

Late Attendance – How-to-guide

Camu Digital Campus

<http://www.camudigitalcampus.com/>

Enhanced Attendance Module

Camu's attendance module makes it easy to note down attendance and send in the notification to parents.

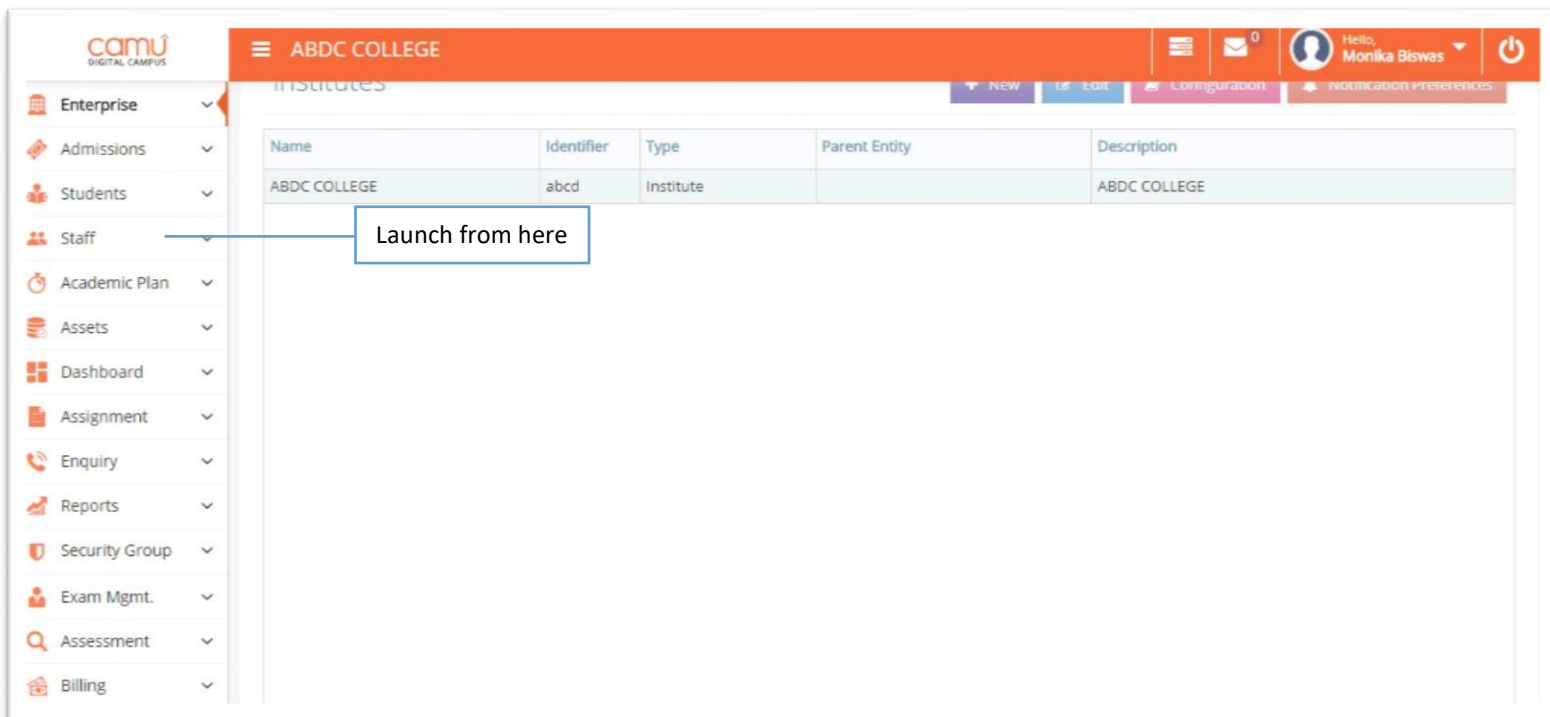
You can now **Record Late** attendance in both camu web & staff mobile app.

