

STAGMATCH

TRAINING GUIDE BOOK

(TEACHER)

TEACHERS' CLOCK-IN

Step 1 : Login your own NRIC & Password and click “login”.

SimTrain
+ JOOBOX: PROFILE MODULE (F8)

Login
Forgot Password ?

Login

Login >

Key In your own
“NRIC & PW”

Powered by SIMIT @ 2007-2012 The SimTrain Project

Step 2 : Click on the “Take Attendance” icon.

SimTrain
Home [how to?] SimTrain 3.0 Build 1063, Expiry date:9999-12-31, [Change Log](#)
Organization IWC stagmatch2002

Widget Setting

Show Icon Short Cut

Students

Class Management

Take Attendance

Sales & Payment

Click

Show Unregistered Student

No	Standard	Student Code	Student Name

OutStanding Payment

Check SMS Balance

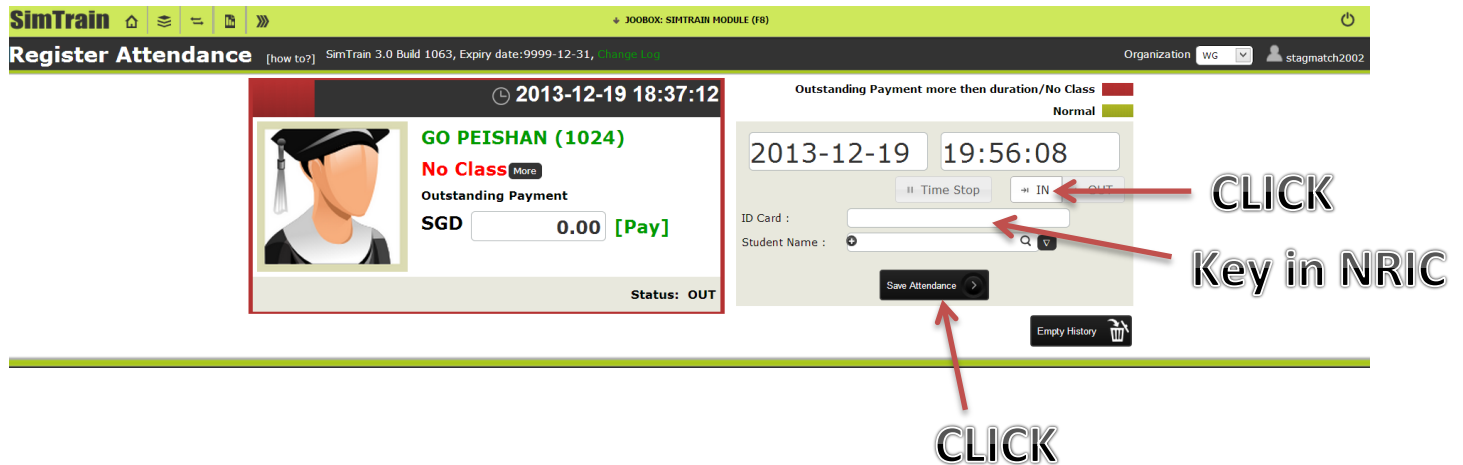
Outstanding Payment(4 Days)

