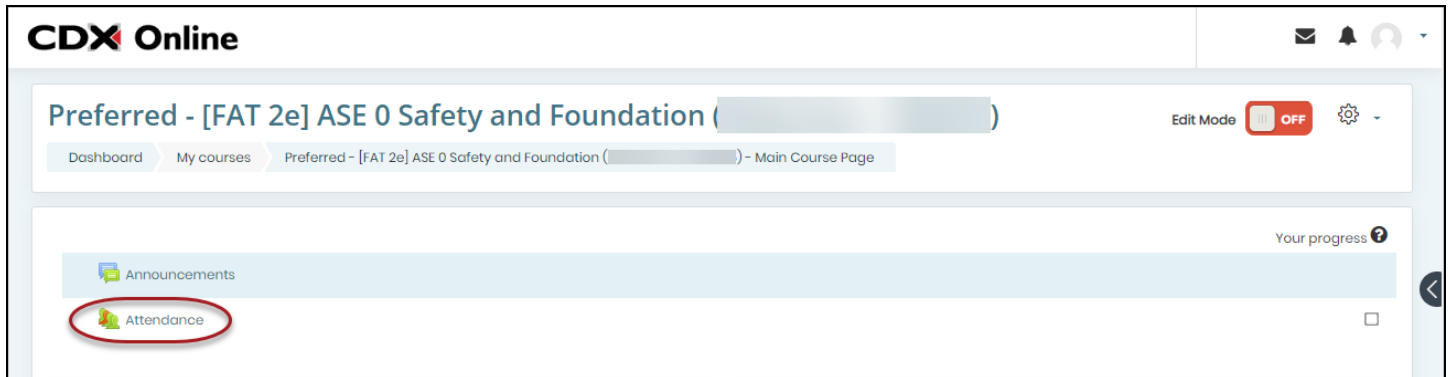


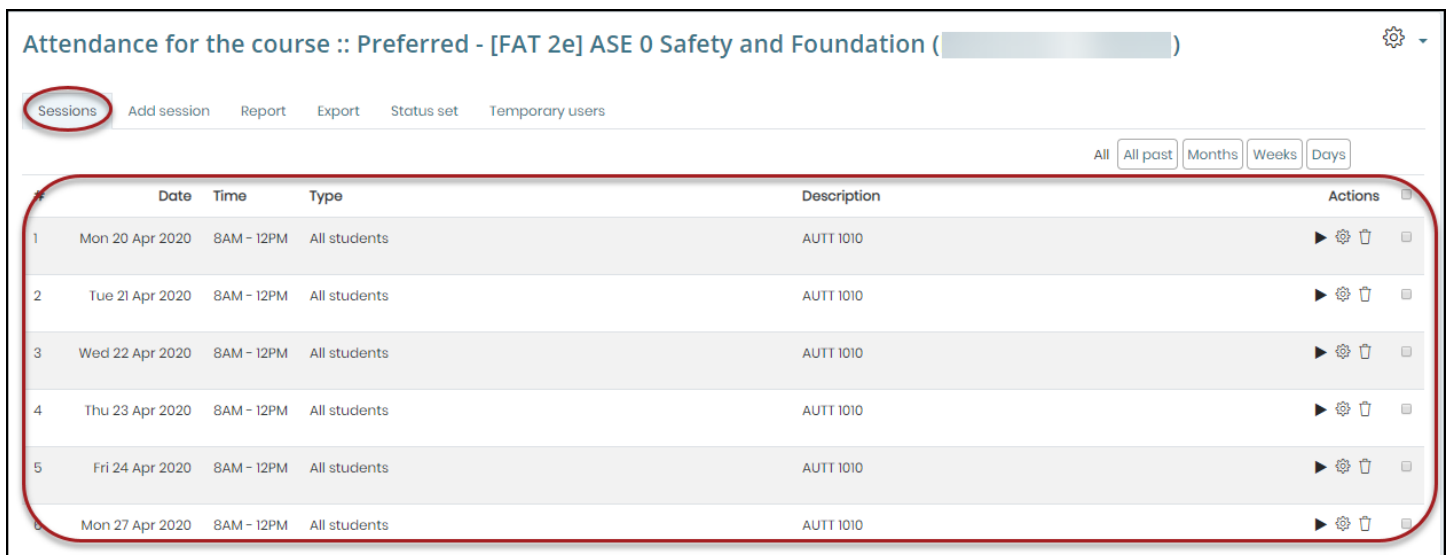
How Do I Record Student Attendance by Class?