By using the Camu staff app you can,

1. Record present/absent attendance status on both web and mobile app.
2. Enable late attendance and record with time.
3. Once saved & finalized SMS message is sent for the day to parents for absent/late attendance (only for current day)

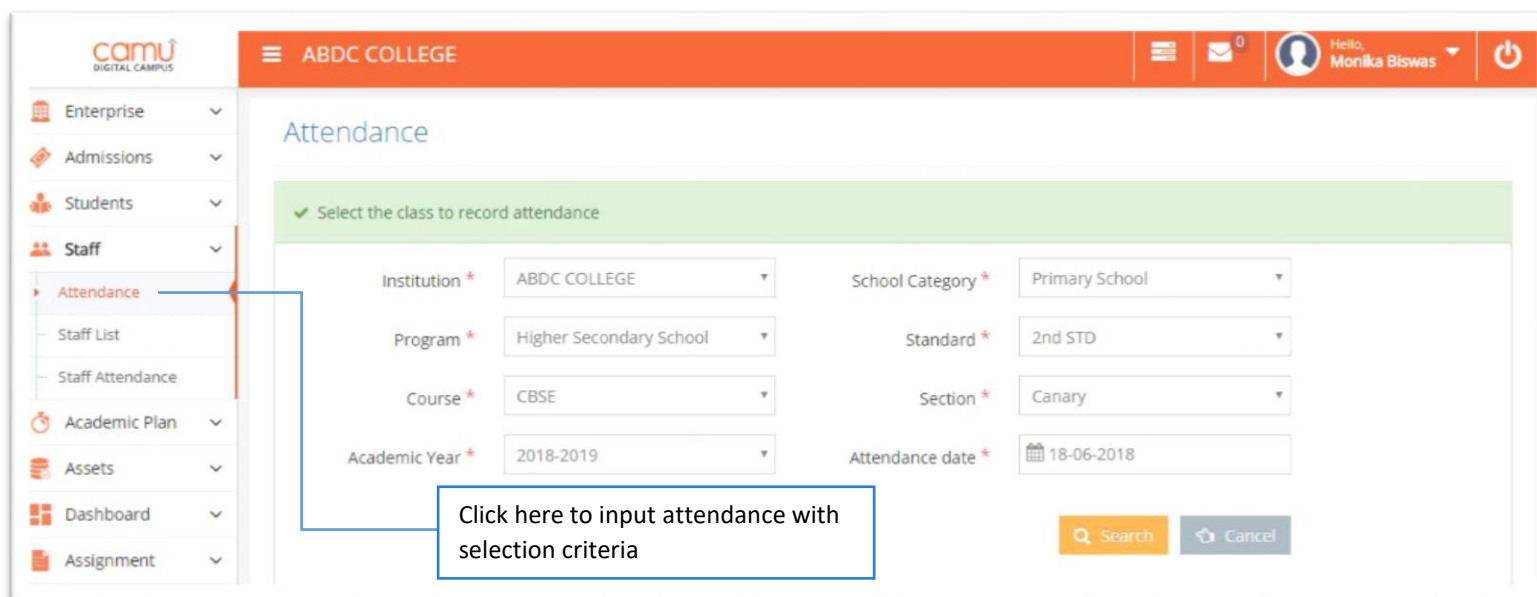
Read the next sections to learn how to use the above features.

How to access the Camu Attendance module for late attendance in web?



The screenshot shows the Camu Digital Campus interface for 'ABDC COLLEGE'. The left sidebar contains a menu with items: Enterprise, Admissions, Students, Staff, Academic Plan, Assets, Dashboard, Assignment, Enquiry, Reports, Security Group, Exam Mgmt., Assessment, and Billing. The 'Staff' item is highlighted with a blue box and a callout that says 'Launch from here'. The main content area displays a table titled 'Institutes' with the following data:

Name	Identifier	Type	Parent Entity	Description
ABDC COLLEGE	abcd	Institute		ABDC COLLEGE



The screenshot shows the Camu Digital Campus interface for 'ABDC COLLEGE' with the 'Attendance' module selected. The left sidebar menu is expanded, and the 'Attendance' item is highlighted with a blue box and a callout that says 'Click here to input attendance with selection criteria'. The main content area displays the 'Attendance' form with the following fields:

- Institution *: ABDC COLLEGE
- Program *: Higher Secondary School
- Course *: CBSE
- Academic Year *: 2018-2019
- School Category *: Primary School
- Standard *: 2nd STD
- Section *: Canary
- Attendance date *: 18-06-2018

At the bottom right of the form, there are 'Search' and 'Cancel' buttons.

