Using the Attendance Web App
(Faculty Manual)

This tutorial will walk you through the steps necessary to use the Attendance web application to take attendance in your classes.

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.

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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!

After signing in at attendance.capital.edu, you will see a list of courses you are currently teaching, as well as the last date of attendance taken for the course, if applicable. Select the course for which you wish to take attendance, and a new session will be started for today’s date.

Note: If you select a course for which you are not marking attendance today, all students will be marked absent, even if there is no class period! See “Course Tracking” below to un-track the course.
Taking Attendance

Once you have selected a course, a session will be started. The page will load in pictures of all students registered for the course, as well as initially marking them absent.

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 page shown below. The scan will also be date/time stamped.

Note: IDs can only be scanned in while the light is red. When a new ID is scanned, the light will turn green for about 1 second after the ID is taken away from the device.

Student Attendance Status

Students who scan into a course will be marked as present. If you wish to mark a student late, you can manually do that by changing the value in the drop down list next to their picture/name. You can also change a student’s status this way if he or she doesn’t have a Capital ID card or needs to be marked excused.

If a student is not registered for a course, but scans his or her Capital ID Card, a quick message will pop up stating that the student is, “Not Registered for Course”. The student will still be marked present for the course for the case that he or she adds the course at a later time.

Any Capital ID Card registered to the person will mark attendance, including a student work-study badge or Faculty/Staff badge. Fobs (grey dongles that transmit like our ID Cards) are generally not tied to a person and WILL NOT mark attendance properly. For accuracy, always have your students use their Capital Student ID badges.

Saving Attendance Data

All data is saved automatically! When you are finished taking attendance, logout and close the browser.
Changing/Updating Status for Previous Dates

After logging in, if you want to mark attendance for a previous date, click the “Previous Date” button, instead of choosing a course. Then, as shown below, choose the term and course for which you wish to update attendance and a date to update. You may also select “New Date” to start a new session to mark attendance for. Starting a new date works similarly to selecting a course on the main page, and will mark all students absent for the given course date.

Once you have chosen a course and date, click “Mark Attendance” and you will be brought back to the student attendance screen, where you can update the status for any student. The HID reader will also work on this screen for previous dates to mark students as present, even though attendance will be taken for a previous date.

Course Tracking

If you do not wish a course to be tracked (by yourself or Administration), you must un-check the “Track Course” checkbox and click “Mark Attendance”. Note that un-tracking a course will not delete any results from that course, but will omit any data from the course for any and all reporting. To turn back on tracking for the course, simply choose the course and date, check the “Track Course” checkbox, and click “Mark Attendance”. You may need to un-track a course if you started a session when there was no class period to mark attendance for (thereby marking all students absent that day)*.

*Note: A course with all absent attendance records will be automatically omitted from reports.
Reports

Reporting can be done through the “Settings” page. Click “Settings” after logging in. You can create reports by student, department, course, course session, last present date and all sessions. The report will be emailed to you (and will be sent from “no-reply@capital.edu”).

Student Report

To create a report for a specific student, type his or her username or Capital ID number into the “Username/ID” textbox. Click “check” to verify the student’s information, and then click “Email Export”. The report will include all courses for which you have the student in class, and how many times that student was present, absent, excused and late. Which days the student was absent will also be displayed.

Department Report

A department report will include all courses you are teaching in a certain department and the total number of each status (present, absent, excused, and late). This will allow for a quick overview of student attendance for each course in a department.
### Course Report

When selecting a course, a breakdown of every date of attendance will be shown. If a student is absent, excused, or late on any given date, they will be marked to the right of that row.

<table>
<thead>
<tr>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Total</th>
<th>Students Absent</th>
<th>Students Excused</th>
<th>Students Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2015</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/8/2015</td>
<td>21</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>21</td>
<td>Christopher Sauer</td>
<td>John Smith</td>
<td></td>
</tr>
</tbody>
</table>

### Course Session (Date) Report

Session reports are similar to course reports, except that they will only show data for a single date and include ALL attendance data, including which students were present.

<table>
<thead>
<tr>
<th>Date</th>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
<th>Late</th>
<th>Total</th>
<th>Students Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/19/2013</td>
<td>38</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>40</td>
<td>Christopher Sauer</td>
</tr>
</tbody>
</table>

### Last Date Present Report

After selecting a course, this report will return a list of students and their last date present in class, for that course. If the student is registered, but has never attended a session, they will be listed above the list.

<table>
<thead>
<tr>
<th>Students</th>
<th>Capital ID</th>
<th>Last Date Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Sauer</td>
<td>7297841</td>
<td>1/6/2015</td>
</tr>
<tr>
<td>John Smith</td>
<td>1234567</td>
<td>1/8/2015</td>
</tr>
</tbody>
</table>
All Course Sessions (All Dates) Report

Report includes ALL attendance data, for each student, spanning over all dates attendance was taken.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attendance Course Sessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Term</td>
<td>15SP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Course</td>
<td>CS-380-01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Legend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A = Absent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>E = Excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>L = Late</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>N = Not Registered</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>P = Present</td>
<td>* Sessions without a value mean the student was not enrolled and not in attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Sessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Students</td>
<td>Capital ID</td>
<td>1/6/2015</td>
<td>1/8/2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Christopher Sauer</td>
<td>7297841 P</td>
<td></td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>John Smith</td>
<td>1234567 P</td>
<td></td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Updates
Recent Updates to the Attendance Program

August 2014
-Due to recent browser updates, attendance has been disabled in firefox and chrome
  *An error message will be displayed when accessing the program in these browsers
-Help Documentation links added to login page
-Students are now highlighted during a manual status change
-Student photos can now be hidden for automatic scanning (manual status change hiding to come)
-Class rosters can now be printed from the attendance page through browser print (ctrl + P)

September 2014
-Attendance banner removed on scan page to allow more students to be seen on the screen
-Course reports now include students excused and students late
-Session reports now include time scanned
-Session reports are now ordered by student last name
-Students using temporary Residence Life ID’s will be warned that those are not student ID’s
  *Residence Life ID’s are not tied to a person, and cannot be used for attendance purposes
-Linked courses are now clearly identified. Reports now detail which courses are linked.
-Several Performance Improvements. Courses now load 2-3 times faster.
-If there are multiple professors listed over a course in Datatel/Colleague, they will now all see the
  course on their course lists in Attendance.
-“Loading” spinner added to reports and card scan popup until report is generated or scan text pops up
October 2014

-Course Sessions report added. This report allows you to export attendance data for every student across all course days, including which students were registered or not on each day.

-Implemented SSL on the Attendance Web Service. Professors can now use Internet Explorer, Firefox, or Chrome to take attendance.

January 2015

-Removed course sessions report due to issues.

August 2015

-Last date of attendance report added.

-Course sessions (all dates) report fixed and re-added.

-Improved efficiency of many reports to run faster.
Bug Fixes

Bug fixes to the Attendance Program

August 2014
- Students are now highlighted when entered through manual entry
  - Highlight is also removed if “absent” or “late” is selected

- Students scanned as “Not Registered” will now show up as Present in reports and previous date screens

September 2014
- Course reports are now ordered by session date

- ESL students with active badges will now scan properly. Badges that have been marked as lost or stolen will no longer work.

- Fixed a rare issue where a student’s badge may not be recognized if they were the last student in the class and have both an active and deactivated (lost/stolen) card on file.

August 2015

- Fixed an issue with the All Sessions report which caused some students to show an inaccurate status for some sessions.

- Reports now sort correctly by last name.