

User Guide

Attendance@HKU for Administrators



INFORMATION TECHNOLOGY SERVICES
The University of Hong Kong

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Overview



Attendance@HKU

Attendance@HKU mobile app is for students, University staff and guests to record attendance in classes and events held in the supported venues in HKU.



Easy to use

Simply open the app in supported venues, your attendance will be recorded automatically.



Track your attendance

View your attendance history recorded in the past 120 days at your fingertips.



No GPS needed

We use Bluetooth instead of GPS. Your location outside HKU premises will not be tracked.

Attendance@HKU

- Classes and events can be created in **Attendance@HKU** or imported from **Student Information System (SIS)** and **HKU Event Management System (HKUEMS)**
- Authorized users can download attendance records for further analysis

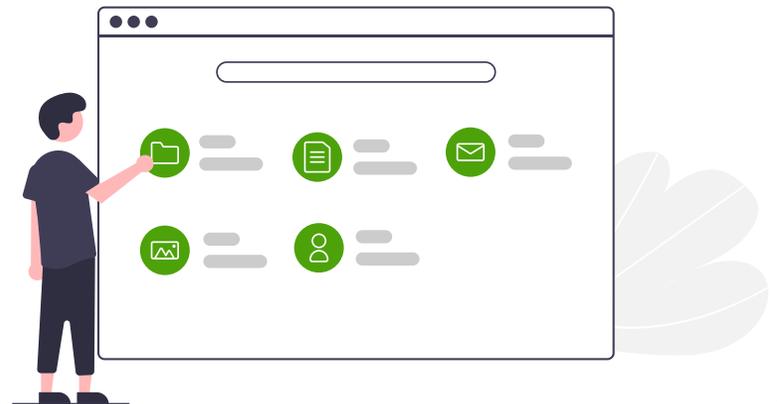


Supported venues

- All **centrally timetabled classrooms** are supported since Dec 2018
- Coverage have been extended to **departmental premises** (as requested by departments)
- Full list of supported venues can be found at <https://ats.hku.hk/attend/admin/classrooms>



Access the system



Access the system

Attendance@HKU for Administrator (the system) is available for use by authorized users to perform the following functions:

Function	When to use
Maintain Event	<ul style="list-style-type: none">• Create, update or delete an event for attendance taking• Update the venue of classes/events imported from SIS/HKUEMS
Real-time Dashboard	<ul style="list-style-type: none">• View real-time attendance data of an event• Manually attendance taking for attendees
Attendance Records	<ul style="list-style-type: none">• Download attendance records for analysis
Access Control	<ul style="list-style-type: none">• 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 an application form ([CF125a](#)).

Refer to “[Maintain access control](#)” for more information about different access roles.



Access the system – Staff

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

The screenshot displays the HKU Portal interface. At the top, the HKU logo and 'HKU PORTAL THE UNIVERSITY OF HONG KONG' are visible. Below the header, there is a navigation bar with links for 'My Pages', 'MyEmail', 'My eLearning', 'MyLibrary', 'Events', and 'MyDepartment'. A left-hand sidebar contains a tree view of services, with 'Central IT Services' expanded to show 'Apply for Facilities/Services'. The main content area shows a breadcrumb trail 'Main Menu > Campus Information Services >' followed by a folder icon for 'Central IT Services'. Below this, a grid of service tiles is displayed. The tile for 'Attendance@HKU (for Admin)' is highlighted with a red rectangular border. This tile includes the text 'Attendance@HKU (for Admin)' and 'Administrator's Features for Attendance@HKU'. Other visible tiles include 'Apply for Facilities/Services', 'Bulk Email (Submit Request)', 'Bulk Email Control', 'Bulk Mail-Submit to List A,B,C', and 'CEDARS Amenities Facilities'.

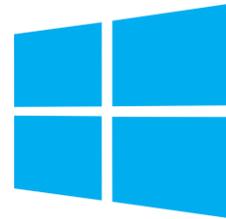
Access the system – Student tutors

1. Login HKU Portal
2. Go to Useful Links, or search for 'attendance' in the search box
3. Click 'Attendance@HKU (for Tutors)'



Installation

The system can be installed as an app on your computer running Windows or MacOS, in which you can access the system in a more convenient way.



macOS

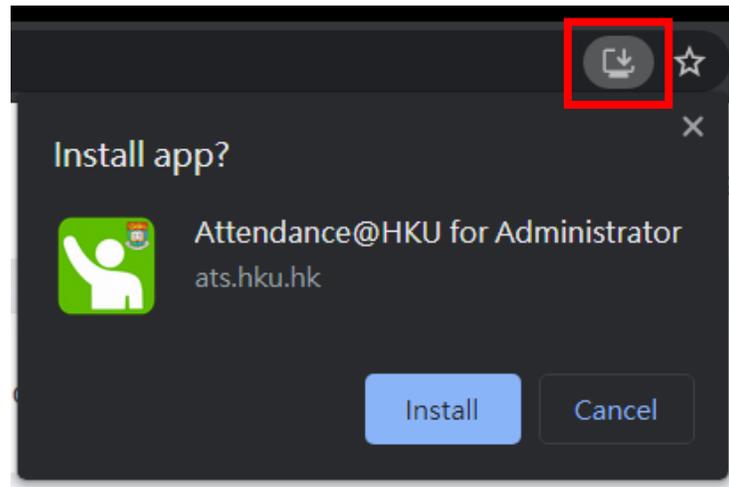
Your computer need to be equipped with either Google Chrome or Microsoft Edge in order to proceed.



Installation – Windows

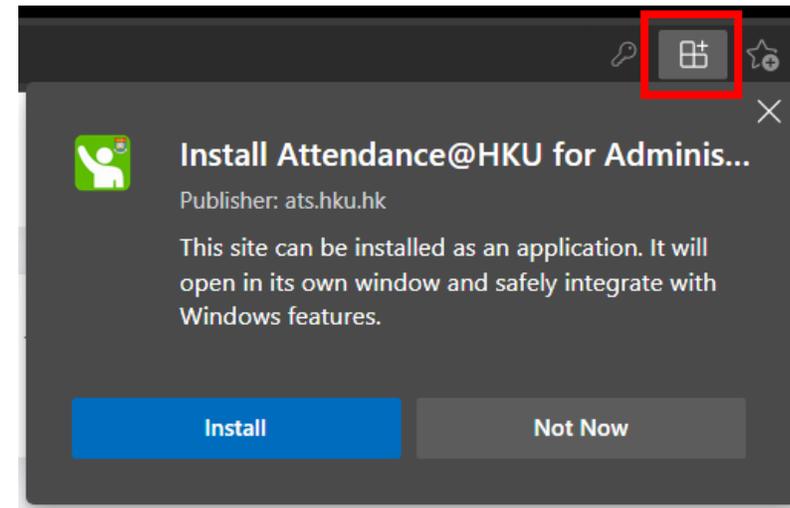
Google Chrome

1. Go to **Attendance@HKU for Administrator**
2. Click the “Install” button in the address bar
3. Click “Install”
4. The app can be found in Start Menu and on Desktop



Microsoft Edge

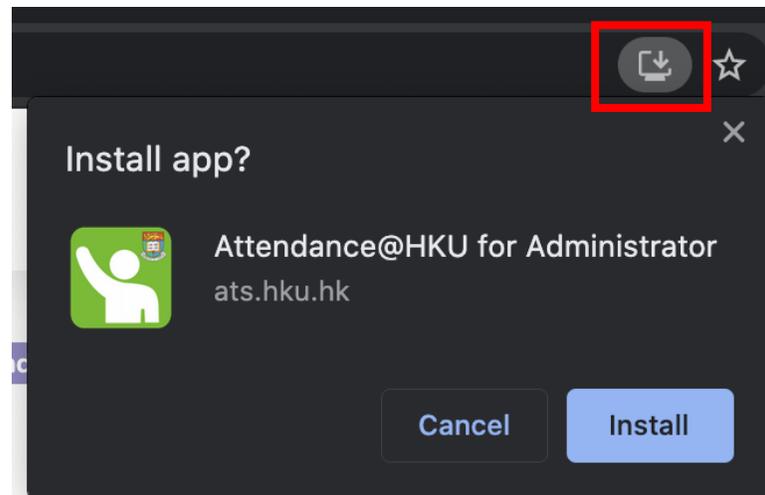
1. Go to **Attendance@HKU for Administrator**
2. Click the “Install” button in the address bar
3. Click “Install”
4. The app can be found in Start Menu and on Desktop



Installation – MacOS

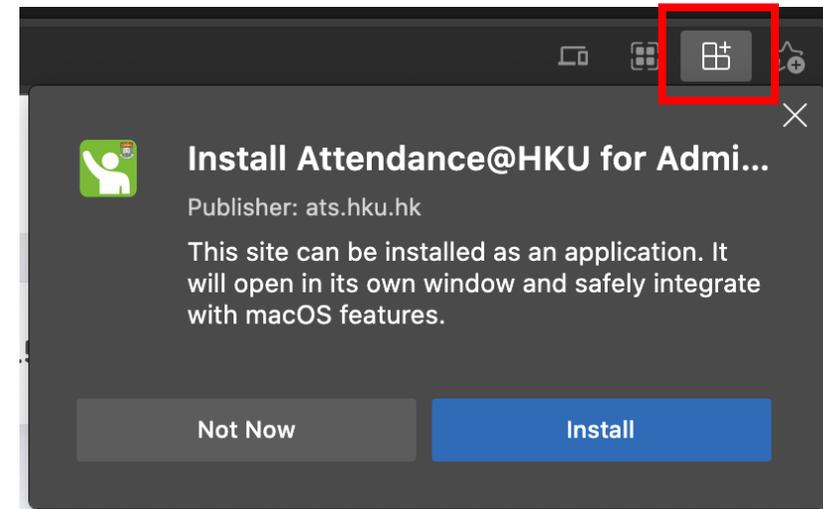
Google Chrome

1. Go to **Attendance@HKU for Administrator**
2. Click the “Install” button in the address bar
3. Click “Install”
4. The app can be found in Launchpad

