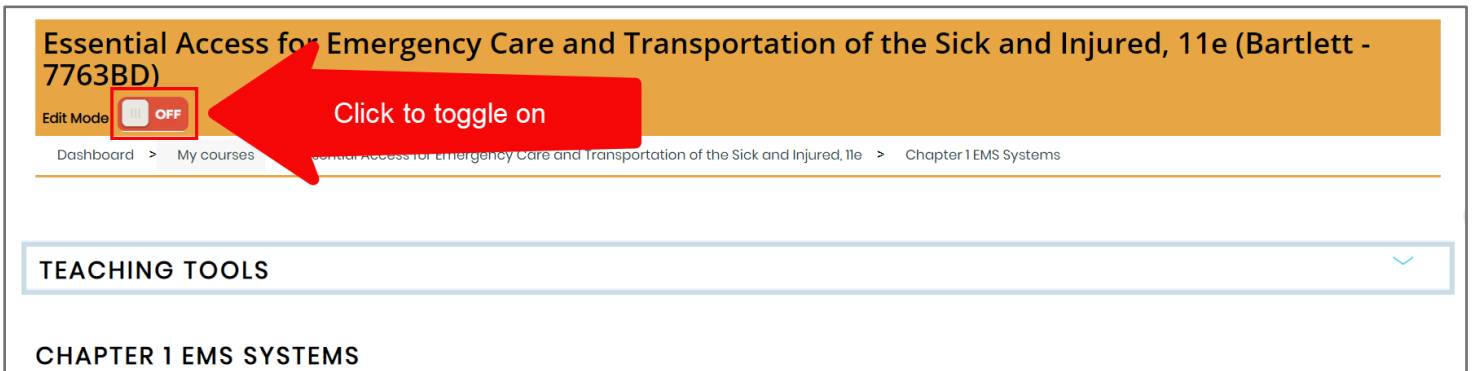


How to Set Up Online Attendance Tracking

This document contains detailed instructions on how to set up online attendance tracking for students. It will also cover how to set attendance recurrence, make attendance a graded activity, and enable student self-recording of attendance.

1. Navigate to the course section in which you wish to house your **Attendance** activity and turn the course **Edit Mode** ON by toggling the button at the top of the page.



Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

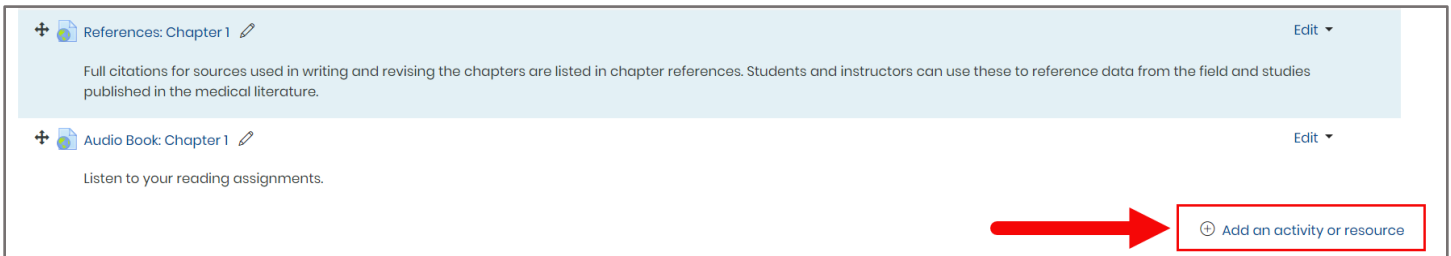
Edit Mode OFF **Click to toggle on**

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 1 EMS Systems

TEACHING TOOLS

CHAPTER 1 EMS SYSTEMS

2. Scroll as needed to find the **Add an activity or resource** option and click on it.



+ References: Chapter 1 Edit ▾

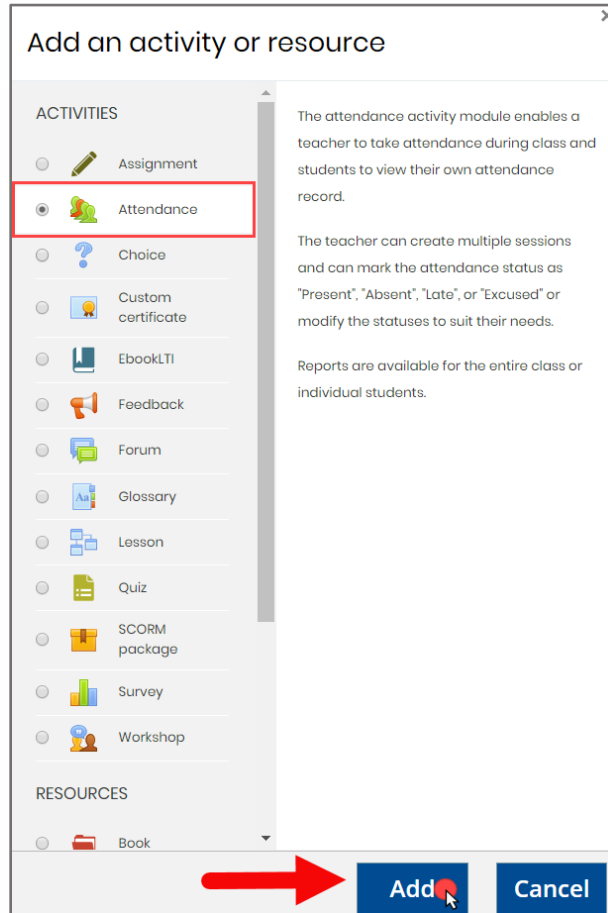
Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.

+ Audio Book: Chapter 1 Edit ▾

Listen to your reading assignments.

Add an activity or resource

3. From the resulting popup window, select the **Attendance** option under **ACTIVITIES** and click **Add**.



4. The Attendance settings page will open, where you may choose the general rules for governing student tracking within the tool.

The screenshot shows the "Adding a new Attendance" settings page. The page has a sidebar on the left with expandable sections: "General", "Grade", "Common module settings", and "Restrict access". The "General" section is expanded, showing a "Name" field with the value "Attendance" and a "Description" field which is empty. Below the description field is a checkbox labeled "Display description on course page". The "Name" field has a red warning icon to its left. The "Description" field has a rich text editor toolbar above it. In the top right corner, there is a link that says "Expand all".

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

5. Use the **Grade** section options to determine whether to incorporate student attendance as a graded component within the gradebook. Use the **Type** dropdown menu to select your preference and adjust the **Maximum grade** point value as desired.

Grade

Type Point

Scale
CVTech 0-4 Scale

Maximum grade
100

Point or scale types available. You can also choose "None" if you don't want graded attendance

6. Next, use the **Grade category** dropdown to select the appropriate category in your gradebook to track the Attendance component, if applicable. Please refer to the gradebook setup page for more information.

