

User Guide for Administrators in using Attendance@HKU

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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>.

Access the system

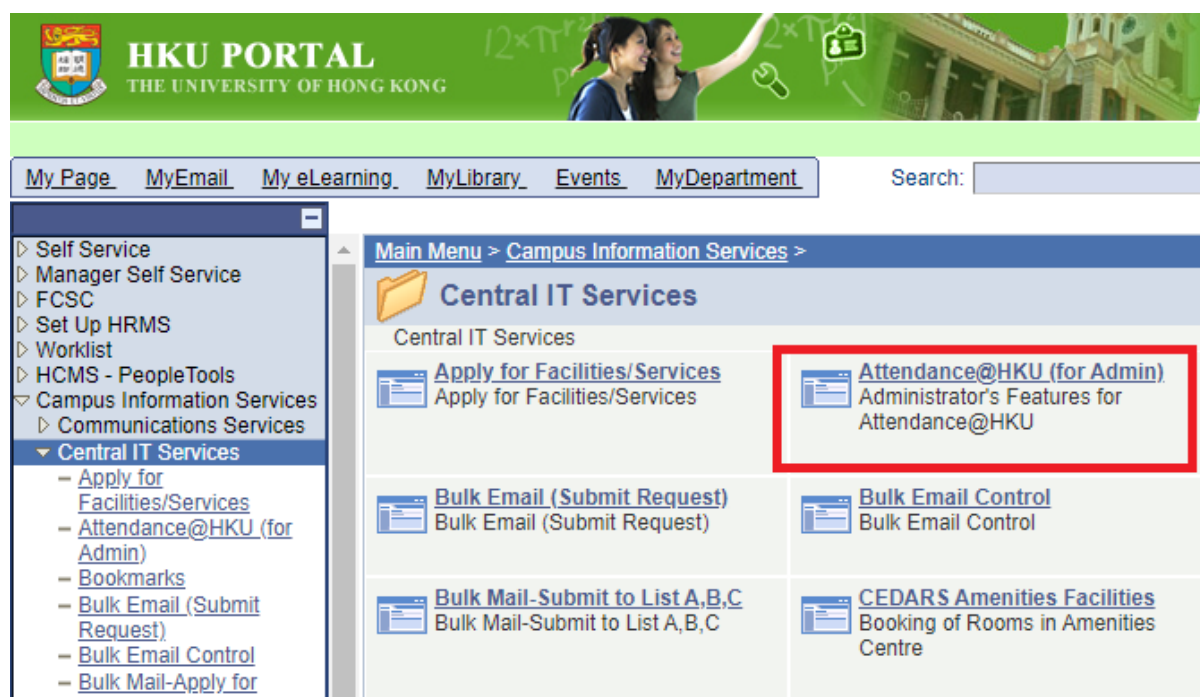
The administrator's website is available for use by department or event administrators to perform the following functions:

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

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.

The screenshot displays the HKU Portal interface. At the top, the HKU logo and 'HKU PORTAL THE UNIVERSITY OF HONG KONG' are visible. Below this is a navigation bar with links for 'My Page', 'MyEmail', 'My eLearning', 'MyLibrary', 'Events', and 'MyFaculty', along with a search box. A left-hand menu is expanded to show 'SIS Menu' with sub-categories like 'Self Services' and 'Enrollment'. The 'Main Menu' section on the right features a 'Useful Links' folder containing two items: 'FOSS Examination Results' and 'Attendance@HKU (for Tutors)'. The latter link is highlighted with a red rectangular border and includes the text 'Attendance@HKU Features for Course Tutors'.

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 Enrolment 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 Enrolment Form Configuration.

