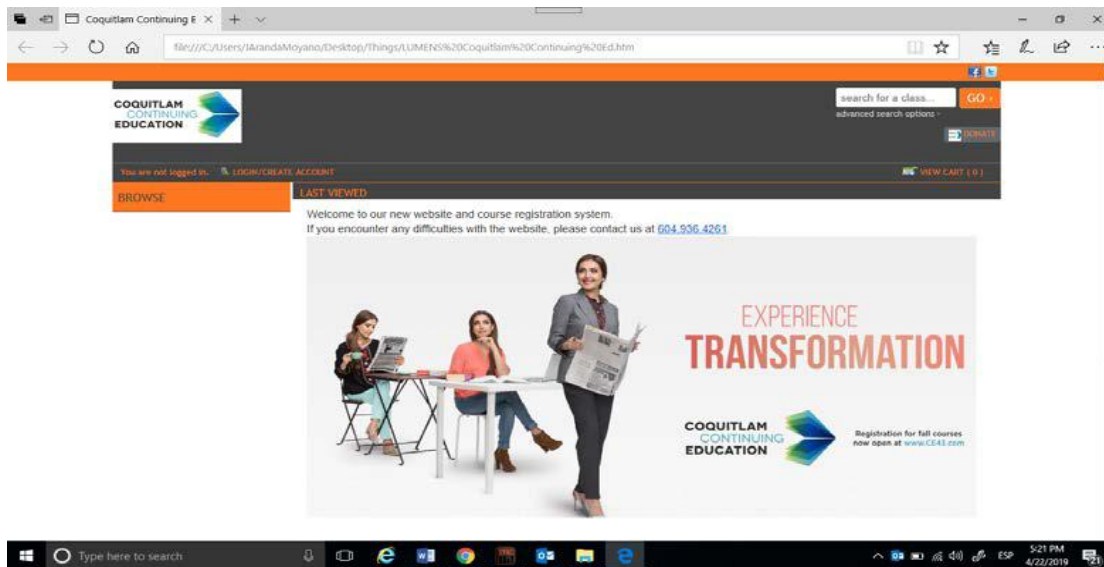


## 0.- What is LUMENS?

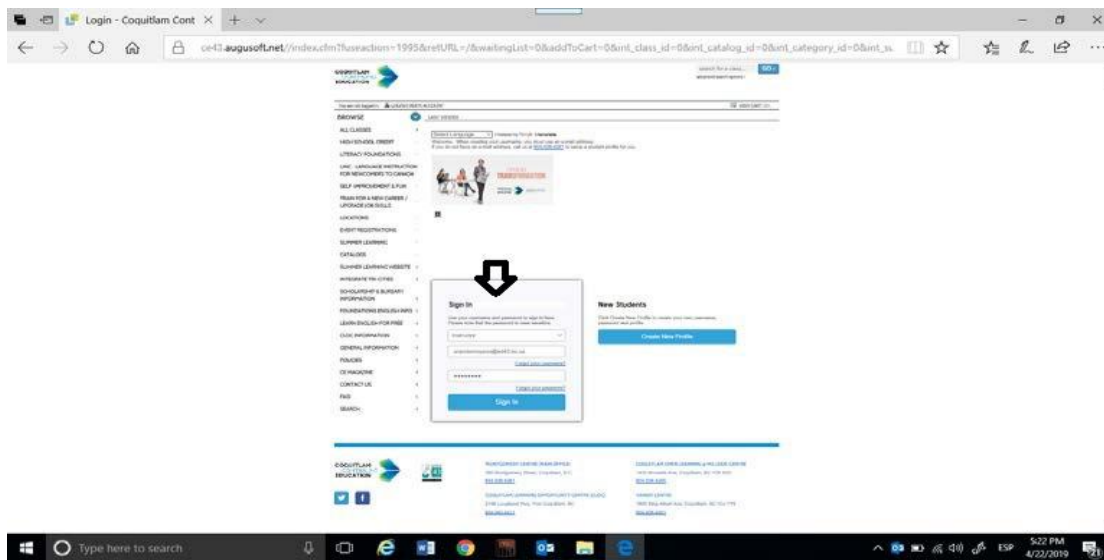
LUMENS is the platform CE at SD# 43 uses to manage students' information, attendance and grades.

