

Registrering af fremmøde

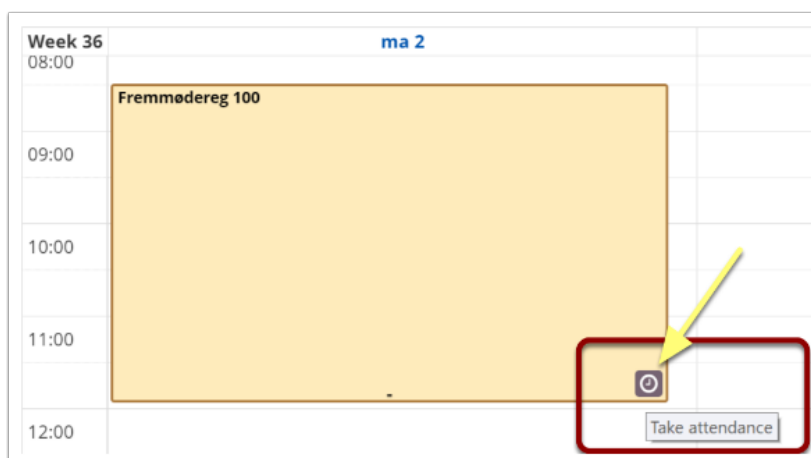
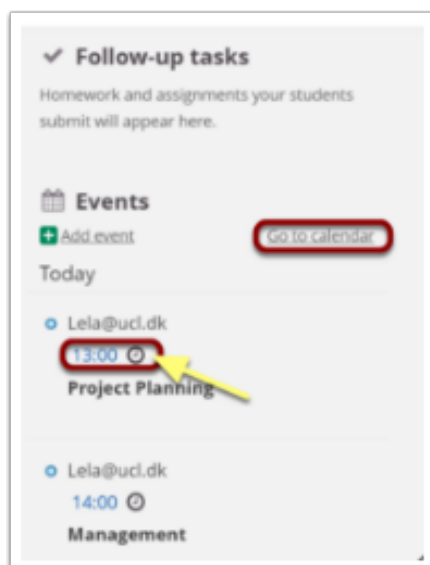
Attendance er et nyttigt værktøj i Itslearning, som giver dig mulighed for at føre fremmøderegistrering på hver enkelt af dine forelæsninger eller begivenheder i Itslearning. Ligeledes har du mulighed for at danne et samlet overblik over fremmøde på tværs af begivenheder. Bemærk at vejledningerne også findes som små instruktionsvideoer (se links nedenfor).

I denne vejledning introduceres du til følgende:

- [Hvordan du laver *student self-registration* – link til video.](#)
- [Hvordan får du et overblik over fremmødestatistikken på dit kursus – link til video.](#)
- [Sådan lukker du fremmøderegistreringen på bagkant – link til video.](#)
- [Fejlregistreringer? Sådan retter du dem – link til video.](#)
- [Hvordan undtager du undervisningsgange fra fremmøderegistreringen – link til video.](#)
- [Hvordan registrerer du fremmøde manuelt](#)

Hvordan laver du *student self-registration*

Du starter fremmøderegistreringen via det lille ur-ikon direkte fra den konkrete undervisningsgang på rummets oversigt. Alternativt kan du tilgå *Attendance* ved at finde begivenheden i *Calendar* (på *Overview*-siden kan du klikke på *Go to calendar*), hvori du kan se de enkelte skemabrikker. Her fremmøderegistreres ligeledes via det lille ur-ikon:



OBS! Det er først muligt at registrere fremmøde tidligst 5 minutter før begivenheden starter. Indtil da er *Attendance*-ikonet utilgængeligt.




Når du har klikket på *Take attendance* åbnes et nyt vindue:




Attendance. 14. december 2020 08:00

Sandbox Itoftgaard - Louise Toftgaard Fibiger
Communication and projects

[View attendance for all events](#) Open self-registration

Search for students

✓	NAME	STATUS	MISSED MINUTES
✓	 Andreas Eriksen	PRESENT	
✓	 Karen Fog Rasmussen	PRESENT	
✓	 Signe Østergaard Christensen	PRESENT	

 Present: 3  Absent: 0  Not set: 0

Save Cancel




Klik på *Open self-registration*. Du får nu en ny knap *Open tab with code*.




Self-registration. 14. december 2020 08:00

Sandbox Itoftgaard - Louise Toftgaard Fibiger
Communication and projects

[View attendance for all events](#) Open tab with code

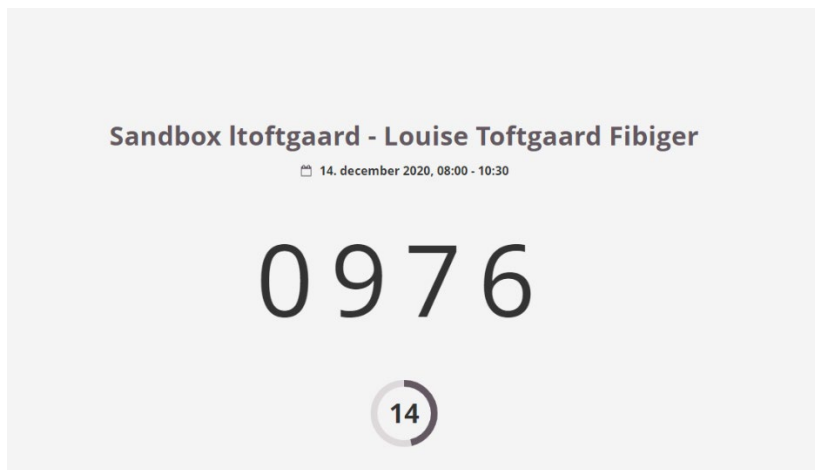
Search for students

NAME	STATUS
 Andreas Eriksen	NOT SET
 Karen Fog Rasmussen	NOT SET
 Signe Østergaard Christensen	NOT SET