Daily Events	Weekly Events	Monthly Events	Search Events	Preference	Manager
--------------	---------------	----------------	---------------	------------	---------

Event Management > Create New Event : Single

Event Details > Enrollment Method > Enrolment Form > Submit

Heading in Registration Form:

Fields marked with "" are compulsory*

:: Enrolment Form Configuration ::

en	Caption (≤100 characters)	Field Type#	Default Value	*
<input checked="" type="checkbox"/>	Salutation	Radio button	Mr.; Ms.; Mrs.; Prof.; Dr.	
<input checked="" type="checkbox"/>	Full Name	Staff/Student Name		
<input type="checkbox"/>	Staff/Student No.	Staff/Student No.		
<input checked="" type="checkbox"/>	Email	Text box		

Broadcast your content o

Daily Events	Weekly Events	Monthly Events	Search Events	Preference	Manager
--------------	---------------	----------------	---------------	------------	---------

Event Management > Create New Event : Single

Event Details > Enrollment Method > Enrolment Form > Submit

Heading in Registration Form:

Fields marked with "" are compulsory*

:: Enrolment Form Configuration ::

en	Caption (≤100 characters)	Field Type#	Default Value	*
<input checked="" type="checkbox"/>	Salutation	Radio button	Mr.; Ms.; Mrs.; Prof.; Dr.	
<input checked="" type="checkbox"/>	Surname	Text box		
<input checked="" type="checkbox"/>	First Name	Text box		
<input checked="" type="checkbox"/>	Email	Text box		

Broadcast your content o

- 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):

https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?ueid=99999

For non-HKU members:

https://hkuems1.hku.hk/hkuems/ec_hdetail.aspx?guest=Y&ueid=99999


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 HKUEMS](#)


[Back to Main Menu](#)


5. Specify the venue of your event, and update the check-out option if needed.


 **Maintain Event**


 Department
Information Technology Services


 Venue


 Start Time
February 10, 2020 19:00


 End Time
February 10, 2020 20:00

 Require Attendance Taking

 Require Check-out

 Early Check-in Time
February 10, 2020 18:50

 Late Check-out Time
February 10, 2020 20:00

 **SAVE**



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.

 **Maintain Event** 


Attendance@HKU Briefing Session
Information Technology Services
📍 Admission Talk/Career Talk/Info Session
🕒 10 FEB 2020, 19:00 - 20:00 📍 CPD-2.14


 UPDATE

LLAW3105-1A(002)
Land Law III
Prof. Chan @ Department of Law
📍 Ceremony/Media Event/Press Conference
🕒 23 NOV 2020, 18:30 - 19:30 📍 CPD-3.28


 UPDATE

LLAW3105-1A(002)
Land Law III
Prof. Chan @ Department of Law
📍 Ceremony/Media Event/Press Conference
🕒 23 NOV 2020, 18:30 - 19:30 📍 CPD-3.28


 UPDATE






3. Fill in the event details.


 **Maintain Event**



Create New Event



 Header (optional)



 Name
[ISDM-IRM-AIP] AIP Workshop 


 Description (optional)

 Speaker (optional)

 Event Type
Workshop 

 Department
University Central 

 Venue
KK101 

 Start Time
February 10, 2020 18:30

4. Click the “Save” button.
5. The event is ready for attendance taking.



Maintain Event



[ISDM-IRM-AIP] AIP Workshop

University Central

↑ Workshop

🕒 10 FEB 2020, 18:30 - 19:30 📍 KK101

 UPDATE

- **Bulk importing events**

To create multiple ad-hoc events at once, you can use the bulk importing function.

