


Attendance Activity Overview

The Attendance activity allows you to set up multiple class sessions, mark each student's status, and send an overall grade to the gradebook if desired.

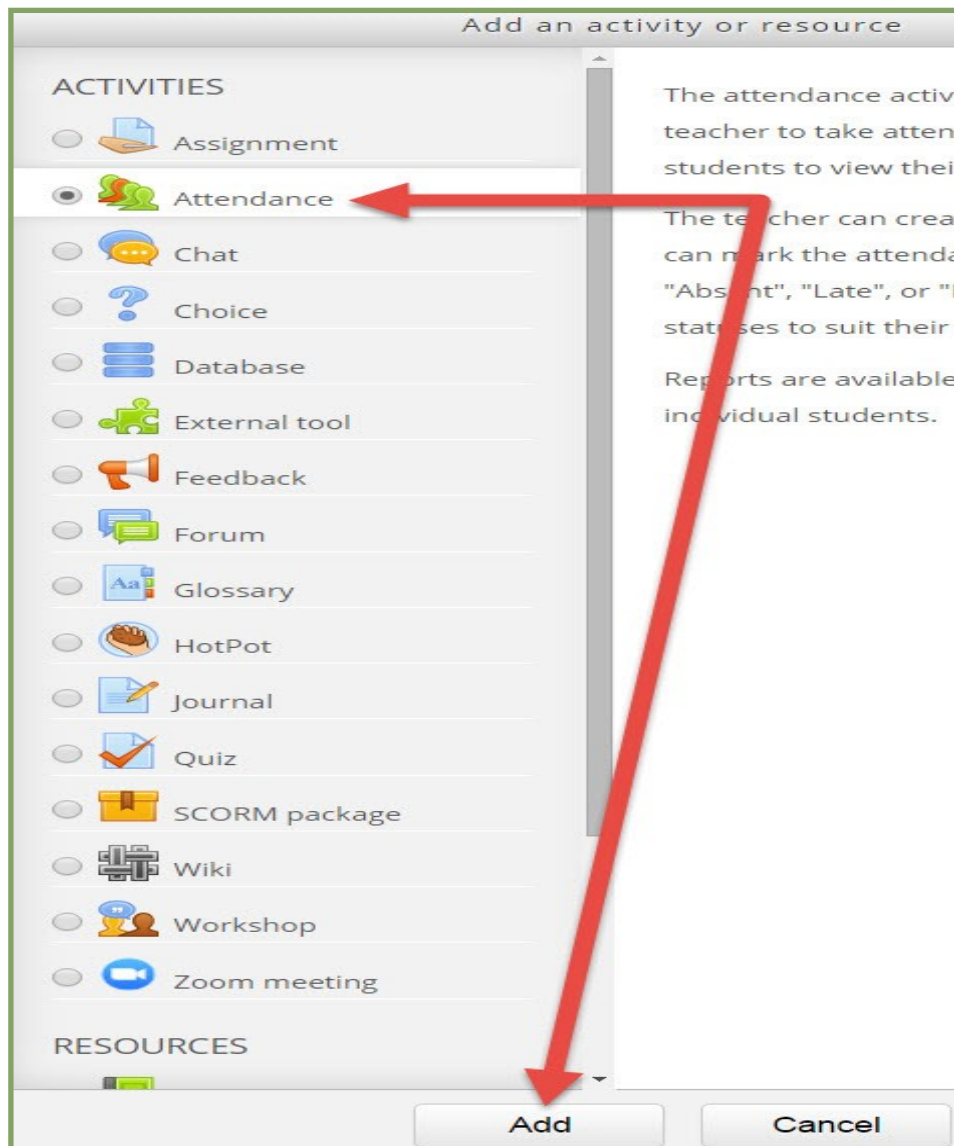
Attendance—How to

Begin by logging in to EduCat and turning editing on in your course:

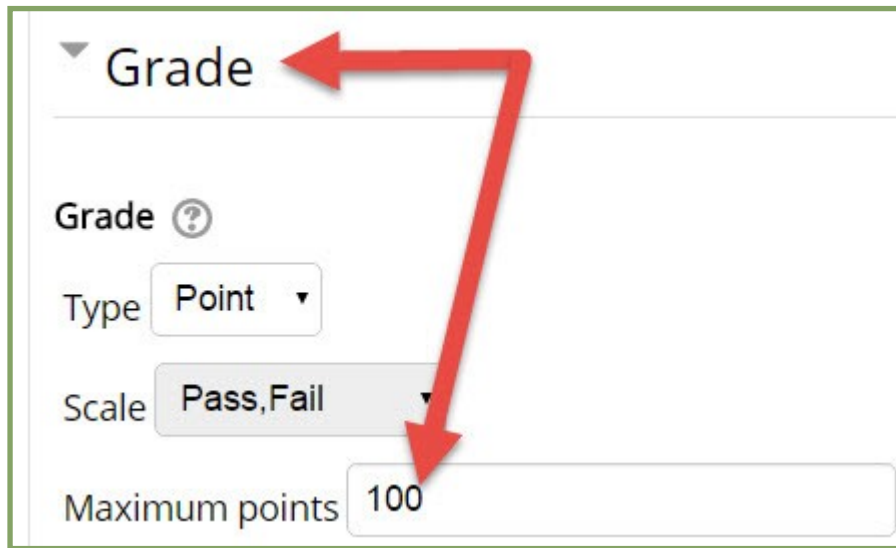
1. Scroll down to the section in which you would like to add the Attendance activity and click “Add and activity or resource.”



