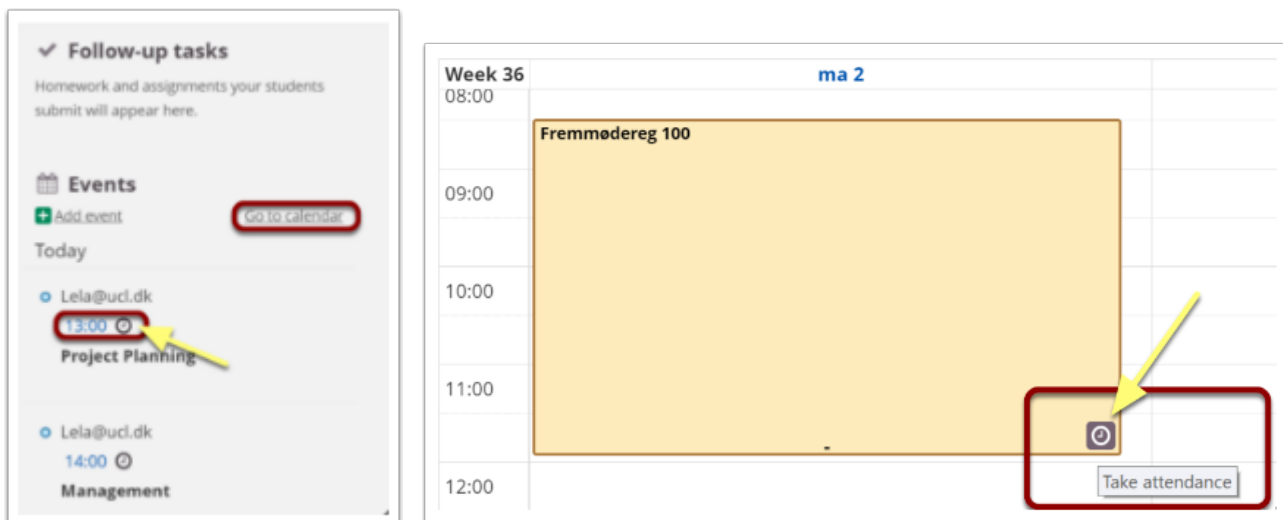# Attendance

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:

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

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)

Sandbox ltoftgaard - Louise Toftgaard Fibiger
14. december 2020, 08:00 - 10:30

0 9 7 6

14
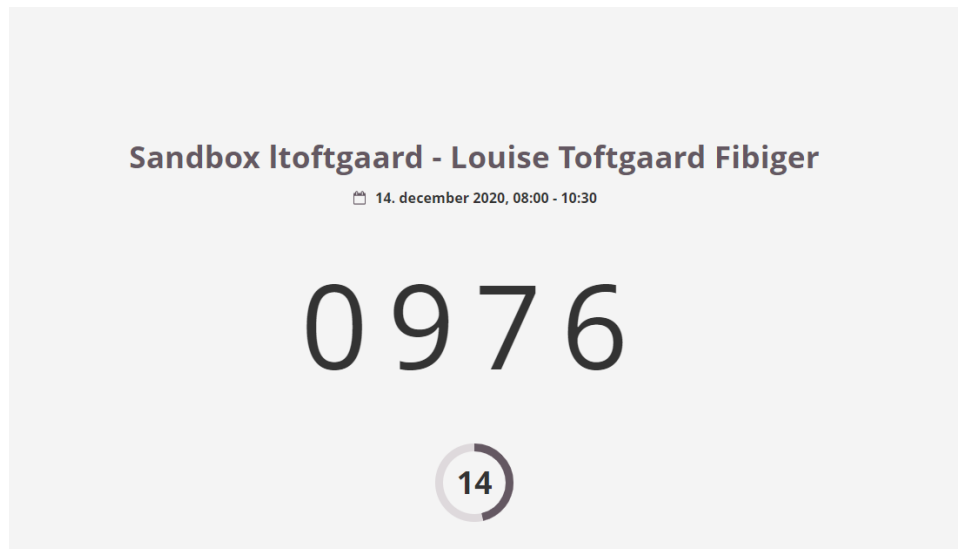
VERY IMPORTANT: Once everyone has registered, click *Close self-registration* in the bottom left corner.
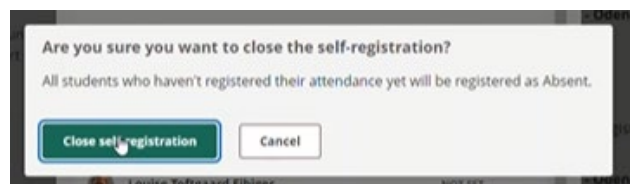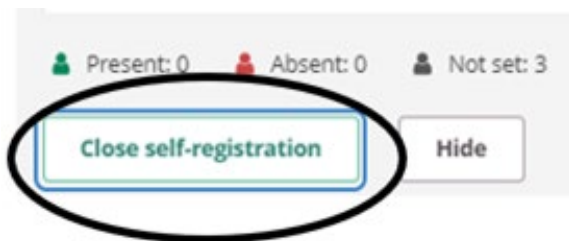
You get a small pop-up message that the self-registration is completed.
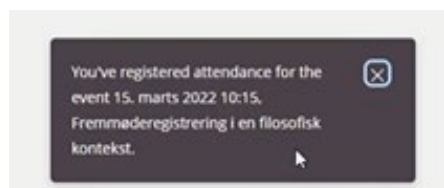
How to access an overview of attendance across your classes or events