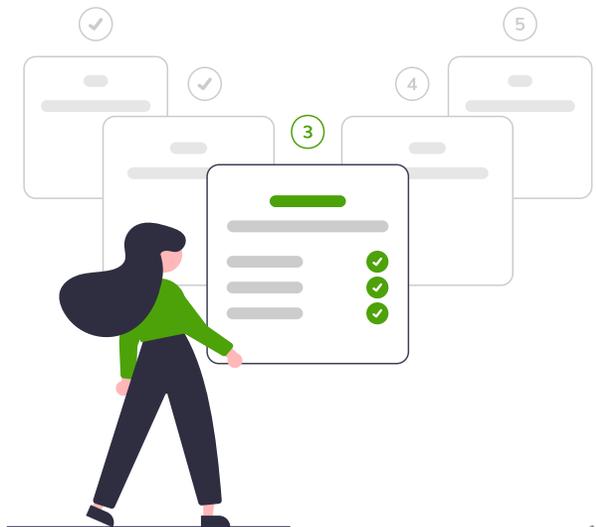


Microsoft Edge

1. Go to **Attendance@HKU for Administrator**
2. Click the “Install” button in the address bar
3. Click “Install”
4. The app can be found in Launchpad



Set up attendance taking

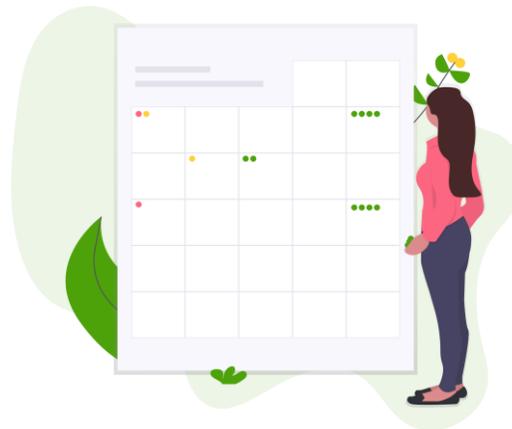


Set up attendance taking

Classes and events can be set up in 3 ways



SIS



HKUEMS



Attendance@HKU

Set up attendance taking – SIS

- To import lectures and tutorials from SIS, SIS course administrators have to
 - Set **Course Catalog** as 'Active'
 - Set up **class schedules**
 - Set up correct **classroom venues**
 - Set up course/class attributes 'ATTN' in **Course Catalog** or **Maintain Schedule of Class**

Class Attributes				Personalize Find View 2 [?] [grid]		First	1-4 of 4	Last
*Course Attribute	Description	*Course Attribute Value	Description					
APPR	Approval Nature	A	Approval not required	+	-			
ATTN	Attendance Taking	TUT	Tutorial (Check-in only)	+	-			
ATTN	Attendance Taking	LEC	Lecture (Check-in only)	+	-			
ATTN	Attendance Taking	DEF	Course Attributes as default	+	-			

Set up attendance taking – SIS

- **Classes** will be synchronized from SIS
 - 21 days before the start date of the class
 - Acknowledgement emails will be sent to department administrators
 - will be re-sent if venue changed in CPRB
- **Class instructors** and **registered students** will be synchronized from SIS
 - At 07:00 and 13:00 daily
 - Data for tutorials are based on **Tutorial Signup**
 - Class instructors can access the attendance records of their class by default



Set up attendance taking – SIS

- Classes imported from SIS cannot be updated in Attendance@HKU
 - Only venue could be updated, in case there is urgent venue change
 - Other changes should be made in SIS
- Refer to the [User Guide on Course Attributes for Attendance System](#) of SIS to know more



Set up attendance taking – HKUEMS

- To import events from HKUEMS, HKUEMS event organizers have to
 - Choose ‘Yes (by HKUEMS)’ for “Require Registration?”
 - Choose ‘Yes’ for “Require Attendance Taking?”

The screenshot shows the 'Create New Event : Single' page in the HKUEMS system. The left sidebar contains navigation options such as 'Event Management', 'Manage active events', and 'Broadcast your content on U-Vision!'. The main content area is titled 'Event Management > Create New Event : Single' and includes a breadcrumb trail: 'Event Details > Enrollment Method > Enrolment Form > Submit'. A note states 'Fields marked with "*" are compulsory'. The 'Enrollment Method' section is highlighted in purple and contains the following options:

- Require Registration?*** (highlighted with a red box):
 - Yes (by HKUEMS)
 - Yes (display Registration Instruction only)
 - No
- Have you created a registration page for the same event at HKUEMS previously?
 - Yes (Previous HKUEMS Event ID:)
 - No
- Registration Instruction:
- Registration URL:
- Allow Un-registration: Yes No
- Notify primary contact person of new registration, cancellation, and payment: Yes No
- Require Attendance Taking?** (highlighted with a red box):
 - Yes (Based on HKUEMS registration. No walk-in allowed)
 - Yes (Walk-in allowed)
 - No

A note at the bottom states: 'Note: The attendance taking option allows event managers to record attendance in events held in centrally timetabled classrooms of HKU via the Attendance@HKU app. For a list of centrally timetabled classrooms supported by the Attendance@HKU app, please visit <https://ats.hku.hk/attend/admin/classrooms>. Attendance record could be retrieved [here](#) after the event ended.'

Set up attendance taking – HKUEMS

- To collect participants' names, use **Full Name** or **Surname + First Name** under Enrolment Form Configuration
 - Otherwise, **Attendance@HKU** cannot display guests' name in attendance records

The screenshot shows the 'Enrolment Form Configuration' interface. The 'Full Name' field is selected and highlighted with a red box. The interface includes a navigation menu on the left and a table of configuration fields.

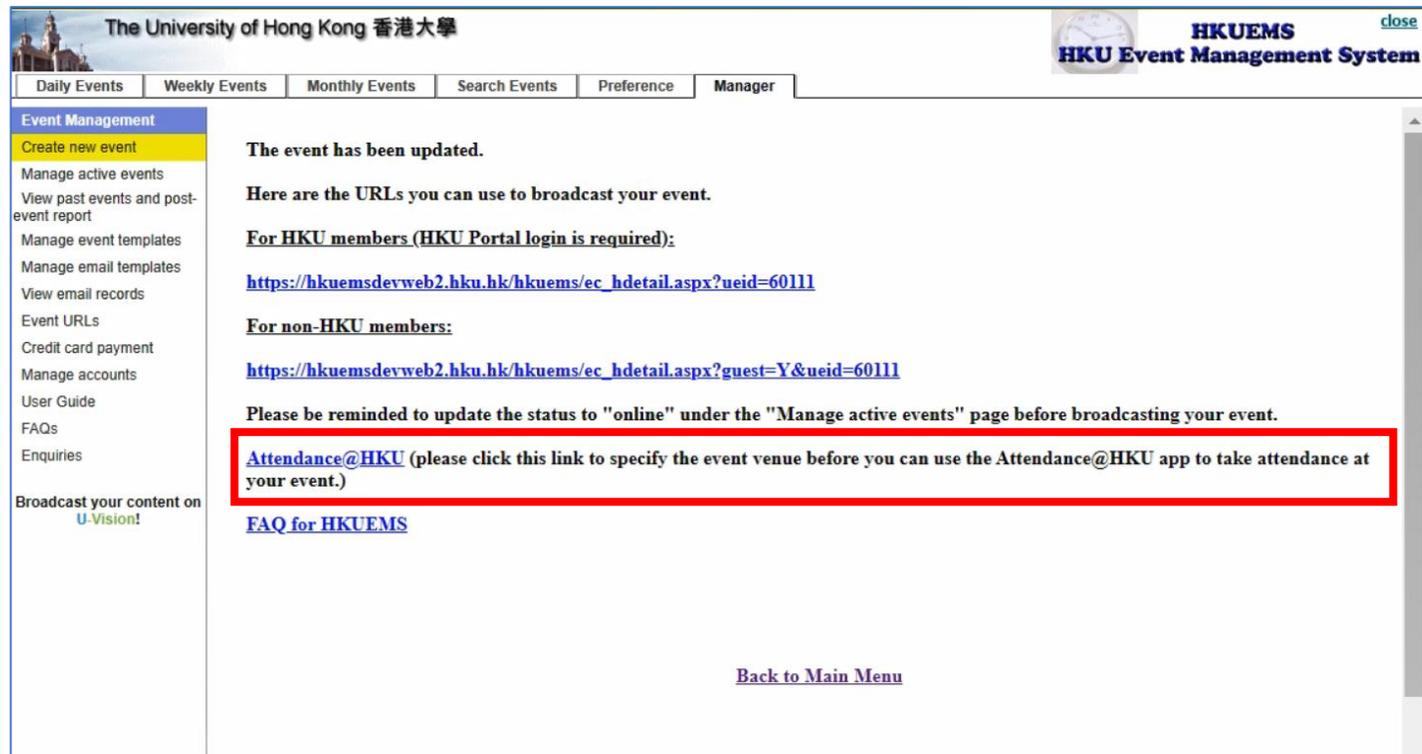
en	Caption	Field Type#	Default Value	*	Description	Add/Del
<input checked="" type="checkbox"/>	Salutation	Radio button	Mr.; Ms.; Mrs.; Prof.; Dr.	<input checked="" type="checkbox"/>		+ -
<input checked="" type="checkbox"/>	Full Name	Text box		<input checked="" type="checkbox"/>		+ -

The screenshot shows the 'Enrolment Form Configuration' interface. The 'Surname' and 'First Name' fields are selected and highlighted with a red box. The interface includes a navigation menu on the left and a table of configuration fields.

en	Caption	Field Type#	Default Value	*	Description	Add/Del
<input checked="" type="checkbox"/>	Salutation	Radio button	Mr.; Ms.; Mrs.; Prof.; Dr.	<input checked="" type="checkbox"/>		+ -
<input checked="" type="checkbox"/>	Surname	Text box		<input checked="" type="checkbox"/>		+ -
<input checked="" type="checkbox"/>	First Name	Text box		<input checked="" type="checkbox"/>		+ -

Set up attendance taking – HKUEMS

- After creating the event in HKUEMS
 - Go to **Attendance@HKU** to specify the event venue



The University of Hong Kong 香港大學

HKUEMS
HKU Event Management System

close

Daily Events Weekly Events Monthly Events Search Events Preference Manager

Event Management

Create new event

Manage active events

View past events and post-event report

Manage event templates

Manage email templates

View email records

Event URLs

Credit card payment

Manage accounts

User Guide

FAQs

Enquiries

Broadcast your content on U-Vision!

