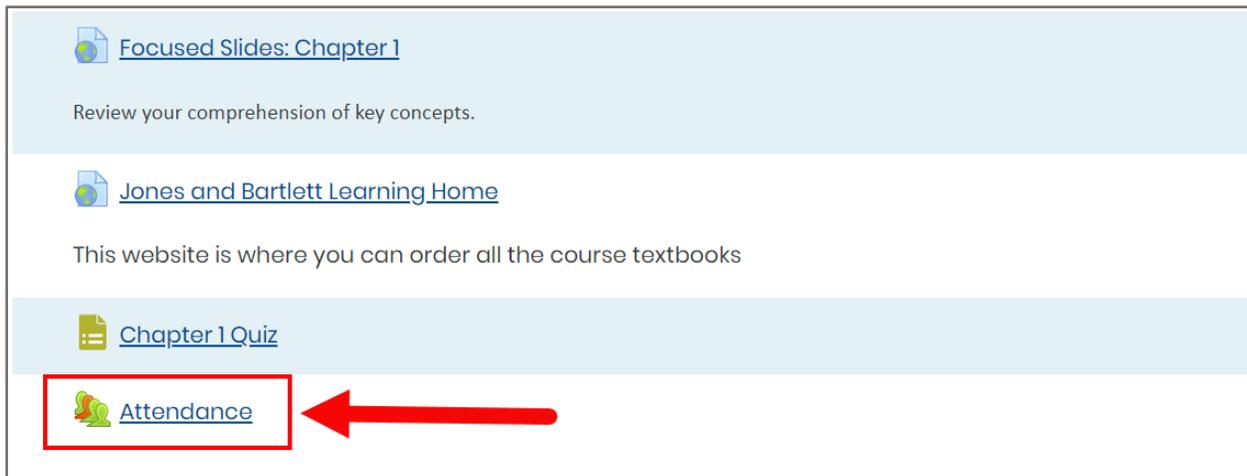


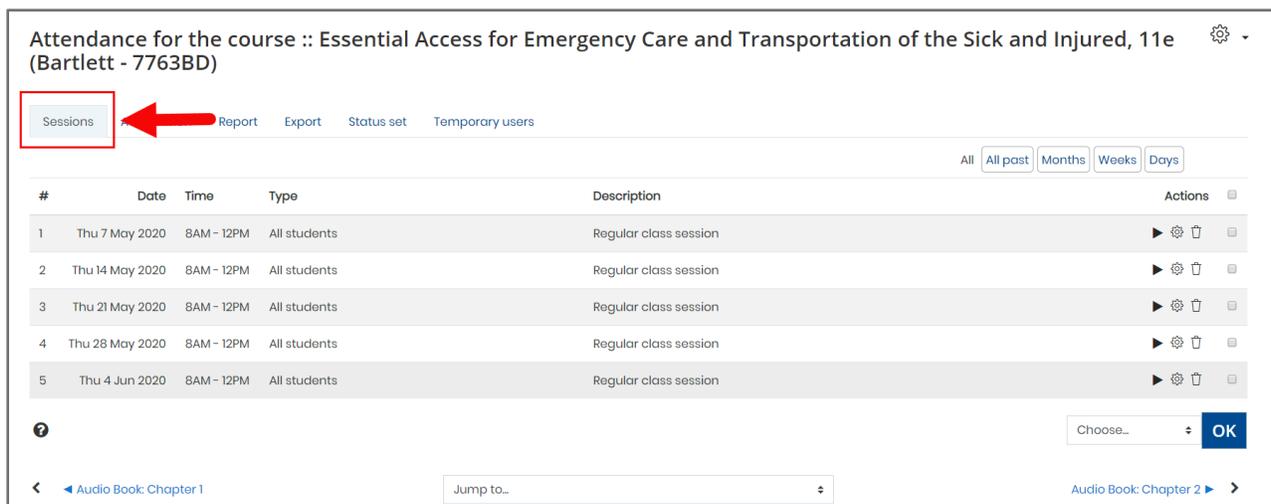
How to Record Student Attendance by Class

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

1. 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.



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



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- 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.

