VIRTUAL CLASSROOM

FOR EDUCATION SECTOR

Lecture Attendance Marking System for Virtual Lectures

- First Log in to LMS.
- Go to Services -> Attendance.
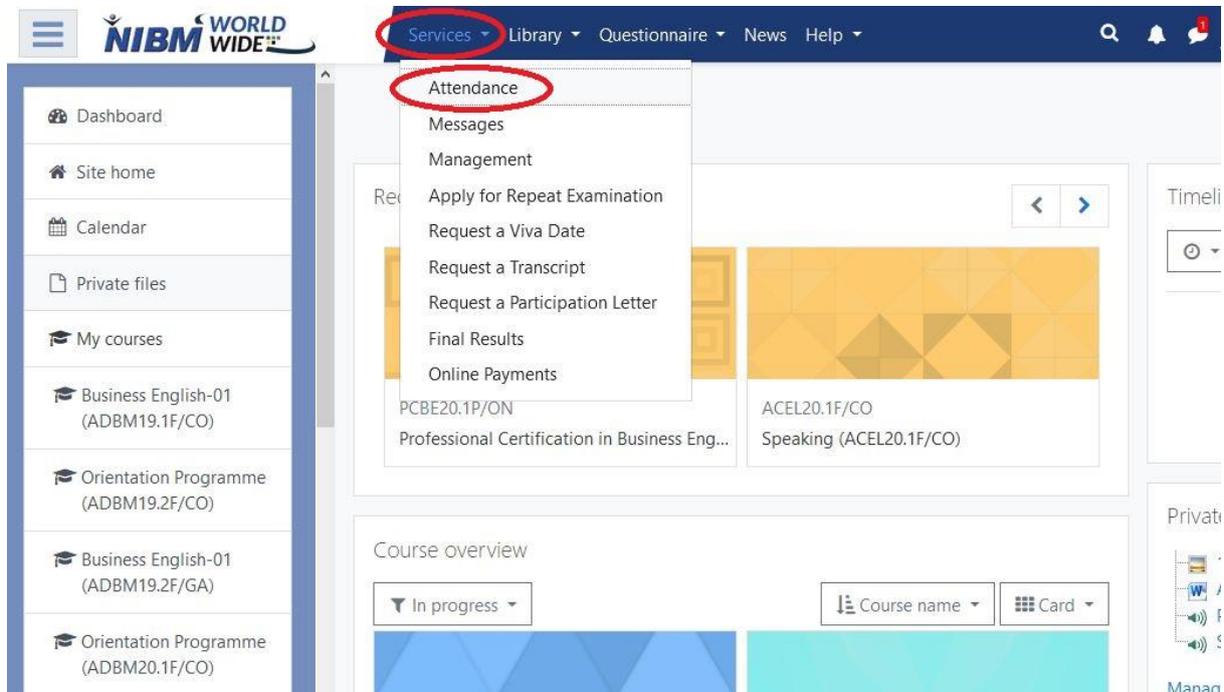
- You can see attendance report as below.
- Click the **Class** button of the corresponding **year and month** you want to mark attendance of. Here we selected August 2020.

Attendance Report

LMS Interactions

Year	Month		From	Upto	Hours	Lecture	Subject	Classes
2020	August		2020-08-01 00:00:00	2020-08-31 23:59:59	View	View	View	Class
2020	July		2020-07-01 00:00:00	2020-07-31 23:59:59	View	View	View	Class
2020	June		2020-06-01 00:00:00	2020-06-30 23:59:59	View	View	View	Class
2020	May		2020-05-01 00:00:00	2020-05-31 23:59:59	View	View	View	Class
2020	April		2020-04-01 00:00:00	2020-04-30 23:59:59	View	View	View	Class
2020	March		2020-03-01 00:00:00	2020-03-31 23:59:59	View	View	View	Class
2020	February		2020-02-01 00:00:00	2020-02-29 23:59:59	View	View	View	Class
2020	January		2020-01-01 00:00:00	2020-01-31 23:59:59	View	View	View	Class
2019	October		2019-10-01 00:00:00	2019-10-31 23:59:59	View	View	View	Class
2019	July		2019-07-01 00:00:00	2019-07-31 23:59:59	View	View	View	Class
2019	May		2019-05-01 00:00:00	2019-05-31 23:59:59	View	View	View	Class

- After clicking class button you can see the below window.
- You must select the corresponding date. Here we selected 11.