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://hkuemsdevweb2.hku.hk/hkuems/ec_hdetail.aspx?ueid=60111

For non-HKU members:

https://hkuemsdevweb2.hku.hk/hkuems/ec_hdetail.aspx?guest=Y&ueid=60111

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](#)

Set up attendance taking – HKUEMS

Attendance@HKU

Maintain Event

This event is imported from HKU Event Management System. Any update on event details apart from venue and check-out option should be done in the origin.

Maintain Event

Event #16066

General Information

Event Code optional

Event Name HKUEMS Event

Description optional

Event Type Admission Talk/Career Talk/Info Session

Speaker optional

Venue

- Central Podium Levels
- > CPD-LG.01
- > CPD-LG.07
- > CPD-LG.08
- > CPD-LG.09
- > CPD-LG.10
- > CPD-LG.16

Early Check-in Time	Start Time	End Time	Late Check-out Time
---------------------	------------	----------	---------------------

Check-out option can be changed

Start Time 20/08/2021 19:00:00

End Time 20/08/2021 20:00:00

Early Check-in Time 20/08/2021 18:50:00

Late Check-out Time 20/08/2021 20:00:00

Require check-out

Advanced Options

Back Save

Remember to save the update

Specify venue in Attendance@HKU



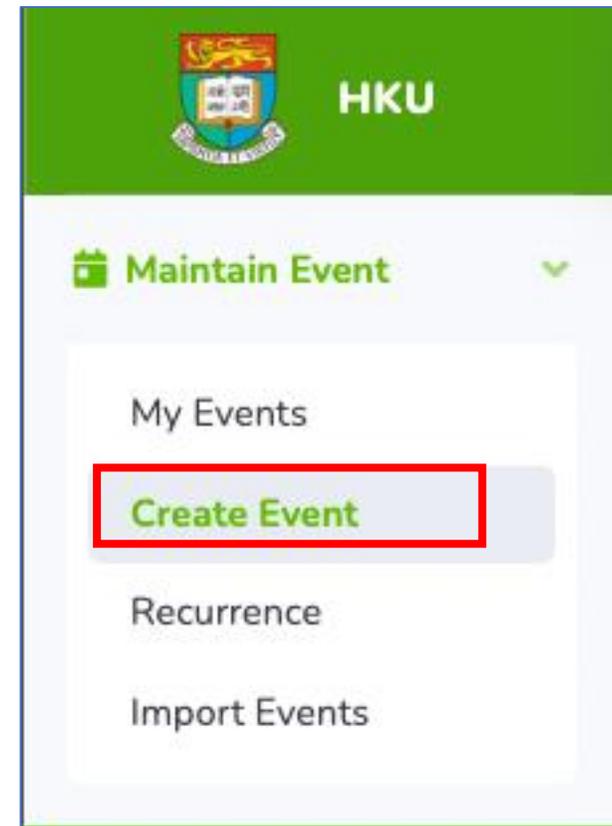
Set up attendance taking – HKUEMS

- **Events** will be synchronized from HKUEMS instantly
 - Event organizers can access the attendance records of their event by default
- **Registered attendees** will be synchronized from HKUEMS
 - Every 5 minutes
- Events imported from HKUEMS cannot be updated in Attendance@HKU
 - Only venue and check-out option could be updated
 - Other changes should be made in HKUEMS



Set up attendance taking – Attendance@HKU

- **Attendance@HKU** department administrators/managers can create events directly
 1. Go to **Attendance@HKU for Administrator**
 2. Click “Create Event” button under “Maintain Event” on the left-hand side menu



Set up attendance taking – Attendance@HKU

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

Create Event

New Event

General Information

Event Code optional ? Event Name

Description optional

Event Type Speaker optional

Venue

Add Venue

Department

Date and Time

Early Check-in Time Start Time End Time Late Check-out Time

Start Time 09/08/2022 16:00:00

End Time 09/08/2022 16:30:00

Early Check-in Time 09/08/2022 15:50:00

Late Check-out Time 09/08/2022 16:30:00

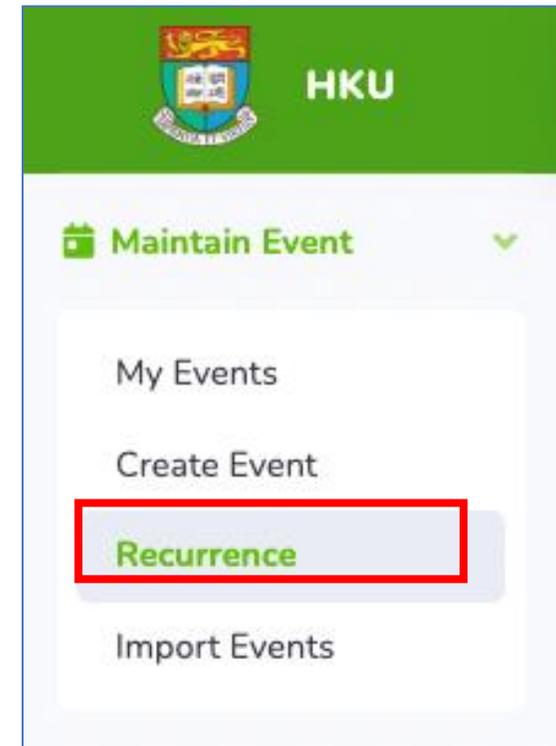
Require check-out

Advanced Options

Duplicate

Set up attendance taking – Attendance@HKU

- For repeating events, you can make a recurrence scheduler to generate duplicate events with different datetime
 1. Go to **Attendance@HKU for Administrator**
 2. Click “Recurrence” button under “Maintain Event” on the left-hand side menu



Set up attendance taking – Attendance@HKU

3. Select the event you want to repeat
4. Select the recurrence mode
 - Daily
 - Weekly
 - Biweekly
 - Monthly
5. Enter the number of recurrences

Maximum of 30 events could be generate at a time.

Choose an existing event as template to create new event(s)

Filter records: weekly demo

Weekly Demo

Admission Talk CPD-1.19 CPD-1.20 CPD-1.21 Public

Teachers of English Language Education Centre of the Department of Curriculum & Educational Studies

01 Sep 2022 13:00 - 13:30

Showing 1 to 1 out of 1 records (filtered from total 219 records)

Weekly Demo

Admission Talk CPD-1.19 CPD-1.20 CPD-1.21 Public

Teachers of English Language Education Centre of the Department of Curriculum & Educational Studies

01 Sep 2022 13:00 - 13:30

Create event(s) with scheduler

Daily Weekly Biweekly Monthly

Number of events to cre:



Set up attendance taking – Attendance@HKU

6. Click 'Confirm' to generate
7. The events are created. You can update or delete them in 'My Events'

Create event(s) with scheduler

Daily Weekly Biweekly Monthly

#

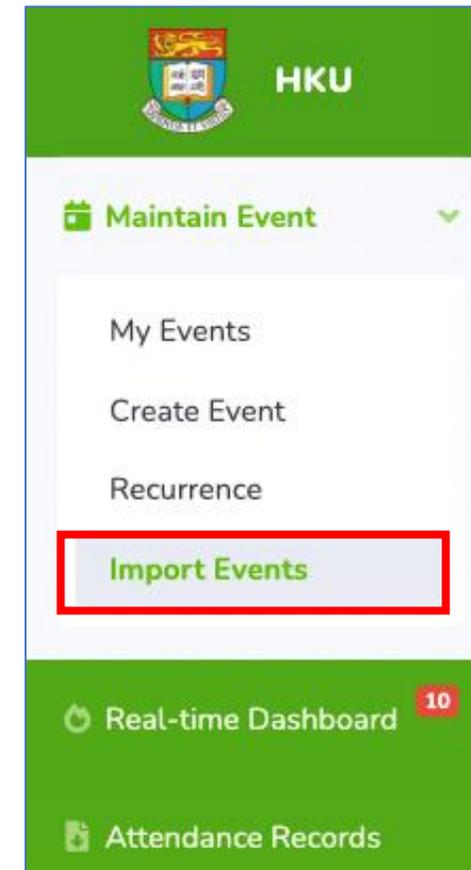
#	Start time	End time
1	8/9/2022 13:00:00	8/9/2022 13:30:00
2	15/9/2022 13:00:00	15/9/2022 13:30:00
3	22/9/2022 13:00:00	22/9/2022 13:30:00

Confirm



Set up attendance taking – Attendance@HKU

- To create multiple events at once, you can use the Excel importing function
 1. Go to **Attendance@HKU for Administrator**
 2. Click “Import Events” button under “Maintain Event” on the left-hand side menu



