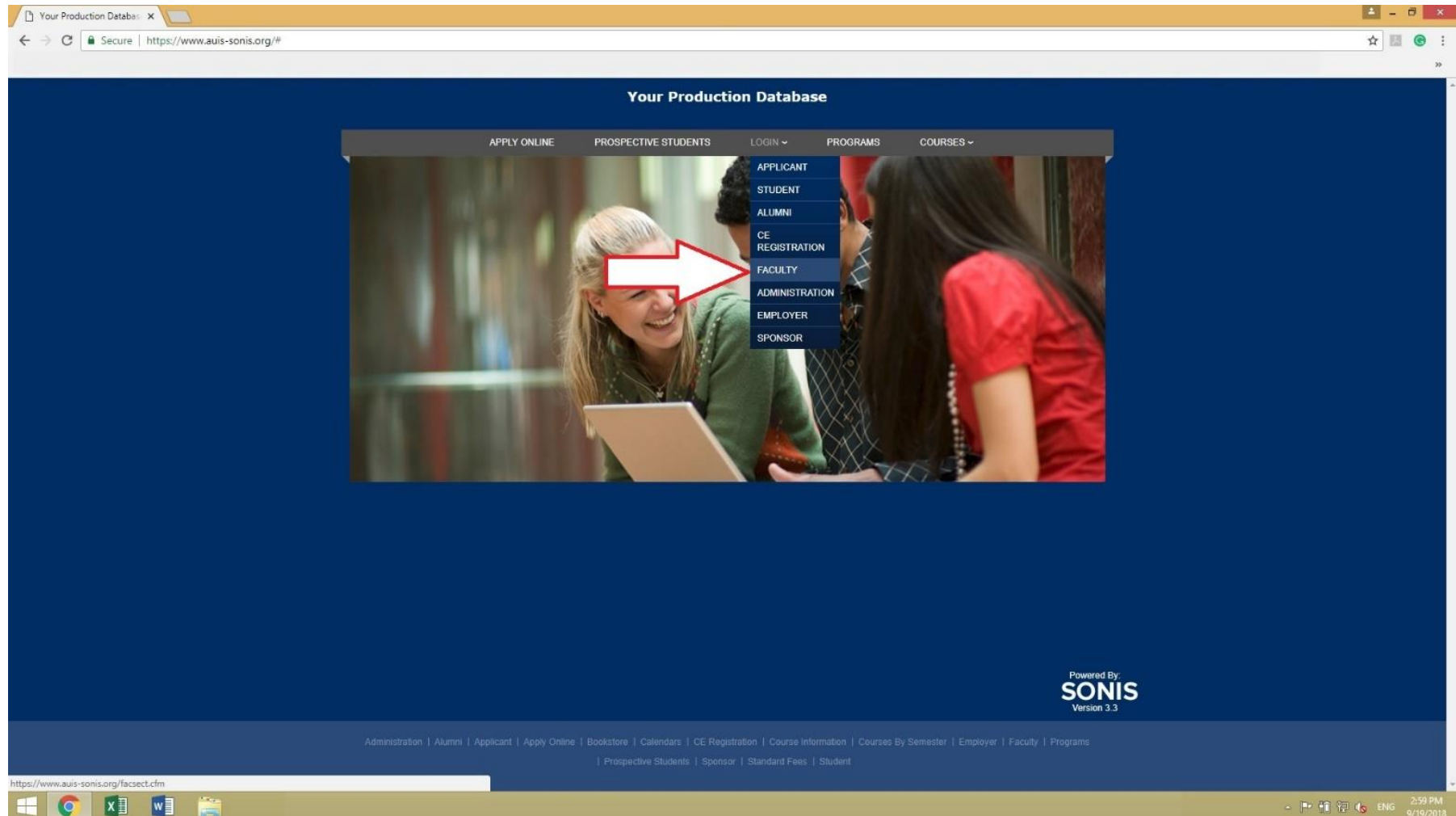


How to Submit Students' Attendance on Sonis

1. Go to <https://www.ais-sonis.org/> and log-in to your Sonis account.



The screenshot shows a web browser window displaying the Sonis website. The browser's address bar shows the URL <https://www.ais-sonis.org/#>. The website's main header is dark blue with the text "Your Production Database" in white. Below the header is a navigation menu with the following items: "APPLY ONLINE", "PROSPECTIVE STUDENTS", "LOGIN", "PROGRAMS", and "COURSES". The "LOGIN" menu is expanded, showing a list of user roles: "APPLICANT", "STUDENT", "ALUMNI", "CE REGISTRATION", "FACULTY", "ADMINISTRATION", "EMPLOYER", and "SPONSOR". A red arrow points to the "FACULTY" option. The background of the website features a photograph of three people looking at a laptop. At the bottom right of the page, it says "Powered By: SONIS Version 3.3". The footer contains a list of links: "Administration | Alumni | Applicant | Apply Online | Bookstore | Calendars | CE Registration | Course Information | Courses By Semester | Employer | Faculty | Programs | Prospective Students | Sponsor | Standard Fees | Student". The browser's taskbar at the bottom shows the Windows logo, Chrome, Excel, Word, and other applications. The system tray on the right shows the date and time as "ENG 2:59 PM 9/19/2018".

2. Enter the ID that we provided you with the PIN to login.

The screenshot shows a web browser window with the URL <https://www.ais-sonis.org/facsect.cfm>. The page title is "AUIS Student Information System HOME". A navigation bar contains links for "APPLY ONLINE", "PROSPECTIVE STUDENTS", "LOGIN", "PROGRAMS", and "COURSES". The main content area is titled "LOGIN : FACULTY" and features two input fields labeled "ID" and "PIN", with a "LOGIN" button below them. A link is provided for users who have forgotten their credentials. At the bottom, there is a quote by Galileo and a footer with a list of site navigation links and a small image collage.