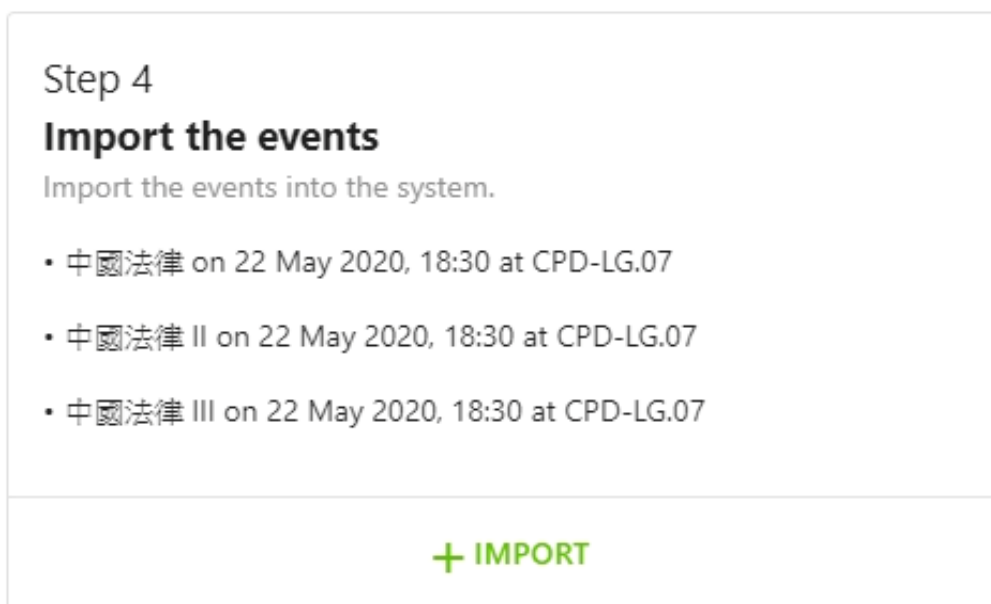
1. Go to the administrator’s website.
2. Go to the “Import Event” page.
3. Click the “Download” button to download the Excel template for further data input.

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

	A	B	C
1	Attendance@HKU Events Import Template		
2	Event #	Event Header	Event Name
3		optional, 20 chars	50 chars
4	<i>Sample</i>	<i>ECON1210-1A(005)</i>	<i>Introductory microeconomics</i>
5	1	<input type="text"/>	
6	2		
7	3		
8	4		

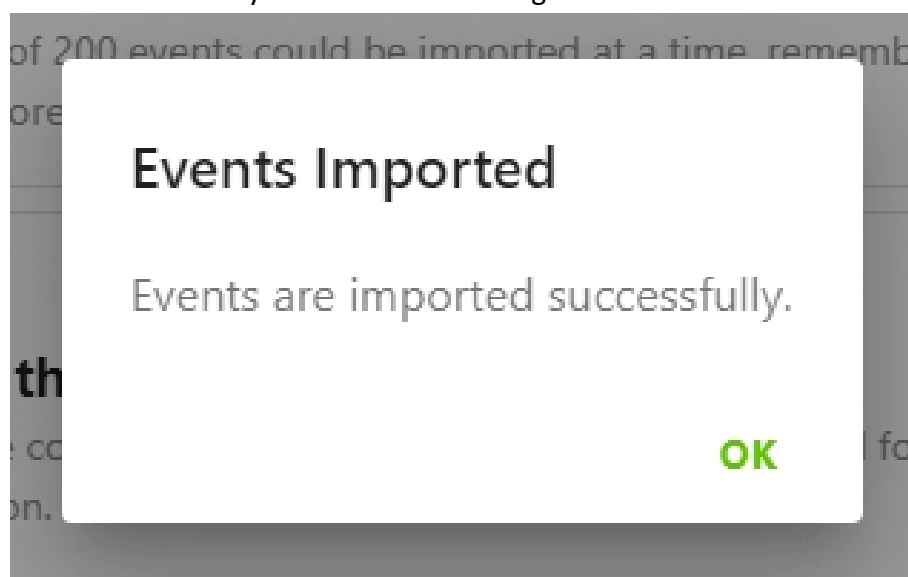
5. Save the Excel template in your computer.
6. Click the “Upload” button to upload the completed Excel template.