 Present: 0  Absent: 0  Not set: 3

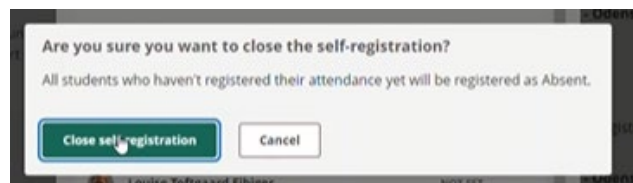
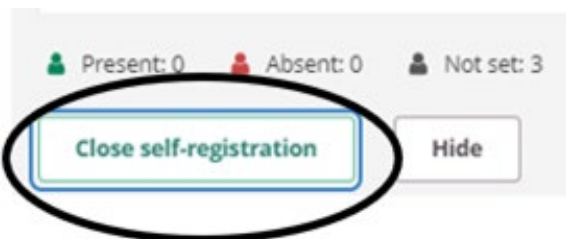
Close self-registration Hide

Fanen kan du dele med de studerende på fx skærm, projektor eller tavle, og de studerende har nu 30 sekunder til at indtaste den kode, der kommer frem (koden skifter hver 30 sekund).

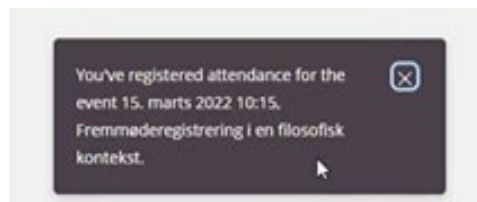


Når alle de studerende har registreret deres fremmøde, kan du lukke fanen igen.

MEGET VIGTIGT: Når alle har registreret, tryk *Close self-registration* i nederste venstre hjørne.



Du får en lille pop up-besked om, at fremmøderegistrering er foretaget.



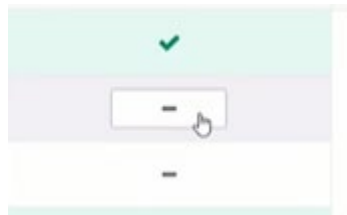
[Få et overblik over fremmødestatistikken på dit fag](#)

Du kan få et overblik over fremmødestatistikken på dit kursus ved at klikke *Status and follow-up > Attendance*. Yderst til venstre kan du se dine studerendes aktuelle fraværsprocent, og i kolonnerne kan du se status for de enkelte undervisningsgange.

De studerende, der ikke har registreret sig, står registreret som *Absent* (rødt kryds) i oversigten, mens studerende der har registreret sig, står registreret som *Present* (grønt flueben).

Attendance		
Back to Status and follow-up Search for students < Previous Next >		
NAME	TOTAL ABSENCE	ma, 14. dec, 08:00 - 10:30 2h 30m
Andreas Eriksen <small>aer@sam.sdu.dk</small>	0,00 %	✓
Karen Fog Rasmussen <small>kf.rasmussen@sdu.dk</small>	100,00 %	✗
Signe Østergaard Christensen <small>sil@sdu.dk</small>	100,00 %	✗

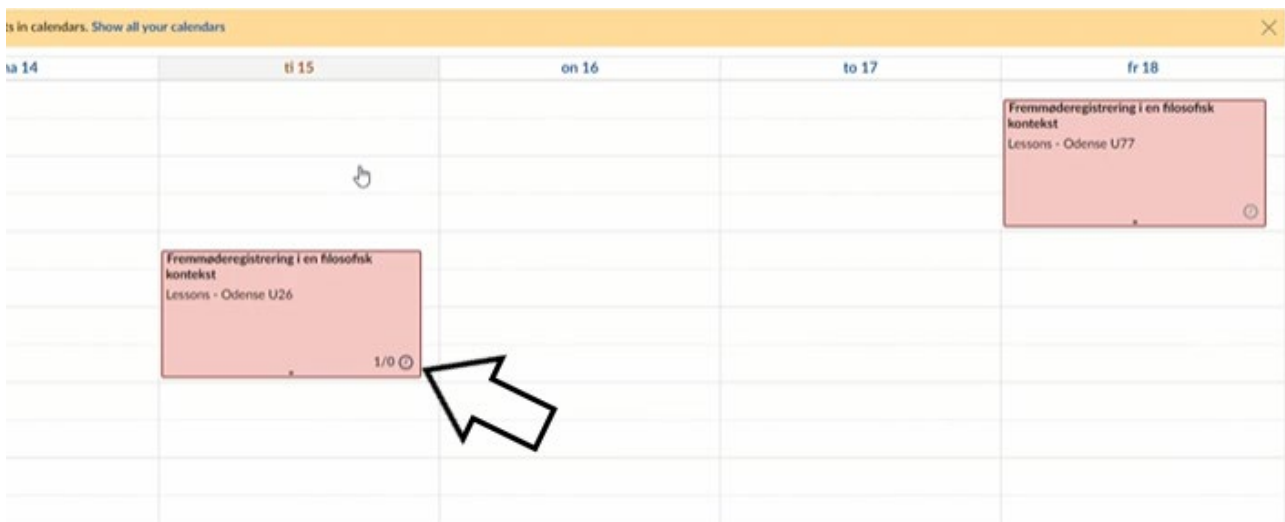
Du skal være opmærksom på, hvis der ud for en enkelt undervisningsgang er hvide streger i stedet for rødt kryds eller grønt flueben. Dette betyder, at du ikke har fået afsluttet fremmøderegistreringen korrekt (se nedenfor hvordan du retter dette)



Sådan lukker du fremmøderegistreringen på bagkant

Hvis du ikke har lukket fremmøderegistreringen korrekt i itslearning, vil du under *Status and follow-up* → *Attendance* kunne se en række hvide streger ud for de studerende, der ikke har registreret sig. Disse fremmøderegistreringer skal lukkes korrekt, så studerende der ikke har været til stede i undervisningen, bliver registreret som fraværende.

