# User Guide for Administrators in using Attendance@HKU

## Table of Contents

- **Overview** .................................................................................................................. 2
  - Supported venues ........................................................................................................... 2
- **Access the system** .......................................................................................................... 3
  - Staff ................................................................................................................................. 3
  - Student tutors ................................................................................................................ 3
- **Set up attendance taking** ............................................................................................. 5
  - Lecture and tutorial ....................................................................................................... 5
  - HKU event ....................................................................................................................... 5
  - Ad-hoc event .................................................................................................................. 9
  - Bulk importing events .................................................................................................. 13
- **Maintain event** .............................................................................................................. 15
  - Create ............................................................................................................................. 15
  - Update ............................................................................................................................ 16
  - Delete ............................................................................................................................. 18
  - Update attendee list ...................................................................................................... 19
- **Retrieve attendance data** ............................................................................................ 22
  - Normal version .............................................................................................................. 22
  - Full version .................................................................................................................... 23
  - Privacy Policies Compliance ......................................................................................... 26
- **Maintain access control** ............................................................................................... 27
  - Summary of access roles ............................................................................................... 27
  - Add ................................................................................................................................. 27
  - Update ............................................................................................................................ 29
  - Terminate ....................................................................................................................... 30
Overview

Attendance@HKU mobile app is for HKU students, University staff and guests to record their attendance in classes and events held in the centrally timetabled classrooms and supported departmental premises of HKU.
Classes and events can be passed from Student Information System (SIS) and HKU Event Management System (HKUEMS).
Authorized administrators can download attendance data for further analysis.

- **Supported venues**
  The list of supported centrally timetabled classrooms and departmental premises could be found at [https://ats.hku.hk/attend/admin/classrooms](https://ats.hku.hk/attend/admin/classrooms).
Access the system
The administrator’s website is available for use by department or event administrators to perform the following functions:

<table>
<thead>
<tr>
<th>Function</th>
<th>When to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain event</td>
<td>Create, update or delete an ad-hoc event for attendance taking</td>
</tr>
<tr>
<td></td>
<td>Update the venue of a class/event imported from SIS/HKUEMS</td>
</tr>
<tr>
<td>Retrieve attendance data</td>
<td>Download attendance data for analysis</td>
</tr>
<tr>
<td>Maintain access control</td>
<td>Control the list of department users who can access the classes/events and related data</td>
</tr>
</tbody>
</table>

If you would like to apply for department administrator role to manage events and access control for your department, please submit a [CF125a form](#).

- **Staff**
  1. Login HKU Portal.
  2. Go to Campus Information Services → Central IT Services, or search for ‘attendance’ in the search box.
  3. Click the link ‘Attendance@HKU (for Admin)’.

- **Student tutors**
  1. Login HKU Portal.
  2. Go to Useful Links, or search for ‘attendance’ in the search box.
3. Click the link ‘Attendance@HKU (for Tutors)’.
Set up attendance taking

- **Lecture and tutorial**
  
  To set up attendance taking for courses from SIS, please refer to the “User Guide on Course Attributes for Attendance System” here.

- **HKU event**
  
  To set up attendance taking for HKU events, you can make use of HKU Event Management System (HKUEMS).
  
  1. Create an event in HKUEMS.
  2. Under Enrollment Method on the second page,
     
     - Choose ‘Yes (by HKUEMS)’ for “Require Registration?”
     - Choose ‘Yes (Based on HKUEMS registration. No walk-in allowed)’ or ‘Yes (Walk-in allowed)’ for “Require Attendance Taking?”

You can update the event and set “Require Attendance Taking?” to ‘No’ afterwards when your event no longer require attendance taking.

3. If you would like to collect participants’ name, please use the fields “Full Name” or “Surname” and “First Name” under Enrollment Form Configuration.
4. After saving the event in HKUEMS, click the link ‘Attendance@HKU’ to go to the Administrator’s website.
The event has been updated.

Here are the URLs you can use to broadcast your event.

For HKU members (HKU Portal login is required):

For non-HKU members:

Please be reminded to update the status to "online" under the "Manage active events" page before broadcasting your event.

Attendance@HKU (please click this link to specify the event venue before you can use the Attendance@HKU app to take attendance at your event.)