7. The list of inputted events would be listed for confirmation. Click the “Import” button to import the events.



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

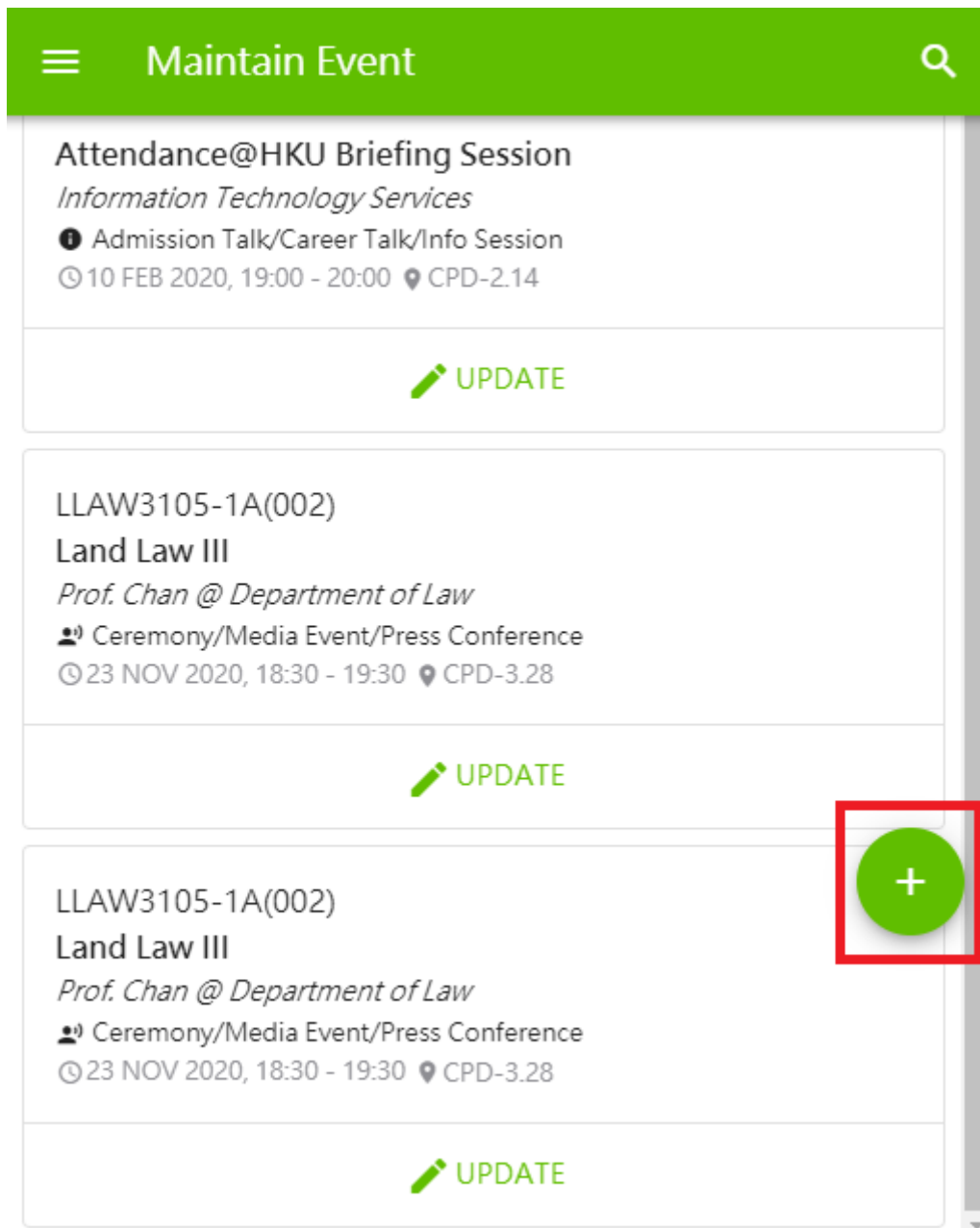
8. The events are ready for attendance taking.