Enable the option

ABDC COLLEGE

Select the class to record attendance (Primary School, Canary, 18-Jun-2018)

Attendance not yet recorded | 25/25 | 100% attendance | 18-Jun-2018 | Day Attendance | Search student

Late Attendance **YES**

Khushboo Sirohi . 2548 Present Late	Satvik Das . 2663 Present Late	Priyanshi . 2674 Present Late	Aanya Bahl . 2715 Present Late	Jatin Sehgal . 2759 Present Late	Garv Jindal . 2815 Present Late
Pulkit Nagar . 2953 Present Late	Ananya Aggarwal 3245 Present Late	Nirbhay . 3246 Present Late	Aashman . 3249 Present Late	Aadit Kaira . 3250 Present Late	Chetna Singh . 3268 Present Late
Ansh Solanki . 3275 Present Late	Namrata Kumari . 3277 Present Late	Sparsh Jain . 3359 Present Late	Aarna Aggarwal . 3667 Present Late	Ridhaan Joshi . 3684 Present Late	Archit Bansal . 3708 Present Late
Mahika Tomar . 3712 Present Late	Kushagra Rai . 3713 Present Late	Geet Malhotra . 3723 Present Late	Zainab . 3832 Present Late	Dhavanesh . 3889 Present Late	Lakshay Pyara . 3992 Present Late
Kavya Nagar . 4064 Present Late					

Cancel Save Attendance Save & Finalize Delete Attendance Download Unrecorded Attendance For Day Attendance

Late Attendance

InTime 9:45

SAVE CANCEL

Enter entry (late) time and save

Late attendance timing after saving

Recorded on 18-Jun-2018 1:00PM | 24/25 | 96% attendance | 18-Jun-2018 | Day Attendance | Search student

