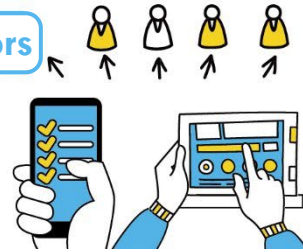




Taking Attendance with iClass

..... Instructors



You may use the taking attendance function in iClass to keep a record of your students' attendance and save time taking roll. There are two modes: computer web page and cellphone app.

- 1. Computer web page:** Very easy. If you can go on the internet, then, you can definitely use this to take roll. You can take roll "manually".
- 2. Cellphone app version:** You will be hooked once you try it. You can take roll using "radar," "numbers, or "manually."

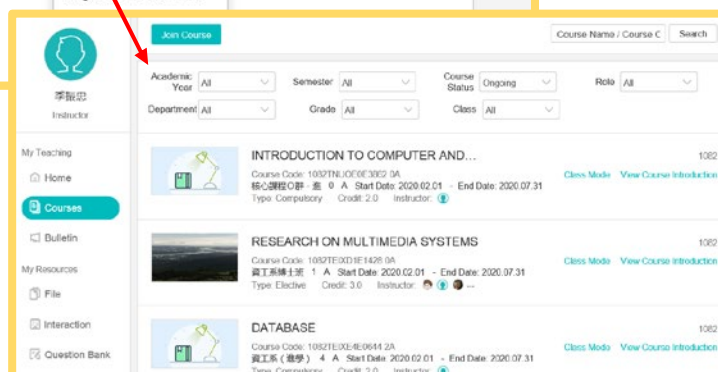
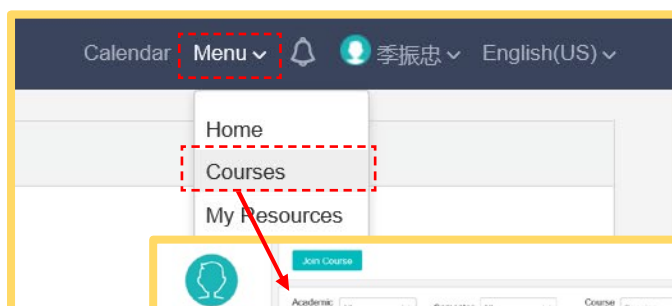
Computer Web Page



Log in to iClass



- Log in via SSO with your ID and password.

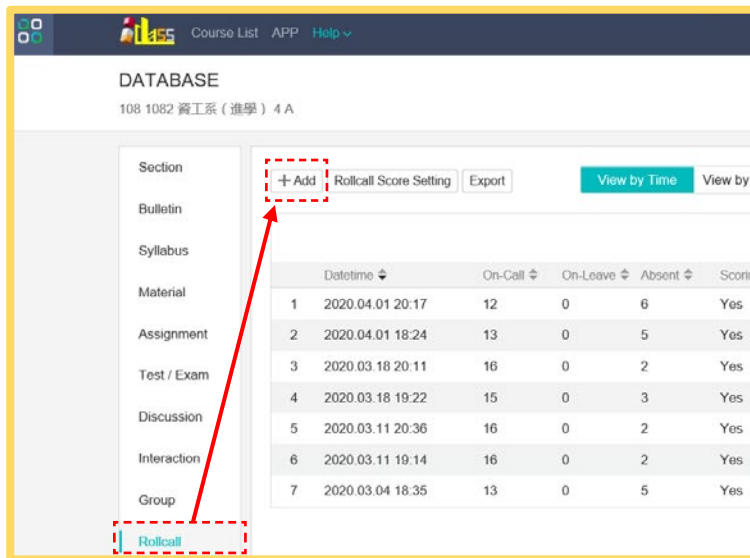


- After you log in, go to **Menu**, choose **Courses**, and check the courses you have access to.
- You may also use the filter function to check the courses you have.