Grade category

Grade to pass

Common module settings

Restrict access

Uncategorised

Attendance

Exams

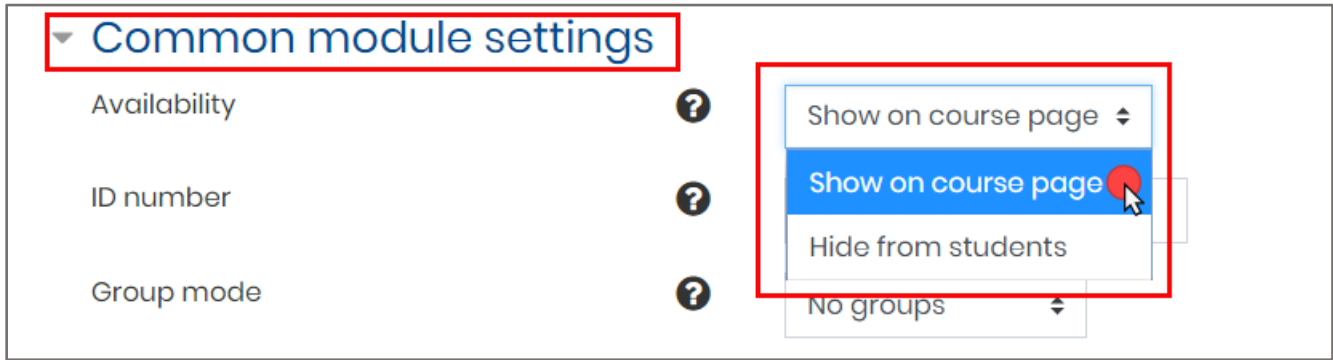
Papers

Quizzes

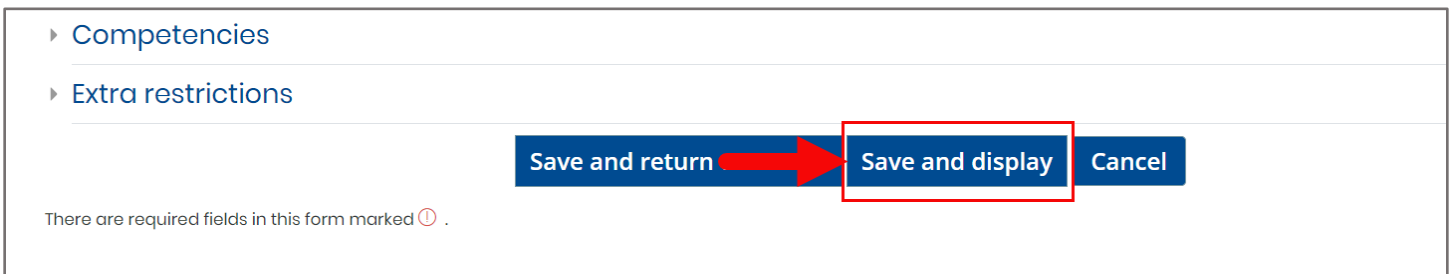
7. A passing grade may be specified in the **Grade to pass** field. This will function as a visual indicator in your gradebook, displaying all failing student grades for Attendance as red and passing scores as green.

Grade to pass

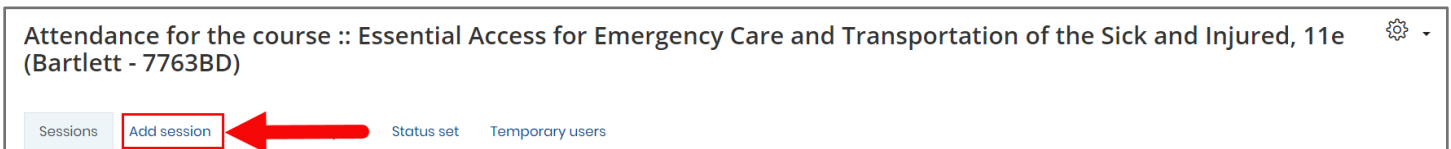
8. Under **Common module settings**, toggle the **Availability** dropdown menu to choose whether you would like to make the Attendance activity visible to or hidden from students in the course.



9. When satisfied with your selections, scroll down and click the **Save and display** button.



10. The next step will be to create the sessions for which you wish to record student attendance. Click the **Add session** tab at the top of the page.



11. Use the **Date** fields within the **Add session** section here to pick the time and date of your first class, then use the **Time** fields to enter in a start and end time of the class.

The screenshot shows the 'Add session' section of a form. The 'Type' is set to 'All students'. The 'Date' field is highlighted with a red box and contains '1', 'September', and '2020'. The 'Time' field is also highlighted with a red box and contains 'from: 08:00 to: 12:00'. Red arrows point from the 'Date' and 'Time' labels on the left to their respective input fields.

12. You may then choose whether to automatically populate your students' calendars with the session(s) by toggling on or off the **Create calendar event for session**.

This screenshot shows the 'Add session' form with the 'Description' field visible. At the bottom of the form, there is a checkbox labeled 'Create calendar event for session' which is checked. A red arrow points to this checkbox.

13. Next, the **Multiple sessions** section can be used to determine whether the session is recurring and, if so, when it repeats.