Attendance Report

Select a date to enter Data

| 2020 August | Summary | View All | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Lecturer Class Declaration for: (I000029) : 2020-08-11

#	Sessions		Batch/Subjects			
	From	Upto	1	2	3	4
1						
2						
3						
4						
5						

- Enter correct details regarding the lecture and save.

Attendance Report

Select a date to enter Data

| 2020 August | Summary | View All | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Lecturer Class Declaration for: (I000029) : 2020-08-11

Record Saved!

#	Sessions		Batch/Subjects			
	From	Upto	1	2	3	4
1	11:00 am	01:29 pm	HDSE19.1F/CO Effective			
2						
3						
4						
5						

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.

- After the session you can find the recorded video here. It will take about 4 hours for the video to appear here.

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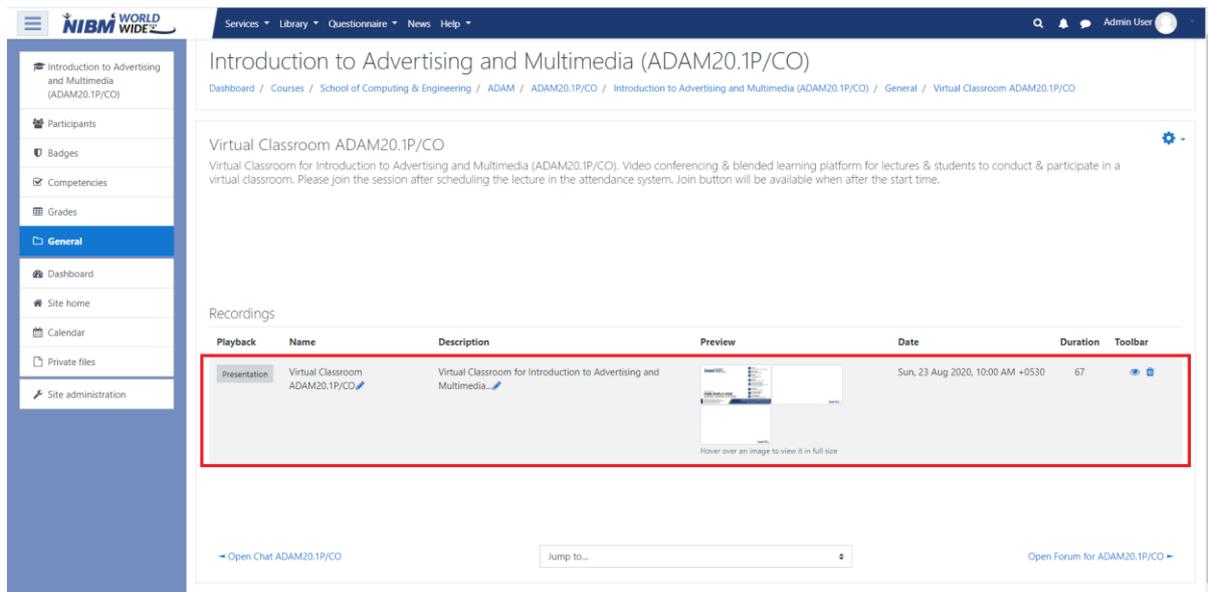
- The recording is only here for two days.
- Playback video contain everything but if the video is downloaded it does not contain shared slides or shared screens.

