

k - s t a t e o n l i n e

MANAGING ATTENDANCE

OVERVIEW

The Attendance tool is a way for instructors to record student's attendance in a course. The Attendance Worksheet is where a student's attendance record is recorded. It is blank until you create new events, such as lectures, labs, and field trips. It is also possible to convert the attendance records to an assignment which can be included in the Gradebook and weighted like other assignments.

GETTING STARTED

Before you can use the Attendance tool to manage your course attendance you must install it.

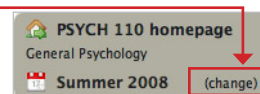
1. Go to <http://online.ksu.edu> and sign in.
2. Click the course name of the desired course.
3. Under the **Course Settings** section of the **Course Tools** page, click the **Installed Components** link.
4. Under **Course Components**, select the check box next to **Attendance**, and then click **Done**.
5. Under the **Assessment** section of the **Course Tools** page, click the **Attendance** link.

Note: Make sure the semester displayed is the semester you want to track attendance.

CHANGING THE SEMESTER

To change the semester, do the following:

1. Click the **change** link.
2. In the **Choose Semester** box, click the desired semester.

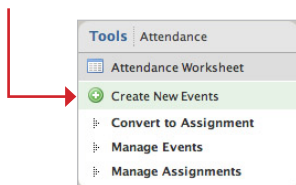
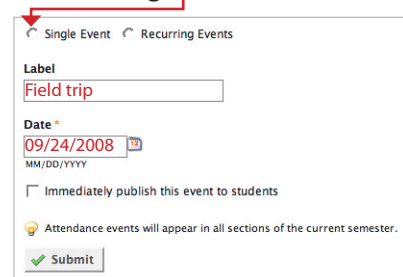


CREATING EVENTS

Events can be single or recurring. Events can be created arbitrarily, and don't necessarily have to match the pattern of your in-class meeting times. Events might be lectures, labs, field trips, guest speakers, or anything for which you want to record attendance.

SINGLE EVENT

1. On the menu, click the **Create New Events** link.
2. Select **Single Event**.

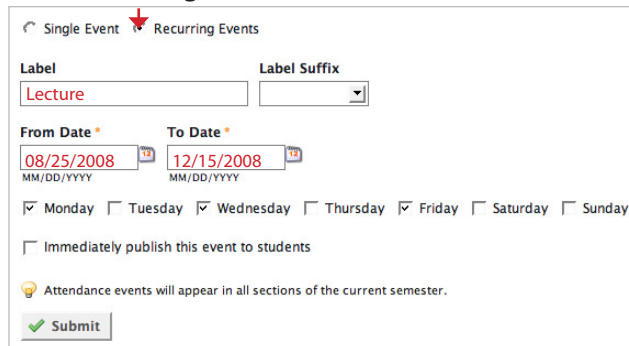


3. In the **Label** box, type a label for the event.
4. In the **Date** box, type the date of the event, or use the **Calendar** button to select the date.
5. If you want to **immediately publish this event to students**, click the check box next to this option.
6. Click **Submit**.



RECURRING EVENTS

1. On the menu, click the **Create New Events** link.
2. Select **Recurring Events**.



3. In the **Label** box, type a label for the events.
4. (Optional) In the **Label Suffix** box, select a label suffix for the events.
5. Select the check boxes next to the days the events will occur.
6. In the **From Date** box, type the date the events will begin, or use the **Calendar** button to select the date.
7. In the **To Date** box, type the date the events will end, or use the **Calendar** button to select the date.
8. If you want to **immediately publish this event to students**, click the check box next to this option.
9. Click **Submit**.



EDITING AN EVENT

1. On the Attendance Worksheet, click the name of the event you want to edit.
2. Make the desired change and then click **Submit**.



DELETING AN EVENT

1. On the Attendance Worksheet, click the name of the event you want to delete.
2. Click **Delete**.



RECORDING ATTENDANCE

After you have created attendance events for your course, you can then record the attendance of your students. By default, all students are marked present. To record attendance, do the following:

1. In the **Section** list, select the section for which you want to record attendance.

Student Name	Class 1 06/09/2008	Class 2 06/11/2008	Class 3 06/13/2008	Class 4 06/16/2008	Class 5 06/18/2008	Class 6 06/20/2008	Totals		
Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tardy	Absent (Excused)	Absent (Unexcused)
Barnhill, Deborah	✓	✓	✓	✓	✓	✓	0	0	0
Boynon, Joe	🕒	✓	✓	✓	✓	✓	1	0	0
Christiansen, Beverly	✓	✓	✓	✓	✓	⚠️	0	0	1
Hindman, Amber	✓	✓	⚠️	✓	✓	✓	0	1	0
Tardy	1	0	0	0	0	0			
Absent (Excused)	0	0	1	0	0	0			
Absent (Unexcused)	0	0	0	0	0	1			

2. Click an **Attendance status** icon that corresponds to the student and the event for which you want to record attendance.
 3. Choose an attendance status from the list.

