



## Attendance

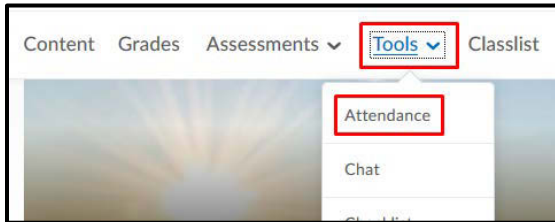
The Attendance tool enables you to track attendance for any number of activities and customize your registers to suit your needs. Use the Attendance tool to create sessions to track attendance and define attendance statuses (present, absent, tardy, etc.) for your activities. You can assign grades for user attendance, view attendance results, and track users that have poor attendance.

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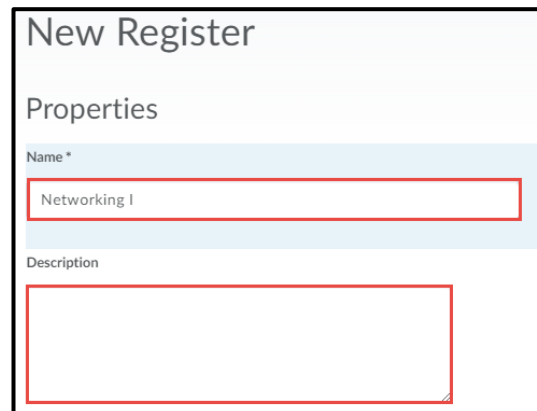
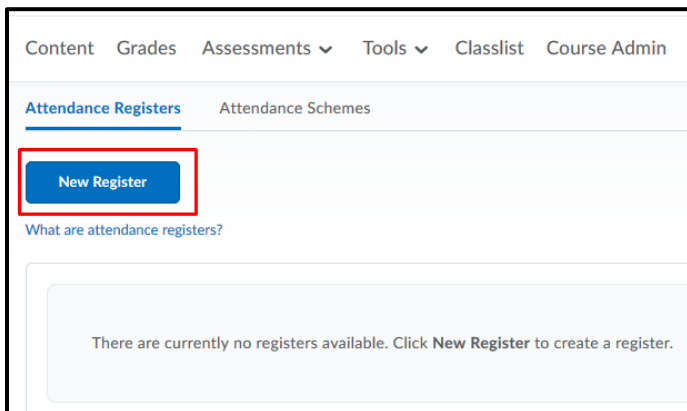
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## Create an Attendance Register

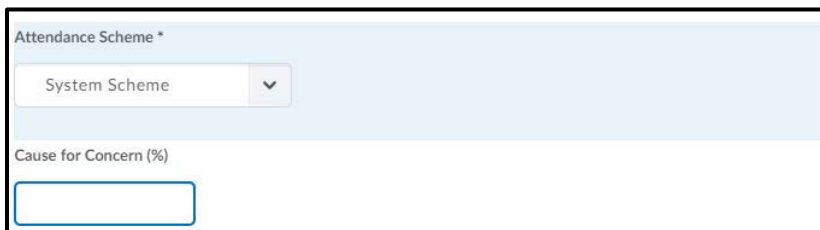
1. From the **Tools** dropdown menu on the navbar, select **Attendance**.



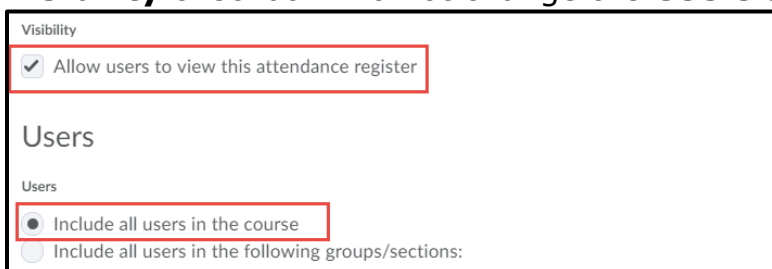
2. Select **New Register** to start creating an attendance register.
3. Enter a **Name** and **Description** (optional field).



