



## Attendance

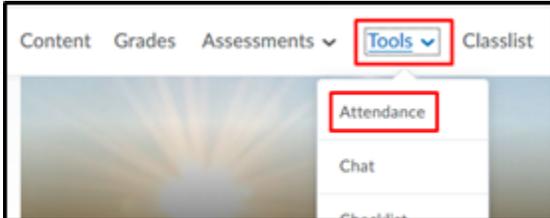
The attendance tool enables you to track attendance for any number of activities and customize your registers to suit your needs. Use the Attendance tool to create sessions to track attendance and define attendance statuses (present, absent, tardy, etc.) for your activities. You can assign grades for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

## Contents

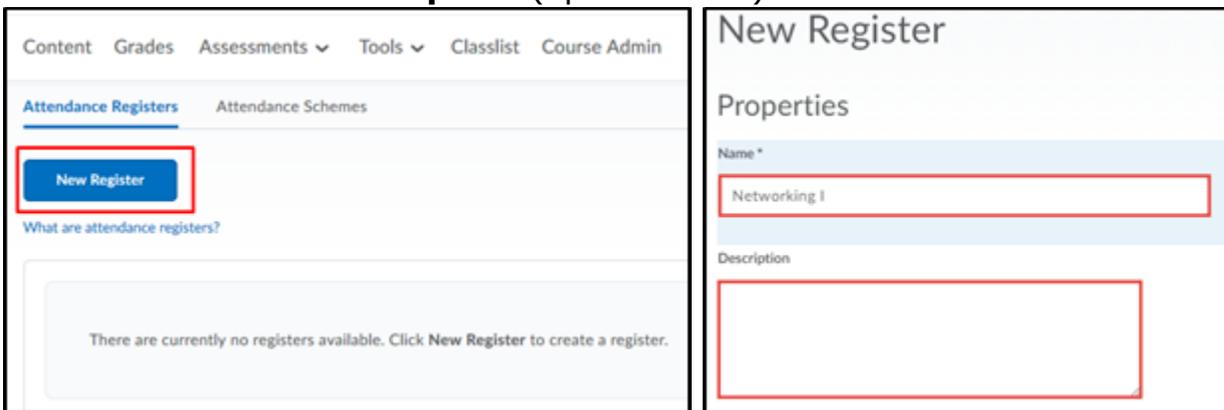
Contents .....	1
Track Attendance .....	3
Create an Attendance Scheme .....	5
Delete Attendance Sessions.....	6
Delete and Restore Registers .....	6
Adjust Register Visibility.....	7

## 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.

A screenshot of the 'Attendance Scheme' and 'Cause for Concern (%)' fields. The 'Attendance Scheme' dropdown menu is set to 'System Scheme'. The 'Cause for Concern (%)' field is empty and highlighted with a blue box.

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

Visibility

Allow users to view this attendance register

Users

Users

Include all users in the course

Include all users in the following groups/sections:

- Enter a **Session Name** and **Session Description** (optional) for each session that you will be tracking attendance.
- If you need more session fields, enter the number and click on the **Add Sessions** link.
- 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  →

Save Close

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

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

## Track Attendance

- 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 I</span> ▾	-	3

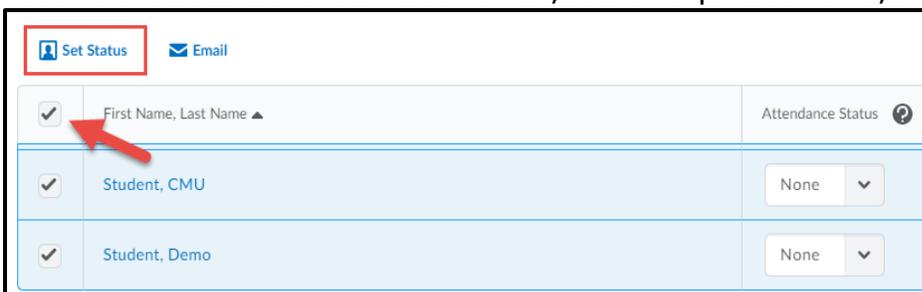
- On the **Attendance Data** page, click the **Enter Attendance Data** icon next to the correct session and enter attendance data.

