

MAKERERE

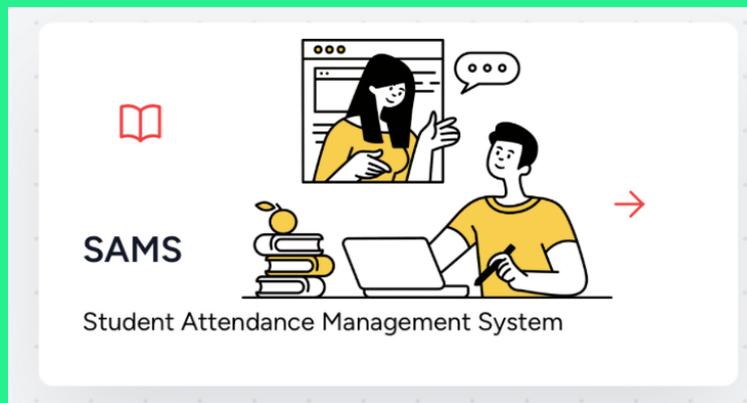


UNIVERSITY

MAK-SAMS

STUDENTS ATTENDANCE MANAGEMENT SYSTEM

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



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<https://dicts.mak.ac.ug>
<https://answers.mak.ac.ug>



@DICTSMakerere

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.

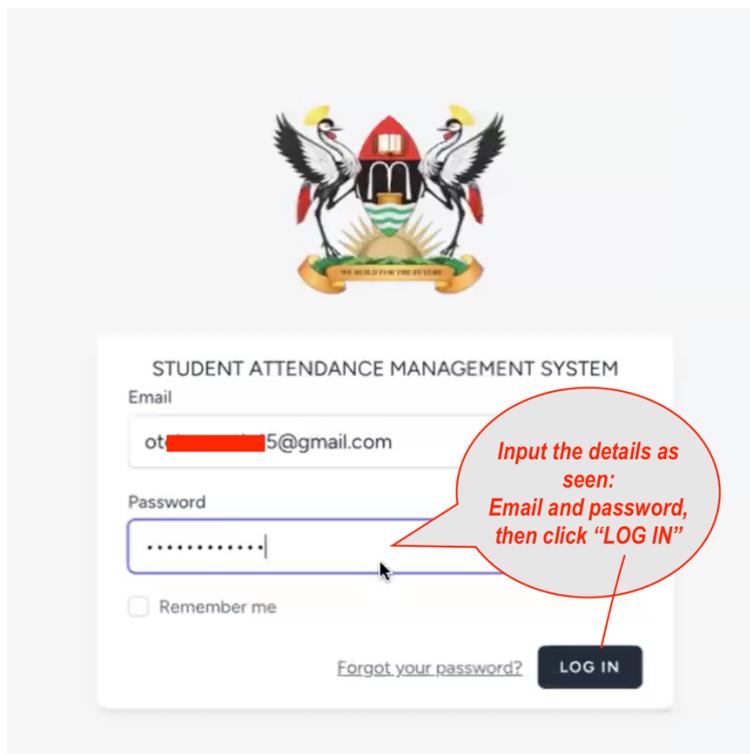
Things to note:

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

Email: email address e.g arthurkim123@gmail.com

Password: registration number e.g 20/U/19734/PS



STUDENT ATTENDANCE MANAGEMENT SYSTEM

Email
ot[redacted]5@gmail.com

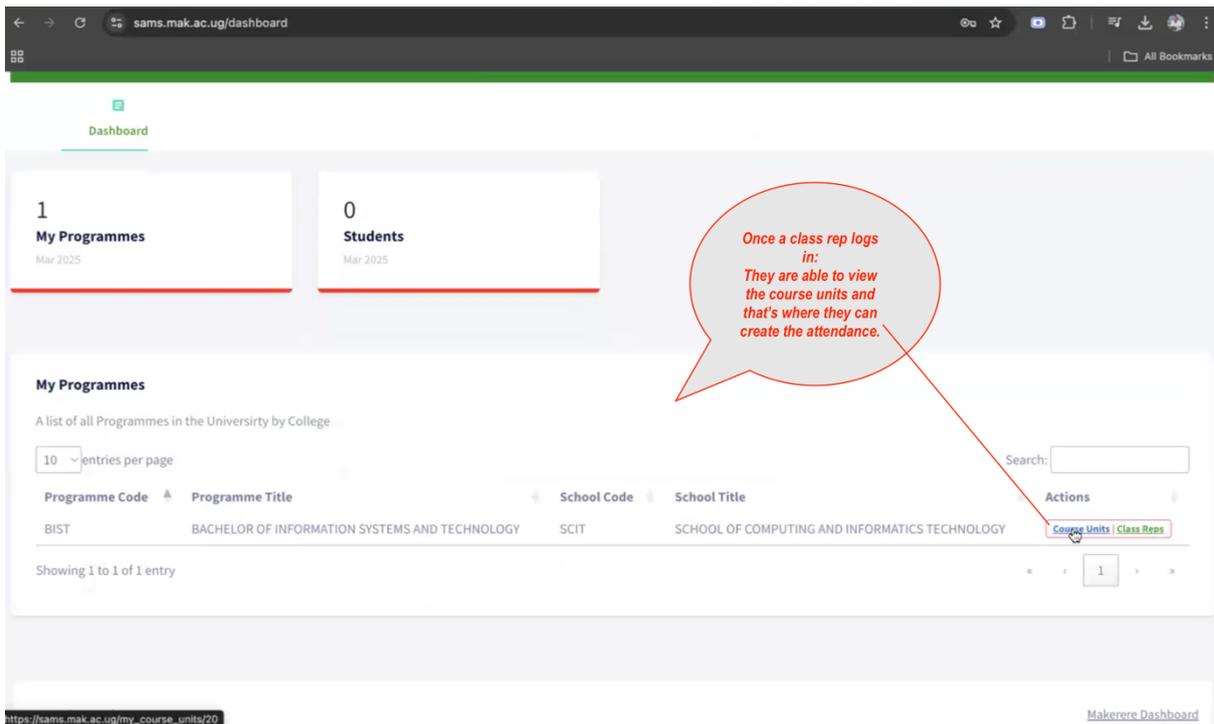
Password
.....|

Remember me

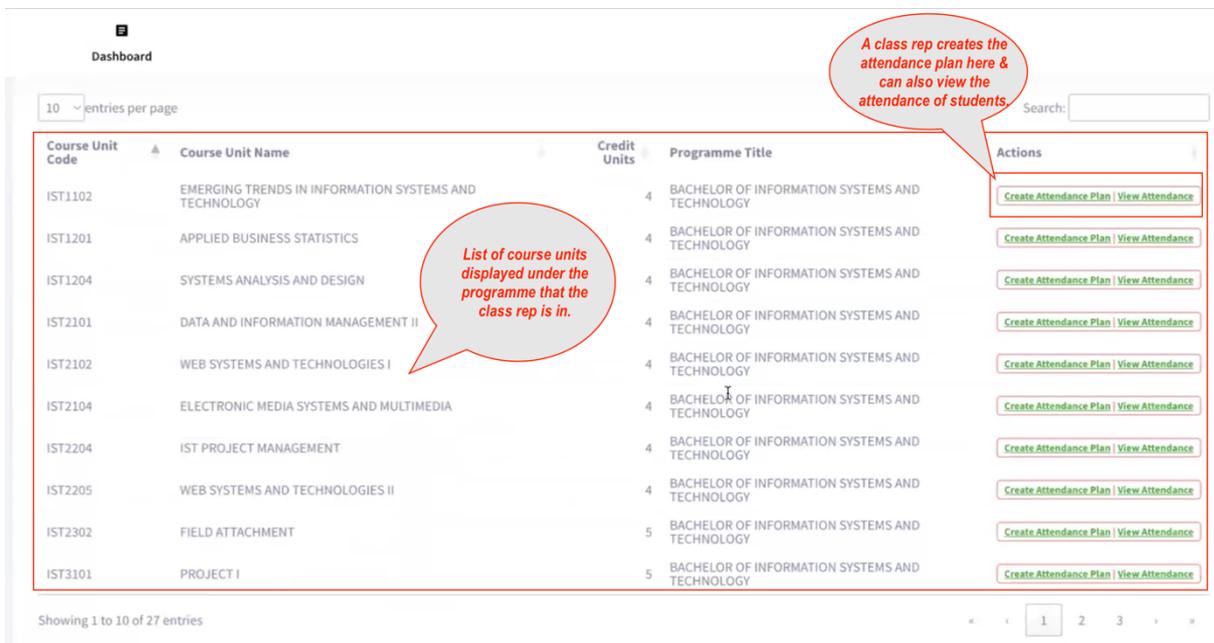
[Forgot your password?](#) **LOG IN**

*Input the details as seen:
Email and password,
then click "LOG IN"*

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



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.



