

MichlAtt: Machal Attendance System

Staff User Guide

“Quick Guide”

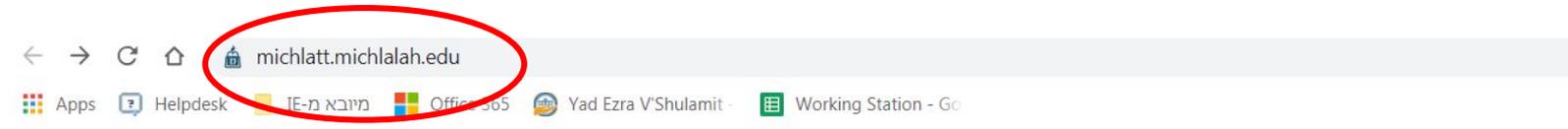
Outside of Michlalah:

1. <https://vpn.michlalah.edu> [pg 4]
2. Security Alert - Advanced, Proceed anyway [pgs 5-7]
3. Login: machalatt Password: Mima2020 [pg 8]
4. Choose MichlAtt icon [pg 9]
5. Log In with your email and password [pg 14]
6. Take Attendance [pg 15]
7. Uncheck someone to mark absent (Grey) [pg 20]
8. Options to Explore Attendance History [pg 24]
9. Log Out [pg 21]

On a Michlalah computer:

1. www.michlatt.michlalah.edu [pg 3]
2. Log In with your email and password [pg 14]
3. Take Attendance [pg 15]
4. Uncheck someone to mark absent (Grey) [pg 20]
5. Options to Explore Attendance History [pg 24]
6. Log Out [pg 21]

If on a computer outside of Michlalah, please start from Page 4.
If working on a Michlalah computer, type michlatt.michlalah.edu
into the browser. Please skip to page 14.
****First Time Users: Please skip to page 10.**



For a computer off of Michlalah campus:
Please type in exactly the following web address-
https://vpn.michlalah.edu



Google

Search Google or type a URL



Some Browsers may show a security page that the 'connection is not secure.'



Your connection is not private

Chrome can't establish a private connection to **www.google.com**. This is probably because your computer's date is set incorrectly. You should refresh this page after you update your computer's date and time.

Advanced

Reload



Safari can't verify the identity of the website "vpn.michlalah.edu".

The certificate for this website is invalid. You might be connecting to a website that is pretending to be "vpn.michlalah.edu", which could put your confidential information at risk. Would you like to connect to the website anyway?



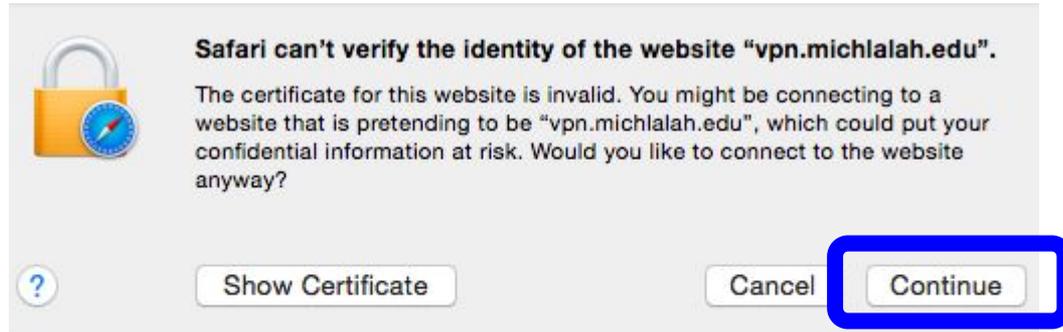
Show Certificate

Cancel

Continue

Please proceed anyway.

On Safari: Please click 'Continue'.



- On Chrome:
1. Choose Advanced
 2. Click 'Proceed to vpn.michlalah.edu'



Your connection is not private

Chrome can't establish a private connection to **www.google.com**. This is probably because your computer's date is set incorrectly You should refresh this page after you update your computer's date and time.

