

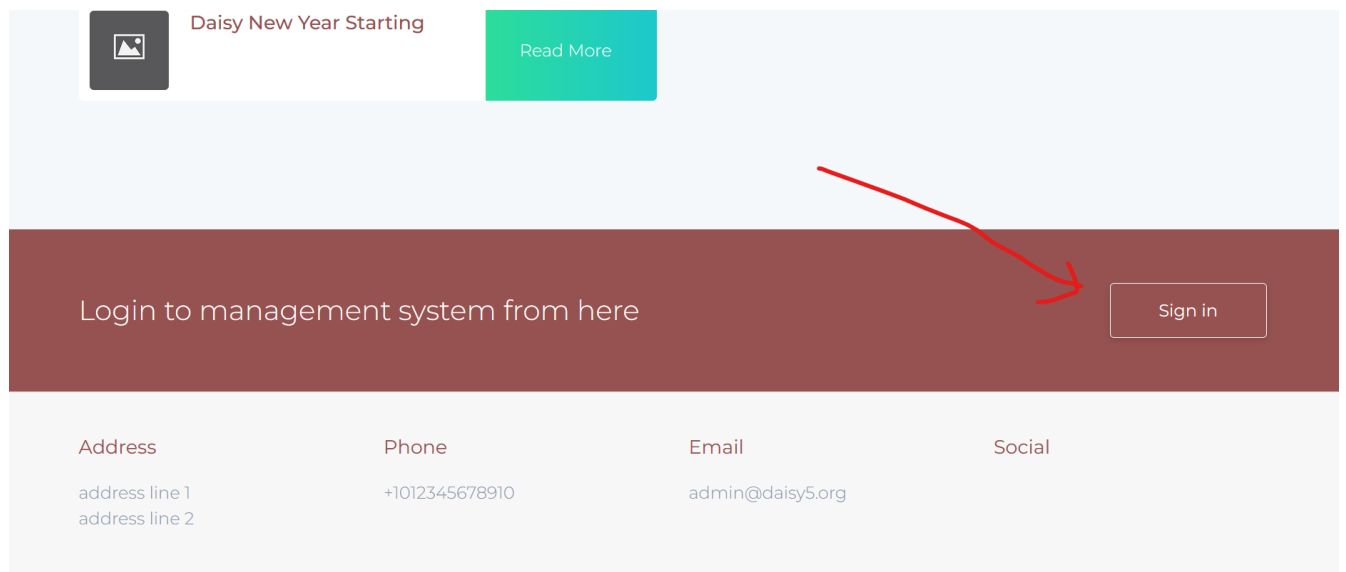
DAISY – Dare Abbas Islamic School for Youth

Daisy – Students Attendance update:

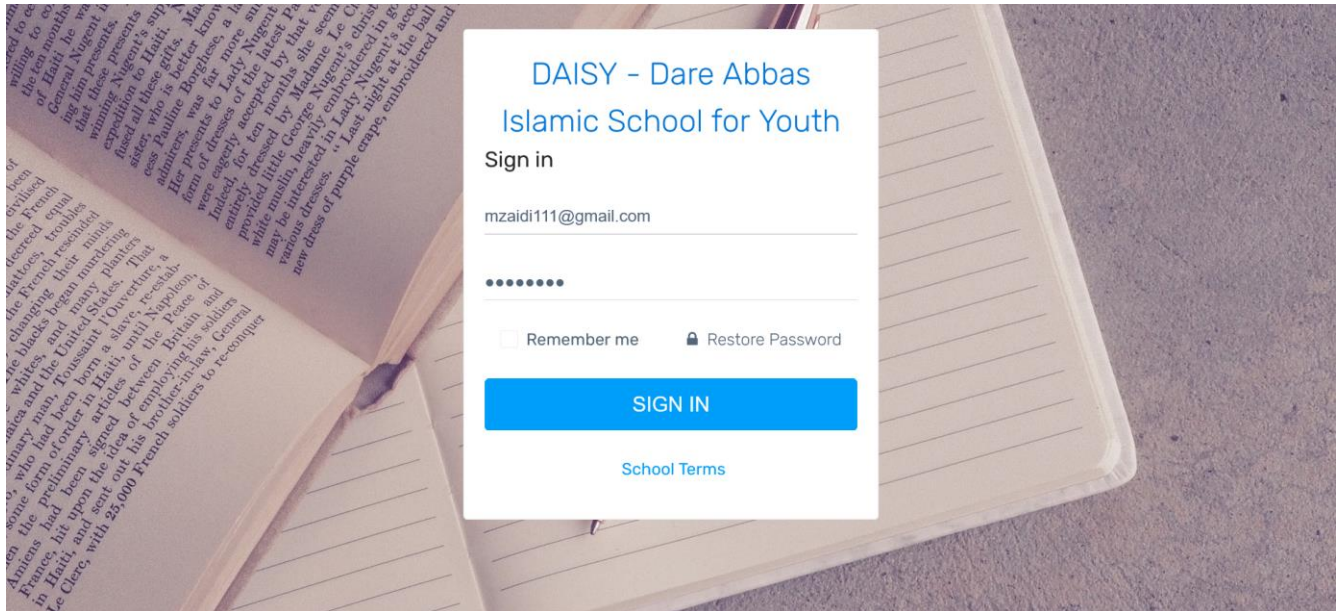
Start the Daisy admin site as follows:

<https://www.daisy5.org/upload>

You see the Daisy login screen. Scroll down the page and you see the following screen. Here you see Sign-in button at bottom right hand side. Click the 'Sign In' button.

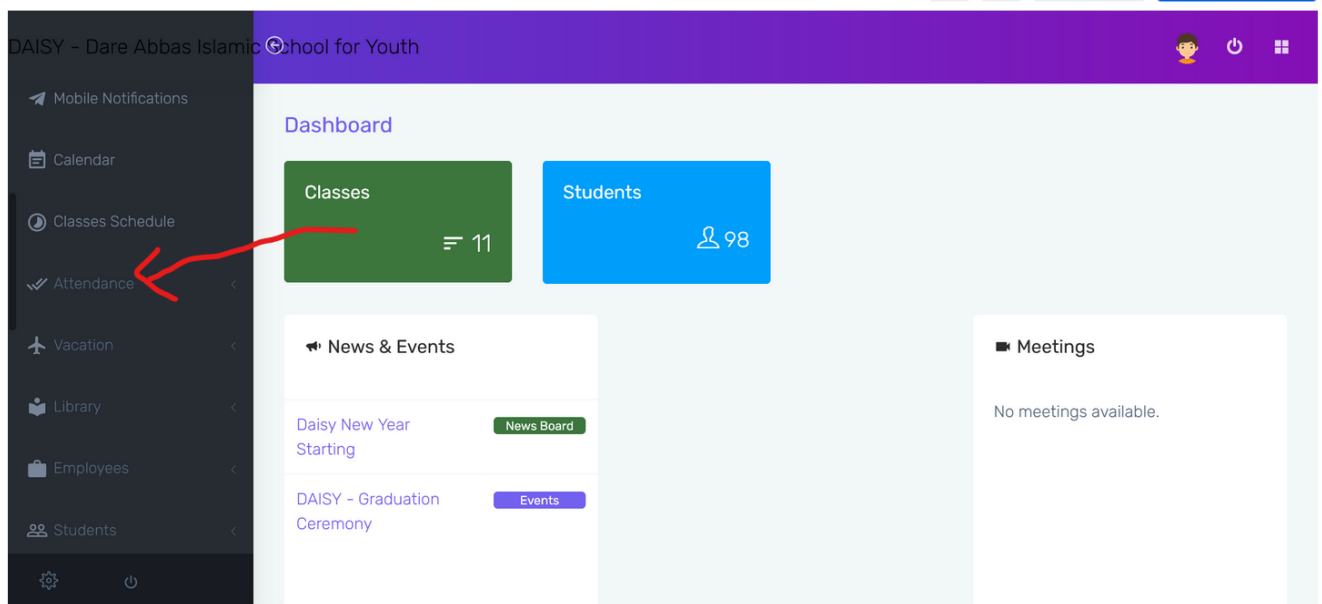


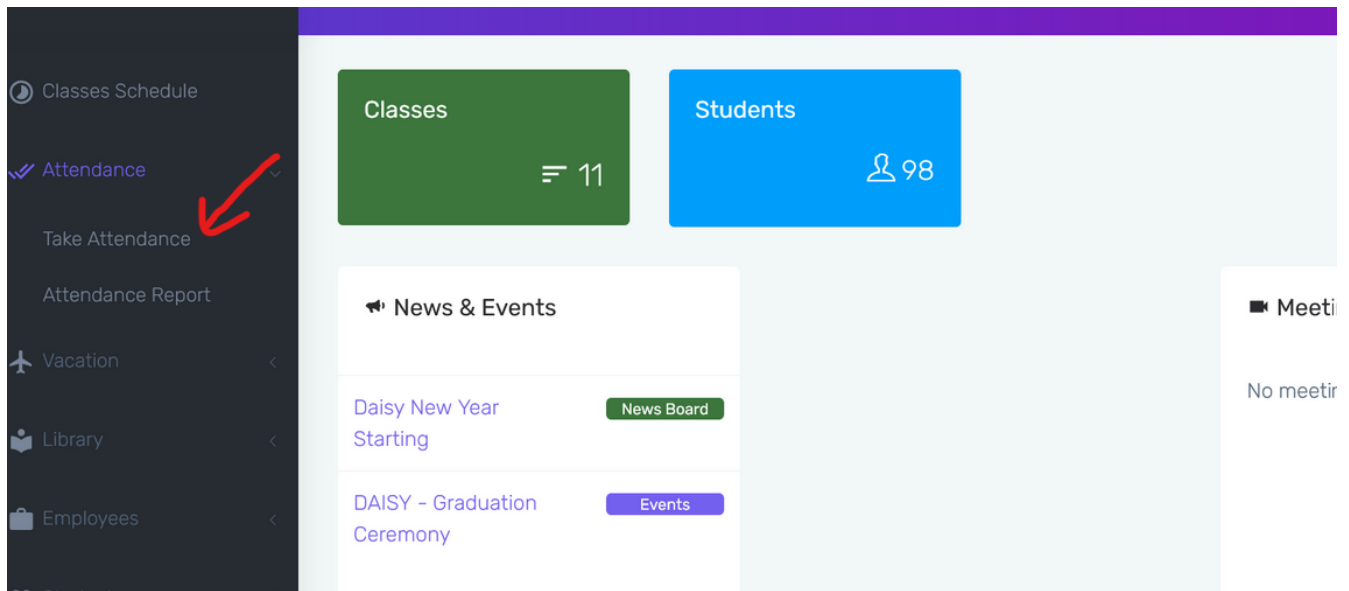
