

THE  
UNIVERSITY OF  
LAHORE

***Manual for Faculty to  
Enter Attendance***

# Open the site hub.uol.edu.pk

Gujrat Campus x Logon x

Not secure | hub.uol.edu.pk/sap/bc/ui5\_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html

User |

Password

Language EN - English ▼

Protocol cannot be switched to HTTPS; HTTPS is not configured/active  
No switch to HTTPS occurred, so it is not secure to send a password

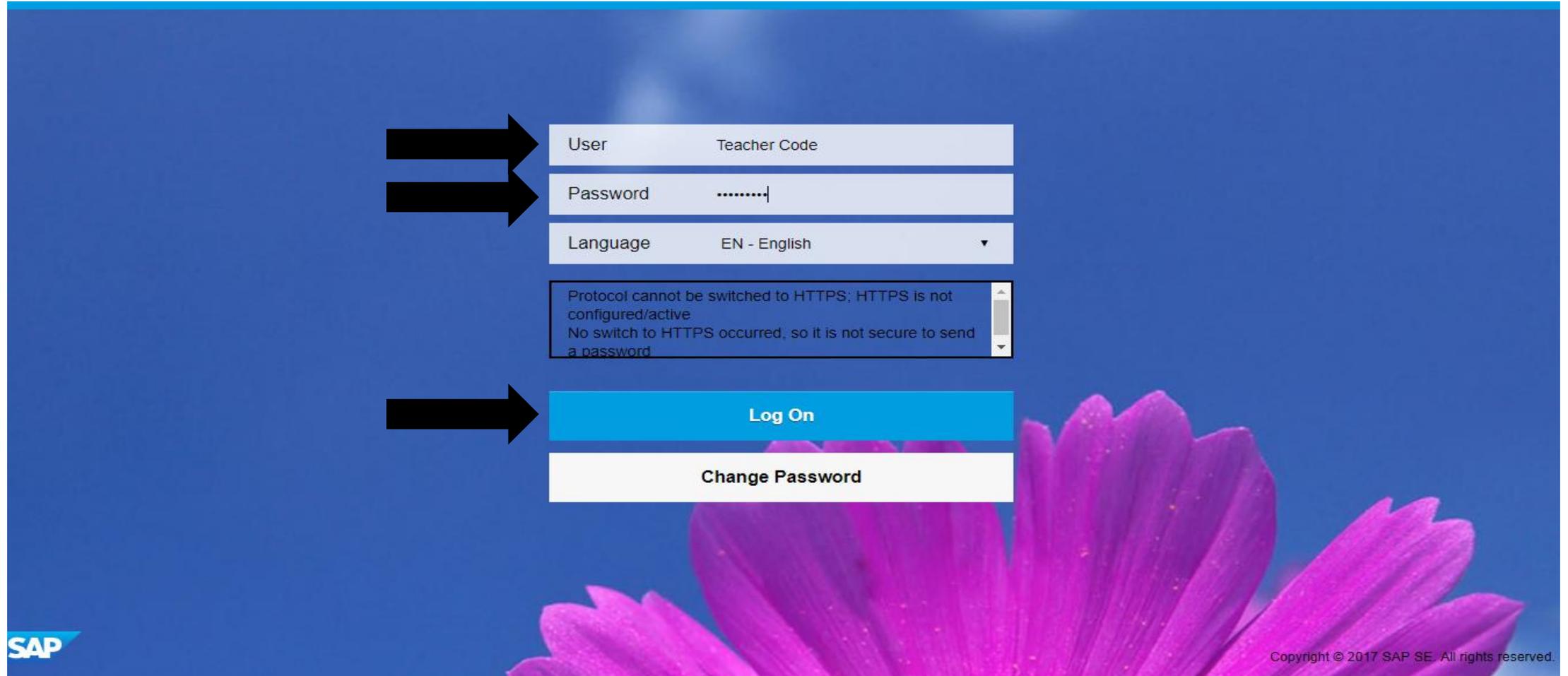
Log On

Change Password

SAP

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# At this page enter your **Faculty Login** and **Password** and click on **Log On**