Powered By:
SONIS
Version 3.3

Administration | Alumni | Applicant | Apply Online | Bookstore | Calendars | CE Registration | Course Information | Courses By Semester | Employer | Faculty | Programs
| Prospective Students | Sponsor | Standard Fees | Student

3. Go to “Course Management” and then “Attendance”

The screenshot shows a web browser window with the URL <https://www.ais-sonis.org/attend1.cfm>. The page title is "Your Production Database Attendance - Google Chrome". The main content area is titled "Attendance" and shows the date "SEPTEMBER 26, 2018".

Navigation sidebar (left):

- General
- Course Management (selected)
- Courses
- Attendance (circled in red)
- Syllabus
- Remind Class
- Email/Text Class
- Grades
- Advising
- Custom

Form fields:

- School Year: 201718
- Semester: Fall
- Course Section: ENG 101 :8

Name	Present	Absent
ENG 101 - Argument - Section: 8		
No attendance records have been recorded for the following students.		
Abdalla, Khuncha Mohammed (Official)	0	0
Abdallahman, Lavin Abdalla (Official)	0	0
Abdulla, Raz Mohammed (Official)	0	0
Abdulqadir, Shayan Aras (Official)	0	0
Abu Bakr, Rawsht Mohammed (Official)	0	0
Ahmed, Balen Saadi (Official)	0	0
Ezzat, Shanya Yassin (Official)	0	0

4. Chose the requested "School year" & "Semester"

The screenshot shows a web application interface for 'Your Production Database Attendance'. The page title is 'Attendance' and the date is 'SEPTEMBER 20, 2018'. The 'School Year' is set to '2017/18' and the 'Semester' is set to 'Fall'. The 'Course Section' is 'ENG 101 :8'. The table below lists students and their attendance records for 'Present' and 'Absent'.

