

# Si Attendance Management

## User Manual

<https://siattendance.ece.iastate.edu/>

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# Login

## IOWA STATE UNIVERSITY

Single Sign-On for the Web

### Login

The site you have requested requires you to authenticate.

Net-ID:  @iastate.edu

Password:

Login

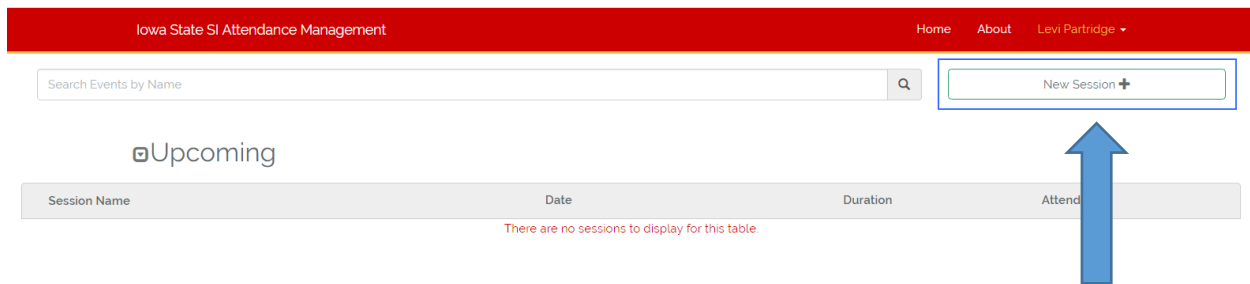
[Forgot your password?](#) | [Register for a Net-ID](#)

IOWA STATE  
UNIVERSITY

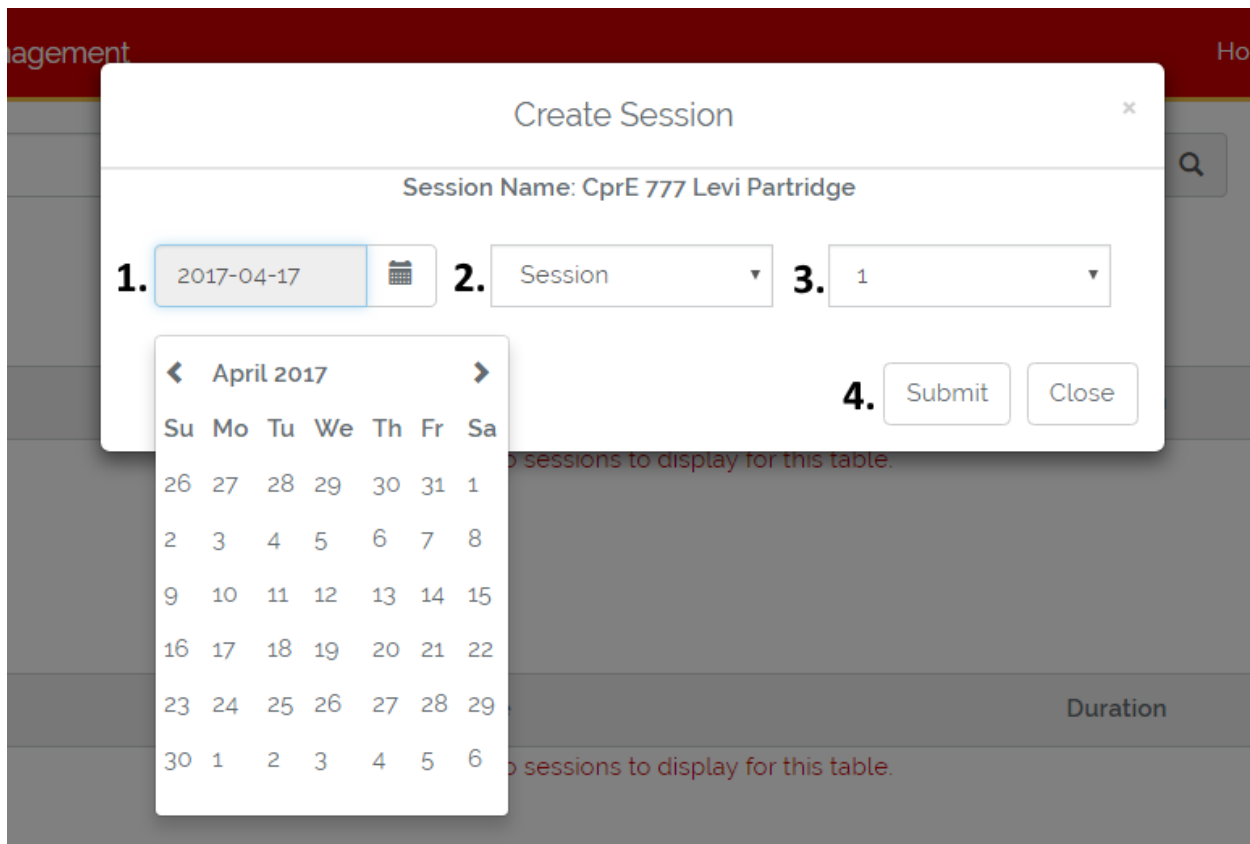
Solution Center, 192 Parks Library, (515) 294-4000, [solution@iastate.edu](mailto:solution@iastate.edu).  
Copyright © 2016, Iowa State University of Science and Technology. All rights reserved.