1

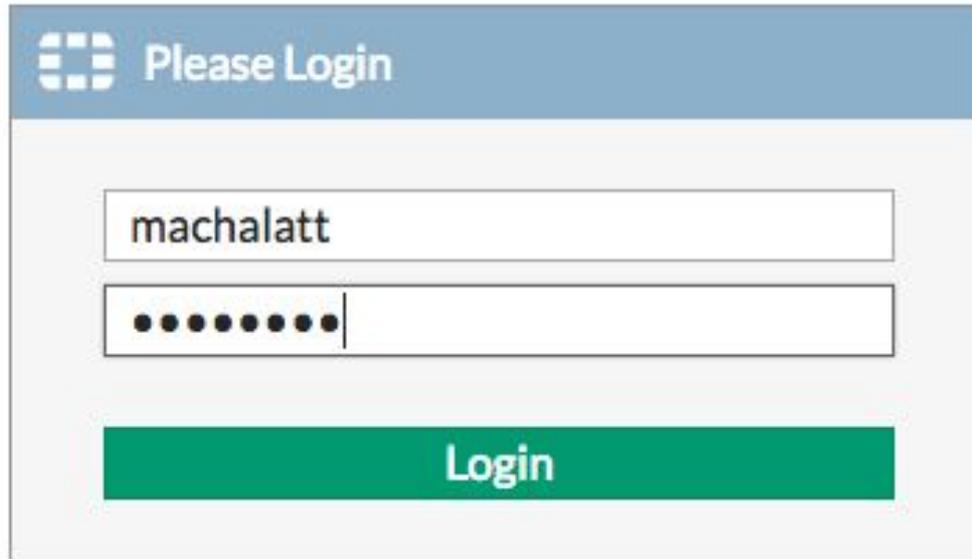
Advanced

Reload

2

Proceed to us.mg205.mail.yahoo.com (unsafe)

Enter Name: **machalatt** (all lowercase) and
Password: **Mima2020** (with the first 'M' as capital)
and click Login.



The image shows a login form with a blue header bar containing a grid icon and the text "Please Login". Below the header, there are two input fields: the first contains the text "machalatt" and the second contains ten black dots representing a password. At the bottom of the form is a green button with the text "Login".

Double click on MichIATT icon.

The screenshot shows a web portal interface. At the top, there is a blue header bar with a red grid icon on the left, a timer '00:02:45', and two '0 B' indicators with arrows. On the right side of the header, there is a user profile icon labeled 'machalatt' with a dropdown arrow. Below the header, the main content area is divided into sections. The first section is 'SSL-VPN Portal' with a 'Download FortiClient' button. The second section is 'Your Bookmarks', which contains a bookmark icon for 'MichIATT' (a globe) that is highlighted with an orange rounded rectangle. A large orange arrow points from the right towards this icon. Below the bookmarks, there are buttons for 'Quick Connection' and '+ New Bookmark'. The final section is 'History'.

First Time Users: Set a New Password

(If you have already done this, please skip to Page 14)

Please note: This part of the process can ONLY be done on a Michlalah computer.

Click "Reset Your Password"



MichlAtt

Please sign in

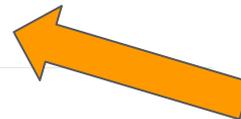
Email address

Password

Remember Me:

Login

Reset Your Password



Enter your email address which is recognized by Michlalah.
Press “Submit.”

Reset Password



Please enter your Email so we can send
you an email to reset your password.

Email:

Submit

Close

Please check your email for an email from michlatt.michlalah.edu, and click on the Reset Password Link.

michlatt.michlala.edu - Forgotten Password Verification

Inbox x

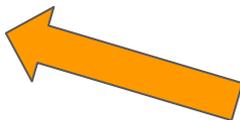


michlatt.michlala.edu <michlatt@michlala.edu>

to me ▾

Reset Password for [redacted] [@gmail.com](#)

Please click this link to [Reset Your Password.](#)



Reply

Forward

Insert your new password in both boxes.
Click Change.



Change Password

New Password (at least 8 characters
long):

Confirm New Password:

Change

Enter your MichlAtt username and password and press Login.



MichlAtt

Please sign in

Remember Me:

Login

[Reset Your Password](#)

© 2018 [Netanel Neuman](#)

Select “Take Attendance”

[Log Out](#) 

Welcome



מכללה ירושלים
איכות תורנית-אקדמית-חינוכית

Welcome to MichlAtt
the Michlala Attendance System

Please select one of the options from the menu above.

Open the calendar to choose a date.

[Log Out](#) →

Home

Take attendance

Attendance history



Please select a class



© 2018 Netanel Neuman

Choose the date of the class to be inputted.

Log Out ↗

Home

Take attendance

Attendance history

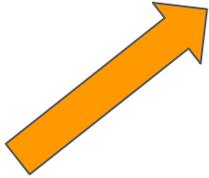


Please select a class



◀ December 2018 ▶

S	M	T	W	T	F	S
25	26	27	28	29	30	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	1	2	3	4	5



© 2018 Netanel Neuman

Choose the course.

[Log Out](#) ↗

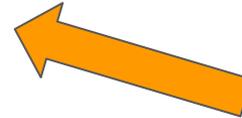
Home

Take attendance

Attendance history



- Please select a class
- Please select a class
- Laws of Shabbat I 02200.1.1
- Laws of Shabbat I 02200.1.2
- Writings of the Piacetzner Rebbi I 02404.1.1



The full attendance list will show up, with everyone automatically marked as Present.

