Using the Attendance Web App

(Quick Reference Sheet)

Attendance
The attendance web app allows you to take attendance for your courses, easily capturing student ID card swipes. It can also be used to email reports to you, such as which students were absent or how many students attended each course session for a given course.

Usage in the classroom
Since Attendance is a web application, you can use it from any computer or tablet device. Simply go to the web page attendance.capital.edu, sign in, and choose a course!

- Click the Attendance link on the classroom machine desktop (or navigate to attendance.capital.edu) and log in
- Click the course for which you wish to take attendance, and a new session will be started for today’s date
- Scan Student ID Cards to mark them present

Scanning a Capital ID Card
Each of the classrooms includes an HID reader similar to the one shown here. Students need only wave their Capital ID near the reader to mark their attendance in the class while on the attendance page shown above. The scan will also be date/time stamped.

Saving Attendance Data
All data is saved automatically! When you are finished taking attendance, logout and close the browser.

Problems?
Contact Christopher Sauer (csauer@capital.edu) for additional training or with questions and comments.