Taking roll

1. Computer version: Taking roll manually



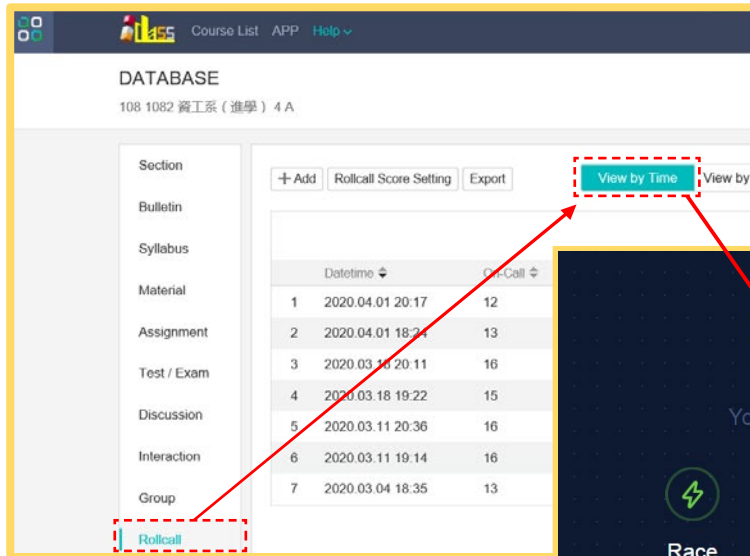
- Click on **Rollcall** from the list of functions on the left and add a new attendance record. Taking roll manually is the same as the traditional roll call. The only difference is attendance is recorded on the computer and not on paper.

The screenshot shows the 'Taking roll' form. At the top, there is a 'Datetime' field set to '2020-04-06 11:23'. Below it, there is a 'Scoring' section with 'Yes' selected. A 'Notes' text area is present. Below the notes, there are filters for 'Department', 'Grade', and 'Class', all set to 'All'. A search bar for 'Name / User No.' is also visible. The main part of the form is a table with columns: User No., Name, Department, and Status. The table lists 11 users, all from the '資工系 (進學) 4' department. Each user has a status dropdown menu with options: On-Call (selected), Absent, and Personal... At the bottom of the form, the 'Save' button is highlighted with a red dashed box, and the 'Cancel' button is next to it.

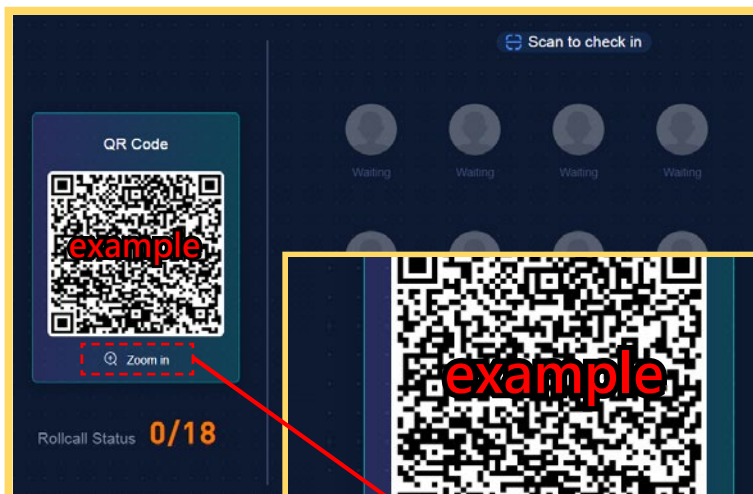
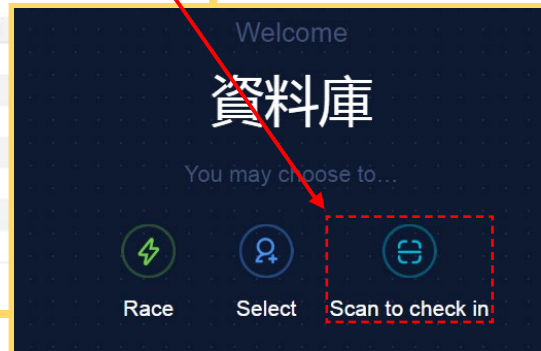
User No.	Name	Department	Status
1	[Name]	資工系 (進學) 4	On-Call
2	[Name]	資工系 (進學) 4	On-Call
3	[Name]	資工系 (進學) 4	On-Call
4	[Name]	資工系 (進學) 4	On-Call
5	[Name]	資工系 (進學) 4	On-Call
6	[Name]	資工系 (進學) 4	On-Call
7	[Name]	資工系 (進學) 4	On-Call
8	[Name]	統計系 (進學) 4	On-Call
9	[Name]	資工系 (進學) 3	On-Call
10	[Name]	資工系 (進學) 4	On-Call
11	[Name]	資工系 (進學) 4	On-Call

- The attendance record corresponds to the actual date and time when roll was taken.
- The default is set as "present". You may change the status to absent, tardy, or leave early.
- You may also select "absent" or "leave." There are different types of leave, such as "personal leave," "sick leave," "official leave," etc.
- After you finish taking roll, remember to press **Save** to save the record.
- Finish taking attendance.

