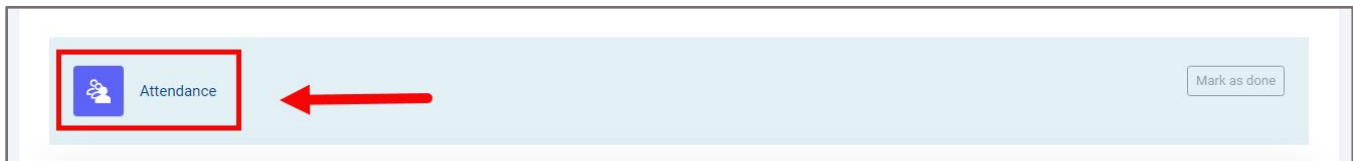


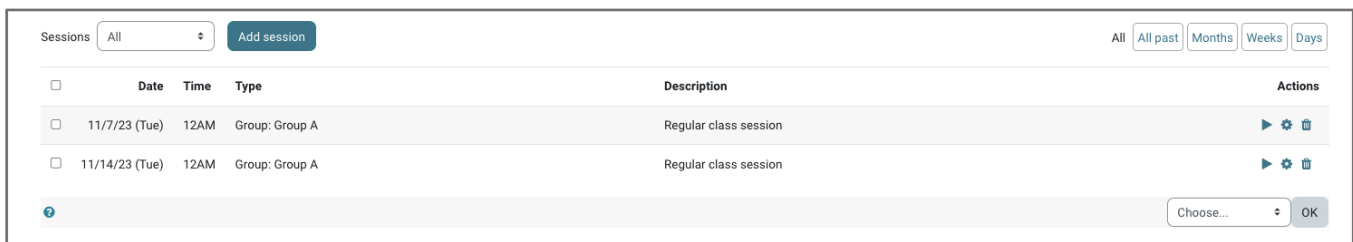
# How to Record Student Attendance by Class

*This document contains instructions on how to record student attendance by class and how to download a comprehensive attendance report.*

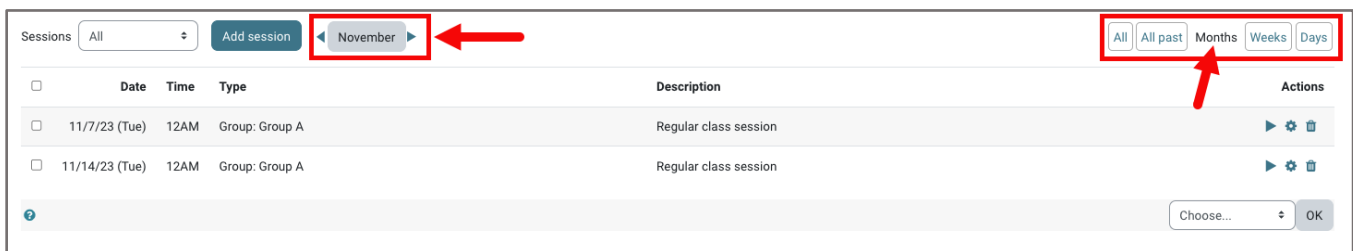
1. Before starting, make sure that you have set up your class sessions within the **Attendance** activity prior to recording student attendance for a class. Navigate to and click on the **Attendance** item within your course.




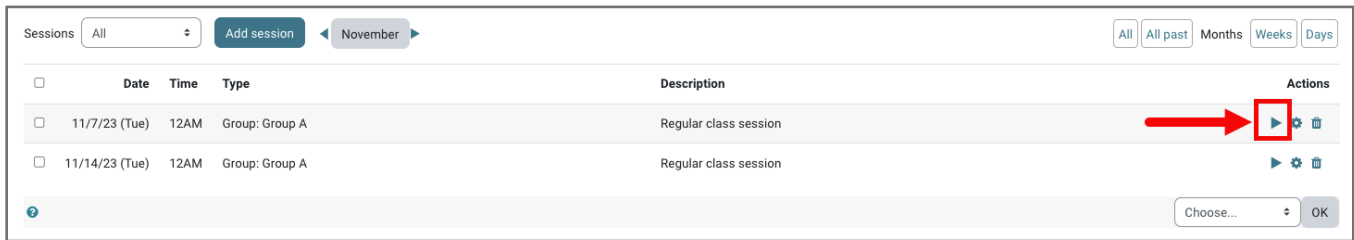
2. The **Attendance** tool will open to a list of **Sessions**, displaying all the current sessions for which you may track attendance.