Klik på kalenderen på forsiden af dit kursus og find den aktuelle undervisningsgang, du skal have afsluttet, og klik på ur-ikonet.



Det er vigtigt, at fremmøderegistreringen bliver afsluttet korrekt, da alle, der ikke er blevet registreret korrekt i undervisningen, ellers ikke vil optræde med en korrekt fraværsprocent.

For at rette fraværstatus til *Absent*, skal du klikke på *Close registration* og efterfølgende bekræfte, at du ønsker at ændre den/de studerendes status til *Absent*.

The screenshot shows the 'Self-registration' interface for a lesson on March 15, 2022. It lists several students with their current status. A confirmation dialog is open, asking if the user is sure to close the self-registration, with a note that all unregistered students will be marked as absent. A red arrow points to the 'Close self-registration' button in the dialog.

NAME	STATUS
Anne Traun Gruelund	NOT SET
Charlotte Astrup Granly	NOT SET
Karen Fog Rasmussen	NOT SET
Louise Toftgaard Fibiger	NOT SET
Maria Guldberg	NOT SET
Maria Kyung Overgaard	NOT SET
Signe Østergaard Christensen	PRESENT

Present: 1 Absent: 0 Not set: 6

Are you sure you want to close the self-registration?
All students who haven't registered their attendance yet will be registered as Absent.

Close self-registration Cancel

Fejlregistreringer? Sådan retter du dem

Hvis du får brug for at rette i fremmøderegreringen – fx hvis du bliver kontaktet af en studerende, som ikke har fået registreret sig korrekt og som derfor står som fraværende – kan du manuelt ændre hans/hendes fremmødestatus under *Status and follow-up > Attendance*. For at rette den studerendes fremmødestatus, klikker du på ikonet ud for den studerende og vælger den rigtige status.

The screenshot shows a student's attendance record for Signe Østergaard Christensen. The status is currently 'Not set'. A dropdown menu is open, showing options for 'Present' and 'Absent'.

Signe Østergaard Christensen
si@sdu.dk

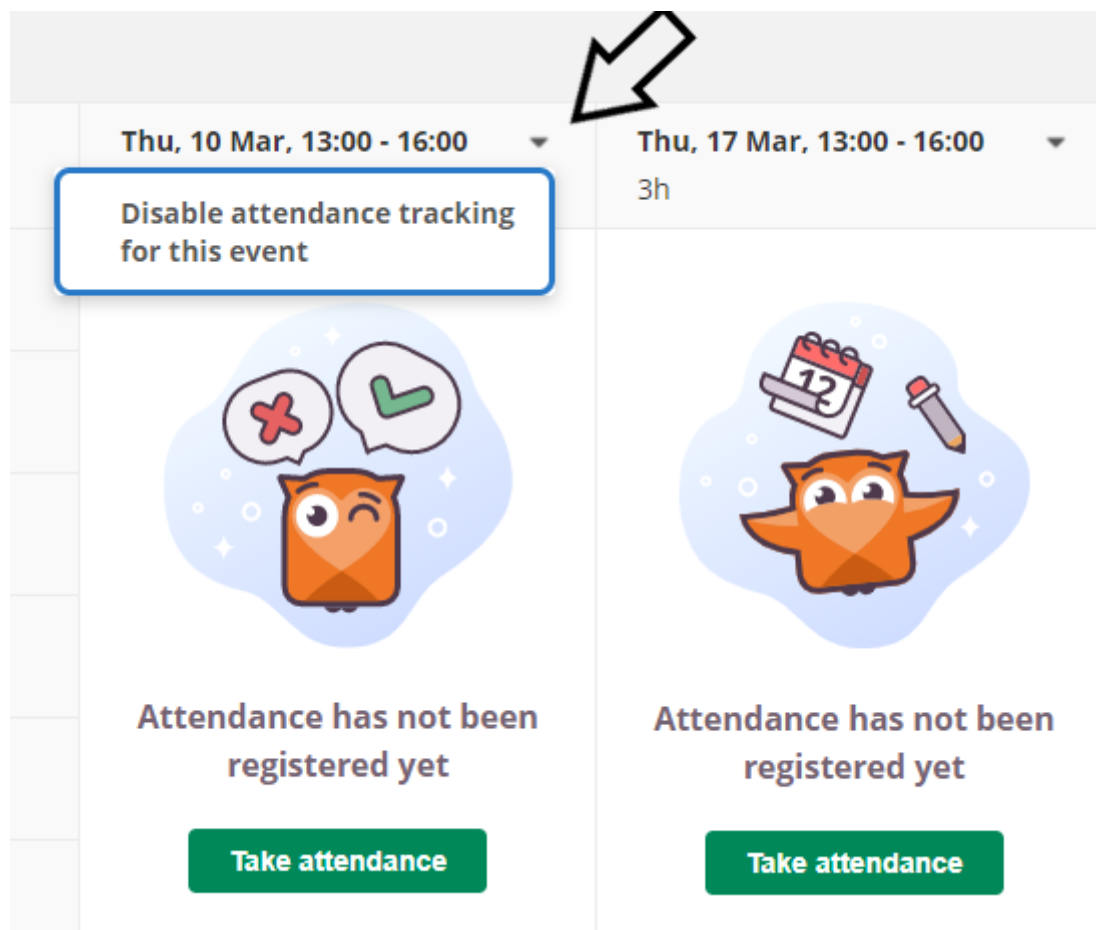
25,00 %

Not set
Present
Absent

Hvordan undtager du undervisningsgange fra fremmøderegistrering

Hvis din undervisning har været aflyst (eller hvis der afholdes aktiviteter på dit fag, hvor der ikke skal føres fremmøderegistrering) kan du undtage disse gange fra fremmøderegistreringen. Det er vigtigt, at du fjerner de undervisningsgange hvor der ikke foretages fremmøderegistrering, så de studerende har det korrekte overblik over deres fremmøde.

