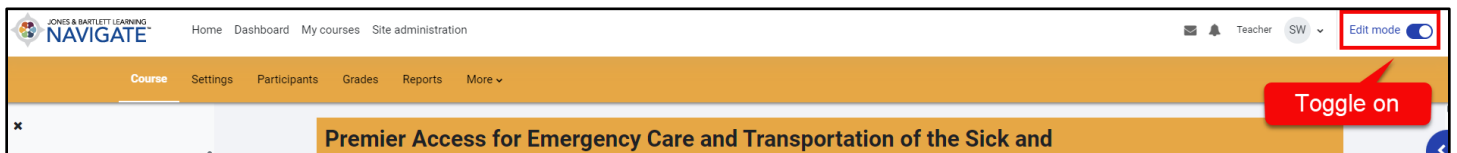


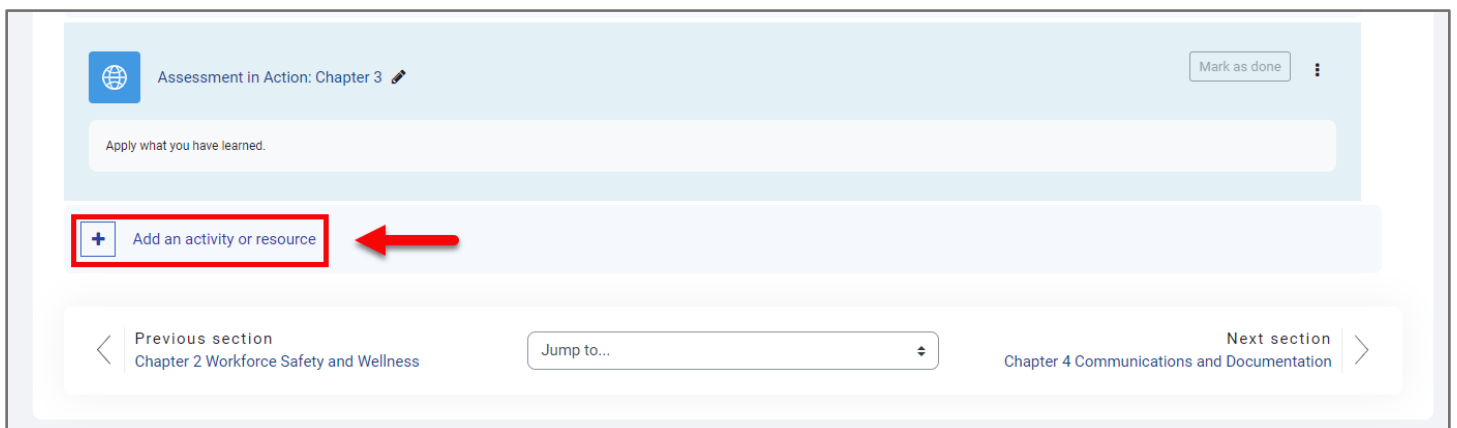
## How to Set Up Online Attendance Tracking

*This document contains detailed instructions on how to set up online attendance tracking for students. It will also cover how to set attendance recurrence, make attendance a graded activity, and enable student self-recording of attendance.*