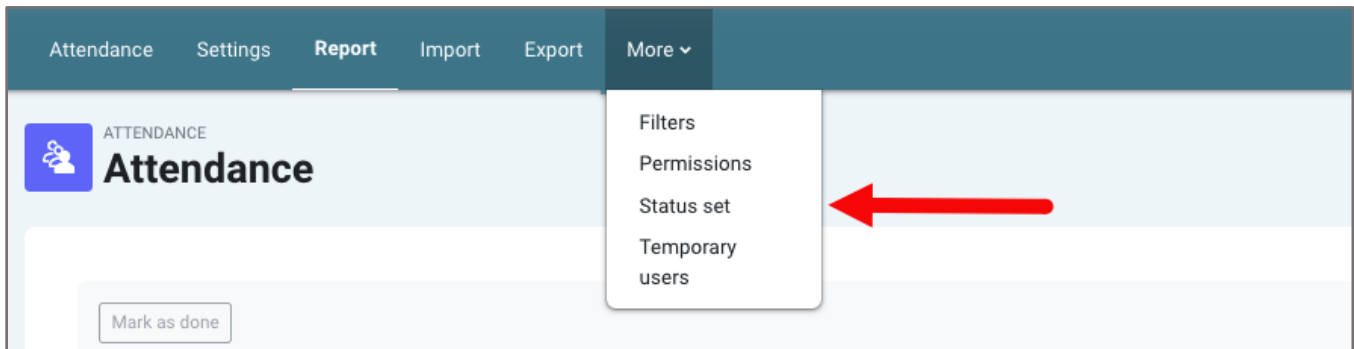
3. Use the timing buttons in the top-right to narrow or broaden the scope of the sessions you would like to view, and use the **Choose date** button that appears to jump to the range of time for which you would like to view your available sessions.



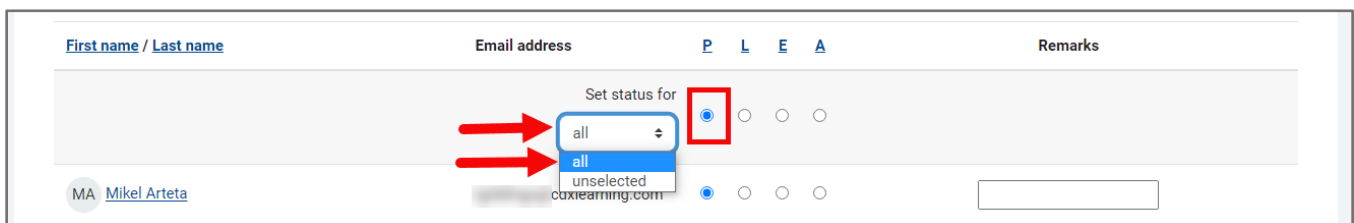
4. Click on the **Take attendance** button  to the right of the targeted session under the **Actions** column.



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. Because most students are likely to be **Present** for each class, 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. 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<br>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      | cdx.com       | <input type="radio"/>            | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |         |

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

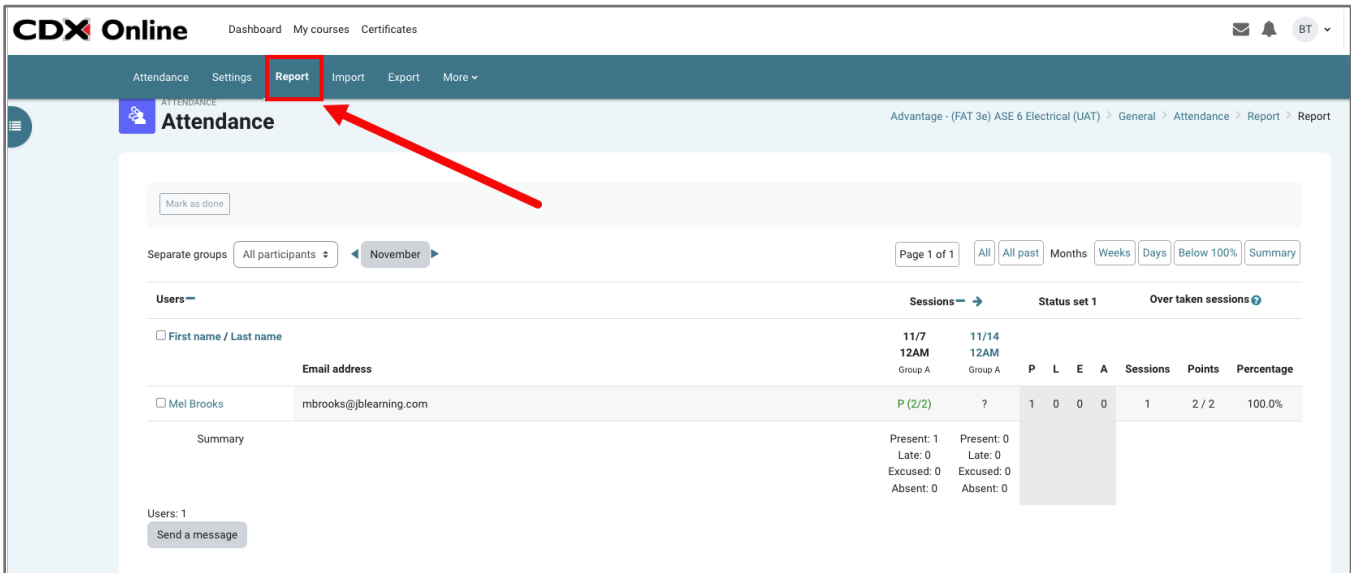
|                                |                       |                                  |                       |                       |                       |  |
|--------------------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|--|
| MB Mel Brooks                  | mbrooks@blearning.com | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |  |
| <b>Save and show next page</b> |                       |                                  |                       |                       |                       |  |

