



Institute
for Education

How to take attendance in the Institute for Education portal

Step by step guide for lecturers

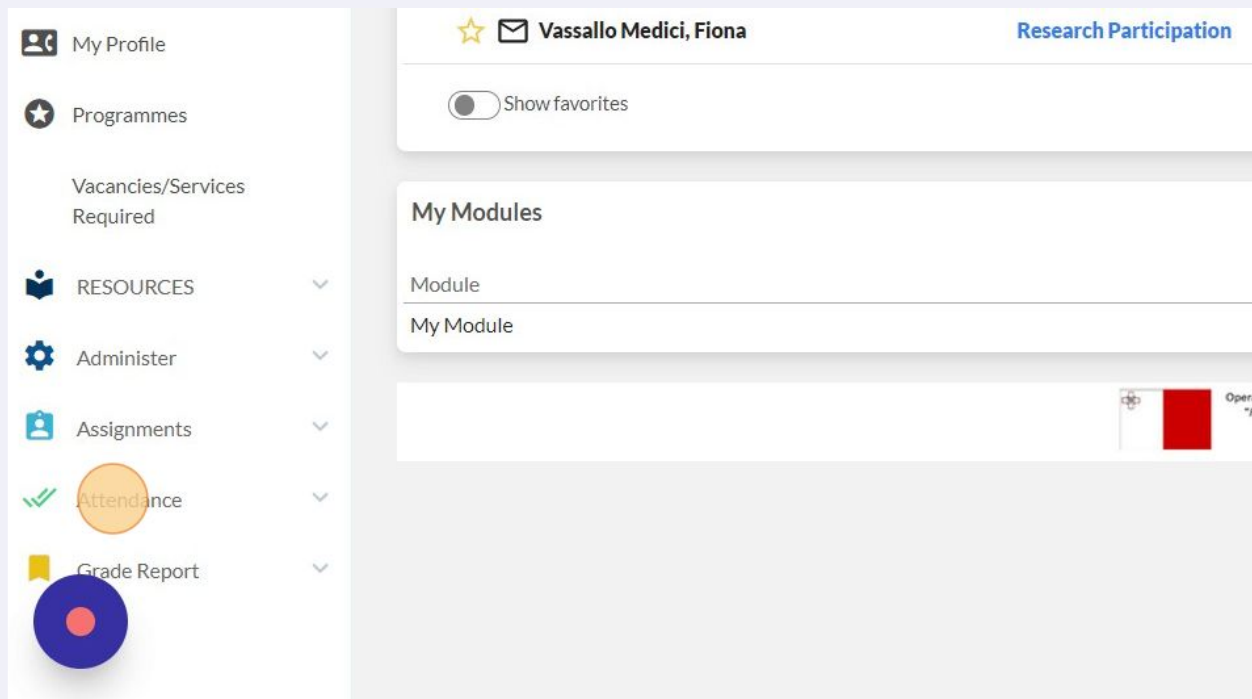


GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION,
SPORT, YOUTH, RESEARCH
AND INNOVATION

How to take attendance in the IfE portal

1 Navigate to <https://ife.portal.gov.mt/content/common/dashboard.php>

2 Open the "Attendance" menu by clicking once on "Attendance"



3 Click "Attendance"

The screenshot shows a user dashboard for 'Vassallo Medici, Fiona' under the 'Research Participation' section. On the left is a navigation menu with items: My Profile, Programmes, Vacancies/Services Required, RESOURCES, Administer, Assignments, Attendance (highlighted with a green checkmark and an orange circle), and Attendance Report. The main content area shows a 'My Modules' section with a table header containing 'Module' and 'My Module'. Below the table, there is a red square icon and the text 'Oper'.

4 Click this field.

The screenshot shows the 'Student attendance' form. The title 'Student attendance' is at the top. Below it are two input fields: 'Date' with the value '25/08/2022' and a calendar icon, and 'Course / Class' with a 'Select' dropdown menu. The text 'no selection' is displayed below the dropdown. On the left side, there is a vertical banner for 'ONvErGE' with the text 'tion' below it. At the bottom right, there is a red square icon and text: 'Operational Programme I – European Structural and I', 'Fostering a competitive and sustainable economy', 'Project part-financed by the European Region', and 'Co-financing rate: 80% European Union; 20'.