First Name, Last Name ▲	Sessions			Totals	
	Jan 21	Jan 23	Jan 27	P	A
Student, Alpha	-	-	-	0	0
Student, Beta	-	-	-	0	0
Student, Delta	-	-	-	0	0
Student, Demo	-	-	-	0	0
Student, Epsilon	-	-	-	0	0

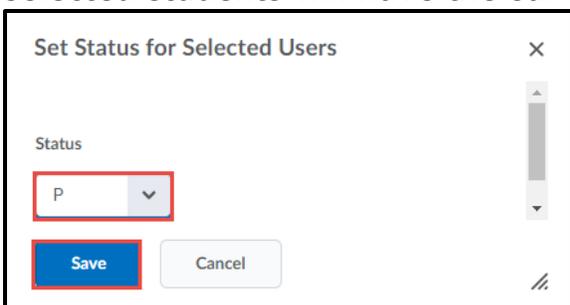
- Use the **Attendance Status** drop-down lists to change the attendance status for your users.



- 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**.



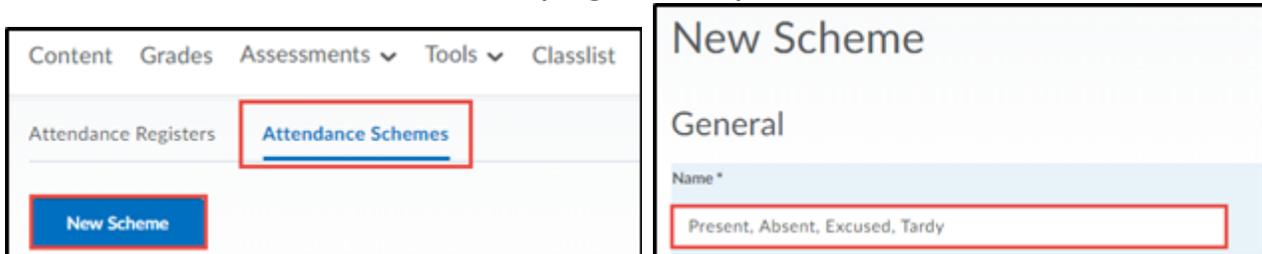
- Choose the appropriate **Status** from the dropdown menu and click **Save**. All selected students will have the same status.



- Save** the page when you are done.

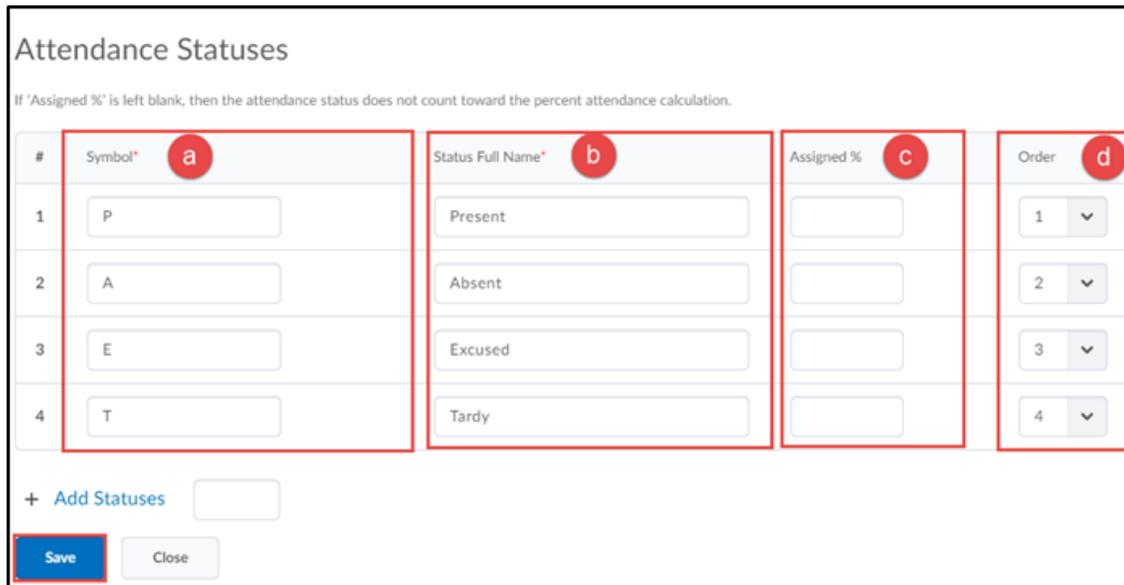
## Create an Attendance Scheme

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.



The screenshot shows two parts of the interface. On the left, a navigation menu includes 'Content', 'Grades', 'Assessments', 'Tools', and 'Classlist'. Under 'Attendance Registers', the 'Attendance Schemes' link is highlighted with a red box, and a 'New Scheme' button is also highlighted. On the right, the 'New Scheme' form is shown with the 'Name' field containing the text 'Present, Absent, Excused, Tardy', which is also highlighted with a red box.

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.