END THE RECORDING SESSION ONCE THE LECTURE IS FINISHED

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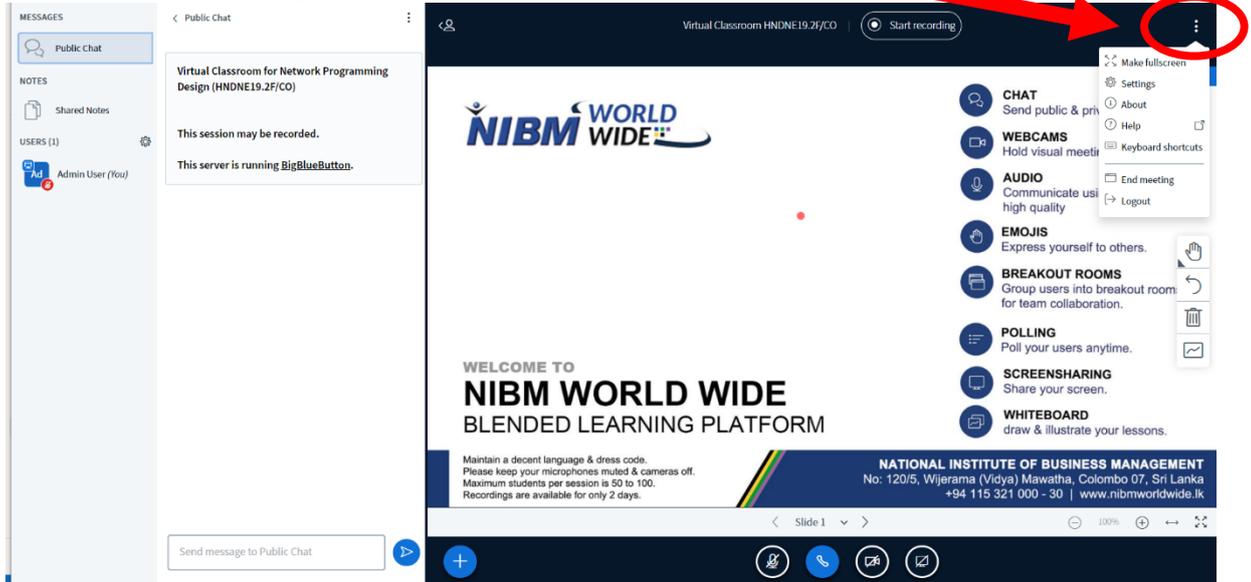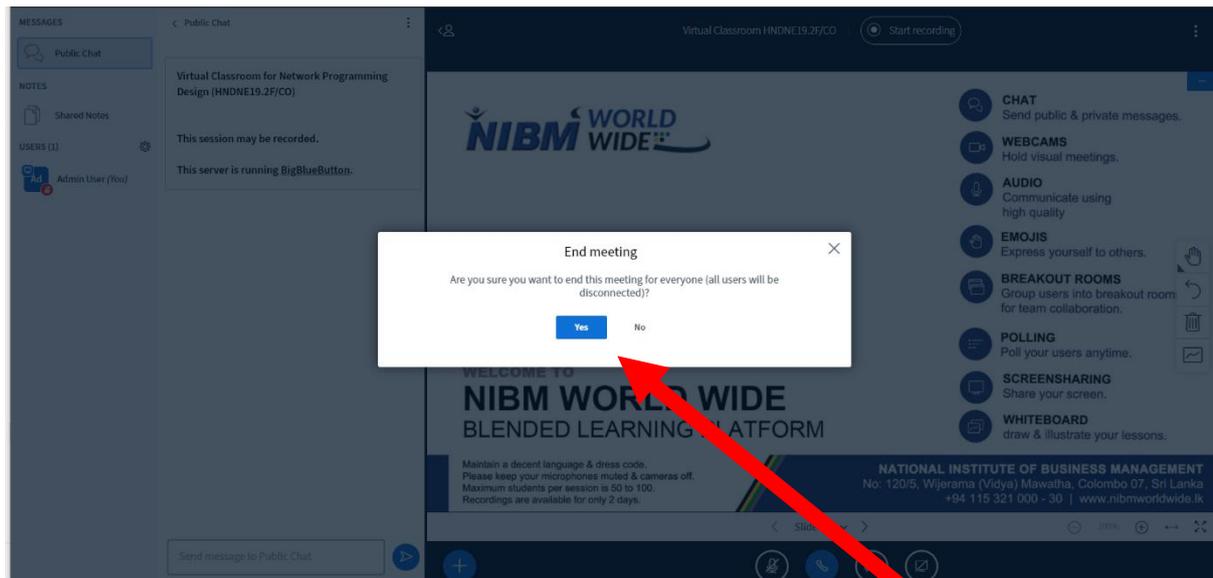
- After that Select Yes from the Pop Up Window as shown in the above picture.

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 fursther information and issues contact Mr. Ramesh 076 649 7663