PUBLISHING ATTENDANCE

You have the option to publish Attendance events so that students may see whether they were present, tardy, or absent (excused or unexcused). Students access the published events from your course homepage. You can publish an event in one of the following ways:

- When you create an Attendance event (see [Creating Events](#)).
- On the Attendance Worksheet.
- From the Manage Events page.

PUBLISH ON ATTENDANCE WORKSHEET

• On the Attendance Worksheet, in the **Published** row, select the check boxes below the event(s) you want to publish.

Student Name	Class 1 06/09/2008	Class 2 06/11/2008	Class 3 06/13/2008	Class 4 06/16/2008	Class 5 06/18/2008	Class 6 06/20/2008	Class 7 06/23/2008	Class 8 06/25/2008	Class 9 06/27/2008
Published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PUBLISH FROM MANAGE EVENTS

1. On the menu, click the **Manage Events** link.
 2. Select the events you want to publish.

Event Label	Event Date	Published
Class 1	06/09/2008	Published
Class 2	06/11/2008	Published
Class 3	06/13/2008	Not Published

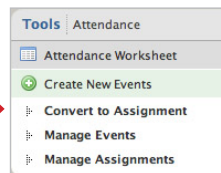
- Attendance Worksheet
- Create New Events
- Convert to Assignment
- Manage Events
- Manage Assignments

3. Click the **Publish** link.

CONVERTING TO ASSIGNMENT

If attendance is a graded portion of your course, you can use the Attendance tool to track attendance and then convert events on the attendance worksheet to an assignment, which can then be applied to the Gradebook, and even weighted like other assignments. You can convert single events or multiple events, or all your events to an assignment. You can also convert attendance events to assignments whenever you want; you do not have to wait until the end of the semester.

1. On the menu, click the **Convert to Assignment** link.
2. In the **Assignment Name** box, type a for the assignment.
3. In the **Gradebook Title** box, type a short title for the gradebook.
4. In the **Total Points** box, type the number of points for this assignment.
5. In the **Attendance Weights** boxes, type the weight of each attendance status.



Present *	Tardy *	Excused Absence *	Unexcused Absence *
<input type="text" value="100"/>	<input type="text" value="90"/>	<input type="text" value="80"/>	<input type="text" value="0"/>

Note: The values are a percentage of the total points.

6. Click the check boxes next to each event you want to include in this assignment.
7. Click **Next**.
8. Click the **Create Assignment** button



or click the **Review Options** button to make changes.



Examples:

Single event: If assignment is worth 100 points, Present is worth 100%, and Tardy is worth 90%, each Present status will receive all 100 points while each Tardy will receive 90 points.

Multiple events: Point values are added together and averaged over the total number of events selected. For example, if two events (one Present and one Tardy) were evaluated with the weights above, the resulting grade would be 95 points: $(100 + 90) / 2$.

Accessing Converted Assignment

Under the **Assessment** section of the **Course Tools** page, click **Assignments**. The attendance assignment will be listed with the other course assignments.

Assignment Name	Pts	Questions	Properties	Type	Group	Order
<input type="checkbox"/> Attendance	50.0	-		Attendance	Choose Group	1

EXPORTING & IMPORTING ATTENDANCE WORKSHEETS

If you want to record and track student's attendance outside K-State Online and then import attendance, **you must first export it from K-State Online**. You cannot create your own spreadsheet and import it into K-State Online's Attendance tool because unique numbers are assigned to each user and attendance event.

You may want to do this rather than recording directly on the Attendance Worksheet because it allows for large-scale updates of attendance data, the backup of information (export only), and the easy entry/update of attendance state from external sources.

EXPORTING ATTENDANCE WORKSHEETS

1. On the **Attendance Worksheet**, click the **Export Attendance** link.
2. Choose whether you want to include WIDS in your export.

Would you like to include WIDS in this export?

Yes No

3. Click the **Export** button.
4. Click **Save to disk** and then click **OK**.
5. Browse to the saving location and then click **Save**.

IMPORTING ATTENDANCE WORKSHEETS

1. On the **Attendance Worksheet**, click the **Import Attendance** link.
2. Choose whether the import file contains WIDS.

Does your import file contain WIDS?

Yes No

Upload File

Note: The file must be a comma separated value (.csv) file and must have been an exported attendance worksheet.

4. Click the **Continue** button.
5. Click the **Commit** button after you preview the imported file.

Note: Any changes you made to the exported file will be highlighted in yellow.

Field trip	Lecture	Lecture
09/14/2010	09/15/2010	09/17/2010