

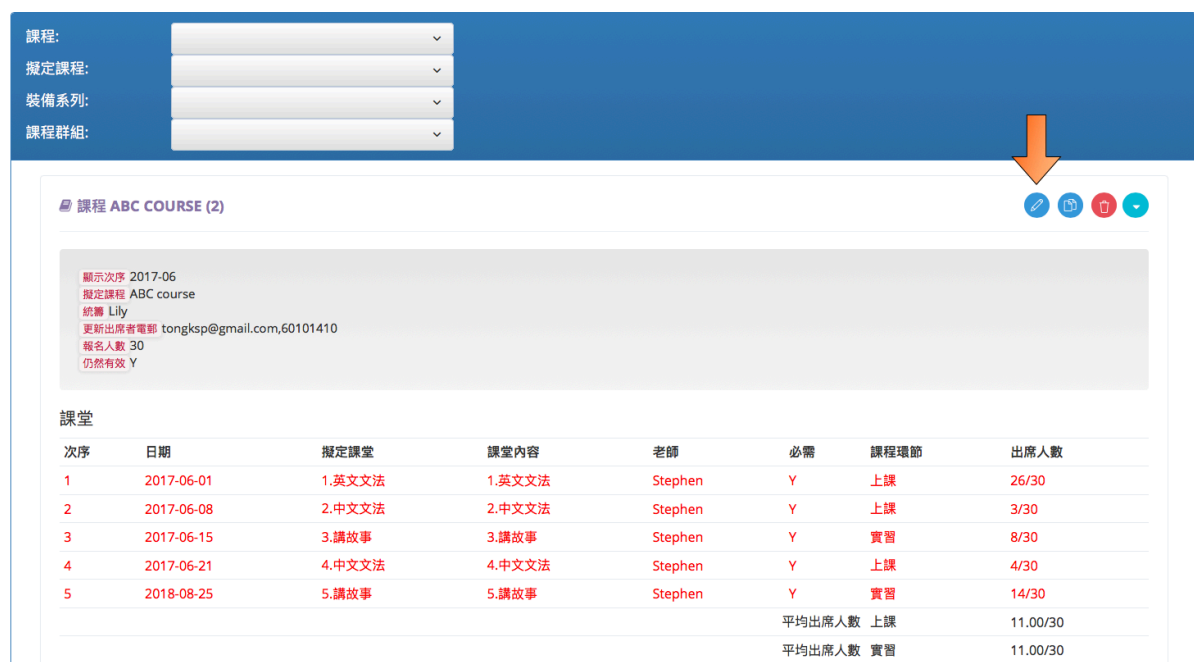
## SPARROW Documentation – Training Course Attendance Update via EMAIL /SMS links

1. This function is similar to Meeting Attendance update via EMAIL / SMS links.
2. For each course you want this function, input a list of email addresses and SMS phone numbers in the Training Course Editing Screen.

In Training > Course Overview, (裝備系統>課程一覽) select course and choose the EDIT icon :

新C維群體 (示範教會)

新 > 裝備系統 > 課程一覽



課程: [dropdown]  
擬定課程: [dropdown]  
裝備系列: [dropdown]  
課程群組: [dropdown]

課程: ABC COURSE (2)

顯示次序 2017-06  
擬定課程 ABC course  
統籌 Lily  
更新出席者電郵 tongksp@gmail.com,60101410  
報名人數 30  
仍然有效 Y

課堂

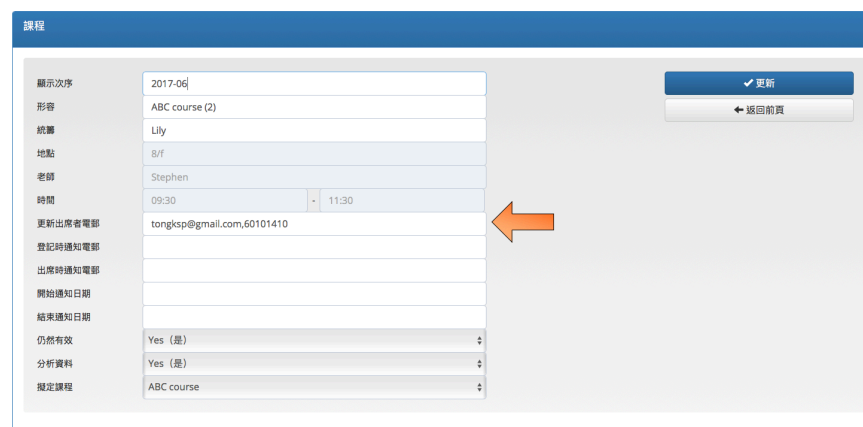
次序	日期	擬定課堂	課堂內容	老師	必需	課程環節	出席人數
1	2017-06-01	1.英文文法	1.英文文法	Stephen	Y	上課	26/30
2	2017-06-08	2.中文文法	2.中文文法	Stephen	Y	上課	3/30
3	2017-06-15	3.講故事	3.講故事	Stephen	Y	實習	8/30
4	2017-06-21	4.中文文法	4.中文文法	Stephen	Y	上課	4/30
5	2018-08-25	5.講故事	5.講故事	Stephen	Y	實習	14/30
						平均出席人數 上課	11.00/30
						平均出席人數 實習	11.00/30