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"/> | 11/7/23 (Tue)  |      | Group: Group A | Regular class session | <input checked="" type="checkbox"/> ⚙️ 🗑️ |
| <input type="checkbox"/> | 11/14/23 (Tue) | 12AM | Group: Group A | Regular class session | ▶️ ⚙️ 🗑️                                  |

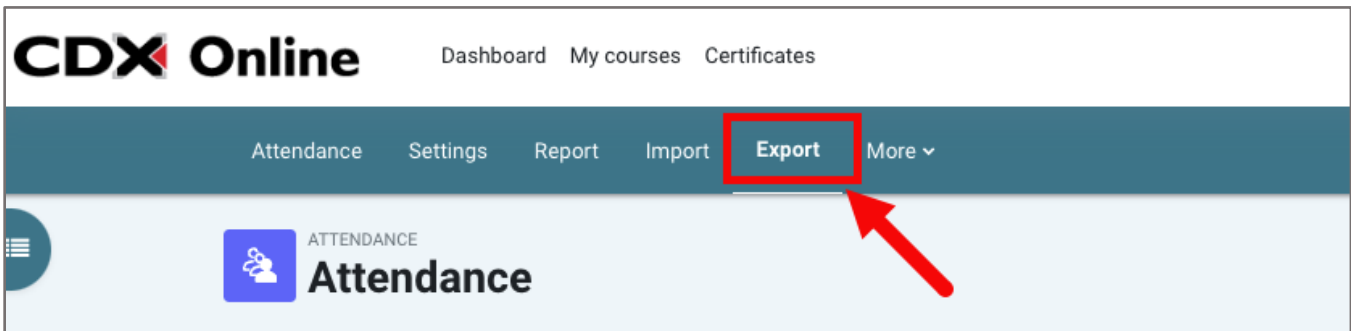
11. Click **Report** in the navigation bar to display a comprehensive Attendance report with filter buttons to conveniently display the specific records to review.



The screenshot shows the CDX Online interface. At the top, there is a navigation bar with 'Attendance', 'Settings', 'Report', 'Import', 'Export', and 'More'. The 'Report' button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the page title is 'Attendance'. There are several filter buttons: 'Mark as done', 'Separate groups' (set to 'All participants'), and a date selector (set to 'November'). A table displays attendance data for a user named Mel Brooks. The table has columns for 'Sessions', 'Status set 1', and 'Over taken sessions'. The data shows that Mel Brooks has 1 session taken, with a status of 'P' (Present) and a percentage of 100.0%.

| Users   | Sessions   | Status set 1                                     | Over taken sessions                           |
|---|--|--|---|
| <input type="checkbox"/> First name / Last name                             | 11/7<br>12AM<br>Group A                          | 11/14<br>12AM<br>Group A                         |   |
| <input type="checkbox"/> Mel Brooks<br>Email address: mbrooks@blearning.com | P (2/2)  | ?<br>P L E A                                     | 1<br>Sessions Points Percentage<br>2/2 100.0% |
| Summary   | Present: 1<br>Late: 0<br>Excused: 0<br>Absent: 0 | Present: 0<br>Late: 0<br>Excused: 0<br>Absent: 0 |   |

12. In addition, in the main menu, click **Export** to create an exportable digital copy of your Attendance report to print and/or store locally.



The screenshot shows the CDX Online main menu. The navigation bar contains 'Attendance', 'Settings', 'Report', 'Import', 'Export', and 'More'. The 'Export' button is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the page title is 'Attendance'.

13. 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.

▼ **Export**

Group: All participants ▾

Export specific users: No ▾

Users to export: Mel Brooks

Identify student by:  
 Student ID  
 Email address

Select all sessions:  Yes

Include not taken sessions:  Yes

Include remarks:  Yes

Include session description:  Yes

Start of period: 28 ▾ October ▾ 2023 ▾ 📅

End of period: 14 ▾ November ▾ 2023 ▾ 📅

Format: Download in Excel format ▾

**OK**