

# HOW TO TAKE ATTENDANCE USING ITA'LEEM





الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُؤْتِي الْعِلْمَ حُجَّةً لِلدِّينِ  
Garden of Knowledge and Virtue

**LEADING THE WAY**  
KHALĪFAH • AMĀNAH • IQRA' • RAḤMATAN LIL-ĀLAMĪN

# iTA'LEEM SERIES: CREATE ATTENDANCE



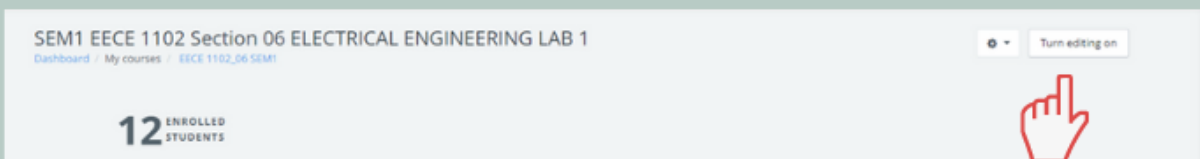
**IF YOU ARE AN INSTRUCTOR OF A COURSE**

## A. Login to iTa'leem:

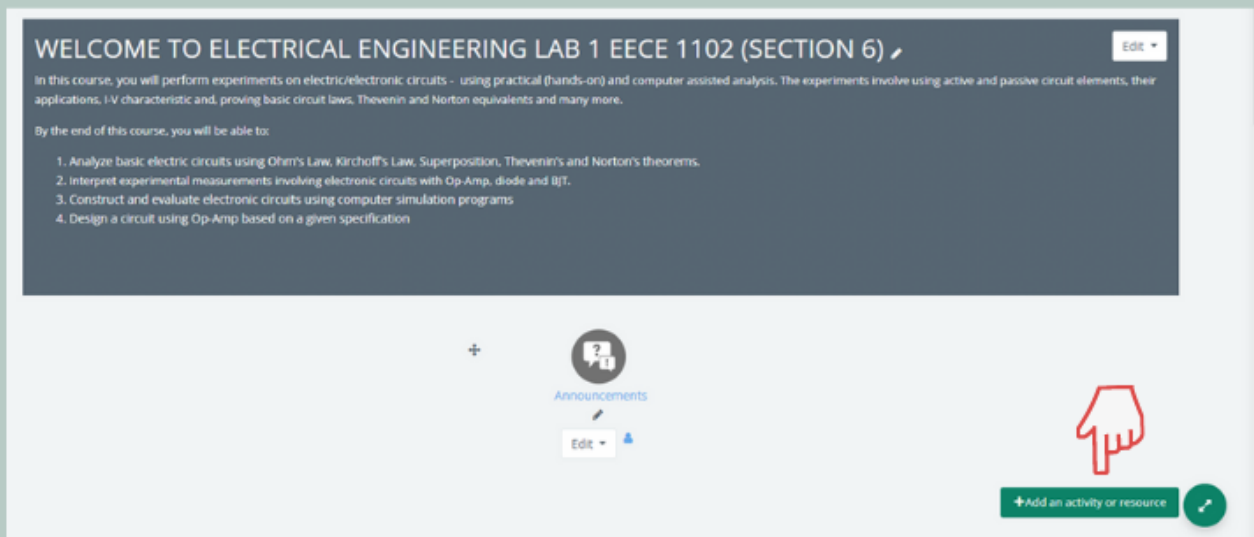


**Go to your course by clicking 'My Courses'**

## B. At the top right corner, click Setting and click 'Turn editing on'



## C. Click on 'Add an activity or resources'



### Add an activity or resource



#### ACTIVITIES


- ☐ Assignment
- ☒ Attendance
- ☐ Chat
- ☐ Checklist



The attendance activity module enables a teacher to take attendance during class and students to view their own attendance record.

The teacher can create multiple sessions and can mark the attendance status as "Present", "Absent", "Late", or "Excused" or modify the statuses to suit their needs.

▼ Common module settings

Availability  Show on course page  **Set to 'Show on course page'**

ID number 

Group mode  No groups 


[Add group/grouping access restriction](#)

▶ Restrict access

▶ Tags


▶ Competencies

▶ Extra restrictions

 **Click 'Save and Display'**


Attendance for the course :: SEM1 EECE 1102 Section 06 ELECTRICAL ENGINEERING LAB 1

[Sessions](#)
[Add session](#)
[Report](#)
[Export](#)
[Status set](#)
[Temporary users](#)


Oct 4 - Oct 10  All All past Months Weeks Days



#	Date	Time	Description	Actions


**Click 'Add Session'**





▼ Add session


Type  All students


Date  7 October 2021 

Time  from: 10:00 to: 11:30

Description 



☒ Create calendar event for session 



▶ Multiple sessions  **Then click 'Multiple Sessions'**

**Set the date and time of your class/session**

**NOTE: iTa'leem uses 24-hr format**



## D. Under 'Multiple Sessions'

▼ Multiple sessions

☒ Repeat the session above as follows   **Click this box**

Repeat on ☐ Monday ☒ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ Saturday ☐ Sunday



Repeat every  week(s)



Repeat until   January 2022 


**Set the last date of your class**

**Set the day for your class (in this case twice/week)**

▼ Student recording

☒ Allow students to record own attendance   **Click this box**

Automatic marking  Disabled 

Student password   ☐ Random password ☐ Include QR code



# iTA'LEEM SERIES:

## ATTENDANCE: STUDENT'S PERSPECTIVE

**A. When the student login into iTa'leem and go to the course, the student **MUST** click the 'Attendance' icon**

**B. The student will see the 'Submit Attendance' link for the live class session**

This course All courses All sessions


October

All All past Months Weeks Days


Date	Description	Status	Points	Remarks
Thu 7 Oct 2021 10AM - 11:30AM	Regular class session			<a href="#">Submit attendance</a>
Tue 12 Oct 2021 10AM - 11:30AM	Regular class session	?	? / 2	
Thu 14 Oct 2021 10AM - 11:30AM	Regular class session	?	? / 2	


Taken sessions: 0  
Points over taken sessions: 0 / 0  
Percentage over taken sessions: 0.0%

**C. The student will choose 'Present' and click 'Save changes'**

NOOR HILDAWATI BT. ABDUL HAMID 4300: 

☒ Present
 ☐ Late
 ☐ Excused
 ☐ Absent

There are required fields in this form marked .

Your attendance in this session has been recorded. 

This course All courses All sessions

October

All All past Months Weeks Days

Date	Description	Status	Points	Remarks
Thu 7 Oct 2021 2PM - 3:30PM	Regular class session	Present	2 / 2	Self-recorded
Tue 12 Oct 2021 10AM - 11:30AM	Regular class session	?	? / 2	

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Revision #1

Created Fri, Oct 21, 2022 5:48 PM by NOR FARAHIDAH BINTI ZA'BAH

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