning the QR code
- Going to <https://ureply.mobi>



2. Enter the session

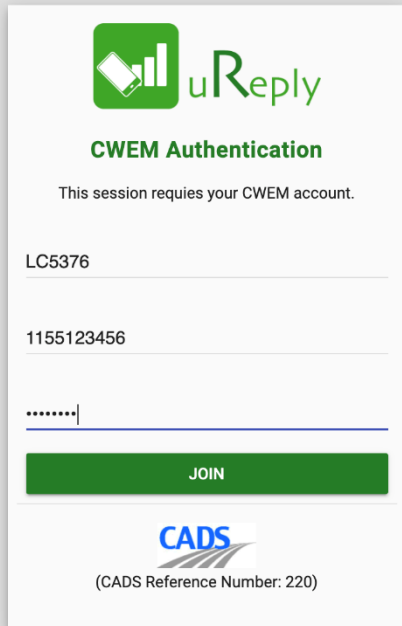
1.2 Enter the session number. (Student ID and name are optional in this step)

A screenshot of the uReply login screen. At the top right, there is a 'Language' dropdown menu set to 'English'. The uReply logo is centered. Below the logo are three input fields: 'Session Number (Required)', 'Student ID (Optional)', and 'Student name (Optional)'. There is a checkbox labeled 'Remember my student ID and student name'. At the bottom is a green 'JOIN' button.

1.3 Confirm the session number and click “Join”.

A screenshot of the uReply login screen, similar to the previous one, but with the session number 'LC5376' entered in the 'Session Number (Required)' field. Below the input field, the text 'CWEM login after 'join'' is displayed in red. The green 'JOIN' button remains at the bottom.

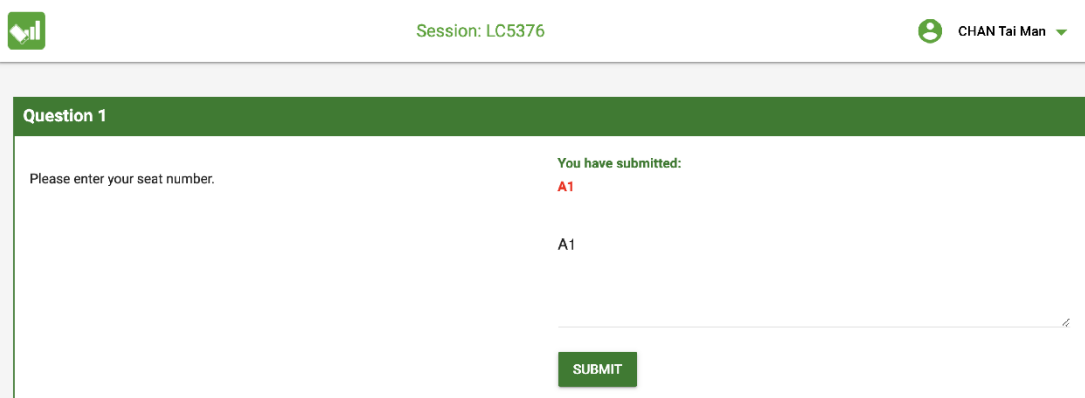
1.4 Login to your CWEM account by entering your **student ID** and **CWEM password**.



The image shows a login window titled "uReply CWEM Authentication". It contains the text "This session requires your CWEM account." Below this, there are input fields for "LC5376", "1155123456", and a password field (masked with dots). A green "JOIN" button is positioned below the password field. At the bottom, the "CADS" logo is displayed with the text "(CADS Reference Number: 220)" underneath it.

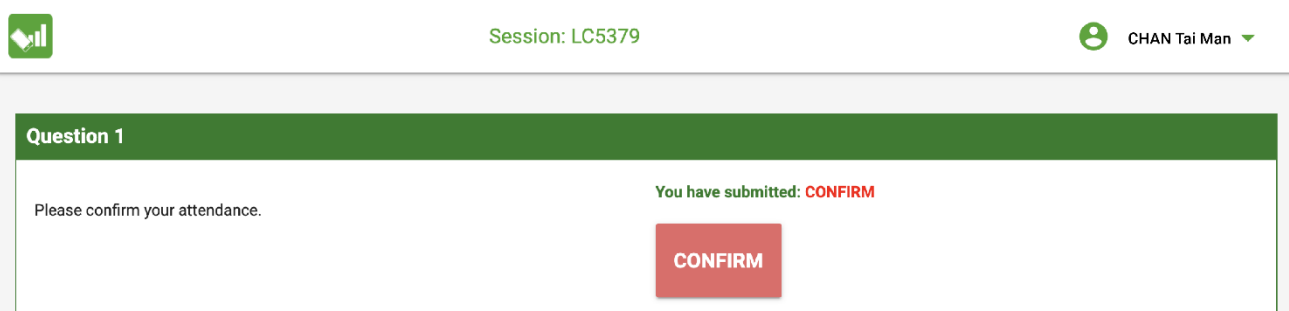
3. Submit your attendance

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



The image shows the attendance submission interface for Session LC5376, user CHAN Tai Man. Under "Question 1", the instruction is "Please enter your seat number." To the right, it says "You have submitted: A1". Below this, the text "A1" is entered into a text field. A green "SUBMIT" button is at the bottom right.

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



The image shows the attendance submission interface for Session LC5379, user CHAN Tai Man. Under "Question 1", the instruction is "Please confirm your attendance." To the right, it says "You have submitted: CONFIRM". Below this, a red "CONFIRM" button is visible.