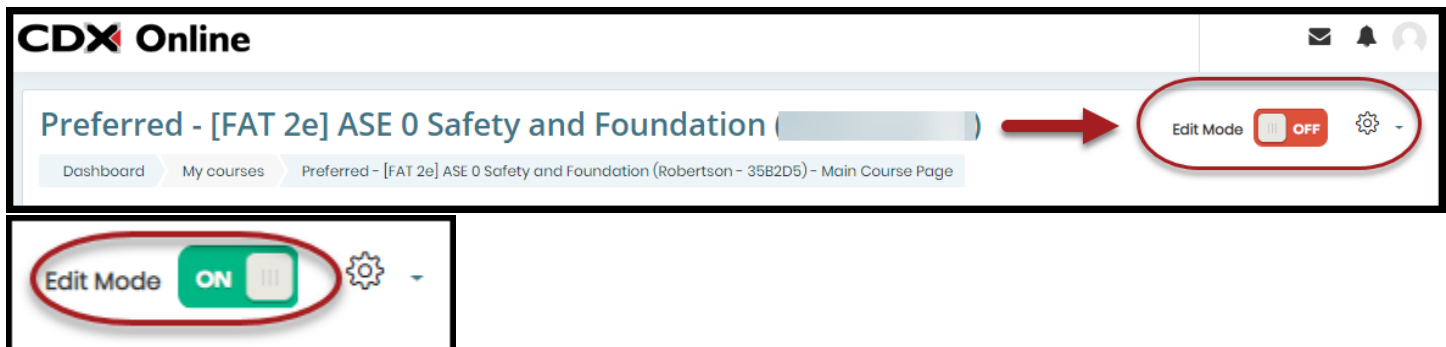


## How Do I Setup CDX Online Attendance Tracking?

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 find the **Add an activity or resource** option and click on it.