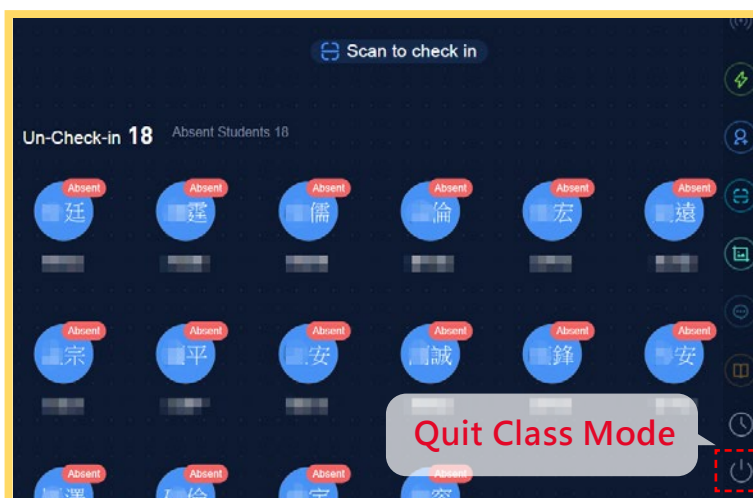
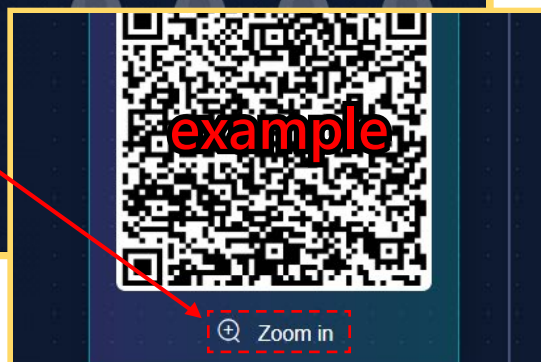
2. Computer: Using QR Code to take attendance



- Click on **Rollcall** from the list of functions on the left, press **View by Time**, and choose QR Code **Scan to check in**.



- When the QR Code appears, students can use their cellphone to scan the QR Code, then, the students are automatically signed in on the right of the screen. You may enlarge the QR Code for ease of scanning.



- Press **End** and the screen will show student attendance.
- It is suggested that you/the instructor call out the names on the roll of any students who are absent. At any time, you/the instructor can change the status of attendance.
- After you finish taking roll, remember to press **Save** to save the record.
- Finish taking attendance.



Checking and making adjustment

- Click on **Rollcall** from the list of functions on the left to check attendance according to time sequence. Move the mouse to the attendance record to check, edit, or delete the record.

- You may check student attendance by checking the student list.

- You may edit student attendance. Remember to save after editing.

- Choose **View by Student** to view overall class participation and to check individual attendance or edit the record.

DATABASE
108 1082 資工系 (造學) 4 A

Section: Bulletin, Syllabus, Material, Assignment, Test / Exam, Discussion, Interaction, Group

Rollcall

Members, Grade, Analysis, Course Settings

Buttons: +Add, Rollcall Score Setting, Export, View by Time, View by Student

Date/Time	On-Call	On-Leave	Absent	Scoring	Source	Notes
1 2020-04-01 (Wed) 20:17	12	0	6	Yes	Manual R...	
2 2020-04-01 (Wed) 18:24	13	0	5	Yes	Manual R...	
3 2020-03-18 (Wed) 20:11	16	0	2	Yes	Manual R...	
4 2020-03-18 (Wed) 19:22	15	0	2	Yes	Manual R...	
5 2020-03-11 (Wed) 20:36	16	0	2	Yes	Manual R...	
6 2020-03-11 (Wed) 19:14	16	0	2	Yes	Manual R...	
7 2020-03-04 (Wed) 18:35	13	0	5	Yes	Manual R...	

DATABASE
108 1082 資工系

Section: Bulletin, Syllabus, Material, Assignment, Test / Exam, Discussion, Interaction, Group

Rollcall

Members, Grade, Analysis, Course Settings

Buttons: +Add, Rollcall Score Setting, Export, View by Time, View by Student

Date/Time: 2020-03-18 20:11

On-Call 16, Absent 2

User No.	Name	Department	Status
1 20 18 陳	資工系	On-Call	
2 20 52 呂	資工系	On-Call	
3 20 60 陳	資工系	On-Call	
4 20 10 鄧	資工系	On-Call	
5 20 77 廖	資工系	On-Call	

DATABASE
108 1082 資工系

Section: Bulletin, Syllabus, Material, Assignment, Test / Exam, Discussion, Interaction, Group

Rollcall

Members, Grade, Analysis, Course Settings

Buttons: +Add, Rollcall Score Setting, Export, View by Time, View by Student

Date/Time: 2020-04-01 18:24

Scoring: Yes, No

Notes

User No.	Name	Department	Status
1 20 18 陳	資工系	On-Call	
2 20 52 呂	資工系	On-Call	
3 20 60 陳	資工系	On-Call	
4 20 10 鄧	資工系	On-Call	