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

◀ May 4 - May 10 ▶

All All past Months Weeks Days

| # | Date | Time | Type | Description | Actions |
|---|----------------|------------|--------------|-----------------------|---------|
| 1 | Thu 7 May 2020 | 8AM - 12PM | All students | Regular class session | ▶ ⚙️ 🗑️ |

Choose... OK

◀ Audio Book: Chapter 1 Jump to... Audio Book: Chapter 2 ▶

Use the arrows to scroll between weeks/months/days or click the button to manually choose a date (or date range) to view

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

Sessions Add session Report Export Status set Temporary users

◀ May 4 - May 10 ▶

All All past Months Weeks Days

| # | Date | Time | Type | Description | Actions |
|---|----------------|------------|--------------|-----------------------|---------|
| 1 | Thu 7 May 2020 | 8AM - 12PM | All students | Regular class session | ▶ ⚙️ 🗑️ |

Choose... OK

◀ Audio Book: Chapter 1 Jump to... Audio Book: Chapter 2 ▶

▶

- 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.

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

Page 1 of 1
View mode
Sorted list
25

The next steps in this document assume you have not made changes to the "status set" tracking options

| # | First name / Surname | Email address | P | L | E | A | Remarks |
|--------------------------|----------------------|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| Set status for all users | | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 1 | Lisa Adams | ladams@ascendlearning.com | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| 2 | John Smith | jsmith@ascendlearning.com | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |

Save attendance

- 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.

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Sessions Add session Report Export **Status set** Temporary users

7 May 2020 8AM - 12PM
Regular class session

Page 1 of 1
View mode
Sorted list
25

Click here to set all students as "Present"

| # | First name / Surname | Email address | P | L | E | A | Remarks |
|--------------------------|----------------------|---------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|----------------------|
| Set status for all users | | | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 1 | Lisa Adams | ladams@ascendlearning.com | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| 2 | John Smith | jsmith@ascendlearning.com | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |

Save attendance

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

Page 1 of 1
View mode
Sorted list
25

L = Late
E = Excused
A = Absent

| # | First name / Surname | Email address | P | L | E | A | Remarks |
|--|----------------------|---------------------------|----------------------------------|-----------------------|-----------------------|----------------------------------|----------------------|
| Set status for all users <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | | | | | | | |
| 1 | Lisa Adams | ladams@ascendlearning.com | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| 2 | John Smith | jsmith@ascendlearning.com | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="text"/> |

Save attendance

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 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

Page 1 of 1
View mode
Sorted list
25

| # | First name / Surname | Email address | P | L | E | A | Remarks |
|--|----------------------|---------------------------|----------------------------------|-----------------------|-----------------------|----------------------------------|----------------------|
| Set status for all users <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | | | | | | | |
| 1 | Lisa Adams | ladams@ascendlearning.com | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> |
| 2 | John Smith | jsmith@ascendlearning.com | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="text"/> |

Save attendance

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.

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

May 4 - May 10 All All past Months Weeks Days

| # | Date | Time | Type | Description | Actions |
|---|----------------|------------|--------------|-----------------------|---|
| 1 | Thu 7 May 2020 | 8AM - 12PM | All students | Regular class session |     |

Choose... OK

Change attendance

11. The **Report** tab will display a comprehensive Attendance report with filter buttons to conveniently display the specific records you would like to review.

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

May 4 - May 10 Page 1 of 1 All All past Months Weeks Days Below 100% Summary

| Users | Sessions | Status set 1 | Over taken sessions |
|---|--|--------------|----------------------------|
| First name / Surname | May 7 8AM All students | P L E A | Sessions Points Percentage |
| Email address | | | |
| 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 | Present: 1 Late: 0 Excused: 0 Absent: 1 | | |

Users: 2

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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 | Months | Weeks | Days | Below 100% | Summary

| Users | Sessions | Status set 1 | | | | Over taken sessions | | |
|--|--|--------------|---|---|---|---------------------|--------|------------|
| | | P | L | E | A | Sessions | Points | Percentage |
| <ul style="list-style-type: none"> First name / Surname Email address | <ul style="list-style-type: none"> May 14 8AM All students | | | | | | | |
| <ul style="list-style-type: none"> Lisa Adams ladams@ascendlearning.com John Smith jsmith@ascendlearning.com | ? | 0 | 0 | 0 | 0 | 0 | 0 / 0 | 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
- Username
- 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

OK

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: Yes

Include not taken sessions: Yes

Include remarks: Yes

Start of period: 18 January 2016

End of period: 30 May 2020

Format: Download in Excel format

OK