The screenshot shows the 'Attendance Statuses' form. It includes a note: "If 'Assigned %' is left blank, then the attendance status does not count toward the percent attendance calculation." Below this is a table with four columns: '#', 'Symbol\*', 'Status Full Name\*', 'Assigned %', and 'Order'. The table contains four rows of data. Red circles labeled 'a', 'b', 'c', and 'd' are placed above the Symbol, Status Full Name, Assigned %, and Order columns respectively. At the bottom of the form, there is an '+ Add Statuses' button, a 'Save' button (highlighted with a red box), and a 'Close' button.

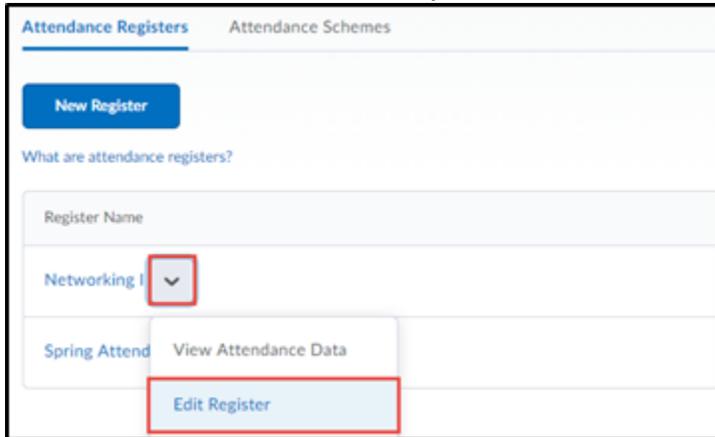
#	Symbol*	Status Full Name*	Assigned %	Order
1	P	Present		1
2	A	Absent		2
3	E	Excused		3
4	T	Tardy		4

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.

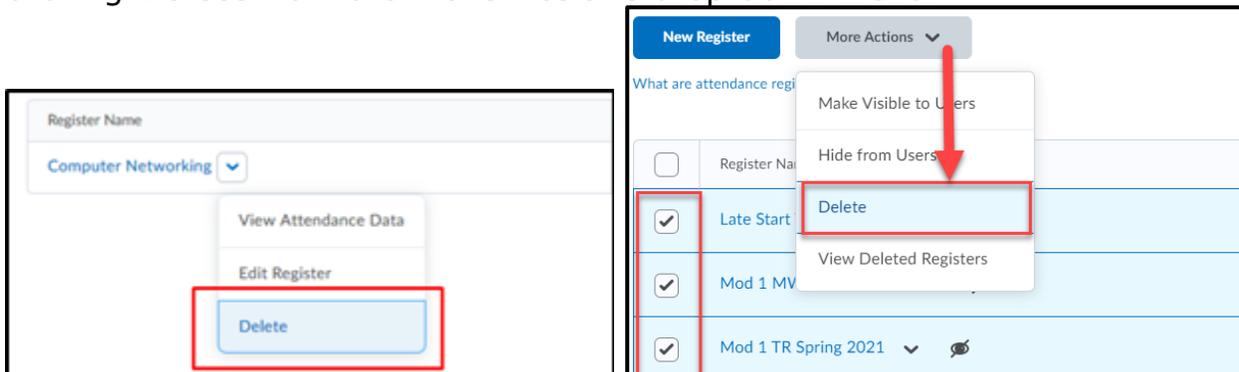


2. Click the **Delete** icon beside the applicable session. All attendance registers must have at least one session.

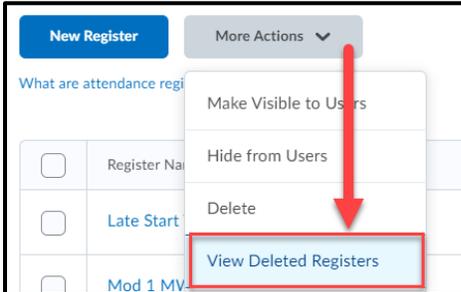


## Delete and Restore Registers

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.



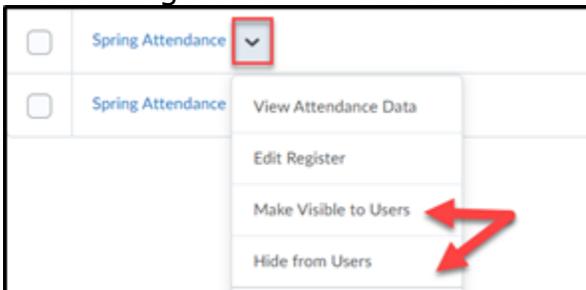
- Click **Restore** to restore the deleted attendance register and associated session data.

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.



<input type="checkbox"/>	Register Name	
<input type="checkbox"/>	Spring Attendance	▼
<input type="checkbox"/>	Spring Attendance 2	▼  Hidden

3. 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.