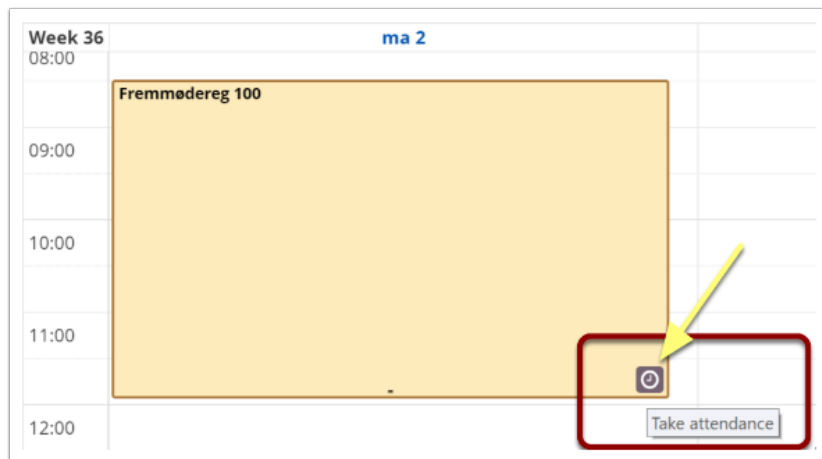
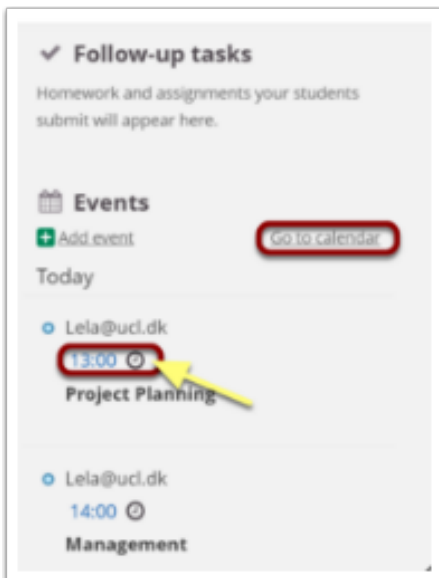
Gå ind under *Status and follow-up > Attendance* og klik ud for den undervisningsgang, der skal undtages for registrering, og vælg *Disable attendance tracking for this event*. Det betyder, at denne undervisningsgang ikke tælles med i den samlede statistik for fraværsprocenter.



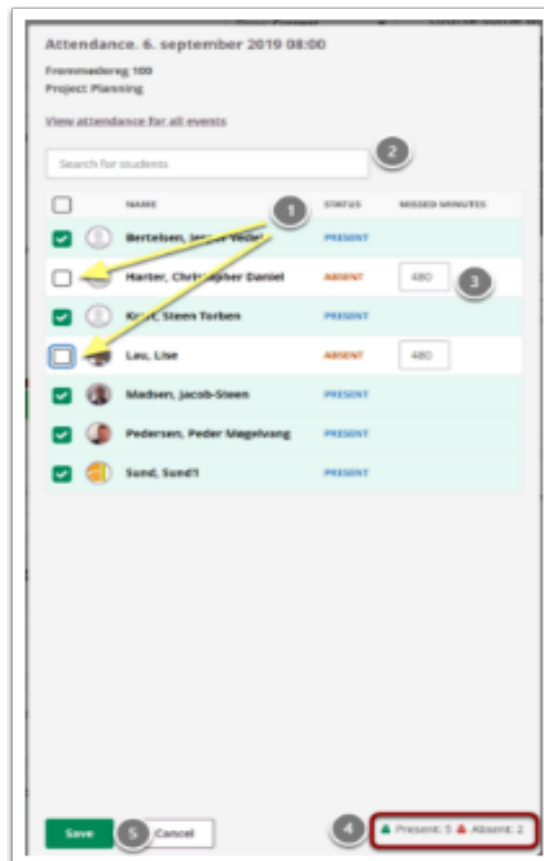
Hvordan registrerer du manuelt fremmøde

Hvis du foretrækker at registrere de fremmødte studerende manuelt i stedet at lade dem selv-registrere sig, kan det sagtens lade sig gøre.

Du starter fremmøderegistreringen via det lille ur-ikon direkte fra den konkrete undervisningsgang på rummets oversigt eller ved at finde begivenheden i *Calendar* (på *Overview*-siden kan du klikke på *Go to calendar*), hvori du kan se de enkelte skemaer:



Når du har klikket på *Take attendance* åbnes et nyt vindue:



1. Som default er alle deltagere på begivenheden registreret som fremmødte. Du skal derfor kun fjerne fluebenet ud for studerende, der ikke er til stede
2. Via søgefeltet kan du fremsøge enkelte deltagere, hvor du ønsker at ændre fremmødestatus.
3. Ud for den enkelte studerende kan du se, hvor mange minutters fravær, der er registreret – men du kan også manuelt indtaste antallet af minutter, hvor der er fravær.
4. I bunden af billedet kan du ligeledes se antallet af fremmødte og fraværende deltagere
5. Husk at klikke på *Save*, når du har afsluttet fremmøderegistrering.

