UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

الإمارات العربية المتحدة
وزارة التربية والتعليم

Mohammed Bin Rashid برنامج محمد بن راشد
Smart Learning Program للتعلم الذكي

# Smart Learning Gateway
# MOE UAE
# Record Attendance & Behavior

## What's New?

In its endeavors to enhance the educational Platforms and their related educational and operational tasks, MOE is integrating Al-Manhal features that are related to Teachers and Students with LMS, in order to provide one platform from which the teachers can perform their daily tasks. This integration will be running in phases, phase 1 includes the below features;

Keeping the same functions, and the same implemented rules and permission levels, the following modules are now made accessible from inside the LMS:

- Attendance Screen
- Behavior Screens
- Timetable

## Taking Students Attendance inside LMS courses

When accessing your course in the LMS, click on the "Attendance" from the top menu.

> **NOTE:**
> Teachers will be able to take daily attendance for their homerooms only.
> All the recorded attendance can be seen by School admins and Principals from inside Al-Manhal

The system allows taking the attendance of the students who attend the course using different attendance statuses through the **Attendance tab** in the course page as in the figure below.

Lms.moe.gov.ae

Figure 1 Taking The Attendance Of The Students

1. From the **attendance date** list, select the day you want to register its attendance.

2. From the period list, select the **period** you want to register its attendance.

3. From **Present** option you can select the checkbox to record all student as present.

4. From **Absent** option you can select the checkbox to record all student as Absent.

5. In case another status is registered by the attendance admin, this case will appear in its column such as (more than 5 minutes late for a student). You can also change the absence status according to the case that was registered by the attendance admin and.

6. You can register a note for each student by clicking next to the student, In the Attendance Note dialog box, type the note

Lms.moe.gov.ae

# Record Behavior

When accessing your course in LMS , click on the "Behavior" from the top menu.

> **NOTE:**
>
> Teachers will be able to record "Behavior" for their homerooms only.
>
> All the recorded "Behavior" can be seen by School admins and Principals and any other designated profile from inside Al-Manhal

The system allows recording the behavior of the students using different behavior Types though the **Behavior tab** in the course page as in the figure below.



Figure 2: Recording the behavior

**Form behavior tab** you can do the following:

1. Select the student you want to record its behavior by selecting the student's checkbox.
2. You can choose (**Exemplary behavior** or **Offensive behavior** and use **Behavior scoring**)

From **Event Creation** window you can do the following:

3. Select the type of event based on the level of behavior that has been recorded, whether it is **Exemplary behavior** or **Offensive behavior** from **event type** list.
4. Display the date and time of reporting and who also reported it.
5. Use the description dialogue box to add a description of the event in the description text box.