DATABASE
108 1082 資工系

Section: Bulletin, Syllabus, Material, Assignment, Test / Exam, Discussion, Interaction, Group

Rollcall

Members, Grade, Analysis, Course Settings

Buttons: +Add, Rollcall Score Setting, Export, View by Time, View by Student

Date/Time: 2020-04-01 18:24

Scoring: Yes, No

Notes

User No.	Name	Department	Status
1 20 8 陳	資工系	On-Call	
2 20 2 呂	資工系	On-Call	
3 20 0 陳	資工系	On-Call	
4 20 0 鄧	資工系	On-Call	
5 20 7 吳	資工系	On-Call	
6 20 5 林	資工系	On-Call	
7 20 1 孫	資工系	On-Call	
8 20 8 宋	統計系	On-Call	
9 20 8 江	資工系	On-Call	
10 20 5 楊	資工系	On-Call	

Cellphone App



Download TronClass App

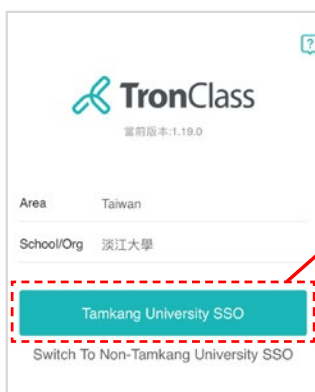
iOS



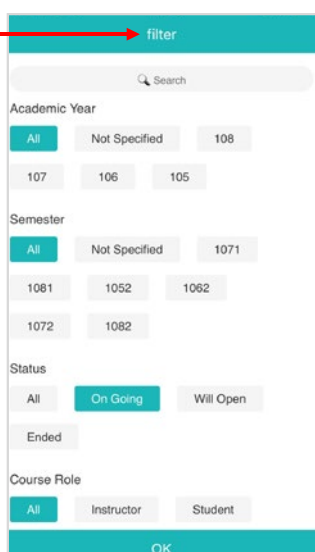
Android



Log in to iClass



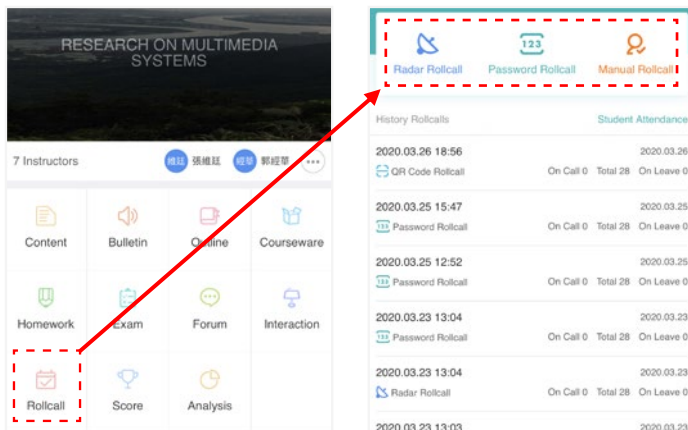
- Open the app and log in with institution.
- Choose Taiwan for area, Tamkang University for institution, and press log in.
- Log in with your ID and password via SSO.



- After you have logged in, you can view the courses that you have access to.
- Use the filter function to check the courses you have.

