From

Director Secondary Education, Haryana, Panchkula

То

All District Education Officers

All District Elementary Education Officers

Memo No. KW1/101-2022-egov Dated: 02/11/2023

Sub: Regarding implementation of Student Attendance Module developed on MIS portal

Please refer to the subject cited above.

The Department has developed Students Attendance Module on MIS portal for marking daily attendance of students studying in Government Schools.

You are requested to direct all Heads of Institutions to mark the attendance of all students studying in their school on daily basis. Class incharge of every class shall be responsible to mark daily attendance on the portal using his/her login id. The user manual is attached herewith for convenience of the teachers.

This may be treated as most urgent.

Joint Director - IT

For Director Secondary Education Haryana, Panchkula

Endst. No. even

A Copy is forwarded to the following for information and necessary action to Director Elementary Education, Haryana, Panchkula.

Joint Director - IT

For Director Secondary Education Haryana, Panchkula

Dated: 02/11/2023

Endst. No. even

A Copy is forwarded to the following for information: -

- 1. Secretary/ Education Minister, Haryana
- 2. PS/ACSSE

Joint Directør - IT For Director Secondary Education Haryana, Panchkula

GOVERNMENT OF HARYANA

Department of School Education



[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

USER MANUAL FOR STUDENT ATTENDANCE

This module will be available in the login id of all teachers working in School. User will login to the account and shall follow the steps given below to mark Student Attendance: -

Step 1: - Login: User must login to the School account on MIS (OneSchool) Portal. User can login through this link <u>https://mis.oneschoolsuite.com/</u>

	Sign in to your account Please enter your credentials below
Welcome to OneSchool Department of School Education Harvana	Username * XXXXXX Password *

	Sign in

Step 2: - Navigate to Student Attendance: - After successful login on Oneschool Suite, user must click on the " Student Attendance " tab available under "Student Management" on the left side panel.

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Change Student Stream	Academic Year	Class *	
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Disbursement of Scholarship Scheme	School Name	Section *	
	100 C	Select 0	
Enrolled Student Records	School Code	Attendance Time	
Change Student Subject		Full day	
Change Student Admission		Attendance Date *	
Number		Select Date	
Change Student Section		Proceed	
 Student Attendance 	Attendance Deta	ails	Download Attendance Details

Step 3:- **Fill Class details**:- The user is required to provide information about the class for which attendance needs to be recorded. This includes section, the time of attendance, and the date of the attendance.

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	School Code	Attendance Time	
器 Section Allocation		Full day 🗘	
Subjects Allocation		Attendance Date *	
 Roll Number Allocation 		October 27, 2023 ×	
8+ Student Transition		Proceed	
2- Student Relieving	Attendance Det	ails	Download Attendance Details

Step 4:- After clicking the "**Proceed**" button, the user can record the attendance of students for the chosen class. They have the options to mark students as "**Present," "Absent," or on "Leave."** Once the attendance is marked, the user should click the "**Confirm**" button to save their selections.

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Disbursement of Scholarship Scheme	Section A (Hindi)	Sr. No.	Students Name	Section	Roll Number	Present	On leave	Absent
Inrolled Student Records	Class Teacher	1	MANJU	A (Hindi)	3	O Present	On leave	Absent
Change Student Subject	Attendance Date Search Another Class	2	MUSKAN	A (Hindi)	7	Present	On leave	Absent
Change Student Admission		3	MUSKAN	A (Hindi)	29	Present	On leave	O Absent
* Number		4	SNEHA	A (Hindi)	45	Present	On leave	O Absent
Change Student Section		5	RITIKA	A (Hindi)	0	O Present	On leave	Absent
 Student Attendance 		6	SANIYA RANI	A (Hindi)	0	O Present	On leave	Absent
		 I her Confir 	reby confirm that th	e above ma	rked attendance i	s accurate.		,

Note: - Users also have the option to check the attendance they have recorded by clicking on the "**View Details**" button. It's important to note that they cannot mark attendance again for the same date.

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Change Student Section	2023-10-11 Nineth	B N	NA 1	1 0) View detai
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