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

Add Lesson

Create Attendance for this lesson

Select Staff Select Staff **A**

Course
SYSTEMS ANALYSIS AND DESIGN

Enter Room Number EG CEDAT-RM2 **B**

Lecturer Start Time dd/mm/yyyy, --:-- **C**

Lecturer End Time dd/mm/yyyy, --:-- **D**

Submit to generate QR CODE

*In this window:
They can select a staff, Enter a Room number, add the start time and End time then click "Submit to generate QR CODE".*

A) Selecting a staff:

Select Staff

Select Staff

ANNA

BASA ANNABELA DOROTHY HABINKA

NINSIIMA BAMS ANNA

BIIRA MARGARET ANNAH

AGABA NYANGIRE MARIANNA

To select a lecturer, type the name and the system narrows down the search then you choose.

B) Enter the Room Number:

Ensure you put the specifics as shown in this example.

Course

SYSTEMS ANALYSIS AND DESIGN

Enter Room Number

COCIS LEVEL 2 RM 1

Lecturer Start Time

*The Course is predefined:
Enter the Room Number depending on the location with the specifics as seen in this example.*

C) Enter the "Start Time:"

Lecturer Start Time

21/03/2025, 09:21

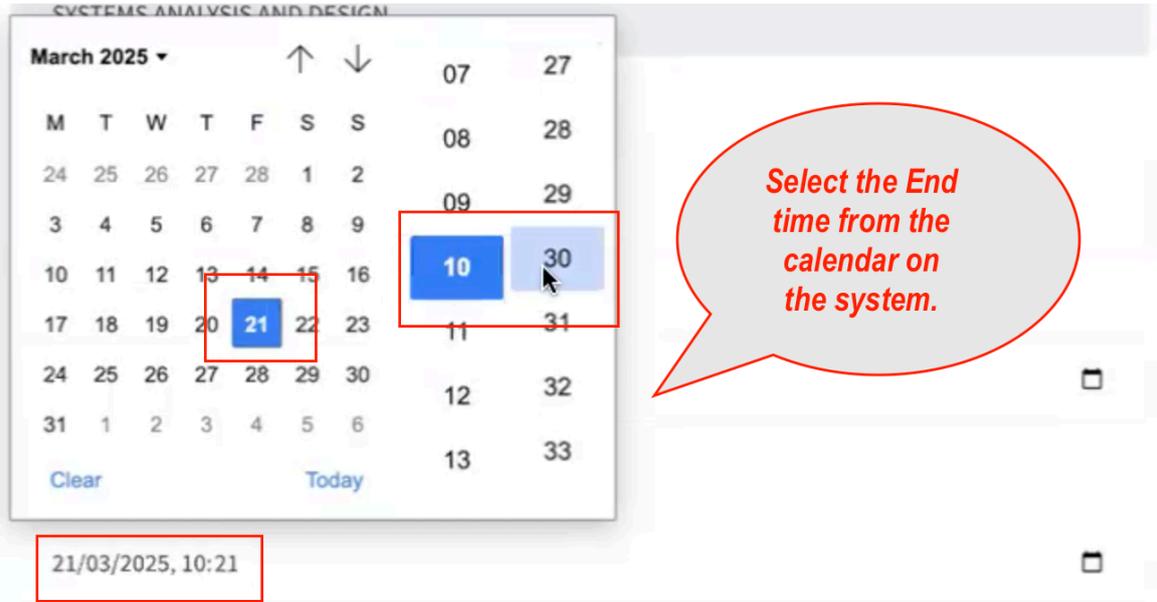
March 2025

M	T	W	T	F	S	S	10	22
24	25	26	27	28	1	2	11	23
3	4	5	6	7	8	9	12	24
10	11	12	13	14	15	16	13	25
17	18	19	20	21	22	23	14	26
24	25	26	27	28	29	30	15	27
31	1	2	3	4	5	6		

