

Attendance Tool

The Attendance tool allows to create registers that track attendance for activities within a course. Instructor can track attendance for any number of activities and customize registers to suit his/her needs.

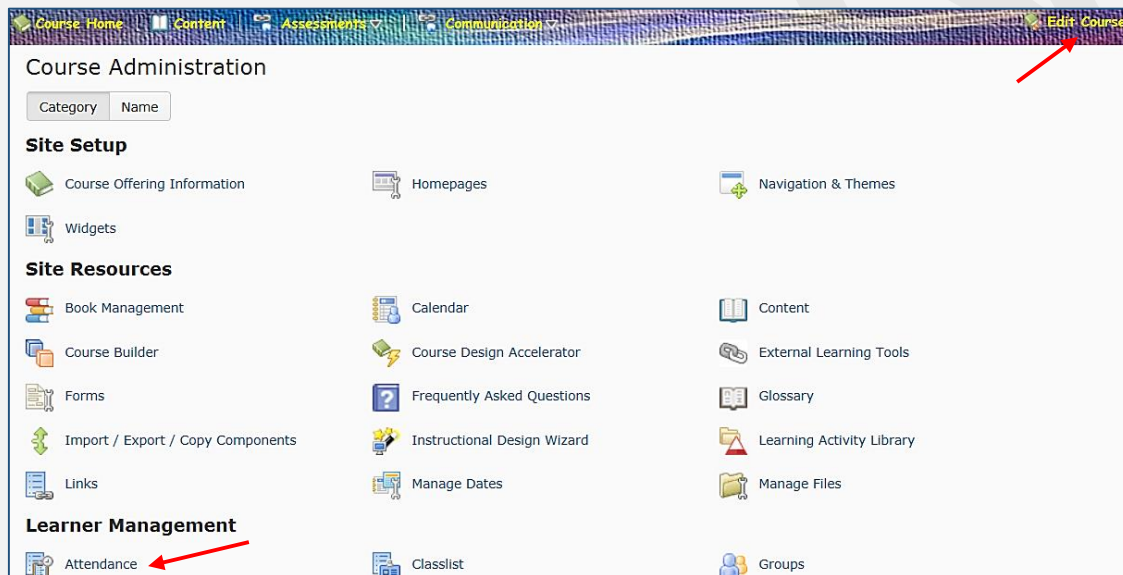
Instructor defines the sessions, attendance thresholds, and users for each register, and can view a summary of the results from one convenient location.

Therefore, using the tool, an instructor can:

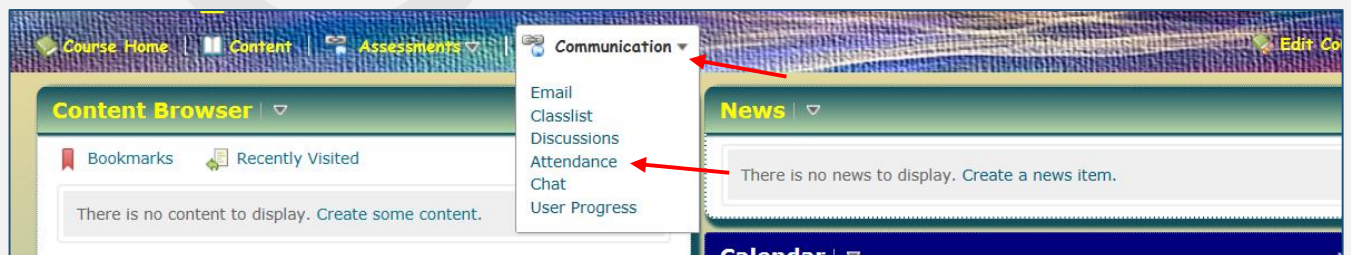
- Create sessions to track attendance
- Define attendance statuses for course activities
- Grade student attendance and view attendance results
- Track students that have poor attendance.

