



Monitoring Student Attendance

Attendance is a measure of Time on Task. Time on Task is time spent by a Learner working in online lessons (tutorial, application, mastery test, assessment, etc.). Time on Task calculates activity in our content based on when the user launches a piece of content until they exit that content or become inactive. The end time reflects the last time the user took an action in the content (e.g. completing/exiting the activity, advancing to a new slide or item, or in the case of some of our legacy content, explicitly confirming they're still working). If a student logs into their account but doesn't engage in any course activities, no attendance is marked.

There are two ways you can monitor student attendance.

Option #1 (Monitor by Student):

1. Navigate to the **Students** tab.



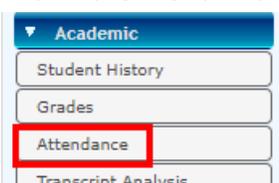
2. Locate the name of the student you wish to view. You can search for the student using the filter at the top of the "Name" column.

Sel	Mai	Edic	View	Not	Doc	Id	UID	State ID	Name	Organization	Student Type	Program	Grade Level	Status	Enrs.
<input type="checkbox"/>						1380	1560		Sami		▼	▼	▼	ACT ▼	
<input type="checkbox"/>						1380	1560		Student: Sami	Demo STEM program	Part-Time		9th	ACTIVE	4

3. Select the name of the student to be taken to the student information page.

Sel	Mai	Edic	View	Not	Doc	Id	UID	State ID	Name	Organization	Student Type	Program	Grade Level	Status	Enrs.
<input type="checkbox"/>						1380	1560		Sami		▼	▼	▼	ACT ▼	
<input type="checkbox"/>						1380	1560		Student: Sami	Demo STEM program	Part-Time		9th	ACTIVE	4

4. You will be redirected to the student's page. Under **Academic** in the navigation screen on the left, click on "Attendance." (Note: You may need to click on the arrow icon to show the options within the menu if it is currently collapsed.)



5. The page will load and display total attendance for the month. In the lower half of the page you can select a specific section and filter the attendance information to a single section.

External Attendance

Click [here](#) to view the school year attendance summary.

Select a date

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Legend

- Weekend or Holiday
- Log Required
- Absence: Unexcused
- Absence: Excused
- Present: Offline Minutes Required
- Present

Click [here](#) to send a message to the attendance office.

Log Entry For: Tuesday, 6/27/2017

Reason If Excused Absence: Comments: **Add**

Course	LMS	Physical	External	Description
AK Digital Photography I: Creating Images with Impact!_Ms. St. Germaine				
Culinary Arts Semester A_ALL				
Earth & Space Science Semester A v4.0 (AL)				
IL German 2 Semester A v4.0_Ms. Whitcomb				

Log Times

Attendance Time Overall 00:51:00 (HH:MM:SS)
Attendance Statistics For Active Sections Only; Considering All Sections; For Period: June 2017

Number of Attendances: 1
 Last Attendance: 6/26/2017
 Total Attendance Time: 00:51:00 (HH:MM:SS)

Select Section

Show Active Sections Only Show Chart

Select Period

- All Sections
- All Sections
- AK Digital Photography I: Creating Images with Impact!_Ms. St. Germaine (ACTIVE)
- Earth & Space Science Semester A v4.0 (AL) (ACTIVE)
- IL German 2 Semester A v4.0_Ms. Whitcomb (ACTIVE)
- Culinary Arts Semester A_ALL (ACTIVE)

6. OPTIONAL – This table can be exported as needed to Excel CSV, Excel, or Excel Custom format by clicking on the corresponding icons.

Records: 4

<< < Page 1 Of 1 Pages > >>

Option #2 (Monitor by Section):

1. Navigate to the **Sections** tab.



2. Locate the name of the section you wish to view. You can search for the section using the filter at the top of the "Section" column. (IE – which course or class, such as "Earth & Space Science Semester A v4.0").

The screenshot shows the EdOptions ACADEMY Sections page. The 'Earth' section name in the 'Section' column is highlighted with a red box. The table below shows the details for this section.

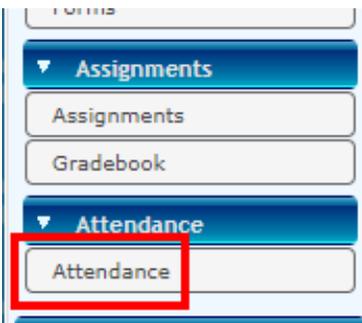
Sel	Mail	Edit	Id	Section	Section Type	Course	Program	Organization	Teacher	Term	Start Date	Section Status	Vendor	Enr.	Max.
<input type="checkbox"/>			1008	Earth	Virtual	Earth & Space Science Semester A v4.0 w/ Pretests	18 Week Section	EOA Top Level	Johnson, Edward	Rolling Enroller	6/26/2017	Active	EdOptions: 4		30

3. Select the name of the section to be taken to the section information page.

The screenshot shows the EdOptions ACADEMY Sections page. The 'Earth & Space Science Semester A v4.0 (AL)' section name in the 'Section' column is highlighted with a red box. The table below shows the details for this section.

Sel	Mail	Edit	Id	Section	Section Type	Course	Program	Organization	Teacher	Term	Start Date	Section Status	Vendor	Enr.	Max.
<input type="checkbox"/>			1008	Earth & Space Science Semester A v4.0 (AL)	Virtual	Earth & Space Science Semester A v4.0 w/ Pretests	18 Week Section	EOA Top Level	Johnson, Edward	Rolling Enroller	6/26/2017	Active	EdOptions: 4		30

4. Under **Attendance** in the navigation screen on the left, click on "Attendance." (Note: You may need to click on the arrow icon to show the options within the menu if it is currently collapsed.)



5. A new window will open and display time in class for all students by day.

Section Attendance Register for Earth & Space Science Semester A v4.0 (AL)

The virtual section Earth & Space Science Semester A v4.0 (AL) is synchronized with the LMS and attendance is imported daily. Data represented are in minutes per day.

Enrollment Status: ACTIVE

6/27/2017 Refresh

Id	Student	6/25/2017	6/26/2017	6/27/2017	6/28/2017	6/29/2017	6/30/2017	7/1/2017
27	Jones, Justin							
29	Options, Eddie							
31	Student, Sally							
33	Student, Sami		P / 00:51:00					

You may also modify the results by changing the date from the drop-down menu at the top of the page and selecting "Refresh". The results will display attendance for a one week period.

Enrollment Status: ACTIVE

6/27/2017 Refresh

6. OPTIONAL – This table can be exported as needed to Excel CSV, Excel, or Excel Custom format by clicking on the corresponding icons.

Records: 4

<< < Page 1 Of 1 Pages > >>

Export icons: CSV, Excel, Excel Custom