Set up attendance taking – Attendance@HKU

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



Download Excel template

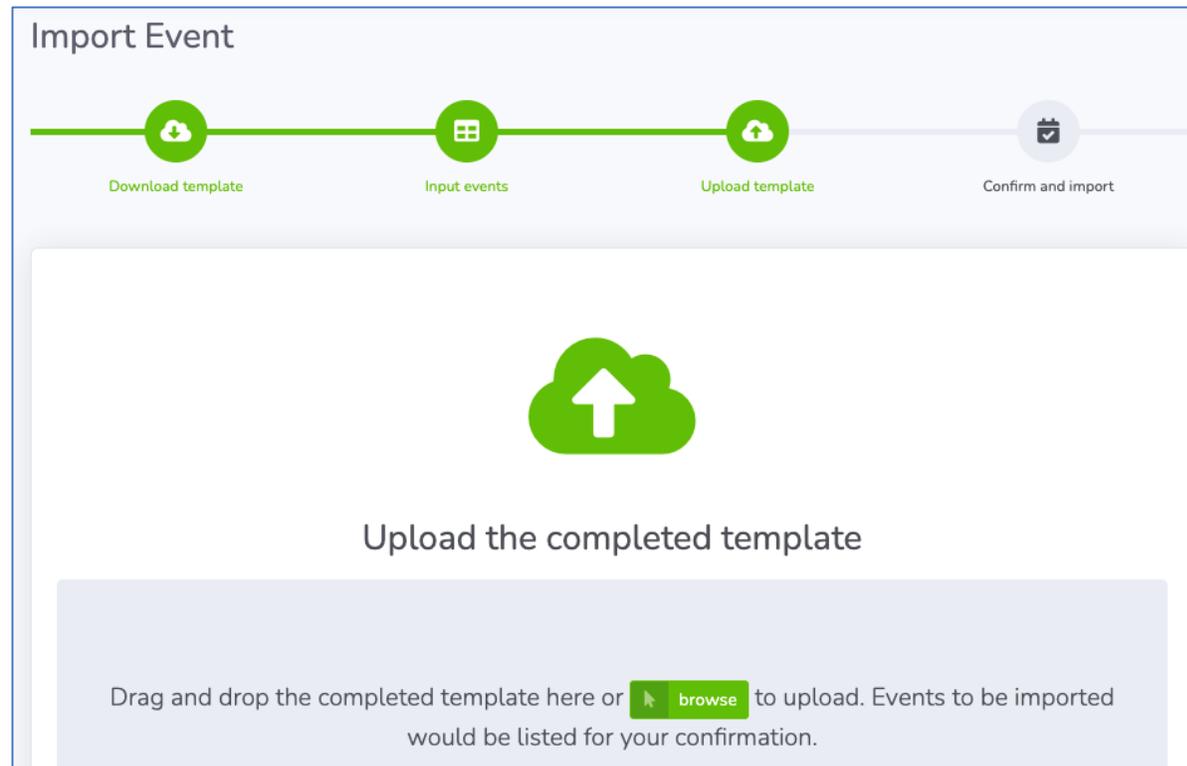
Download the Excel file to be used for event importing.



	A	B	C
1	Attendance@HKU Events Import Template		
2	Event #	Event Header	Event Name
3		optional, 20 chars	50 chars
4	Sample	ECON1210-1A(005)	Introductory microeconomics
5	1		
6	2		
7	3		
8	4		

Set up attendance taking – Attendance@HKU

- Click the “Next” buttons to proceed to the third step where you can click “browse” button to upload the completed Excel template



Set up attendance taking – Attendance@HKU

7. Inputted events would be listed for confirmation, click the “Import” button to import the events



Confirm and import the events

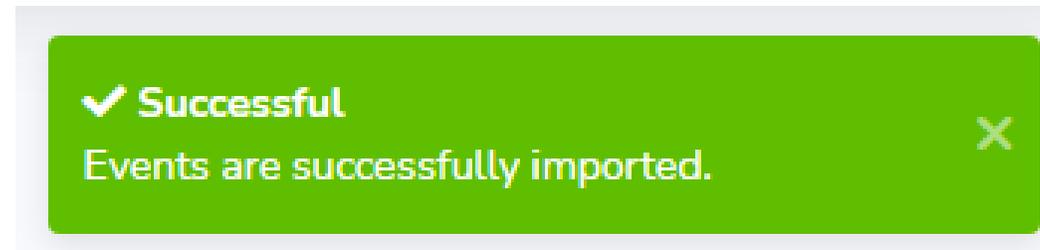
The following events will be imported into the system.

Filter records:

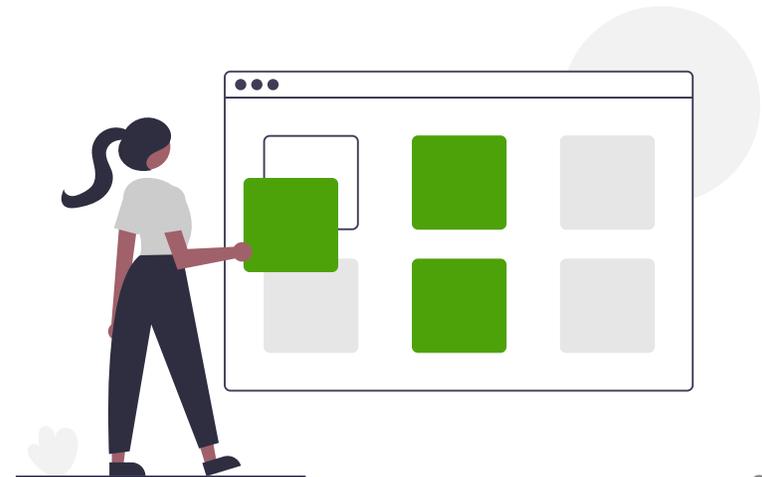
Department ↑↓	Code ↑↓	Event ↑↓	Event Type ↑↓	Date & Time ↑↓	Speaker ↑↓	Venue ↑↓	Target Audience ↑↓	Require Check out?
40000	ECON1210-1A(005)	Introductory microeconomics	Lecture	2021-08-23 12:57, 2021-08-23 13:05	Prof. John Doe	CP4-L201	Public	✓
Department	Code	Event	Event Type	Date & Time	Speaker	Venue	Target Audience	Require Check out?

Set up attendance taking – Attendance@HKU

8. Revise your inputted events and repeat steps 4 to 7 if you encountered any error (e.g. incorrect venue)
9. The events are ready for attendance taking



Maintain events



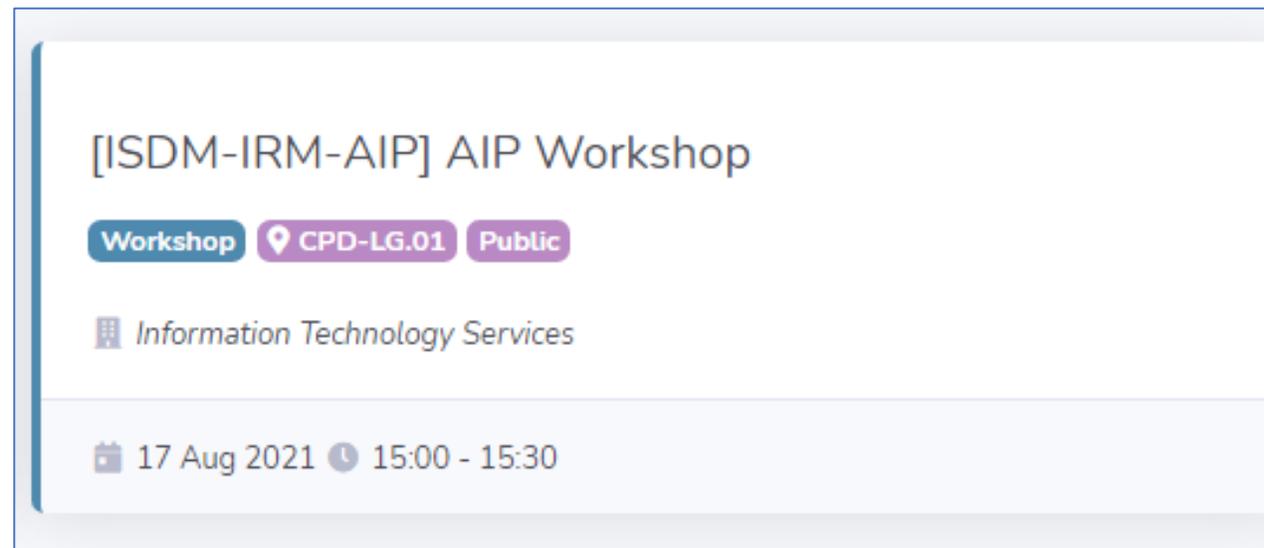
Maintain events

- Apart from creating events, **Attendance@HKU** department administrators/managers can update and delete events



Maintain events – Update

1. Go to **Attendance@HKU for Administrator**
2. Click “My Events” button under “Maintain Event” on the left-hand side menu
3. Click the event you would like to update



Maintain events – Update

4. Update event details

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.

5. Click the “Save” button

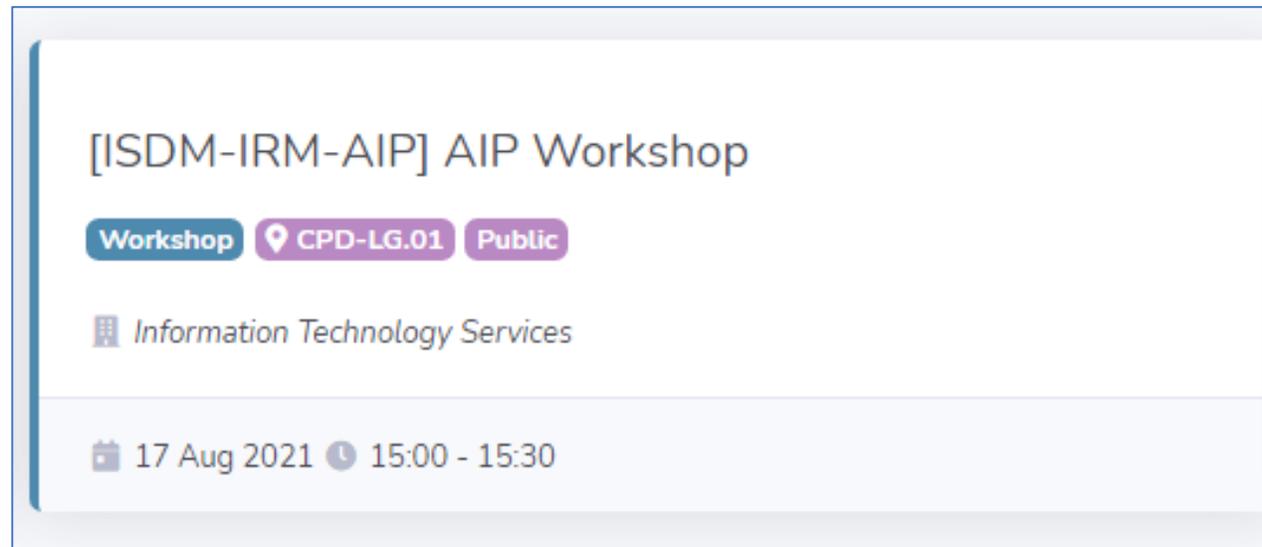
The screenshot displays a 'New Event' form with the following sections and fields:

- General Information:**
 - Event Code: optional (with a question mark icon)
 - Event Name: [SDM-IRM-AIP] AIP Workshop
 - Description: optional
 - Event Type: Workshop (dropdown menu)
 - Speaker: optional
 - Venue: CPD-LG.01 (dropdown menu with a location pin icon)
 - Department: Information Technology Services (tagged)
- Date and Time:**
 - Timeline: A horizontal timeline with four markers: Early Check-in Time (blue), Start Time (green), End Time (green), and Late Check-out Time (orange).
 - Start Time: 17/08/2021 15:00:00 (with a calendar icon)
 - End Time: 17/08/2021 15:30:00 (with a calendar icon)
 - Early Check-in Time: 17/08/2021 14:50:00 (with a calendar icon)
 - Late Check-out Time: 17/08/2021 15:30:00 (with a calendar icon)

Maintain events – Delete

1. Go to **Attendance@HKU for Administrator**
2. Click “My Events” button under “Maintain Event” on the left-hand side menu
3. Click the event you would like to delete

Only future events could be deleted.



