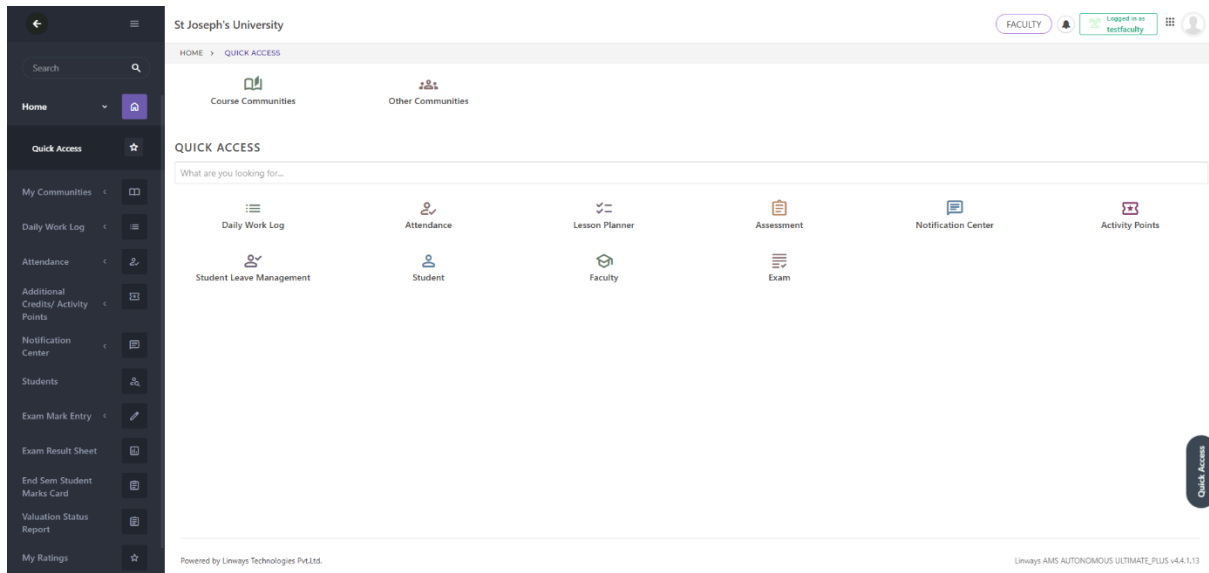


Linways Attendance Marking Manual

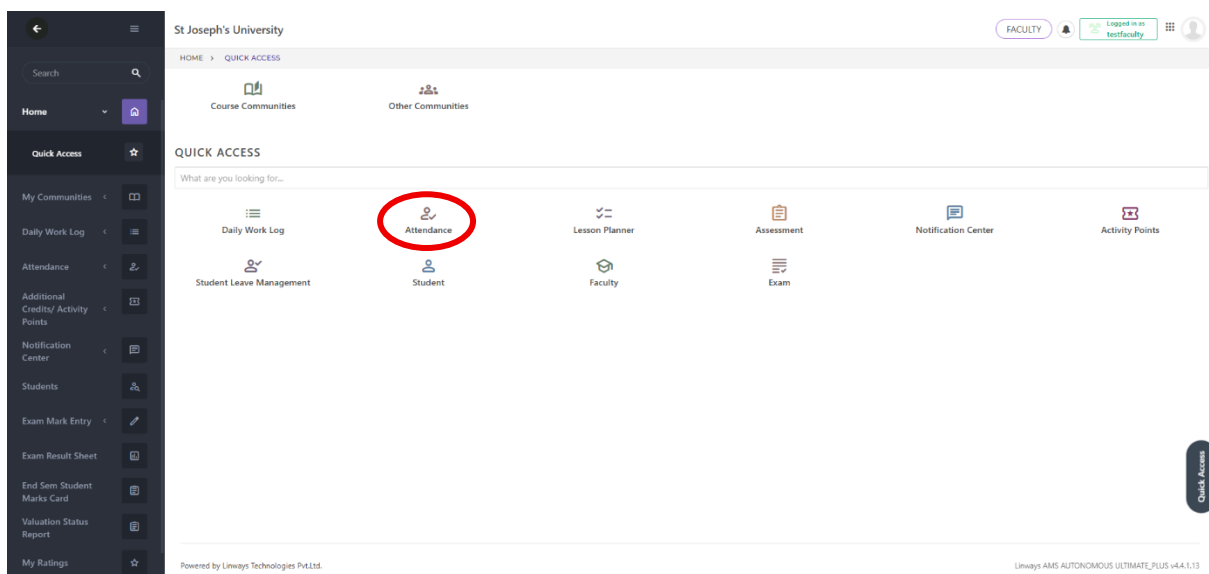
Kindly follow the below methods to record your attendance on Linways