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).

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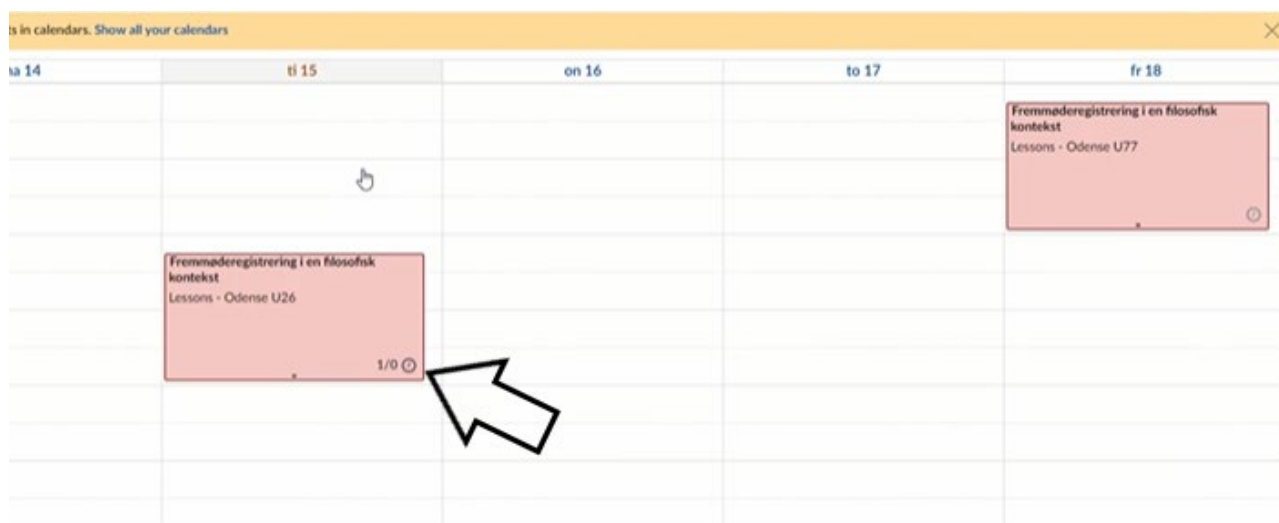
To correct the status, just choose *Close registration* and confirm that you want to change status of the specific