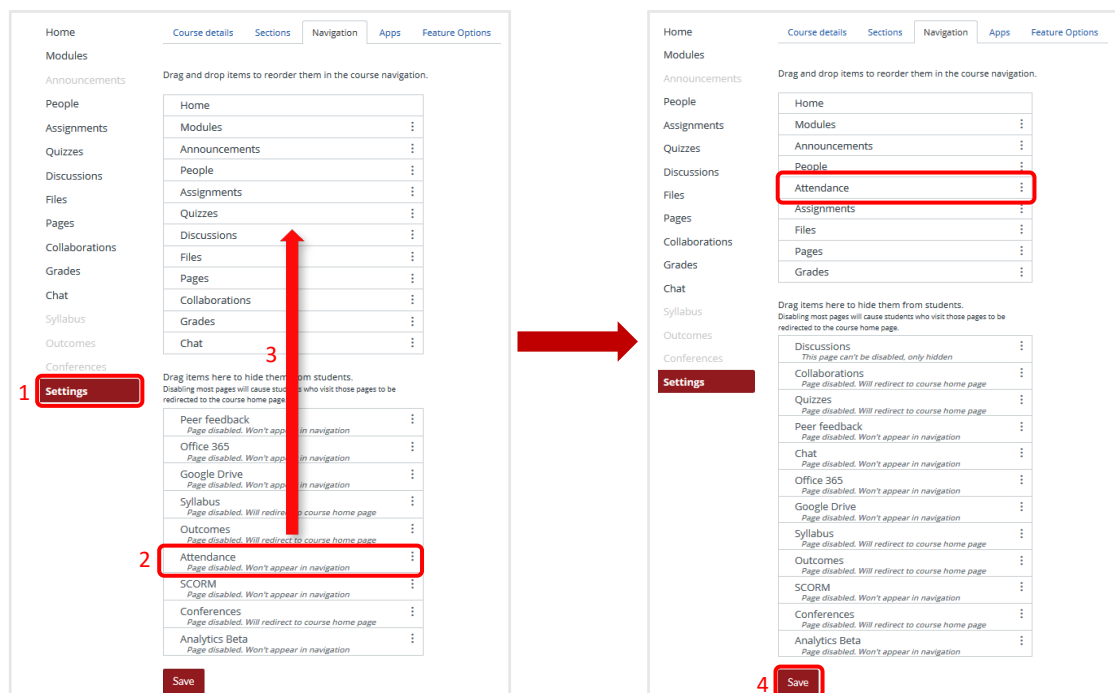


Create a Roll Call Attendance

1. Make “Attendance” active

1. Go to “Settings”
2. Find “Attendance” under deactivated menu items.
3. Drag and drop “Attendance” to the active menu items in the top
4. Remember to “Save” your changes



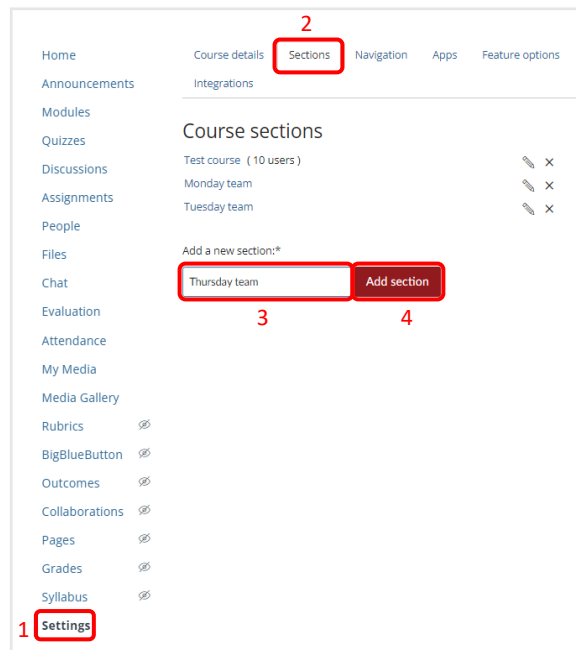
The menu item “Attendance” is not visible for the students but they can see the “Roll Call Attendance” in “Assignments”

2. Divide the students in to sections

If your students participates in e.g. lab training in teams at different weekdays and time then divide the students into sections.