Maintain event

- **Create**


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




The screenshot shows the 'Maintain Event' interface. At the top, there is a green header bar with a menu icon on the left, the text 'Maintain Event' in the center, and a search icon on the right. Below the header, there is a list of three event entries. Each entry contains the following information: the event title, the department or service, the event type (indicated by an icon), the date and time, and the CPD points. Below each entry is a green 'UPDATE' button with a pencil icon. On the right side of the list, there is a green circular button with a white plus sign, which is highlighted with a red square. This button is used to create a new event.



Event Title	Department/Service	Event Type	Date/Time	CPD Points	Action
Attendance@HKU Briefing Session	Information Technology Services	Admission Talk/Career Talk/Info Session	10 FEB 2020, 19:00 - 20:00	CPD-2.14	UPDATE
LLAW3105-1A(002) Land Law III	Prof. Chan @ Department of Law	Ceremony/Media Event/Press Conference	23 NOV 2020, 18:30 - 19:30	CPD-3.28	UPDATE
LLAW3105-1A(002) Land Law III	Prof. Chan @ Department of Law	Ceremony/Media Event/Press Conference	23 NOV 2020, 18:30 - 19:30	CPD-3.28	UPDATE


2. Fill in the event details.


 **Maintain Event**



Create New Event



 Header (optional)



 Name
[ISDM-IRM-AIP] AIP Workshop 


 Description (optional)

 Speaker (optional)

 Event Type
Workshop 

 Department
University Central 

 Venue
KK101 

 Start Time
February 10, 2020 18:30

3. Click the “Save” button.

● **Update**

1. Click the “Update” button under the event on the “Maintain Event” page.

The screenshot shows a mobile application interface for event management. At the top, there is a green header bar with a white hamburger menu icon on the left, the text 'Maintain Event' in the center, and a white magnifying glass icon on the right. Below the header, the event details are displayed in a white box with a thin grey border. The details include the event title '[ISDM-IRM-AIP] AIP Workshop', the venue 'University Central', the event type 'Workshop' (indicated by a small icon), and the date and time '10 FEB 2020, 18:30 - 19:30' along with the location 'KK101'. At the bottom of this box, there is a red-bordered button with a green pencil icon and the text 'UPDATE'.

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.

☰ Maintain Event

Update Event

Header (optional)

Name
[ISDM-IRM-AIP] AIP Workshop

Description (optional)


Speaker (optional)

