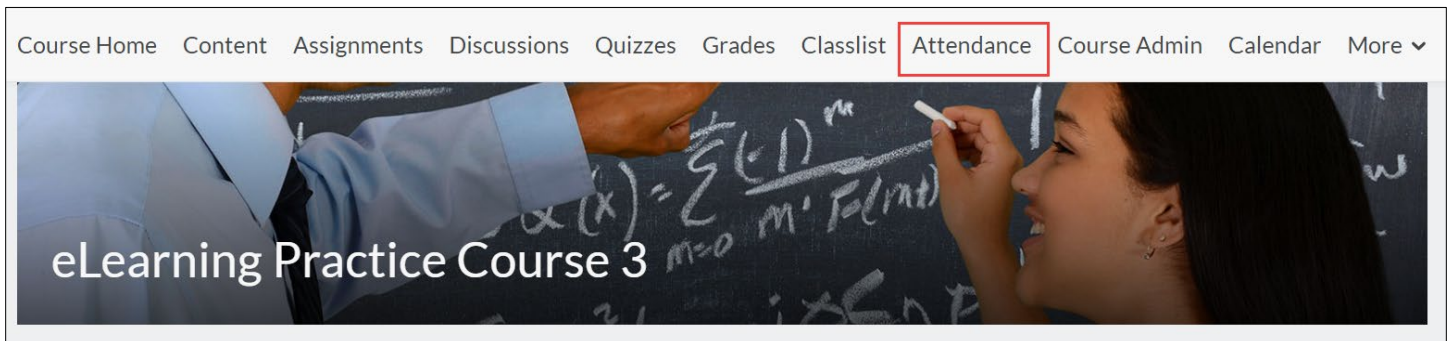


Setting up Attendance

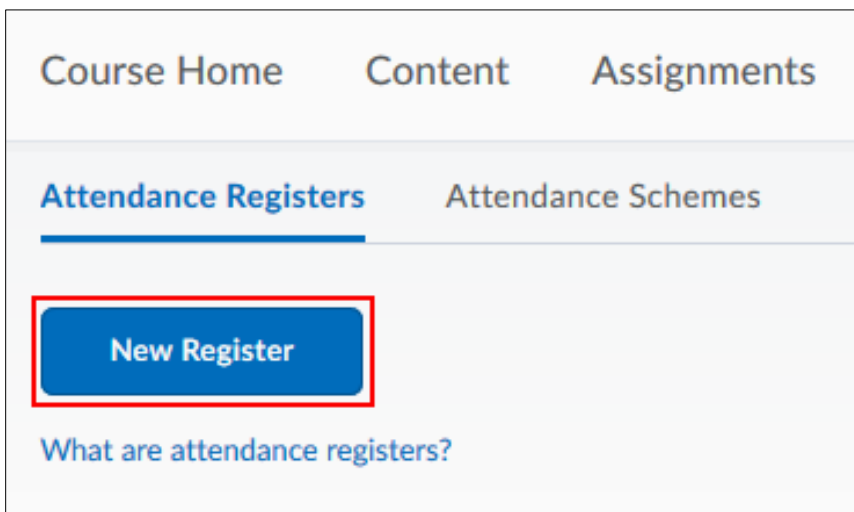
The **Attendance** tool allows you to record student attendance or participation in course sessions. To record attendance, you set up an **Attendance Register** in which you create a list of course sessions, which are automatically populated with all students in the course. You can then track attendance for each course session.

Follow the steps below to create and edit an attendance register and track attendance.

