

## Working with the Attendance Manager

From the ANGEL 7.4 Instructor Reference Manual

The Attendance Manager allows course editors and course assistants to track student attendance for classroom and online sessions. The Attendance Manager optionally supports the manual logging of student attendance as described below.



**Tip:** Course editors/assistants can retrieve and share an automatically generated daily PIN to allow students to mark themselves as present (using the Attendance page component from the Edit page component on the Course tab). The PIN is randomly generated and displays on the Course page. This PIN is randomly generated each day for the purpose of allowing students to mark themselves as present. You can optionally provide this PIN to your students (who attend the class session) and ask them to update their attendance using the My Attendance course tool (described later in this document) to eliminate the need to manually log student attendance.

To use the Attendance Manager, follow these steps:

**Attendance Manager**  
**Fundamentals of Web Management**  
Preferences Export 5 Mode: Grid List | Sort: Name

3 4 1  
March 2006  
Change: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec | 2005 2006 2007

#	Name	Username	1	2	3	6	7	8	9	10	13	14	2	16	17	20	21	22	23	24	27
			We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo
1.	<a href="#">Bills, Thomas</a>	student1	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-
2.	<a href="#">Chesher, Vickie</a>	student2	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-
3.	<a href="#">Duff, Cecilia</a>	student3	-	P	-	-	P	-	A	-	-	P	-	-	-	-	-	-	-	-	-
4.	<a href="#">Holt, Greg</a>	student4	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-
5.	<a href="#">Le, William</a>	student5	-	P	-	-	P	-	E	-	-	A	-	-	-	-	-	-	-	-	-
6.	<a href="#">Longardner-Instructor, Hailey</a>	peanut	-	P	P	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-
7.	<a href="#">McFarl, Jason</a>	student6	-	P	-	-	P	-	U	-	-	P	-	-	-	-	-	-	-	-	-
8.	<a href="#">Neely, Michael</a>	student7	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-
9.	<a href="#">Riddle, Sean</a>	student8	-	P	-	-	P	-	A	-	-	A	-	-	-	-	-	-	-	-	-
10.	<a href="#">Swenby-Student, Samantha</a>	pumpkin	-	P	-	-	P	-	P	-	-	P	-	-	-	-	-	-	-	-	-

**Legend**

A	Absent	T	Tardy
P	Present	U	Unexcused
E	Excused	V	Vacation
H	Holiday		

1. **Change Month.** Select your month from the hyperlinks at the top (ensure that you are on the correct year).
2. **Date.** Click the numeral date at the top of the correct column:
  - A. **Status.** Use the **Status** drop-down menu to select the student's status for that day.
  - B. **Notes.** Use the **Notes** field to optionally type a note regarding the student's whereabouts.
  - C. **Default.** Use the **Default** drop-down menu to select a status that will fill in any unmarked students.
  - D. **Legend.** Use the **Legend** as a reminder for what each status abbreviation is.

Thursday, March 16, 2006 Attendance  
Fundamentals of Web Management

Note: Enter a status code and any notes for each person listed below and click Save.

#	User	Status	Notes
1.	Bills, Thomas (student1)	A	B
2.	Chesher, Vickie (student2)	▼	
3.	Duff, Cecilia (student3)	▼	
4.	Holt, Greg (student4)	▼	
5.	Le, William (student5)	▼	
6.	Longardner-Instructor, Hailey (peanut)	▼	

Default: (None) ▼ C  
Note: The default is used for all unspecified entries.

Save Cancel

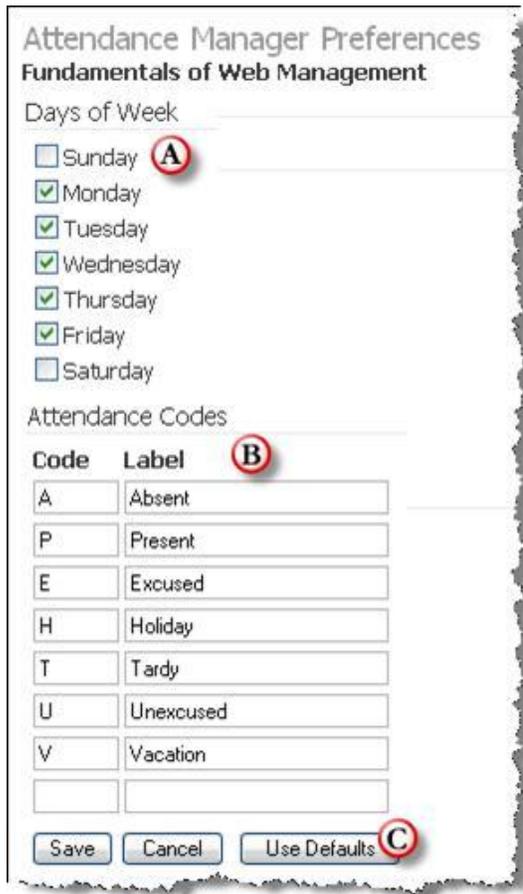
**Legend** D

A Absent	T Tardy
P Present	U Unexcused
E Excused	V Vacation
H Holiday	

3. **Preferences.** The Preferences utility allows course editors or course assistants to configure which days of the week the Attendance Manager should display. In addition, course editors/assistants can modify the default attendance status codes and labels by replacing the values in the appropriate fields. Click the **Save** button to save your changes.

- A. **Days of Week.** Selects which days of the week will display on the attendance sheet.
- B. **Attendance Codes.** Modifies the default attendance codes.

C. **Use Defaults.** Press the **Use Defaults** button if you are unhappy with your changes.



The image shows a dialog box titled "Attendance Manager Preferences" with a subtitle "Fundamentals of Web Management". It contains two sections: "Days of Week" and "Attendance Codes".

**Days of Week:** A list of days with checkboxes. Sunday is unchecked and marked with a red circle 'A'. Monday, Tuesday, Wednesday, Thursday, and Friday are checked. Saturday is unchecked.

**Attendance Codes:** A table with two columns: "Code" and "Label", marked with a red circle 'B'. The codes are A (Absent), P (Present), E (Excused), H (Holiday), T (Tardy), U (Unexcused), and V (Vacation). There are two empty rows at the bottom.

At the bottom of the dialog are three buttons: "Save", "Cancel", and "Use Defaults", which is marked with a red circle 'C'.

4. **Export.** Click the **Export** hyperlink to export the attendance data in a tab- or comma-delimited format. Tab- and comma-delimited formats can be easily opened and viewed in any standard spreadsheet program.



The image shows a dialog box titled "Attendance Export" from a web browser window. The browser's address bar shows "http://preview.angellearning.c...".

The dialog has two radio buttons for format selection: "CSV format (comma separated values)" and "TSV format (tab separated values)". The "TSV format" option is selected, indicated by a green dot.

There is a checkbox labeled "Include Course ID in export file" which is currently unchecked.

At the bottom are two buttons: "Download" and "Cancel".

The browser's status bar at the bottom shows "Internet".

To export the Attendance sheet, follow these steps:

- a. To save the file locally, click the **Save** button.
- b. Select the location to save the document and change the name of the document if desired.
- c. Click the **Save** button.
- d. When the download is complete, you can close the **Downloading File** dialog box.

5. **Mode/Sort Views.** The **Mode** selector allows course editors/assistants to toggle between the default calendar-based grid view and a list-based list view. The **Sort** selector allows course editors/assistants to alter the grid-based or list-based views to sort by Name, Username, or Date.



**Tip:** Click the name or username of a student to view all attendance records and notes for that student.

NOTE: The Attendance Manager DOES NOT connect to the ANGEL Gradebook.