5 Find the date of your lecture.

The screenshot shows a user interface with a sidebar on the left and a calendar in the center. The sidebar contains the following items: My Courses, My Files, My Schedule, My Profile, Programmes, Vacancies/Services Required, RESOURCES, Administer, and Assignments. The calendar is for October 2022, with the date 24 highlighted by an orange circle. The calendar grid is as follows:

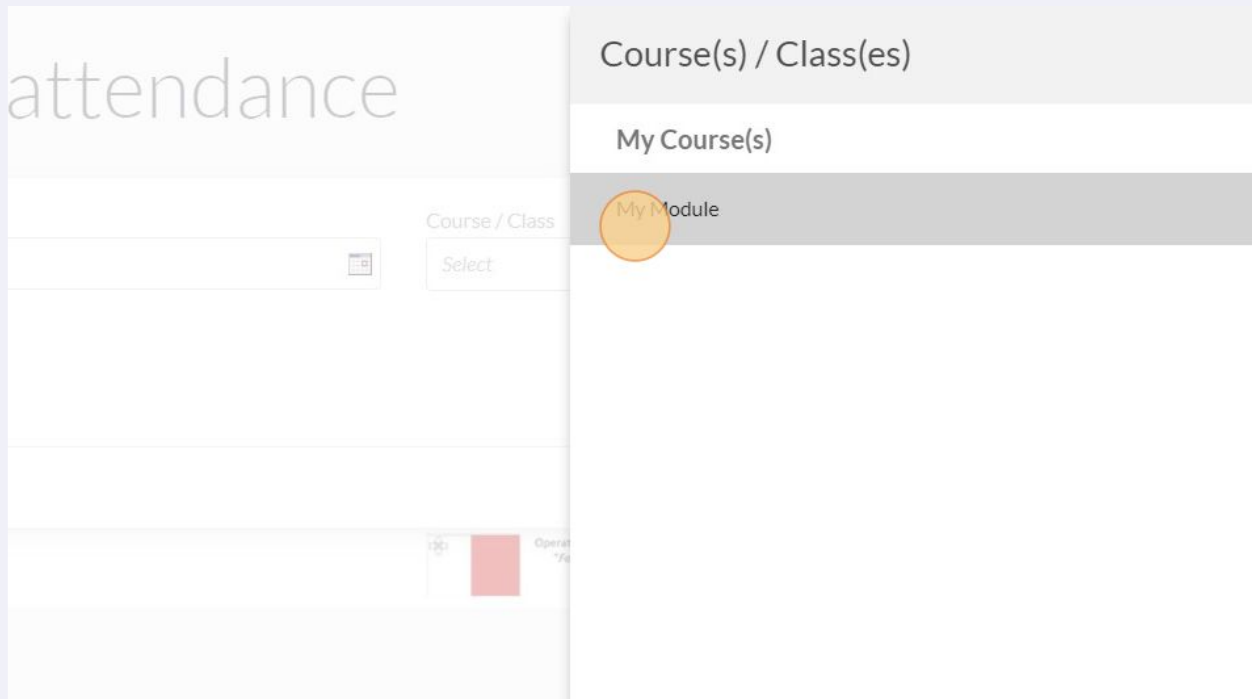
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6 Click here.