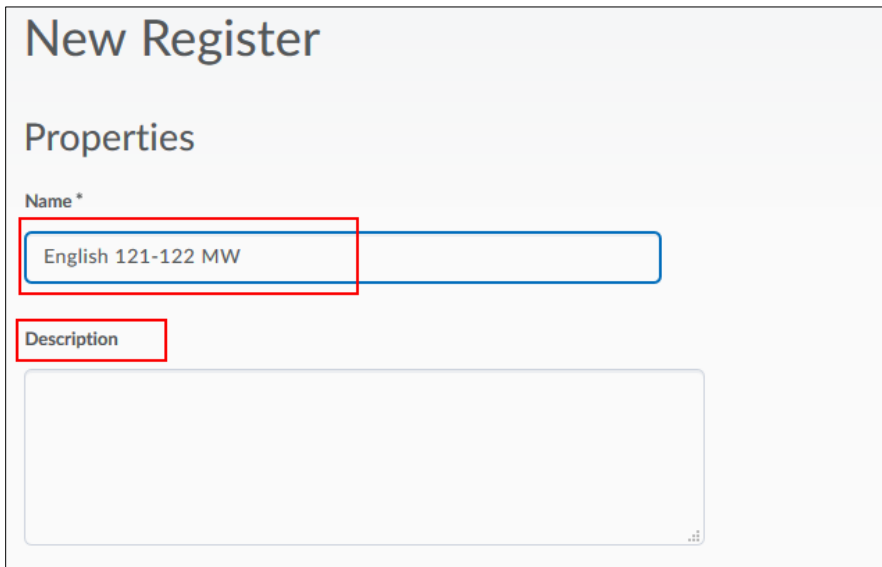
Step 1: From the Course Homepage, select **Attendance** on the navigation bar.



Step 2: On the main Attendance page, select **New Register**.



Step 3: Type in a **Name** for your register, you may also enter a **Description** for your register if desired.

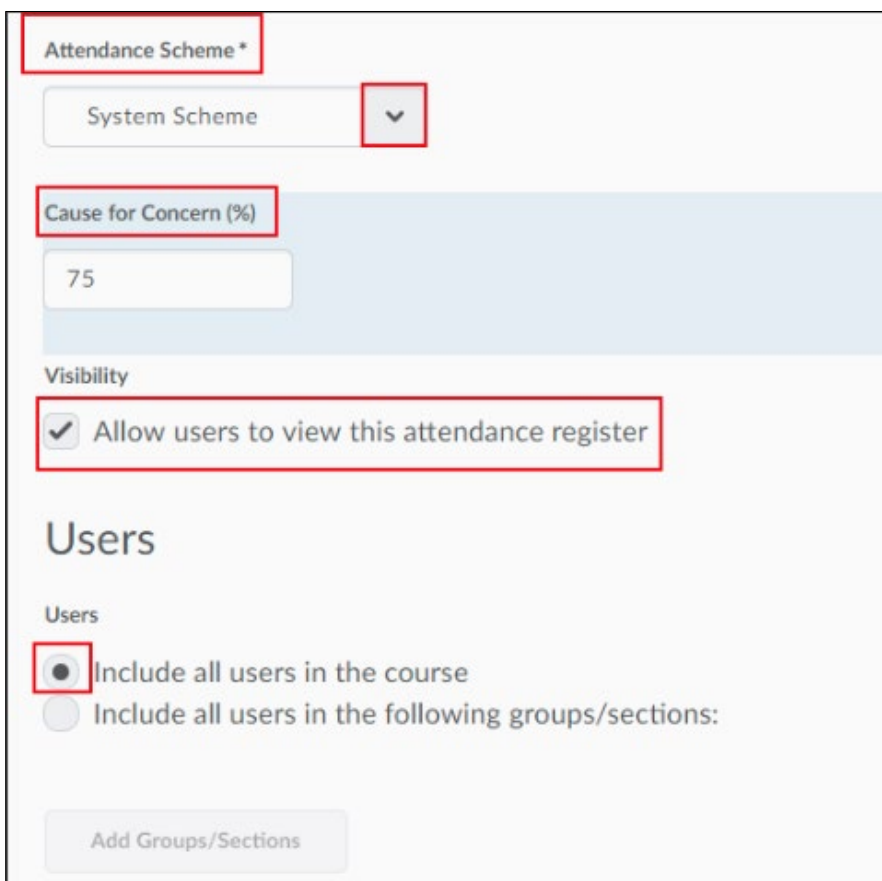


The screenshot shows a form titled "New Register". Under the "Properties" section, there is a "Name *" field with a red box around it containing the text "English 121-122 MW". Below it is a "Description" field with a red box around its label. The description field is currently empty.

