## Version Control

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1. How to Login Application?

**Step 1:** Open Url 'https://snulinks.snu.edu.in/'

**Step 2:** Click on SAMS (Student Attendance Management System)

**Step 3:** Once click, it will open the SAMS Application Login Screen.

**Step 4:** Enter your Net Id and Password >> Click Log-In button to Login
2. How to take Biometric based Attendance?

If a classroom is equipped with wall mounted biometric readers then faculty should take Biometric attendance for the classes held in such classrooms.

Login into SAMS is not required neither by faculties nor by students to record Biometric attendance for a class. Steps to record Biometric attendance has been given below:

Step 1: Faculty needs to initiate the process of biometric attendance at the beginning of the class by swiping his/her fingerprint on any biometric reader inside the classroom.

Step 3: Students will mark presence by swiping on any available reader after the faculty initiation.

The system is designed to complete this process within 5 minutes from faculty initiation. Any swipe marked before or after this time window will be recorded in the logs, but will not constitute as valid attendance.

Faculty will have option to take more than one round of attendance randomly during the class, in order to determine any irregularities – surprise attendance

Notes:

1. Presence recorded in biometric readers will not immediately reflect in SAMS. Attendance will be recorded in SAMS, after next hourly sync subject to certain validations such as student’s enrollment in class and student’s swipe within five minutes of faculty punch.
2. In case attendance is recorded through Biometric for a particular class, change in attendance will (from absent to present) will only be effective after HOD approval.

3. How to take Wi-Fi based Attendance?

If class strength is more than 60 and classroom is equipped with Wi-Fi access point, then only faculty will get the option of taking automatic attendance

If the classroom is configured to take automatic attendance, faculty will be able to see the “Initiate” button is enabled on the screen (as explained below)

Step 1: Login to SAMS Application (As explained in Section 1 of this document)

Step 2: Click on ‘Take Attendance’ Tab, a screen will open for the Course that is scheduled during that time/classroom and also show the list of Students registered for that specific Course.
Step 3: Ask students to connect with Wi-Fi

Step 4: Click “Initiate” button to initiate the attendance

Step 5: Ask Students to Login and mark attendance

Step 6: System will start capturing the student attendance automatically through the configured Wi-Fi access points. Press F5 to refresh the page to view the current Total Present and Total absent for the class.

Step 7: Press “Stop” button to stop the attendance. After Stopped no Student will be able to mark attendance through their Gadgets.

Step 8: Save attendance by clicking ‘Save’ button.

Step 9: Click ‘Submit’ for final attendance submission. **Please Note:** Once submitted, faculty will not be able to edit attendance.
4. How to take Attendance manually?
There are 2 ways to take attendance manually –

1. Mark Attendance through ‘Take Attendance’ option of the application
2. Upload attendance - where attendance is taken on hard copy

Mark attendance through ‘Take Attendance’ option of the application
Step 1: Login to SAMS Application

Step 2: Click on ‘Take Attendance’ Tab, a screen will open for the Course that is scheduled during that time/classroom and also show the list of Students registered for that specific Course.

Step 3: Mark the “Present” and “Absent” status (radio button) for students. Faculty can choose “Present All” and mark absent on specific cases or choose “Absent All” and mark Present for specific cases.

Step 4: Save attendance by clicking ‘Save’ button.

Step 5: Click ‘Submit’ button for final attendance submission. Please Note: Once submitted, faculty will not be able to edit attendance status.

Upload Attendance – where attendance is taken on hard copy

Step 1: Login SAMS Application

Step 2: Click on ‘Take Attendance’ Tab, a screen will open for the Course that is scheduled during that time/classroom and also show the list of Students registered for that specific Course.

Step 3: Download CSV report, it will be downloaded in excel format.
Step 4: Mark Present and Absent status for students in downloaded excel file and save the file.

![Student attendance data](image)

Step 5: Click ‘Upload Attendance’ button >> A ‘Upload Attendance Details’ popup will open.

Step 6: Choose updated CSV Report >> Click ‘Upload CSV’ button to upload the file that you have saved.

![Upload Attendance Details](image)

Step 7: Save attendance by clicking ‘Save’ button.