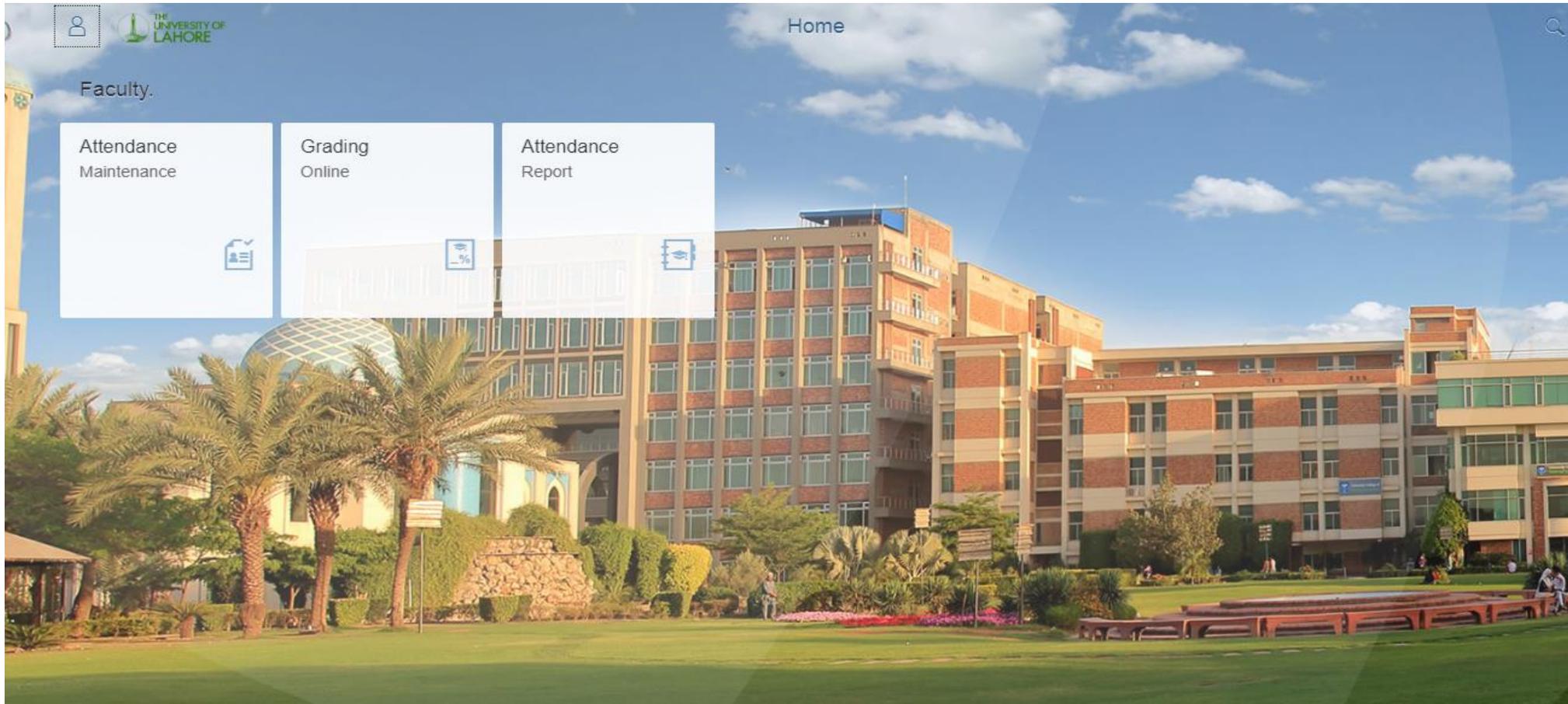


The screenshot shows the SAP Faculty Login interface. It features a blue background with a pink flower in the bottom right corner. The login form consists of several fields and buttons:

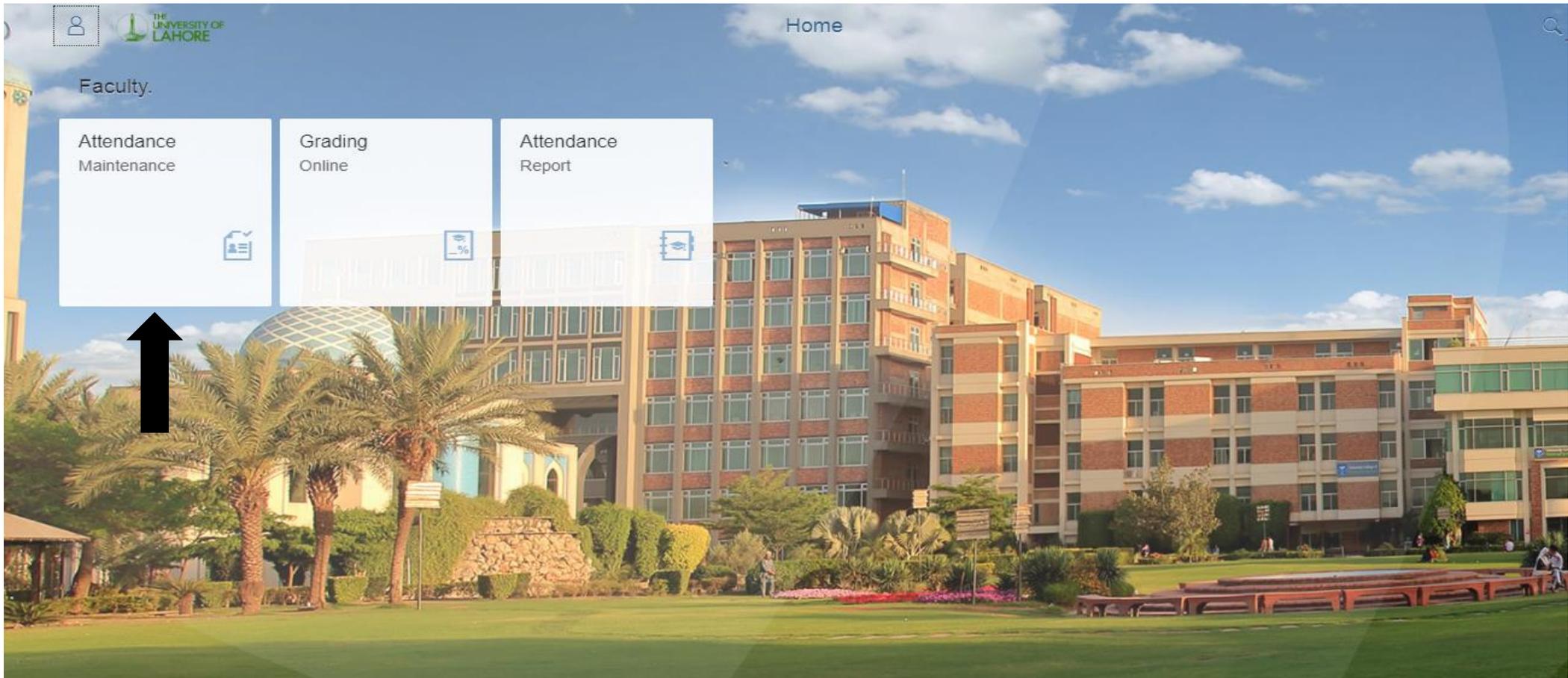
- User** and **Teacher Code** input fields.
- Password** input field with masked characters (dots).
- Language** dropdown menu set to **EN - English**.
- A message box with the text: "Protocol cannot be switched to HTTPS; HTTPS is not configured/active. No switch to HTTPS occurred, so it is not secure to send a password".
- Log On** button (blue).
- Change Password** button (white).

Three black arrows point to the User and Password fields, and the Log On button. The SAP logo is visible in the bottom left corner, and the copyright notice "Copyright © 2017 SAP SE. All rights reserved." is in the bottom right corner.