Maintain events – Delete

4. Click the “Remove” button
5. Click “OK” button to confirm

The screenshot displays a user interface for managing event details. At the top, a horizontal timeline features a green segment with a calendar icon labeled 'End Time' and an orange segment with a running person icon labeled 'Late Check-out Time'. Below this, two input fields are shown: the first is for 'End Time' with the value '23/08/2021 13:05:00' and a green calendar icon; the second is for 'Late Check-out Time' with the same value and an orange calendar icon. A teal button labeled 'Advanced Options' with a right-pointing arrow is positioned below the second field. At the bottom right, there are two buttons: a teal 'Duplicate' button and a red 'Remove' button, which is highlighted with a red rectangular border.

Real-time Dashboard



Real-time Dashboard

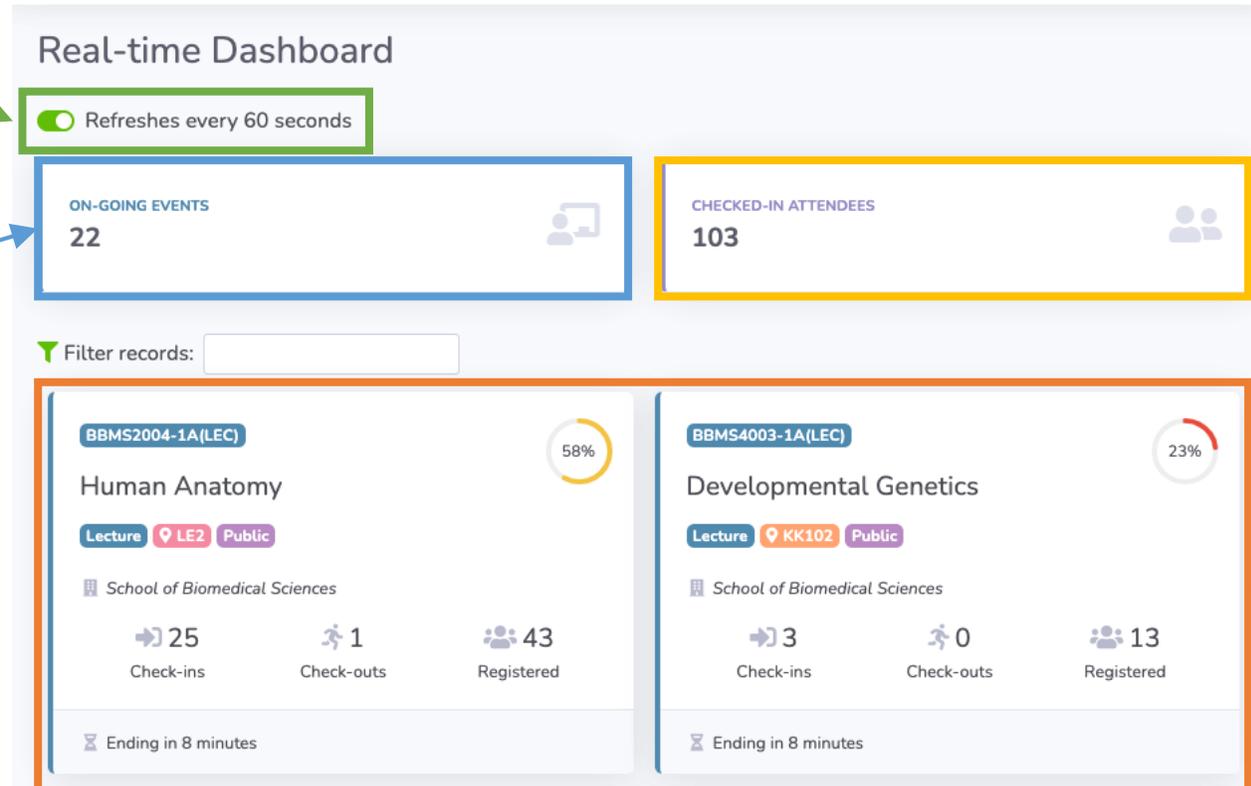
- Real-time attendance data can be found in the Real-time Dashboard
 - attendance records
 - no. of registered attendees
 - no. of check-ins
 - no. of check-outs
 - attendance rate
- Manual attendance taking for registered attendees can also be done using the dashboard



Real-time Dashboard

Dashboard will refresh every 60 seconds by default, you can switch it off

Number of attendees who have checked in for all the on-going events listed

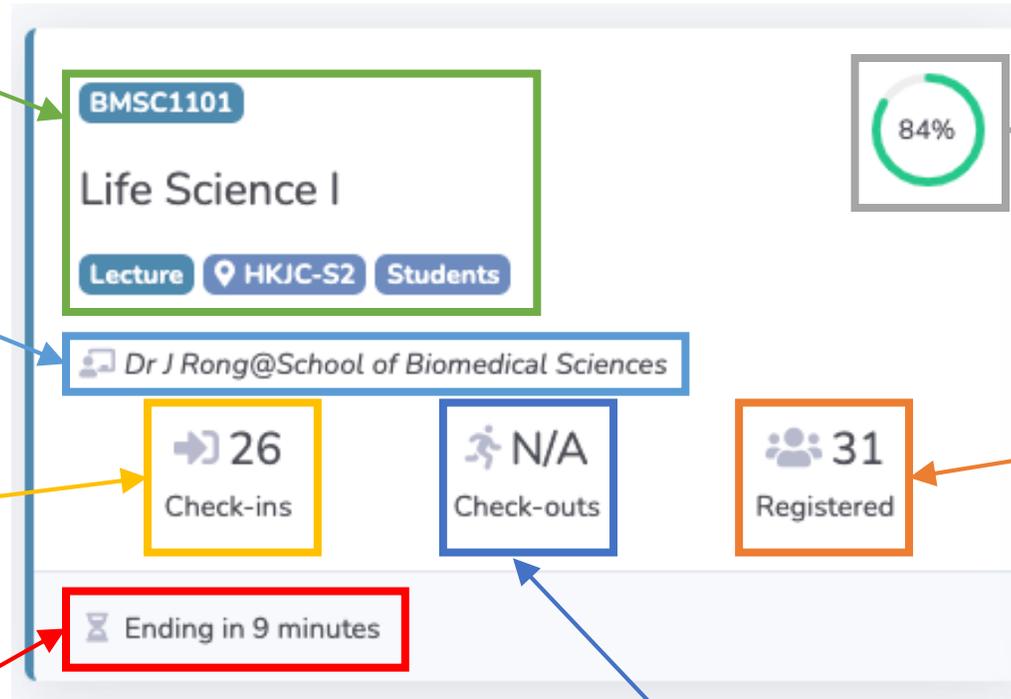


Number of on-going events which are opening for attendance taking

The real-time statistics of each on-going event, click to view more details

Real-time Dashboard

Event information, such as event code, name, type, venue and target audience



Attendance rate
(i.e. no. of check-ins / no. of registered attendees)

Event speaker and department

No. of checked in attendees including sit-in attendees (if any), displayed in round brackets

No. of registered attendees (if specified)

Remaining time of event

No. of checked out attendees including sit-in attendees (if any), displayed in round brackets ('N/A' if the event does not require check-out)



Real-time Event Dashboard

Event information

#148938 MKTG2501-1D(LEC)
Introduction to marketing
 Faculty of Business and Economics
 Refreshes every 60 seconds
 09 Sep 2021 12:30 - 13:20 KK202 Lecture SIS Public
 Introduction to marketing

Dashboard will refresh every 60 seconds by default, you can switch it off

Attendance rate (i.e. no. of check-ins / no. of registered attendees)

Timeline showing the event status



CHECKED-IN ATTENDEES: 2
 CHECKED-OUT ATTENDEES: 0
 REGISTERED ATTENDEES: 56
 ATTENDANCE RATE: 4%

No. of registered attendees (if specified)

No. of checked in attendees including sit-in attendees (if any), displayed in round brackets

Filter records:

Export to Excel Print

U#	Name	Check-in	Check-out	Status
Student	[Name]	12:38	Manual Ch	
Student	[Name]	12:38	Manual Ch	
Student	[Name]	Manual Check-in		
Student	[Name]	Manual Check-in		Registered

No. of checked out attendees including sit-in attendees (if any), displayed in round brackets ('N/A' if the event does not require check-out)

Real-time Event Dashboard

Quick filtering of records

Export the data to Excel or print

Changing sort order

Attendee type (Staff/Student/Guest), U no. and name

Check-in time, or a "Manual Check-in" button for manual check-in

Check-out time, or a "Manual Check-out" button for manual check-out (for events requiring check-out)

Attendee's status

U#	Name	Check-in	Check-out	Status
Student	[blurred]	12:38	Manual Check-out	Present
Student	[blurred]	12:38	Manual Check-out	Present
Student	[blurred]	Manual Check-in		Registered
Student	[blurred]	Manual Check-in		Registered