To access the Attendance tool, do either of the following:

1. Click the Edit Course link on the navbar, click the **Attendance** link in the Learner Management area:

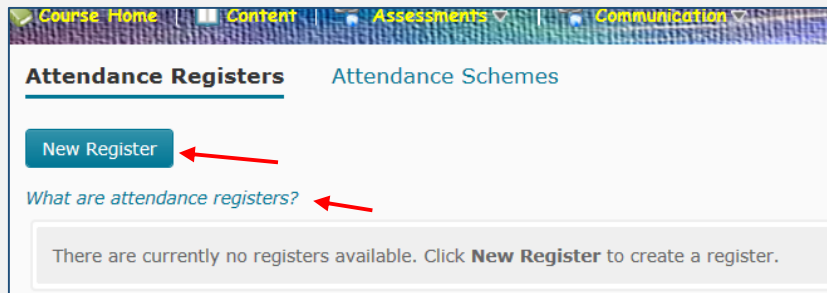


2. Click the **Communication** group link on the navbar and click **Attendance** on the drop-down menu:



Once you access the tool, you should start from creating a new register in order to track attendance for the course activities.

1. Click the New Register button on the Attendance Registers page:



NOTE: To learn more about the registers, click the link below the button.

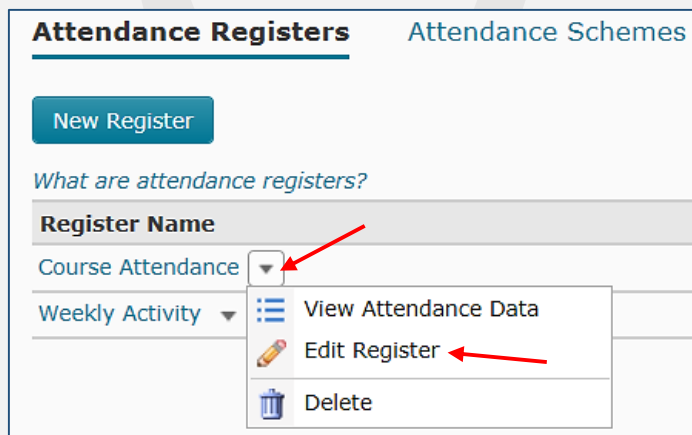
2. Enter the register name and the description (optional)
3. Choose an attendance scheme from the Attendance Scheme drop-down list (by default, the System Scheme is chosen)
4. Enter a percentage in the Cause for Concern (%) field if you want to see a Cause for Concern icon (warning) beside students' names on the Attendance Data page.
5. If you would like to allow students to view the attendance register, check the box in the Visibility... area
6. Select the users that you want to include in your register. You can choose to include all students or specific groups/sections
7. Add sessions (events, e.g. Apr 2, Apr 6; Week 1, Week 2) for your register:
 - a. Enter name, description (optional). Click Save.

NOTE: To learn more about sessions, click the "What the Sessions?" link. There are three sessions created by default. If you would like to add more sessions, enter a number in the box and click the Add Sessions green plus sign. All attendance registers must have at least one session.

- b. You can delete sessions by clicking the Delete icon.

NOTE: If you delete a session, it will also permanently delete all associated session data.

8. To edit the register, click a small black arrow next to the registers' name and select **Edit Register** from the context menu:



View and Managing Attendance Data

- To **view** attendance data, click the register name on the Attendance Registers page:

| Attendance Registers | | Attendance Schemes | |
|---------------------------------------|--|-----------------------|---------------|
| New Register | | | |
| <i>What are attendance registers?</i> | | | |
| Register Name | | Cause for Concern (%) | # of Sessions |
| Course Attendance | | 80 | 29 |
| Weekly Activity | | 50 | 5 |

On the Attendance Data page, you will see the attendance data displayed by sessions and users:

Attendance Data – Course Attendance

[Export All Data](#) [Email All Users](#)

Cause for Concern (%): 80
of Sessions: 29

View By: User [Apply](#)