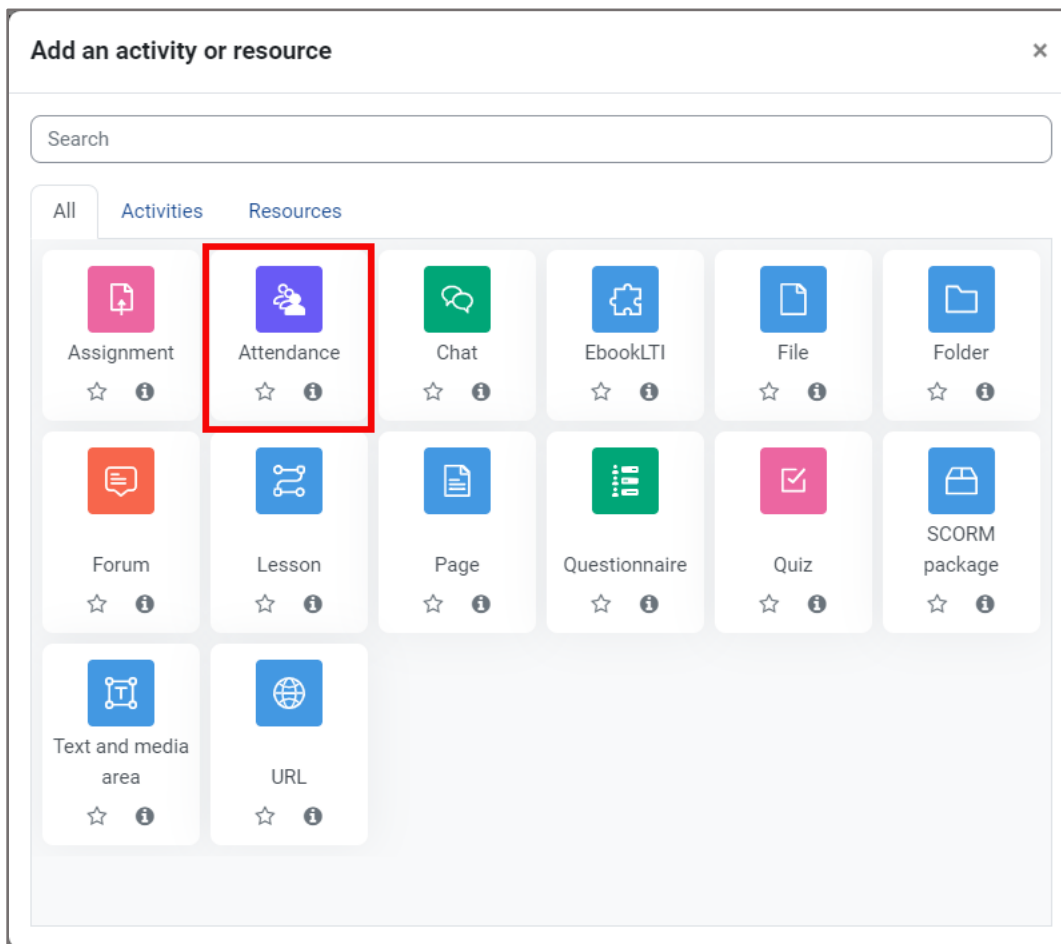
1. Navigate to the course section in which you wish to house your **Attendance** activity and turn the course **Edit Mode** ON by toggling the button at the top of the page.



2. Scroll as needed to the end of the desired topic and click **Add an activity or resource**.



3. From the resulting window, click **Attendance**.



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- The Attendance settings page will open, where you may choose the general rules for governing student tracking within the tool.

### Adding a new Attendance to Chapter 3 Medical, Legal, and Ethical Issues [?](#)

[Expand all](#)

**General**

Name ! Attendance

Description

Rich text editor toolbar: Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Undo, Redo, Text Color, Background Color, Image, Video, Audio, Embed, Help.

Display description on course page [?](#)

> **Grade**

> **Common module settings**

> **Restrict access**

> **Activity completion**

- Use the **Grade** section options to determine whether to incorporate student attendance as a graded component within the gradebook. Use the **Type** dropdown menu to select your preference and adjust the **Maximum grade** point value as desired.

### Grade

Grade ?

Type Point ▾

Maximum grade

100

Grade category ? Uncategorized ▾

Grade to pass ?

Point or scale types available. You can also choose "None" if you don't want graded attendance

6. Next, use the **Grade category** dropdown to select the appropriate category in your gradebook to track the Attendance component, if applicable. Please refer to the gradebook setup page for more information.

Grade

Type Point

Maximum grade 100

Grade category

Grade to pass

Test

Uncategorized

Attendance

Test

7. A passing grade may be specified in the **Grade to pass** field. This will function as a visual indicator in your gradebook, displaying all failing student grades for Attendance as red and passing scores as green.