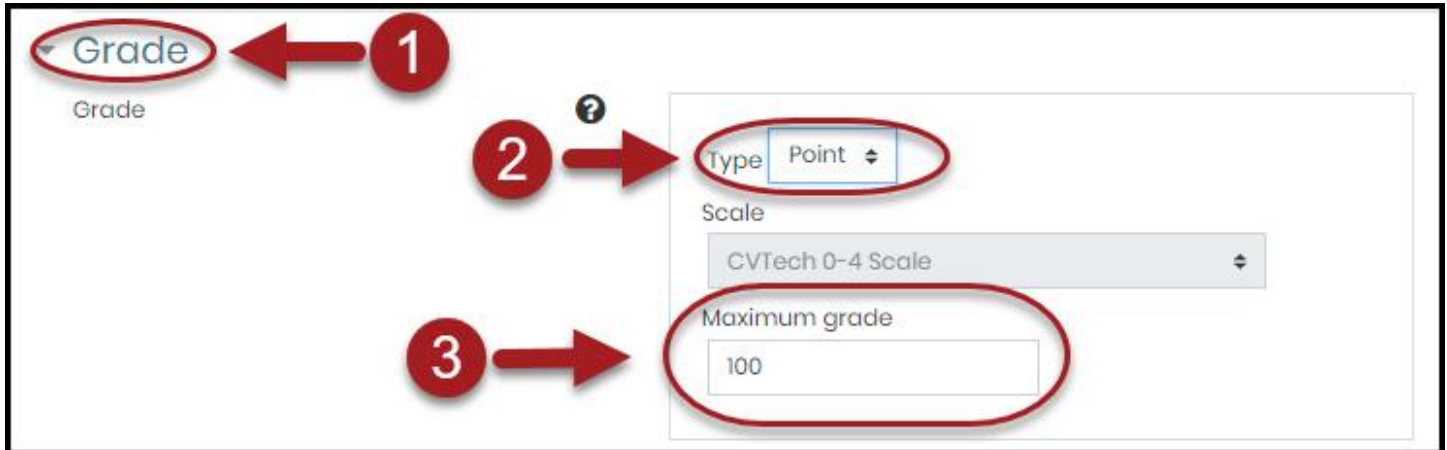


3. From the resulting popup window, select the **Attendance** option under **ACTIVITIES** and click **Add**.

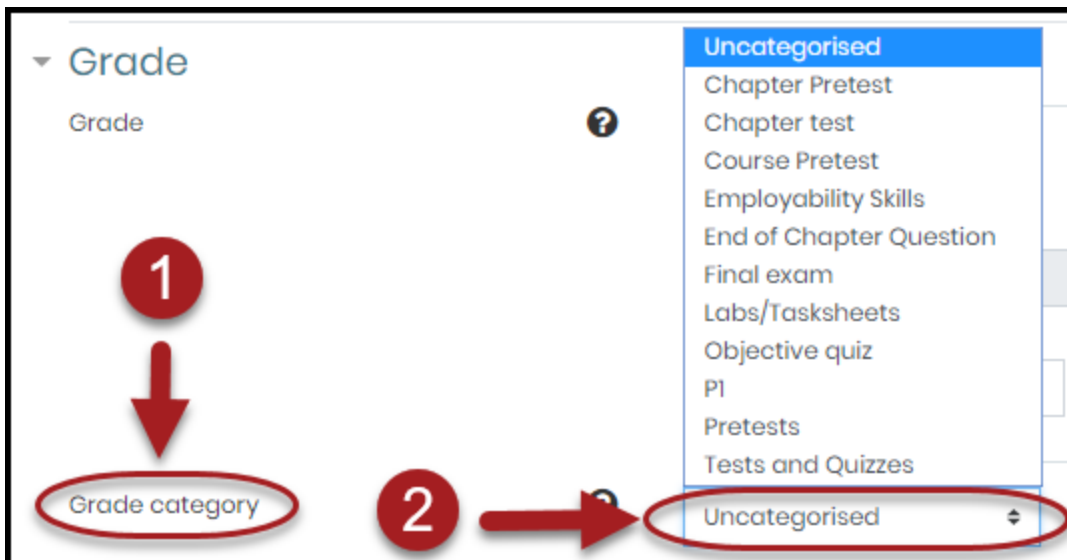


## How Do I Setup CDX Online Attendance Tracking?

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



- 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.



## How Do I Setup CDX Online Attendance Tracking?

- 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.



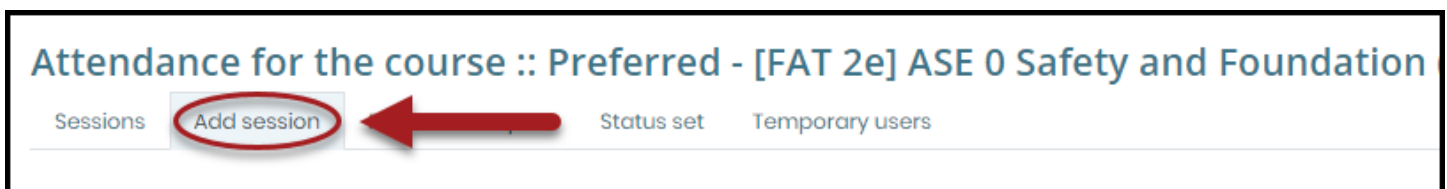
- Under **Common module settings**, toggle the **Availability** dropdown menu to choose whether you would like to make the Attendance activity visible to or hidden from students in the course.