Standard	Student Code	Student Name	Period	Balance	Pay

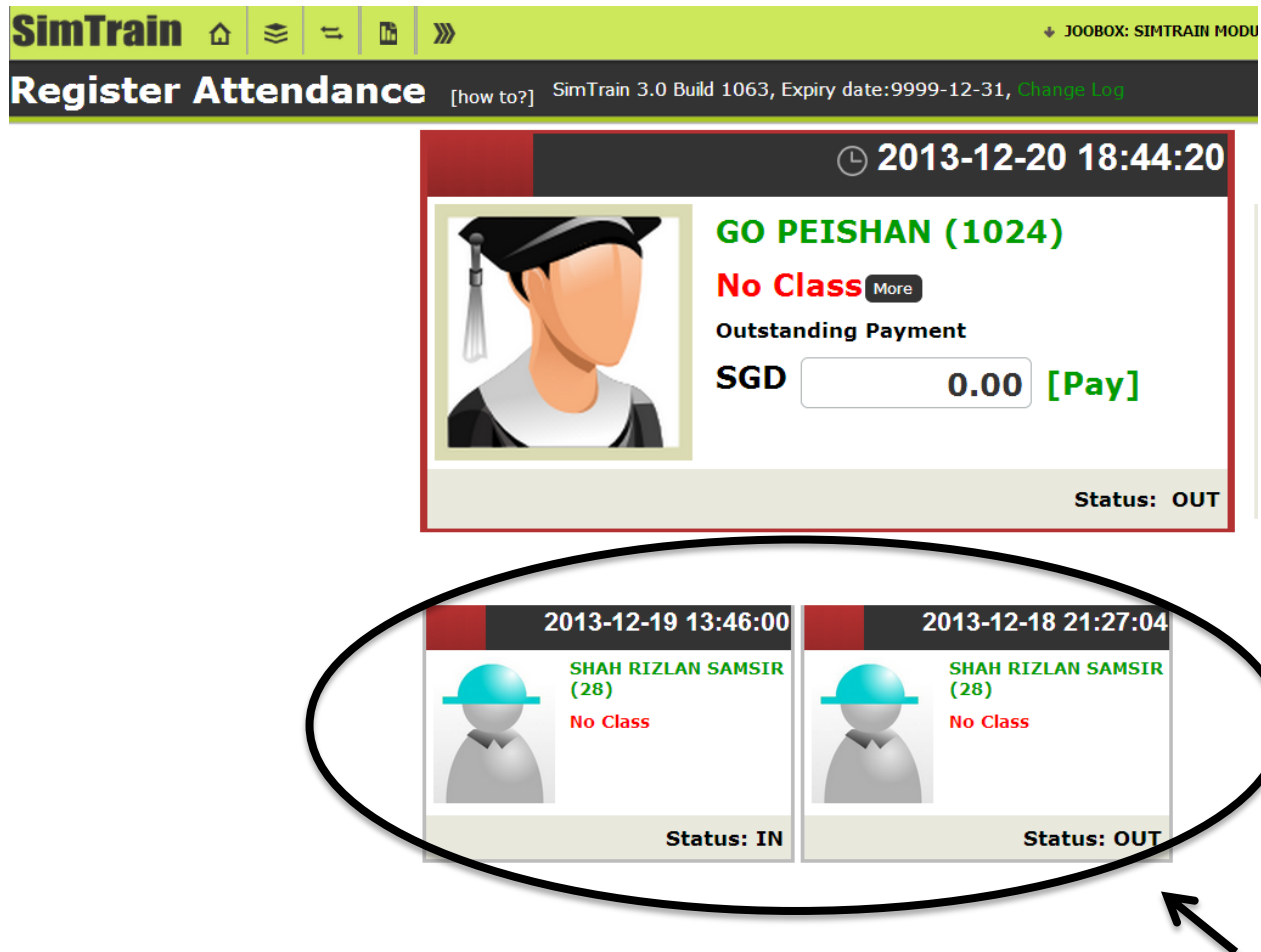
This Month birthday

No	Student Name	DOB	SMS	Send

Step 3 : Click on the sign “IN”, key in your NRIC under the ID CARD and click on Save Attendance.

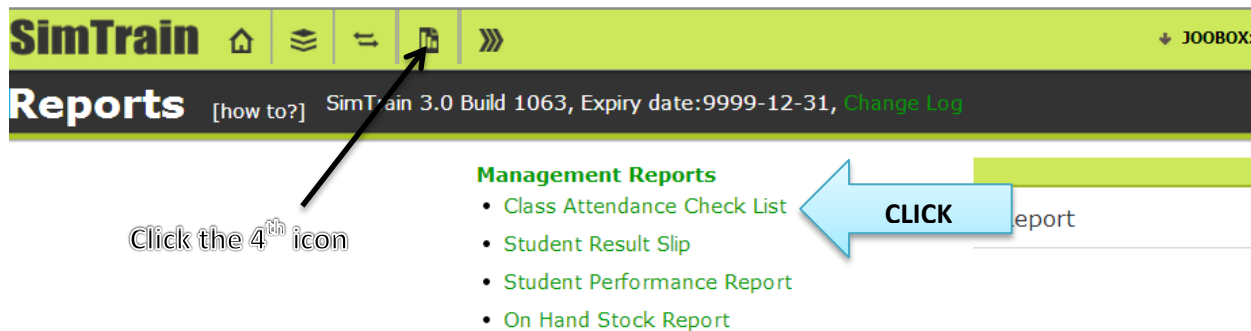


After completed “Step 3”, below will be the screen.