FAQ for HKUTMS

Back to Main Menu

5. Specify the venue of your event, and update the check-out option if needed.
6. Click the “Save” button.
7. The event is ready for attendance taking.
Ad-hoc event
To set up attendance taking for small events such as make-up classes, you can create ad-hoc events.
1. Go to the administrator’s website.
2. Click the “+” button on the “Maintain Event” page.
3. Fill in the event details.
4. Click the “Save” button.
5. The event is ready for attendance taking.
[ISDM-IRM-AIP] AIP Workshop

*University Central*

📍 Workshop

🔗 10 FEB 2020, 18:30 - 19:30 📷 KK101
Bulk importing events
To create multiple ad-hoc events at once, you can use the bulk importing function.
1. Go to the administrator’s website.
2. Go to the “Import Event” page.
3. Click the “Download” button to download the Excel template for further data input.

4. Fill in the event details according to the instructions in the Excel template. Maximum of 200 events could be imported at a time.

5. Save the Excel template in your computer.
6. Click the “Upload” button to upload the completed Excel template.
7. The list of inputted events would be listed for confirmation. Click the “Import” button to import the events.

Step 4

**Import the events**

Import the events into the system.

- 中國法律 on 22 May 2020, 18:30 at CPD-LG.07
- 中國法律 II on 22 May 2020, 18:30 at CPD-LG.07
- 中國法律 III on 22 May 2020, 18:30 at CPD-LG.07

Revise your inputted events and repeat steps 4 to 6 if you encountered any error (e.g. incorrect venue).

8. The events are ready for attendance taking.
Maintain event

- **Create**

  1. Click the “+” button on the “Maintain Event” page.

  2. Fill in the event details.
3. Click the “Save” button.

- **Update**
  1. Click the “Update” button under the event on the “Maintain Event” page.
For lectures/tutorials imported from SIS, only the venue could be updated.
For events imported from HKUEMS, only the venue and check-out option could be updated.

2. Update event details.
3. Click the “Save” button.

Delete
1. Click the “Update” button under the event on the “Maintain Event” page.
Only future ad-hoc events could be deleted.

2. Click the “Delete” button.

- **Update attendee list**
  For ad-hoc events, you can update the event attendee list by Excel.
  1. Click the “Update” button under the event on the “Maintain Event” page.
  2. Click the “Whitelist” button.
3. Click the “Download” button to download the Excel template for further data input.

4. Fill in the registered attendees in the Excel template with one attendee per row. You can fill in the University no., staff no. or the guest’s email address.

5. Save the Excel template in your computer.
6. Click the “Upload & Import” button to upload the completed Excel template.

Upload & Import Attendee List

Uploading the attendee list Excel will import all students and staff listed as attendee and replace the current attendee list. Only the attendee listed could record their attendance for this event.

Revise your inputted attendees and repeat steps 4 to 6 if you encountered any error.

7. The registered attendee list is updated.
Retrieve attendance data

Attendance data could be downloaded in Excel format for further analysis. The data would be ready immediately after the classes/events ended. Attendance data will be kept in the system for 2 complete academic years. For lectures/tutorials imported from SIS, you can opt to download the data of one class or an entire course.

There are 2 versions of attendance data available for download:

<table>
<thead>
<tr>
<th>Details</th>
<th>Normal Version</th>
<th>Full Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Details</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Student/Staff No. (Email Address for guests)</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Attendee Name</td>
<td>Masked</td>
<td>✔️</td>
</tr>
<tr>
<td>Check-in Time</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Check-out Time</td>
<td>✔️ (if check-out is required)</td>
<td>✔️ (if check-out is required)</td>
</tr>
<tr>
<td>Email Address</td>
<td>✗</td>
<td>✔️</td>
</tr>
</tbody>
</table>

- **Normal version**
  1. Click the link “Attendance Data” in the menu on the left.
  2. Find the event which you want to retrieve the attendance data. You can also filter the events by using the search bar at the top.

- **Full version**
  1. Click the “Download” button to download the attendance data in Excel format.

Please note that data downloaded should be deleted from your storage immediately after use.

<table>
<thead>
<tr>
<th>Details</th>
<th>Normal Version</th>
<th>Full Version</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Attendee Name</td>
<td>Masked</td>
<td>✔️</td>
</tr>
<tr>
<td>Check-in Time</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Check-out Time</td>
<td>✔️ (if check-out is required)</td>
<td>✔️ (if check-out is required)</td>
</tr>
<tr>
<td>Email Address</td>
<td>✗</td>
<td>✔️</td>
</tr>
</tbody>
</table>

3. Click the “Download” button to download the attendance data in Excel format.
4. For lectures/tutorials imported from SIS, you can opt to download the data of one class by clicking the “Download” button of the respective date, or an entire course by clicking the “Download All” button.

