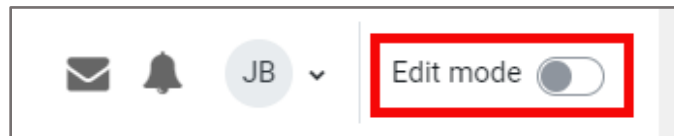


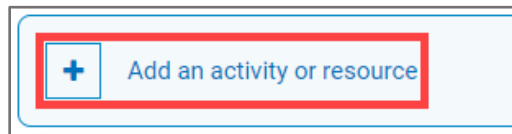
How to Set Up Online Attendance Tracking

This document contains instructions on how to set up attendance tracking for your CDX Online course.

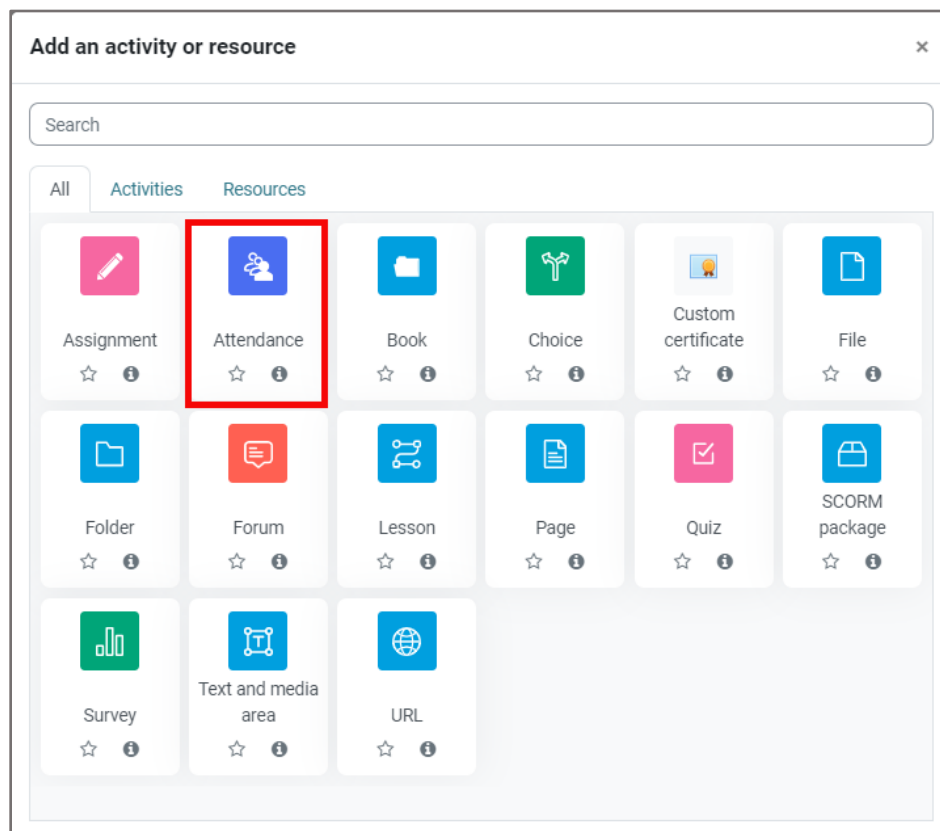
1. Navigate to the course section in which you wish to house your Attendance activity and turn the course **Edit Mode ON** by toggling the button at the top of the page.



2. Scroll to and click **Add an activity or resource**.



3. Click **Attendance**.



4. From **Adding a new Attendance**, you may choose the general rules for governing student tracking within the tool.

Adding a new Attendance

Expand all

General

Name

Attendance

Description

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☐ Display description on course page 

5. 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** value as desired.

The screenshot shows the 'Grade' section of a settings interface. It includes a 'Grade' label with a help icon, a 'Type' dropdown menu set to 'Point', a 'Maximum grade' input field with the value '100', a 'Grade category' dropdown menu set to 'Uncategorized', and a 'Grade to pass' input field.

This screenshot shows the 'Grade category' dropdown menu open. The menu lists various categories: 'Uncategorized', 'Chapter Pretest', 'Chapter Test', 'Course Pretest', 'Employability Skills', 'End of Chapter Questions', 'Final Exam', 'Labs/Task sheets', 'Objective Quiz', 'P-1', 'P-2', 'Pretests', 'Test', and 'Tests and Quizzes'. The 'Uncategorized' option is highlighted in blue.

Use the **Grade category** dropdown to select the appropriate category in your gradebook to track the Attendance component, if applicable. Refer to the gradebook setup page for more information. A passing grade may be specified in the **Grade to pass**, which will function as a visual indicator in your gradebook displaying failing student grades for **Attendance** as red and passing scores as green.

