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.

Daisy New	Year Starting Read Mo	re		
Login to manag	gement system from h	ere		Sign in
Address address line 1 address line 2	Phone +1012345678910	Email admin@daisy5.org	Social	

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.

DAISY – Dare Abbas Islamic 😡	bhool for Youth		
✓ Mobile Notifications	Dashboard		
🖻 Calendar	Classes	Students	
Classes Schedule	<i>=</i> 11		是 98
Attendance			
★ Vacation <	🔹 News & Events		
🗳 Library 🧹	Daisy New Year	News Board	
💼 Employees	Starting		
😤 Students	DAISY - Graduation Ceremony	Events	
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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.

DAISY - Dare Abbas Islami	c ©hool for Youth			ල එ ස	
Mobile Notifications	Take Attendance				
 Calendar Classes Schedule Attendance Take Attendance 	Select attendance Class * Date *	Control attendance	K	>`	
Attendance Report					
🔹 Library 🧹					
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Student list appears for your class and selected date as follows:



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

Then click the button 'Save attendance'.

DAISY - Dare Abbas Islami <mark>c G</mark> u	nool fo	r Youth		ຼ ປ ແ
Mobile Notifications			O Early Dismissal	Notes
🖹 Calendar	114	Differy	● Present ○ Absent ○ Late ○ Late with excuse ○ Early Dismissal	Notes
Classes Schedule	126	P Ali Hasnain I Momin	Present O Absent O Late O Late with excuse Early Dismissal	Notes
Take Attendance	172	Mohammed Jarrar Mir	Present O Absent O Late O Late with excuse Early Dismissal	Notes
Attendance Report	175	👳 Benesh Ali	Present O Absent O Late O Late with excuse Early Dismissal	Notes
🖕 Library 🧹		Save attendance		
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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 - Dare Abbas Islamic	School for Youth		9	ሳ	
Mobile Notifications	Take Attendance				
🖻 Calendar	Select attendance i	nfo to add	Mohamed Haider Sajjad mzaidi462@gmail.com		
Classes Schedule	Class *	Grade 6	G My Invoices	~	
V Attendance V	Date *	09/14/2024	尊 Account Settings		
Attendance Report		Control attendance	ப் Logout		
★ Vacation <					
🗳 Library 🧹					

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'.

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Homework	Classes		Students	
🖻 Assignments	E	 11		名 100
	# Nows & Evonts			
🛓 Online Exams	Thews & Events			
📢 News Board	Daisy New Year Startin	0 News Boa	ard]	
to Events	New year School Starts	S Events		
the Classes K				
🔟 Subjects				
🚍 Transportation 🛛 <				

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

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DAISY - Dare Abbas Isl	amic Och	ool for Yo	uth												9	ወ	:
🚯 Study Material	Ev	vents															
Homework		List event	s								Search			Q	Add eve	ent	
🖻 Assignments		Event Tit	le E	Event Descrip	tion		E	ivent Place	For	Date		Visible ir CMS	n ()peratio	ns		
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🜲 Online Exams																	
📢 News Board																	
Classes	2																
Subjects																	
🚍 Transportation	<																

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.

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	Events				
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