Method 1:

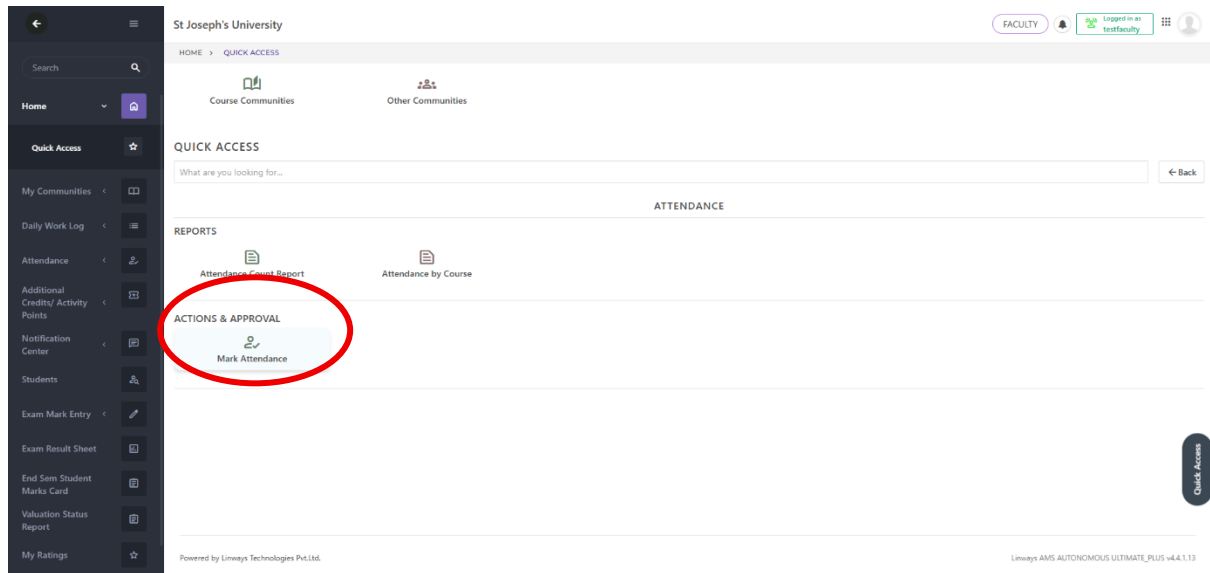
Step 1 : Login to the Linways profile



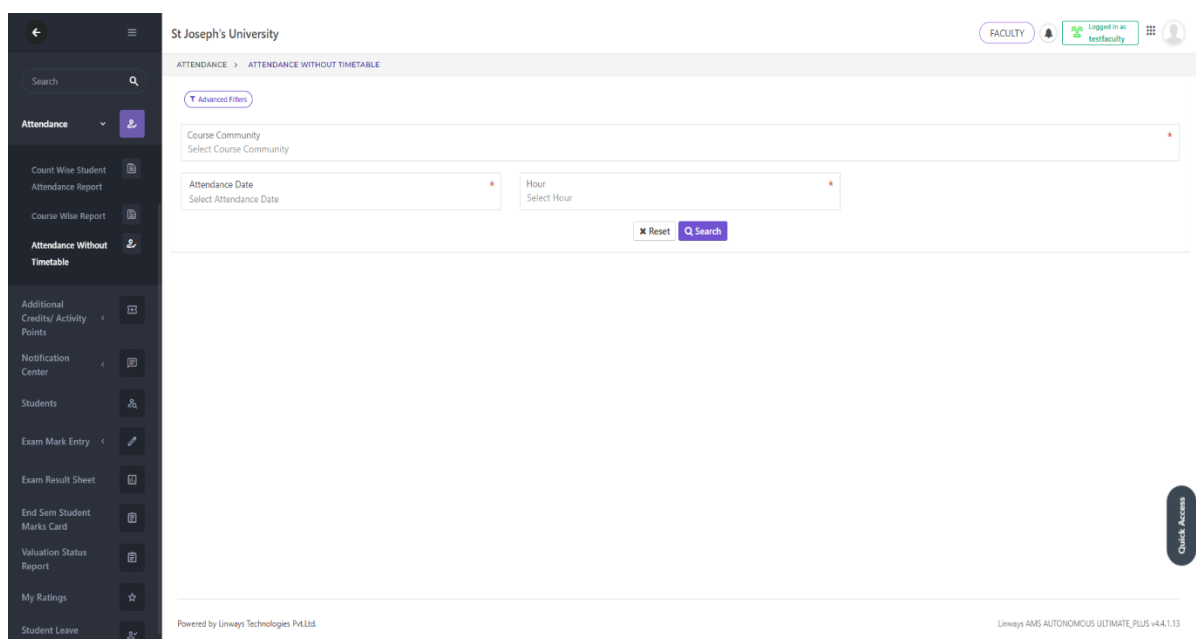
Step 2 : Click on Attendance under Quick Access menu on the home page.