Login screen appears as follows. Enter your email address and password, hit enter. If you forgot the password you could reset to new password by clicking 'Restore password' and follow screen instructions.



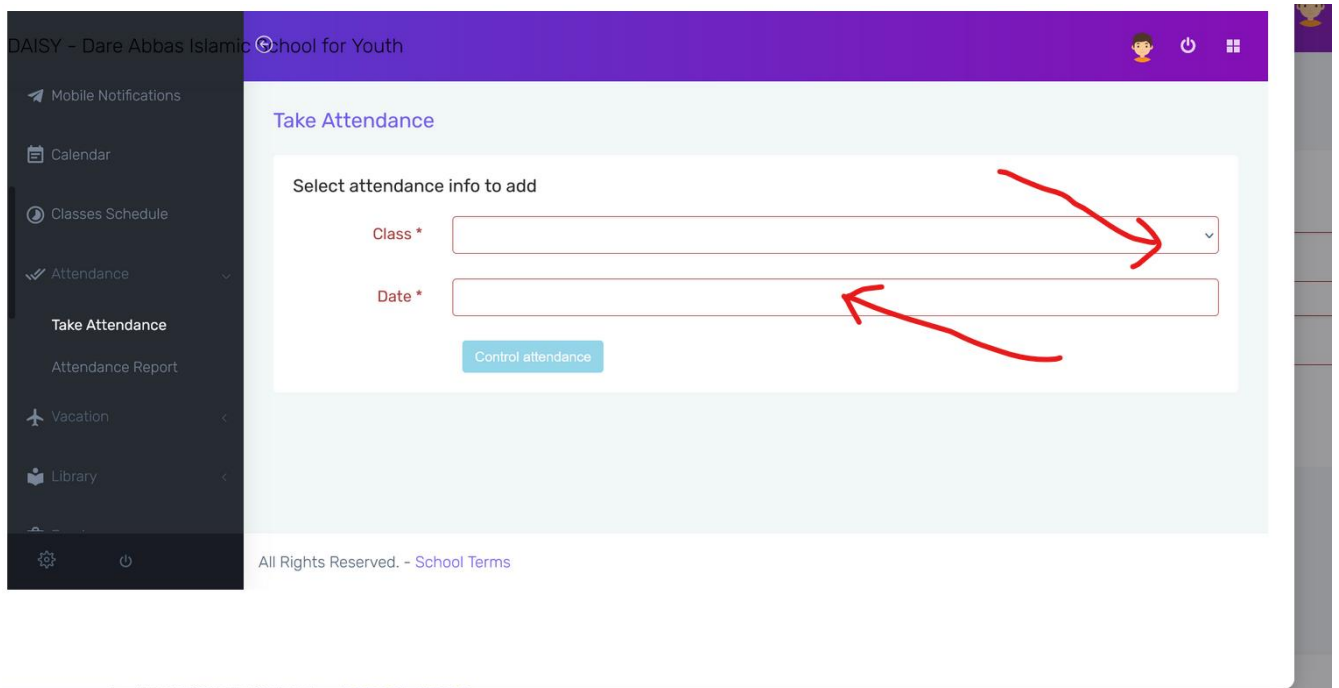
After sign-in, a screen appears as follows:

On your right you see a button as 'Attendance'. Click the button 'Take Attendance' which appears under that.





A screen appears that shows a box for class and date. Drop down the small arrow on the right and select your class. Then, click the date box which shows the calendar. Select a date for which you want to enter student attendance data.



Student list appears for your class and selected date as follows:

Control attendance

Class : Grade 6, Date : 09/14/2024

#	Student Name	Attendance	Notes
#	Select All	<input type="button" value="Present"/> <input type="button" value="Absent"/> <input type="button" value="Late"/> <input type="button" value="Late with excuse"/> <input type="button" value="Early Dismissal"/>	
108	Farhan Lokhandwala	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes
114	Abbas Mohammed Ali Jaffery	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes
126	Ali Hasnain I Momin	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes
172	Mohammed Jarrar Mir	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes
175	Benesh Ali	<input type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse	Notes

For each student of your class select Present, Absent or late, as the case may be.

Then click the button 'Save attendance'.

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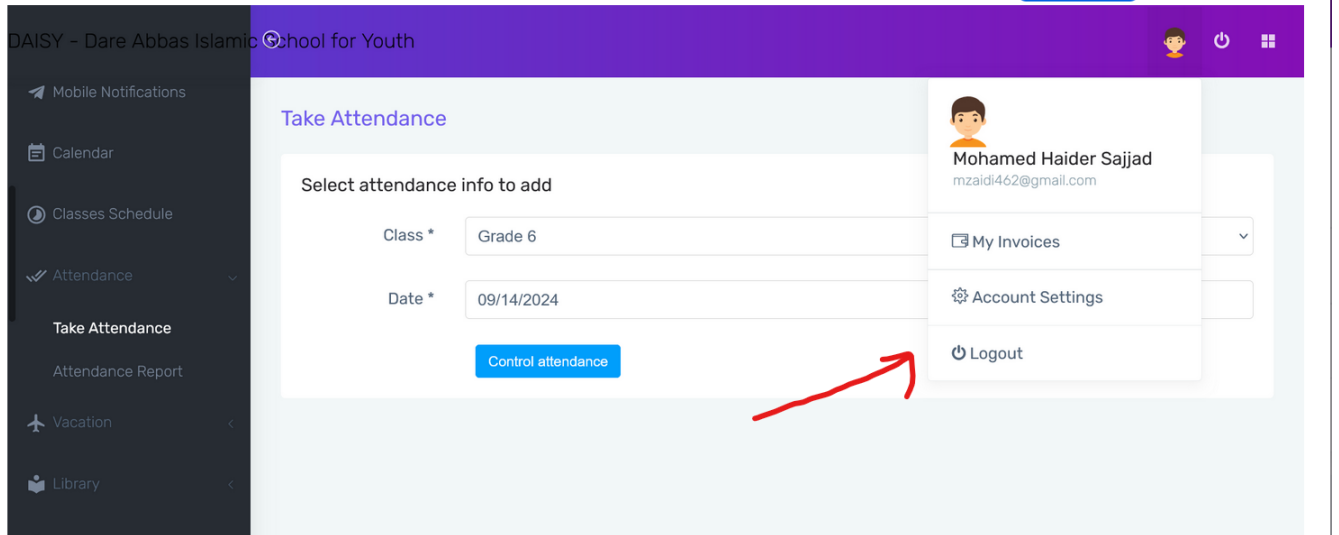
114	Abbas Mohammed Ali Jaffery	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes
126	Ali Hasnain I Momin	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes
172	Mohammed Jarrar Mir	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes
175	Benesh Ali	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Late <input type="radio"/> Late with excuse <input type="radio"/> Early Dismissal	Notes

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Once completed, you are ready to logout.