# After logging on, you'll get the following page.



At this page click on the **Attendance Maintenance**.



After clicking on the box you'll get the list of your courses.

The screenshot shows a web application interface for attendance tracking. At the top, there is a navigation bar with a user profile icon, a home icon, and the University of Lahore logo. The title of the page is "Attendance Tracking By Ussama Latif". Below the navigation bar, there is a "Continue" button with a green checkmark. To the right of the "Continue" button are icons for settings and help. The main content area contains two dropdown menus: "Academic Year" set to "2017" and "Academic Session" set to "Fall Semester". Below these is a "Business Event" input field with a search icon. An "Apply" button is located below the input field. The section is titled "Event Details" and contains a "Maintain Attendance" button. Below the button is a table with the following data:

Event Description	Business event abbr.	Module (Desc.)	Module (Abbrev.)	Event Package (Description)	Event Package
TCV2025 Section A	TCV2025	Water Supply and Water Management	TCV2025	TCV2025 Section A	TCV2025
TCV3015 Section A	TCV3015	Irrigation and Hydraulic Structures	TCV3015	TCV3015 Section A	TCV3015
TCV3015 Section A	TCV3015	Irrigation and Hydraulic Structures	TCV3015	TCV3015 Section A	TCV3015

# Select the course for which attendance is to be entered and click on **Maintain Attendance**.

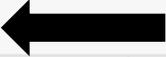
✓ Continue ⚙️ ?

Academic Year: 2017 Academic Session: Fall Semester

Business Event:  🔍

Apply

### Event Details

Maintain Attendance 

Event Description	Business event abbr.	Module (Desc.)	Module (Abbrev.)	Event Package (Description)	Event Package
TCV2025 Section A	TCV2025	Water Supply and Water Management	TCV2025	TCV2025 Section A	TCV2025
TCV3015 Section A	TCV3015	Irrigation and Hydraulic Structures	TCV3015	TCV3015 Section A	TCV3015
TCV3015 Section A	TCV3015	Irrigation and Hydraulic Structures	TCV3015	TCV3015 Section A	TCV3015

Calendar is showing different colors e.g

1. Class with complete attendance ( Green)
2. Class with incomplete attendance (Red)
3. Future class occurrence (Yellow)

Click on the date for which you want to enter the attendance.

Save Start Over

44 29 30 31 1 2 3 4 48 26 27 28 29 30 1 2 1 31 1 2 3 4 5 6  
45 5 6 7 8 9 10 11 49 3 4 5 6 7 8 9 2 7 8 9 10 11 12 13  
46 12 13 14 15 16 17 18 50 10 11 12 13 14 15 16 3 14 15 16 17 18 19 20  
47 19 20 21 22 23 24 25 51 17 18 19 20 21 22 23 4 21 22 23 24 25 26 27  
48 26 27 28 29 30 1 2 52 24 25 26 27 28 29 30 5 28 29 30 31 1 2 3  
49 3 4 5 6 7 8 9 1 31 1 2 3 4 5 6 6 4 5 6 7 8 9 10

Class with Attendance Complete  
Class with Incomplete Attendance  
Future Class Occurrence

### Class Details

Class Date 17.11.2017 Class Time 10:30:00 To 12:00:00 Teacher Ussama Latif

Class Occurrence Attendance Completed

Cancelled Bookings Create Note Change Note Display Note Attendance Overview Show Photo

Student No	Student Name	Absence	Total A To Date	Note Icon	Event Date	Class Duration	Booking Status
70051682	Malik, Kanza				17.11.2017	10:30:00 - 12:00:00	Booked
70051685	Kausar, Rimsha				17.11.2017	10:30:00 - 12:00:00	Booked
70051686	Zubair, Sofia				17.11.2017	10:30:00 - 12:00:00	Booked
70051687	., Shiza				17.11.2017	10:30:00 - 12:00:00	Booked
70052616	Ishaq, Muhammad				17.11.2017	10:30:00 - 12:00:00	Booked

By default all students are Present.