Step 8: Click ‘Submit’ button for final attendance submission. Please Note: Once submitted, faculty will not be able to edit attendance status.
5. **How to mark previous class attendance?**

**Step 1:** Login SAMS Application

**Step 2:** Click ‘Summary’ Tab to open Summary page.

![Attendance Summary Table](image1)

**Step 3:** Click on ‘Course’ for the ‘Class date’ faculty wants to mark attendance.

**Step 4:** Clicking ‘Course’ will open the course ‘Take Attendance’ page.

![Take Attendance Page](image2)

**Step 5:** Mark attendance manually or if attendance is taken on hard copy, upload through excel format download. (Refer: Section 3 - How to take attendance manually?)

**Step 6:** Save attendance by clicking ‘Save’ button.

**Step 7:** Click ‘Submit’ button for final attendance submission. Please Note: Once submitted, faculty will not be able to edit attendance status.
6. How to change class room number?

Steps to change class room number:

Step 1: Open ‘Take Attendance’ page.

For current class, open the ‘Take Attendance’ page directly through clicking on ‘Take Attendance’ tab.

For previous class, open the ‘Take Attendance’ page through Summary page (Open Summary page by clicking on ‘Summary’ tab >> Click on ‘Course’ for which faculty wants to change class room number >> Clicking on ‘Course’ opens the ‘Take Attendance’ page for that course).

Step 2: Click on ‘Change’ button.

Step 3: On clicking ‘Change’ button, a ‘Change Attendance Details’ popup will open.

* System will not check for room availability. Please make sure whether room is free for you to take class.
Step 4: Change class room details through ‘Class Room’ field.

![Change Attendance Details](image)

Step 5: Click on ‘Change’ button to change the class room.

**Please Note:** System will not check for room availability. Please make sure whether room is free for you to take class.

![Change Attendance Details](image)

7. **How to change the future class schedule?**

Steps to change class schedule –

**Step 1:** Click on ‘Change Class Schedule’ tab to open Change Class Schedule page.

![Change Future Class](image)

**Step 2:** Select ‘Course, Course Component and Date’ for which faculty wants to change the schedule.
Step 3: Click on ‘Check Present Class Details’ button.

On clicking, it will open the class details having options to change Class Room number, Start Time, End Time and Class Date.

Step 4: Change the details.

Step 5: Click on ‘Change class details’ button to save the changed details.

Step 6: Click on ‘View Changed Future Classes’ button to view the list of rescheduled classes.

8. How to add an extra class?

Steps to add an extra class

Step 1: Click on ‘Add Extra Class’ tab to open ‘Add Extra Class’ page.
Step 2: Select Course, Course Component, Date, Start time, End time and provide class room number for extra class.

Step 3: Select ‘Send email to students for this extra class’ radio button if faculty wants to mail the details of the added extra class to students registered for that Course and Course Component.

Step 4: Click on ‘Submit’ button to save the provided details.

Step 5: Click on ‘View Extra Classes’ button to view the list of extra class added.

9. How to assign TA (Teaching Assistant) for a class?

Step 1: Click on ‘Assign TA’ tab to open Assign TA page.

Step 2: Select ‘Course’ and ‘Course Component’ for which faculty wants to assign TA.
10. How to change Biometric attendance for a student?

Faculty can only request to update a student’s biometric attendance status from Absent to Present. Once requested by faculty and approved by HOD, Student’s attendance status will be updated from Absent to Present.

Steps to request Biometric attendance change for a student –

Step 1: Login into SAMS.

Step 2: Click on Summary tab to open the list of classes’ attendance.

Step 3: Open the respective class attendance by clicking on Course name.
Step 4: Mark student as Present and enter remarks for attendance change.

Step 5: Click on 'CONFIRM' button to send the request for attendance change to HOD.

If HOD will approve the request then student’s attendance will be updated from Absent to Present, if rejected then status will become Absent only.

Faculty can view the HOD request approval status through REMARKS.

11. How to know if a student is on Medical leave?

- Medical Leave is approved and updated by Dean’s office in the application.
- Once Dean’s office will add Medical Leave, faculty will be able to see it on ‘Take Attendance’ page in ‘Student Leave List’
12. FAQs – Biometric Attendance

12.1 How does the Biometric Student Attendance Management System work?

Step 1 - Faculty will initiate the process of biometric attendance at the beginning of the class by swiping his/her fingerprint on the biometric reader inside the classroom.

