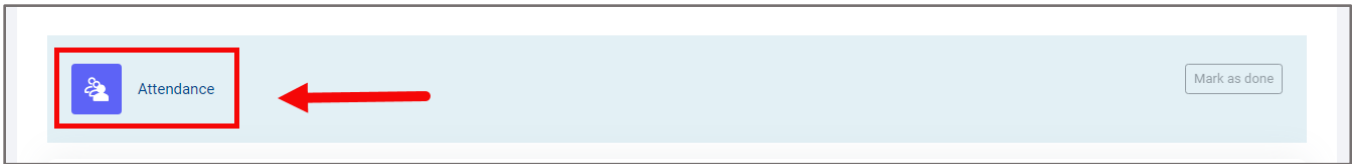


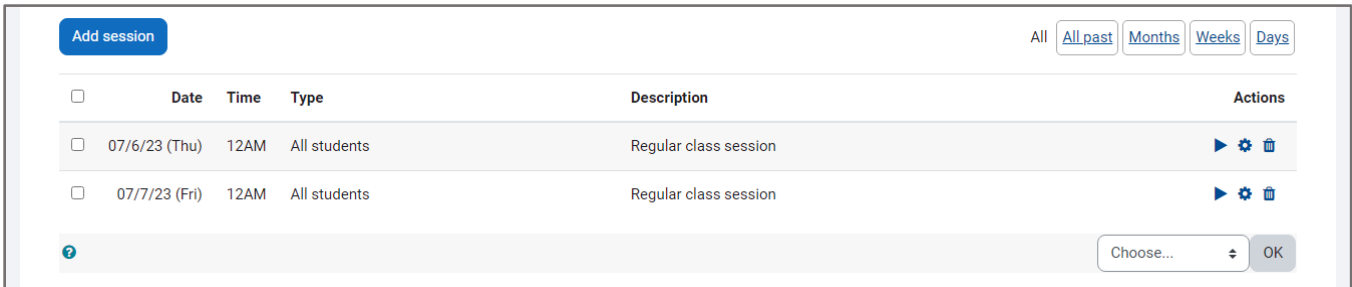
How to Record Student Attendance by Class

This document contains instructions on how to record student attendance by class, as well as how to download a comprehensive attendance report.

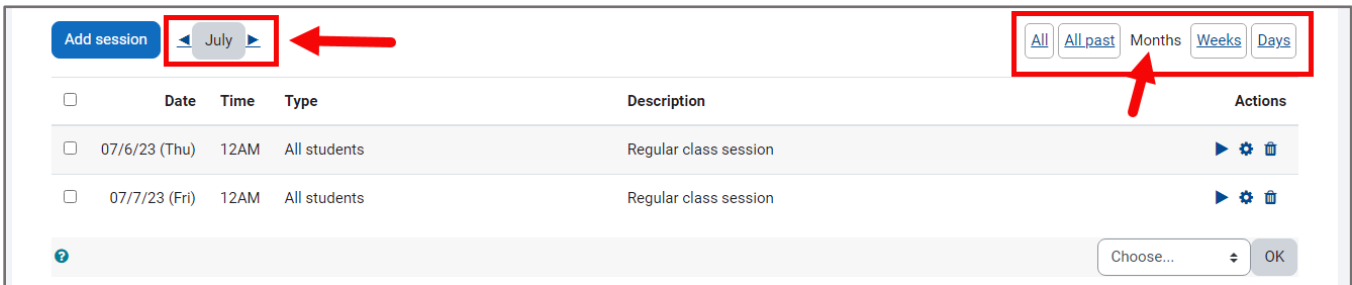
1. Before starting, make sure that you have set up your class sessions within the **Attendance** activity prior to recording student attendance for a class. Navigate to and click on the **Attendance** item within your course.




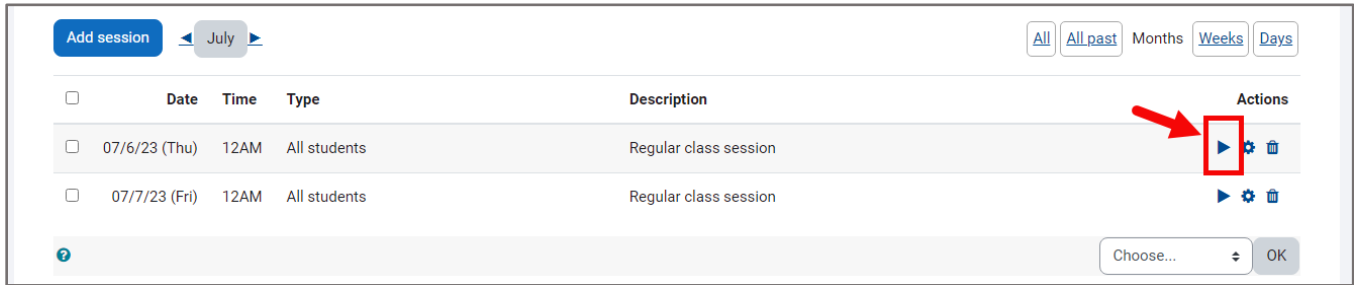
2. The **Attendance** tool will open to a list of **Sessions**, displaying all the current sessions for which you may track attendance.