Grade to pass

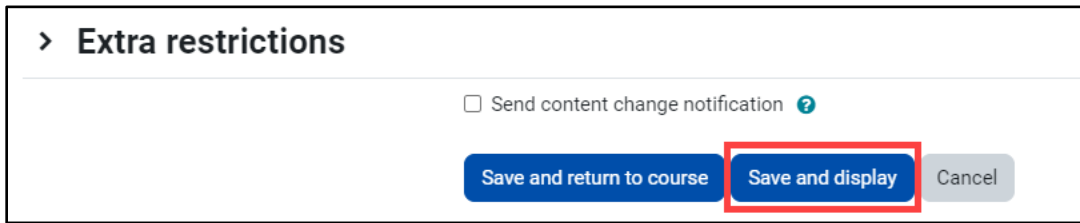
8. Under **Common module settings**, toggle the **Availability** menu to choose whether you would like to make the Attendance activity visible to or hidden from students in the course.

Common module settings

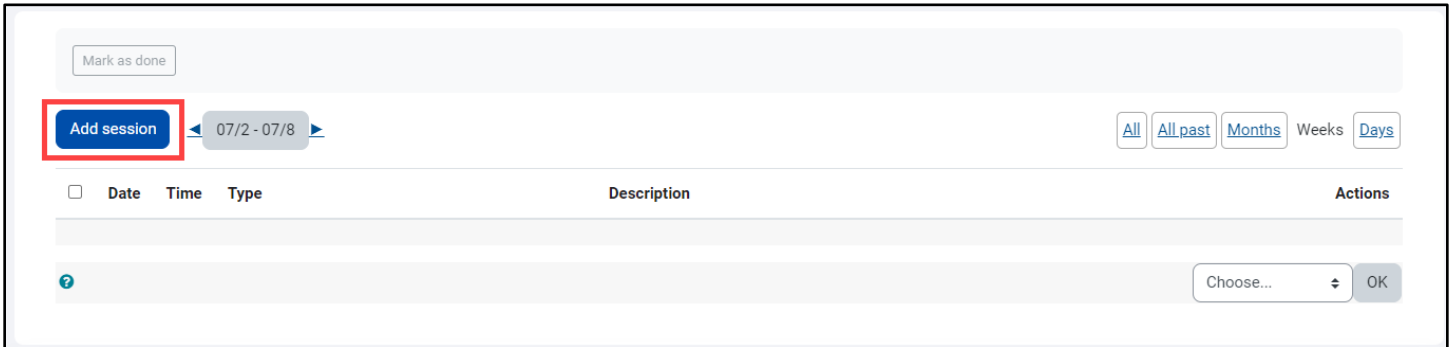
Availability Show on course page

ID number Hide from students

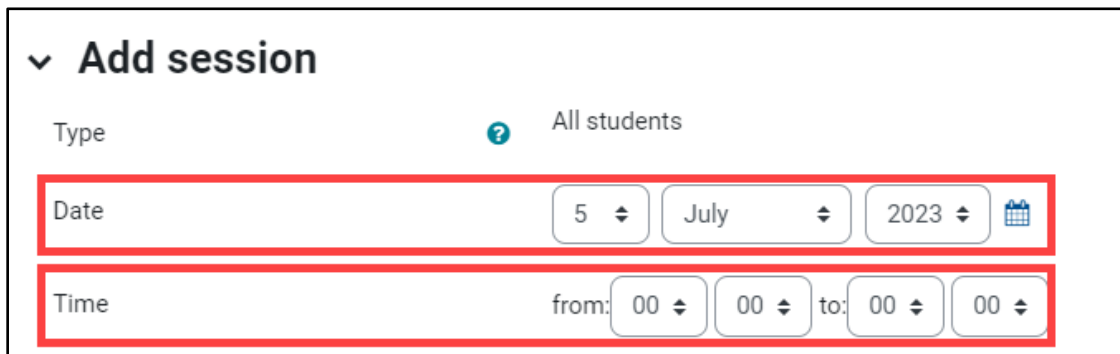
9. When satisfied with your selections, scroll down and click the **Save and display** button.



10. The next step will be to create the sessions for which you wish to record student attendance. Click the **Add session** button at the top of the page.



11. Use the **Date** fields within the **Add session** section here to pick the time and date of your first class, then use the **Time** fields to enter in a start and end time of the class.



12. You may then choose whether to automatically populate your students' calendars with the session(s) by toggling on or off the **Create calendar event for session**.

▼ **Add session**

Type ? All students

Date 5 September 2023

Time from: 00:00 to: 00:00

Description

Create calendar event for session ?

13. Next, the **Multiple sessions** section can be used to determine whether the session is recurring and, if so, when it repeats.