students listed with a line (-) to *Absent*.
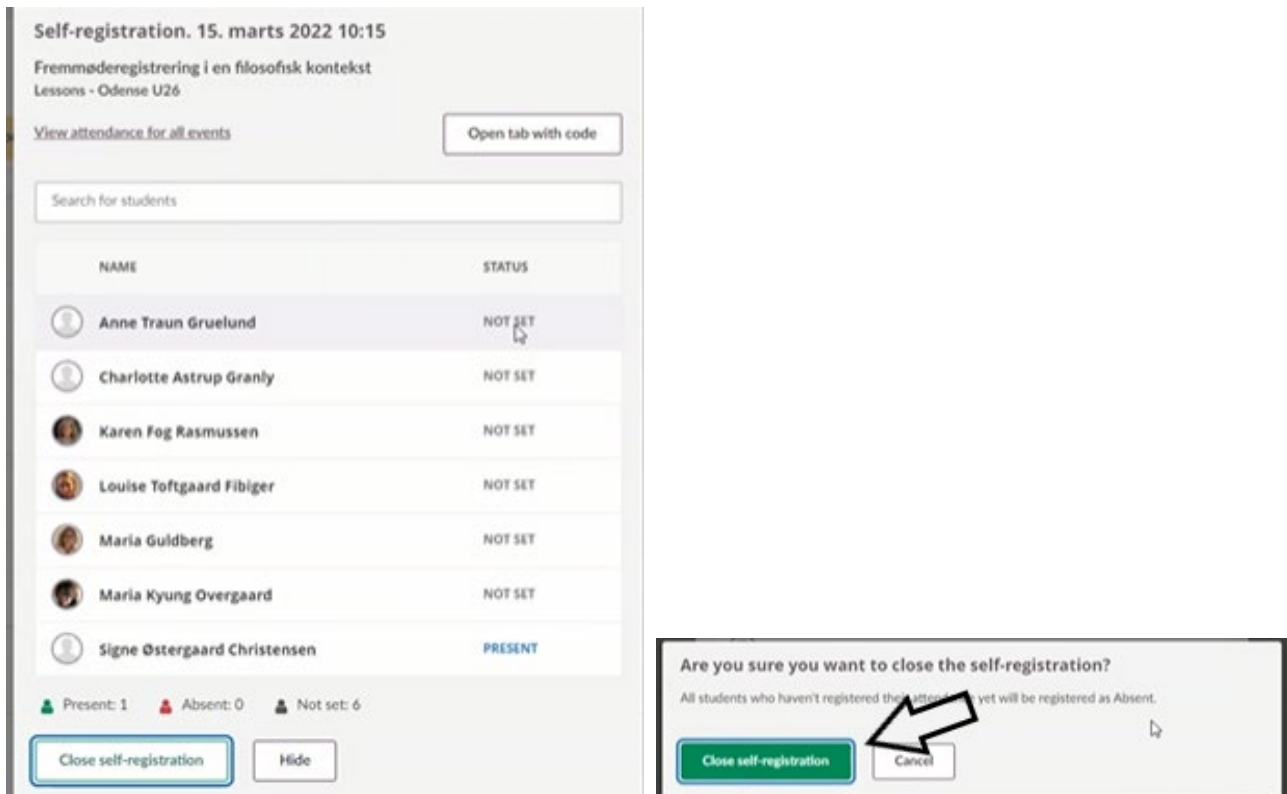
How to correct mis recordings

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).
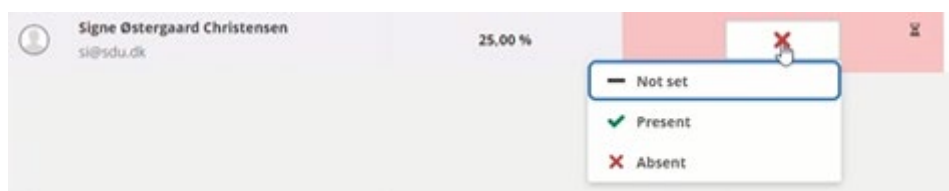
How to except a class from the attendance statistic