Step 3 : Now click on Mark attendance



Step 4 : Now select the appropriate filters i.e Course name, date and time and click on search.



4.1. Select the course community

The screenshot shows the 'Attendance Without Timetable' page for 'St Joseph's University'. The left sidebar contains navigation links for Attendance, Attendance Without Timetable, and Additional Credits/Activity Points. The main content area has a search bar and a dropdown menu for 'Course Community' which is open, showing two options: 'AB 261 - Subject 1' and 'AB 262 - Subject 2'. The page footer includes 'Powered by Linways Technologies Pvt.Ltd.' and 'Linways AMS AUTONOMOUS ULTIMATE_PLUS v4.4.1.13'.

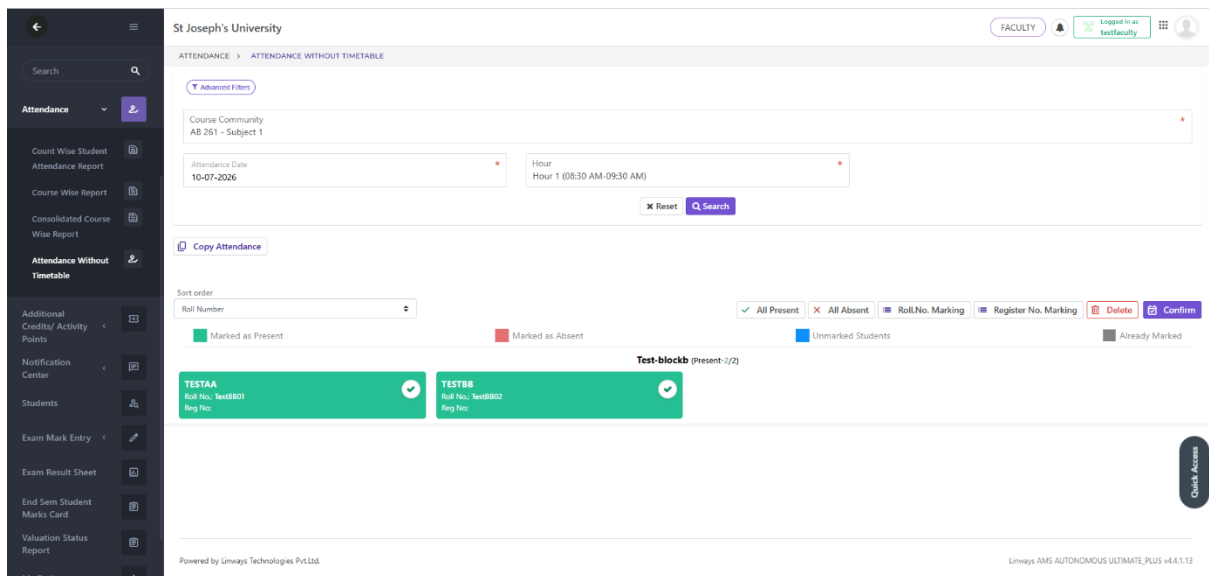
4.2. Select the date

The screenshot shows the 'Attendance Without Timetable' page for 'St Joseph's University'. The left sidebar contains navigation links for Attendance, Attendance Without Timetable, and Additional Credits/Activity Points. The main content area has a search bar and two dropdown menus: 'Course Community' (set to 'AB 261 - Subject 1') and 'Attendance Date' (set to '10-07-2026'). The 'Attendance Date' dropdown is open, showing a calendar view for July 2026. The page footer includes 'Powered by Linways Technologies Pvt.Ltd.' and 'Linways AMS AUTONOMOUS ULTIMATE_PLUS v4.4.1.13'.