[Log Out](#) ↗

Home **Take attendance** Attendance history

2018-12-13  Laws of Shabbat I 02200.1.1 ▾

Search:

Last name	First name	Attended
Adler	Ayala	<input checked="" type="checkbox"/>
Alter	Gila	<input checked="" type="checkbox"/>
Assouline	Michal	<input checked="" type="checkbox"/>
Barth	Aviva	<input checked="" type="checkbox"/>
Bernstein	Rachel	<input checked="" type="checkbox"/>
Brodie	Rena	<input checked="" type="checkbox"/>
Brown	Rachel	<input checked="" type="checkbox"/>

Click on the blue buttons for each student who was marked absent.
Blue = Present Grey = Absent

[Log Out](#)

Home **Take attendance** Attendance history

2018-12-13  Laws of Shabbat I 02200.1.1 

Search:

Last name	First name	Attended
Adler	Ayala	
Alter	Gila	
Assouline	Michal	
Barth	Aviva	
Bernstein	Rachel	
Brodie	Rena	
Brunner	Racheli	
Cohen	Osnat	

That is all that's needed for taking attendance!
There is no need to save any progress. Just log out
using the button in the top left corner.



[Log Out](#) Welcome

Home Take attendance Attendance history

 **מכללה ירושלים**
איכות תורנית-אקדמית-חינוכית

Welcome to MichlAtt
the Michlala Attendance System

Please select one of the options from the menu above.

In addition to Taking Attendance, there is also the option to view Attendance History of any courses and students in the courses.

This information can be accessed through clicking on “Attendance History.”



[Log Out](#) Welcome

Home Take attendance Attendance history



Welcome to MichlAtt
the Michlala Attendance System

Please select one of the options from the menu above.

Attendance History Page

[Log Out](#) ↗

Home	Take attendance	Attendance history
1 <input type="text" value="Date Start (YYYY-mm-dd)"/> <input type="text" value="Date End (YYYY-mm-dd)"/>		2 <input type="text" value="- All Classes -"/>
<input type="text" value="- No Summary -"/>	<input type="checkbox"/> Show Excuse	<input type="button" value="Show Report"/> <input type="button" value="Reset View"/>

© 2018 Netanel Neuman

1. A range of dates can be chosen for any given course history.
2. A specific course can be chosen.

3. There are a few options of Summaries.

[Log Out](#) ↗

Home Take attendance Attendance history

Date Start (YYYY-mm-dd) 📅 Date End (YYYY-mm-dd) 📅 - All Classes - - All Day -

Show Excuse [Show Report](#) [Reset View](#)

© 2018 Netanel Neuman

3

- No Summary -
- No Summary -
- Summary by Class**
- Summary by Lesson
- Summary by Student

No Summary - by choosing No Summary, one can view the full attendance record of the students in a course with every date the class was given.

Monday 15:00:00 Laws of Shabbat I 02200.1.2

Search:

name	Laws of Shabbat I												
	2018-08-27 15:00	2018-09-03 15:00	2018-09-17 15:00	2018-10-08 15:00	2018-10-15 15:00	2018-10-22 15:00	2018-10-29 15:00	2018-11-05 15:00	2018-11-12 15:00	2018-11-19 15:00	2018-11-26 15:00	2018-12-10 15:00	2018-12-17 15:00
Aharon Ayelet	NR	P	P										
Ash Rachel	NR	P	P										
Bugayer Malkie	NR	P	P										
Buxbaum Talia	NR	P	P										
Cohen Chayala	NR	P	P										
Cohen Yaffa	NR	P	P										
Davies Ariella	NR	A Unexcused	A Unexcused										

Summary by Lesson - shows the percentage of students who were Present and Absent in any given lesson.

Summary by Lesson

Search:

of at	Laws of Shabbat I 2018- 10-18 16:00	Laws of Shabbat I 2018- 10-25 16:00	Laws of Shabbat I 2018- 11-01 16:00	Laws of Shabbat I 2018- 11-08 16:00	Laws of Shabbat I 2018- 11-15 16:00	Laws of Shabbat I 2018- 11-22 16:00	Laws of Shabbat I 2018- 11-29 16:00
	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	48 (96%)
	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	2 (4%)
0%)	50 (100%)	50 (100%)	50 (100%)	50 (100%)	50 (100%)	50 (100%)	0 (0%)
	50	50	50	50	50	50	50

Summary by Student - View the Student's overall attendance in the course.

Home Take attendance Attendance history

Date Start (YYYY-mm-dd)  Date End (YYYY-mm-dd)  Thursday 16:00:00 Laws of S...  - All Day - 

Summary by Student  Show Excuse [Show Report](#) [Reset View](#)

Thursday 16:00:00 Laws of Shabbat I 02200.1.2 - Summary by Student

Search:

name 	Present 	Absent 	Unknown 	Total 
Aharon Ayelet	2 (11.11%)	0 (0%)	16 (88.89%)	18
Ash Rachel	2 (11.11%)	0 (0%)	16 (88.89%)	18
Bugayer Malkie	2 (11.11%)	0 (0%)	16 (88.89%)	18
Buxbaum Talia	2 (11.11%)	0 (0%)	16 (88.89%)	18
Cohen Chayala	2 (11.11%)	0 (0%)	16 (88.89%)	18
Cohen Yaffa	2 (11.11%)	0 (0%)	16 (88.89%)	18
Davies Ariella	0 (0%)	2 (11.11%)	16 (88.89%)	18