## 1.- ACCESS TO LUMENS.

To access LUMENS, go to <https://ce43.augusoft.net/>, click on log in and enter your login credentials (provided by the administrator)



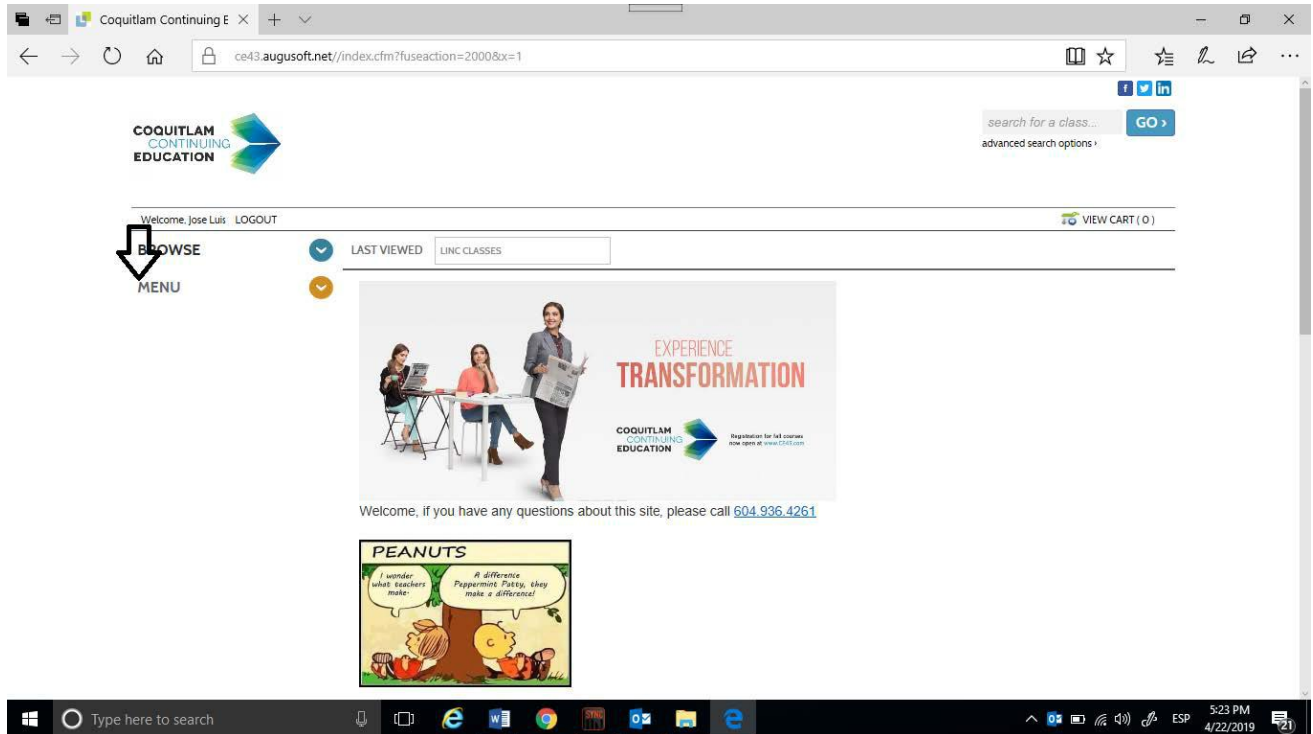
Initial screen



Log-in screen

## 2.- MENU AND OPTIONS.

Once logged in, go to Menu, on the left-hand side:



The menu displays the following options:

**My Profile:** Information about yourself

**Contact Us:** Main contact information.

**Past Roster:** Classes previously taught

**Future Roster:** Classes you are schedule to teach.

**Record Attendance:** Page 5. \*

**Record Grades:** Page 7. \*

**Current Rosters:** Page 8. \*

**Instructor Welcome:** General information about LUMENS.

# Entering Attendance in LUMENS

**Step One:** Log into system using your username (E-mail address) and password (CE43\$\$18).

COQUITLAM CONTINUING EDUCATION

LITERACY FOUNDATIONS

search for a class... advanced search options > GO >

You are not logged in. LOGIN/CREATE ACCOUNT VIEW CART (0)

BROWSE LAST VIEWED

Select Language Powered by Google Translate

Welcome. When creating your username, you must use an e-mail address. If you do not have an e-mail address, call us at 604-936-4261 to setup a student profile for you.