4. The default **Attendance Scheme** is set to *System Scheme (Present (P)= 100% and Absent (A)= 0%)*, but can be set to a custom scheme that you can create. You can also add a **Cause for Concern (%)** that flags learners at or below the specified value.



5. If you would like students to be able to view their attendance data, check the **Visibility** checkbox. Do not change the **Users** setting default.



6. Enter a **Session Name** and **Session Description** (optional) for each session that you will be tracking attendance.
7. If you need more session fields, enter the number and click on the **Add Sessions** link.
8. Finally, when you are done entering session names, **Save** the register.

Sessions

What are sessions?

#	Session Name*	Session Description	Order	Delete
1	<input type="text" value="Day 1"/>	<input type="text"/>	1 ▾	
2	<input type="text" value="Day 2"/>	<input type="text"/>	2 ▾	
3	<input type="text" value="Day 3"/>	<input type="text"/>	3 ▾	

+ Add Sessions

To add more sessions, first enter the **number of sessions** you would like to add. Then click **+Add Sessions**.

Save Close

9. To go back to the register list page, click **Close**.

## Track Attendance

1. From the **Attendance Registers** page, click on the register where you would like to track attendance.

Attendance Registers Attendance Schemes

New Register

What are attendance registers?

Register Name	Cause for Concern (%)	# of Sessions
<span style="border: 1px solid red; padding: 2px;">Networking 1</span> ▾	-	3

2. On the **Attendance Data** page, click the **Enter Attendance Data** icon next to the correct session and enter attendance data.

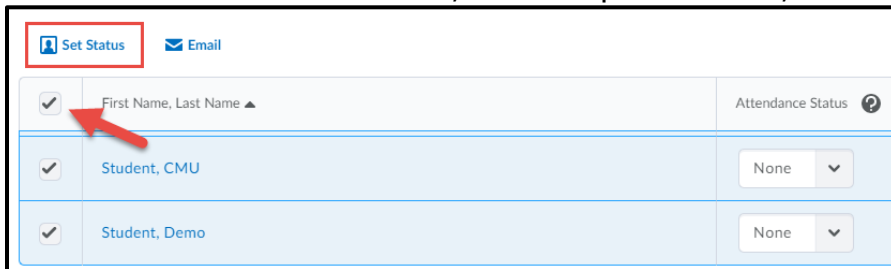
	First Name, Last Name ▲	Sessions			Totals ▼	
		Jan 21	Jan 23	Jan 27	P	A
<input type="checkbox"/>	Student, Alpha	-	-	-	0	0
<input type="checkbox"/>	Student, Beta	-	-	-	0	0
<input type="checkbox"/>	Student, Delta	-	-	-	0	0
<input type="checkbox"/>	Student, Demo	-	-	-	0	0
<input type="checkbox"/>	Student, Epsilon	-	-	-	0	0

3. Use the **Attendance Status** drop-down lists to change the attendance status for your users.



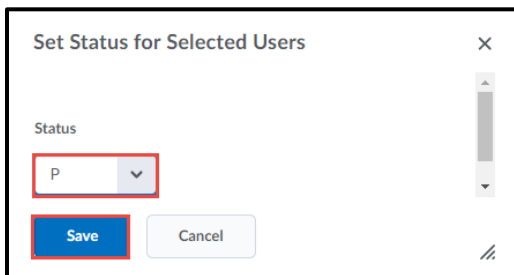
<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Student, Alpha	None ▼
<input type="checkbox"/>	Student, Beta	None ▼
<input type="checkbox"/>	Student, Delta	None ▼

4. You can also click **Set Status** to set the **same status for all users**. Click the check box at to select all students, or multiple student, and select **Set Status**.



