

KODIAK QUICK GUIDE: Attendance

Overview

The Attendance tool allows you to track your students' attendance in class sessions. The Attendance register will tell you a student's attendance percentage, but note there is no integration with the Kodiak Grades tool.

How to Access the Attendance Tool

- While in your Kodiak classroom, click **Course Admin** in the upper right of screen.
- Then select **Tools**
- Then click to select **Attendance**



- Attendance will now be available on your Course Nav Bar.

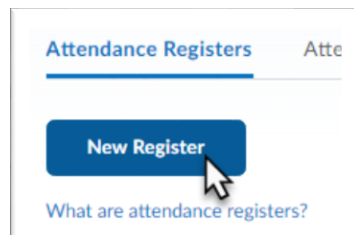
In This Guide

- Creating an Attendance Register
- Recording Attendance
- Creating a New Attendance Scheme

Creating an Attendance Register

The attendance registrar is a list of class sessions. For a course site with multiple sections or groups, you can set up separate registers for each section/group or one register for all of them.

1. Click **New Register**.

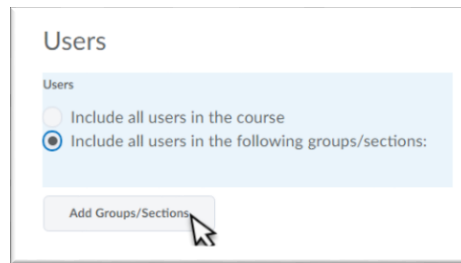


2. Enter a name for your register. This could be the name of the course or section.
3. Select your Attendance scheme in the drop-down menu.
 - **System Scheme** gives the options for present or absent.
 - You can also create a custom scheme if you want more control or options. See the “Creating a New Attendance Scheme” section below.

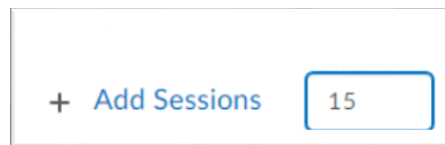
Note: If you don't want students to see their attendance record you can deselect “Allow users to view this attendance register”.

4. Under the “Users” heading, select which students should be included in the register.
 - If the course only has one section or all sections have the same class session dates, keep **Include all users in the course** selected.

- If you have multiple sections in the same course, select **Include all users in the following groups/sections**. Then click **Add Groups/Sections** to select the section you want to use this register for, and click **Add**.



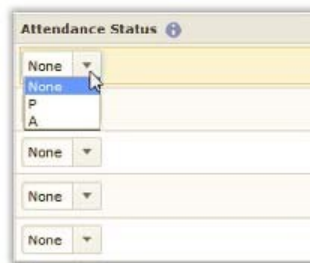
5. Under the “Session” heading, enter the dates of the first three class sessions
6. Enter the number of rows that need to be added for all of the remaining class sessions, and click **Add Sessions** in the “Add Sessions” box. For example, if you have twenty class sessions, enter “1715”.



7. Enter the rest of the session dates in the new “Session Name” fields.
8. Click **Save**.
Note: Repeat this process to create more registers if desired.

Recording Attendance

1. From the “Attendance Registers” page, click the name of the class register you created.
2. Click the Enter Attendance icon for the appropriate class session.
3. Use the drop-down menus to set attendance for each student: P for “present” or A for “absent”.
4. Click **Save**.

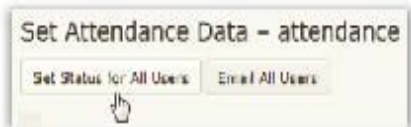


Set Attendance for All Students

1. At the top of the screen, click **Set Status for All Users**.
2. In the “Status” drop-down menu, select P for “present” or A for “absent.”
3. Click **Save**.

4. Click **Close**. You will return to the “Attendance Data” page, and cumulative attendance percentages will appear on the right side of the table if you have only one register. (If you have more than one register, you will need to click the name of the register to view cumulative attendance data.)

Note: As a time saver, you may want to click **Set Status for All Users** at the top of the register, set all students’ status as present, and then use the drop-down menus to change individual students to A for “Absent”.

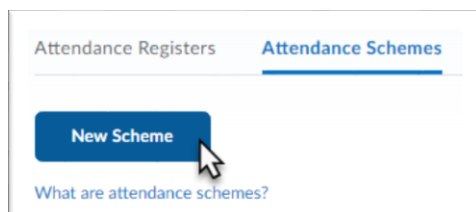


Creating a New Attendance Scheme

You can create a new attendance scheme that includes more attendance statuses that you can assign to students.

1. Click **Attendance Schemes** on the “Attendance Registers” page.

2. Click **New Scheme**.



3. Enter a name for your attendance scheme.

4. Enter a symbol, a name, and an “Assigned %” for each attendance status.

- The symbol should be a letter, abbreviation, or short word to describe the status.
- The status name should describe the status. It can be the same as the symbol.
- The “Assigned %” should be the percent credit students should receive for that status. For example: 100 for “Present,” 50 for “Late,” or 0 for “Absent.”

Note: To add more fields, enter the number of fields you wish to add at the bottom and click **Add Statuses**. To delete a field, click the icon under the “Delete” heading in that field’s row.

#	Symbol*	Status Full Name*
1	L	Late
2	E	Excused Absence
3	P	Present

+ Add Statuses | |

5. Click **Save** when you have finished editing the attendance scheme. You will now be able to select this scheme when you are creating an attendance register.

Note: You can edit an attendance scheme by clicking on its name on the “Attendance Scheme” page, but do not change the scheme for a register you have already created, or all data will be lost.