Tips!

Som underviser er det en god idé, at du gør de studerende opmærksom på, at det er deres eget ansvar at de bliver registreret fremmødt. De kan se deres registrerede fremmøde under fanen *Status and follow-up > Attendance*.

Attendance

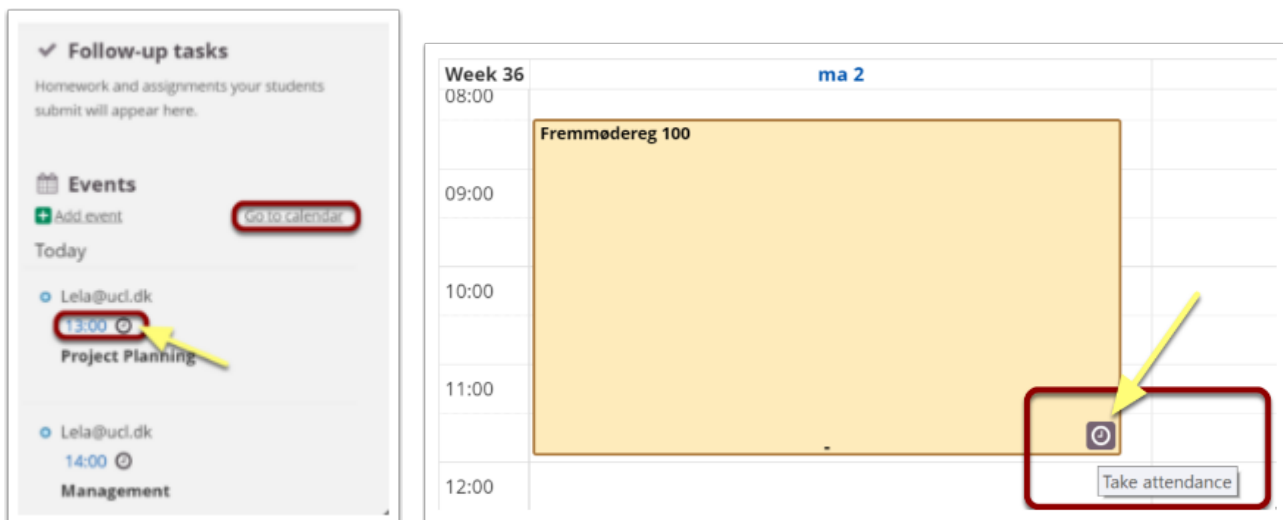
Attendance is a useful tool which provides you with the possibility of taking attendance on each of your lectures or events in itslearning. The feature further provides the possibility of obtaining an overview of attendance across events. Please notice that this guide is available as small instruction videos as well (links below).

This tutorial introduces the following:

- [How to use the student self-registration feature](#) – [link to video](#).
- [How to access an overview of attendance across your classes/events](#) – [link to video](#).
- [How to close the self-registration after deadline](#) – [link to video](#).
- [How to correct mis recordings](#) – [link to video](#).
- [How to except a class from the attendance statistic](#) – [link to video](#).
- [How to do a manual registration of attendance](#)

How to use the student self-registration feature

You can start the self-registration using the small clock icon directly from the specific event, visible via the room overview. Likewise, *Attendance* is available in *Calendar* (on the Overview page, you can access it by clicking *Go to calendar*), where all your events are available. Click on the small clock icon in the lower right corner:






NOTE! You cannot take attendance until 5 minutes before the event is set to start. Until then, the *Attendance* icon is unavailable.




When you have clicked *Take attendance*, a new window opens:

Attendance. 14. december 2020 08:00
 Sandbox Itoftgaard - Louise Toftgaard Fibiger
 Communication and projects

[View attendance for all events](#) Open self-registration

Search for students

✓	NAME	STATUS	MISSED MINUTES
✓	 Andreas Eriksen	PRESENT	
✓	 Karen Fog Rasmussen	PRESENT	
✓	 Signe Østergaard Christensen	PRESENT	

 Present: 3  Absent: 0  Not set: 0




Save Cancel




Click *Open self-registration*. Click the new button *Open tab with code*.

Self-registration. 14. december 2020 08:00
 Sandbox Itoftgaard - Louise Toftgaard Fibiger
 Communication and projects

[View attendance for all events](#) Open tab with code

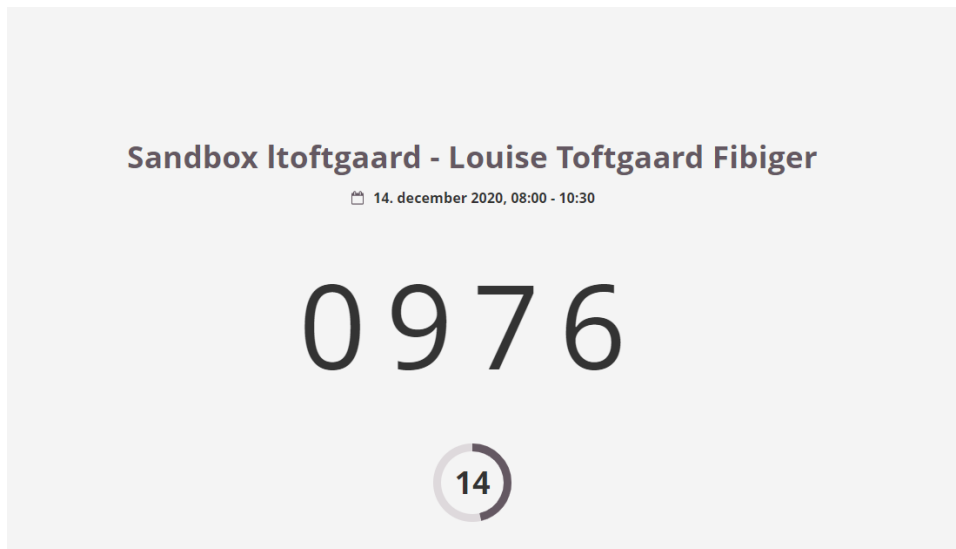
Search for students

NAME	STATUS
 Andreas Eriksen	NOT SET
 Karen Fog Rasmussen	NOT SET
 Signe Østergaard Christensen	NOT SET