This document contains instructions aimed at helping you find and manage the Attendance tool within your course. Please note, you must setup the Attendance tool and class sessions prior to recording student attendance.

1. Before starting, ensure that you have setup 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.

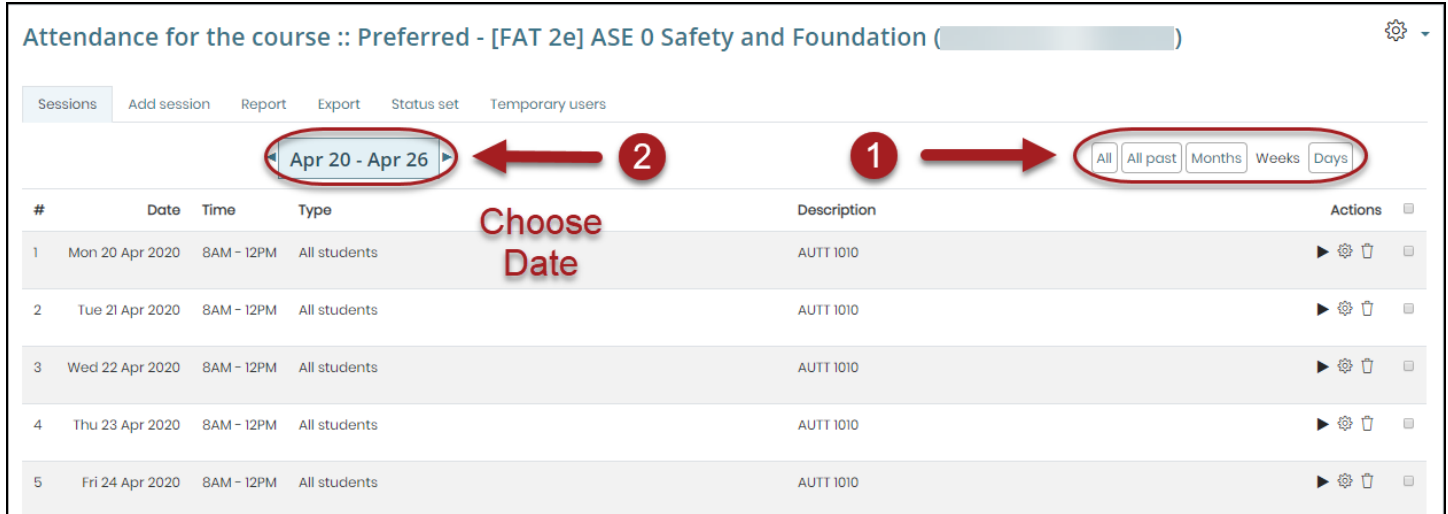


2. The **Attendance** tool will open on the **Sessions** tab by default, displaying all the current sessions for which you may track attendance.



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- Use the timing buttons in the top-right of this tab to narrow the scope of the sessions you would like to view on the current page, 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.

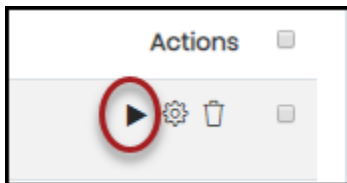


The screenshot shows the 'Attendance for the course' interface for 'Preferred - [FAT 2e] ASE 0 Safety and Foundation'. At the top, there are tabs for 'Sessions', 'Add session', 'Report', 'Export', 'Status set', and 'Temporary users'. Below the tabs, there are two date range selectors: 'Apr 20 - Apr 26' (circled in red with a red arrow pointing left and a red circle with the number '2') and 'All All past Months Weeks Days' (circled in red with a red arrow pointing right and a red circle with the number '1'). Below these are the session details:

#	Date	Time	Type	Description	Actions
1	Mon 20 Apr 2020	8AM - 12PM	All students	AUTT 1010	▶ ⚙️ 🗑️
2	Tue 21 Apr 2020	8AM - 12PM	All students	AUTT 1010	▶ ⚙️ 🗑️
3	Wed 22 Apr 2020	8AM - 12PM	All students	AUTT 1010	▶ ⚙️ 🗑️
4	Thu 23 Apr 2020	8AM - 12PM	All students	AUTT 1010	▶ ⚙️ 🗑️
5	Fri 24 Apr 2020	8AM - 12PM	All students	AUTT 1010	▶ ⚙️ 🗑️

The text 'Choose Date' is written in red in the center of the table area.

