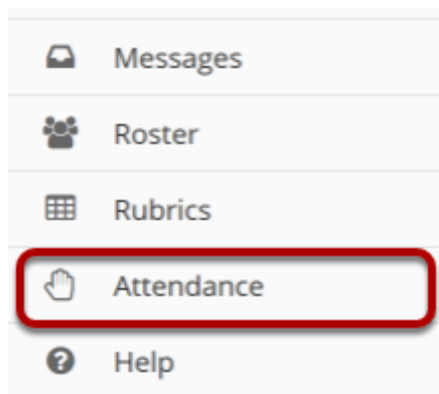


How do I set up Attendance grading?

Go to Attendance.



From Attendance, select the Grading tab.

ATTENDANCE

Link

Help

Add Attendance Attendance By Student Grading Settings Import/Export

Take Attendance

Click on the **Take Attendance Now** button to immediately take attendance. Click on a link below to take attendance for an existing event.

Take Attendance Now

Attendance Item	Actions	Date	Present	Absent	Excused	Late	Left Early
Attendance	Actions	4/27/20 2:49 PM	0	0	0	0	0
Attendance Test	Actions	4/25/20 4:17 PM	0	0	0	0	0
Class 01	Actions	4/24/20 9:00 AM	1	1	0	0	0
Class 02	Actions	4/25/20 6:31 PM	2	1	0	0	0

View the Grading page.

ATTENDANCE

Link

Help

Add Attendance Attendance By Student Grading Settings Import/Export

Grading

Edit Grade Settings

These settings control the grading options. Enter a value for the total points possible to enable grading across the tool.

Total Points Possible

Save Settings

Enter the Total Points Possible within the Attendance tool.

Grading

Edit Grade Settings

These settings control the grading options. Enter a value for the total points possible to enable grading across the tool.

100 Total Points Possible

Allow students to see their grade within this tool

Send grades to the Gradebook

Grading Mode

Manually grade students' attendance.

Define rules to automatically grade attendance.

Save Settings

Once you've added a point total, additional setting options will appear.

Choose grade visibility and delivery options.

These settings control the grading options. Enter a value for the total points possible to enable grading across the tool.

Total Points Possible

Allow students to see their grade within this tool

Send grades to the Gradebook

Gradebook Item Name

Choose to allow participants to see their Attendance grade within the tool. Also choose whether you'd like to send Attendance grades to the Gradebook. If so, an additional field will appear allowing you to name this new Gradebook Item.

Choose a Grading method.

Grading Mode

Manually grade students' attendance.

Define rules to automatically grade attendance.

Students start with the total number of points and lose points as they miss class

Students start with zero points and earn points as they attend class.

[Save Settings](#)

Add Grading Rule

Add grading rules using the form below.

[How do I add rules?](#)

Status

Choose One ▾

From

Through

Points

[Add Rule](#)

Grading Rules

You can choose one of two Grading Modes: **Manually grade students' attendance** or **Define rules to automatically grade attendance**. Choosing the first option will allow you to manually grade each participant's attendance. Choosing the second option will then display more detailed options.

Choose whether students start with a point score of 100 or 0 for Attendance.

Define rules to automatically grade attendance.

- Students start with the total number of points and lose points as they miss class
- Students start with zero points and earn points as they attend class.

Add Grading Rules.

Add Grading Rule

Add grading rules using the form below.

[How do I add rules?](#)

To add a rule:

1. Select an attendance status from the "Status" drop-down.
2. Enter the numerical range for which the rule takes effect. The range is inclusive, meaning that it includes values in the "from" and "through" boxes.
3. Enter the number of points (positive or negative), that will be added to or subtracted from a student's grade, if the rule applies to the student.
4. Click on "Add Rule".
5. To add another rule, additional rules, repeat the steps above.

For example, setting "Status" to "Absent", "From" to "5", "Through" to "10", and "Points" to "-10" results in the rule: "Student receives -10 points for being Absent 5 through 10 times."

Status	From	Through	Points	
Choose One ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Rule"/>

Grading Rules

Add Grading Rule

Add grading rules using the form below.

