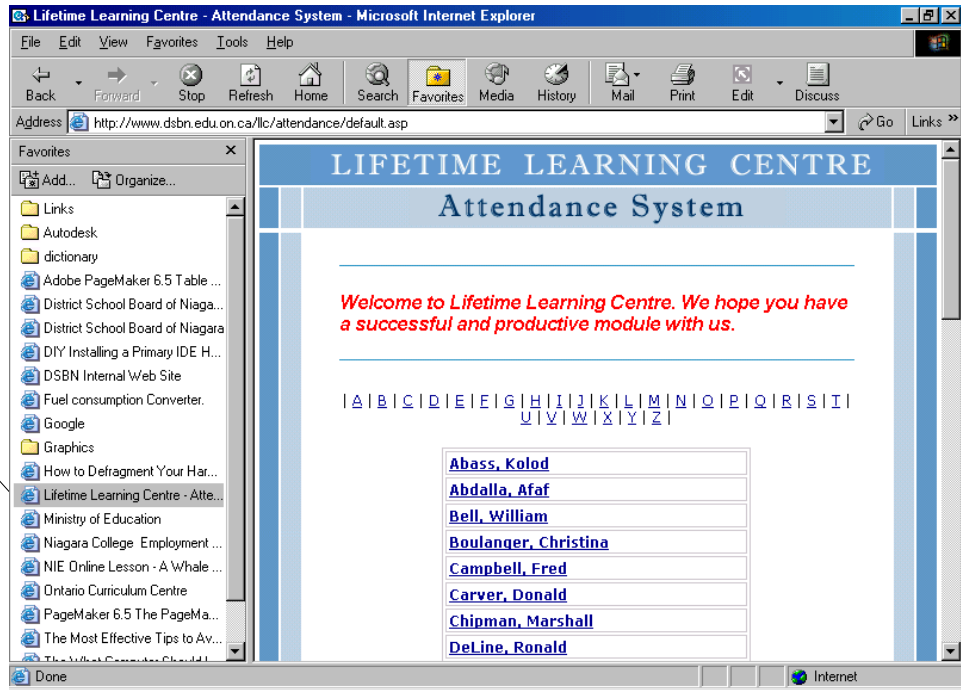


Academic Unit Attendance Sign-in Procedures

When you arrive at LLC, proceed to your first class and sign-in on one of the computers **in the same room you are working in**. There should be a computer on and running. If not, start a computer and log on, or ask the teacher to help you.

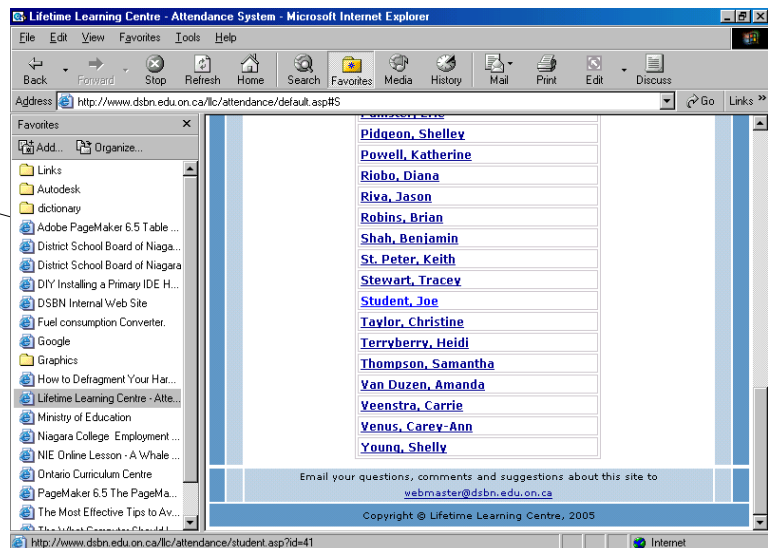
This is the attendance list.

Use the Favourites link to access this page.



