



King Fahd University of Petroleum & Minerals
Deanship of Academic Development (DAD)
in collaboration with
Information Technology (IT)

Using the

“Darajati” Electronic Classroom Attendance System

August 2023

DAD in collaboration with IT is pleased to announce the development of an electronic attendance system that is available to all KFUPM faculty members for taking attendance in their classrooms. This document gives you the basic functionality you need to know to be able to get started and use this attendance system in your classes. The main features of this system include:

- Attendance is taken electronically in one of two modes: manually or automated using students’ mobile phones,
- Automated attendance taking is almost instantaneous regardless of the number of students in the class. The system displays a Quick-Response (QR) code on the projector/interactive display and students scan it using their mobile phone cameras.
- The system employs several security features to reduce students tampering with the process of attendance taking:
 - It displays QR code that changes every few seconds to reduce sharing QR codes with students outside the classroom,
 - Students must use the KFUPM student app on their mobile phones and log in using their KFUPM credentials to scan the QR codes,
 - Checking-in is limited only to mobile phones that are within a reasonable distance from the device displaying the QR codes,
 - Real-time attendance results are displayed with students’ names/ID numbers, and the number of students who completed the check-in process and those who have not completed it yet being displayed for verification.
- Manual attendance taking can also be done for students who are facing technical difficulties or for students who do not have mobile phones.
- All attendance data is stored on the system and is accessible at all times. Attendance records can also be downloaded in Excel format.
- The system enables students to view their attendance records and also sends them warnings if they accumulate specific number of absences that is set by the instructor.
- Class rosters are updated automatically when students add/drop the course.

Accessing the Attendance System

The attendance system is available through the KFUPM “Darajati” platform available by accessing the following link:

<https://darajati.kfupm.edu.sa/>

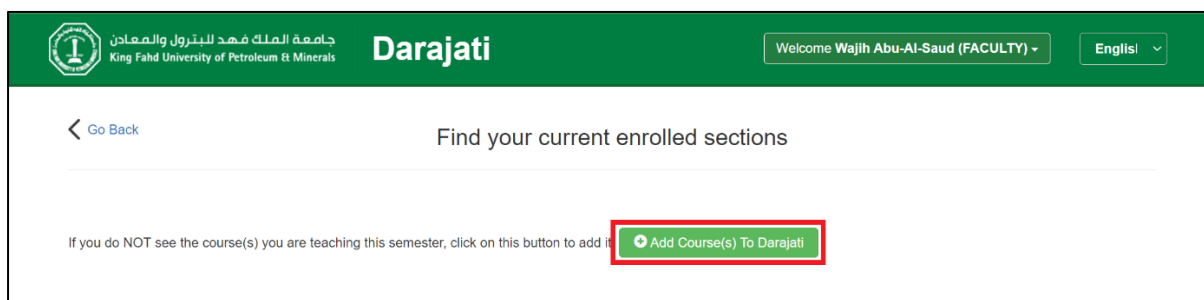
Setting-Up the Attendance System for First Use

1. Go to the “Darajati” system using the link:

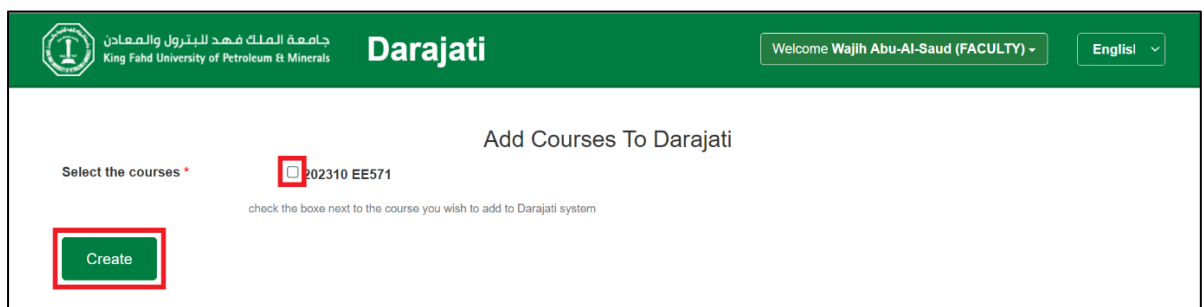
<https://darajati.kfupm.edu.sa/>

and login using your KFUPM username and password.

2. If you don’t see the courses you are teaching this semester the first time you access the system, you have to add your courses by clicking on the “Add Course(s) to Darajati”



3. Select the courses you want to add one by one by checking the box next to each course and then clicking “Create”



When you complete this step, you will be ready to use the system in the classroom for taking attendance.

Taking Attendance in the Classroom

1. In the classroom, turn on the projector/interactive display and go to the “Darajati” system using the link:

<https://darajati.kfupm.edu.sa/>

2. You will see all courses you added in a screen that looks similar to the one below:

The screenshot shows the Darajati system interface for a faculty member. At the top, there is a green header with the university logo, name, and a welcome message. Below the header, there are three main buttons: "Manual Attendance" (red), "QR Code Attendance" (green), and "Attendance Report" (blue). A red arrow points from the "Manual Attendance" button to a red box in the "Attendances" column of the course table. A green arrow points from the "QR Code Attendance" button to a green box in the same column. A blue arrow points from the "Attendance Report" button to a blue box in the same column. The table lists courses with columns for Semester, Course, Section, Being Taught By, Attendances, Grades, and Students. Below the table, there is a button to "Add Course(s) To Darajati" and a button to "Enter Students Excuses".

