Attendance Tool

The Attendance tool allows instructors to create registers that track attendance for activities within a course. Instructors define the sessions, attendance thresholds, and applicable users for each register and then view a summary of the results from one convenient location. The Attendance tool is NOT linked to the Grades tool.

Use the Attendance tool for:

- Regular Class Sessions
- Speakers
- Performances
- Campus Events
- Presentations
- Field Trips
- Online Discussions
- In-Class Participation

Access the Attendance Tool

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.

Create and Manage Attendance Registers

Example 1 - Create a single Register for the entire course.

In this scenario, instructors would create one Register and each Session would equal a class period. This option would show the earned percentage for the entire course.

Example 2 - Create multiple Registers for each week.

In this scenario, instructors would create multiple Registers and the Sessions included would only be for those class periods within the week. Using this option will not measure the entire percentage earned for the semester but would only indicate the percentage earned for that week.

To create and manage a register follow these steps:

1. On the Attendance Registers page, click **New Register**.
2. Enter a Name for your register in the **Name** text box.
3. Enter a Description in the **Description** HTML editor.
4. Choose an attendance scheme from the **Attendance Scheme** drop-down menu.
5. Enter a percentage that indicates your minimum attendance requirement in the **Cause for Concern (%)** text box, if you want to see a Cause for Concern icon (warning) beside under-performing users' names on the Attendance Data page.
6. Select the users that you want to include in your register. You can choose to include all users or specific groups or sections.
7. Add one or more sessions for your register.
8. Click Save.

Create Session for a Register

Registers are similar to Modules, they are containers for each Session, and a Session is similar to a Topic. All Sessions must be associated with a Register. There are many ways instructors can use the Attendance tool.

To create a session:

1. Enter the number of sessions and click **Add Sessions** in the Sessions section of the New or Edit Register page.
2. Enter a Name for each session.
3. Enter a Description for each session.
4. Click Save.

You can delete sessions in a register by clicking the Delete icon beside the applicable session on the Edit Register page. All attendance registers must have at least one session. Deleting a session clears all associated attendance data. Only delete sessions when you are confident that the attendance data is no longer needed.

Edit an Attendance Register or Session

1. On the Attendance Registers page, click on the drop-down arrow next to the register's name and select the **Edit** button.
2. Make revisions to the register or session(s).
3. Click on the Save button.

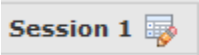
Delete an Attendance Register

1. On the Attendance Registers page, click on the drop-down arrow next to the register's name and select the **Delete** option from the menu.
2. In the Confirmation dialog box, click **Delete**.

Managing Attendance Data

To enter attendance data:

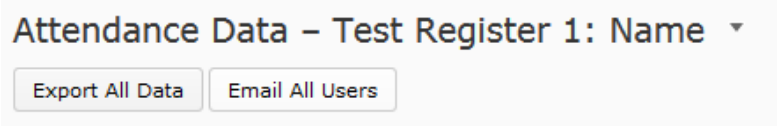
1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click the name of the register from the Attendance homepage to view attendance data.
3. Click on the **Enter Attendance Data** button next to the desired session name.

4. Use the **Attendance Status** drop-down menu to change the attendance status. If all the students attended the class, click on **Set Status for All** button and select the desired status option.
5. Email select students by selecting the checkbox next to each name. Click on the **Email** icon to email selected students.

To export attendance data:

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click the name of the register from the Attendance homepage to view attendance data.
3. Click **Export All** underneath the attendance register's name.

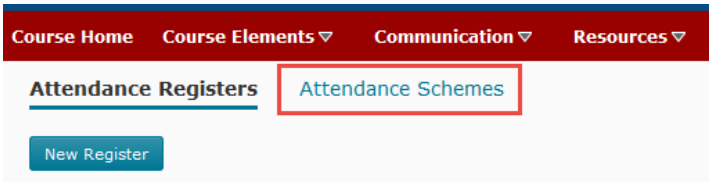
Attendance Schemes

The System Scheme is initially set as the default attendance scheme for all org units (courses). As new schemes are created, instructors can change the default schemes for their courses.

The default scheme is automatically inserted as the active selection in the Attendance Scheme drop-down menu when creating a new attendance register. If you delete a course's default scheme then the organization's default scheme automatically becomes the course's default scheme.

Follow these steps to create a new scheme:

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's sub navigation menu.

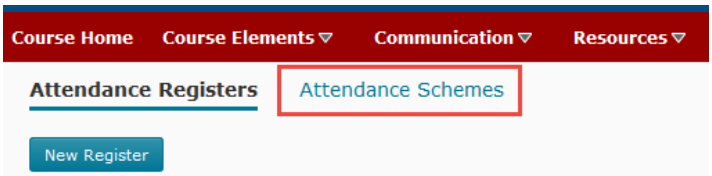


3. Click on the **New Scheme** button.
4. Enter a Name in the Name textbox for the scheme.
5. In the Attendance Statuses section, enter a **Symbol** (such as a "+" plus sign, "!" exclamation point or an "*" asterisk), **Status Full Name**, **Assigned %** and then select the **Order** for each of your statuses by clicking on the drop-down menu.
6. If you need more than three statuses, Enter a number in the corresponding field.
7. Click the **Add Statuses** button to add the multiple statuses at one time.
8. Click on the **Save** button.