Late Attendance ☐ NO

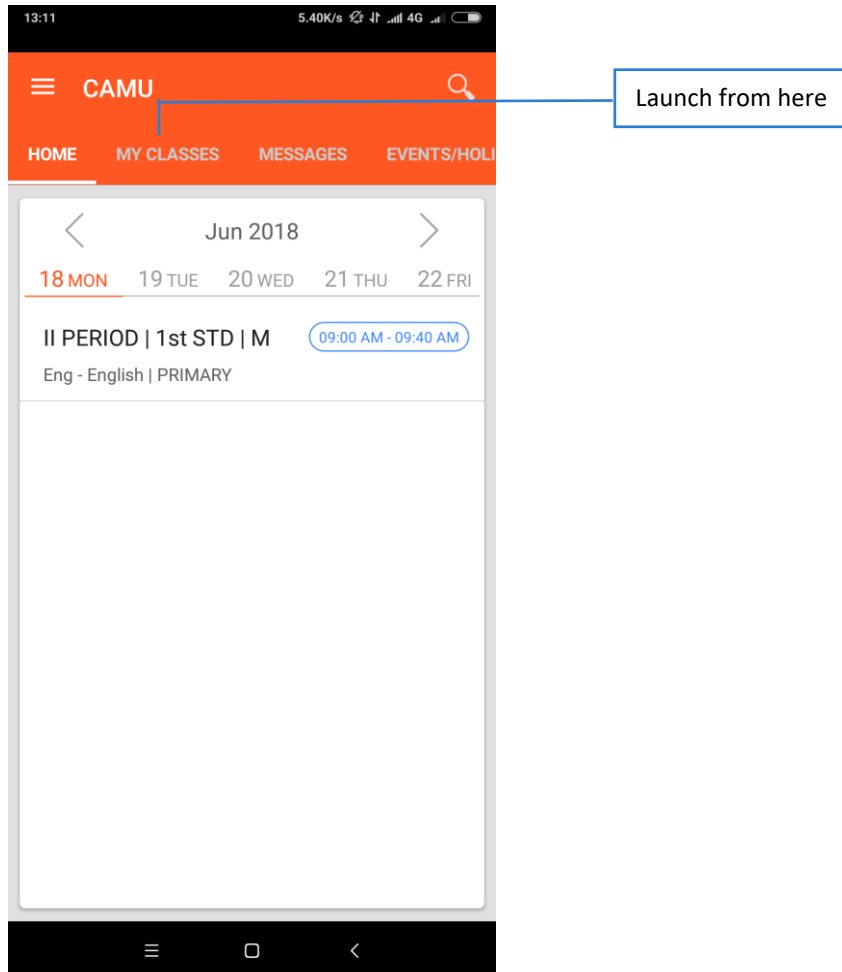
<div> <div></div> <div>Khushboo Sirohi . 2548</div> <div>Present 9:45 AM</div> </div>	<div> <div></div> <div>Satvik Das . 2663</div> <div>Present</div> </div>	<div> <div></div> <div>Priyanshi . 2674</div> <div>Present</div> </div>	<div> <div></div> <div>Aanya Bahl . 2715</div> <div>Present</div> </div>	<div> <div></div> <div>Jatin Sehgal . 2759</div> <div>Present</div> </div>	<div> <div></div> <div>Garv Jindal . 2815</div> <div>Present</div> </div>
<div> <div></div> <div>Pulkit Nagar . 2953</div> <div>Present</div> </div>	<div> <div></div> <div>Ananya Aggarwal 3245</div> <div>Absent</div> </div>	<div> <div></div> <div>Nirbhay . 3246</div> <div>Present</div> </div>	<div> <div></div> <div>Aashman . 3249</div> <div>Present</div> </div>	<div> <div></div> <div>Aadit Kalra . 3250</div> <div>Present</div> </div>	<div> <div></div> <div>Chetna Singh . 3268</div> <div>Present</div> </div>
<div> <div></div> <div>Ansh Solanki . 3275</div> <div>Present</div> </div>	<div> <div></div> <div>Namrata Kumari . 3277</div> <div>Present</div> </div>	<div> <div></div> <div>Sparsh Jain . 3359</div> <div>Present</div> </div>	<div> <div></div> <div>Aarna Aggarwal . 3667</div> <div>Present</div> </div>	<div> <div></div> <div>Ridhaan Joshi . 3684</div> <div>Present</div> </div>	<div> <div></div> <div>Archit Bansal . 3708</div> <div>Present</div> </div>
<div> <div></div> <div>Mahika Tomar . 3712</div> <div>Present</div> </div>	<div> <div></div> <div>Kushagra Rai . 3713</div> <div>Present</div> </div>	<div> <div></div> <div>Geet Malhotra . 3723</div> <div>Present</div> </div>	<div> <div></div> <div>Zainab . 3832</div> <div>Present</div> </div>	<div> <div></div> <div>Dhavanesh . 3889</div> <div>Present</div> </div>	<div> <div></div> <div>Lakshay Pyara . 3992</div> <div>Present</div> </div>
<div> <div></div> <div>Kavya Nagar . 4064</div> <div>Present</div> </div>					

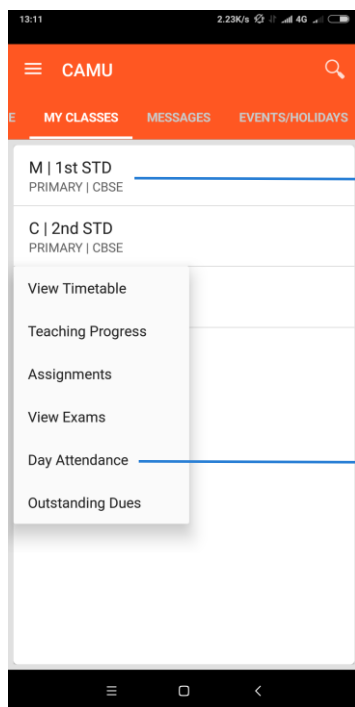
Cancel | Save Attendance | Save & Finalize | Delete Attendance

Download Unrecorded Attendance For Day Attendance

Once save & finalize the late attendance/absent SMS message will be sent to parents.

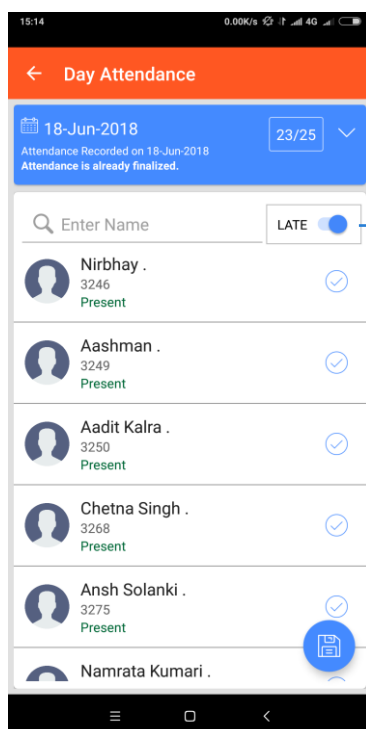
How to access the Camu Attendance module for late attendance in mobile app?