Manually update attendance records



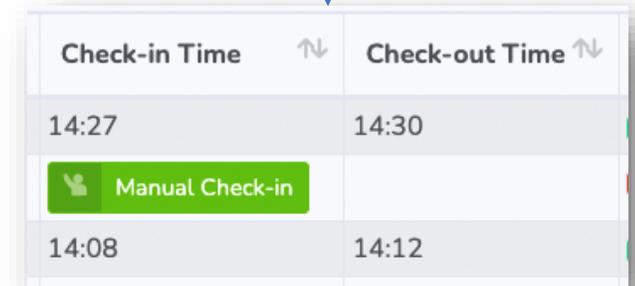
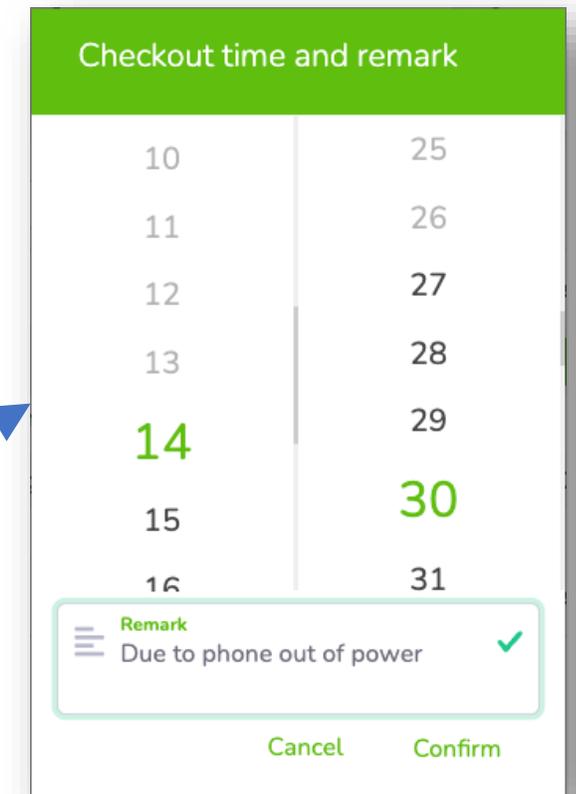
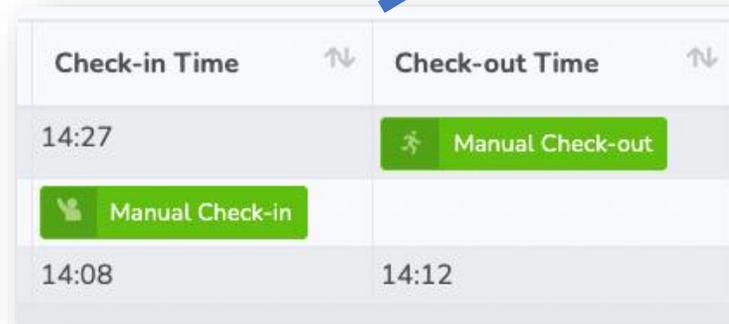
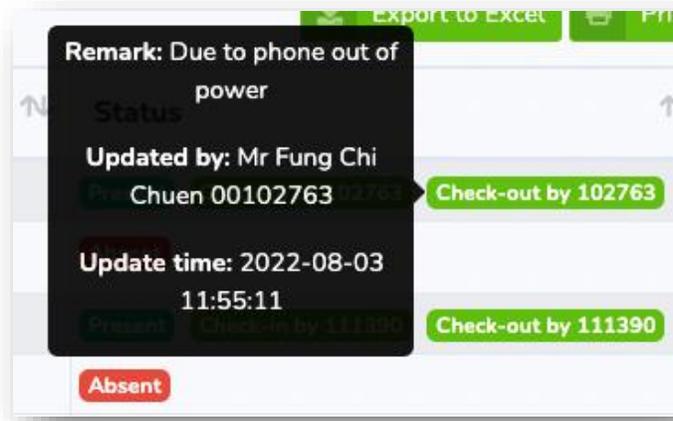
Manually update attendance records

- Attendance records can be updated after the event has ended
 - The attendance record also indicates the time, reason and updater's identity
 - It can be retrieved in Excel format
 - Only the attendee who matches the target audience group is allowed to manually update the attendance record
 - The attendance record can only be updated once

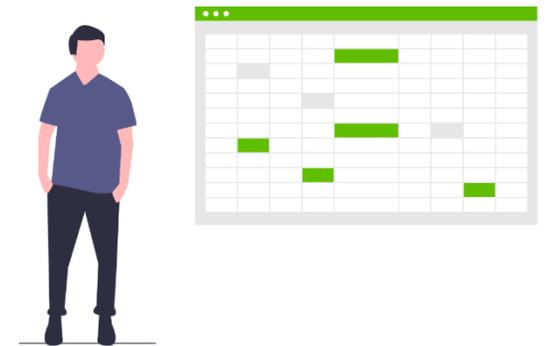


Manually update attendance records

1. Go to 'Attendance Records'
2. Click any event detail you want to update
3. Click Button under 'Check-in Time/ Check-out Time' column
4. Select the time and enter the reason in remark filed. (The remark field is a required field.)
5. Click the 'Confirm' button
6. The record is shown in 'Status' column



Retrieve attendance records



Retrieve attendance records

- Attendance records could be downloaded in Excel format for further analysis
 - It would be ready immediately after the classes/events ended
 - It would be kept in the system for 2 complete academic years
 - i.e. 1 Sep to 31 Aug next year



Retrieve attendance records – single event

1. Go to **Attendance@HKU for Administrator**
2. Click “Attendance Records” button on the left-hand side menu
3. Click the ID of the event which you want to retrieve

You can also filter the events by using “Filter records”.

Attendance Records							
Filter records: <input type="text"/>				Export to Excel		Print	
Event#	Event	Date & Time	Venue	# of Attendee	Registered Attendee	Attendance Rate	Target Audience
2021-ARAB1001-1A-LEC							
> 150637	Lecture ARAB1001-1A(LEC) Arabic I.1	02 Sep 2021 13:30 - 15:20	CPD-3.29	15 7	23	65%	Public
> 150641	Lecture ARAB1001-1A(LEC) Arabic I.1	07 Sep 2021 13:30 - 15:20	CPD-2.14	16 10	23	70%	Public

Retrieve attendance records – single event

- Click “Export to Excel” button to download the attendance records in Excel format

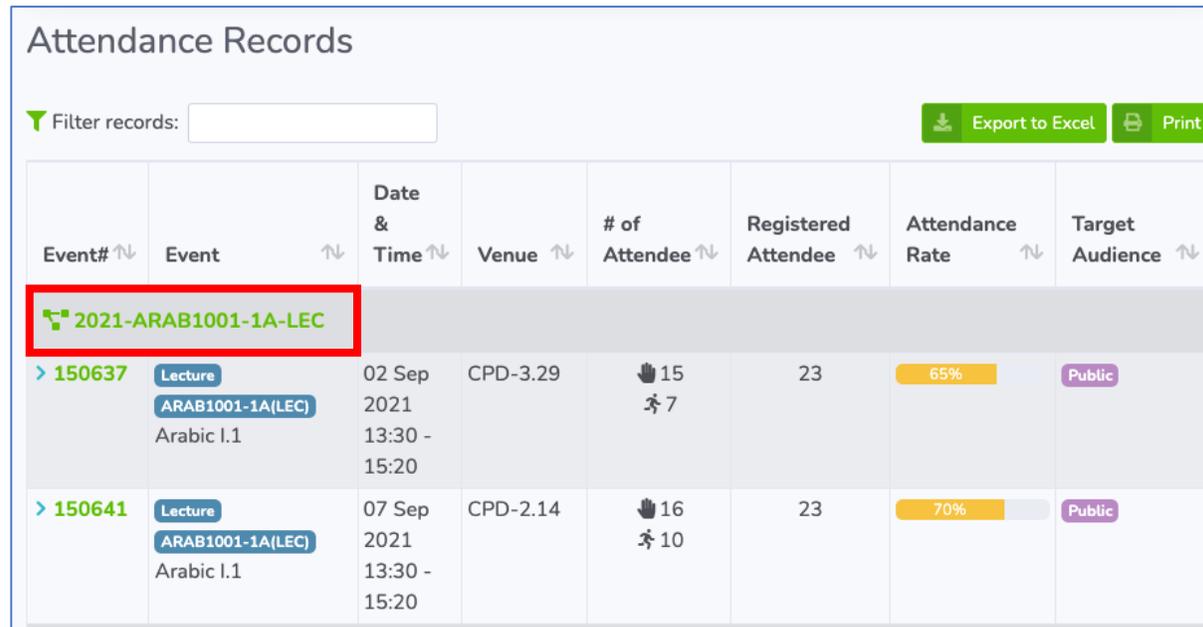
The screenshot shows a dashboard for an event titled 'Arabic I.1'. At the top, it displays the event ID '#150637' and course code 'ARAB1001-1A(LEC)'. Below this, the event title 'Arabic I.1' is shown, along with the school name 'School of Modern Languages and Cultures', the date '02 Sep 2021', and time '13:30 - 15:20'. There are also tags for 'Lecture', 'SIS', and 'Public'. The dashboard features four summary cards: 'CHECKED-IN ATTENDEES' with a count of 15, 'CHECKED-OUT ATTENDEES' with a count of 7, 'ABSENT ATTENDEES' with a count of 8, and 'ATTENDANCE RATE' at 65%. Below these cards is a 'Filter records:' input field. To the right of the filter are two buttons: 'Export to Excel' (highlighted with a red box) and 'Print'. At the bottom, there is a table with columns for 'U#', 'Name', 'Check-in Time', 'Check-out Time', and 'Status'. The table contains five rows of student records with their respective check-in and check-out times and status (Present or Absent).

U#	Name	Check-in Time	Check-out Time	Status
Student	[Name]	13:38		Present
Student	[Name]	13:39	15:21	Present
Student	[Name]			Absent
Student	[Name]	13:32		Present
Student	[Name]	13:26	15:21	Present

Retrieve attendance records – Entire course

1. Go to **Attendance@HKU for Administrator**
2. Click **“Attendance Records”** button on the left-hand side menu
3. Click the ID of the course which you want to retrieve

You can also filter the events by using “Filter records”.