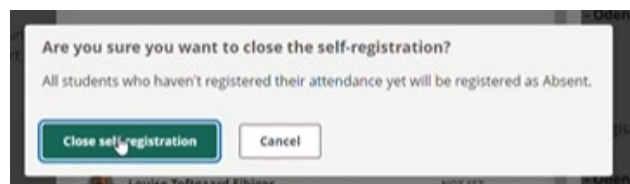
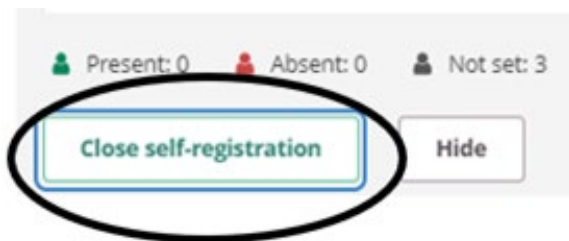
 Present: 0  Absent: 0  Not set: 3

Close self-registration Hide

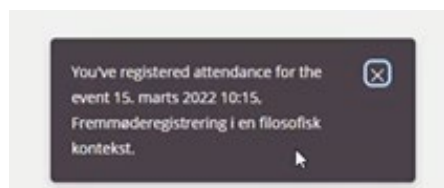
You can share the tab with the students e.g. on a screen, projector or board, and the students now have 30 seconds to enter the code that appears (the code changes every 30 seconds)



VERY IMPORTANT: Once everyone has registered, click *Close self-registration* in the bottom left corner.



You get a small pop-up message that the self-registration is completed.



How to access an overview of attendance across your classes or events

You can easily access an overview over the attendance across events or lessons in your course via the tab *Status and follow-up* > *Attendance*. At the left you will find the current rate of absence and in the columns at the right the registrations for the specific event/class are indicated.

The students who have not registered are automatically registered as *Absent* (red cross) in the overview, while students who have registered are registered as *Present* (green tick).

Attendance

< Back to Status and follow-up

Search for students

< Previous Next >

NAME	TOTAL ABSENCE	ma, 14. dec 08:00 - 10:30 2h 30m
Andreas Eriksen aer@samsdu.dk	0.00 %	✓
Karen Fog Rasmussen kf.rasmussen@sdu.dk	100.00 %	✗
Signe Østergaard Christensen si@sdu.dk	100.00 %	✗

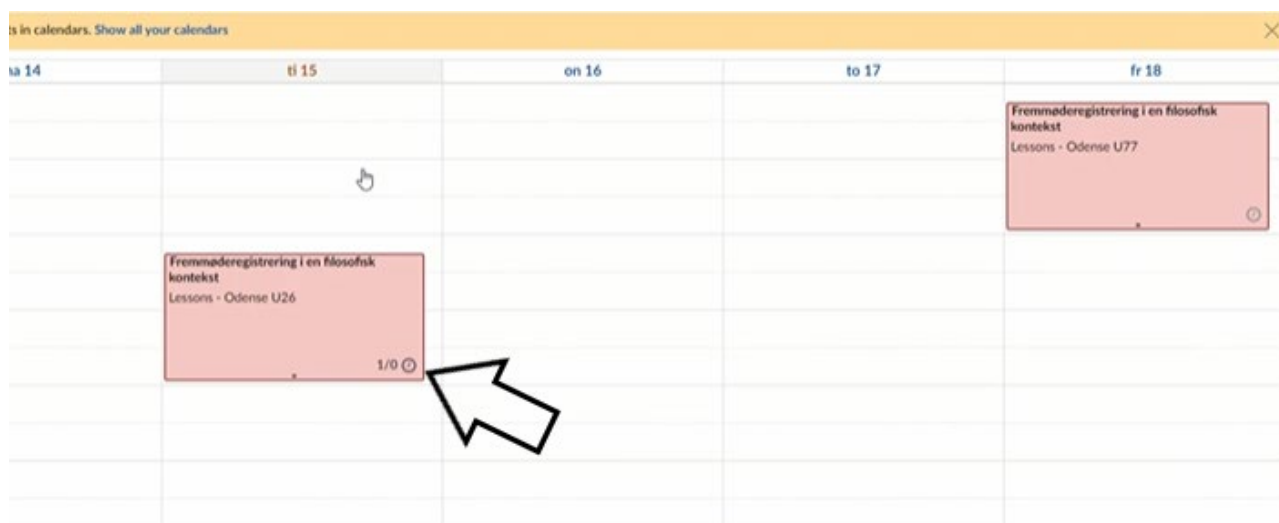
Note, if the status is (-) *Not set* (instead of a red cross or a green tick), you have probably forgotten to close the self-registration (see below how to correct this).