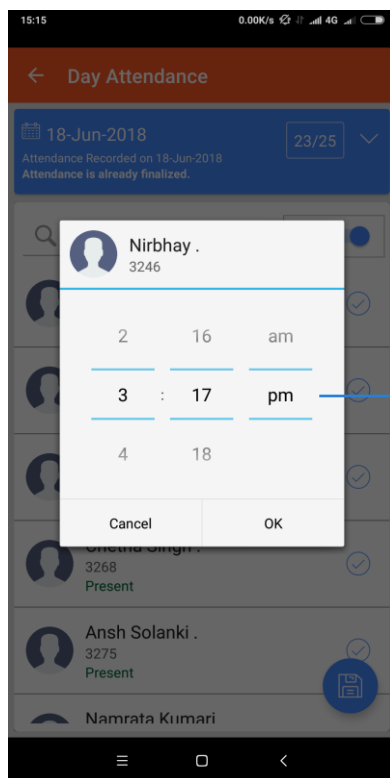


List of all the classes for the staff will be displayed.
Tap on specific class to enter attendance.

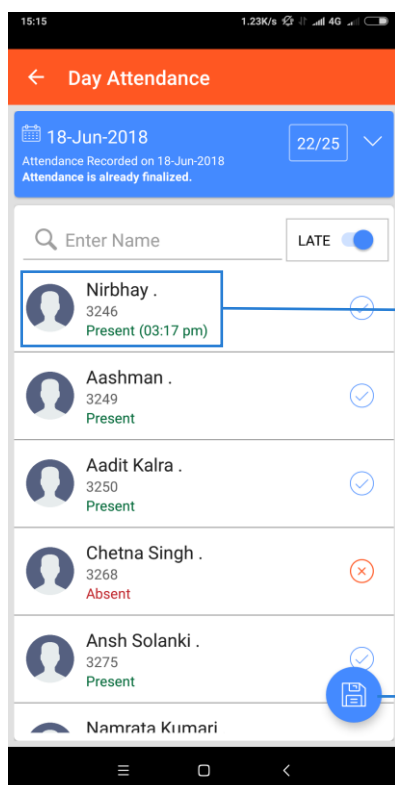
Tap on Day attendance



Enable LATE option to enter timing

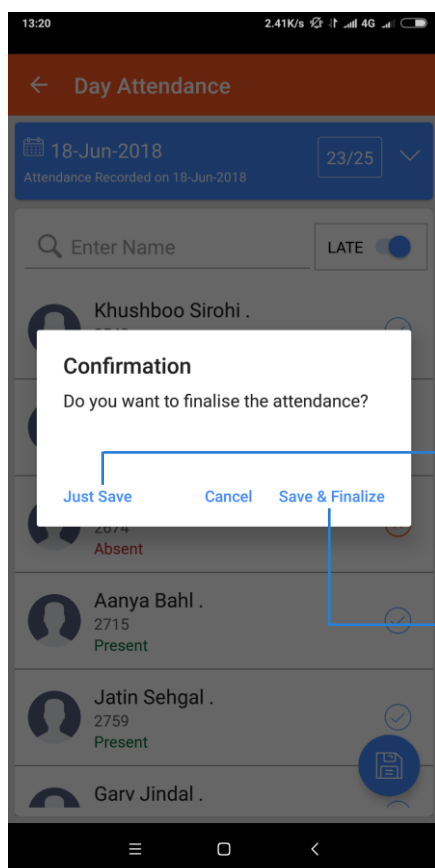


Once you enable late option and select student, need to enter time in order to save the late attendance.



Late attendance marked with timing

Once the attendance is marked, need to save tapping on this icon.



Once attendance entered need to save so that attendance is recorded

When you save & finalize, an automatic SMS message is sent to parents with late attendance/ absenteeism.

More questions?

Write to us at support@octoze.com

Call us at **044-2458-0125**

<http://www.camudigitalcampus.com>