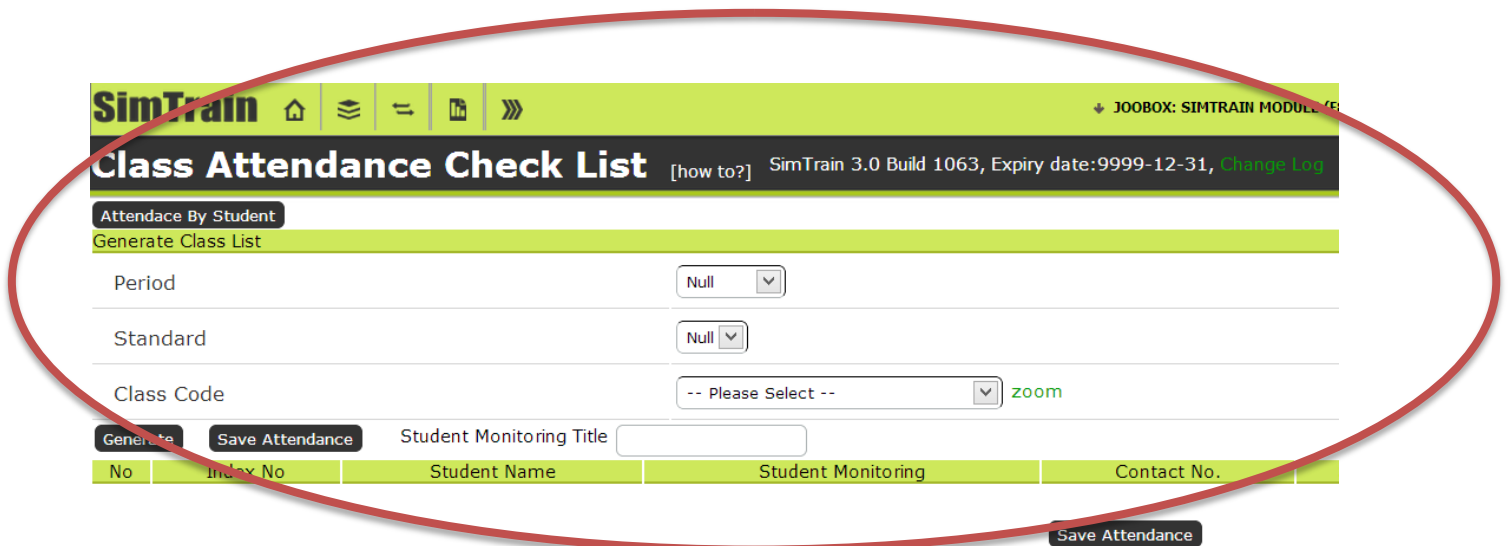


MARKING STUDENT'S ATTENDANCE

Step 4 : Click on the 4th icon, and after the below screen appeared, click on “Class Attendance Check List”.



After completed “Step 4”, below will be the screen.



Step 5 : Under Period, please choose the current month.

SimTrain [Navigation Icons]

Class Attendance Check List

 [how to?] SimTrain 3.0 Build 1063, Expiry da

Attendance By Student

Generate Class List

Period: [Null] (dropdown open)

Standard: []

Class Code: []

[Generate] [Save Attendance] Student Monitoring Title: []

No	Index No	Student Name
		Student Monitoring

Step 6 : Under Standard, please choose the class level that you are having.

← → ↻ 🏠 54.218.39.219/simtrain/modules/simtrain/attendance.php

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SimTrain [Navigation Icons]

Class Attendance Check List

 [how to?] SimTrain 3.0 Build 1063, Exp

Attendance By Student

Generate Class List

Period: [Null]

Standard: [Null] (dropdown open)

Class Code: []

[Generate] [Save Attendance] Student Monitoring Title: []

No	Index No	Student Name
		Student Monitoring

Step 8 : After completed Step7, you will be direct to the class attendance with the student who are attending.(Seen below).