Event Type
Workshop >

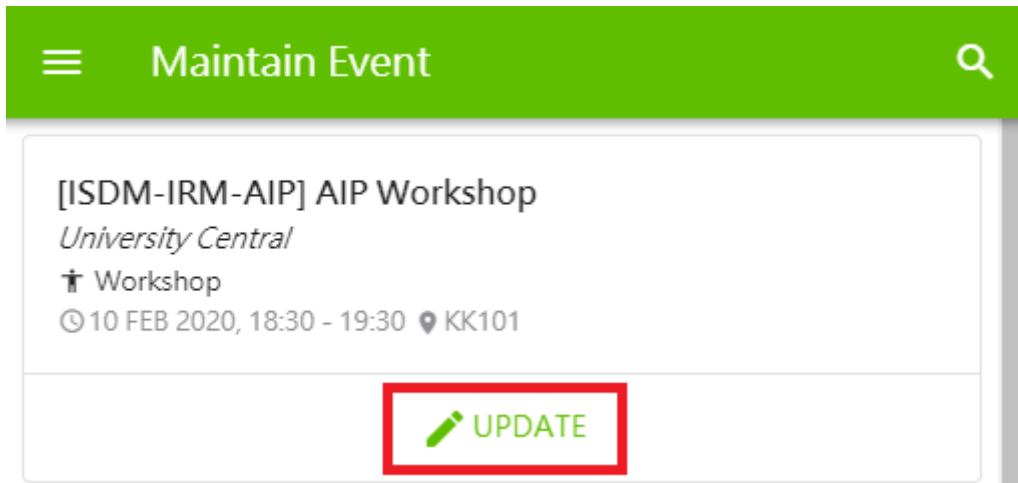
Department
University Central >

Venue
KK101

Start Time
February 10, 2020 18:30

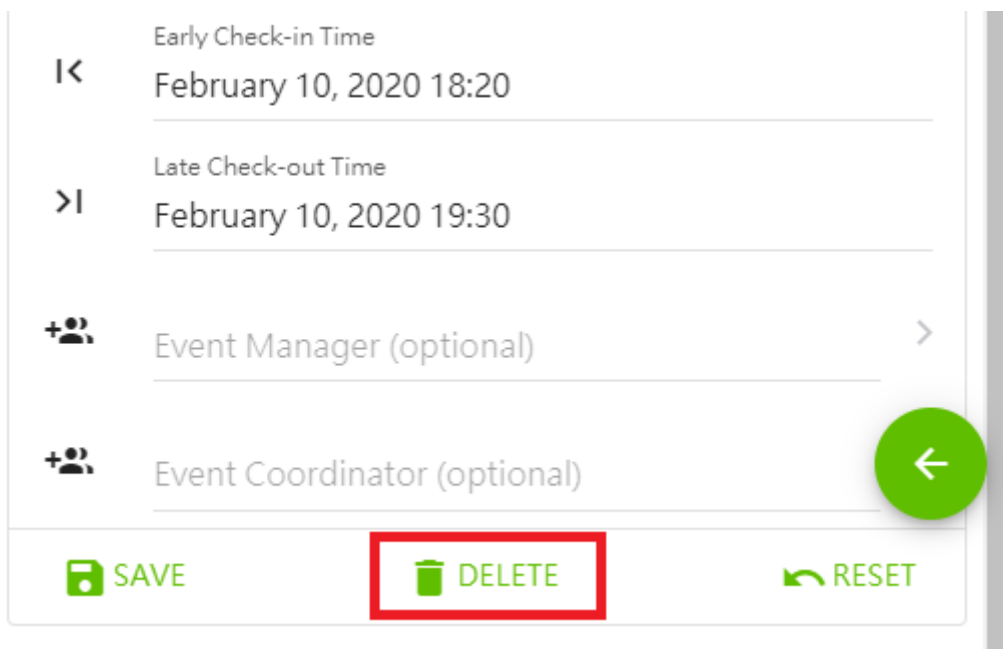


3. Click the "Save" button.
- **Delete**
 1. Click the "Update" button under the event on the "Maintain Event" page.



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.

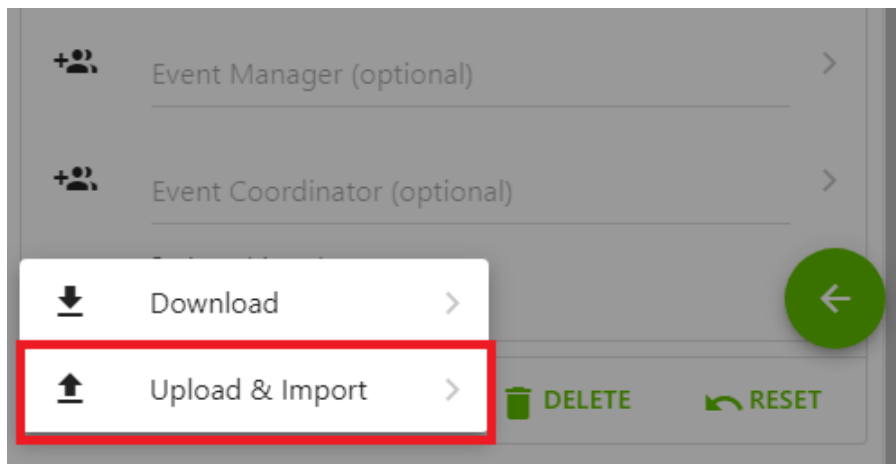
3. Click the “Download” button to download the Excel template for further data input.

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.