3. **Manual Attendance Taking:** You can take attendance manually by clicking on the button in the Red box in Step 2 above. You will get a screen similar to the following:

The screenshot shows the manual attendance entry screen in the Darajati system. At the top, there is a green header with the university logo, name, and a welcome message. Below the header, there is a yellow banner with a message: "Make sure that you see the success message after submitting. OR ELSE, attendance was NOT saved properly". The main heading is "Attendance Entry For Section EE571-01". Below this, there is a legend: "A = Unexcused Absences; L = Lates; E = Excuses; D = Attendance Deduction". A red box highlights the "Monday Aug. 28, 2023" date, labeled "Class Date". A green box highlights the "6:45 p.m. to 8 p.m." time slot, labeled "Class Time". A blue box highlights the student list, labeled "Students Names and IDs". A green box highlights the attendance columns (A, L, E, D), labeled "Attendance Records for All Student". A black box highlights the "Submit Attendance" button, labeled "You MUST Submit Attendance when Done". The student list includes columns for No., ID, Name, and a dropdown menu for attendance status (Present, Absent, etc.).

Set the attendance manually for each student or change the attendance status for specific students. **At the end, you must press on “Submit Attendance” to record attendance or changes on the system. Forgetting to do so will result in all changes you made being discarded.**

4. **QR Code Attendance Taking:** You can use QR codes for taking attendance. To use QR codes, click on the button in the Green box in Step 2 above. You will get a screen similar to the following:

The screenshot shows the 'Attendance Entry For Section EE571-01' screen. At the top, there's a header with the King Fahd University of Petroleum & Minerals logo and the name 'Darajati'. Below the header, it says 'Attendance Entry For Section EE571-01' and 'Click on a day below to enter attendance for that day'. A date selector shows 'Date: Aug. 28, 2023'. Below the date, a green bar represents the time slot '6:45 p.m. to 8 p.m.', which is highlighted with a red rectangular box.

Click on the time of the class in which you wish to take attendance. This will display a screen similar to the one below:

The screenshot shows the QR code attendance taking interface. On the left is a large QR code. On the right is a control panel. At the top of the panel are two buttons: 'Present Attendance' (highlighted with a red box) and 'Late Attendance'. Below these is a red text prompt: 'Chose to Mark checked-in Students as Present or Late'. Underneath is a yellow instruction: 'Click on the button below to finish the attendance taking and to mark'. This is followed by the text 'Stop Attendance Taking and Save Attendance' and a red 'FINISH' button. Below the buttons is a table titled 'Not Attended Yet (9 students)'. The table has columns for 'ID', 'Name', and a status column with 'P' (Present) and 'L' (Late) indicators. A blue box highlights the 'Students not yet checked-in' section of the table. To the right of the table, a red text prompt says: 'Manually Check-in Students who have not checked-in yet as Present or Late'.

As students check-in using the QR code or you check them in manually, their names will disappear from the list of “Not Attended Yet” and appear below the QR code along with the total number of students who have checked-in. **At the end, you must press on “Finish” to record attendance on the system. Forgetting to do so will result in all attendance records for this session being discarded.**

5. **View Attendance Report:** You can view the class attendance report for all students by clicking on the button in the Blue box in Step 2 above. You will get a screen similar to the following:

Monthly Attendance Report
Section: EE571-01

Download Attendance in Excel Format

Print Copy **Excel** PDF Column visibility

Search:

Selected Month: **August, 2023**

Students

#	ID	Name	A	L	E	D
1	202	ML	0	0	0	0
2	202	M	0	0	0	0
3	202	A	0	0	0	0
4	202	AL	0	0	0	0
5	202	AK	0	0	0	0
6	202	TA	0	0	0	0
7	202	RJ	0	0	0	0
8	202	SA	0	0	0	0
9	202	HU	0	0	0	0

Days of August, 2023

Mon 28th
P
P
P
P
P
P
P
P
P

Attendance Records for the Selected Month

This page will allow you to check the attendance records of all student and display results month by month. You can also download attendance records in Excel format.

Things to Pay Attention to When Using the Darajati Attendance System

1. Make sure you save the attendance results after each attendance taking event (manually or automated). Failing to save the attendance results will result in losing all attendance information for that event and all students may be marked as present.
2. You can take attendance in a specific class using the QR code as many times as you wish. As additional students check-in in successive attendance-taking events, their status will be changed from Absent to Present or Late depending on which mode you select.
3. It is always wise to do a head count (at least every few classes) compare the number you get with the number reported by the system. Do not assume that students will not give their mobile phones or credentials to colleagues to check them in. It has happened during Summer (223). Trust your students but always be diligent. If you warn your student at the beginning of the semester and do few random head-counts, this will probably deter students from checking their friends in.

For any enquiries and support:

- 1 – Please create an E-Desk request: <https://edesk.kfupm.edu.sa>
- 2 – Only in case of emergency, please send a WhatsApp message to Mr. Abdullah Joud (IT): Mobile: 0567539566. (no calls please).