Search For: [Show Search Options](#)



[Email](#) 20 per page **Sessions**

| First Name ▲, Last Name | Sessions | | | | |
|---------------------------------------|----------|--------|--------|--------|--------|
| | Aug 21 | Aug 26 | Aug 28 | Sept 2 | Sept 4 |
| <input type="checkbox"/> Student GSW | P | P | P | A | P |
| <input type="checkbox"/> Student GSW1 | P | P | A | P | P |
| <input type="checkbox"/> Student GSW2 | A | P | P | A | - |

[Email](#) 20 per page

[Done](#)

If you set up a **Cause for Concern** percentage threshold, you will see this data in the table in the **% Attendance** field (scroll right). Students that are below your specified percentage will display a Cause for Concern icon  beside their names and a number in red:

| Totals | | % Attendance |
|--------|----|---|
| P | A | |
| 15 | 2 | 88.24 |
| 7 | 10 | 41.18  |
| 2 | 2 | 50  |

- To **enter** attendance data for sessions, click the **Enter Attendance Data** icon next to each session name:

| | First Name ▲, Last Name | Aug 21 | Aug 26 |
|--------------------------|-------------------------|--------|--------|
| | | | |
| <input type="checkbox"/> | Student GSW | P | P |
| <input type="checkbox"/> | Student GSW1 | P | P |

In the Attendance Status column, click an arrow to open a drop-down menu and change the status for each student.

If you would like to set the same status for **all students**, select all users by checking the Select all rows box and click the **Set Status** icon above the table. Alternatively, you can click the **Set Status for All Users** button at the top of the page. Click Save and Close.

Set Attendance Data – Course Attendance

Aug 28

View By:

Search For:

Set Status Email

| First Name ▲, Last Name | Attendance Status ⓘ |
|--|---|
| <input checked="" type="checkbox"/> Student GSW | P <input type="button" value="v"/> |
| <input checked="" type="checkbox"/> Student GSW1 | A <input type="button" value="v"/> |
| <input checked="" type="checkbox"/> Student GSW2 | <div style="border: 1px solid black; padding: 2px;"><p>None</p><p>P</p><p>A</p></div> |

Set Status Email

- 3. You can **email** a student or all students by:
 - a. Checking a box to a student’s name and clicking and Email icon
 - b. Clicking the Email All Users button at the top of the Attendance Data page.

- 4. If you would like to **export attendance data**:
 - a. Click the Export All Users button
 - b. Click the link on the dialog box:

Export Attendance Data

Your file is ready to download

[GSW_Alla_CO_Attendance_Course Attendance 2014-0...](#) (657 Bytes)

- c. Choose a location to save the data, save it, and click Close to close the dialog box. Click Done on the Attendance Data page.

- 5. To view attendance data for **withdrawn (unenrolled) students**:
 - a. Click **Classlist** in the Communication group link
 - b. Click Enrollment Statistics
 - c. In the Withdrawals section, click **View Attendance** from the context menu of the applicable student.

Enrollment Statistics

[Done](#)

| Role Name ▲ | Enrollments | Withdrawals |
|--------------------|-------------|-------------|
| Auditor | 0 | 0 |
| Auditor | 0 | 0 |
| Demo Student | 0 | 0 |
| Designer | 0 | 0 |
| Ethics Student | 0 | 0 |
| Instructor | 1 | 1 |
| Student | 25 | 13 |
| Teaching Assistant | 0 | 0 |
| Total | 26 | 14 |

Withdrawals

[Email](#) [Print](#) 100 ▼ per page

| Image | Last Name, First Name | Username | Role ▲ | Date | Last Accessed |
|--------------------------|-----------------------|------------------------|------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | Instructor | Jan 7, 2014 3:11 PM | |
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> 3 | Student | Jan 17, 2014 9:33 AM | Jan 16, 2014 6:53 PM |

View grades
View Attendance

Red arrows point to the dropdown menu of the second student and the 'View Attendance' option.