

Mark Attendance on CMS

1. URL: <http://cms.nust.edu.pk>

Select language: [English](#)

2. Self Service -> Faculty Center -> Class Attendance
And enter the parameters mentioned in following screen shot. Now click on Search button. **Note:** 0196 term belongs to spring 2016

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
NUST	0196 IS		873	MSTR	MCS	Regular	1905	A3L	Malware Analysis & Reverse Eng	668104	1

Attendance Roster By Class

Course ID: 668104 Term: Spring Semester 2016[Reg 2]
 Course Name: Malware Analysis & Reverse Eng Session: Regular Academic Session
 Subject / Catalog#: IS 873 Institution: NUST
 Class Nbr: 1905 Instructor: Faisal Amjad; Faisal Amjad
 Class Section: A3L

Generate Populate from Student Enroll Attendance From Date: 02/08/2016 [B]
 Generate Class Mtg Attendance Attendance To Date: 06/10/2016 [B]

[Report Manager](#)

Create Attendance Update Attendance/All Students Update Attendance/Active Only

Student Attendance Roster				Personalize	Find	View All	First	1-5 of 54	Last		
			Template Nbr	Type	Attendance Date	From Time	To Time	Contact Minutes	Override	Attendance Marked	
1	Create	Print	View	1	Class Meeting	02/09/2016	5:00AM	6:00AM	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Create	Print	View	2	Class Meeting	02/09/2016	6:00AM	7:00AM	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Create	Print	View	3	Class Meeting	02/09/2016	7:00AM	8:00AM	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Create	Print	View	4	Class Meeting	02/16/2016	5:00AM	6:00AM	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Create	Print	View	5	Class Meeting	02/16/2016	6:00AM	7:00AM	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Return to Search Notify Refresh

3. Now click on View button to mark the attendance as mentioned in below screen shot

Class Attendance

Course ID: 668104 Term: Sp2016-Rg2
 Course Name: Malware Analysis & Reverse Eng Session: Regular Academic Session
 Subject / Catalog#: IS 873 Institution: NUST
 Class Nbr: 1905 Instructor: Faisal Amjad; Faisal Amjad; Faisal Amjad
 Class Section: A3L

Template Nbr: 1 Attendance Type: Meeting Attendance Date: 02/09/2016

Student Attendance Roster												Personalize	Find	View All	First	1-5 of 29	Last
Student ID	Student Name	*Academic Career	Present	Tardy	Left Early	Reason	From Time	*To Time	Contact Minutes	Fee unpaid	Attendance %						
1 00000114610	AHSAN IFTIKHAR	Masters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5:00AM	6:00AM	60		100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 00000119192	AHSAN YASIN	Masters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5:00AM	6:00AM	60		100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 00000147529	ALI HASSAN	Masters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5:00AM	6:00AM	60		100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 00000114619	ALVEENA ASRAR	Masters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5:00AM		60	Fee unpaid	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 00000114611	AOUN EMUHAMMAD	Masters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5:00AM	6:00AM	60		100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save and Return Cancel

4. Click Save and Return button.
5. Attendance can be updated anytime till the lock date of attendance by performing the same procedure mentioned in Para 4 and 5.