- **Full version**
  1. Click the link “Attendance Data” in the menu on the left.
  2. Find the event which you want to retrieve the attendance data. You can also filter the events by using the search bar at the top.
3. Click the “Download (Full Version)” button.

4. For lectures/tutorials imported from SIS, you can opt to download the data of one class by clicking the “Download (Full Version)” button of the respective date, or an entire course by clicking the “Download All (Full Version)” button.
5. Enter the encryption password and click the “OK” button to download the attendance data in Excel format.

The password should be complied to HKU's password policy: with at least one letter (a-z, A-Z), one digit (0-9) and must be of 10 – 18 characters long.

6. Enter the encryption password set in step 5 to open the Excel file.

If you forgot the encryption password, you can download the attendance data
again by setting another one.

- **Privacy Policies Compliance**
  Departments, event owners and authorized users of Attendance@HKU should comply with the ITS’s [Personal Information Collection Statement](#) and [Data Privacy Policy](#), and in particular:
  - It is prohibited to transfer the downloaded data to unauthorized parties.
  - Data downloaded should be for attendance related purposes only.
  - Data downloaded should be deleted from your storage immediately after use.
Maintain access control

Available actions in Attendance@HKU are controlled by access roles. There are 2 types of roles:

1. Roles granted on department basis
Department administrator has the right to grant and revoke these roles to users to access events and attendance data under the department concerned.

2. Roles granted on event basis
These are defined in and passed from SIS and HKUEMS, e.g. class instructors of a SIS course or event owners in HKUEMS will automatically possess these roles under Attendance@HKU.

● Summary of access roles

The following table summarizes the access roles under Attendance@HKU:

<table>
<thead>
<tr>
<th>Rights Granted According To</th>
<th>Role</th>
<th>Authorized Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Department Administrator (to be applied via CF125a form and endorsed by HoD)</td>
<td>Under his/her authorized department:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• create/import/update/delete event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• retrieve attendance data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• add/update/remove “Department Manager” and “Department Coordinator”</td>
</tr>
<tr>
<td></td>
<td>Department Manager</td>
<td>Under his/her authorized department:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• create/import/update/delete event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• retrieve attendance data</td>
</tr>
<tr>
<td></td>
<td>Department Coordinator</td>
<td>Under his/her authorized department:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• retrieve attendance data</td>
</tr>
<tr>
<td>Event</td>
<td>Event Manager (Event Owner in HKUEMS)</td>
<td>For his/her authorized events:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• update/delete events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• retrieve attendance data</td>
</tr>
<tr>
<td></td>
<td>Event Coordinator</td>
<td>For his/her authorized events:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• retrieve attendance data</td>
</tr>
</tbody>
</table>

● Add

1. Click the link “Access Control” in the menu on the left.
2. Click the “+” button.
3. Choose the user concerned under your department and select the role to be granted.
For Faculty Office, you can turn on the “Include Child Departments” option. The role granted would be applied to all departments under the Faculty.

4. Set the start date and end date (inclusive) for the role.
5. Click the “Save” button.

- **Update**
  1. Click the link “Access Control” in the menu on the left.
  2. Click the “Update” button under the user. You can also filter the users by using the search bar at the top.
3. Update access right details.

Access Control

Update User

- Staff
  - #SN 104579 - Ng Nap Kan
- Role
  - Department Coordinator
- Start Date
  - February 10, 2020
- End Date
  - February 09, 2021
- Remarks
  - valid for 1 year

4. Click the “Save” button.

- Terminate
  1. Click the link “Access Control” in the menu on the left.
2. Click the “Update” button under the user. You can also filter the users by using the search bar at the top.

Department Administrators could not be terminated, please submit a CF125a form to revoke it.

3. Click the “Terminate” button.
<table>
<thead>
<tr>
<th>Staff</th>
<th>#SN 104579 - Ng Nap Kan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>Department Coordinator</td>
</tr>
<tr>
<td>Start Date</td>
<td>February 10, 2020</td>
</tr>
<tr>
<td>End Date</td>
<td>February 09, 2021</td>
</tr>
<tr>
<td>Remarks</td>
<td>valid for 1 year</td>
</tr>
</tbody>
</table>

**Buttons:**
- **SAVE**
- **TERMINATE**
- **RESET**