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.
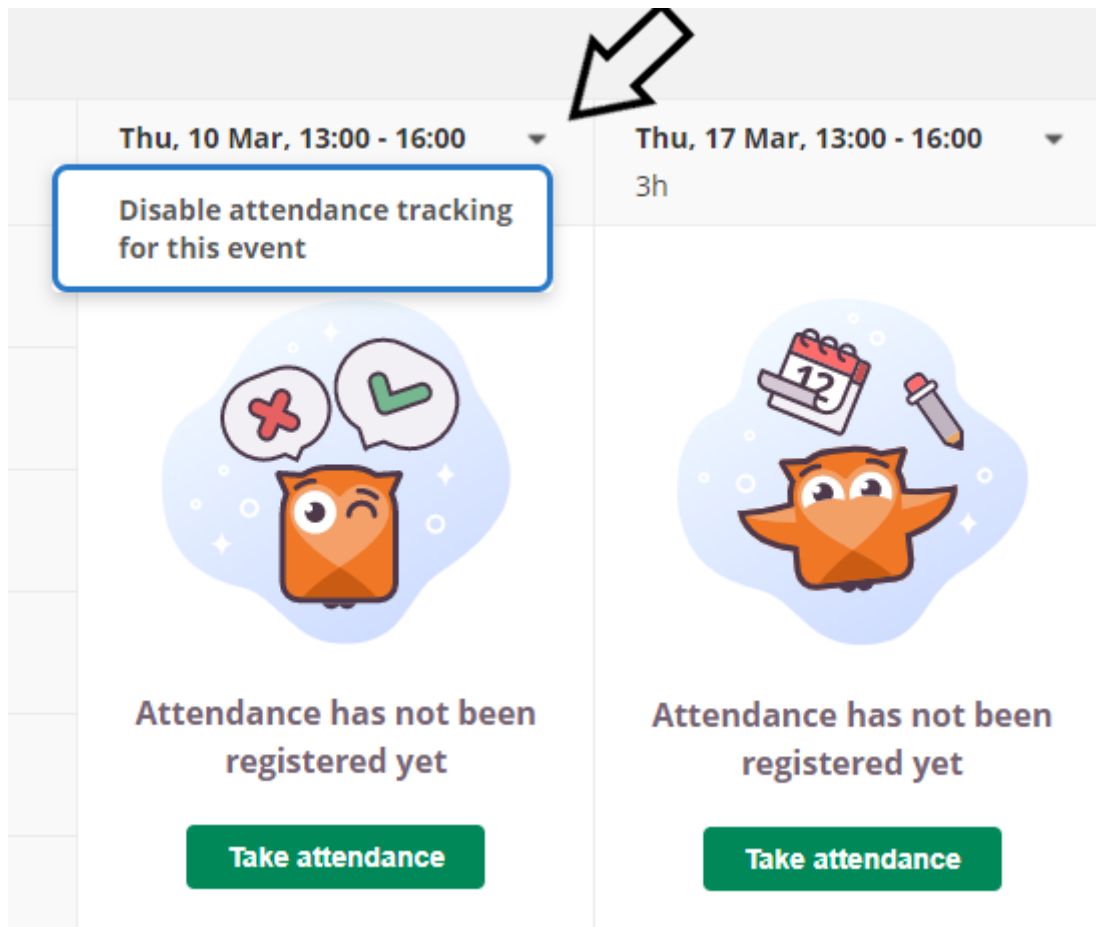
How to do a manual registration of attendance

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:

✔ Follow-up tasks

Homework and assignments your students submit will appear here.

