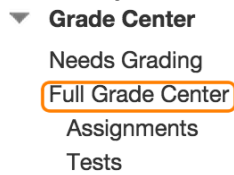


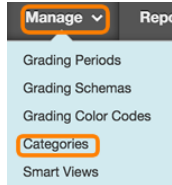
Creating an Attendance Manager

This is done through the grade center. These instructions are outline using a 2 point grading scale of 0-points = Absent; 1-point = Tardy; 2-points = Present. The scale can be modified to fit your attendance schema.

1. Once in your course, click on **Grade Center** → **Full Grade Center**

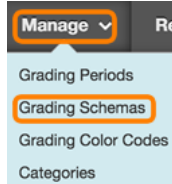




2. Create a new **Category** named **Attendance**.
 - a. From the **Manage** menu, select **Category**.



- b. Click the **Create Category** button.
 - i. In the **Name** box, enter **Attendance**.
 - ii. Click the **Submit** button.
 - c. Click **Ok** to return to the Full Grade Center.
3. Create a new Grading Schema

- a. From the **Manage** menu, select **Grading Schemas**.



- b. Click the **Create Grading Schema** button.
 - i. In the **Name** box, enter **Attendance**.
 - ii. In the **Schema Mapping** area,
 1. In first row, set **Grades Scored Between** to 99% and 100%; **Will Equal** as **P**.
 2. Click the  button to insert a new row.
 3. In the second row, set **Grades Scored Between** to 50% and Less Than 99%; **Will Equal** as **T**.
 4. Click the  button to insert a new row.
 5. In the third row, set **Grades Scored Between** to 0% and Less Than 50%; **Will Equal** as **A**.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
99 % and 100 %	P	P	100 %	
50 % and Less Than 99%	T	T	50 %	Delete Row
0 % and Less Than 50%	A	A	0 %	Delete Row

6. Click the **Submit** button.
- c. Click **Ok** to return to the Full Grade Center.

6. To enter/view Attendance

a. Under **Grade Center**, click on **Attendance**.

b. Enter daily attendance in the appropriate column.

i. Click on the -- inside each student's grade cell.

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ii. Enter in the appropriate attendance code based on the Attendance Grading Schema create in Step # 3

1. Example: P = Present; T = Tardy; A = Absent

iii. Click **OK** or **Enter** to save grade.

iv. Continue until all attendance grades are entered.