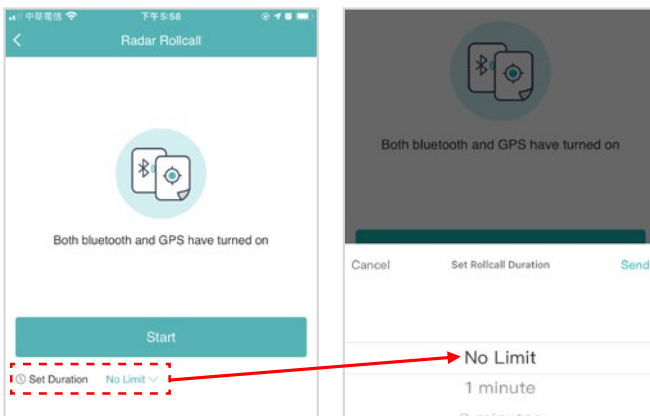


Taking attendance



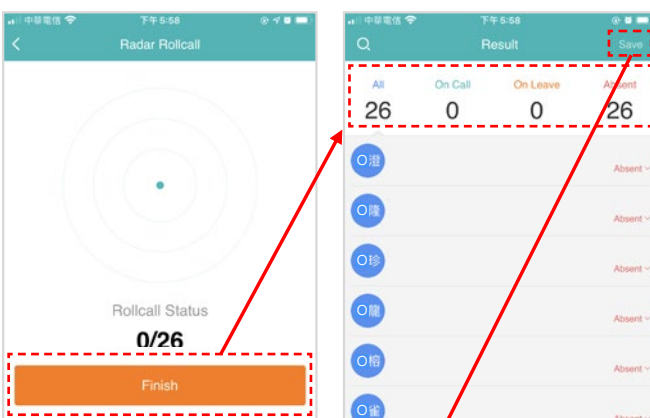
• Press Rollcall

- (1) Go to the course and select **Rollcall**.
- (2) You can take attendance using **"Radar Rollcall"**, **"Password Rollcall"** or **"Manual Rollcall"**.



• Taking attendance using radar.

- (1) Using blue tooth verification, and effective within 30 meters or the instructor, students can switch on their GPS and sign in with Bluetooth. For those outside of the 30 meter range, they may not have access to sign in.
- (2) Set the time limit for taking roll. The app will be closed when the time is up.



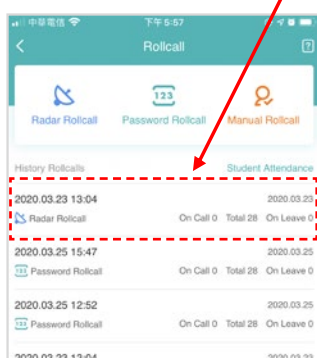
- (3) Start taking roll. The screen will show the students who should be attending class and the students who have signed in.

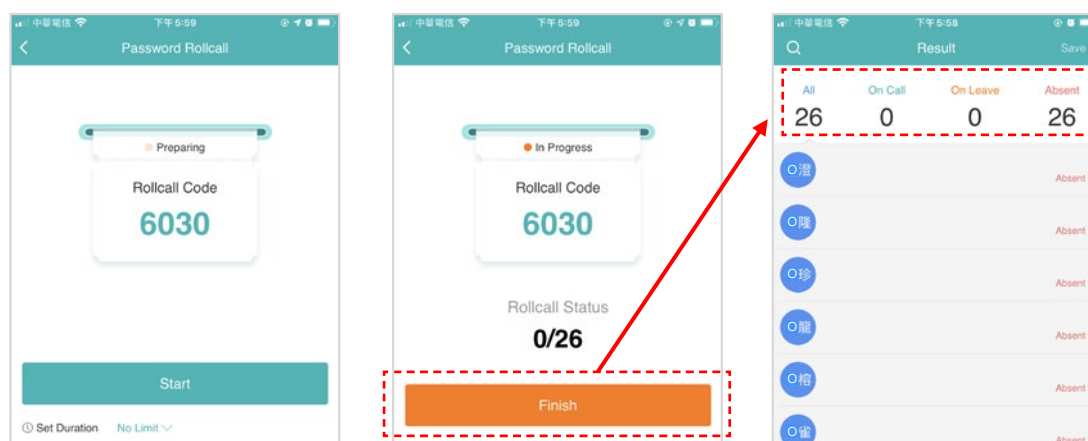
- (4) Upon finishing taking roll, the result can be presented in a list and the instructor can check the student attendance.

- (5) If a student cannot successfully sign in with her/his phone (because, for example, she/he forgot her or his phone), the instructor must call roll and adjust the attendance accordingly.

- (6) After taking roll, remember to press **Save** to save the record.

- (7) End of using radar to take attendance.





• Taking attendance with numbers

- (1) When using numbers to take attendance, the app will provide a 4-digit code. Just give the students the code and have them enter the code on their phone to sign in.
- (2) The instructor can set the time for roll taking and stop when the time is up.
- (3) The number of students who signed in will be shown on the screen when you start taking roll.
- (4) The attendance record will be listed for the instructor to check student attendance.
- (5) If a student cannot successfully sign in with her/his phone (because, for example, she/he forgot to bring a phone), the instructor must call roll and adjust the attendance accordingly.
- (6) After taking roll, remember to press **Save** to save the record.
- (7) End of taking attendance with numbers.



• Taking attendance manually

- (1) When taking attendance manually, the default is set as "present". It is suggested that you/the instructor call out the names on the roll of any students who are absent and change the status of attendance. You may change the status to "tardy" or "leave early".
- (2) You may also select "absent" or "leave." There are different types of leave, such as "personal leave," "sick leave," "official leave," etc.
- (3) After you finish taking roll, remember to press **Save** to save the record.
- (4) Finish taking attendance manually.