3. In Course Editing screen, input into "Attendance Update Email (更新出席者電郵).

- Separate Emails with comma
- If your system support SMS, enter SMS phone numbers separated by comma

新C維群體 (示範教會)

新 > 裝備系統 > 課程修改



課程

顯示次序 2017-06  
形容 ABC course (2)  
統籌 Lily  
地點 B/F  
老師 Stephen  
時間 09:30 - 11:30  
更新出席者電郵 tongksp@gmail.com,60101410  
登記時通知電郵  
出席時通知電郵  
開始通知日期  
結束通知日期  
仍然有效 Yes (是)  
分析資料 Yes (是)  
擬定課程 ABC course

更新  
返回前頁

- The system will daily run a job in the morning to check if there is any lesson that day with Attendance Email/SMS lists entered. If so, emails and/or SMS messages will be sent with a link to update the lesson attendance. This link will be effective for 7 days only.
- This is a sample email message.

示範教會  
 課堂出席更新  
 To: Peter KS 湯金城 Tong,  
 Reply-To: 示範教會

Inbox - Google 5:39 PM



請按連結來更新課堂出席

<https://url.sparrow.hk/go.cfm?u=b2f94925>

SMS message are similar with a LINK to update attendance.

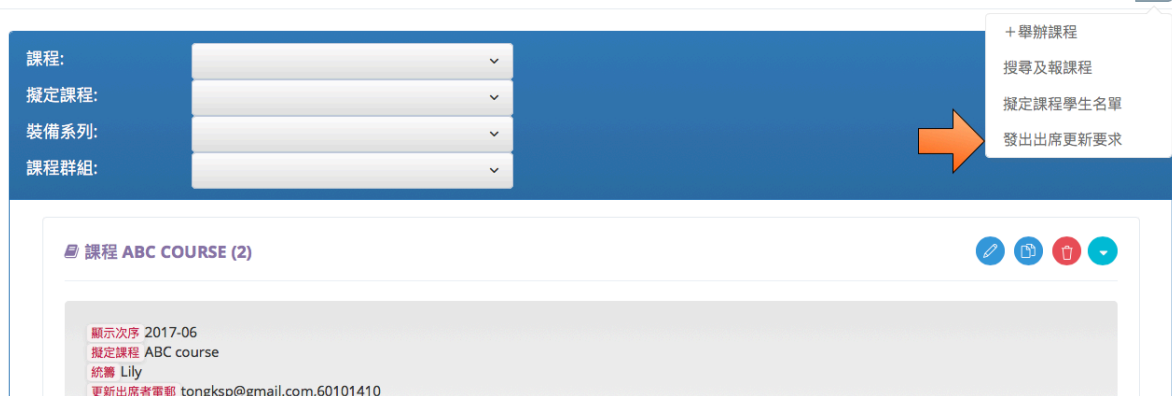
- The LINK will provide the following screen for Attendance Update.

新C維群體 (示範教會)		14
課程 ABC course (2)		
課堂 5.講故事 (2018-08-25)		
成員	出席	
陳金波 CHAN Kam Por	<input checked="" type="checkbox"/>	
陳麗金 CHAN Lai Gabriel	<input checked="" type="checkbox"/>	
陳華山 CHAN Lai Yiu (Y108)	<input checked="" type="checkbox"/>	
陳嬋映 CHAN Tong Lun	<input checked="" type="checkbox"/>	
陳子聰 CHAN Tsz Chung (ARTHUR)	<input checked="" type="checkbox"/>	
陳傑儀 CHAN Wing Ming	<input type="checkbox"/>	
鄭笑芳 CHENG Ming Yuet	<input checked="" type="checkbox"/>	
張群斌 CHEUNG Kit Man	<input type="checkbox"/>	
張崙明 CHEUNG Kwan Fong	<input type="checkbox"/>	
詹慕鴻 CHIM Simon Ying	<input type="checkbox"/>	
周家球 CHOW Kit Yung	<input checked="" type="checkbox"/>	
馮雪如 FUNG Lai Wing	<input checked="" type="checkbox"/>	
何國鷹 HO Miu Pun	<input checked="" type="checkbox"/>	
郭屏玉 KWOK Pang Lan	<input checked="" type="checkbox"/>	

7. It is also possible to Send (resend) the Update Request by selecting "Send Attendance Update Request (發出出席更新要求)" from the Course Overview (課程一覽) screen.

新C維群體 (示範教會)

🏠 > 裝備系統 > 課程一覽



The screenshot shows the '課程一覽' (Course Overview) page. On the left, there are four dropdown menus for '課程:', '擬定課程:', '裝備系列:', and '課程群組:'. On the right, a dropdown menu is open, listing four options: '+ 舉辦課程', '搜尋及報課程', '擬定課程學生名單', and '發出出席更新要求'. An orange arrow points to the '發出出席更新要求' option. Below the dropdowns, the course details for '課程 ABC COURSE (2)' are displayed, including the display order (2017-06), course name (ABC course), organizer (Lily), and update email (tongksp@gmail.com,60101410).