## 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.
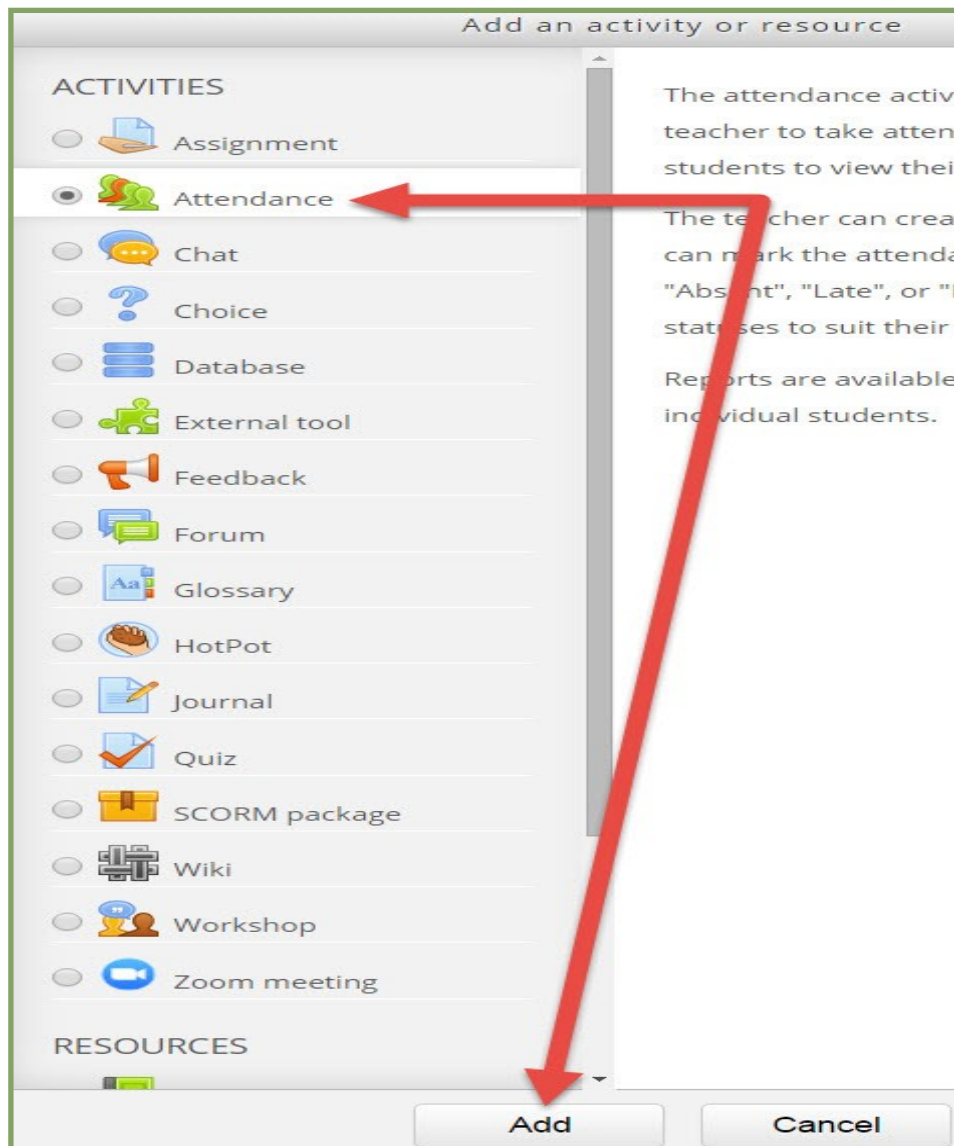
## Attendance—How to

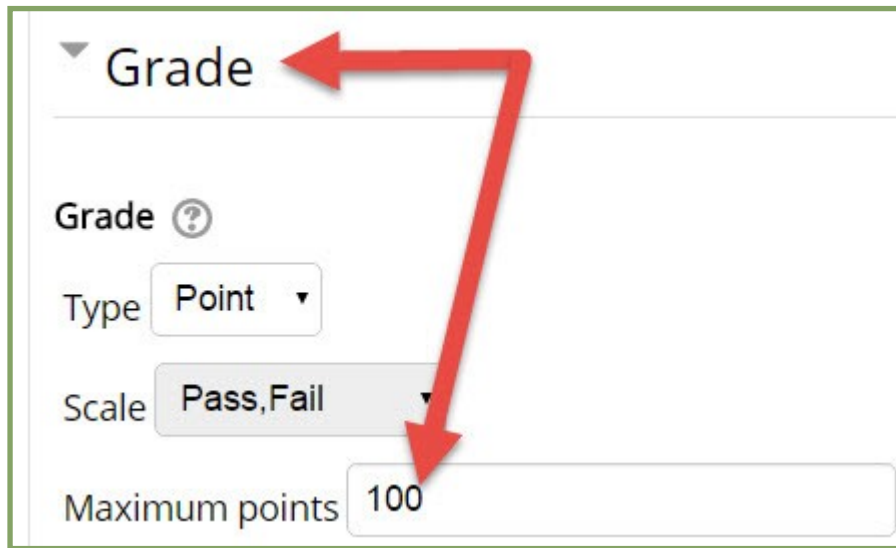Begin by logging in to EduCat and turning editing on in your course:

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

**+ Add an 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.



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.

**Attendance—Changing Session Status Options and Points**

1. Click the "Settings" tab.

| Sessions | Add | Report | Export | Settings | Temporary users |

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.

| Sessions | Add | Report | Export | Settings | Temporary users |

Status set 1 (P L E A)

## My Variables

| # | Acronym | Description | Grade | Action |
|---|---------|-------------|-------|--------|
| 1 | P | Present | 2.00 | 👁 ✖ |
| 2 | L | Late | 1.00 | 👁 ✖ |
| 3 | E | Excused | 1.00 | 👁 ✖ |
| 4 | A | Absent | 0.00 | 👁 ✖ |
| * |  |  |  | Add |

Update

## Attendance—Viewing Sessions and Marking Attendance

To view sessions begin by clicking the "Sessions" tab.



1. If you don 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.

## 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 | ○ | **2** ○ | ○ | ○ | |
| 1 | Bugs Bunny | ○ | ○ | ○ | ○ | |
| 2 | Igor Clicker | ○ | ○ | **1** ○ | ■ | |
| 3 | Daffy Duck | ○ | ○ | ○ | ○ | |
| 4 | Elmer Fudd | ○ | ○ | ○ | ○ | **3** |
| 5 | (DEMO) Thomas Gillespie | ○ | ○ | ○ | ○ | |
| 6 | Foghorn Leghorn | ○ | ○ | ○ | ○ | |
| 7 | Marvin Martian | ○ | ○ | ○ | ○ | |
| 8 | Wildcat Willy | ○ | ○ | ○ | ○ | |

**4** 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.