Attendance Records

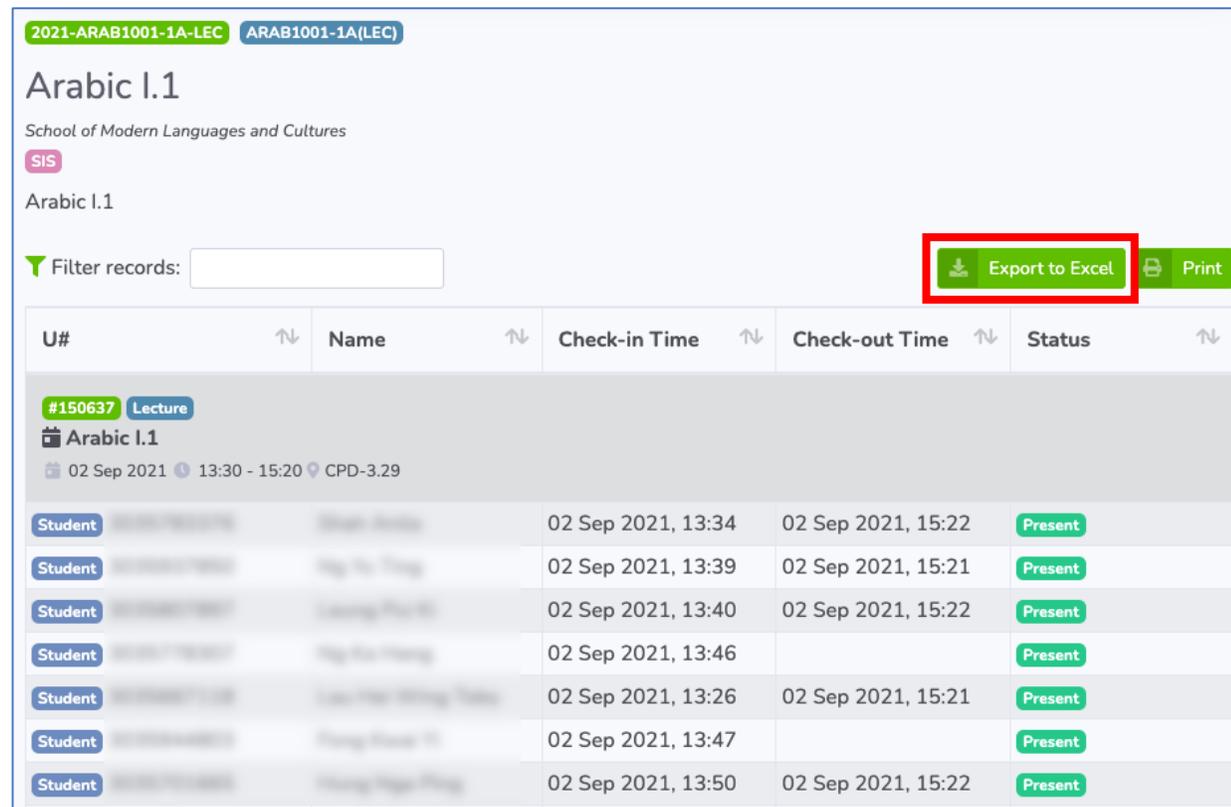
Filter records:

Export to Excel Print

Event#	Event	Date & Time	Venue	# of Attendee	Registered Attendee	Attendance Rate	Target Audience
> 2021-ARAB1001-1A-LEC							
> 150637	Lecture ARAB1001-1A(LEC) Arabic I.1	02 Sep 2021 13:30 - 15:20	CPD-3.29	15 7	23	65%	Public
> 150641	Lecture ARAB1001-1A(LEC) Arabic I.1	07 Sep 2021 13:30 - 15:20	CPD-2.14	16 10	23	70%	Public

Retrieve attendance records – Entire course

- Click “Export to Excel” button to download the attendance records in Excel format



2021-ARAB1001-1A-LEC ARAB1001-1A(LEC)

Arabic I.1

School of Modern Languages and Cultures

SIS

Arabic I.1

Filter records:

[Export to Excel](#) [Print](#)

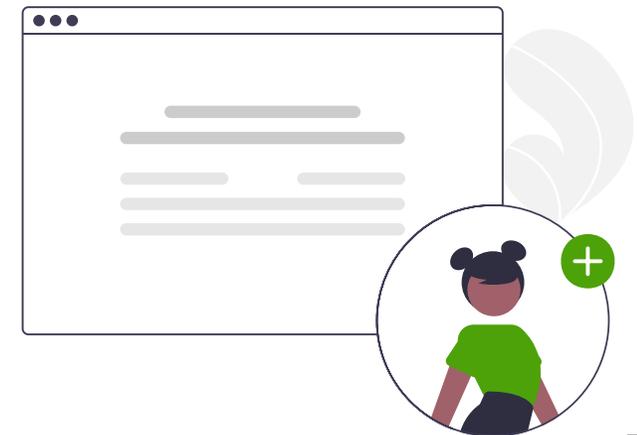
U#	Name	Check-in Time	Check-out Time	Status
#150637 Lecture				
Arabic I.1				
02 Sep 2021 13:30 - 15:20 CPD-3.29				
Student	...	02 Sep 2021, 13:34	02 Sep 2021, 15:22	Present
Student	...	02 Sep 2021, 13:39	02 Sep 2021, 15:21	Present
Student	...	02 Sep 2021, 13:40	02 Sep 2021, 15:22	Present
Student	...	02 Sep 2021, 13:46		Present
Student	...	02 Sep 2021, 13:26	02 Sep 2021, 15:21	Present
Student	...	02 Sep 2021, 13:47		Present
Student	...	02 Sep 2021, 13:50	02 Sep 2021, 15:22	Present

Privacy Policies Compliance

- Departments, event organizers and authorized users of **Attendance@HKU** should comply with 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



Maintain access control

- Available functions in **Attendance@HKU** are controlled by access roles
- There are 2 types of roles:
 - **Roles granted on department basis**
 - Department administrator has the right to grant and revoke these roles to users to access events and attendance records under the department concerned
 - **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**



Maintain access control

Summary of access roles

Type	Role	Maintain Events				Dashboard	Attendance Records	Access Control
		Create	Update	Delete	Import			
Department	Administrator	✓	✓	✓	✓	✓	✓	✓
	Manager	✓	✓	✓	✓	✓	✓	
	Coordinator					✓	✓	
Event	Manager		✓	✓		✓	✓	
	Coordinator					✓	✓	

Apply for Department Administrator

To apply for **Department Administrator** to manage events and access control for your department

- submit an application form ([CF125a](#))
- endorsed by Head of Department



INFORMATION TECHNOLOGY SERVICES
The University of Hong Kong

CF125a - Apply/Revoke Proxy for Accessing Departmental Information on HKU Portal – Proxy Rights Administered by ITS

Notes (Please read and understand the following notes before submitting this application.)

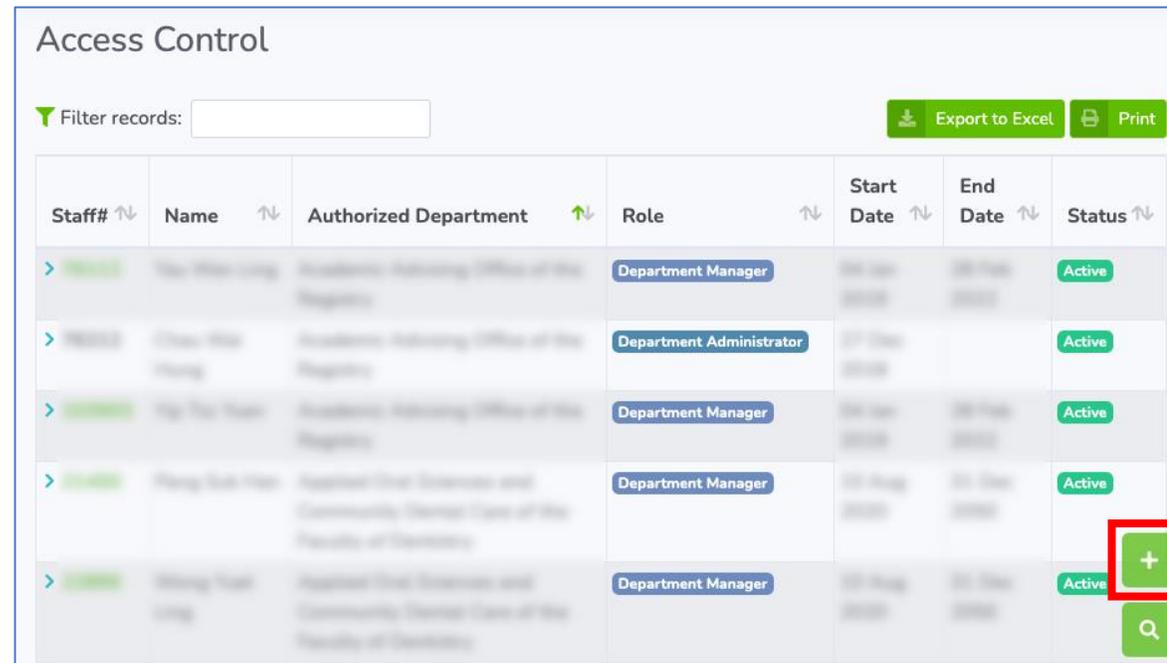
1. The proxy rights applied will be granted/revoked within 5 working days.



Maintain access control – Add

To grant **Department Manager / Coordinator** to your colleague

1. Go to **Attendance@HKU for Administrator**
2. Click **“Access Control”** button on the left-hand side menu
3. Click the **“+”** button



Access Control

Filter records:

Export to Excel Print

Staff#	Name	Authorized Department	Role	Start Date	End Date	Status
> 10000	Ng Ka Ling	Academic Learning Office of the Faculty	Department Manager	01 Jan 2020	31 Dec 2020	Active
> 10000	Ng Ka Ling	Academic Learning Office of the Faculty	Department Administrator	01 Jan 2020		Active
> 10000	Ng Ka Ling	Academic Learning Office of the Faculty	Department Manager	01 Jan 2020	31 Dec 2020	Active
> 10000	Ng Ka Ling	Academic Learning Office of the Faculty	Department Manager	01 Jan 2020	31 Dec 2020	Active
> 10000	Ng Ka Ling	Academic Learning Office of the Faculty	Department Manager	01 Jan 2020	31 Dec 2020	Active

The '+' button in the status column of the last row is highlighted with a red box.

