3 - How to edit attendance recording manually

Attendance for the cou	ırse :: Lina's Test Module		
Sessions Report Absentee re	eport Export Status set Warnings set		
	21 August 2020 16:00 - 17:00 Hyflex lecture	Page 1 of 1 Visible groups: All participants View mode Sorted list •	
# First name / Surname	ID Email address Dep number	partment P AA A Remarks	
	Set status for unselect		
1 R Example Student	student@noemail.invalid		
	Save atte	endance	

An example of edit attendance recording manually

Overview:

This guide will show you how to change your students' attendance recording manually.

What to know:

It is recommended by the "Policy on Student Attendance and Engagement" for teachers to use appropriate way to record student attendance. Learning mall has provided the attendance activity, where attendance can be easily recorded by students themselves in the module area with fully considered access control and reviewed at any time any place. The system also automatically generates reports for both teachers and students, highlights students whose attendance are below university expectation, as well as sends warning emails.

We provide several specific user guides about the use of attendance. This guide focuses on manual editing. If you are new to the attendance function, please check the other attendance guidances for more details.

Table of Contents

- Step 1: Access to the attendance activity
- Step 2: Click into the edit page
- Step 3: Change the students' attendance record
- Step 4: Filter students by groups

Step 1: Access to the attendance activity

Access to the learning mall core and access to your module page.

Click on the attendance link.

Weld	Welcome!							
	Module handbook and other important resources This folder provides access to the module handbook and other important resources.							
E	Announcements Keep up-to-date with important module news and announcements.							
ثث	Attendance Record and track attendance.							
	General Q&A forum Ask (and help to answer) general questions relating to this module and its content.							
Ь	BigBlueButton virtual classroom Participate in live, online learning and teaching sessions and/or view recordings.							

Step 2: Click into the edit page

Select the session you want to edit, click the green arrow icon in the "Actions" column. If the session has not happened yet, you will see a black arrow instead of the green one. You can click on the black arrow and enter the edit page.

Attendance for the course :: Lina's Test Module									\$ -			
ecord and track attendance.												
Ses	sions Report	Absentee repo	ort Export	Status set	Warnings set							
							AI	I All past	Months	Weeks	Days	
#	Date	Time	Туре			Description				Actions		
1	Fri 21 Aug 2020	16:00 - 17:00	All students			Hyflex lecture				82 🥐		
2	Sun 23 Aug 2020	15:00 - 17:00	All students			Regular class session						
3	Sun 23 Aug 2020	16:00 - 17:00	All students			Regular class session				82 🥐		
4	Sun 23 Aug 2020	16:00 - 17:00	All students			Regular class session				88 e*		
?										You can't do ar		

Step 3: Change the students' attendance record

Make changes to the attendance by choosing "P" (Present) or "A" (Absent). If you want to apply the same changes to all students, you can select the status at the top row.

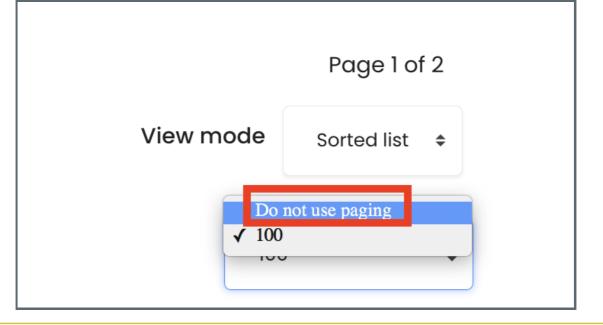
After finishing, please click " Save attendance" at the bottom.

#	First name / Surname	ID number	Email address		A	Remarks			
			Set status for all users	0	0	\rightarrow Quick set for all.			
1	SACDTEST		SACDTEST@student.xjtlu.edu.cn	0	0				
2	Example Student		ice.student@xjtlu.edu.cn	0	0				
3	Master Student		master.student@noemail.invalid	0	0				
4	Mediasite Student		Mediasitestudent@noemail.invalid	0	0				
5	PHD Student		phd.student@noemail.invalid	0	0	\rightarrow Set or change one by one.			
6	Undergraduate Student		ug.student@invalid.email	0	0				
7	Example Student2 (Tom)		student2@noemail.invalid	0	0				
8	Example Student3		student3@noemail.invalid	0	0				
9	Example Student4		student4@noemail.invalid	0	0				
			Save attendance						
	ent = 0 ent = 0								

Step 4: Filter students by groups

If you teach more than one groups in the same module area, and the attendance sessions haven't been set for each group, you may need to choose the right group of the class they are taking to view the details. Click the "Visible groups", and choose the right group from the drop down menu.

tendance for the module :: Sample Module											
essions	Report	Absentee report	Export \$	Status set	Warnings set						
				All participants ✓ example group 							
								1			
21 March 2018 1PM - 3PM			Group A		-	Vis	ible grou	Ips All	participants	¢	
	Regular class session			Group B			View		v mode	Sorted list	¢
					Tutorial group 1 Tutorial group 2				50		\$
First r	ame / Surnar	ne	ID number	Email ad	dress		P	A		Remark	ks
					Set status for all	users	0	0			
C	SACDTEST			SACDTE	ST@student.xjtlu.ec	iu.cn	0	0			



Tips:

If you have over 100 students, you may need to search your student's name between the pages. Or you can change the paging option from "100" to "not use paging", which will show all your students on one page. This will take a longer time for the system to load all the students for you. If you want to update your students' attendance record in excel and import the result back to the system, please check the user guide about how to export and import attendance recordings.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/3-how-to-edit-attendance-recording-manually-84.html