▼ **Multiple sessions**

Repeat the session above as follows ?

Repeat on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Repeat every 1 week(s)

Repeat until 5 July 2023

---

▼ **Student recording**

14. If your session is recurring, check the **Repeat the session above as follows** checkbox, and then select the days of the week on which the session occurs by ticking the corresponding check boxes next to the day on the **Repeat on** setting.

Multiple sessions

Repeat the session above as follows ?

Repeat on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Repeat every 1 week(s)

Repeat until 5 September 2023

15. Use the **Repeat every** setting to select the sequence of weeks the sessions repeat. For example, if your class meets at the same time every other Wednesday, you should select **Repeat every 2 week(s)**.

Multiple sessions

Repeat the session above as follows ?

Repeat on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Repeat every 2 week(s)

Repeat until 5 November 2023

Student recording

16. Then make sure you use the **Repeat until** date fields to set a date for the last class within this sequence. Please note, if you have staggered class times which are not recurring, you must add separate sessions to account for those sessions as needed.

▼ **Multiple sessions**

Repeat the session above as follows ?

Repeat on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Repeat every  week(s)

Repeat until

▼ **Student recording**

17. Finally, choose whether students are to be responsible for recording their own attendance for the sessions using the **Allow students to record own attendance** checkbox.

▼ **Student recording**

Allow students to record own attendance ?

Allow students to update own attendance ?

Open session early for marking ?  minutes

Student password ?   Random password  Include QR code

Rotate QR code

Automatically select highest status available ?

- **Allow students to update own attendance** allows students to change their own attendance status for the session.
- **Student password**, if set, requires students to enter a password of your choosing before they can set their own attendance for the session. If left empty, no password is required. You may also generate a random password or QR code by checking the appropriate box on the right of the password box.
- You can also check **Automatically select highest status available** if you wish for students to receive the highest grade possible for attendance.



18. Once you are satisfied with your settings, click **Add**.

> **Add session**

---

> **Multiple sessions**

---

> **Student recording**

---

**Add** Cancel

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19. You will now see a list of all the individual class sessions generated. Click on the pointer for the desired date to mark student attendance status.

ATTENDANCE






















# Attendance

Premier Access for Emergency Care and Transportation of the Sick and Injured, Twelfth Edition\_1 > Chapter 3 Medical, Legal, and Ethical Issues > Attendance > Attendance

Mark as done

Add session

All [All past](#) [Months](#) [Weeks](#) [Days](#)

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	09/5/23 (Tue)	12AM	All students	Regular class session	  
<input type="checkbox"/>	09/6/23 (Wed)	12AM	All students	Regular class session	  
<input type="checkbox"/>	09/7/23 (Thu)	12AM	All students	Regular class session	  
<input type="checkbox"/>	09/18/23 (Mon)	12AM	All students	Regular class session	  
<input type="checkbox"/>	09/19/23 (Tue)	12AM	All students	Regular class session	  
<input type="checkbox"/>	09/20/23 (Wed)	12AM	All students	Regular class session	  
<input type="checkbox"/>	09/21/23 (Thu)	12AM	All students	Regular class session	  

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20. For each student, select the radio button for Present, Late, Excused, or Absent for the class session. When done, click **Save and show next page**.

ATTENDANCE  
**Attendance**

Premier Access for Emergency Care and Transportation of the Sick and Injured, Twelfth Edition\_1 > Chapter 3 Medical, Legal, and Ethical Issues > Attendance > Attendance

Mark as done

Upload attendance by CSV

September 5, 2023 12AM  
Regular class session

Page 1 of 1

View mode  
Sorted list 25

First name / Last name	Email address	P	L	E	A	Remarks
Set status for unselected						
KS <a href="#">Kourtney Students</a>	ktibbetts@psglearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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

Save and show next page

21. Navigate back to the Main Course Page and turn the course **Edit Mode** OFF by toggling the button at the top of the page. You may now access the Attendance activity listed in the course section in which it was created.

JONES & BARTLETT LEARNING NAVIGATE

Home Dashboard My courses Site administration

Teacher SW Edit mode

Course Settings Participants Grades Reports More

Premier Access for Emergency Care and Transportation of the Sick and

Toggle off

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