	1	2	3	4
1	Registered Attendee List for [ISDM-IRI			
2	U No./Staff No./Guest email address			
3	12345			
4	2020123456			
5	attendance@email.com			
6				

5. Save the Excel template in your computer.

6. Click the “Upload & Import” button to upload the completed Excel template.



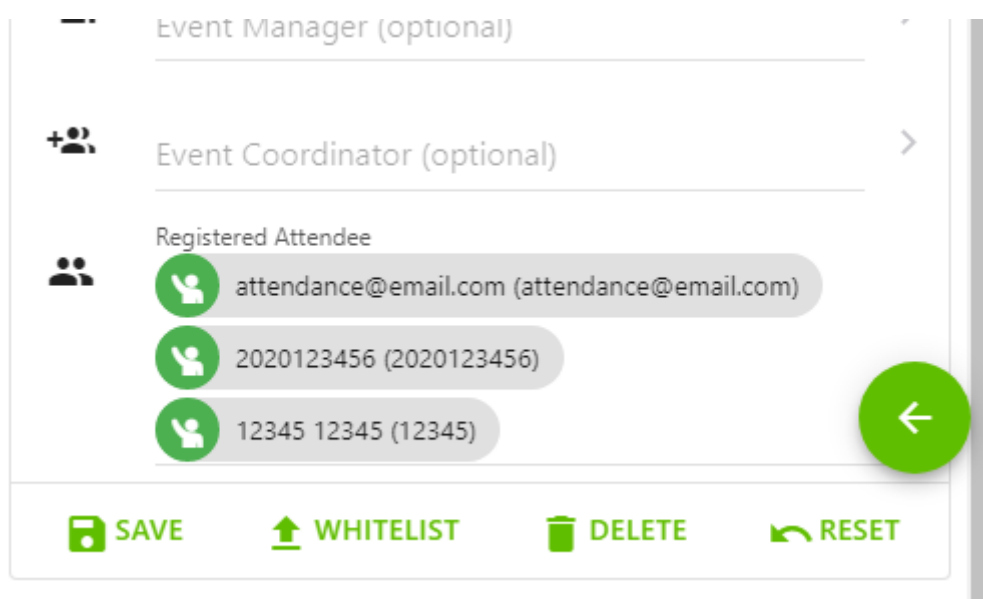
Upload & Import Attendee List

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:

Details	Normal Version	Full Version
Event Details	✓	✓
Student/Staff No. (Email Address for guests)	✓	✓
Attendee Name	Masked	✓
Check-in Time	✓	✓
Check-out Time	✓ (if check-out is required)	✓ (if check-out is required)
Email Address	✗	✓

● 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.

← llaw1013 ×

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

LLAW1013-1A(030)
LLAW1013 Tutorial
Department of Law
📌 Tutorial

🕒 31 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 2	DOWNLOAD (FULL VERSION) 2
🕒 27 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 5	DOWNLOAD (FULL VERSION) 5

[↓ DOWNLOAD ALL](#) [↓ DOWNLOAD ALL \(FULL VERSION\)](#)

3. Click the “[Download](#)” button to download the attendance data in Excel format.

← llaw1013 ×

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

LLAW1013-1A(030)
LLAW1013 Tutorial
Department of Law
Tutorial

⌚ 31 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 2	DOWNLOAD (FULL VERSION) 2
⌚ 27 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 5	DOWNLOAD (FULL VERSION) 5
↓ DOWNLOAD ALL		↓ DOWNLOAD ALL (FULL VERSION)

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.

← llaw1013 ×

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

LLAW1013-1A(030)
LLAW1013 Tutorial
Department of Law
Tutorial

⌚ 31 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 2	DOWNLOAD (FULL VERSION) 2
⌚ 27 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 5	DOWNLOAD (FULL VERSION) 5
↓ DOWNLOAD ALL		↓ DOWNLOAD ALL (FULL VERSION)

● **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.