The screenshot shows the 'Multiple sessions' section of the form. It includes a checkbox for 'Repeat the session above as follows' which is unchecked. Below this, there are options for 'Repeat on' (Monday through Sunday), 'Repeat every' (1 week(s)), and 'Repeat until' (5, May, 2020). A red arrow points to the 'Multiple sessions' section header.

14. If your session is recurring, check the **Repeat the session above as follows** checkbox, and then select the days of the week on which the session occurs by ticking the corresponding check boxes next to the day on the **Repeat on** setting.

Multiple sessions

Repeat the session above as follows ?

Repeat on Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat every 2 week(s)

Repeat until 1 September 2020

15. Use the **Repeat every** setting to select the sequence of weeks the sessions repeat. For example, if your class meets at the same time every other Wednesday, you should select **Repeat every 2 week(s)**.

Multiple sessions

Repeat the session above as follows ?

Repeat on Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat every 2 week(s)

Repeat until 1 September 2020

16. Then make sure you use the **Repeat until** date fields to set a date for the last class within this sequence. Please note, if you have staggered class times which are not recurring, you must add separate sessions to account for those sessions as needed.

Multiple sessions

Repeat the session above as follows ?

Repeat on Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat every 2 week(s)

Repeat until 1 November 2020

17. Finally, choose whether students are to be responsible for recording their own attendance for the sessions using the **Allow students to record own attendance** checkbox. If you check the box, two more options will pop up.

▼ Student recording

Allow students to record own attendance ?

Automatic marking ? Disabled

Student password ? Random password

Automatically select highest status available ?

- **Automatic marking** allows marking to be completed automatically. If “Yes” is selected, students will be automatically marked depending on when a student first accesses the course. If “Set unmarked at end of session” is selected, any students who have not marked their attendance will be set to the unmarked status selected. You may also leave this as “Disabled” if you do not wish to use automatic marking.

▼ Student recording

Allow students to record own attendance ?

Automatic marking ? Disabled

Student password ? Random password

Automatically select highest status available ?

Disabled

Disabled

Yes

Set unmarked at end of session

- **Student password**, if set, requires students to enter a password of your choosing before they can set their own attendance for the session. If left empty, no password is required. You may also generate a random password by checking the appropriate box on the right of the password box.

Student recording

Allow students to record own attendance ?

Automatic marking ? Disabled

Student password ? Random password

Automatically select highest status available ?

- You can also check **Automatically select highest status available** if you wish for students to receive the highest grade possible for attendance.

Student recording

Allow students to record own attendance ?

Automatic marking ? Disabled

Student password ? Random password

Automatically select highest status available ?

18. Once you are satisfied with your settings, click **Add**.

Multiple sessions

Student recording

19. You will now see a list of all the individual class sessions generated under the **Sessions** tab.

#	Date	Time	Type	Description	Actions
1	Wed 2 Sep 2020	8AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
2	Wed 16 Sep 2020	8AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
3	Wed 30 Sep 2020	8AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
4	Wed 14 Oct 2020	8AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️
5	Wed 28 Oct 2020	8AM - 12PM	All students	Regular class session	▶ ⚙️ 🗑️

20. Click on the **Status set** tab to review the default attendance tracking options to use for each student per session.

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	2.00	<input type="text"/>	<input type="radio"/>	👁️ 🗑️
2	L	Late	1.00	<input type="text"/>	<input type="radio"/>	👁️ 🗑️
3	E	Excused	1.00	<input type="text"/>	<input type="radio"/>	👁️ 🗑️
4	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	👁️ 🗑️
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="button" value="Add"/>

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm



21. You may make any custom adjustments to these options as needed by updating the applicable field and then clicking the **Update** button.

Sessions Add session Report Export Status set Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	2.00		<input type="radio"/>	
2	L	Late	1.00		<input type="radio"/>	
3	E	Excused	1.00		<input type="radio"/>	
4	A	Absent	0.00		<input type="radio"/>	
*						

Add

Update

22. Navigate back to the Main Course Page and turn the course **Edit Mode** OFF by toggling the button at the top of the page. You may now access the Attendance activity listed in the course section in which it was created.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

Edit Mode OFF **Toggle off**

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e

TEACHING TOOLS

News forum

Attendance