Step 4: Select an attendance scheme from the **Attendance Scheme** dropdown menu.

Step 5: (Optional) 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.

Step 6: Select the checkbox to **Allow users to view this attendance register**.



The screenshot shows the lower portion of the "New Register" form. The "Attendance Scheme *" dropdown menu is set to "System Scheme" with a red box around it. Below it is the "Cause for Concern (%)" field with a red box around its label and a value of "75". Under the "Visibility" section, the checkbox "Allow users to view this attendance register" is checked and has a red box around it. The "Users" section has two radio button options: "Include all users in the course" (which is selected and has a red box around it) and "Include all users in the following groups/sections:". There is an "Add Groups/Sections" button below the radio buttons.

Create Sessions for Your Register

Sessions most commonly are identified as the meeting dates of your class. For example, in the first box you would type in the date of the first class, the second box would be the second date of meeting, and so forth. You would need to calculate the number of class meetings and add the appropriate number of sessions to your register.

Note: The Attendance tool provides space for three sessions to start but you can add as many as you wish.

Step 1: Enter the first three **Session Names** (descriptions are optional) and select **Save**.

Step 2: Enter the number of sessions you would like to add in the box next to **Add Sessions** and then select **Add Sessions**.

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input type="text" value="January 14"/>	<input type="text" value="OPTIONAL"/>	1 ▼	
2	<input type="text" value="January 16"/>	<input type="text"/>	2 ▼	
3	<input type="text" value="January 17"/>	<input type="text"/>	3 ▼	

+ Add Sessions
18

Save
Cancel

Step 3: Fill in the rest of the session names and select **Save**.

4	<input type="text" value="January 19"/>	<input type="text"/>	4 ▼	
5	<input type="text" value="January 21"/>	<input type="text"/>	5 ▼	
6	<input type="text" value="January 23"/>	<input type="text"/>	6 ▼	
7	<input type="text" value="January 25"/>	<input type="text"/>	7 ▼	
8	<input type="text" value="January 27"/>	<input type="text"/>	8 ▼	
9	<input type="text" value="January 29"/>	<input type="text"/>	9 ▼	
10	<input type="text" value="January 31"/>	<input type="text"/>	10 ▼	
11	<input type="text" value="February 2"/>	<input type="text"/>	11 ▼	
12	<input type="text" value="February 4"/>	<input type="text"/>	12 ▼	
13	<input type="text" value="February 6"/>	<input type="text"/>	13 ▼	
	<input type="text"/>	<input type="text"/>	14 ▼	

+ Add Sessions
18

Save
Close

Edit an Attendance Register

Step 1: From the **Attendance Registers** page, select **Edit Register** from the dropdown menu of the register you want to edit.

The screenshot shows the 'Attendance Registers' page. At the top, there are two tabs: 'Attendance Registers' (active) and 'Attendance Schemes'. Below the tabs is a blue button labeled 'New Register'. Underneath is a link that says 'What are attendance registers?'. A table is displayed with the following structure:

Register Name	
ENG 121-222 MW Attendance	⌵

A dropdown menu is open for the 'ENG 121-222 MW Attendance' register, showing three options: 'View Attendance Data', 'Edit Register' (highlighted with a red box), and 'Delete'.

Step 2: Make your revisions and select **Save** and then **Close**.

Track Attendance


Step 1: From the Attendance Registers page, select your Attendance Register.

The screenshot shows the 'Attendance Registers' page. At the top, there are two tabs: 'Attendance Registers' (active) and 'Attendance Schemes'. Below the tabs is a blue button labeled 'New Register'. Underneath is a link that says 'What are attendance registers?'. A table is displayed with the following structure:





Register Name	Cause for Concern (%)
ENG 121-222 MW Attendance	-

The 'Register Name' cell for 'ENG 121-222 MW Attendance' is highlighted with a red box and contains a dropdown arrow.

You can also select **View Attendance Data** from the dropdown menu.