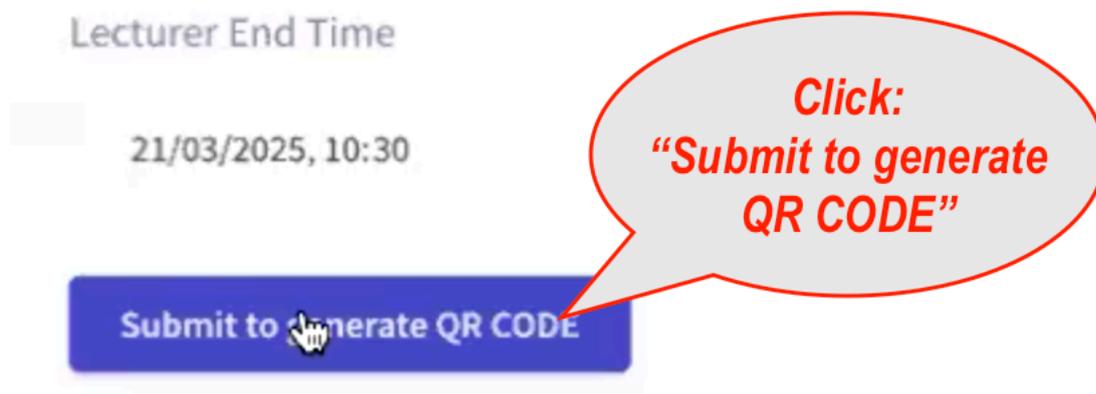
09 21

Pick the date from the calendar app and set the time depending on when the lecture started.

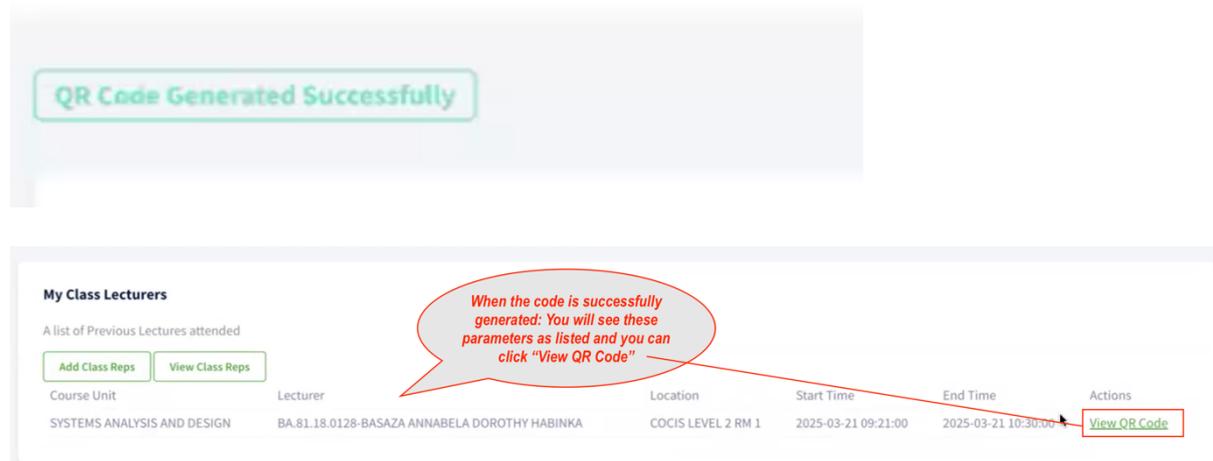
D) Enter the "End Time:"