Copy an attendance scheme

Copy an existing scheme, such as the system scheme, to save time creating schemes. Copied schemes retain all statuses from the original scheme.

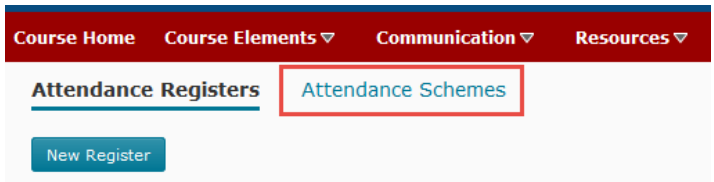
1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's subnavigation menu.



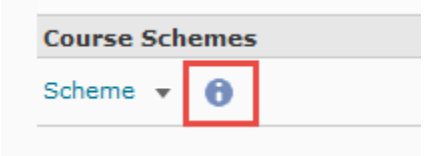
3. On the Attendance Schemes page, click on the drop-down arrow next to the scheme's name and select the **Copy** option from the menu.
4. Your copied scheme automatically displays on the Attendance Schemes page.
5. Click on the drop-down arrow next to the newly copied scheme's name and select the **Edit** icon to make revisions to it.

Check which registers are associated with a scheme

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's subnavigation menu.

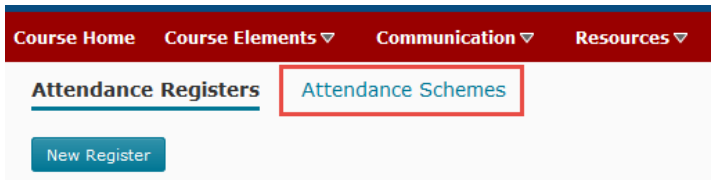


3. Click the Information icon beside the scheme for which you want to see associated registers. Note: If an information icon is not available, the scheme is not associated with a register.



Set a scheme as the default for your org unit

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's subnavigation menu.

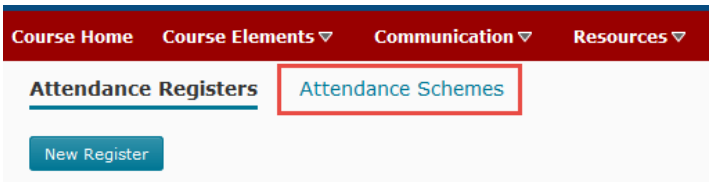


3. Click the Set button for the desired Attendance Scheme.

Edit an attendance scheme

Note: If you edit an attendance scheme that is associated to one or more attendance registers, changing the scheme may affect attendance data.

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's sub navigation menu.

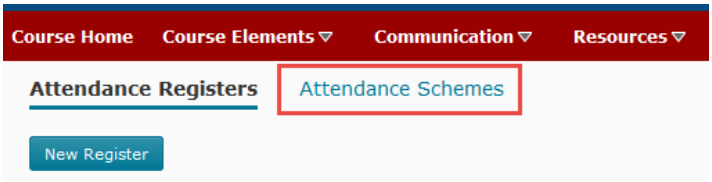


3. On the Attendance Schemes page, click on the drop-down arrow next to the scheme's name and select the **Edit Scheme** option from the menu.
4. Make the desired revisions.
5. Click on the **Save** button.

Edit an attendance status

Instructors can add new statuses to an existing scheme and edit the properties of existing statuses.

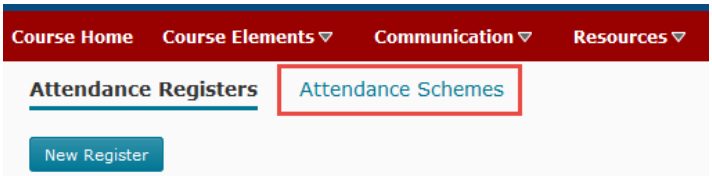
1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's sub navigation menu.



3. On the Attendance Schemes page, click on the drop-down arrow next to the scheme's name and select the **Edit Scheme** option from the menu.
4. Make your revisions.
5. Click on the **Save** button.

Delete an attendance scheme

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's sub navigation menu.



3. On the Attendance Schemes page, click on the drop-down arrow next to the scheme's name and select the **Delete** option from the menu.
4. In the Confirmation dialog box, click **Delete**.

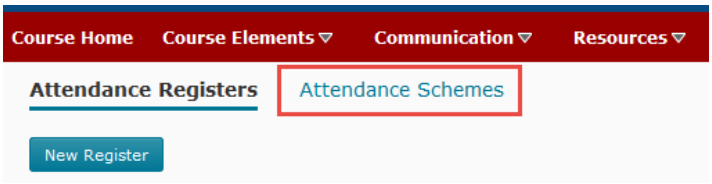
NOTE: If an attendance scheme is associated with an attendance register, the delete option may not be available.

Delete an attendance status

Instructors can delete any status that is not assigned to one or more users in a register. To delete a status that is in use, first replace all instances of the status with a different status on the Attendance Data page.

Instructors can add new statuses to an existing scheme and edit the properties of existing statuses.

1. Click on the **Attendance** link on the course navigation bar under the **Resources** drop-down menu.
2. Click on the **Attendance Schemes** link in the Attendance Area's sub navigation menu.



3. On the Attendance Schemes page, click on the drop-down arrow next to the scheme's name and select the **Edit Scheme** option from the menu.
4. Click the **Delete** icon of the status to delete.
5. Click on the **Save** button.