Register Name	Cause for Concern (%)
ENG 121-222 MW Attendance 	-
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>View Attendance Data</p> <p>Edit Register</p> <p>Delete</p> </div>	

Step 2: On the Attendance Data page, select the **Enter Attendance Data** icon next to a session name and enter attendance data for your sessions.

<input type="checkbox"/>	First Name, Last Name ▼	Sessions			
		January 14 	Jan 16 	Jan. 21 	Jan 23 
<input type="checkbox"/>	Student40, ACC	-	-	-	-
<input type="checkbox"/>	Student300, ACC	-	-	-	-
<input type="checkbox"/>	Student280, ACC	-	-	-	-
<input type="checkbox"/>	Student260, ACC	-	-	-	-
<input type="checkbox"/>	Student250, ACC	-	-	-	-

Step 3: Use the **Attendance Status** dropdown menu to change the attendance status for your users.

The screenshot shows a 'Set Status' window with an 'Internal message' icon. It contains a table with the following columns: a checkbox, 'First Name ▲, Last Name', and 'Attendance Status ⓘ'. The table lists five users: ACC Student250, ACC Student260, ACC Student280, and ACC Student300. The 'Attendance Status' column for ACC Student250 has a dropdown menu open, showing options: None, P (highlighted), and A. Below the table are 'Save' and 'Close' buttons.

<input type="checkbox"/>	First Name ▲, Last Name	Attendance Status ⓘ
<input type="checkbox"/>	ACC Student250	None ▼ None P A None ▼
<input type="checkbox"/>	ACC Student260	
<input type="checkbox"/>	ACC Student280	None ▼
<input type="checkbox"/>	ACC Student300	None ▼

Buttons: Save, Close

You can also select **Set Status for All Users** to set the same status for all users. Select **Save**.

The screenshot shows a window titled 'Set Attendance Data - ENG 121-222 MW Attendance'. It features two buttons: 'Set Status for All Users' (highlighted with a red box) and 'Internal message all Users'.

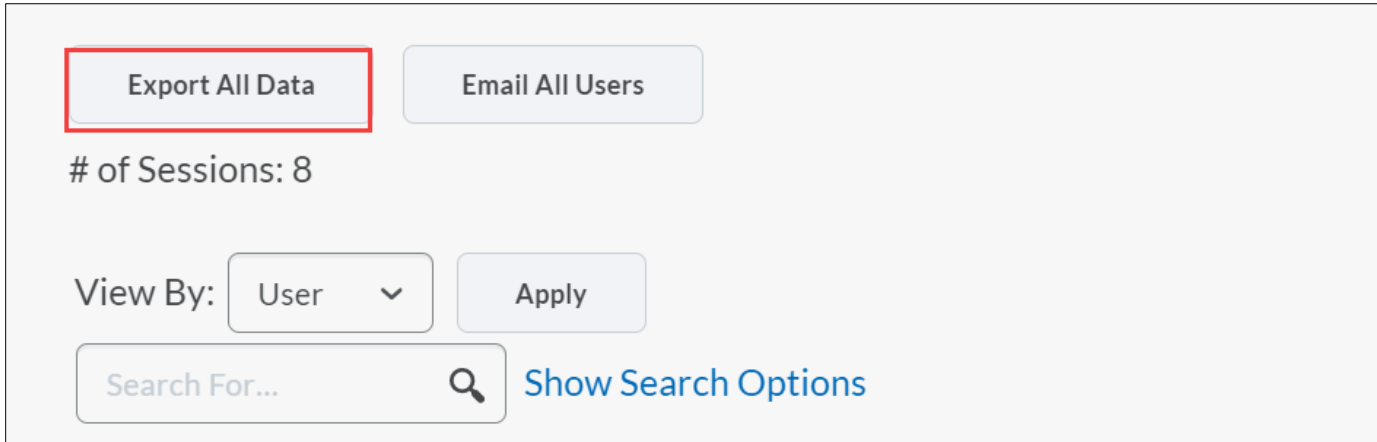
The screenshot shows a 'Set Status for All Users' dialog box. It has a title bar with a close button (X) and a scroll bar on the right. The 'Status' label is above a dropdown menu showing 'P' (highlighted with a red box). Below the dropdown are 'Save' and 'Cancel' buttons, with 'Save' highlighted in blue.