<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ⓘ
<input checked="" type="checkbox"/>	Student, CMU	None ▼
<input checked="" type="checkbox"/>	Student, Demo	None ▼

5. Choose the appropriate **Status** from the dropdown menu and click **Save**. All selected students will have the same status.



Set Status for Selected Users ×

Status

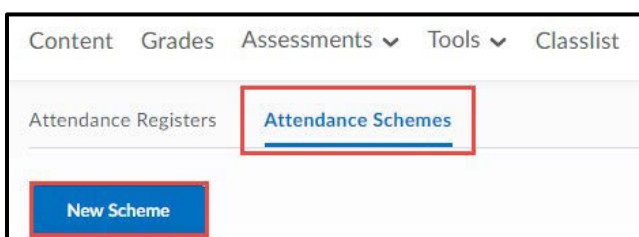
P ▼

Save Cancel

6. **Save** the page when you are done.

## Create an Attendance Scheme

1. From the Attendance tool, click the **Attendance Schemes** link at the top of the page.
2. Click the **New Scheme** button.
3. In the **Name** field, add an identifying title to your new scheme.




### New Scheme

General

Name \*

Present, Absent, Excused, Tardy

4. Complete the remaining fields as necessary.

- a. **Symbol**: an abbreviation of the status. The symbol will appear in the dropdown selector. (Example: P)
- b. **Status Full Name**: The full name for the attendance status (Example: Present)
- c. **Assigned %** (optional): The percentage that will be awarded for the status. (Example: 100)
- d. **Order** (optional): The order in which they should appear in the dropdown selector.

### Attendance Statuses

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

#	Symbol* <span style="color: red; font-weight: bold;">a</span>	Status Full Name* <span style="color: red; font-weight: bold;">b</span>	Assigned % <span style="color: red; font-weight: bold;">c</span>	Order <span style="color: red; font-weight: bold;">d</span>
1	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text"/>	1 <input type="button" value="v"/>
2	<input type="text" value="A"/>	<input type="text" value="Absent"/>	<input type="text"/>	2 <input type="button" value="v"/>
3	<input type="text" value="E"/>	<input type="text" value="Excused"/>	<input type="text"/>	3 <input type="button" value="v"/>
4	<input type="text" value="T"/>	<input type="text" value="Tardy"/>	<input type="text"/>	4 <input type="button" value="v"/>

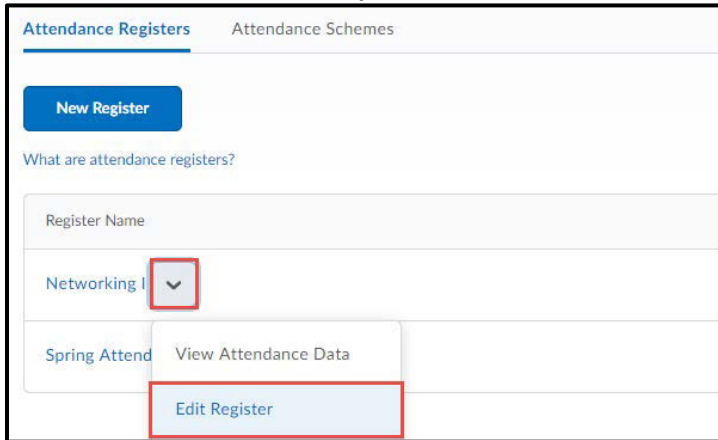
[+ Add Statuses](#)

5. Click **Save**.

## Delete Attendance Sessions

Deleting a session clears all associated attendance data. Only delete sessions when you are confident that you no longer need the attendance data.

1. To delete sessions in a register, go to the **Attendance Registers** page and click **Edit Register** from the dropdown menu next to the appropriate register.