3. Use the timing buttons in the top-right to narrow or broaden the scope of the sessions you would like to view on the current page, and then use the **Choose date** button that appears to jump to the range of time for which you would like to view your available sessions.



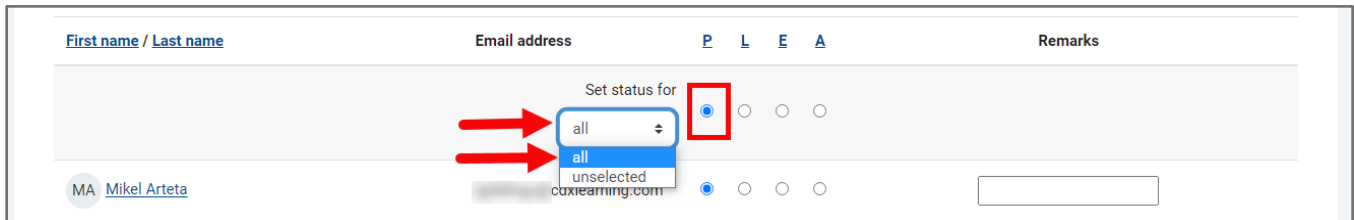
4. Click on the **Take attendance** button  to the right of the targeted session under the **Actions** column.



5. A tracking page will display your current student roster and their respective attendance status options. Please note, while still applicable for recording student attendance, the following steps assume you have not made custom changes to the **Status set** tracking options.



6. As most students are likely to be **Present** for each class, you can begin by setting **Set status for** dropdown to **All** and selecting **P** for Present. This will automatically set each student's status to recorded as Present. If you chose **unselected**, this would only set those without a prior status selected.



7. Next, scroll as needed to the students who are not Present and adjust their statuses as needed. **L = Late, E = Excused, A = Absent.**

First name / Last name	Email address	P	L	E	A	Remarks
Set status for all						
MA Mikel Arteta	ng.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
MG Madalyn Gambrel	dx.com	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
OG Onita Gaulke	dx.com	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
CH Carole Hackman	pcdx.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

8. When finished, click the **Save and show next page** button at the bottom of the page to save your tracking records for this session.

CH Carole Hackman	pcdx.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
VL Velma Lehn	m	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save and show next page

9. You will be brought back to the list of sessions, reflecting your recent changes.

10. You may adjust recorded attendance at any time by clicking directly on the session or selecting the **Change attendance** button to its right.

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	07/6/23 (Thu)			Regular class session	<input checked="" type="checkbox"/> ⚙️ 🗑️
<input type="checkbox"/>	07/7/23 (Fri)	12AM	All students	Regular class session	▶️ ⚙️ 🗑️

11. Clicking **Report** in the navigation bar will display a comprehensive Attendance report with filter buttons to conveniently display the specific records you would like to review.

Mark as done

July

Page 1 of 1 All All past Months Weeks Days Below 100% Summary

Users Sessions Status set 1 Over taken sessions

<input type="checkbox"/> First name / Last name	Email address	07/6 12AM All students	07/7 12AM All students	P	L	E	A	Sessions	Points	Percentage
<input type="checkbox"/> Mikel Arteta	...@learning.com	P (2/2)	?	1	0	0	0	1	2 / 2	100.0%
<input type="checkbox"/> Madalyn Gambrel	...@cdx.com	L (1/2)	?	0	1	0	0	1	1 / 2	50.0%
<input type="checkbox"/> Onita Gaulke	...@cdx.com	E (1/2)	?	0	0	1	0	1	1 / 2	50.0%
<input type="checkbox"/> Carole Hackman	...@cdx.com	A (0/2)	?	0	0	0	1	1	0 / 2	0.0%
<input type="checkbox"/> Velma Lehn	...@cdx.com	P (2/2)	?	1	0	0	0	1	2 / 2	100.0%

Summary

Present: 2 Present: 0
Late: 1 Late: 0
Excused: 1 Excused: 0
Absent: 1 Absent: 0

Users: 5
Send a message

12. In addition, the **Export** tab may be used to create an exportable digital copy of your Attendance report to print and/or store locally.

Mark as done

13. You may adjust the settings on this tab to select specific students or date ranges to capture in the report, choose a desired file **Format**, and then click the **OK** button at the bottom of the page to download your custom report.

The screenshot shows the 'Export' settings interface. At the top, there is a dropdown menu for 'Group' set to 'All participants'. Below it, 'Export specific users' is set to 'No'. A list of users to export is shown: Mikel Arteta, Madalyn Gambrel, Onita Gaulke, Carole Hackman, and Velma Lehn. Under 'Identify student by', both 'Student ID' and 'Email address' are checked. 'Select all sessions' is checked, while 'Include not taken sessions', 'Include remarks', and 'Include session description' are unchecked. The 'Start of period' is set to 24, March, 2019, and the 'End of period' is set to 6, July, 2023. The 'Format' dropdown is set to 'Download in Excel format'. At the bottom, there is a blue 'OK' button. Red boxes and arrows highlight the date range selection and the 'OK' button.