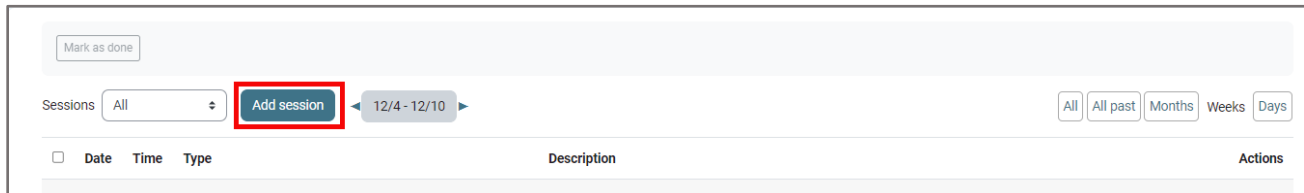
6. Under Common module settings, toggle the **Availability** dropdown menu to choose whether you would like to make the Attendance activity visible to or hidden from students in the course.

The screenshot shows the 'Common module settings' section. It includes an 'Availability' dropdown menu set to 'Show on course page' and an 'ID number' input field. The 'Availability' dropdown menu is highlighted with a red box.

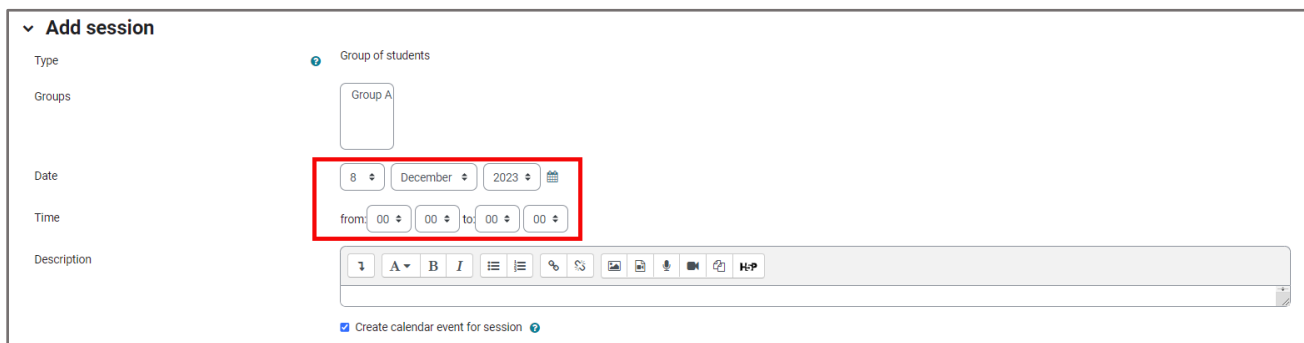
7. When satisfied with your selections, scroll down and click **Save and display**.



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



9. Use the **Date** and **Time** fields within the **Add session** section to select the time and date of your first class.



10. Choose whether to automatically populate your students' calendars with the session(s) by checking on or off the **Create calendar event for session** option.



11. Using the **Multiple sessions** section can determine whether the session is recurring and, if so, when it repeats. 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 under **Repeat on**.

▼ **Multiple sessions**

☒ Repeat the session above as follows ⓘ

Repeat on

☐ Monday ☒ Tuesday ☒ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Repeat every

1 week(s)

Repeat until

8 December 2024 ⓘ

12. 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 Wednesday, you should select Repeat every 1 week(s). Then ensure you use **Repeat until** to set a date for the last class. Please note, if you have staggered class times that are not recurring, you must add separate sessions to account those sessions as needed.

▼ **Multiple sessions**

☒ Repeat the session above as follows ⓘ

Repeat on

☐ Monday ☒ Tuesday ☒ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Repeat every

1 week(s)

Repeat until

8 December 2024 ⓘ

13. 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, then click **Add**.

▼ 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 ?

Show more...

Add

Cancel

14. You will now see a list of all the individual class sessions generated.

Mark as done

Sessions

All

Add session

All

All past

Months

Weeks

Days

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	12/12/23 (Tue)	12AM	Group: Group A	Regular class session	<div>▶ ⚙️ 🗑️</div>
<input type="checkbox"/>	12/14/23 (Thu)	12AM	Group: Group A	Regular class session	<div>▶ ⚙️ 🗑️</div>
<input type="checkbox"/>	12/19/23 (Tue)	12AM	Group: Group A	Regular class session	<div>▶ ⚙️ 🗑️</div>
<input type="checkbox"/>	12/8/24 (Sun)	12AM	Group: Group A	Regular class session	<div>▶ ⚙️ 🗑️</div>

?

Choose...

⌵

OK