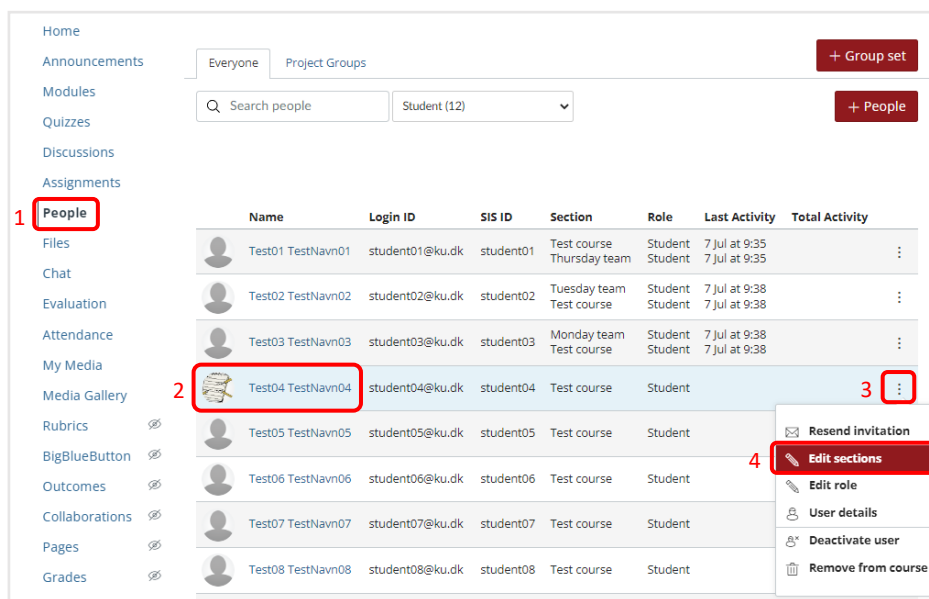
a. Create the sections you need

1. Go to the course “Settings”
2. Find the tab “Sections”
3. Write the name of the section you want to create
4. Save by clicking “Add section”

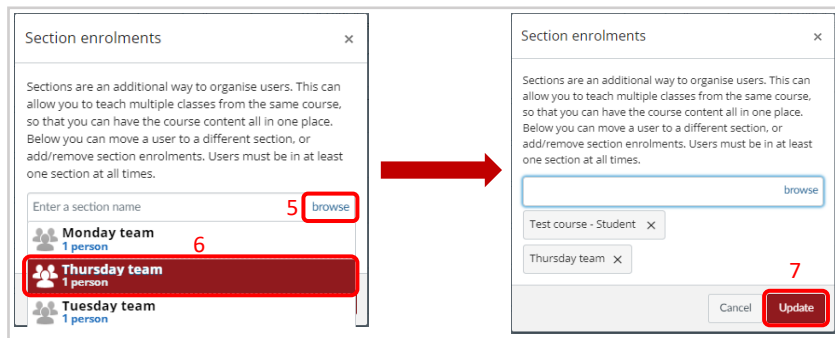


b. Add students to your new sections

1. Go to “People”
2. Find a student you want to add to a section
3. Click the three dots to the right
4. Click “Edit sections”

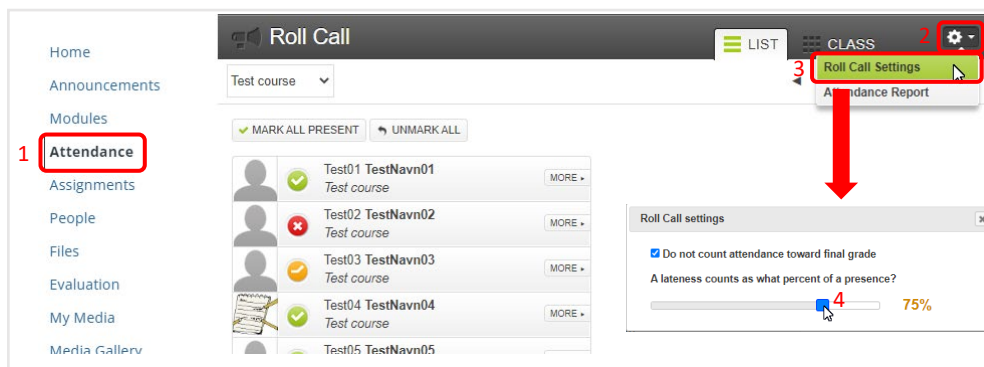


5. In the new window, click “Browse”
6. Then click on the section where you want add the student
7. Finally click “Update” to save