Step 2 - Students will mark attendance by swiping on available readers after the faculty initiation.

12.2 What is faculty initiation?

When a faculty swipes his/her finger on the biometric device, it is called as faculty initiation. Faculty can initiate attendance anytime during the class timings (as per the ERP time table). Once attendance is initiated, it is recommended that the faculty announce the same in the class, in order for the students to start marking their attendance in an orderly fashion.

12.3 When should the faculty initiate the attendance?

The time to initiate attendance is at the discretion of the faculty. E.g. the faculty can initiate attendance at the beginning of every class. The faculty also has the prerogative to delay attendance for a class in case there is a genuine reason for the same.

12.4 What constitutes as Valid Attendance?

The system is designed to complete this process within 5 minutes from faculty initiation. All swipes from the students, during this time window will constitute as valid attendance.

12.5 What does not constitute as Attendance?

- In case the student swipes before the faculty initiation
- If the student swipes after the default time window of 5 minutes

12.6 Can the faculty take attendance more than once during a class?

Yes, a faculty can take attendance more than once during the duration of the class timings.

12.7 What is the minimum duration required between two consecutive attendances?

The faculty needs to maintain a minimum duration of 30 minutes between two consecutive attendances for a class. Faculty's swipe after half an hour of first swipe will be treated as beginning of time window for surprise attendance.

12.8 Do a faculty/student need to swipe on every reader in the classroom/lab?

No, you need to use any one reader in the classroom. This applies to both student and faculty. Faculty can initialize on one machine in the classroom. Similarly, students can mark attendance on any reader available in the classroom.

12.9 Which finger can a faculty/student use on the Biometric reader?

Use only the finger for which Biometric information was recorded at the time of the initial enrollment.
12.10 How can a student validate that his/her swipe has been registered on the biometric device?
A student can validate this immediately after swiping his/her finger. The student needs to check that a green color door along with his/her name appears on the reader’s display.

12.11 How can a student view his/her attendance?
A student can view his/her attendance on the SAMS portal. The SAMS portal will show the attendance for all the courses the student is registered for which Biometric attendance was used. The student can also view the overall attendance percentage along with other details.

12.12 How frequently is the updated attendance data viewable on the SAMS Portal?
The biometric attendance data is processed and updated on the SAMS Portal after every one hour.

12.13 My fingerprint was not recognized, what should I do?
Please contact helpdesk@snu.edu.in or visit IT Bay in E-Wing

13. FAQs - Manual Attendance

13.1 Student is not appearing in attendance list
- Attendance application always lists the student who are registered for the course. If a student is not formally registered for the course in ERP, his/her name will not appear in the list for taking attendance.
- In this case ask student to first contact Dean’s office and get him/her registered for the Course in the ERP.
- Till the student is not registered, add the student as an additional student for reference purpose.

13.2 How to add additional Student?

Case 1: Open ‘Take Attendance’ page.

Case 2: Provide Student Id in ‘Student Id of Additional Students’ textbox.

Case 3: Click ‘Add Additional Students’ button to add student.

13.3 What is difference between SAVE and SUBMIT?
- SAVE - Clicking ‘Save’ will save the attendance status. Faculty can update this attendance later.
- SUBMIT - Clicking ‘Submit’ will finally submit the attendance. After Submit, faculty will not be able to update the submitted attendance.
14. FAQ - Wi-Fi based Attendance

14.1 Student is not able to access application for Wi-Fi based attendance

**Case 1:** Ask student to check that he/she is connected with WiFi
  - If any Student faces problem to connect with Wi Fi, ask the Student to contact IT Helpdesk.

**Case 2:** Wi-Fi connected but link not opening
  - In this case also ask student to contact IT Helpdesk.

**Case 3:** Able to access application but some error coming
  - In this case, ask student to contact IT Helpdesk.

14.2 Student is not getting ‘SUBMIT’ button

- Ask student to LOGOUT and LOGIN again. If still the issue is not resolved then ask student to contact IT Helpdesk.

14.3 Student getting ‘Your Connection is not private’ error

- Ask student to contact IT Helpdesk.