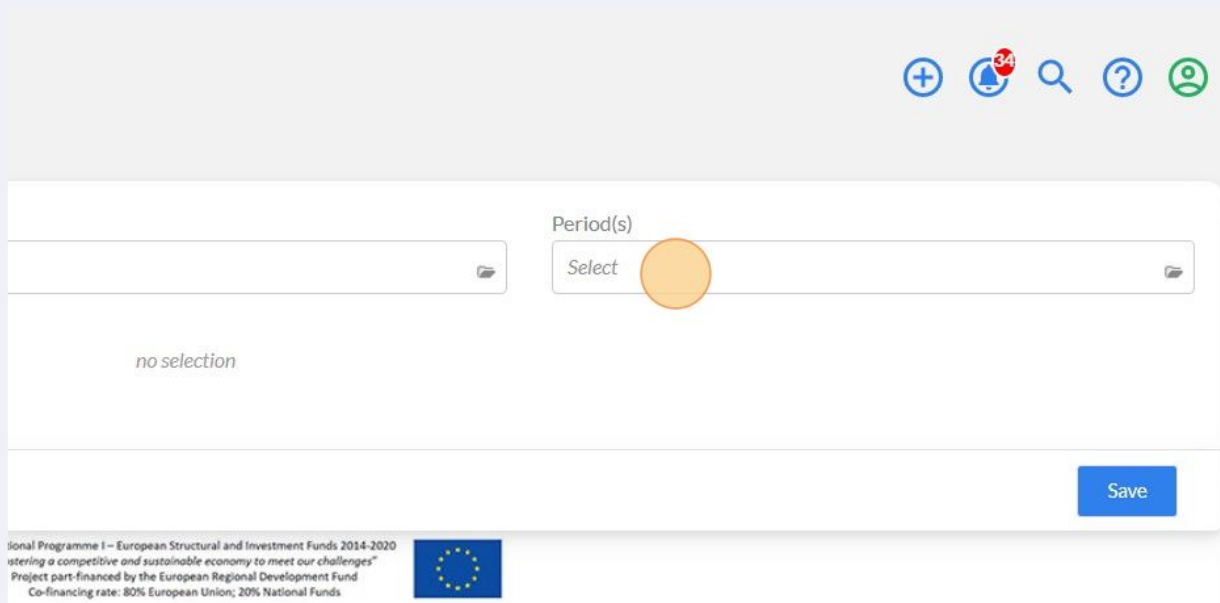
ent attendance

The screenshot shows a user interface with a form. The form has a dropdown menu labeled 'Course / Class' with the text 'Select' inside. A red circle highlights the dropdown menu. Below the form, there is a footer with the following text: 'Operational Programme I – European Structural and Investment Funds 2014-2020', 'Fostering a competitive and sustainable economy to meet our challenges', 'Project part-financed by the European Regional Development Fund', and 'Co-financing rate: 80% European Union; 20% National Funds'. The European Union flag is also visible in the footer.

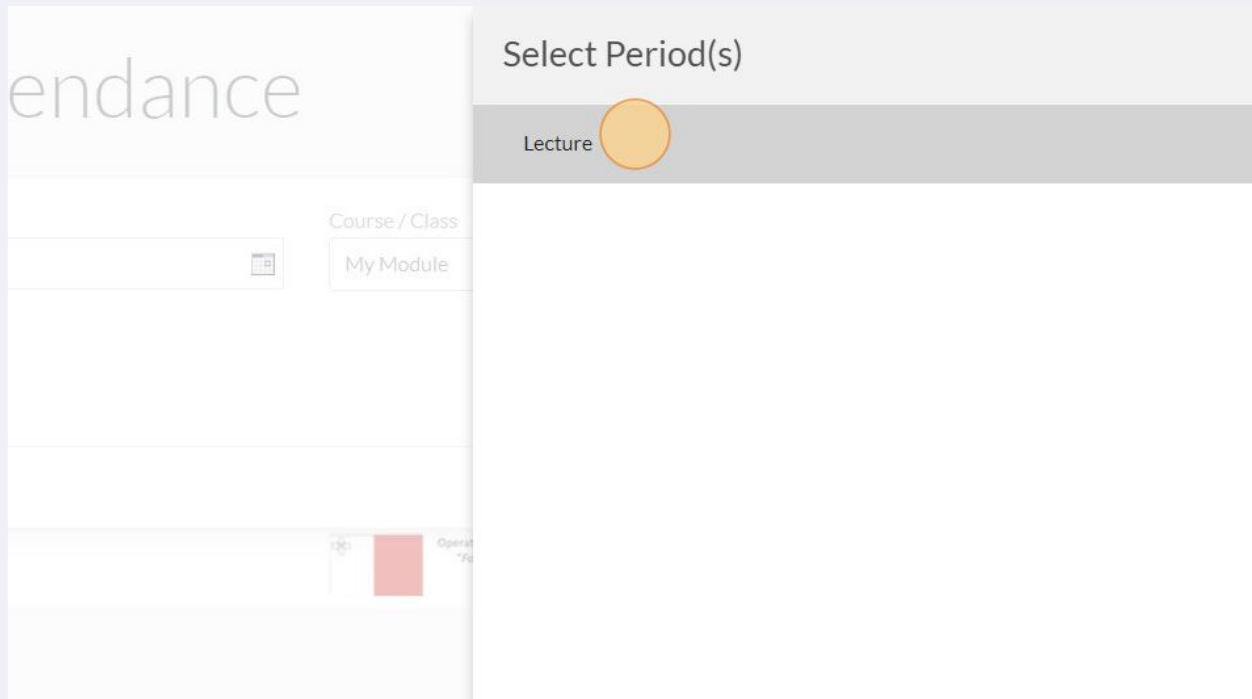
7 Click on the name of your module e.g. "My Module"



