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**
 - Grade Center

Needs Grading Full Grade Center Assignments Tests

- 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 ^{leg} 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 ^{leg} 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**.

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50	% and Less Than 99%	Т	т	50 % Delete Row
0	% and Less Than 50%	Α	А	0 % Delete Row

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

- 4. Create columns for each class day
 - a. Click the **Create Column** menu option
 - i. In the **Column Name** box, enter in the first class date.
 - ii. Set **Primary Display** to **Score**.
 - iii. Set Secondary Display to Attendance.
 - iv. Set **Category** to **Attendance**.
 - v. In **Points Possible** box, enter **2**.

COLUMN INFORMATION

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- vi. Under **Options**, if you don't want these columns to be included in the Grade Center calculations, set option to **No**.
 vii. Click the **Submit** button
- vii. Click the **Submit** button.
- b. Repeat the previous step until a column is created for each class day.
- c. Click **Ok** to return to the Full Grade Center.
- 5. Create an Attendance Smart View
 - a. From the **Manage** menu, select **Smart Views**.

Manage 🗸 Rep
Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views

- b. Click the **Create Smart Views** button.
- c. In the **Name** box, type **Attendance**.
- d. Click the box next to **Add as Favorite**.
- e. In the **Selection Criteria** area,
 - i. Set **Type of View** to **Category and Status**.
 - ii. Set **Select Criteria**, **Categories:** to **Attendance**; **Users:** to **Alll Users**.
 - iii. Set Filter Results, to All Statuses.
- f. Click the **Submit** button.
- g. 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. <u>Click on the</u> -- inside each student's grade cell.



- 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.