Center for Digital Learning & Instructional Technology

Andrews University

LH

QuickGuide
Attendance

Summary: In this guide, you will be introduced to the following:

- **The difference between taking attendance in LearningHub vs. Banner**
- **How to set up attendance in LearningHub**
- **How to change the attendance points**
- **How to take attendance**
- **How it affects the grade book**
- **How can students take their own attendance**
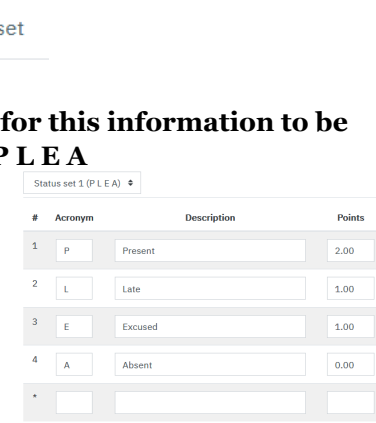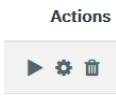
☐Attendance requirement	**Information:** The provost's office requires taking attendance in courses with meeting times beginning Fall 2021. This attendance taking **does not** replace the iVue alerts that must be done for students who are experiencing challenges.

☐What is the difference between taking attendance in LearningHub or in Baner?	**Information:**
	
	Use **Banner** to take your attendance **unless** you are doing any of the following:
	
	    • **Students are self-recording their attendance**
	    • **Students are given points for their attendance**
	
	To take **attendance in Banner** you can click on the link found under attendance in LearningHub (in the provost statement). **Instructions here**.
	
	To take attendance in LearningHub, the dates must match the Course Schedule for this course. Please do NOT change the Status Set options from P (present), L (Late), E (Excused), and A (Absent). You can also record your attendance directly in Banner. The attendance will automatically go into Banner.
	
	If you need to do the attendance in LearningHub, continue with the instructions listed below.

	Points are not required for attendance. Only set for points if you are planning on it being part of the grade.

☐ **How do I set up attendance in my course**	**Information:**
	
	● **The attendance tool is automatically added to the course**
	
	How to add the activity to your course:
	
	● **Click on Add an activity or Resources**
	● **Choose Attendance under Activities**
	● **Put in a "name" for attendance – ex: Attendance**
	
	Begin here if the Attendance activity is in your course:
	● **Put in a grade if attendance will be given a grade**
	● **Click Save and Display**
	● **Click on the Add session tab**
	● **Fill out the sessions information**
	   ○ **Put in session start date and the time the class starts and ends**
	   ○ **If you want this to be a calendar item in LH, make sure the Create calendar event for the session has been checked**
	   ○ **Click on Multiple sessions**
	   ○ **Put a checkmark in front of Repeat the session above as follows**
	   ○ **Put a checkmark next to Allow students to record their own attendance, if you want them to be responsible for their own attendance**
	   ○ **Select the days of the week it meets**
	   ○ **Choose 1 from the drop-down menu "Repeat every . . . week(s)"**
	   ○ **Put in the session end date**
	● **Select the Student recording - only if you want the students to submit their own attendance.**
	   ○ **Change Automatic marking to yes - ONLY if you want the students to be marked present when they access the course**
	   ○ **Create a password that you want the students to use or a QR code**
	● **Click Add**
	● **Wait until the page refreshes back to the session setup page**
	● **You can now view your sessions by clicking on All**

☐ **How do I do attendance in Banner**	**How to:** ● **Click on the "record your attendance directly into Banner" link provided in LearningHub** ○ **Do NOT change the acronyms if you intend for this information to be imported to Banner. They need to remain P L E A**

	○ **You can change the acronym (Do NOT do this if this attendance will be the one you will submit to Banner.** ○ **You can change the description** ○ **You can change the point value** ○ **You can delete options** ○ **You can add options** ● **Click Update after you make changes**
☐ **How do I change the attendance point value and legend**	<u>**How to:**</u> Status set ● **Click the Status set tab** ○ **Do NOT change the acronyms if you intend for this information to be imported to Banner. They need to remain P L E A** ○ **You can change the acronym (Do NOT do this if this attendance will be the one you will submit to Banner.** ○ **You can change the description** ○ **You can change the point value** ○ **You can delete options** ○ **You can add options** ● **Click Update after you make changes** *Status set table: Status set 1 (P L E A)* 	#	Acronym	Description	Points	 	1	P	Present	2.00	 	2	L	Late	1.00	 	3	E	Excused	1.00	 	4	A	Absent	0.00	
☐**How do I take attendance**	<u>**How to:**</u> **Actions** ● **Click on the arrow pointing** ▶ ⚙ 🗑 ● **Take attendance by clicking the PLEA for each person** ● **Click Save attendance**
☐**How do I delete sessions**	<u>**Information:**</u> **We do not recommend deleting any of the class meeting times if this attendance will sync into Banner. Your class dates must match between Banner and LearningHub. You may wish to excuse students from attendance on dates such as university holidays, change day, week of prayer, etc.** <u>**How to:**</u> ● **Click the X on the right side** ● **Click continue**
☐**How does the attendance affect the grade book**	<u>**Information:**</u> ● **The attendance will show as an item in the grade book** ● **Move it into a category** ● **If you do not want the grade book affected, you can put in 0 points or assign it 0%**

☐**How do I set it up for students to take their own attendance**	**How to:**
	
	● **Complete the Ättendance Set-up"**
	   ○ **Make sure you put a checkmark next to Allow students to record their own attendance if you want them to be responsible for their own attendance**
	   ○ **The start time for the class can be set up to 15 minutes before the class starts. For example, if a class starts at 9:30, the start time in the attendance can be set up 9:15.**
	● **Click on Status set Tab**
	● **In the Column Available for students (minutes)**
	● **Put the minutes they have to mark themselves, present, late or absent. An example:**
	
	● **Click update**

☐**What are common errors for attendance in LearningHub syncing to Banner?**	**LearningHub and Banner sync attendance data overnight. You may receive an email if your LearningHub attendance data didn't sync into Banner. Common errors in LearningHub attendance data include:** ● No time listed (the default 12 am appears) ● PM courses with AM times (Banner uses 24 time, so a 6 pm course is 1800) ● Start time earlier than 15 minutes before the course. If you have students taking their own attendance and you would like for the activity to open before class, you can add a time up to 15 minutes before the scheduled start time. ● Using status set codes other than **PLEA**: Present, Late, Excused, Absent ● Listing days that do not match the Course Schedule record ● If your class is canceled, please go into the Banner faculty attendance module and cancel the class session, to avoid any errors or reminders. ● The Teacher can not record the attendance earlier than 15 minutes before the start of class or it will not be accepted into Banner.

Additional Resources:

● **Moodle Documentation**