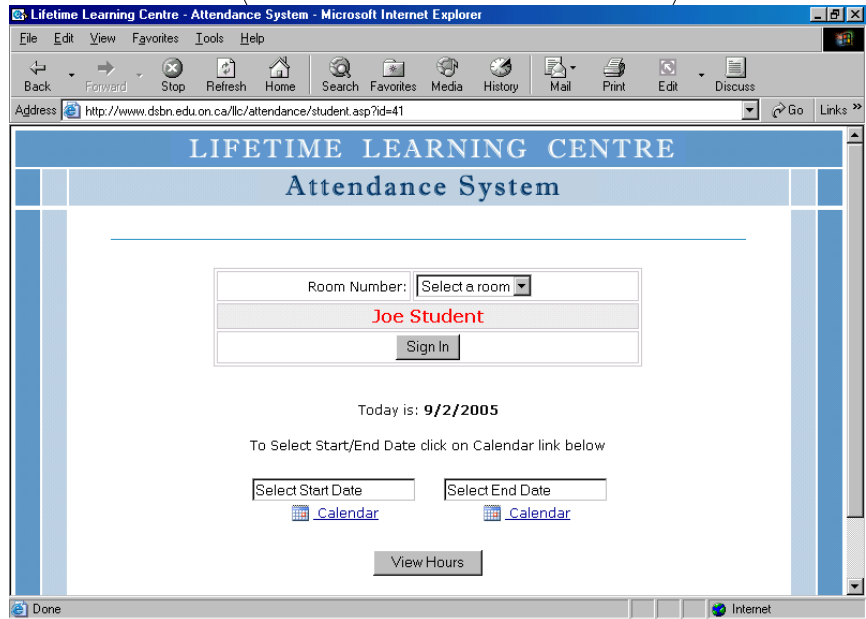
Use the scroll bar or the alphabetical link to find your name in the list above. Students are listed in alphabetical order by last name.

When you find it, click on the name.



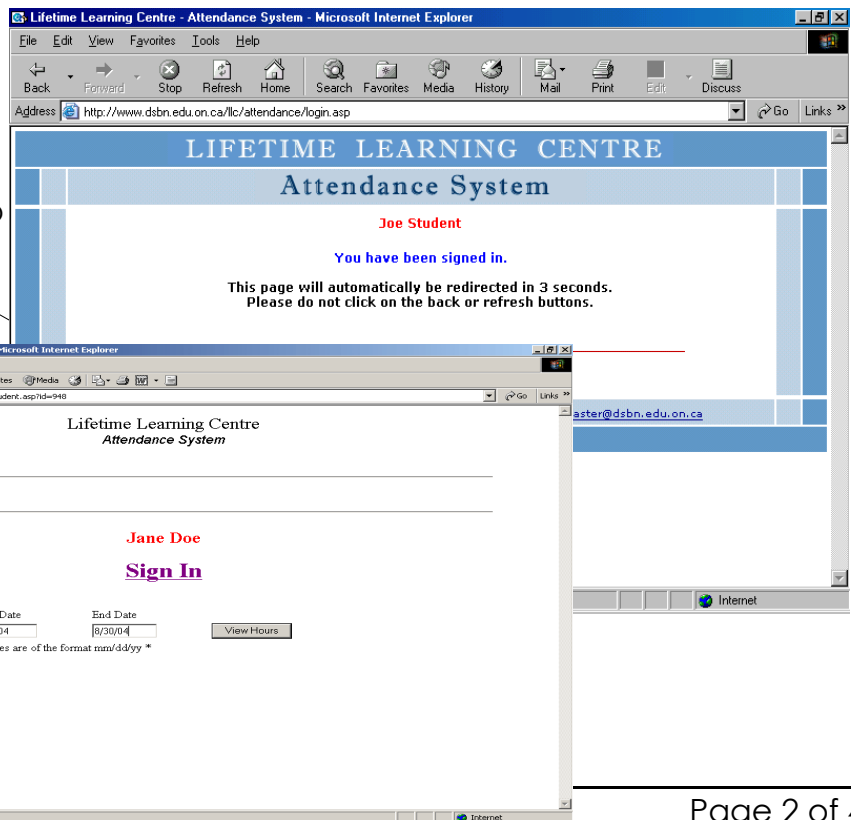
Academic Unit Attendance Sign-in Procedures

After you've clicked on your name, the following screen will appear. Sign in by first selecting a room and next clicking on the **Sign In** button. This will log the time you sign into a classroom. You should sign in to the classroom of the subject you are working on and be in that classroom to work, as your teacher may need to verify your attendance.



You will see a confirmation screen as shown here.

Click **Back to Home** to return to the student list or wait 5 seconds to return automatically.