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

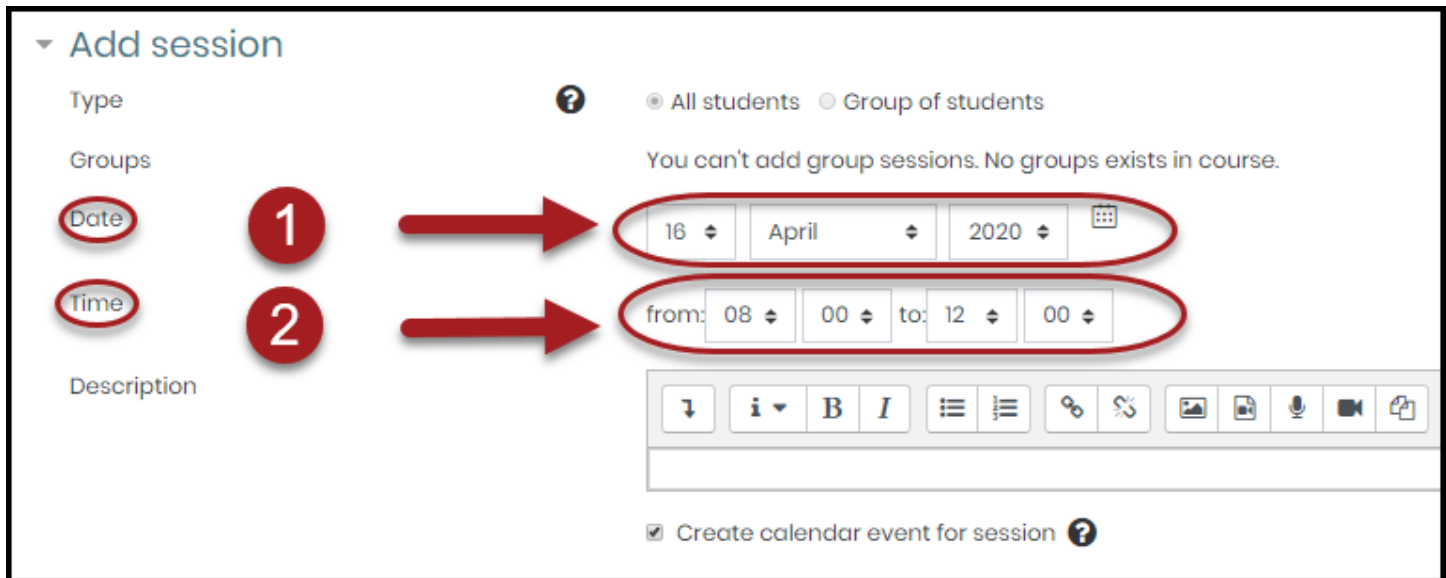


- The next step will be to create the sessions for which you wish to record student attendance. Click the **Add session** tab at the top of the page.



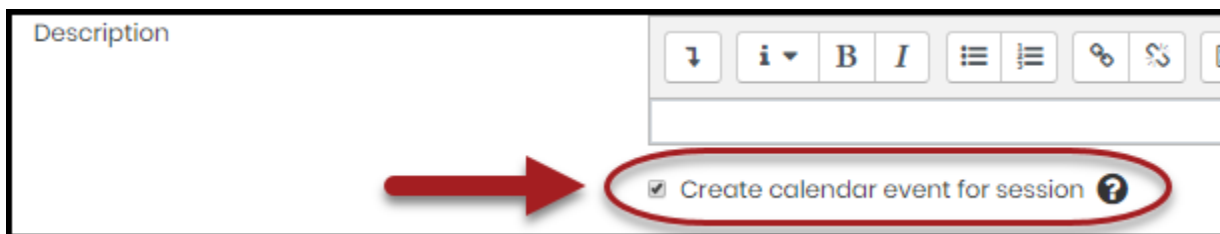
## How Do I Setup CDX Online Attendance Tracking?

10. 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.



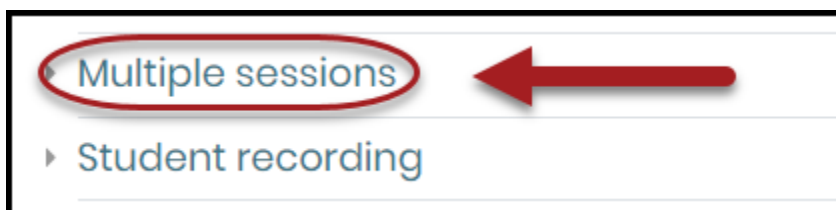
The screenshot shows the 'Add session' form. On the left, there are labels for 'Date' and 'Time' circled in red. To their right are large red circles containing the numbers '1' and '2' respectively. Red arrows point from these circles to the date and time input fields in the form. The date field is set to '16 April 2020' and the time field is set to 'from: 08 00 to: 12 00'. Below the form, there is a checkbox labeled 'Create calendar event for session' which is checked.

11. 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**.



This is a close-up of the 'Create calendar event for session' checkbox, which is checked. A red arrow points to the checkbox from the left.

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



The screenshot shows a sidebar menu with two items: 'Multiple sessions' and 'Student recording'. The 'Multiple sessions' item is circled in red, and a red arrow points to it from the right.

## How Do I Setup CDX Online Attendance Tracking?

13. 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.

The screenshot shows the 'Multiple sessions' form. The 'Repeat the session above as follows' checkbox is checked and circled in red. A red arrow points from a circled '1' to this checkbox. Below it, the 'Repeat on' section has checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The 'Wednesday' checkbox is checked and circled in red. A red arrow points from a circled '2' to this checkbox. The 'Repeat every' field is set to '1 week(s)'. The 'Repeat until' field is set to '16 April 2020'.

14. 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)**.

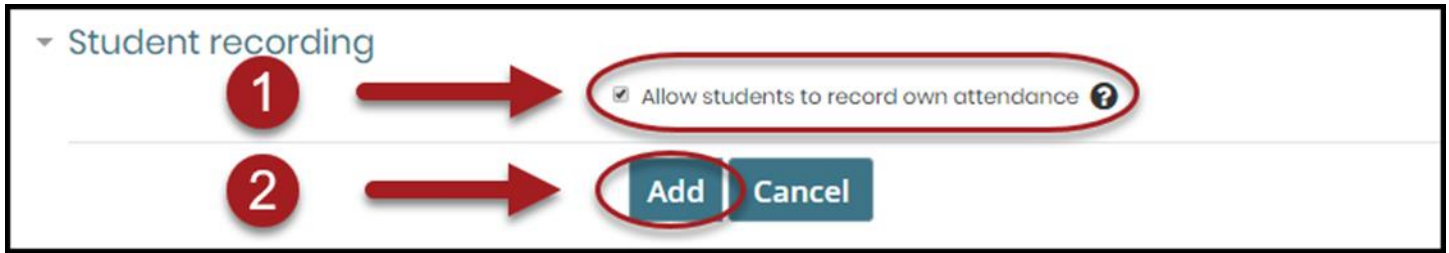
The screenshot shows the 'Multiple sessions' form. The 'Repeat the session above as follows' checkbox is checked. The 'Repeat on' section has the 'Wednesday' checkbox checked. The 'Repeat every' field is set to '2 week(s)' and is circled in red. A red arrow points from the left to this field. The 'Repeat until' field is set to '16 April 2020'.