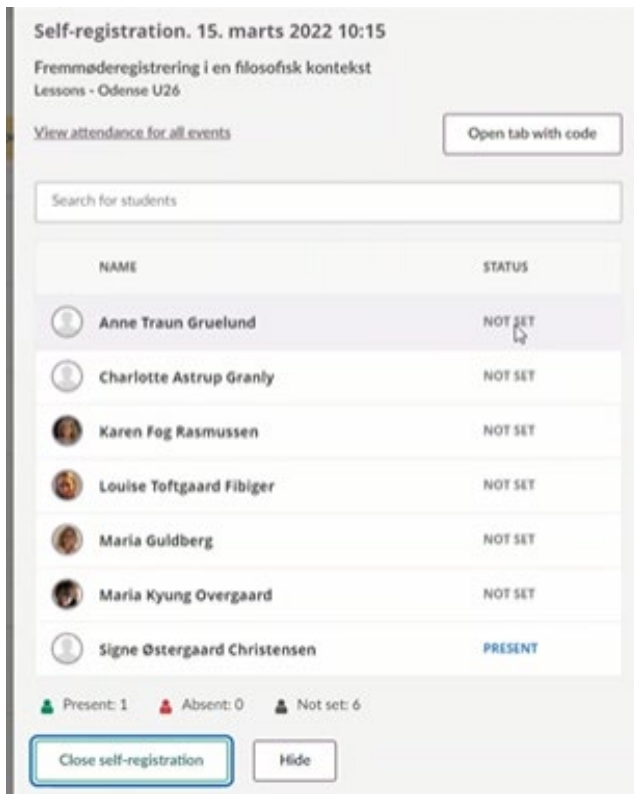
How to close the self-registration after deadline

If the self-registration has not been closed correctly, a white line (-) will appear when you check the students' status in *Status and follow-up* > *Attendance*. It is very important that these registrations are closed to register this/these students as absent.

This is done by choosing *Go to calendar* on the overview page and then click on the small clock icon in the lower right corner of the specific event/class.



To correct the status, just choose *Close registration* and confirm that you want to change status of the specific students listed with a line (-) to *Absent*.



Self-registration. 15. marts 2022 10:15
Fremmedregistrering i en filosofisk kontekst
Lessons - Odense U26

View attendance for all events Open tab with code

Search for students

NAME	STATUS
Anne Traun Gruelund	NOT SET
Charlotte Astrup Granly	NOT SET
Karen Fog Rasmussen	NOT SET
Louise Toftgaard Fibiger	NOT SET
Maria Guldberg	NOT SET
Maria Kyung Overgaard	NOT SET
Signe Østergaard Christensen	PRESENT

Present: 1 Absent: 0 Not set: 6

Close self-registration Hide

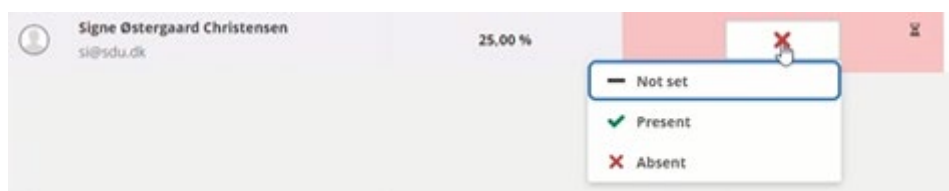


Are you sure you want to close the self-registration?
All students who haven't registered their attendance yet will be registered as Absent.

Close self-registration Cancel

How to correct mis recordings

If you need to correct a mis recording – let's say that a students by mistake has been registered as *Absent* but was in fact present - you can change his/her status manually. Choose the tab *Status and follow-up > Attendance* in the specific course and click the red cross and change it to a green tick (or vice versa if relevant).