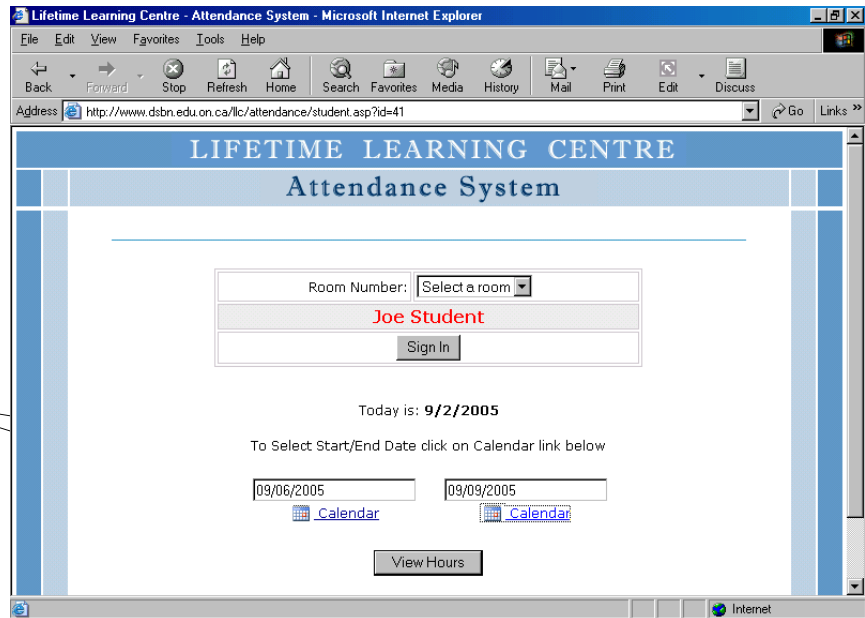
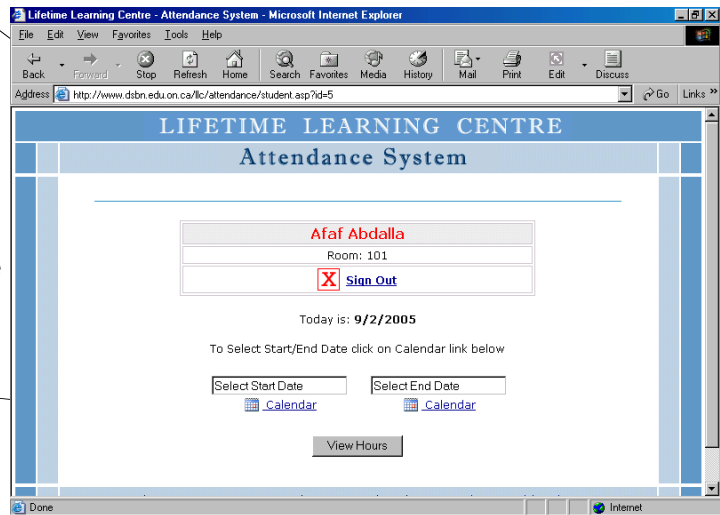
Academic Unit Attendance Sign-in Procedures

When you have finished for the day, or you are leaving the Centre and returning later, or you are not working on school material click on your name to sign out. The screen will automatically provide a **Sign Out** link. Click on this link to log the time you sign out.

To view your weekly hours, choose the starting and ending dates you wish to review using the calendar, then click **View Hours**.

Please Note:

You must be signed-out to show your hours accurately for the current day.