15. Then ensure 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 those sessions as needed.

The screenshot shows the 'Multiple sessions' form. The 'Repeat the session above as follows' checkbox is checked. The 'Repeat on' section has the 'Wednesday' checkbox checked. The 'Repeat every' field is set to '2 week(s)'. The 'Repeat until' field is set to '16 June 2020' and is circled in red. A red arrow points from the left to this field.

## How Do I Setup CDX Online Attendance Tracking?

16. 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, and click **Add**.



17. You will now see a list of all the individual class sessions generated under the **Sessions** tab.

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

4 sessions were successfully generated ×

**Sessions** ← Import Export Status set Temporary users All All past Months Weeks Days

| # | Date            | Time       | Type         | Description           | Actions |
|---|-----------------|------------|--------------|-----------------------|---------|
| 1 | Wed 29 Apr 2020 | 8AM - 12PM | All students | Regular class session | ▶ ⚙️ 🗑️ |
| 2 | Wed 13 May 2020 | 8AM - 12PM | All students | Regular class session | ▶ ⚙️ 🗑️ |
| 3 | Wed 27 May 2020 | 8AM - 12PM | All students | Regular class session | ▶ ⚙️ 🗑️ |
| 4 | Wed 10 Jun 2020 | 8AM - 12PM | All students | Regular class session | ▶ ⚙️ 🗑️ |

Choose... **OK**

## How Do I Setup CDX Online Attendance Tracking?

18. Click on the **Status set** tab to review the default attendance tracking options to use for each student per session. You may make any custom adjustments to these options as needed by updating the applicable field and then clicking the **Update** button.

The screenshot shows the 'Attendance for the course' page for 'Preferred - [FAT 2e] ASE 0 Safety and Foundation (Robertson - 35B2D5)'. The 'Status set' tab is selected and circled in red with a red arrow and the number '1'. Below the tabs, a message states: 'Changes to status sets will affect existing attendance sessions and may affect grading.' A dropdown menu shows 'Status set 1 (P L E A)'. Below this is a table with columns: '#', 'Acronym', 'Description', 'Points', 'Available for students (minutes)', 'Automatically set when not marked', and 'Action'. The table contains four rows: 1. Present (P), 2. Late (L), 3. Excused (E), and 4. Absent (A). Each row has input fields for the respective values. At the bottom right of the table is an 'Add' button. Below the table is an 'Update' button, circled in red with a red arrow and the number '2'.

| # | Acronym | Description | Points | Available for students (minutes) | Automatically set when not marked | Action |
|---|---------|-------------|--------|----------------------------------|-----------------------------------|--------|
| 1 | P       | Present     | 2.00   |                                  | <input type="radio"/>             |        |
| 2 | L       | Late        | 1.00   |                                  | <input type="radio"/>             |        |
| 3 | E       | Excused     | 1.00   |                                  | <input type="radio"/>             |        |
| 4 | A       | Absent      | 0.00   |                                  | <input type="radio"/>             |        |
| * |         |             |        |                                  |                                   |        |

19. 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 should now see your **Attendance** activity listed in the course section in which it was created.

The screenshot shows the 'Main Course Page' for 'Preferred - [FAT 2e] ASE 0 Safety and Foundation'. At the top right, the 'Edit Mode' button is circled in red with a red arrow and the number '1', and it is currently set to 'OFF'. Below the page title, there is a navigation bar with 'Dashboard', 'My courses', and 'Preferred - [FAT 2e] ASE 0 Safety and Foundation (Robertson - 35B2D5) - Main Course Page'. Below the navigation bar, there is a section for 'Your progress'. Underneath, there are two main sections: 'Announcements' and 'Attendance'. The 'Attendance' section is circled in red with a red arrow and the number '2'. Below these sections, there are two progress bars: 'ASE 0 Course Pretest' with 'Progress - 0%' and 'Chapter 1: Careers in Automotive Technology' with 'Progress - 21%'.