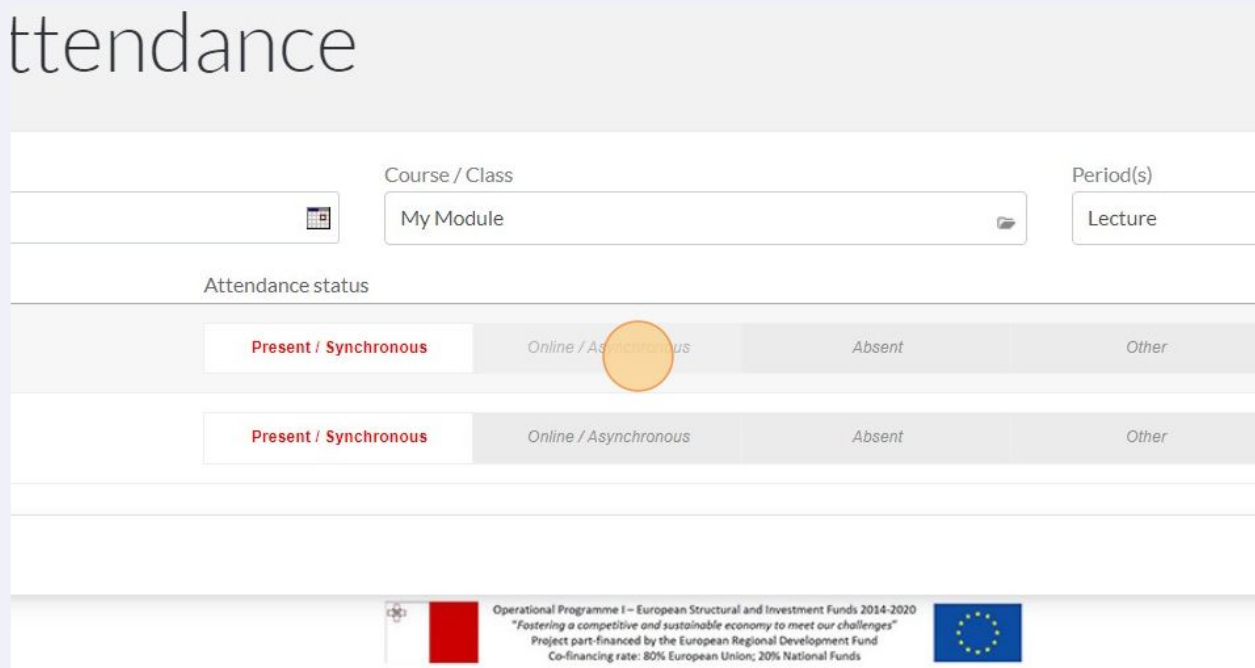
8 Click here.



9 Click "Lecture"



10 By Default Present/Synchronous is selected. This is to be used for face to face or online live sessions. Click on "Online / Asynchronous" if the lecture is asynchronous. Click on Absent if a course participant is Absent.




11

Click "Save" or else the Attendance will not be taken.

Lecture

Comment

Online / Asynchronous	Absent	Other	<input type="text"/>
Online / Asynchronous	Absent	Other	<input type="text"/>



Regional Operational Programme I – European Structural and Investment Funds 2014-2020
"Investing in a competitive and sustainable economy to meet our challenges"
Project part-financed by the European Regional Development Fund
Co-financing rate: 80% European Union; 20% National Funds