📅 Events
➕ Add event   Go to calendar
Today

🔵 Lela@ucl.dk
13:00 ⊙
Project Planning

🔵 Lela@ucl.dk
14:00 ⊙
Management

Week 36
08:00

ma 2

Fremmødereg 100

09:00

10:00

11:00

⊙

12:00
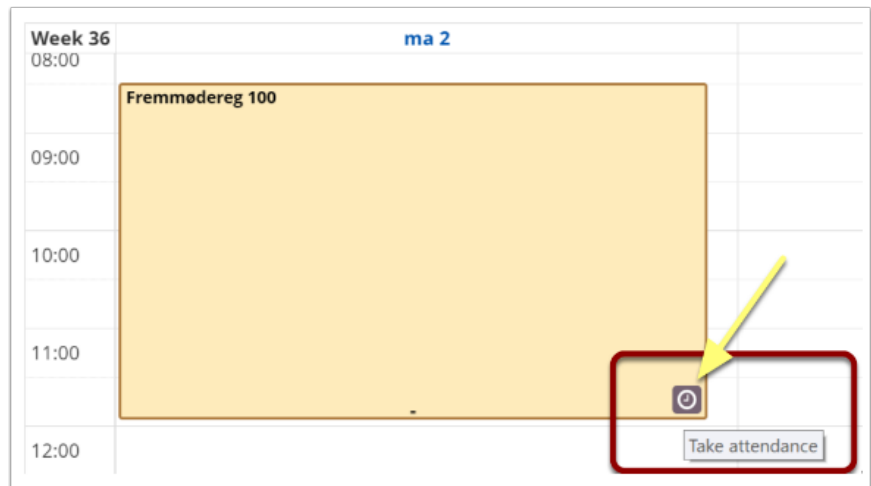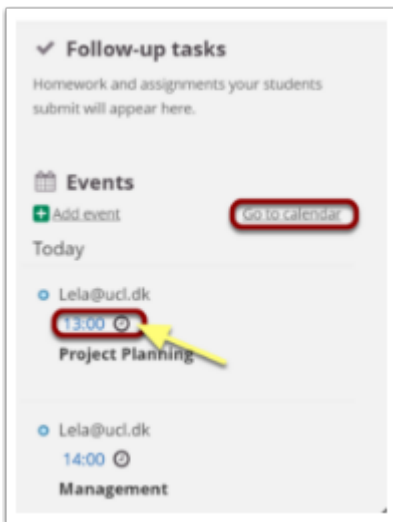
Take attendance

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

Attendance. 6. september 2019 08:00

Fremmødereg 100
Project Planning

View attendance for all events

Search for students   2

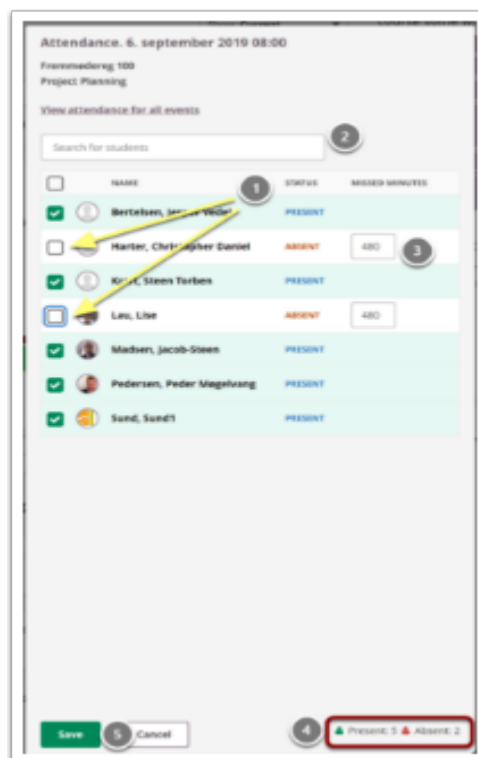|	NAME		STATUS	MISSED MINUTES
☑	① Bertelsen, Jeppe Weber	1	PRESENT	
☐	⊙ Harter, Christopher Daniel		ABSENT	480 3
☑	⊙ Krst, Steen Torbes		PRESENT	
☐	🧑 Leu, Lise		ABSENT	480
☑	🧑 Madsen, Jacob-Steen		PRESENT	
☑	🧑 Pedersen, Peder Magelvang		PRESENT	
☑	🧑 Sund, Sund1		PRESENT	

Save 5 Cancel   4 👤 Present: 5 👤 Absent: 2

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.*