EXPERIENCE TRANSFORMATION

**Sign In**

Use your username and password to sign in here. Please note that the password is case sensitive.

Username [Forgot your username?](#)

Password [Forgot your password?](#)

Sign In

**New Students**

Click Create New Profile to create your own username, password and profile.

Create New Profile

## Step Two: Click the MENU link (left-hand side)

The screenshot shows a web browser window with the URL <https://ce43.augusoft.net/index.cfm?fuseaction=20008&x=1>. The page header includes the Coquitlam Continuing Education logo, a search bar with the text "search for a class. advanced search options", and a "GO" button. Below the header, there is a navigation bar with "Welcome Michael" and "LOGOUT". The main navigation menu is visible, with "LAST VIEWED" and "MENU" options. The "MENU" option is highlighted with a yellow arrow. Below the menu, there is a large banner for "EXPERIENCE TRANSFORMATION" featuring an image of three people at a table. Below the banner, there is a small cartoon titled "PEANUTS" with a speech bubble that says "I wonder what leaders make." and another that says "All different Peppermint Patches, they make a difference!". Below the cartoon, there is a section titled "Under Development:" with three links: "Click here for How to Enter Attendance", "Click here for How to Enter Marks", and "Click here for Reporting/Grade Scales - Foundations, LINC, HSC, HSC DL and BCJS".

COQUITLAM CONTINUING EDUCATION

BUSINESS, CAREERS+ JOB SKILLS

search for a class. advanced search options

GO

Welcome Michael LOGOUT

VIEW CART (0)

BROWSE

LAST VIEWED

MENU

EXPERIENCE TRANSFORMATION

COQUITLAM CONTINUING EDUCATION

PEANUTS

I wonder what leaders make.

All different Peppermint Patches, they make a difference!

Under Development:

[Click here for How to Enter Attendance](#)

[Click here for How to Enter Marks](#)

[Click here for Reporting/Grade Scales - Foundations, LINC, HSC, HSC DL and BCJS](#)

## Step Three: Select "RECORD ATTENDANCE"

The screenshot shows the Coquitlam Continuing Education website. The browser address bar displays <https://ce43.augusoft.net/index.cfm?fuseaction=2000&cx=1>. The page features the Coquitlam Continuing Education logo, a navigation menu, and a search bar. The 'RECORD ATTENDANCE' menu item is highlighted in red. Below the menu, there is a banner for 'EXPERIENCE TRANSFORMATION' and a section titled 'PEANUTS' with a cartoon illustration. The page also includes a 'VIEW CART (0)' button and a 'Welcome, Michael' message.

## Step Four: Click SEARCH to see your list of classes.

The screenshot shows the Coquitlam Continuing Education website with the 'Class Selection for Attendance Recording' search form. The browser address bar displays <https://ce43.augusoft.net/index.cfm?fuseaction=ga.8201>. The page features the Coquitlam Continuing Education logo, a navigation menu, and a search bar. The 'RECORD ATTENDANCE' menu item is highlighted in red. Below the menu, there is a banner for 'EXPERIENCE TRANSFORMATION' and a section titled 'PEANUTS' with a cartoon illustration. The page also includes a 'VIEW CART (0)' button and a 'Welcome, Michael' message.

**Class Selection for Attendance Recording**

Search for a Class using the search fields

Class Name	<input type="text"/>	Class ID	<input type="text"/>
Course Number	<input type="text"/>	Class Type	All Classes
Schedule Type	<input type="text"/>		
Class Start Date on or After	<input type="text"/>	Class Start Date on or Before	<input type="text"/>

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Coquitlam Learning Opportunity Centre (CLO): 2746 Loughheed Hwy, Port Coquitlam, BC 604.945.4211  
Coquitlam Open Learning @ Miralda Centre: 1432 Brunette Ave, Coquitlam, BC V3K 6X3 604.936.4285

## STEP FIVE: Select the appropriate class.

Class Selection for Attendance Recording

Search for a Class using the search fields

Class Name  Class ID

Course Number  Class Type

Schedule Type

Class Start Date on or After  Class Start Date on or Before

Select	Class Name (Course # / Class ID)	Class Start Date	Class End Date
<input type="radio"/>	zzzMCG TEST COURSE(2000002 / 300)	08/21/2018	08/28/2019