Signe Østergaard Christensen
si@sdu.dk

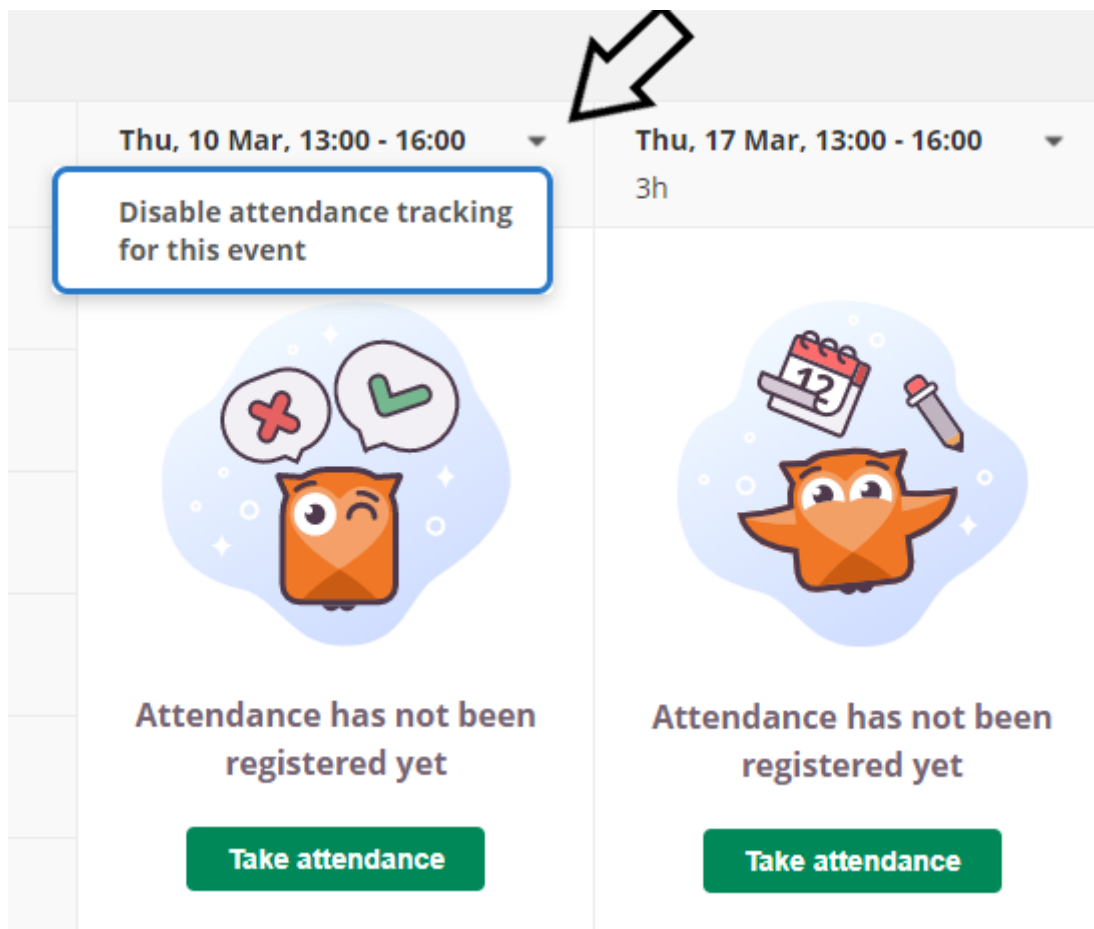
25,00 %

Not set Present Absent

How to except a class from the attendance statistic

If a class has been cancelled or replaced by activities that do not require registration of attendance, you can except this specific class/event from attendance statistic. It is very important that this is done in order to secure the students a correct rate of absence.

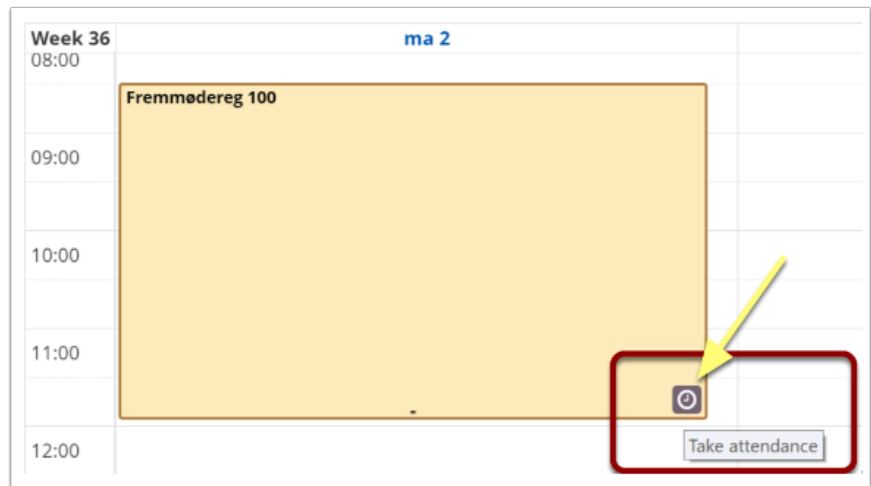
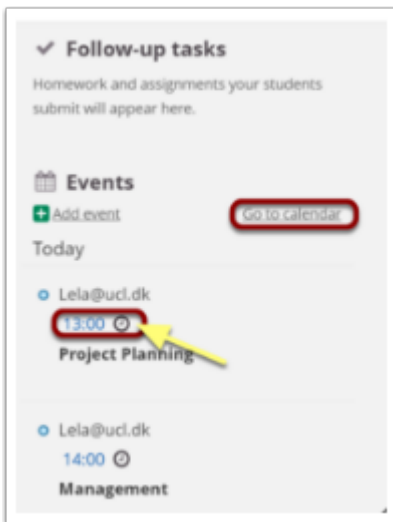
Choose the tab *Status and follow-up* > *Attendance* at the specific course and click the small arrow beside the date of the event that needs excepted. Choose *Disable attendance tracking for this event* and then this class/event is no longer part of the rate of absence.



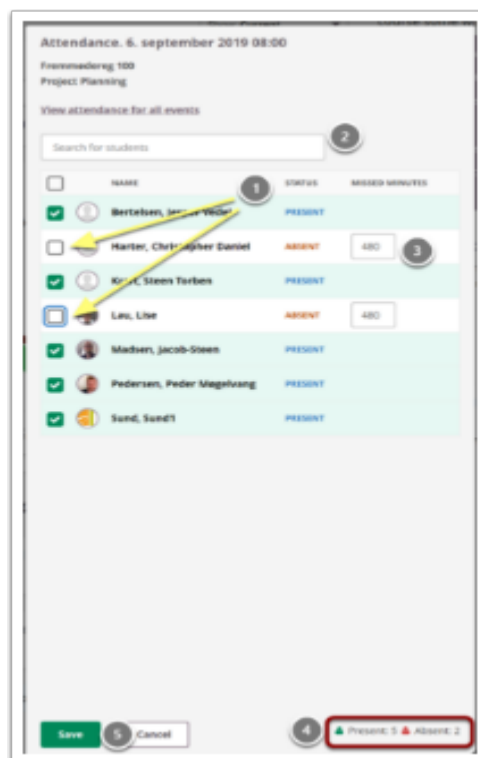
How to do a manual registration of attendance

If you prefer to register the students manually instead of letting them self-register, this is easily done.

Attendance is available in *Calendar* (on the Overview page, you can access it by clicking *Go to calendar*), where all your events are available. Click on the small clock icon in the lower right corner of the specific class/event:



Once you have clicked *Take attendance*, a new Window is opened:



1. Per default, all participants at the event are registered as attending. Hence, you need only remove the check mark for students who are absent.
2. Via the search field you can search for specific students whose attendance status you wish to change.
3. For each student you can see how many minutes of absence is registered – but you are also able to manually input the number of minutes of absence.
4. In the lower right corner, you can find the number of attending and absent students respectively.
5. Remember to click *Save* when you have finished taking attendance.

Tips!

As a teacher, it is a good idea for you to make the students aware that it is their own responsibility that they attendance are registered. An overview of their individual attendance is available from the tab *Status and follow-up> Attendance*.