2. Select Attendance and click the “Add” button.



3. Expand the “Grade” section and set the “Maximum points” as desired. The default is 100.



The screenshot shows a form titled "Grade" with a dropdown arrow to its left. Below the title, there is a "Grade" label with a question mark icon. Underneath, there are three fields: "Type" with a dropdown menu showing "Point", "Scale" with a dropdown menu showing "Pass,Fail", and "Maximum points" with a text input field containing the number "100". A red arrow originates from the "Grade" title and points to the "Maximum points" input field.

4. Scroll to the bottom and click the “Save and display” button.



5. Click the “Add” tab to add the class sessions for which you will take attendance.



Attendance—Adding Sessions

Typically you will want to add multiple sessions, one for every class meeting date. From the “Add” tab, perform the following:

1. Select “Create multiple sessions.”
2. Set the date of your first class session.
3. Set the duration of your class, in this example 50 minutes.
4. Set the date of your last class session. (Do not worry about mid-semester recess or other individual dates class will not meet at this time. We will remove those sessions later.)
5. Select the days of the week the class meets.
6. Typically we will leave the frequency set to “1.” If your class meets every other week, you would change this setting to “2.”
7. Scroll to the bottom of the page and click the “Add session” button.

Add session

Session type ?
Common

Create multiple sessions **1**

Allow students to record own attendance

Session Date
11 January 2016 10:00 **2**

Duration
00:50 **3**

Session end date
23 April 2016 **4**

Session Days **5**
 Sunday Monday Tuesday Wednesday Thursday Friday
 Saturday

Frequency **6**
1 week(s)

Description

Add session **7**

Attendance—Changing Session Status Options and Points

1. Click the “Settings” tab.



2. There are four default statuses, present, late, excused, and absent. You can click in the corresponding fields to change any of the status acronyms, descriptions, or points as desired. Use the “x” in the “Action” column to the right of a particular status to delete the status if desired. Use the last row to type an additional status option if desired, and click the “Add” button. Repeat as necessary.
3. Click the “Update” button at the bottom of the screen when you have finished making changes to the settings.

Status set 1 (P L E A) ▾

My Variables

#	Acronym	Description	Grade	Action
1	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text" value="2.00"/>	<input type="checkbox"/> <input type="checkbox"/>
2	<input type="text" value="L"/>	<input type="text" value="Late"/>	<input type="text" value="1.00"/>	<input type="checkbox"/> <input type="checkbox"/>
3	<input type="text" value="E"/>	<input type="text" value="Excused"/>	<input type="text" value="1.00"/>	<input type="checkbox"/> <input type="checkbox"/>
4	<input type="text" value="A"/>	<input type="text" value="Absent"/>	<input type="text" value="0.00"/>	<input type="checkbox"/> <input type="checkbox"/>
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Attendance—Viewing Sessions and Marking Attendance

To view sessions begin by clicking the “Sessions” tab.



1. If you do not see all of your sessions, select “All.”
2. You will likely have some sessions for which you will not be taking attendance (such as during mid-semester recess or due to class cancellation). To remove sessions individually, click the “x” in the “Action” column to the right of the corresponding session date. Alternatively, you can remove multiple sessions at once by selecting the applicable session dates in the “Day” column, scrolling to the bottom of the page, and selecting “remove” from the drop-down menu.
3. To mark attendance, begin by selecting the small light-green circle in the “Action” column to the right of the corresponding session date.

The screenshot shows the main interface with the same navigation bar. Below it are filter buttons: 'All' (with a red circle containing '1'), 'All past', 'Months', 'Weeks', and 'Day'. A table lists sessions with columns for '#', 'Type', 'Date', 'Time', 'Description', and 'Actions'. The 'Actions' column contains a light green circle, a gear icon, and an 'x' icon. Red circles with numbers '2' and '3' are placed over the light green circles in the first, second, and third rows respectively. A red arrow points from the 'x' icon in the first row to the light green circle in the third row.

#	Type	Date	Time	Description	Actions
1	Common	11.01.16 (Mon)	10:00 - 10:50	Regular class session	● ⚙️ ✕
2	Common	13.01.16 (Wed)	10:00 - 10:50	Regular class session	● ⚙️ ✕
3	Common	15.01.16 (Fri)	10:00 - 10:50	Regular class session	● ⚙️ ✕

Attendance—Marking Attendance continued

1. You may mark a status for a student individually, by selecting the desired status letter to the right of the corresponding student.
2. Often, it is easier to mark the entire class with a particular status. Then change the status individually for the few students with a different status. Selecting a status in the top row “Set status for all users” will set the selected status for everyone. You can then change the status of individual students as noted in step 1.
3. You may enter comments for any student in the “Remarks” column if desired.
4. When you have finished selecting the status for everyone, scroll to the bottom and click the “Save attendance” button.

11 January 2016 10:00 - 10:50

Regular class session

#	First name / Surname	P	L	E	A	Remarks
Set status for all users		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	Bugs Bunny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Igor Clicker	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Daffy Duck	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	Elmer Fudd	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
5	(DEMO) Thomas Gillespie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
6	Foghorn Leghorn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
7	Marvin Martian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
8	Wildcat Willy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Save attendance

Present = 0
 Late = 0
 Excused = 0
 Absent = 0

5. If you have given points in the “settings” tab, your attendance points will be calculated based on the dates for which you have entered attendance, and updated in the corresponding gradebook column.