Click the human face appearing at top of screen in purple strip.

A logout box will appear as follows. Click Logout to complete the task.



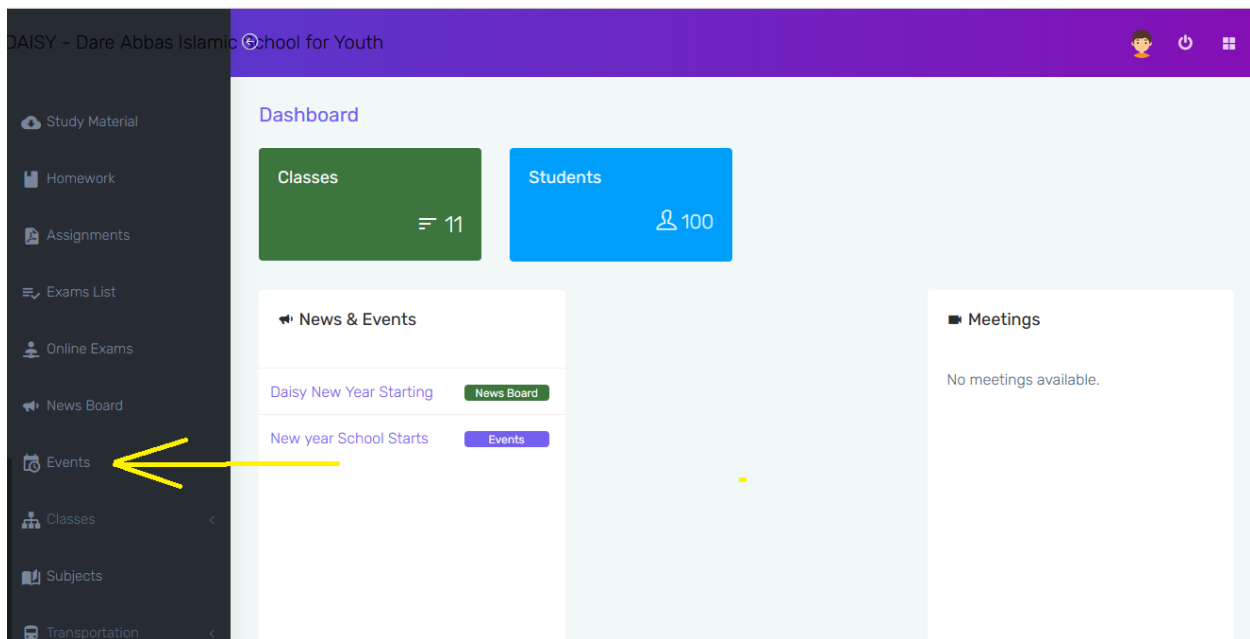
Daisy Event Entry and update procedure.

Start Daisy secured site by entering:

www.daisy5.org/upload

Login as per Attendance Update procedure described as above.

Once login completed, look for a button 'Events' on menu strip on the left side as shown below. And click 'Events'.



To add an event like class function or picnic click 'Add Event' at top right hand corner.

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Events

List events

Event Title	Event Description	Event Place	For	Date	Visible in CMS	Operations
New year School Starts	New year School Starts on Saturday 9/21 at 2pm. All students are welcome back.		all	09/21/2024		

An Event entry screen appears. Enter the Event details as per below screen. Once entered the Event will appear on Daisy Calendar.

This calendar is shown to all the teachers and the system administrator. This is a central place where all the events are shown.

To avoid conflict of Daisy main event with class events all the events should be entered here. More than one class events may exist on a particular date.

For any question or a problem contact system administrator.



Events



Add event

Cancel add

Event Title *

Event Title

Event Description

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, link, unlink, list, indent, outdent, quote, table, source, and font color.

body

Event Place

Event Place

For *

- All
- Students
- Teachers

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