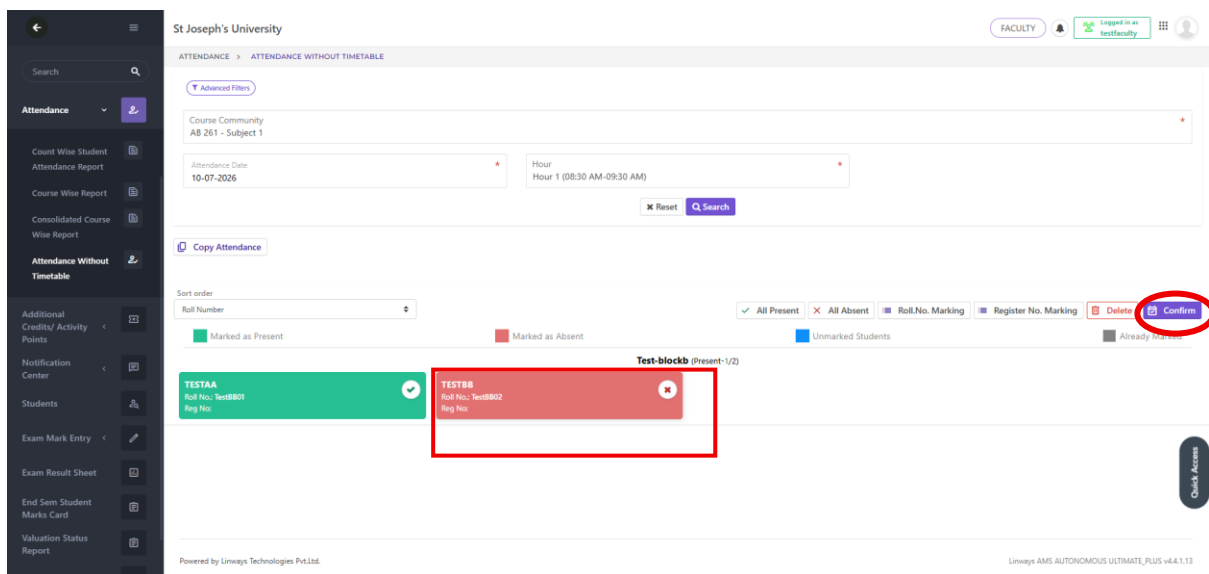
4.3. Select the hour

The screenshot shows the 'Attendance Without Timetable' page for 'St Joseph's University'. The left sidebar contains navigation links for Attendance, Attendance Without Timetable, and Additional Credits/Activity Points. The main content area has a search bar and two dropdown menus: 'Course Community' (set to 'AB 261 - Subject 1') and 'Attendance Date' (set to '10-07-2026'). The 'Hour' dropdown menu is open, showing four options: 'Hour 1 (06:30 AM-09:30 AM)', 'Hour 2 (09:35 AM-10:30 AM)', 'Hour 3 (11:00 AM-11:45 AM)', and 'Hour 4 (12:00 PM-12:45 PM)'. The page footer includes 'Powered by Linways Technologies Pvt.Ltd.' and 'Linways AMS AUTONOMOUS ULTIMATE_PLUS v4.4.1.13'.

Step 5 : The list of students will appear on the screen which will appear in green by default.  Green indicates Present  Red indicates absent  Grey indicates attendance for the particular slot is already marked by other faculty.

