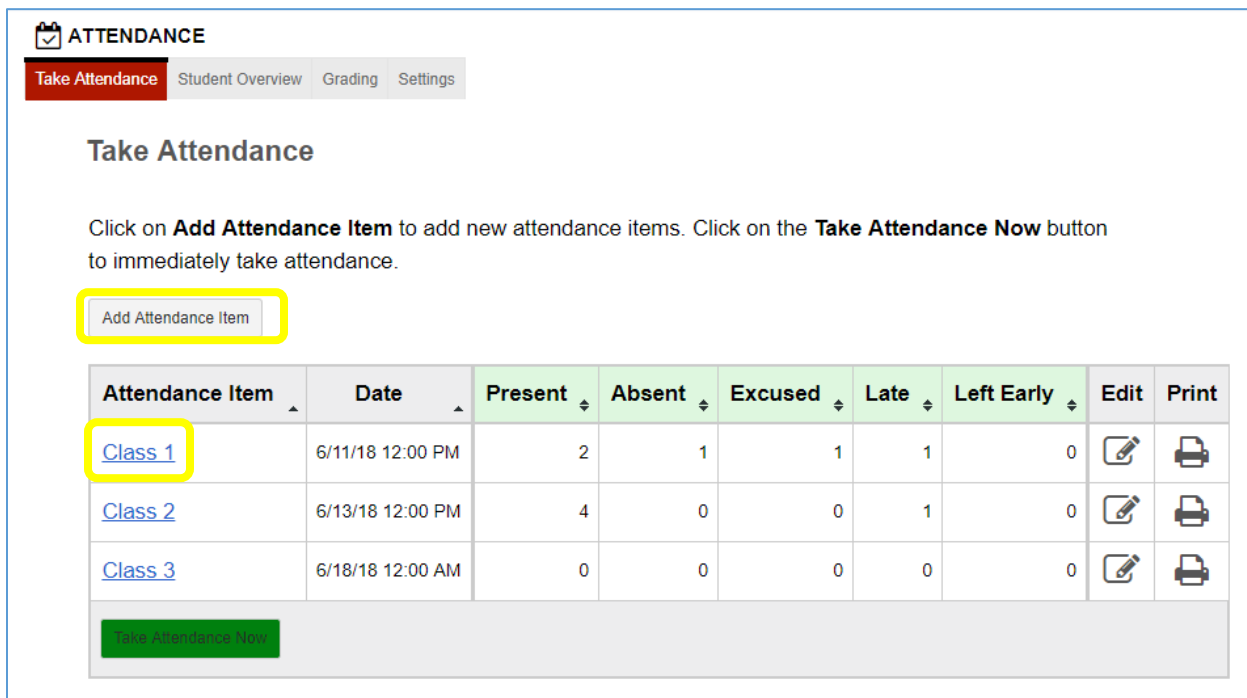


ReggieNet Attendance tool

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.

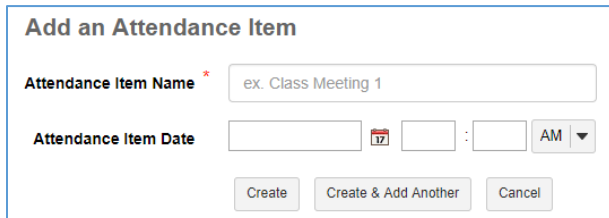


Attendance Item	Date	Present	Absent	Excused	Late	Left Early	Edit	Print
Class 1	6/11/18 12:00 PM	2	1	1	1	0		
Class 2	6/13/18 12:00 PM	4	0	0	1	0		
Class 3	6/18/18 12:00 AM	0	0	0	0	0		


Adding attendance items

You can create an attendance item by clicking the **Add Attendance Item** 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** button will also create an attendance item, whose details can be edited later.

Attendance items can be edited or deleted by clicking the **Edit** icon  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.

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.

[Take Attendance](#) > **Class 3** 6/18/18 12:00 AM  






Attendance Item Statistics 

Present	Absent	Excused	Late	Left Early
3	1	0	1	0

Take Attendance

Mark displayed students as

View:

Student Name	Present	Absent	Excused	Late	Left Early	
Travers, Steve (sttrave)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
zzStudent1, zzDemo1 (zzstu1)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
zzStudent2, zzDemo2 (zzstu2)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
zzStudent7, zzDemo7 (zzstu7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
zzStudent8, zzDemo8 (zzstu8)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	


Student Overview

Clicking **Student Overview** in the toolbar displays a summary of all students.

Student Overview

This page displays a report that details attendance totals for each student and allows for grading.

View:

Student Name	Present	Absent	Excused	Late	Left Early	Grade 
Travers, Steve (sttrave)	2	0	1	0	1	Total: null <input type="button" value=""/>
zzStudent1, zzDemo1 (zzstu1)	2	0	1	0	1	<input type="button" value=""/>
zzStudent10, zzDemo10 (zzstu10)	4	0	0	0	0	<input type="button" value=""/>
zzStudent2, zzDemo2 (zzstu2)	3	1	0	0	0	<input type="button" value=""/>
zzStudent3, zzDemo3 (zzstu3)	4	0	0	0	0	<input type="button" value=""/>
zzStudent4, zzDemo4 (zzstu4)	1	3	0	0	0	<input type="button" value=""/>

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 the 'Grading' settings panel. At the top, it says 'Edit Grade Settings'. Below that, a note states: 'These settings control the grading options. Enter a value for the total points possible to enable grading across the tool.' There is a spinner box for 'Total Points Possible' set to 5. Two checkboxes are checked: 'Allow students to see their grade within this tool' and 'Send grades to the Gradebook'. Below these is a text box containing 'Attendance' and the label 'Gradebook Item Name'. Under the heading 'Grading Mode', there are two radio button options: 'Manually grade students' attendance.' (which is selected) and 'Define rules to automatically grade attendance.'. At the bottom left of the panel is a 'Save Settings' button.

This screenshot shows two parts of the grading interface. The top part is titled 'Grading Mode' and contains three radio button options: 'Manually grade students' attendance.', 'Define rules to automatically grade attendance.' (which is selected), and a sub-option for 'Define rules to automatically grade attendance.' with two choices: 'Students start with the total number of points and lose points as they miss class' and 'Students start with zero points and earn points as they attend class.' (which is selected). A 'Save Settings' button is located below these options. The bottom part of the screenshot is titled 'Add Grading Rule' and includes the instruction 'Add grading rules using the form below.' and a link 'How do I add rules?'. The form has four columns: 'Status' with a dropdown menu showing 'Choose One', 'From' with an empty text box, 'Through' with an empty text box, and 'Points' with an empty text box. An 'Add Rule' button is positioned to the right of the 'Points' box.

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.	Delete Rule
Student receives 2.0 points for being Present 2 through 2 times.	Delete Rule
Student receives 3.0 points for being Present 3 through 3 times.	Delete Rule
Student receives 4.0 points for being Present 4 through 4 times.	Delete Rule
Student receives 5.0 points for being Present 5 through 5 times.	Delete Rule

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.

Edit Status Settings		
Drag and drop the statuses below or change the number in the box to reorder them. Statuses that have been checked are active and will be shown throughout the attendance tool.		
<input checked="" type="checkbox"/>	1	Present
<input checked="" type="checkbox"/>	2	Absent
<input checked="" type="checkbox"/>	3	Excused
<input checked="" type="checkbox"/>	4	Late
<input type="checkbox"/>	5	Left Early