VIRTUAL CLASSROOM FOR EDUCATION SECTOR
Lecture Attendance Marking System for Virtual Lectures

- First Log in to LMS.
- Go to Services -> Attendance.

You can see attendance report as below.
- Click the Class button of the corresponding year and month you want to mark attendance of. Here we selected August 2020.

Attendance Report

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>From</th>
<th>Upto</th>
<th>Hours</th>
<th>Lecture</th>
<th>Subject</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>August</td>
<td>2020-08-01 00:00:00</td>
<td>2020-08-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2020</td>
<td>July</td>
<td>2020-07-01 00:00:00</td>
<td>2020-07-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2020</td>
<td>June</td>
<td>2020-06-01 00:00:00</td>
<td>2020-06-30 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2020</td>
<td>May</td>
<td>2020-05-01 00:00:00</td>
<td>2020-05-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2020</td>
<td>April</td>
<td>2020-04-01 00:00:00</td>
<td>2020-04-30 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2020</td>
<td>March</td>
<td>2020-03-01 00:00:00</td>
<td>2020-03-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2020</td>
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<td>2020-02-29 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
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<td>January</td>
<td>2020-01-01 00:00:00</td>
<td>2020-01-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2019</td>
<td>October</td>
<td>2019-10-01 00:00:00</td>
<td>2019-10-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2019</td>
<td>July</td>
<td>2019-07-01 00:00:00</td>
<td>2019-07-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
<tr>
<td>2019</td>
<td>May</td>
<td>2019-05-01 00:00:00</td>
<td>2019-05-31 23:59:59</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Class</td>
</tr>
</tbody>
</table>
- After clicking class button you can see the below window.
- You must select the corresponding date. Here we selected 11.

Attendance Report

[Table with data]

- Enter correct details regarding the lecture and save.

Attendance Report

[Table with data]
Notes:

- **Virtual class room support maximum of 100 users & do not support combined classes.**
- **Leave Blank for Video Conferencing URL**
- **Please use the latest updated browser for Virtual Classroom**
- From and Up to must have a difference between 1 to 4 hours
- Sessions cannot overlap between other lecturers for the same batch.
- Total hours must be less than 4.5 hours.
- There should be a gap of at least 1/2 an hour between sessions.
- System will monitor student and teacher both where in the LMS at each half an hour.
- Final decision for payment is done by admin division.

- Then new virtual lecture will appear on top of the relevant subject page.

**Effective Communication Skills-1 (HDSE19.1F/CO)**

- **Link is available!**
  - Click the button below to join the ongoing online lectures / video conference between 11:00 am and 01:29 pm. Visit this page again to get the link for the next session.

**Employee Services (ANDHRM19.1P/KU)**

- **Virtual Classroom ANDHRM19.1P/KU**
  - Virtual Classroom for Employee Services (ANDHRM19.1P/KU). Video conferencing & blended learning platform for lectures & students to conduct & participate in a virtual classroom. Please join the session after scheduling the lecture in the attendance system. Join button will be available when after the start time.

**DO NOT DELETE** the Virtual Classroom activity under any circumstances.
• The recording is only here for two days.
• Playback video contain everything but if the video is downloaded it does not contain shared slides or shared screens.

END THE RECORDING SESSION ONCE THE LECTURE IS FINISHED

• Click on the 3 dot Settings Drop Down Menu & Select END MEETING.
After that Select Yes from the Pop Up Window as shown in the above picture.

**ALERT!**

**PLEASE END THE MEETING ONCE YOU HAVE FINISHED A SESSION OTHERWISE THE ONGOING LECTURE RECORDING WILL NOT BE UPLOADED TO THE LMS.**

*(RECENTLY MANY STUDENTS HAVE COMPLAINED REGARDING SESSIONS NOT BEEN AVAILABLE ON VIRTUAL CLASSROOM RECORDINGS)*

Note – Virtual Classroom Recordings will only last for 02 days. Then they will be automatically deleted.

For further information and issues contact Mr. Ramesh 076 649 7663