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



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- 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.

Attendance for the course :: Preferred - [FAT 2e] ASE 0 Safety and Foundation ([])

Sessions Add session Report Export Status set Temporary users

20 April 2020 8AM - 12PM
AUTT 1010

Page 1 of 1
Visible groups: All participants
View mode
Sorted list
25

#	First name / Surname	Email address	P	L	E	A	Remarks	
			Set status for all users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	default student	default@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	
2	Demo Five Student	5demostudent@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	

- As most students are likely to be **Present** for each class, begin by clicking the **P**, for Present, option next to the **Set status for all users** line item. This will automatically set each student's status to recorded as Present.

Attendance for the course :: Preferred - [FAT 2e] ASE 0 Safety and Foundation ([])

Sessions Add session Report Export Status set Temporary users

20 April 2020 8AM - 12PM
AUTT 1010

Page 1 of 1
Visible groups: All participants
View mode
Sorted list
25

#	First name / Surname	Email address	P	L	E	A	Remarks	
			Set status for all users	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	default student	default@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	
2	Demo Five Student	5demostudent@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	
3	Demo Four Student	4demostudent@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	
4	Demo One Student	1demostudent@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	

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7. Next, scroll as needed to the students whom are not Present and adjust their statuses as needed.

#	First name / Surname	Email address	P	L	E	A	Remarks
			Set status for all users				
	default student	default@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Demo Five Student	5demostudent@cdxlearning.com	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Demo Four Student	4demostudent@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
4	Demo One Student	1demostudent@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
5	Demo Three Student	3demostudent@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
6	Demo Two Student	2demostudent@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

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

#	First name / Surname	Email address	P	L	E	A	Remarks
			Set status for all users				
1	default student	default@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Demo Five Student	5demostudent@cdxlearning.com	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Demo Four Student	4demostudent@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
4	Demo One Student	1demostudent@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
5	Demo Three Student	3demostudent@cdxlearning.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
6	Demo Two Student	2demostudent@cdxlearning.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Save attendance

9. The **Sessions** tab will reload reflecting your recent changes.

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

Attendance has been successfully taken

Attendance for the course :: Preferred - [FAT 2e] ASE 0 Safety and Foundation ()

Sessions Add session Report Export Status set Temporary users

Change Attendance Apr 20 - Apr 26 All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 20 Apr 2020	8AM - 12PM	All students	AUTT 1010	Change Attendance
2	Tue 21 Apr 2020	8AM - 12PM	All students	AUTT 1010	

11. The **Report** tab will display a comprehensive Attendance report with filter buttons to conveniently display the specific records you would like to review.

Attendance for the course :: Preferred - [FAT 2e] ASE 0 Safety and Foundation

Sessions Add session Report Export Status set Temporary users

Visible groups: All participants Apr 20 - Apr 26 Page 1 of 1

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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. 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' tab of a course attendance report. The title is 'Attendance for the course :: Preferred - [FAT 2e] ASE 0 Safety and Foundation (Ro...'. The 'Export' tab is highlighted with a red circle. Below the title bar, there are several tabs: 'Sessions', 'Add session', 'Report', 'Export', 'Status set', and 'Temporary users'. The 'Export' section is expanded, showing various settings:

- Group:** All participants
- Export specific users:** No
- Users to export:** A list of users including 'default student', 'Demo Five Student', 'Demo Four Student', 'Demo One Student', 'Demo Three Student', and 'Demo Two Student'.
- Identify student by:** A list of checkboxes for 'Student ID', 'Username', 'ID number', 'Institution', and 'Department'. 'Student ID' and 'Username' are checked.
- Select all sessions:** Yes (checked)
- Include not taken sessions:** Yes
- Include remarks:** Yes
- Start of period:** 19, June, 2019
- End of period:** 20, April, 2020
- Format:** Download in Excel format

At the bottom of the form, there is a red circle around the 'OK' button.