



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person.. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Attendance

Video - [ReggieNet: Attendance](#)

The **Attendance** tool allows instructors to record attendance for multiple sessions or events within ReggieNet. Attendance can be marked and can also be graded either manually or automatically. Students can view their attendance as well.

The **Attendance** tool can be added by going to **Site Info > Manage Tools** and selecting **Attendance** in the tool list.

ATTENDANCE Link Help

Add **Attendance** Attendance By Student Grading Settings Import/Export

Take Attendance

Click on the **Take Attendance Now** button to immediately take attendance. Click on a link below to take attendance for an existing event.

[Take Attendance Now](#)

Attendance Item	Date	Present	Absent	Excused	Late	Left Early
Attendance Actions	2/17/20 4:01 PM	7	1	0	0	0
Attendance Actions	8/6/18 3:46 PM	3	1	1	0	0
Class 1 Actions	8/15/18 12:00 AM	3	1	0	1	0

Adding attendance items

You can create an attendance item by clicking the **Add** button.

Enter the Item name, select a date with the calendar picker, and enter the time. Click **Create** (or **Create & Add Another** if you wish to add more than one item at a time).

Clicking the **Take Attendance Now** will also create an attendance item, whose details can be edited later.

Add Attendance Item



Attendance Item Name *

Attendance Item Date
 : AM

Attendance items can be edited or deleted by selecting the appropriate item from the Actions dropdown to the right of the item name.

Taking attendance

















To take attendance, click on the item name. Select the appropriate radio button for each student. Click on the blue double arrow icon to update the overall statistics.


Class 1 3/18/20 1:00 PM   ✔ zzStudent3, zzDemo3 saved successfully as 'Late'

Take Attendance

View: Entire Site ▾

Mark displayed students as: Choose One ▾

Student Photo	Student Name	Present	Absent	Excused	Late	Left Early	Comments
	zzStudent1, zzDemo1 (zzstu1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	zzStudent3, zzDemo3 (zzstu3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	zzStudent4, zzDemo4 (zzstu4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	zzStudent5, zzDemo5 (zzstu5)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	zzStudent6, zzDemo6 (zzstu6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	zzStudent7, zzDemo7 (zzstu7)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	zzStudent9, zzDemo9 (zzstu9)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	zzStudent10, zzDemo10 (zzstu10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Attendance Item Statistics 

Present	Absent	Excused	Late	Left Early
3	1	0	1	0

You can mark all students at once by choosing the appropriate option from the **Mark displayed students as** dropdown list.

You can provide individual comments by clicking on the thought balloon icon in the far right corner – filled in icons indicate the presence of a comment.

If you have created groups for the course, you also have the option to select a group to display using the **View** dropdown list.

Student Overview

Clicking **Attendance by Student** in the toolbar displays a summary for all students.

Click on a student's name to see statistics and enter attendance information for that student.

Grading

You can provide a grade for students' attendance either manually, or by setting up grading rules. To turn on grading, click **Grading** button in the toolbar. Enter a value in the **Total Points Possible** box; this will cause the grading settings to appear.

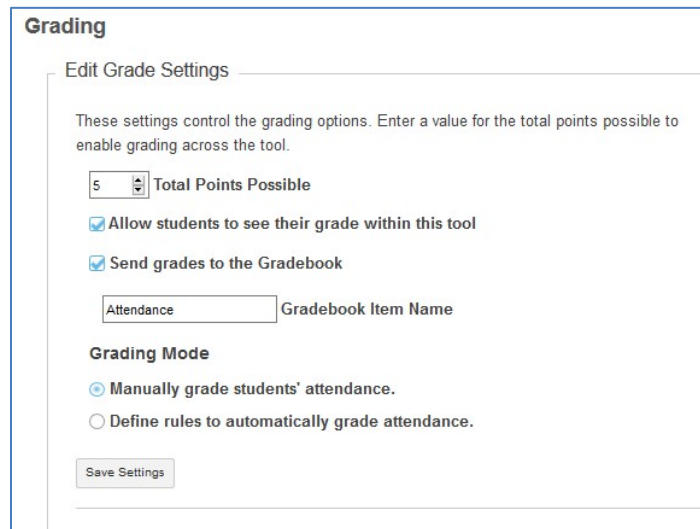
There are options to allow students to see their grade within the tool, and to send the grades to the Gradebook. Choosing this option will automatically create an item in the gradebook with the name you enter in the box.

If you select "Manually grade students' attendance" you will be able to enter a grade either on the Student Overview page or at the top of an individual student statistics page.

Be sure to click the **Save Settings** button any time you make any changes.

Grading with rules

The attendance tool can also be set up to assign grades automatically based on rules that you create. You first choose whether students start with the maximum number of points, and lose points for missing class, or start with zero points and earn points as they attend. Once you have chosen which method you prefer, you then have to add a rule for each value of a status that you wish to define.



The screenshot shows a dialog box titled "Grading" with a sub-header "Edit Grade Settings". Below the sub-header, there is a text box containing the text: "These settings control the grading options. Enter a value for the total points possible to enable grading across the tool." Below this text box is a spinner control set to "5" followed by the label "Total Points Possible". There are two checked checkboxes: "Allow students to see their grade within this tool" and "Send grades to the Gradebook". Below these checkboxes is a text input field with "Attendance" entered, followed by the label "Gradebook Item Name". Underneath is a section titled "Grading Mode" with two radio button options: "Manually grade students' attendance." (which is selected) and "Define rules to automatically grade attendance." At the bottom of the dialog box is a "Save Settings" button.

Grading Mode

Manually grade students' attendance.

Define rules to automatically grade attendance.

Students start with the total number of points and lose points as they miss class

Students start with zero points and earn points as they attend class.

Save Settings

Add Grading Rule
Add grading rules using the form below.

[How do I add rules?](#)

Status	From	Through	Points	
<input type="text" value="Choose One"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Rule"/>

For example, if there are 5 attendance items, the maximum value is 5 points, and each item is worth one point, you would need the following set of rules:

Grading Rules

Student receives 1.0 points for being Present 1 through 1 times.

Student receives 2.0 points for being Present 2 through 2 times.

Student receives 3.0 points for being Present 3 through 3 times.

Student receives 4.0 points for being Present 4 through 4 times.

Student receives 5.0 points for being Present 5 through 5 times.

Settings

There are five statuses included in the Attendance tool: Present, Absent, Excused, Late, and Left Early. You can choose which statuses are displayed; you can also change the order by dragging and dropping items up or down the list.

There is also an option to choose whether to show comments to students.