[How do I add rules?](#)

Status	From	Through	Points	
Choose One Present Absent Excused Late Left Early	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Rule"/>

Grading rules allow the instructor to set rules for participants for gaining and losing points as they attend and/or miss class. Depending on whether you've chosen for participants to start at the total possible points or to start at zero will likely influence how you add rules.

Example 1: Starting at 100 Points

Grading Mode

Manually grade students' attendance.

Define rules to automatically grade attendance.

1 Students start with the total number of points and lose points as they miss class

Students start with zero points and earn points as they attend class.

Save Settings

5 Grading rule added successfully.

Add Grading Rule
Add grading rules using the form below.
[How do I add rules?](#)

2

Status	From	Through	Points	
Absent	9	10	-50	Add Rule

4 **Grade All** Click "Grade All" to grade all students now based on your most recent rule changes.

Grading Rules

3

6

Student receives -20.0 points for being Absent 4 through 5 times. **Delete Rule**

Student receives -30.0 points for being Absent 6 through 8 times. **Delete Rule**

Student receives -50.0 points for being Absent 9 through 10 times. **Delete Rule**

In this example, we've used a Total Possible Points amount of 100 to set up the following rules:

1. We've selected to have students begin at the maximum point total of 100 and lose points for absences.
2. To add a rule, select a status (present, absent, excused, late, or left early). Then add the parameters and the awarded (positive number) or retracted (negative number) point value. Finally, click the **Add Rule** button.
3. The rules we've set up allow for students to miss three unexcused classes without losing points from their attendance grade. However if they miss four or five classes, they will lose 20 points. If they miss six, seven, or eight classes, they will lose 30 points. And if they miss nine or ten classes, they will lose 50 points from their Attendance Grade. As you add rules, they will appear below the Grading Rules heading.
4. To apply newly added rules to current participants, click the **Grade All** button.
5. As each rule is added, a confirmation message bar will appear.
6. To delete any rules you've added, simply click the **Delete Rule** button.

Example 2: Starting at 0 Points

Grading Mode

- Manually grade students' attendance.
- Define rules to automatically grade attendance.
 - Students start with the total number of points and lose points as they miss class
 - Students start with zero points and earn points as they attend class.

Save Settings

5 • Grading rule added successfully.

Add Grading Rule

Add grading rules using the form below.

[How do I add rules?](#)

Status	From	Through	Points	
Present	5	6	80	<input type="button" value="Add Rule"/>

4 Click "Grade All" to grade all students now based on your most recent rule changes.

Grading Rules

3 Student receives 100.0 points for being Present 7 through 10 times.

6 Student receives 80.0 points for being Present 5 through 6 times.

In this example, we've used a Total Possible Points amount of 100 to set up the following rules:

1. We've selected to have students begin at a zero point total and gain points toward their 100 point total as they attend class.
2. To add a rule, select a status (present, absent, excused, late, or left early). Then add the parameters and the awarded (positive number) or retracted (negative number) point value. Finally, click the **Add Rule** button.
3. The rules we've set up allow for students to miss three unexcused classes and still receive the total of 100 points (under the assumptions that there will only be a total of 10 Attendance instances). However, if they miss four or five classes, they will lose 20 points. As you add rules, they will appear below the Grading Rules heading.
4. To apply newly added rules to current participants, click the **Grade All** button.
5. As each rule is added, a confirmation message bar will appear.
6. To delete any rules you've added, simply click the **Delete Rule** button.

Save rules and settings.

Grading

✔ Successfully saved grading settings.

Edit Grade Settings

These settings control the grading options. Enter a value for the total points possible to enable grading across the tool.

Total Points Possible

Allow students to see their grade within this tool

Send grades to the Gradebook

Gradebook Item Name

Grading Mode

Manually grade students' attendance.

Define rules to automatically grade attendance.

Students start with the total number of points and lose points as they miss class

Students start with zero points and earn points as they attend class.

Save Settings

Add Grading Rule

Add grading rules using the form below.

[How do I add rules?](#)

Status From Through Points

Once you've selected your Attendance settings and have selected your Grading Rules, click Save Settings. A confirmation message will appear in green at the top of the page.