Note: To save time, you can set the same status for multiple students. For example, if the majority of students were present, you can set all students to “P” and then change those who were absent to “A.”

Exporting your Attendance Register

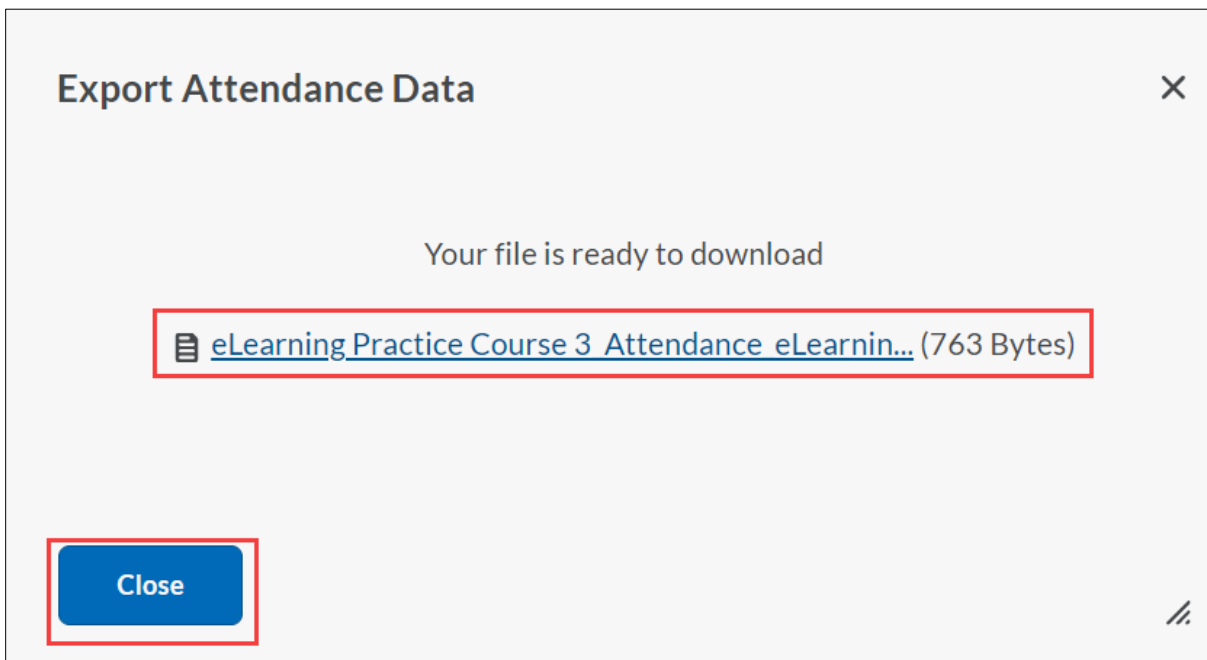
You can download your Attendance Register data as a comma-separated values (CSV) file, a plain text format used for tabular data that is compatible with Excel and other spreadsheet programs.

Step 1: Select the Attendance Register and then select the **Export All Data** option to download your attendance data to a csv file.



The screenshot shows a control panel for the Attendance Register. At the top, there are two buttons: "Export All Data" (highlighted with a red border) and "Email All Users". Below these buttons, it displays "# of Sessions: 8". Underneath, there is a "View By:" section with a dropdown menu set to "User" and an "Apply" button. At the bottom, there is a search bar with the placeholder text "Search For..." and a magnifying glass icon, followed by a link that says "Show Search Options".

Step 12: Select the document link to download and then select **Close**.



The screenshot shows a dialog box titled "Export Attendance Data" with a close button (X) in the top right corner. The main text in the center says "Your file is ready to download". Below this, there is a single document link: "eLearning Practice Course 3 Attendance eLearnin... (763 Bytes)", which is highlighted with a red border. In the bottom left corner, there is a blue "Close" button, also highlighted with a red border. A double-slash icon is visible in the bottom right corner.