

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

Grade ?

Type

Scale

Maximum 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.

Sessions Add session Report Export Status set

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P A L E)

#	Acronym	Description	Points	Available for students (minutes)	Automatically set when not marked	Action
1	P	<input type="text" value="Present"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="checkbox"/>	
2	A	<input type="text" value="Absent"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="checkbox"/>	
3	L	<input type="text" value="Late"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="checkbox"/>	
4	E	<input type="text" value="Excused"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="checkbox"/>	
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

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

Date

Time from: to:

Allow students to record own attendance

Description

B *I* T

▼ Multiple sessions

Repeat the session above as follows

Repeat on Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Repeat every week(s)

Repeat until

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

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: **Present**, **Absent**, **Late**, **Excused**
 - 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

Page 1 of 3
View mode
Sorted list
50

#	First name / Last name	Email address	P	A	L	E	Remarks
Set status for all users							
1	John Adams	john.adams@appstate.edu	●	●	●	●	<input type="text"/>
2	John Adams	john.adams@appstate.edu	●	●	●	●	<input type="text"/>
3	Michael Adams	michael.adams@appstate.edu	●	●	●	●	<input type="text"/>
4	Thomas Adams	thomas.adams@appstate.edu	●	●	●	●	<input type="text"/>

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

i 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

i 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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