Attendance

Keep track of students' attendance for an AsULearn course.

Add the Attendance activity

1. From the course page, click on the **Turn editing on** button (top right).

2. In the topic where you want the Attendance link to appear, click the **Add an activity** link.

3. Under the **Activities** tab, click **Attendance**, then click the **Save and display** button at the bottom.

4. On the newly displayed Attendance page, click to the Status set tab to set your preferences for grades with relation to attendance.

> ⓘ **CAUTION!**
>
> The Center for Academic Excellence strongly recommends selecting Grade Type: None to keep the attendance activity from affecting your gradebook totals.

▾ Grade

Many faculty lower students' final grades when a certain threshold is crossed. For example, if you want to lower a student's grade after three absences, then set Grade Type: None, and manually adjust grades at the end of the semester.

5. Click **Save and display** to show the Attendance setup page for the course.

6. Click the **Status set** tab to review the options for marking attendance. The default settings are: Present, Absent, Late, Excused. **Points** are set to **0** if **Grade Type: None** was set (step 4). If you make changes on the **Status set** page, click the **Update** button at the bottom to save them.

7. Click the **Add session** tab to add attendance dates/sessions for your course.

- In the **Add session** section, enter the **Date** and **Time** for the initial class meeting.
- In the **Multiple sessions** section, select **Repeat the session above as follows** to set up sessions for the entire semester.
- **Repeat on:** Select the days of the week that the course meets.
- If the class meets on those days every week, leave the default on **Repeat every 1 week(s)**.
- **Repeat until:** Enter the last day of class. NOTE: *You can delete class sessions that fall on university breaks from the Attendance activity screen.*
- Click **Add** at the bottom of the screen and your attendance sessions will be built. You can add or remove sessions as needed.

Add session

Type	⑦	All students
Date		22 ⬍ August ⬍ 2017 ⬍ 🛗
Time		from: 09 ⬍ 00 ⬍ to: 10 ⬍ 15 ⬍
		☐ Allow students to record own attendance ⑦
Description		

Multiple sessions

☑ Repeat the session above as follows ⑦

Repeat on	☐ Monday ☑ Tuesday ☐ Wednesday ☑ Thursday ☐ Friday ☐ Saturday ☐ Sunday
Repeat every	1 ⬍ week(s)
Repeat until	5 ⬍ December ⬍ 2017 ⬍ 🛗

Add Cancel

Take Attendance

1. From the course homepage (with Editing turned off), click the **Attendance** activity.

2. You can view **All** sessions, **All past** sessions, or filter by **Months**, **Weeks**, or **Days** with the buttons at the top right.

    All | All past | Months | Weeks | Days

    Actions ☐

    ▶ ⚙ 🗑 ☐

    ▶ ⚙ 🗑 ☐

    ▶ ⚙ 🗑 ☐

    ▶ ⚙ 🗑 ☐

    Choose... ⬍ OK
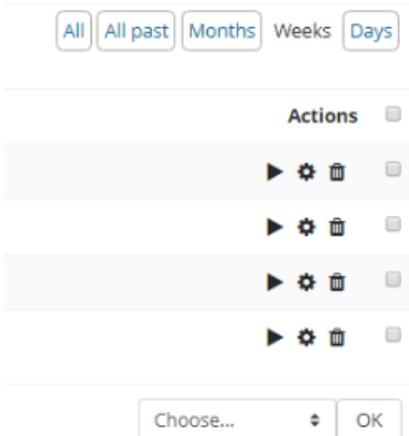
3. Click the **gear icon** to edit the properties of the session. Click the **trashcan icon** to delete the attendance activity for a session that will not meet, as when there is a university break.

4. To take attendance during (or after) a class meeting, click the **forward arrow** for the session. The list of students is displayed. Click the button in the appropriate column: **P**resent, **A**bsent, **L**ate, **E**xcused
    - A shortcut for taking attendance is to click the letter **P** at the top to mark everyone **Present**. Then change the mark for any late or absent students.
    - NOTE: If there are more than 50 students in the session, there will be more than one screen for the student list: in the upper right, change the dropdown with **50** to **Do not use paging** to display the full student list on one screen. Otherwise, click the arrows beside the **Page # of #** field to move through the screens.
    - Change **Sorted list** to **Sorted grid** to display student pictures prominently (max 50 students per screen).

- Use the **Remarks** column to make notes that are visible to the teacher and the individual student, such as the reason for an excused

July 22, 2019 10:00am - 12:00pm

Regular class session

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View mode

Sorted list ⬍

50

#	First name / Last name	Email address	P	A	L	E	Remarks
		Set status for all users	◉	○	○	○	
1	@appstate.edu	@appstate.edu	◉	○	○	○	
2	@appstate.edu	@appstate.edu	◉	○	○	○	
3	@appstate.edu	@appstate.edu	◉	○	○	○	
4	@appstate.edu	@appstate.edu	◉	○	○	○	

absence.

5. Click **Save attendance** button at the bottom of the screen. The forward arrow turns to a green arrow when attendance has been taken for a session. To edit the attendance, click the **green arrow** for that session.

Click the **Add session** tab to insert a meeting, such as a class event that meets outside the regular schedule.

The **Report** tab provides an aggregated visual record for the teacher about class attendance, as well as summaries for individual students: click on student name in the Attendance report.

From the **Export** tab specify the options to export attendance data to a file and download, then click **OK** at the bottom of the screen.

Take attendance from the AsULearn mobile app

ⓘ Attendance can now be taken directly from the AsULearn mobile app. Currently only sessions that started in the last 6 hours or that will start 1 day in the future will be available. This setting can be expanded systematically, so please let us know if a broader time frame would be helpful.

1. Browse to the **Attendance** activity in the **course** from within the **mobile app**.

2. Click the **Submit Attendance** button below the desired session.

3. Select the desired default status under **Set status for** to set the status for **All students**.

4. Set the desired status for individual students under their **Name**.

5. Click the **Submit Attendance** button at the bottom to save and record.

Configure Attendance Warnings

ⓘ Warnings thresholds affect the Absentee report and allow students and third parties to be notified. NOTE: If more than one warning is triggered at exactly the same time, only the warning with the lower warning threshold will be sent.

1. From the attendance activity, go to the **Warnings set** tab and click the **Add warning** button.

2. Configure the settings:
   - **Warn if percentage falls under:** Warnings are triggered if a student's overall percentage for this attendance activity falls below this amount.
   - **Number of sessions taken before warning:** Set the number of sessions that should be taken by a student before the warning should be triggered.
   - **Maximum number of email warnings:** Set the number of times a student should receive the email warning for this session.
   - **Email user:** If enabled, an email will be sent to the student.
   - **Email subject:** This setting defaults to "Attendance warning", but it is customizable.
   - **Email content:** Default message content is configured, but can also be customized. Wildcard options are available from the help icon next to the field.
   - **Notify other users:** Select other users with permission to view attendance reports to receive the notification.

3. Click the **Add** button to save the Warnings set.

Generating QR Codes to Take Attendance

Added Notes about QR Codes

- Not all students may have a mobile device in class, so be sure to have an alternative sign in sheet, just in case.
- If you set up the QR option, you can still opt for the traditional method for taking attendance.
- When students self record, the attendance marks the status and puts 'self-recorded' in the comment box.
- If a student doesn't have a mobile device with a camera to scan the QR code, they can still go to the Attendance link and self report. They will be prompted to enter a password; the password is randomly generated and appears on the QR page.

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