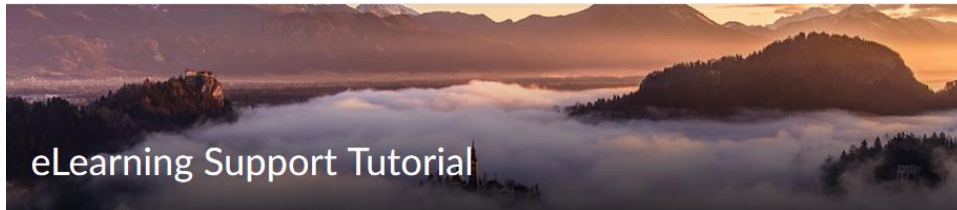


Attendance: Basics



The Attendance tool enables you to create registers and track attendance for activities within your course. You can track attendance for any number of activities and customize your registers to suit your needs.

Please Note: The Attendance tool can NOT be linked to the gradebook. If you wish to use attendance data for assessment purposes you will need to manually enter scores in the gradebook.

In this tutorial:

- Create an Attendance Register
- Enter Attendance Data
- View Attendance Data
- Email Students from the Attendance Data Page
- Export Attendance Data

Create an Attendance Register

Create attendance registers to track attendance for your course-based activities such as daily class attendance, mandatory face-to-face sessions, or other activities.

1. Click the **Assessments** menu and then click **Attendance**.
2. On the main Attendance page, click **New Register**.
3. Enter a **Name** for your register.
4. [optional] Enter a **Description**.
5. Choose an **Attendance Scheme** from the Attendance Scheme drop-down list. The default scheme defines three possible attendance statuses; present, absent, and excused absence. The System Scheme has two options, present and absent.
6. Enter a percentage in the **Cause for Concern** field. The Cause for Concern metric helps you track users that fail to meet your attendance requirements by placing a warning icon beside their names on the Attendance Data page.
7. Select the check box to **Allow users to view this attendance register**.
8. **Select the users** that you want to include in your register. You can choose to include all users or specific groups or sections.
9. Add one or more sessions for your register.
 1. **Enter the first three session names**, such as the dates the class will meet, and then click **Save**.
NOTE: After you **save** the first three sessions, you can add additional sessions.
 2. **To add additional sessions: Type a number** into the Add sessions box, and then click **Add Sessions**.
 3. Enter a **Name** for each session.

4. [optional] Enter a Description for each session.
10. Click **Save**.

Edit Register - Classes ▾

Properties

Name *

Description

Attendance Scheme *

Cause for Concern (%)

Visibility

 Allow users to view this attendance register

Users

Users

Include all users in the course
 Include all users in the following groups/sections:

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input type="text" value="Week 1"/>	<input type="text"/>	1 ▾	
2	<input type="text" value="Week 2"/>	<input type="text"/>	2 ▾	
3	<input type="text" value="Week 3"/>	<input type="text"/>	3 ▾	

+ Add Sessions

Enter Attendance Data

1. From the main Attendance, page, click on the name of the attendance register.

Attendance Data – Classes ▾

Export All Data Email All Users



Cause for Concern (%): 80
of Sessions: 3

View By: User ▾ Apply

Search For... 🔍 Show Search Options

Email

	First Name, Last Name ▾	Sessions			Totals			% Attendance
		Week 1 📅	Week 2 📅	Week 3 📅	P	A	E	
<input type="checkbox"/>	Adams, Julie	-	-	-	0	0	0	-
<input type="checkbox"/>	BSU, Trainee1	-	-	-	0	0	0	-
<input type="checkbox"/>	BSU, Trainee2	-	-	-	0	0	0	-
<input type="checkbox"/>	BSU, Trainee3	-	-	-	0	0	0	-
<input type="checkbox"/>	BSU, Trainee4	-	-	-	0	0	0	-

2. Enter attendance data for your sessions by clicking the corresponding  **Enter Attendance Data** icon on the Attendance Data page.
3. Use the Attendance Status drop-down lists to change the attendance status for your users. You can also click  **Set Status** to set the same status for all users.
4. Click **Save**.

Set Status Email

	First Name, Last Name ▾	Attendance Status 📄
<input type="checkbox"/>	Adams, Julie	P ▾
<input type="checkbox"/>	BSU, Trainee1	A ▾
<input type="checkbox"/>	BSU, Trainee2	P ▾
<input type="checkbox"/>	BSU, Trainee3	None ▾
<input type="checkbox"/>	BSU, Trainee4	None ▾
<input type="checkbox"/>	Jambor, Brian	None ▾
<input type="checkbox"/>	Peppet, Lisa Dawn	None ▾

50 per page ▾

Save Close

Tip: If the majority of students were present, set the status of all users to present, and then manually change the status for those who were absent or excused.

View Attendance Data

From the Attendance homepage, click the name of your register to access the Attendance Data page. This page displays all of the data that you have collected for your register, broken down by users and sessions.

Attendance Data - Classes ▾

Export All Data Email All Users

Cause for Concern (%): 80
of Sessions: 3

View By: User ▾ Apply

Search For: Show Search Options


Email

	First Name, Last Name ▲	Sessions			Totals			% Attendance
		Week 1	Week 2	Week 3	P	A	E	
<input type="checkbox"/>	Adams, Julie	P	-	-	1	0	0	100
<input type="checkbox"/>	BSU, Trainee1	A	-	-	0	1	0	0
<input type="checkbox"/>	BSU, Trainee2	P	-	-	1	0	0	100
<input type="checkbox"/>	BSU, Trainee3	P	-	-	1	0	0	100
<input type="checkbox"/>	BSU, Trainee4	P	-	-	1	0	0	100

Each row displays the user, the attendance status for each session, the summary of attendance statuses, and the user’s attendance percentage for the register. If you have set a Cause for Concern threshold, any user that is below your specified percentage will display a **Cause for Concern** icon beside their name in the % Attendance field.

Tip: To view the Attendance data for a single student, click on the student’s name. This will open a new tab in your browser that displays that student’s data in a list. Be sure to close the tab when finished.

Email Students from the Attendance Data Page

1. Click the box next to the name of the user(s) that you want to email from the list in the Attendance Data section.
2. Click  **Email**.
3. Compose your new message.
4. Click **Send**.

Tip: If you want to send an email to low-attendance students, sort the attendance data by the % Attendance (click the %Attendance column heading). This will bring all of the low-attendance students to the top of the list.

Export Attendance Data

You can Export the data for an Attendance register. The exported file can then be used to help you enter scores in the gradebook

1. Click **Export All Data**.
2. A window will pop up with a message stating, "Your file is ready to download."
3. Click the link to the file
4. Select **Open with Microsoft Excel**

Tip: You may want to delete the individual session columns, leaving only the student names and % Attendance and then use this file to enter scores into the Gradebook.