Name	Present	Absent
ENG 101 - Argument - Section: 8		
No attendance records have been recorded for the following students.		
Abdalla, Khuncha Mohammed (Official)	0	0
Abdalahman, Lavin Abdalla (Official)	0	0
Abdulla, Raz Mohammed (Official)	0	0
Abdulqadir, Shayan Aras (Official)	0	0
Abu Bakr, Rawsht Mohammed (Official)	0	0
Ahmed, Balen Saadi (Official)	0	0
Ezzat, Shanya Yassin (Official)	0	0
Ibrahim, Bawan Jalal (Official)	0	0
Karim, Zhir Amir (Official)	0	0
Lateef, Govan Karwan (Official)	0	0
Latif, Muhammad Kawa (Official)	0	0
Mohammed, Brwa Abdalla (Official)	0	0
Mohammed, Suren Jamal (Official)	0	0
Mohammed, Akar Amanj (Official)	0	0
Mohsin, Mohammed Kanaan (Official)	0	0

5. Click on "Input attendance"

https://www.aus-sonis.org/attend1.cfm

Your Production Database Attendance - Google Chrome

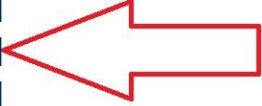
Name	Present	Absent
No attendance records have been recorded for the following students.		
Abduljabbar, Zubaida Nihad	0	0
Ahmed, Bawan Abdal Amir	0	0
Ahmed, Chaman Sultan	0	0
Ahmed, Karbin Darwesh	0	0
Al-Ani, Yaldaa Mukdad	0	0
Ali, Sura	0	0
Amin Ali, Sawen Mohammed	0	0
Aziz, Roza	0	0
Hamadameen, Hedi Rasheed	0	0
Kader, Sewe Anwar	0	0
Mahmood Warmzyar, Rebaz Majeed	0	0
Moayad, Ghid Mohammed	0	0
Mohammed, Bilal Yaseen	0	0
Mohammed, Suren Jamal	0	0
Othman, Dalya Saman	0	0
Saeed, Zhina Qadir	0	0
Test, Student	0	0

ATTENDANCE REPORT

INPUT ATTENDANCE

MY ATTENDANCE DATE RANGE

Viewing - Year: 201819 Semester: Fall



6. Select the date and add the attendance record then click on “submit” at the bottom of the page.

Please note that the default is “Present”.

Please note that, students will be able to view the attendance course summary.

The screenshot shows a web application interface for attendance management. The page title is "Faculty" and the date is "SEPTEMBER 27, 2018". There are two red arrows: one pointing to a dropdown menu for "Select From Meeting Dates" and another pointing to the "Absent" column header in the attendance table.

Faculties

Select Attendance Date Option:
Defined Meeting Dates All Dates

Select From Meeting Dates:

Name	Present	Absent
JRL_304 - Reporting - Section: 1 (09/05/2018 - 12/06/2018) Abduljabbar, Zubaida Nihad	<input checked="" type="radio"/>	<input type="radio"/>
Ahmed, Bawan Abdal Amir	<input checked="" type="radio"/>	<input type="radio"/>
Ahmed, Chaman Sultan	<input checked="" type="radio"/>	<input type="radio"/>
Ahmed, Karbin Darwesh	<input checked="" type="radio"/>	<input type="radio"/>
Al-Ani, Yaldae Mukdad	<input checked="" type="radio"/>	<input type="radio"/>
Ali, Sura	<input checked="" type="radio"/>	<input type="radio"/>
Amin Ali, Sawen Mohammed	<input checked="" type="radio"/>	<input type="radio"/>
Aziz, Roza	<input checked="" type="radio"/>	<input type="radio"/>
Hamadameen, Hedi Rasheed	<input checked="" type="radio"/>	<input type="radio"/>
Kader, Sewe Anwar	<input checked="" type="radio"/>	<input type="radio"/>
Mahmood Warmzyar, Rebaz Majeed	<input checked="" type="radio"/>	<input type="radio"/>
Moayad, Ghid Mohammed	<input checked="" type="radio"/>	<input type="radio"/>
Mohammed, Bilal Yaseen	<input checked="" type="radio"/>	<input type="radio"/>
Mohammed, Suren Jamal	<input checked="" type="radio"/>	<input type="radio"/>
Othman, Dalya Saman	<input checked="" type="radio"/>	<input type="radio"/>
Saeed, Zhina Qadir	<input checked="" type="radio"/>	<input type="radio"/>