

Using the Attendance Register in Masomo

- i. To use the Attendance register, click on the attendance register for that particular week

The screenshot displays the KyU - Masomo Portal interface. The main content area is titled "Your progress" and shows a list of course materials for HRD2101, organized by week. A red arrow points to the "Attendance Register for Week 1" link, which is highlighted in yellow. The interface includes a navigation menu on the right, a search bar, and various widgets like "Latest news" and "Upcoming events".

Navigation menu items:

- Dashboard
 - Site home
 - Site pages
 - Current course
 - HRD2101
 - Participants
 - Badges
 - General
 - 3 September - 9 September
 - 10 September - 16 September
 - 17 September - 23 September
 - 24 September - 30 September
 - 1 October - 7 October
 - 8 October - 14 October
 - 15 October - 21 October
 - 22 October - 28 October
 - 29 October - 4 November
 - 5 November - 11 November
 - 12 November - 18 November
 - 19 November - 25 November
 - 26 November - 2 December
 - 3 December - 9 December
- My courses

Upcoming events:

- ASSIGNMENT WEEK THREE
Sunday, 23 September, 12:00 AM
- CAT 1
Saturday, 6 October, 7:00 AM
» 9:00 PM

Recent activity:

- Activity since Thursday, 20 September 2018, 4:42 PM

ii. Next select Submit attendance

The screenshot shows the KyU Masomo Portal interface. At the top, there is a green header with 'KyU - Masomo Portal' and 'Test test'. Below the header is a navigation bar with links for 'KyU - Masomo Portal', 'Fee Structures', 'Student Portal', and 'Elearning'. A search bar is also present. The main content area shows the breadcrumb path: 'Dashboard > HRD2101 > 3 September - 9 September > Attendance Register for Week 1 > Attendance report'. There are tabs for 'This course' and 'All courses'. The title 'Test test' is displayed. On the left, statistics are shown: 'Sessions completed: 0', 'Present: 0', 'Late: 0', 'Excused: 0', 'Absent: 0', 'Attendance grade: 0.0 / 0.0', and 'Attendance percent: 0.0'. A calendar navigation shows 'September' selected. Below this is a table with columns: '#', 'Type', 'Date', 'Time', 'Description', 'Status', and 'Remarks'. The table contains three rows of class sessions. A red arrow points to a 'Submit attendance' button located at the bottom right of the table. On the right side of the page, there is a 'Navigation' sidebar with a tree view of the site structure, including 'HRD2101', 'Participants', 'Badges', 'General', and a list of dates for the current course.

KyU - Masomo Portal

Test test

KyU - Masomo Portal Fee Structures Student Portal Elearning Search courses

Dashboard > HRD2101 > 3 September - 9 September > Attendance Register for Week 1 > Attendance report

This course All courses

Test test

Sessions completed: 0
Present: 0
Late: 0
Excused: 0
Absent: 0
Attendance grade: 0.0 / 0.0
Attendance percent: 0.0

September

All All past Months Weeks Days

#	Type	Date	Time	Description	Status	Remarks
1	All students	17.09.18 (Mon)	10:00 - 13:00	Regular class session		User enrolment starts 19.09.2018
2	All students	19.09.18 (Wed)	10:00 - 13:00	Regular class session		User enrolment starts 19.09.2018
3	All students	21.09.18 (Fri)	10:00 - 13:00	Regular class session		Submit attendance

Navigation

Dashboard

- Site home
- Site pages
- Current course
 - HRD2101
 - Participants
 - Badges
 - General
 - 3 September - 9 September
 - HRD 2101 COMMUNICATION SKILLS COURSE OUTLINE
 - LECTURE NOTES WEEK ONE
 - WEEK 1 LIVE CHAT FORUM
 - Attendance Register for Week 1**
 - 10 September - 16 September
 - 17 September - 23 September
 - 24 September - 30 September
 - 1 October - 7 October
 - 8 October - 14 October
 - 15 October - 21 October
 - 22 October - 28 October
 - 29 October - 4 November
 - 5 November - 11 November

iii. And then tick the required status as appropriate and save changes

The screenshot displays the KyU Masomo Portal interface. At the top, the browser address bar shows the URL: `elearning.kyu.ac.ke/masomo/mod/attendance/attendance.php?sessid=45&sesskey=bEbXJEA2Fb`. The page header includes the text "KyU - Masomo Portal" and "Test test". Below the header, there are navigation tabs for "KyU - Masomo Portal", "Fee Structures", "Student Portal", and "Elearning", along with a "Search courses" button. The main content area shows a breadcrumb trail: "Dashboard > HRD2101 > 3 September - 9 September > Attendance Register for Week 1 > Attendance Register for Week 1". The date and time are set to "21 September 2018 10:00". The status "Test test:" is marked with an asterisk, and the "Present" radio button is selected. A red arrow points to the "Present" option. Below the form are "Save changes" and "Cancel" buttons. A message below the form states: "There are required fields in this form marked *." On the right side, there is a "Navigation" sidebar with a tree view of the course structure, including "HRD2101", "Participants", "Badges", "General", "3 September - 9 September", "HRD 2101 COMMUNICATION SKILLS COURSE OUTLINE", "LECTURE NOTES WEEK ONE", "WEEK 1 LIVE CHAT FORUM", "Attendance Register for Week 1", and a list of dates from "10 September - 16 September" to "5 November - 11 November". The Windows taskbar at the bottom shows the system clock as "9:48 AM 9/21/2018".