“A” is for absent. To enter attendance press “A”, “Enter” and then “**Down Arrow**”

Total number of absents till date of students is also displayed.

Class Date 17.11.2017      Class Time 10:30:00      To 12:00:00      Teacher Ussama Latif

Class Occurrence Attendance Completed

Cancelled Bookings ▾   Create Note   Change Note   Display Note   Attendance Overview   Show Photo

Student No	Student Name	Absence	Total A To Date	Note Icon	Event Date	Class Duration	Booking Status
70051682	Malik, Kanza			👉	17.11.2017	10:30:00 - 12:00:00	Booked
70051685	Kausar, Rimsha	A	1	👉	17.11.2017	10:30:00 - 12:00:00	Booked
70051686	Zubair, Sofia	A	1	👉	17.11.2017	10:30:00 - 12:00:00	Booked
70051687	., Shiza			👉	17.11.2017	10:30:00 - 12:00:00	Booked
70052616	Ishaq, Muhammad			👉	17.11.2017	10:30:00 - 12:00:00	Booked

Two black arrows point upwards to the 'Absence' and 'Total A To Date' columns for the student with ID 70051687.

# After completing the attendance, click on “Class Occurrence Attendance Completed”.

**Class Details**

Class Date 17.11.2017      Class Time 10:30:00      To 12:00:00      Teacher Ussama Latif

Class Occurrence Attendance Completed

Cancelled Bookings ▾   Create Note   Change Note   Display Note   Attendance Overview   Show Photo

Student No	Student Name	Absence	Total A To Date	Note Icon	Event Date	Class Duration	Booking Status
70051682	Malik, Kan			👉	17.11.2017	10:30:00 - 12:00:00	Booked
70051685	Kausar, Rimsha	A	1	👉	17.11.2017	10:30:00 - 12:00:00	Booked
70051686	Zubair, Sofia	A	1	👉	17.11.2017	10:30:00 - 12:00:00	Booked
70051687	., Shiza			👉	17.11.2017	10:30:00 - 12:00:00	Booked
70052616	Ishaq, Muhammad			👉	17.11.2017	10:30:00 - 12:00:00	Booked

# Click on "SAVE" button to permanently save the attendance.

Attendance Tracking By Ussama Latif

**Save** | Start Over

Class with Attendance Complete (Green)  
Class with Incomplete Attendance (Red)  
Future Class Occurrence (Yellow)

### Class Details

Class Date: 17.11.2017  
Class Time: 10:30:00 To 12:00:00  
Teacher: Ussama Latif

Class Occurrence Attendance Completed

Cancelled Bookings | Create Note | Change Note | Display Note | Attendance Overview | Show Photo

Student No	Student Name	Absence	Total A To Date	Note Icon	Event Date	Class Duration	Booking Status
70051682	Malik, Kanza			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70051685	Kausar, Rimsha			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70051686	Zubair, Sofia			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70051687	., Shiza			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70052616	Ishaq, Muhammad			🔔	17.11.2017	10:30:00 - 12:00:00	Booked

# Click on “Start Over” button to enter the attendance for another course.

Save | Start Over

Attendance Tracking By Ussama Latif

THE UNIVERSITY OF LAHORE

Class with Attendance Complete (Green)

Class with Incomplete Attendance (Red)

Future Class Occurrence (Yellow)

### Class Details

Class Date 17.11.2017    Class Time 10:30:00 To 12:00:00    Teacher Ussama Latif

Class Occurrence Attendance Completed

Cancelled Bookings | Create Note | Change Note | Display Note | Attendance Overview | Show Photo

Student No	Student Name	Absence	Total A To Date	Note Icon	Event Date	Class Duration	Booking Status
70051682	Malik, Kanza			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70051685	Kausar, Rimsha			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70051686	Zubair, Sofia			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70051687	., Shiza			🔔	17.11.2017	10:30:00 - 12:00:00	Booked
70052616	Ishaq, Muhammad			🔔	17.11.2017	10:30:00 - 12:00:00	Booked

# For signing out, simply click on **Sign Out** and click **OK**