Maintain access control – Add

4. Choose the user concerned under your department
5. Select the access 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.

6. Set the start date and end date (inclusive) for the access role
7. Click the “Save” button

Create Access Control Record

New Record

Staff
[User Name]

Authorized Department
Information Technology Services

Role
Department Manager

Effective From
09 Sep 2021 to 09 Sep 2022

Remarks optional

Include child departments

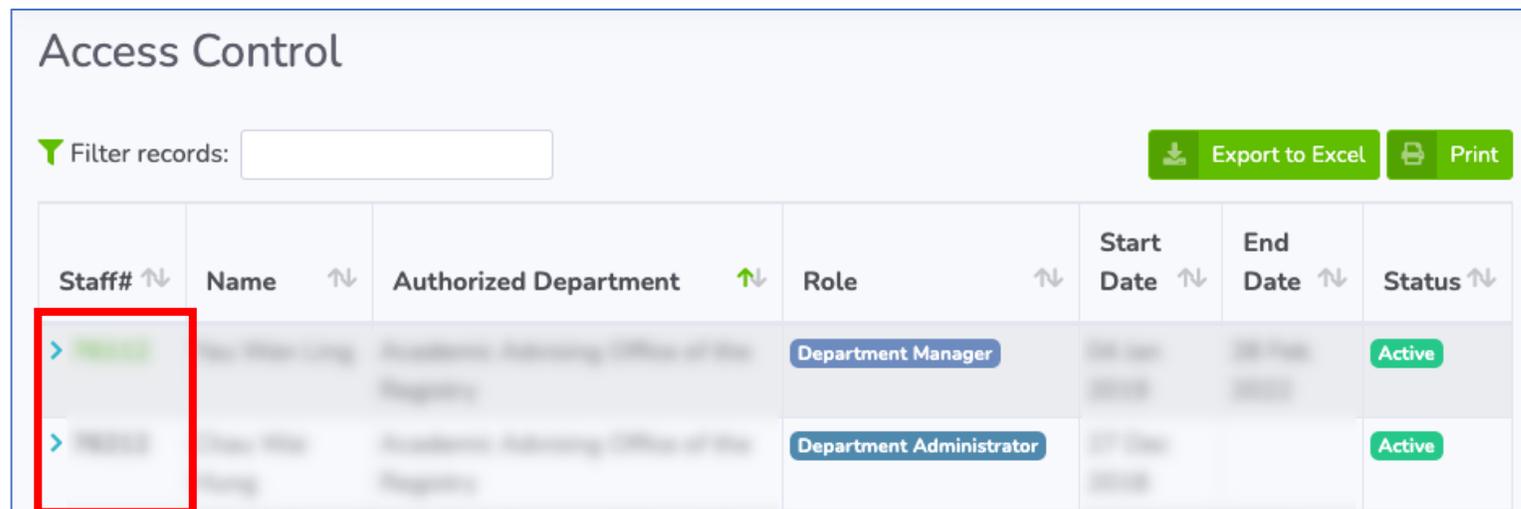
[← Back](#) [✓ Save](#)

Maintain access control – Update

To update existing access role granted

1. Go to **Attendance@HKU for Administrator**
2. Click **“Access Control”** button on the left-hand side menu
3. Click the staff number of the user

You can also filter the records by using “Filter records”.



The screenshot displays the 'Access Control' interface. At the top, there is a 'Filter records:' input field and two buttons: 'Export to Excel' and 'Print'. Below this is a table with the following columns: Staff#, Name, Authorized Department, Role, Start Date, End Date, and Status. The first two rows of the table are highlighted with a red box around the 'Staff#' column. The first row shows a 'Department Manager' role, and the second row shows a 'Department Administrator' role. Both are marked as 'Active'.

Staff#	Name	Authorized Department	Role	Start Date	End Date	Status
> 10000			Department Manager			Active
> 10000			Department Administrator			Active

Maintain access control – Update

4. Update access role details
5. Click the “Save” button

Update Access Control Record

Staff
Information Technology Services

Authorized Department
Information Technology Services

Effective From
26 Aug 2021 to 09 Sep 2021

Remarks optional

Include child departments

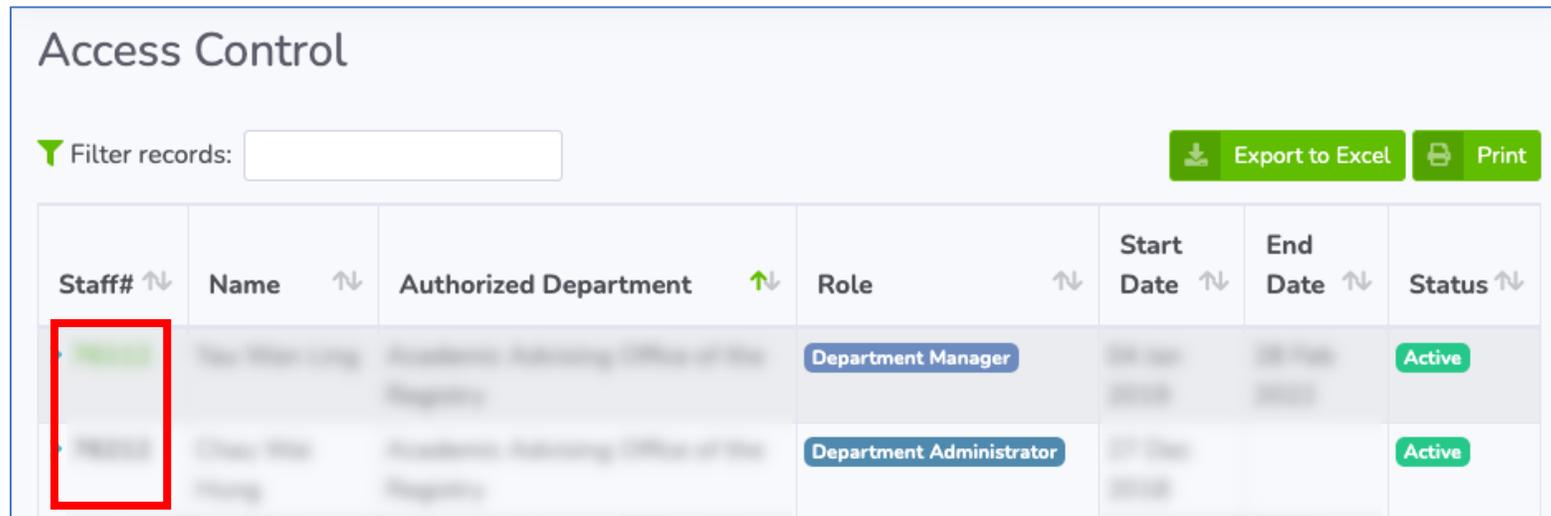
[← Back](#) [⏹ Terminate](#) [✓ Save](#)

Maintain access control – Terminate

To terminate existing access role granted

1. Go to **Attendance@HKU for Administrator**
2. Click **“Access Control”** button on the left-hand side menu
3. Click the staff number of the user

You can also filter the records by using “Filter records”.



Access Control

Filter records:

Export to Excel Print

Staff# ↕	Name ↕	Authorized Department ↕	Role ↕	Start Date ↕	End Date ↕	Status ↕
10000	Mr. [Name]	Department [Name]	Department Manager	2020-01-01	2020-12-31	Active
10001	Mr. [Name]	Department [Name]	Department Administrator	2020-01-01	2020-12-31	Active

Maintain access control – Terminate

4. Click the “Terminate” button

Update Access Control Record

Staff
[User Name]

Authorized Department
Information Technology Services

Effective From
26 Aug 2021 to 09 Sep 2021

Remarks optional

Include child departments

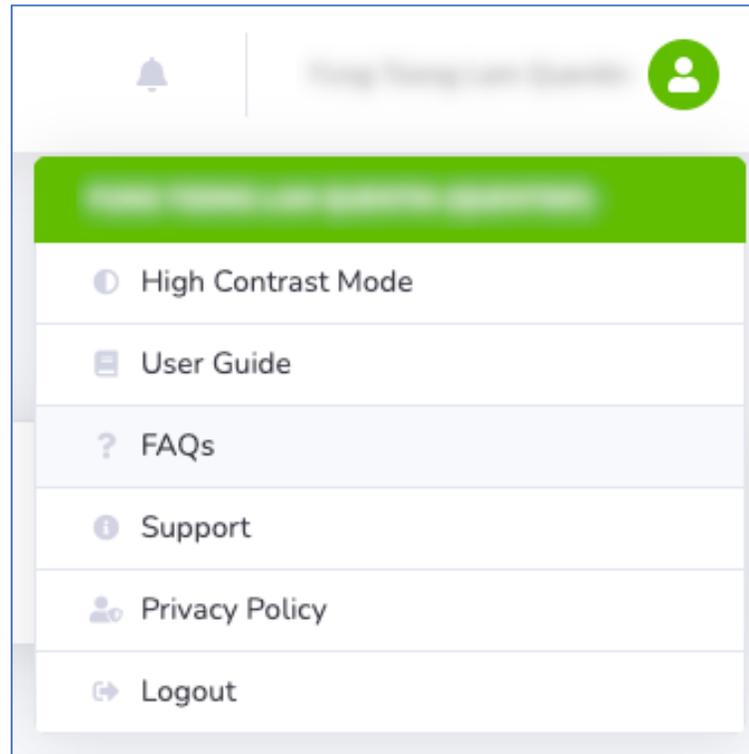
[← Back](#) [⛔ Terminate](#) [✓ Save](#)

FAQs



FAQs

Click the menu on the top right-hand corner and you can find a list of Frequently Asked Questions (FAQs) on using this system.





Thank You