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

LLAW1013-1A(030)
LLAW1013 Tutorial
Department of Law
Tutorial

🕒 31 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 2	DOWNLOAD (FULL VERSION) 2
🕒 27 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 5	DOWNLOAD (FULL VERSION) 5
↓ DOWNLOAD ALL		↓ DOWNLOAD ALL (FULL VERSION)

3. Click the “Download (Full Version)” button.

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

LLAW1013-1A(030)
LLAW1013 Tutorial
Department of Law
Tutorial

🕒 31 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 2	DOWNLOAD (FULL VERSION) 2
🕒 27 JUL 2018, 13:00 - 18:00 📍 CPD-2.19	DOWNLOAD 5	DOWNLOAD (FULL VERSION) 5
↓ DOWNLOAD ALL		↓ DOWNLOAD ALL (FULL VERSION)

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.

← llaw1013 ×

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

LLAW1013-1A(030)
LLAW1013 Tutorial
Department of Law
Tutorial

© 31 JUL 2018, 13:00 - 18:00 CPD-2.19	DOWNLOAD 2	DOWNLOAD (FULL VERSION) 2
© 27 JUL 2018, 13:00 - 18:00 CPD-2.19	DOWNLOAD 5	DOWNLOAD (FULL VERSION) 5
↓ DOWNLOAD ALL		↓ DOWNLOAD ALL (FULL VERSION)

5. Enter the encryption password and click the “OK” button to download the attendance data in Excel format.

Notes:

1. It is prohibited to transfer the downloaded data to unauthorized parties.
2. Data downloaded should be for attendance related purposes only.
3. Data downloaded should be deleted from your storage immediately after use.

Please specify an encryption password for the file

.....

CANCEL OK

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**:


Rights Granted According To	Role	Authorized Actions
Department	Department Administrator (to be applied via CF125a form and endorsed by HoD)	Under his/her authorized department: <ul style="list-style-type: none">• create/import/update/delete event• retrieve attendance data• add/update/remove “<u>Department Manager</u>” and “<u>Department Coordinator</u>”
	Department Manager	Under his/her authorized department: <ul style="list-style-type: none">• create/import/update/delete event• retrieve attendance data
	Department Coordinator	Under his/her authorized department: <ul style="list-style-type: none">• retrieve attendance data
Event	Event Manager (Event Owner in HKUEMS)	For his/her authorized events: <ul style="list-style-type: none">• update/delete events• retrieve attendance data
	Event Coordinator	For his/her authorized events: <ul style="list-style-type: none">• retrieve attendance data



● Add


1. Click the link “[Access Control](#)” in the menu on the left.
2. Click the “+” button.



☰ Access Control 🔍


 SN#78718
Fung Kai Chew
Information Technology Services
Department Administrator
👁️ 1 Jul 2018
🗑️ Nil
 Active

 LOCKED

 SN#77770
Fung Nap On
Information Technology Services
Department Administrator
👁️ 16 Oct 2019
🗑️ Nil
 Active

 LOCKED

 SN#86728
Fung Wai Chew
Information Technology Services

3. Choose the user concerned under your department and select the role to be granted.



Add User

	Staff #SN 104579 - Ng Nap Kan	>
	Role Department Coordinator	>
	Start Date February 10, 2020	
	End Date February 09, 2021	
	Remarks (optional)	

SAVE

RESET






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.


 SN#104579
Ng Nap Kan
Information Technology Services
Department Coordinator
👁️ 10 Feb 2020
🗑️ 9 Feb 2021
 Active


 UPDATE


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

 SAVE  TERMINATE  RESET




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

← nap kan ×

 SN#104579
Ng Nap Kan
Information Technology Services
Department Coordinator

 10 Feb 2020
 9 Feb 2021

 Active

 UPDATE

Department Administrators could not be terminated, please submit a [CF125a form](#) to revoke it.

3. Click the “Terminate” button.



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



SAVE



TERMINATE



RESET