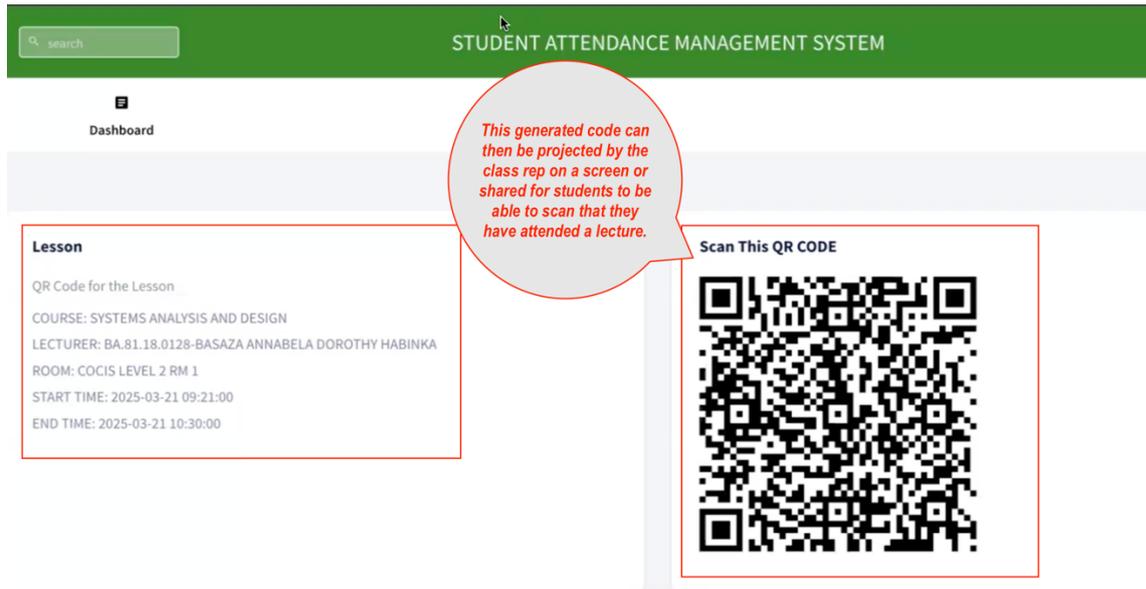
Step 5: Once the details have been input. The next step is to click “**Submit To Generate QR CODE**”.



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



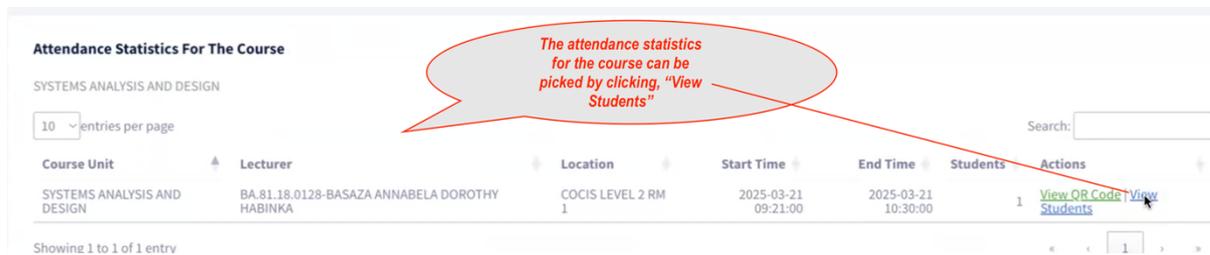
Step 7: Viewing the QR Code and sharing it for students to scan.



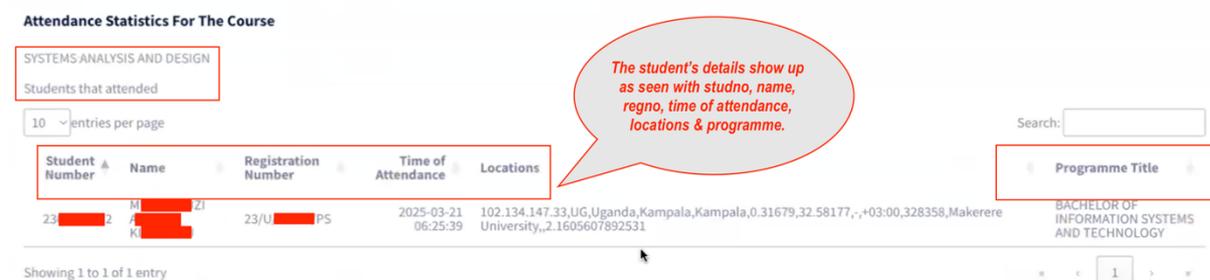
Step 8: Once a student scans, a class rep now proceeds to the management side to **view attendance**.



The class rep clicks **“View Attendance”** and a window opens up.



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



For any inquiry:

Reach out via <https://support.mak.ac.ug>

X/Twitter: [@DICTSMakerere](https://twitter.com/DICTSMakerere) resources(knowledge base): <https://answers.mak.ac.ug>