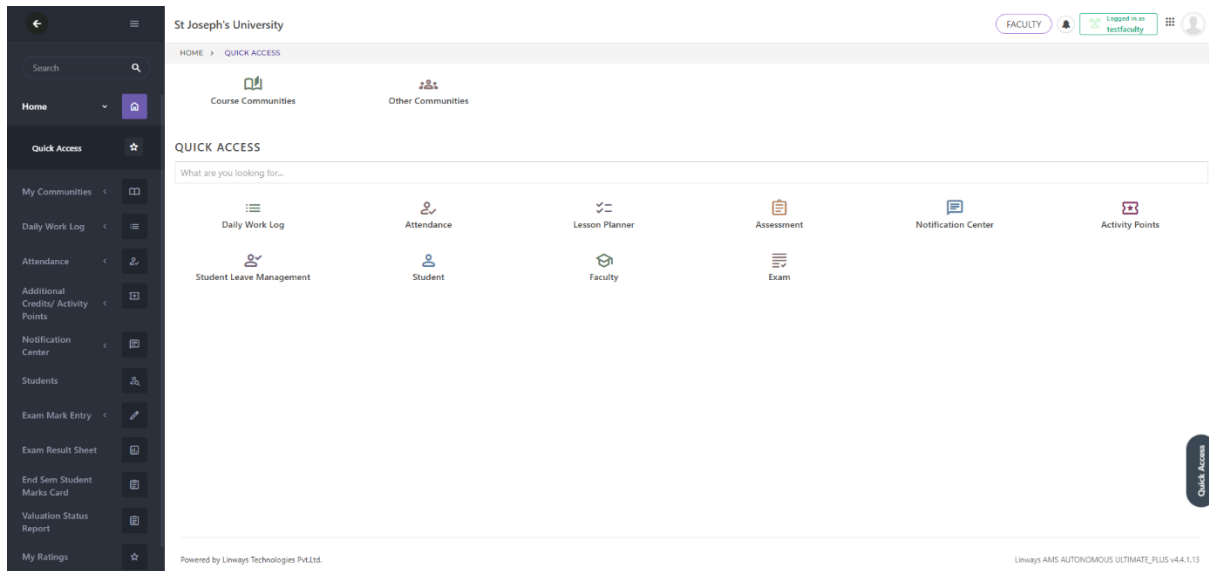


Step 6: Only click on the student who were absent which will then appear red and click on confirm button to record your attendance successfully on the Linways

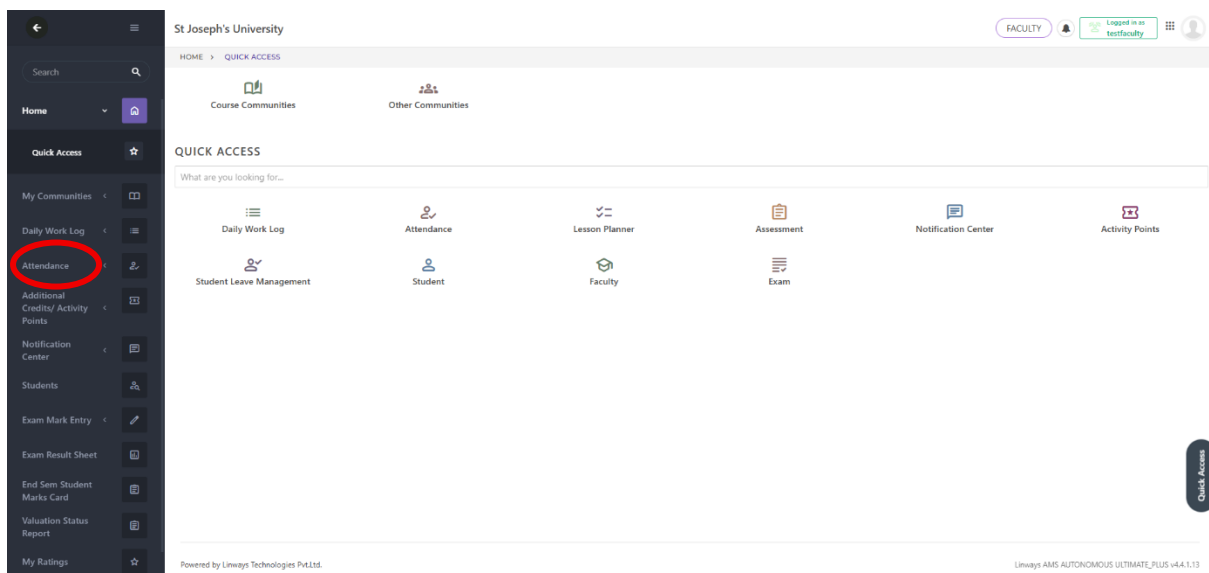


Method 2:

Step 1 : Login to the Linways profile



Step 2 : Under the slide bar menus click on attendance.



Step 3 : Under attendance, click on attendance without timetable and follow the same procedure as method 1 (i.e. from step 4 onwards)

The screenshot displays the Linways AMS interface for St Joseph's University. The top navigation bar includes the university name, a 'FACULTY' button, a notification bell, a 'Logged in as testfaculty' status, and a user profile icon. The breadcrumb trail shows 'ATTENDANCE > ATTENDANCE WITHOUT TIMETABLE'. The left sidebar lists various reports, with 'Attendance Without Timetable' highlighted in a red circle. The main content area features a search filter section with the following fields:

- Course Community:** Select Course Community
- Attendance Date:** Select Attendance Date
- Hour:** Select Hour

Below these fields are 'Reset' and 'Search' buttons. The bottom of the page includes the text 'Powered by Linways Technologies Pvt.Ltd.' and 'Linways AMS AUTONOMOUS ULTIMATE_PLUS v4.4.1.13'. A 'Quick Access' button is visible on the right side of the main area.