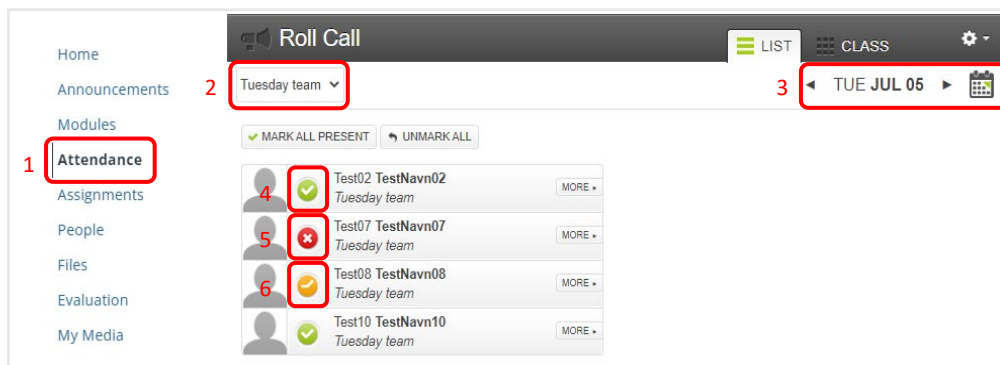
3. Settings for being late

1. Go to “Attendance”
2. Click on the cogwheel
3. Choose “Roll Call Settings”
4. Drag the bar to the percentage a lateness should count (default is 80 %)



4. Make a roll call in “Attendance”

1. Go to “Attendance”
2. First choose the section (team)
3. Then choose the date
4. 1 click for “Present”
5. 2 clicks for “Absent”
6. 3 clicks for “Late”



5. See the attendance in "Attendance"

1. Go to Attendance
2. Choose section (attendance is connected to the section)
3. Click "More" to see the attendance of a particular student
4. Here you see how often the student has been present, absent and late
5. Here you will see the cumulated attendance

The screenshot shows the 'Roll Call' interface. On the left sidebar, 'Attendance' is highlighted with a red box and labeled '1'. The main section is titled 'Tuesday team' (labeled '2') and shows a list of students. The first student, 'Test02 TestNavn02', has a green checkmark and a 'MORE' button (labeled '3'). Clicking 'MORE' opens a detailed view for 'Test02 TestNavn02' (labeled '4') showing 'Present: 5', 'Late: 1', and 'Absent: 1'. The cumulative attendance is shown as 'Attendance: 82%' (labeled '5').

6. See attendance in "Grades"

1. Go to "Grades"
2. Isolate the attendance by search for "Roll Call Attendance"
3. You can see the cumulated percentage for all students

The screenshot shows the 'Gradebook' interface. The search filter 'Roll Call Attendance' is applied (labeled '2'). The table below shows the attendance percentage for each student (labeled '3').

Student name	Roll Call Attendance Out of 100
Test01 TestNavn01	90%
Test02 TestNavn02	86%
Test03 TestNavn03	100%
Test04 TestNavn04	81%
Test05 TestNavn05	88%
Test06 TestNavn06	96%
Test07 TestNavn07	91%
Test08 TestNavn08	100%
Test09 TestNavn09	90%
Test10 TestNavn10	89%
Test11 TestNavn11	90%
Test12 TestNavn12	88%

7. Students' view

1. For students to see their own attendance, they have to go to "Attendance"
2. Then click the assignment "Roll Call Attendance"
3. The students will then get an overview of their own attendance

The screenshot shows a course navigation menu on the left with the following items: Home, Announcements, Modules, **Assignments** (highlighted with a red box and labeled '1'), People, Files, Grades, Evaluation, and My Media. A search bar for assignments is at the top right. Below the menu, the 'Undated assignments' section is visible, with 'Roll Call Attendance' (worth 100 pts) highlighted with a red box and labeled '2'. Below that, the 'Past assignments' section shows 'MC 1.2 Paradigm - Understanding literature contents'.

