MAKERERE



UNIVERSITY

MAK-SAMS

STUDENTS ATTENDANCE MANAGEMENT SYSTEM

HOW A CLASS REP CAN CREATE A CLASS ATTENDANT PLAN USING MAK-SAMS.



07 April, 2025

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How A Class Rep Can Create A Class Attendant Plan Using Mak-SAMS.

Step 1: Adding a Class Representative To The System

The class representative is added to the system by an administrator. Once this is done, they are in position to now proceed to the system and log in.

Their password at first point of interaction with the system is the registration number and they are prompted to change it thereafter.

Things to note:

- The system communicates with the student's details from the ACMIS system.
- Each student is expected to have a profile in ACMIS(Student portal e.g regno, studno and email)
- •

Step 2: Log into the Mak-SAMS system via this Link https://sams.mak.ac.ug

Email: email address e.g <u>arthurkim123@gmail.com</u> **Password:** registration number e.g 20/U/19734/PS

E	STUDENT ATT	ENDANCE MA	NAGE	MENT SYSTEM
	ot einen 5@	@gmail.com	(Input the details as
P	assword			seen: Email and password,
l	••••••			then click "LOG IN"
	Remember me	4		
		Forgot yo	ur passw	lord? LOG IN

Step 2: Once the class rep clicks "**LOG IN**", a dashboard opens up. They can view their programme and they can clock "**Course Units**" to view thereafter create the class attendance.

← → ♂ ≝ sams.mak.ac.ug/dashboard		@ \$	7 🖸 ① 루 날 🦓 : All Bookmarks
Dashboard			
1 My Programmes Mar 2025	0 Students Mar 2025	Once a class rep logs in: They are able to view the course units and that's where they can create the attendance.	
My Programmes A list of all Programmes in the Universirty by Coll 10entries per page	ege .		Search:
Programme Code 💧 Programme Title BIST BACHELOR OF INFOR	MATION SYSTEMS AND TECHNOLOGY SCIT	ode School Title SCHOOL OF COMPUTING AND INFORMATICS TECHNOLOG	Actions Y <u>Course Units</u> Class Reps
Showing 1 to 1 of 1 entry			« (1) »
ttps://sams.mak.ac.ug/my_course_units/20			Makerere Dashboard

Step 3: Once **"Course Units"** is clicked: The class rep can **view all course units** and **create attendance plan** for a particular course unit. They can also be able to view attendance.

10 ventries per p	age	can also view attendance of st	udents Search:	
Course Unit 🛛 🛔	Course Unit Name	Credit Units	Programme Title	Actions
ST1102	EMERGING TRENDS IN INFORMATION SYSTEMS AND TECHNOLOGY	4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atten
ST1201	APPLIED BUSINESS STATISTICS	e units 4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atter
ST1204	SYSTEMS ANALYSIS AND DESIGN displayed up	der the 4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atter
ST2101	DATA AND INFORMATION MANAGEMENT II	is in. 4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atten
ST2102	WEB SYSTEMS AND TECHNOLOGIES I	4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atten
ST2104	ELECTRONIC MEDIA SYSTEMS AND MULTIMEDIA	4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atten
ST2204	IST PROJECT MANAGEMENT	4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atten
ST2205	WEB SYSTEMS AND TECHNOLOGIES II	4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atten
ST2302	FIELD ATTACHMENT	5	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atter
ST3101	PROJECT I	5	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Atten

Step 4: The class rep clicks "**Create Attendance Plan**" for a particular course unit. A window opens up to enable them add the lesson.



A) Selecting a staff:

Select Staff



B) Enter the Room Number:

Ensure you put the specifics as shown in this example.



C) Enter the "Start Time:"

21	/03/2	025,	09:2	1					Pick the date from the calendar app and
Marc	h 202	25 •			\uparrow	\downarrow	09	21	set the time depending on when
М	т	w	т	F	S	S	10	22	the lecture started.
24	25	26	27	28	1	2			
3	4	5	6	7	8	9	11	23	
10	11	12	13	14	15	16	12	24	
17	18	19	20	21	22	23	13	25	
24	25	26	27	28	29	30	14	26	
31	1	2	3	4	5	6	14	20	
Cle	ar				То	day	15	27	

D) Enter the "End Time:"



Step 5: Once the details have been input. The next step is to click **"Submit To Generate QR CODE"**.

Lecturer End Time	Oliolu
21/03/2025, 10:30	Click: "Submit to generate QR CODE"
Submit to Anerate QR CO	DE

Step 6: You will get a message saying: "**QR Code generated successfully**" and the details can be viewed as seen the screenshot below.

QR Code Genera	ted Successf	olly				
y Class Lecturers		When the code is succe	essfully			
y Class Lecturers		When the code is succe generated: You will see narameters as listed and	essfully e these			
y Class Lecturers list of Previous Lectures attended Add Class Reps View Class Reps		When the code is succe generated: You will see parameters as listed and click "View QR Coo	essfully e these you can de"			
y Class Lecturers list of Previous Lectures attended Add Class Reps Course Unit	Lecturer	When the code is succe generated: You will see parameters as listed and click "View QR Coo	essfully e these you can le"	Start Time	End Time	Actions

Step 7: Viewing the QR Code and sharing it for students to scan.



Step 8: Once a student scans, a class rep now proceeds to the management side to **view attendance.**

IST1204	SYSTEMS ANALYSIS AND DESIGN	4	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY	Create Attendance Plan View Attendance

The class rep clicks "View Attendance" and a window opens up.

tendance Statistics For T	ne Course	The attendance statistic: for the course can be	s		
STEMS ANALYSIS AND DESIGN		picked by clicking, "Viev Students"	v		
0 ventries per page		otadenta			Search:
		Location	Start Time	End Time	Students Actions
ourse Unit	Lecturer	Location	Start Time		

A list of students who have attended with their geo-locations with all their student details shows up after clicking **"View Students".**

TEMS ANALYSIS AND DESIGN dents that attended entries per page		The student's details show up as seen with studno, name, regno, time of attendance, locations & programme.	Search:
Student Name Registration	Time of Attendance	Locations	Programme Title
23 2 A 23/U PS	2025-03-21 06:25:39	102.134.147.33,UG,Uganda,Kampala,Kampala,0.31679,32.58177,-;+03:00,328358,Makerere University,,2.1605607892531	BACHELOR OF INFORMATION SYSTEMS AND TECHNOLOGY

For any inquiry:

Reach out via <u>https://support.mak.ac.ug</u> X/Twitter: <u>@DICTSMakerere</u> resources(knowledge base): <u>https://answers.mak.ac.ug</u>