

## How to Record Student Attendance by Class

This document contains instructions on how to record student attendance by class, as well as how to download a comprehensive attendance report.

 Before starting, make sure that you have set up your class sessions within the Attendance activity prior to recording student attendance for a class. Navigate to and click on the Attendance item within your course.

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Attendance

2. The **Attendance** tool will open on the **Sessions** tab by default, displaying all the current sessions for which you may track attendance.

Ati (Ba	tendance fo artlett - 7763	r the cou 3BD)	urse :: Essential A	ccess for Emer	gency Care and Transp	oortation of th	e Sick and I	njured, 11e	çî, <b>∙</b>
Se	essions	Report	t Export Status set	Temporary users					
							All All past Mo	nths Weeks Days	
#	Date	Time	Турө		Description			Actions	
1	Thu 7 May 2020	8AM - 12PM	All students		Regular class session			▶ ☺ Ū	
2	Thu 14 May 2020	8AM - 12PM	All students		Regular class session			▶ ☺ Ů	
3	Thu 21 May 2020	8AM - 12PM	All students		Regular class session			▶ @ Ů	
4	Thu 28 May 2020	8AM - 12PM	All students		Regular class session			▶ @ Ů	
5	Thu 4 Jun 2020	8AM - 12PM	All students		Regular class session			▶ @ Ů	
0								Choose_ +	ок
<	ৰ Audio Book: Chaj	pter 1		Jump to		\$		Audio Book: Chapter 2 🕨	>

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3. Use the timing buttons in the top-right of this tab to narrow the scope of the sessions you would like to view on the current page, and then use the **Choose date** button that appears to jump to the range of time for which you would like to view your available sessions.

Attend (Bartle	lance for the ett - 7763BD)	e course :: Essentia	I Access for Eme	Use the arrows to scroll between weeks/months/days or click the	he Sick and Injured, 11e 🛛 🍄 🕌
#	Date Time	May 4 - May 10		(or date range) to view	All All past Months Warks Days
1 Thu 7	7 May 2020 8AM - 1	12PM All students		Regular class session	▶ ⊕ Ů □
0					Choose_ + OK
< 🔺 Auc	dio Book: Chapter 1		Jump to	٥	Audio Book: Chapter 2 🕨 💙

4. Click on the **Take attendance** button ► to the right of the targeted session under the **Actions** column.

S	Sessions	Add ses	sion Repo	rt Export	Status set	Temporary users		
			•	May 4 - N	/lay 10 🕨			All All past Months Weeks Days
#		Date	Time	Туре			Description	Actions 🗧
1	Thu 7 Mc	ay 2020	8AM - 12PM	All students			Regular class session	
0								Choose + OK
<	<ul> <li>Audio E</li> </ul>	Book: Cho	apter 1			Jump to		\$ Audio Book: Chapter 2 🕨 💙







5. A tracking page will display your current student roster and their respective attendance status options. Please note, while still applicable for recording student attendance, the following steps assume you have not made custom changes to the **Status set** tracking options.

Att (Ba	endance f rtlett - 77	or t 53Bl	he cou D)	rse :: E	ssential	Access for Er	mergency	Care	an	d Tı	rans	porta	ition (	of the	e Sick ar	nd Inju	red, 11e
Ses	asions Add se	ssion	Report	Export 7 Re	Status set May 2020 8AM egular class se	Temporary users I- 12PM ession	The nex documen have changes set" tra	t step nt ass e not r to th cking	os in sume made e "s opti	this e yo e tatu ions	s bu is	25	View 1 Sorted	age 1 of 1 mode d list \$			
#	First name / Sur	name				Email address		Р	LE	E A					Remark	S	
						Set st	atus for all users	0	0								
1	Lisa Adam	S				ladams@asce	endlearning.com		0		)						
2	John Smit	n				jsmith@ascer	ndlearning.com	0	0		)						
							Save atte	endan	ce								

6. As most students are likely to be **Present** for each class, begin by clicking the P (for Present) option next to the **Set status for all users** line item.

Attendance for the course :: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)         Sessions       Add session         Report       Export         Status set       Temporary users										
	7 May 2020 8AM - 12PM Regular class session	Click here to set all students as "Present"			Page 1 of 1 View mode Sorted list \$ 25 \$					
# First name / Surname	Ema	il address P	L E	Α	Remo	arks				
		Set status for all users 🛛 🖲	0 0	0						
1 Lisa Adams	lada	ms@ascendlearning.com ®	0 0	0						
2 John Smith	jsmit	th@ascendlearning.com ®	0 0	0						
		Save attendar	ice							







7. This will automatically set each student's status to recorded as Present. Next, scroll as needed to the students who are not Present and adjust their statuses as needed.