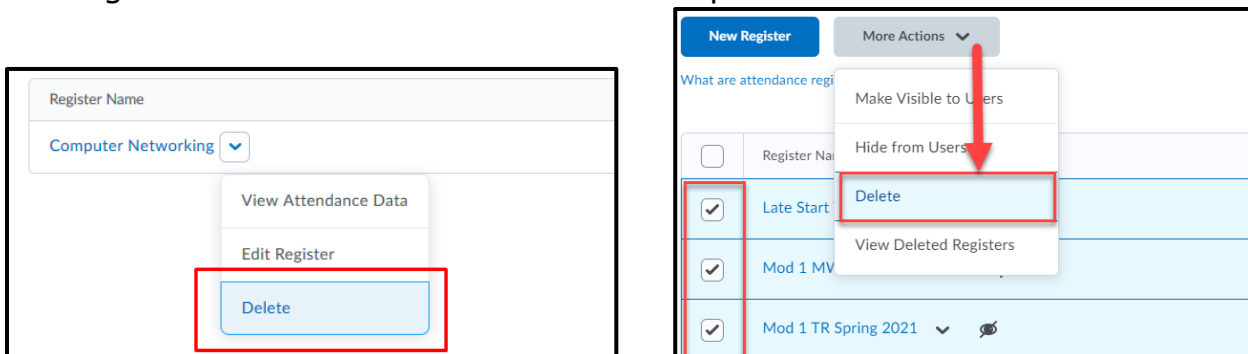


2. Click the **Delete** icon beside the applicable session. All attendance registers must have at least one session.

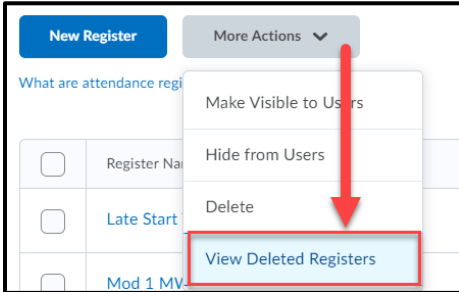


## Delete and Restore Registers

1. To delete a single register, click **Delete** from the drop-down menu.
2. Delete multiple registers by checking the box to the left of the register title and clicking **Delete** from the **More Actions** drop-down menu.



- If you need to restore a deleted attendance register, click **View Deleted Registers** from the **More Actions** drop-down menu.



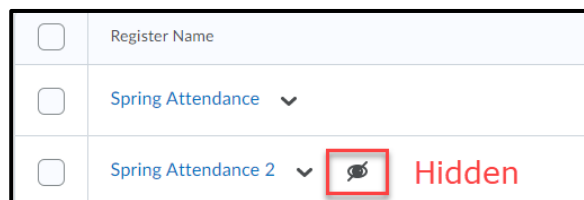
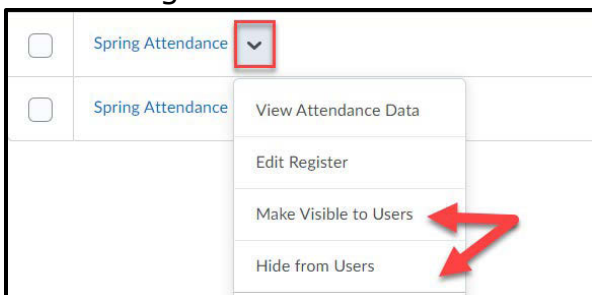
- Click **Restore** to restore the deleted attendance register and associated session data.

Deleted Registers			
Register Name		# of Sessions	Date Deleted
Late Start MWF Spring 2021	<a href="#">Restore</a>	37	Wednesday, July 14, 2021 2:56 PM MDT

## Adjust Register Visibility

Choose to make an attendance register visible or hidden to students.

- From the attendance register drop-down menu select, **Make Visible to Users** or **Hide from Users**.
- Hidden registers will have an icon indicating they are hidden from users.



- Adjust the visibility of multiple registers at one time by checking the box next to **select all registers**. Then from the **More Actions** menu choose to make the selected registers visible or hidden.

