

# 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 red 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 main Attendance page, click New Register.
2. Enter a Name for your register.
3. Enter a Description
4. Choose an attendance scheme from the Attendance Scheme drop-down menu.

5. Select the users that you want to include in your register. You can choose to include all users or specific groups or sections.
6. Add one or more sessions for your register.
7. Enter a percentage in the **Cause for Concern field** if you want to see a Cause for Concern icon (warning) beside under-performing users' names on the Attendance Data page.
  1. Enter a percentage that indicates your minimum attendance requirement in the Cause for Concern field.
  2. Click on the Save button
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. 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. Click on the Edit Register button on the main Attendance page.
2. Make revisions to the Register or Session
3. Click on the Save button.

## Delete an Attendance Register

1. Click on the Delete Register button beside the register's name on the main Attendance page.

## Managing Attendance Data

1. Click the Attendance link on the navbar 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.
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.
6. Export your register's attendance data by clicking Export All on the Attendance Data action panel.

## 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 Schemes button in the Attendance Areas left tool menu.
2. Click on the New Scheme button.
3. Enter a Name for the scheme.
4. 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.
5. If you need more than three statuses, click Add Statuses button. Enter a number in the corresponding field to add multiple statuses at one time.
6. 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. From My Home, click the Attendance Schemes link in the My Admin Tools widget.
2. Click the Copy icon in the Actions column for your Attendance Scheme. Your copied scheme automatically displays on the Attendance Schemes page.
3. Click the Edit icon beside the new copy to make revisions to it.

### Check which registers are associated with a scheme

1. Click Attendance Schemes in the Attendance Areas left tool menu.
2. Click the Information icon beside the scheme for which you want to see associated registers.

### **Set a scheme as the default for your org unit**

1. Click Attendance Schemes in the Attendance Areas panel.
2. Click the Set button for the desired Attendance Scheme.

### **Edit an attendance scheme**

1. Click Edit icon next to the desired attendance scheme.
2. Make the desired revisions.
3. Click on the Save button.

### **Edit an attendance status**

Instructors can safely add new statuses to an existing scheme and edit the properties of existing statuses without impacting your attendance data. Once the changes are saved, all associated attendance data is automatically updated.

1. Click on the Attendance Schemes button in the Attendance Areas left tool menu.
2. Click the name of the desired attendance scheme.
3. Make your revisions.
4. Click on the Save button.

### **Delete an attendance scheme**

1. Click the Delete icon next to the attendance scheme you want to delete on the main Attendance page.

### **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.

1. Click Attendance Schemes in the Attendance Areas left tool menu.
2. Click the Delete icon next to the attendance status you want to delete.