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 Coquitlam Open Learning @ Millside Centre: 1432 Brunner Ave, Coquitlam, BC V3K 6J5 604.936.4265  
 Vanier Centre: 1600 King Albert Ave, Coquitlam, BC V3J 1Y5 604.936.4261

Powered By Lumina BACK TO TOP

## Step Six: Select the class(es) in which you wish to enter attendance.

Class Meeting Selection for zzzMCG TEST COURSE Attendance

Class Name (ID): zzzMCG TEST COURSE (300)  
 Contact Hours: 630.25  
 Class Schedule:   
 Skip dates:   
 Pre class on 03/20/18, 08/20/18, 11/12/2018, 12/24/2018, 12/25/2018, 12/26/2018, 12/27/2018, 12/28/2018, 12/31/2018, 01/19/2019, 1/20/19, 1/30/19, 1/4/2019, 2/18/2019, 4/19/2019, 4/22/2019, 5/25/2019

Instructional Method	Dates	Class Days	Times	Location	Instructor(s)
ClassRoom	8/21/2018-8/28/2019	Weekn - Tue, Wed, Thu, Fri, Mon	8:55 AM - 12:00 PM	Capitolac, Millside, Dealy, Mill	Michael, Michael

Class Meeting Date (Time - Instructional Method)	Class Hours	Attendance Recorded	Select?
8/21/2018 Tuesday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/> check all
8/22/2018 Wednesday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/>
8/23/2018 Thursday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/>
8/24/2018 Friday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/>
8/27/2018 Monday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/>
8/28/2018 Tuesday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/>
8/29/2018 Wednesday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/>
8/30/2018 Thursday (8:55 AM - 12:00 PM) - ClassRoom	<input type="text" value="3.08"/>	9/4/2018 McGlenen, Michael	<input type="checkbox"/>

Step Seven: Enter the attendance information into the appropriate date

**Present:** Leave hours as displayed.

**Absent:** Change hours to zero (0).

Click Submit

The screenshot shows a web browser window with the URL <https://ce43.augusoft.net/index.cfm?fuseaction=ga.8203&ConsolidateAttendance=0>. The page header includes the Coquitlam Continuing Education logo and the Literacy Foundations logo. A navigation bar shows 'Welcome Michael' and a 'LOGOUT' link. The main content area is titled 'Record Student Attendance for zzzMCG TEST COURSE'. It displays the following information:

- Class Name (ID):** zzzMCG TEST COURSE (300)
- Class Schedule:** Weekly - Tue, Wed, Thu, Fri, Mon 8:55 AM - 12:00 PM; 207 sessions starting 8/21/2018, ending 8/28/2019; Class Skip Dates: (No class on 9/3/2018, 10/8/2018, 11/12/2018, 12/24/2018, 12/25/2018, 12/26/2018, 12/27/2018, 12/28/2018, 12/31/2018, 1/1/2019, 2/18/2019, 4/19/2019, 4/22/2019, 5/20/2019)
- Instructor(s):** Michael McGlenen
- Contact hours:** 638.25

Below this information is a table for recording attendance. The table has columns for dates from 8/21/2018 to 9/4/2018 and rows for students. The student 'McGl原因 Michael' has attendance values of 3.08 for most days, and 0 for 8/27/2018. A 'Submit' button is located below the table.

Learner ID	Student name	8/21/2018 Tuesday ClassRoom	8/22/2018 Wednesday ClassRoom	8/23/2018 Thursday ClassRoom	8/24/2018 Friday ClassRoom	8/27/2018 Monday ClassRoom	8/28/2018 Tuesday ClassRoom	8/29/2018 Wednesday ClassRoom	8/30/2018 Thursday ClassRoom	8/31/2018 Friday ClassRoom	9/4/2018 Tuesday ClassRoom
10049	McGl原因 Michael	3.08	3.08	3.08	3.08	0	3.08	3.08	3.08	3.08	3.08

At the bottom of the page, there is a 'Follow us on' section with social media icons for Facebook and Twitter, and contact information for Coquitlam Continuing Education:

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