

## Attendance Schemes

“**Attendance schemes** provide the criteria for marking attendance in a register. Each attendance register uses one attendance scheme, which you assign when creating a new register. The register defines the applicable users and sessions, and the attendance scheme defines the attendance statuses that you can give to users for each session.”

To learn more about attendance schemes, click the “*What are attendance schemes?*” link on the **Attendance Schemes** page.

A default system scheme has two statuses: present (P) = 100% and Absent (A) = 0%. It cannot be changed or deleted.

Instructors can create many different schemes with various statuses (Late, Excused Absence, etc.).

To access the Attendance Scheme page, click the Attendance Scheme link on the Attendance Registers page.

### Attendance scheme statuses

Attendance scheme statuses define the criteria for attendance schemes. Statuses consist of six fields:

- **#:** Number of the status
- **Symbol:** An abbreviated name for the status (A for absent, P for present, etc.)
- **Status Full Name:** The name clarifies the status, for example: Present, Late
- **Assigned %:** An optional weight assigned to each status that contributes to the individuals percent attendance (performance) for the register. This field enables you allocate attendance credit to particular activities and set attendance expectations. If a status’s Assigned % is blank, then any instances of that status are ignored in the student’s overall attendance calculation
- **Order:** Display order of the statuses
- **Delete:** You can delete the status by clicking on the icon.

You can add more statuses by entering a number in the box and clicking the Add Status green plus sign next to it. Then click Save and Close.

Edit Scheme - My Scheme

**General**

Name \*

**Attendance Statuses**

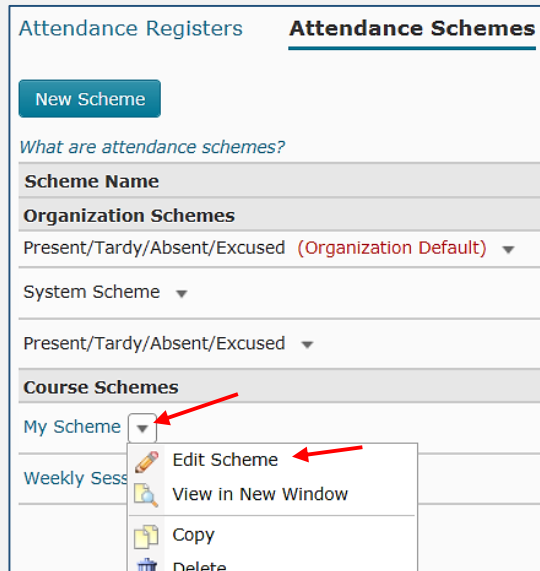
*If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation.*

#	Symbol*	Status Full Name*	Assigned %	Order	Delete
1	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text" value="100"/>	<input type="text" value="1"/> ▼	
2	<input type="text" value="A"/>	<input type="text" value="Absent"/>	<input type="text" value="0"/>	<input type="text" value="2"/> ▼	
3	<input type="text" value="Tardy"/>	<input type="text" value="Late more than 10 min"/>	<input type="text" value="40"/>	<input type="text" value="3"/> ▼	
4	<input type="text" value="EL"/>	<input type="text" value="Early leave with no excuse"/>	<input type="text" value="0"/>	<input type="text" value="4"/> ▼	
5	<input type="text" value="EX"/>	<input type="text" value="Excused Absence"/>	<input type="text" value="100"/>	<input type="text" value="5"/> ▼	

+ Add Statuses

## Editing an Attendance Scheme

To edit an existing scheme, click and arrow next to its name and select **Edit Scheme**:



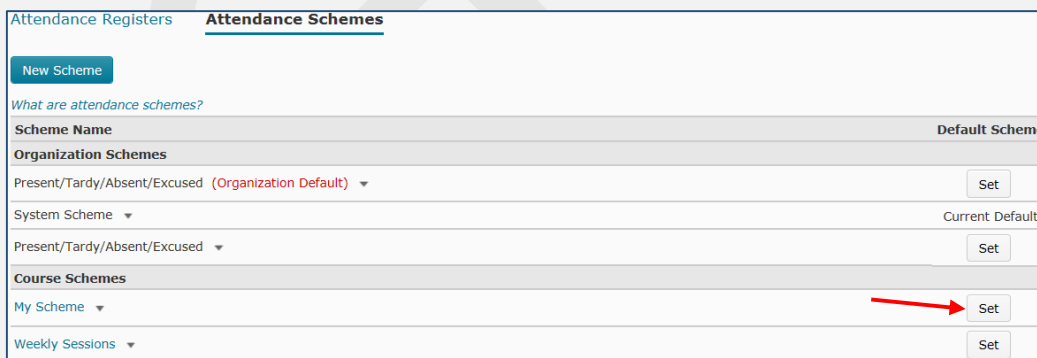
You can add new statuses to an existing scheme without affecting your attendance data. You can also edit the properties of your statuses, even if the scheme is in use by a register. When you save your changes, all associated attendance data automatically updates. When you finish your updates, click Save and Close.

## Setting Default Attendance Scheme

The System Scheme is initially set as the default attendance scheme. As you create new schemes, you can change the default schemes for your courses.

The default scheme automatically inserts as the active selection in the Attendance Scheme drop-down list when creating a new attendance register. If you delete your course's default scheme then the system default scheme automatically becomes the course's default scheme.

To set the scheme as the default, on the Attendance Schemes page, click the Set button at the right of the scheme's name:



**NOTE:** If you change the default attendance scheme, data from the previous scheme is lost. Ensure that your attendance data will not be in use, or that there is no existing attendance data, prior to changing the associated attendance scheme.