


ICT Teaching Attendance User Guide

- Sign-in & Sign-out for teaching attendance**
1. Go to Teaching Attendance System (<http://bit.ly/muict-teaching>)
 2. Use MU Internet Account or LECTXXX Account to login
 3. Click  (the system will save sign-in time and automatically logout)

TEACHING ATTENDANCE

LOGIN

Username (MU Internet Account or LECTXXX Account)

Username

Password

Password

Login

2

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TEACHING ATTENDANCE SIGN-IN/SIGN-OUT ATTENDANCE SHEET

DR. DAVID JONES

ITCS672 Seminar in Computer Science II
(Section 1)

🕒 2 October 2020 12:50:11

Show all subject Sign-in

3

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Upload File and Sign-out

TEACHING ATTENDANCE SIGN-IN/SIGN-OUT ATTENDANCE SHEET

DR. DAVID JONES

ITCS320 Discrete Structures
(Section 1)

SIGN-IN TIME 08:27:32
🕒 16 June 2020 12:41:47

Online class screenshot files (Do not over than 3 files)
only .jpg, .jpeg, .png, .pdf

Choose File No file chosen Upload

No.	File	
1.	S623_ITCS632_20-06-15_File1.pdf	🗑️
2.	S623_ITCS632_20-06-15_File2.pdf	🗑️

1. upload file (if needs)
2. Click Sig-out

Sign-out

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When you click Sign-out, the system will save uploaded file, sign-out time and automatically logout

Upload File after Sign-out

TEACHING ATTENDANCE SIGN-IN/SIGN-OUT ATTENDANCE SHEET

DR. DAVID JONES

All Subjects
👤 Instructor

Subject

ITCS320 Discrete Structures (Section 1) TUE 09:00 - 12:30 #1 IN: 08:27 OUT: 12:50 2 files + Screenshot

+ Sign-in

TEACHING ATTENDANCE SIGN-IN/SIGN-OUT ATTENDANCE SHEET

DR. DAVID JONES

ITCS320 Discrete Structures (Section 1)

SIGN-IN TIME 08:27 SIGN-OUT TIME 12:50

Online class screenshot files (Do not over than 3 files)
only .jpg, .jpeg, .png, .pdf

Choose File No file chosen Upload

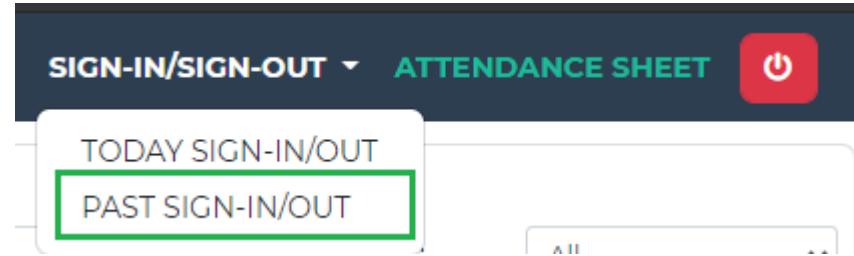
No.	File	
1.	S623_ITCS632_20-06-15_File1.pdf	🗑️
2.	S623_ITCS632_20-06-15_File2.pdf	🗑️

1. upload file
2. Click Save

Back Save

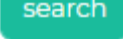

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EDIT EXISTING RECORD / ADD NEW ATTENDANCE AFTER TEACHING DAY



- PAST SIGN-IN/OUT submenu
- ❖ Search attendance records and edit (if need)
 - ❖ Add new attendance if you forget on the teaching day

SEARCH ATTENDANCE AND EDIT EXISTING RECORD

1. Click  to view teaching attendance
2. Click 
3. Edit time or upload class screenshot (if need)


REQUEST FOR EDIT TEACHING ATTENDANCE


Edited record

Semester:

Subject:

Teaching Date:

Sign-in: * 

Sign-out: * 

Reason: *

Note: The edited teaching attendance will be used for payment when get approval by academic affairs and will be marked as edited record.