Log in with our Iowa State Net-ID and Password.

# Create Session



1. After logging in, from the home page press the **New Session** button.



Fill out the session forum.

1. Choose the session date
2. Choose the session type
3. Choose the session duration in hours
4. Click the **Submit** button

When you successfully create a sessions you will see this message in the top right corner



# Search for a Session

Iowa State SI Attendance Management

HomeAboutLevi Partridge ▾

Upcoming

Session Name	Date	Duration	Attended
CprE 777 Levi Partridge Session 3	2017-04-27	1	0
CprE 777 Levi Partridge Exam Review 1	2017-04-28	2	0

Completed

Session Name	Date	Duration	Attended
CprE 777 Levi Partridge Session 1	2017-04-17	1	3
CprE 777 Levi Partridge Session 2	2017-04-19	1	0

Processed

Session Name	Date	Duration	Attended
There are no sessions to display for this table			

1. On the home page type in the search bar

Iowa State SI Attendance Management

HomeAboutLevi Partridge ▾

Upcoming

Session Name	Date	Duration	Attended
CprE 777 Levi Partridge Exam Review 1	2017-04-28	2	0

Completed

Session Name	Date	Duration	Attended
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Processed

Session Name	Date	Duration	Attended
There are no sessions to display for this table			

Sessions matching your search will stay while others will disappear.

# Check in to Session

Iowa State SI Attendance Management [Home](#) [About](#) [Levi Partridge ▾](#)

Search Events by Name

Upcoming

Session Name	Date	Duration	Attended
CprE 777 Levi Partridge Session 3	2017-04-27	1	0
CprE 777 Levi Partridge Exam Review 1	2017-04-28	2	0

1. From the home page click on a session to go to its Session page

Iowa State SI Attendance Management [Home](#) [About](#) [Levi Partridge ▾](#)

[← Sessions](#)

## CprE 777 Levi Partridge Session 1

Proctors: [sistaff@iastate.edu](mailto:sistaff@iastate.edu) [ldp@iastate.edu](mailto:ldp@iastate.edu)  
Date: 2017-04-17

1.

2.

Attendance

Random Student

David Lowry

George Southwick

Levi Partridge

3.

Session Management

1. In the Checkin box type either netID full Iowa State email or 9-digit ISU ID number
2. Press the Submit button to check into the Session
3. This button will randomly select a student that has checked in and display it to you

# Process Session

Iowa State SI Attendance Management Home About Levi Partridge ▾

[← Sessions](#)

## CprE 777 Levi Partridge Session 1

Proctors: sistaff@iastate.edu ldp@iastate.edu  
Date: 2017-04-17

Check-In

Enter net-id, email or student ID

Submit

Attendance
Random Student
Samuel Christy
David Lowry
George Southwick
Levi Partridge

Session Management

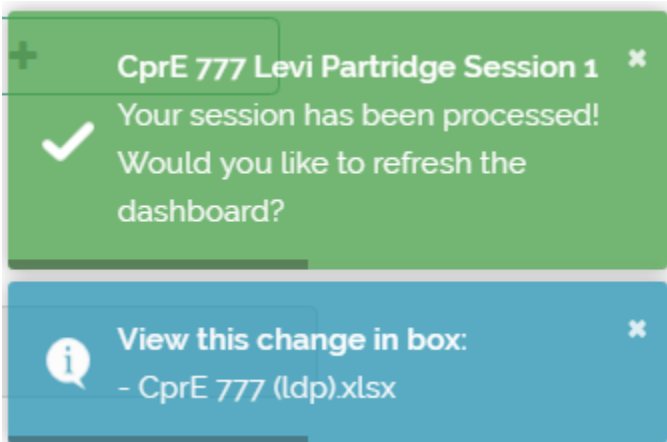
Process

Edit

1. Press the **Process** button from the Session page located on the right to process that sessions attendance



Clicking the Process button will return you to the main page where you will see a message similar to this in the top right corner of the screen.



After some time (usually 15-30 seconds) you should see a set of messages matching these if your session sucessfully processed. Clicking on the blue message will open box in a new tab.

# Change Class

Date	Duration	Attended
2017-04-27	1	0
2017-04-28	2	0

1. Click on your name in the upper right corner to display a drop down menu

Date	Duration	Attended
2017-04-27	1	0
2017-04-28	2	0

1. Click on the **Edit Account** option in the drop down menu

## Edit Account

Class

1.
2.

1. Enter your new or corrected class name
2. Press the **Submit** button to make the change



# Edit Session

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Search Events by Name

Upcoming

Session Name	Date	Duration	Attended
CprE 777 Levi Partridge Session 3	2017-04-27	1	0
CprE 777 Levi Partridge Exam Review 1	2017-04-28	2	0



1. From the home page click on an event you want to edit to go to its session page

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← Sessions


## CprE 777 Levi Partridge Session 3

Proctors: sistaff@iastate.edu ldp@iastate.edu  
Date: 2017-04-27

Check-In

Attendance

Session Management



1. Click on the **edit** button located on the right hand side of the screen

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← Sessions

## Edit Event

CprE 777 Levi Partridge Session 3 1.

2017-04-27 2.

1 3.

4.

5.

1. On this line you can change the **name** of your session
2. On this line you can change the **date** of your session
3. On this line you can change the **duration** of your session
4. Once you have edited the session details you press this button to apply those changes
5. This button **Deletes** your session