SimTrain JOOBOX: SIMTRAIN MODULE (F8)

Class Attendance Check List [now to?] SimTrain 3.0 Build 1063, Expiry date:9999-12-31, [Change Log](#) Organization FS stagmatch2002

Class Code: FS-P4-M-R2-TH **Month: 2013-09**

Class Description : PRIMARY 4 MATHEMATICS Fees : SGD 50.00 Day : THU Time : 1830 ~ 2000

Tutor : NURUL 'AIN BINTE AMRHAN Tutor Contact : 84481302

Attendance Student
Generate Class List

Period 2013-09
Standard P4
Class Code

Generate Save Attendance

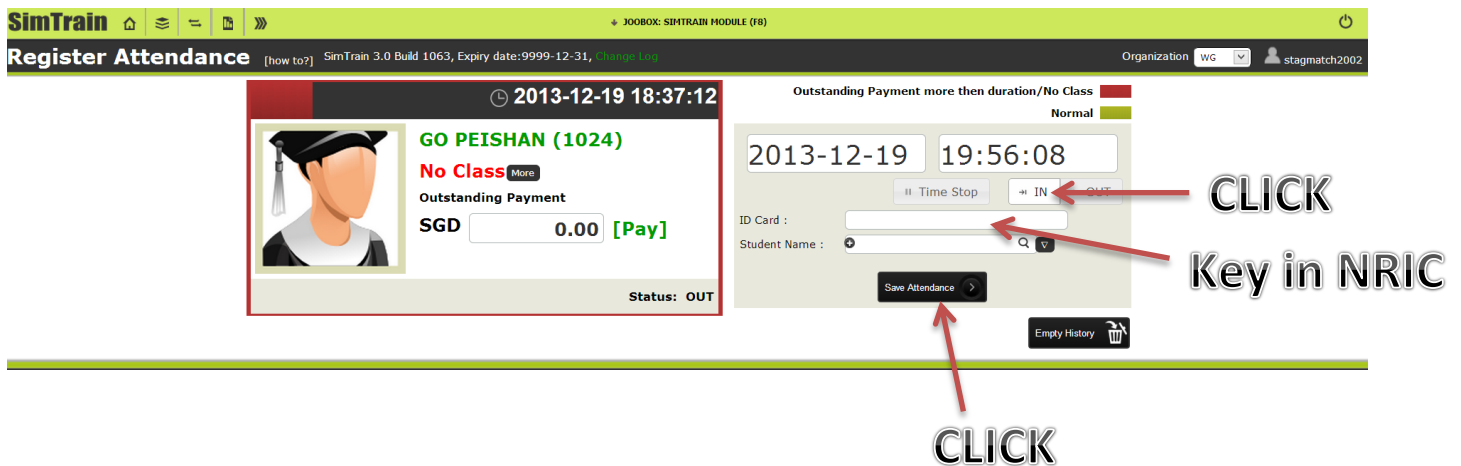
Double confirm if you have choose the right class by checking.

No	Index No	Student Name	Student Monitoring	Contact No.	School	Standard	Trans.	Fees (SGD)	Cont. Next Mth?	5/9	12/9	19/9	26/9
1	1001	/ANG JIA XUAN	[GO]	82455187 / 64442630	BGPS	P4	C	50.00	Y [Zoom]	☐	☐	☐	☐
2	1129	/CHIA JIA HUI	[GO]	/ 62444231		P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
3	1035	/CHYE XIAN ZHE	[GO]	/ 62411059	BGPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
4	1140	/ILHAN BIN RASHIDI	[GO]	/ 66855084	YNPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
5	1044	/LAM XIANG HE	[GO]	/	FSPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
6	1051	/MASRIYANSAH BIN MASSANID	[GO]	/ 64416671	FSPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
7	1078	/MD AMSHAR BIN OSMAN	[GO]	/ 66566343	BGPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
8	1086	/NAYLI ADLIN BINTE ADEEL	[GO]	/ 91024704	SACPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
9	1033	/NOOR SAHIRA D/O MD YUSUF	[GO]	/ 66992986	SACPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
10	1139	/NUR HANANI BINTE ABDULLAH	[GO]	/ 62416707	BGPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐
11	1091	/NUR MARINAH	[GO]	/	BGPS	P4	C	0.00	Y [Zoom]	☐	☐	☐	☐

Choose the correct date to mark the attendance.

End of the day, please **REMEMBER** to “sign-out”.

Step 9 : Click on the sign “OUT”, key in your NRIC under the ID CARD and click on Save Attendance.



After completed “Step 9”, below will be the screen.