Online class screenshot files (Do not over than 3 files)
only .jpg, .jpeg, .png, .pdf (Maximum file size is 4 MB.)

No file chosen

Past Sign-in/Sign-out

Semester: Subject: Section/Group:

Date: to Sort by:

Teaching Attendance Semester 1/2020

Show entries

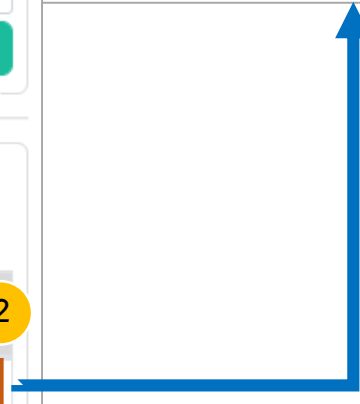
No.	Subject	Section /Group	Program	Date	Class Time	Sign-in	Sign-out	Remark	Status	#Files
1.	ITCY511 Computer and Network Security		ITCY/M	07 Sep 2020	18:00 - 21:00	13:26	14:26	ลืม Sign	R	-

Status: ✔ = Approved, ✘ = Canceled, R = Request for change

1


2


3



ADD NEW ATTENDANCE

if you forget sign-in on the teaching day

1. Click 
2. Fill in teaching attendance form and upload class screenshot (if need) and Save

TEACHING ATTENDANCE
SIGN-IN/SIGN-OUT ▾ ATTENDANCE SHEET 

Past Sign-in/Sign-out

Semester : Subject : Section/Group :

Date : to Sort by

+ new
search

Teaching Attendance Semester 1/2020

Show entries

No.	Subject	Section /Group	Program	Date	Class Time	Sign-in	Sign-out	Remark	Status	#Files
1.	ITCY511 Computer and Network Security		ITCY/M	07 Sep 2020	18:00 - 21:00	13:26	14:26	ลืม Sign	R	-

Status : ✔ = Approved, ✘ = Canceled, R = Request for change

Showing 1 to 1 of 1 entries

Previous
1
Next

REQUEST FOR ADDING TEACHING ATTENDANCE

Semester :

Subject : *

Section : *

Role : *

Teaching Date : *

Sign-in : *

Sign-out : *

Reason : *

Note : The added teaching attendance will be used for payment when get approval by academic affairs and **will be marked as edited record.**

Online class screenshot files (Do not over than 3 files)
only .jpg, .jpeg, .png, .pdf (Maximum file size is 4 MB.)

No file chosen Upload

No.	File
1.	Sl_elder Manual12.pdf ✖

Back
Save

DOWNLOAD ATTENDANCT SHEET



1

1 Click **ATTENDANCE SHEET** menu

Attendance Sheet

Semester: Month:

No.	Program	Subject	Role	
1.	ITCS/B	ITCS425 Algorithms (Section Mj.CS)	Instructor	
2.	ITCS/M	ITCS523 DATA SCIENCES ESSENTIALS	Instructor	
3.	ITCS/D	ITCS531 Mathematics for Computer Science	Instructor	

2

2. Set the condition

3. Click to preview monthly attendance sheet.

3



Report Preview

PrintAttendanceSheet.aspx 1 / 1

Section 1

Teaching Attendance Sheet
 Faculty of Information and Communication Technology
 Subject ITCS531 Mathematics for Computer Science
 Instructor Dr. David Jones
 Semester 1/2020 Month November 2020

Records from the Teaching Attendance System (<https://bit.ly/muict-teaching>)

Date	Time		Remark
	Lecture	Lab/Seminar	
06 Nov 2020	09:00 - 12:00	-	
13 Nov 2020	09:00 - 12:00	-	
27 Nov 2020	09:00 - 12:00	-	

4

4. Click to download or click to print.