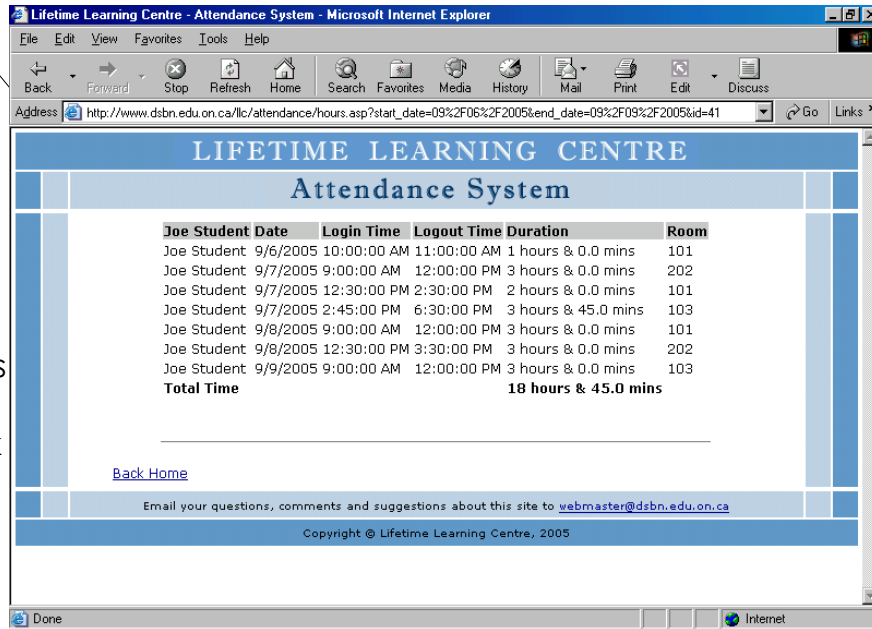


Here is an example of a date range and the results are shown below.

Academic Unit Attendance Sign-in Procedures

A listing of your hours broken down by day and room number for any given date range will be displayed.

Once you have finished viewing this information, click the **Back Home** link to return to the student list.



The screenshot shows a web browser window displaying the 'LIFETIME LEARNING CENTRE Attendance System'. The main content is a table with the following data:

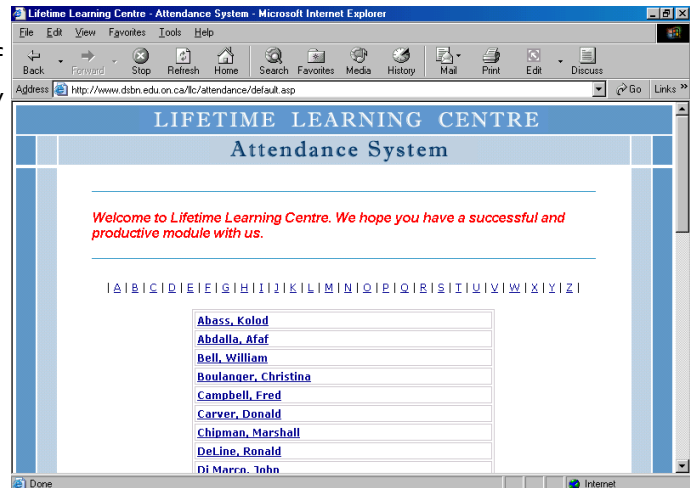
| Joe Student | Date | Login Time | Logout Time | Duration | Room |
|-------------------|----------|-------------|-------------|---------------------------------|------|
| Joe Student | 9/6/2005 | 10:00:00 AM | 11:00:00 AM | 1 hours & 0.0 mins | 101 |
| Joe Student | 9/7/2005 | 9:00:00 AM | 12:00:00 PM | 3 hours & 0.0 mins | 202 |
| Joe Student | 9/7/2005 | 12:30:00 PM | 2:30:00 PM | 2 hours & 0.0 mins | 101 |
| Joe Student | 9/7/2005 | 2:45:00 PM | 6:30:00 PM | 3 hours & 45.0 mins | 103 |
| Joe Student | 9/8/2005 | 9:00:00 AM | 12:00:00 PM | 3 hours & 0.0 mins | 101 |
| Joe Student | 9/8/2005 | 12:30:00 PM | 3:30:00 PM | 3 hours & 0.0 mins | 202 |
| Joe Student | 9/9/2005 | 9:00:00 AM | 12:00:00 PM | 3 hours & 0.0 mins | 103 |
| Total Time | | | | 18 hours & 45.0 mins | |

Below the table is a 'Back Home' link and a footer with contact information: 'Email your questions, comments and suggestions about this site to webmaster@dsbn.edu.on.ca Copyright © Lifetime Learning Centre, 2005'.

Please leave the attendance page view on when you have finished to make it easier for other students to sign in and out.

It is your responsibility to sign in and out of each room daily. Credit for hours will only be given for the time you are working on subjects in a classroom.

If you have any problems with logging your hours, please contact the office for corrections. We will be happy to assist you, but we must also insist that you become proficient with this process!



The screenshot shows the 'LIFETIME LEARNING CENTRE Attendance System' with a welcome message: 'Welcome to Lifetime Learning Centre. We hope you have a successful and productive module with us.' Below the message is a list of student names, each with a corresponding input field:

| | |
|----------------------|--|
| Abass, Kolod | |
| Abdalla, Afaf | |
| Bell, William | |
| Boulanger, Christina | |
| Campbell, Fred | |
| Carver, Donald | |
| Chipman, Marshall | |
| DeLine, Ronald | |
| Di Marco, John | |