Attendance for the course :: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)										
Sessions Add session Report	Export Status set Temporary users									
	7 May 2020 8AM - 12PM Regular class session	L = Lat E = Excus A = Abse	e sed ent		Page 1 of 1 View mode Sorted list ↓ 25 ↓					
# First name / Surname	Email address	Р	L E	Α		Remarks				
	Set status fo	or all users 🛛 🖲	0 0	0	-					
1 Lisa Adams	ladams@ascendlear	rning.com 🛛 🖲	•	٢						
2 John Smith	jsmith@ascendlearn	ning.com 🛛	0 0	۲	← □					
	Sa	ave attendar	nce							

8. When finished, click the **Save attendance** button at the bottom of the page to save your

tracking records for this session.

Attendance for the course :: Essential Acc (Bartlett - 7763BD)	ess for Emergency (	Care an	d Transp	portation of the Sick and Injured, 11e
Sessions Add session Report Export Status set Te	mporary users			
7 May 2020 8AM - 12PN Regular class session	л			Page 1 of 1       View mode       Sorted list       25
# First name / Surname	Email address	PLE	Α	Remarks
	Set status for all users	• •	0	
1 Lisa Adams	ladams@ascendlearning.com	• • •		
2 John Smith	jsmith@ascendlearning.com	0 0 0	۲	
	Save atte	ndance		







- 9. The **Sessions** tab will reload, reflecting your recent changes.
- 10. You may adjust recorded attendance at any time by clicking directly on the session or selecting

the **Change attendance** button to its right.

At (Ba	tendance for the c artlett - 7763BD)	ourse :: Essentia	l Access for Emergency Care and Transportation of the Sicl	c and Injured, 11e 🤅 🔹
Se	essions Add session Re	port Export Status se	ot Temporary users	
		<ul> <li>May 4 - May 10</li> </ul>		Il past Months Weeks Days
#	Date Time	Туре	Description	Actions 🛛
1	Thu 7 May 2020 8AM - 12PM	All students	Regular class session	🕐 🛱 🗇 🛛
0			Change attendance	Choose 🕈 OK

11. The Report tab will display a comprehensive Attendance report with filter buttons to

Attendance for the course :: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)										e 🔅 -
Sessions Add ses	sion Report Export Status set	Temporary users								
	May 4 - May 10 >	Page 1 of 1	All All past Mor	nths	Wee	ks D	ays	Below 1009	6 Summ	ary
Users $\ominus$			Sessions >		Statu	s set	1	Over t	aken ses	sions 🕜
🗏 First name / Surname	9		May 7 8AM							
	Email address		All students	Ρ	L	E	Α	Sessions	Points	Percentage
🗆 Lisa Adams	ladams@ascendlearning.com		P (2/2)	1	0	0	0	1	2/2	100.0%
🔲 John Smith	jsmith@ascendlearning.com		A (0/2)	0	0	0	1	1	0/2	0.0%
Summary	licore: 2		Present: 1 Late: 0 Excused: 0 Absent: 1							

conveniently display the specific records you would like to review.







12. You may click on any individual session's date displayed in the **Report** tab to adjust any records as needed.

•	May 11 - May 17 🕨	Page 1 of 1		All All past Mont	ths	Wee	ks [	Days	Below 1009	Summ	ary
			Click to adjust attendance records	Sessions >	ç	Statu	s set	1	Over t	aken sess	sions 🕜
e rist name / sumami	e Email address			All students	Ρ	L	E	A	Sessions	Points	Percentage
🗖 Lisa Adams	ladams@ascendlearning.com			?	0	0	0	0	0	0/0	0.0%
John Smith	jsmith@ascendlearning.com			?	0	0	0	0	0	o / o	0.0%
Summary				Present: 0 Late: 0 Excused: 0 Absent: 0							
	Users: 2										•

13. In addition, the **Export** tab may be used to create an exportable digital copy of your Attendance report to print and/or store locally.

Sessions Add session Report	Export Status set	Temporary users
✓ Export		
Group		All participants 🕈
Export specific users		No \$
Users to export		Lisa Adams John Smith
Identify student by		Student ID Sername ID number Institution Department
Select all sessions		⊮ Yes
Include not taken sessions		Yes
Include remarks		Yes
Start of period		18 🕈 January 🕈 2016 🕈
End of period		7 🕈 May 🗢 2020 🕈
Format		Download in Excel format
		ОК







14. You may adjust the settings on this tab to select specific students or date ranges to capture in the report, choose a desired file **Format**, and then click the **OK** button at the bottom of the page to download your custom report.

✓ Export	
Group	All participants \$
Export specific users	No ¢
Users to export	Lisa Adams John Smith
Identify student by	Student ID     Username     ID number     Institution     Department
Select all sessions	
Include not taken sessions	Ves
Include remarks	Ves
Start of period	18 🕈 January 🕈 2016 🕈
End of period	30 ♦ May ♦ 2020 ♦
Format	Download in Excel format 🗘
	ОК





