



1 Getting Started

- 1 Open your QRoll link and continue with your **Google account** — no separate password to remember.
- 2 **First time only:** choose **Create a New Workspace** (blank start) or **Attach an Existing Sheet** (if your college already has one).
- 3 Fill in your **Institution, Department and Academic Session** — this appears on every register and report.
- 4 Set a **console PIN**. This is what protects your attendance data every time you open QRoll — keep it private, and note the **Forgot PIN?** link on the PIN screen emails you a reset code if you ever lose it.
- 5 Upload your class roster (see below) — then you're ready to take attendance.

2 Add Your Classes & Students — No Excel Needed

Menu (≡) → **Add Students** → + **Create new class**. Enter **Programme** (type anything, e.g. MCA), **Year/Semester** and **Course Code**; pick **Theory** or **Practical** — Practical auto-adds the **Pr** suffix (B0TA301 → B0TA301Pr). Title is optional. Tap **Create class**, then add students right there — all on a phone, no spreadsheet.

Programme

Year/Semester

Course Code

Theory/Practical

Title (optional)

Prefer a spreadsheet for a whole class at once? **Settings** → **Upload Roster** still works (Roll No, Name, Class, optional University Roll No) — each upload replaces the whole roster; existing University Roll Numbers are kept even if left blank.

3 Taking Attendance — 4 Modes

QR Attendance

Rotating QR on screen — students scan and mark themselves.

Quick Attendance

Marks everyone present instantly — you tap only the absentees.

Hybrid Attendance

QR runs live while the roll-call list stays open for phone-less students.

Manual Attendance

No QR at all — plain roll call, tap each name.

4 Finding Your Way Around (≡ Menu)

MAIN

- **Attendance** — start a class session
- **Today's Attendance** — today's log across classes
- **Remedial Classes** — extra classes, kept separate from regular records
- **Reports** — attendance summaries and exports

REGISTERS

- **Add Students** — create a new class or add students to an existing one
- **Build / View Registers**
- **Mark Holidays**
- **Mark Leave / Duty / Meeting / Event**
- **University Roll Numbers**
- **Course Titles**

CCA COMPONENTS

- **Assignments**
- **Mid-Term Tests**
- **CCA Grace / Adjustment**

EXAMINATIONS & DOCUMENTS

- **Final Practical Examinations**
- **Awards Lists**

SETUP

- **Teaching Profile** — what you teach (separate from your name/college)
- **Settings** — roster upload, PIN, offline mode, new academic session

5 Good to Know

Offline Quick Attendance — mark a class with no internet from Settings; it uploads itself once you're back online. QR mode still needs a connection.

New academic session — Settings → Start new academic session archives the current year and starts fresh, without losing old records.