

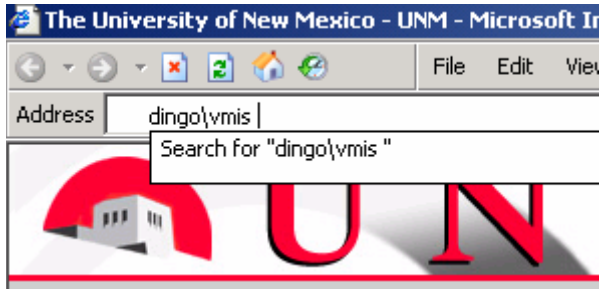
How to enter and use the VMIS Attendance and Grade Tracking module

The VMIS intranet can only be accessed from within the Valencia Campus. **You will not be able to connect from home, main campus, or any other location.**

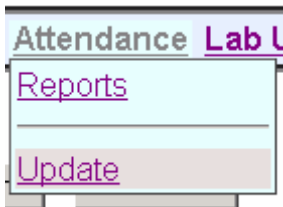
Minimum system requirements are Windows 98 or higher, Symantec Antivirus, and Internet Explorer 5.5 or higher. **VMIS will not function properly on any version of Netscape.** A monitor resolution of 1024 X 768 is recommended.

Make sure you are logged in to the campus network with your Valencia Campus login id and password.

Click on the VMIS icon, or open Internet Explorer and type in **dingo\vmis** and enter.

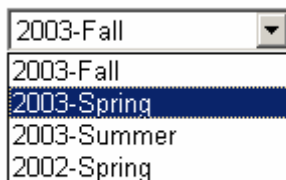


On the VMIS menu select ATTENDANCE and on the sub-menu select UPDATE. This will open a new instance of Internet Explorer.



On the upper left side of the screen you see the year and semester pull down. Select the correct semester and year. Remember that the spring semester will always reflect the academic year, not the calendar year. The spring 2004 semester will be under the Spring 2003 data.

Year And Semester



From the pull down menu select the class you wish to update, select the week number of the term, and click on GET DATA.

Instructor Filter
 GARCIA,REINALDO A Z
 Class
 COMPUTER SCIENCE 150 -- 001
 Week
 1
 Get Data

Students are listed alphabetically by last name. To edit attendance, check the box for the student that attended your class under the appropriate day of the week. To update the students weekly grade select the appropriate grade from the pull down menu. Note that this is not an electronic grade book, but is only for weekly grade tracking.

THU	FRI	SAT	SUN	GRADE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG

To save your changes click on the SAVE CHANGES button at the top of the page. This will save your changes and allow you to come back later and make more changes. An example of the correct use of this button would be after taking attendance on Monday, click SAVE CHANGES. This will save the data and allow you to return and enter the attendance for the Wednesday session.

Instructor Filter
 Year And Semester
 2003-Summer
 GARCIA,REINALDO A Z
 Class
 COMPUTER SCIENCE 150 -- 001
 Week
 5
 Get Data

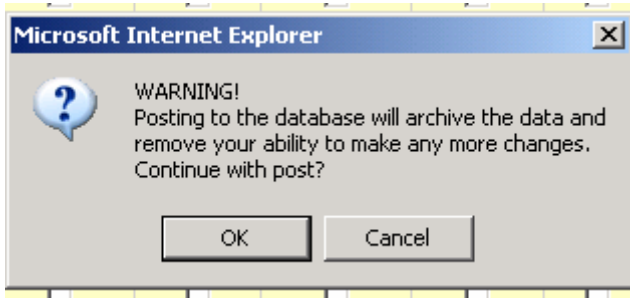
Save Changes

STUDENT	MON	TUE	WED	THU	FRI	SAT	SUN	GRADE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drop
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drop
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NG

Post Changes to Database

After saving changes close the window to exit from the Attendance module. Remember that **changes are not saved until you click on the SAVE CHANGES button.**

When you are finished editing all sessions for the class in a given week you need to post the changes to the database by clicking on the POST CHANGES TO DATABASE button on the bottom of the page. Be sure that you are finished editing the weekly data because once changes are posted the data can be viewed but no longer edited. When clicking on POST CHANGES TO DATABASE you will see a warning message.



Click the appropriate action to continue or return to editing data.

After posting changes close the window to exit from the Attendance module. **Remember that changes are not saved until you click on the SAVE CHANGES button.**

Weekly attendance will be auto archived on the Friday following the semester week to give instructors adequate time for editing.