Attendance Column – Is only available to the Instructor under the Course Tools link. Students do not have access. Attendance taking begins the **first day** the Attendance tool is selected and information is entered. A column in the Grade Center is automatically added and listed under the Attendance Category. You can't mark students' daily attendance in the Grade Center column but you can edit/override score manually.

You can **NOT** delete the column. Students' accumulative attendance scores are based on 100 points/100 percent. Note: Do **NOT** include in a student’s total points.

For each class meeting, you can record whether a student is present, late, absent, or excused. You can apply formulas and use attendance as part of students' overall grades just as you can for an assignment grade column.

You can view by Overall or by Meeting in the Attendance Pane.

Settings panel opens where you can change the grading schema and grade unit. Select the Settings icon in the upper-right corner of the Attendance page to make changes.
In the Overall view, you can view attendance history and class statistics. You can select a header menu to open a menu and select a status for all students.

You can edit individual records after you set them with the bulk action.

From the header menu, you can also clear marks, exempt, delete, or edit the meeting.

Use Add and Edit as a work-around if you did not start taking attendance on first day:
- Click in/between the 2 columns (highlight purple/plus (+) sign to add column.
- Next, select Header Menu and ‘Edit Meeting.’

The Edit Meeting option opens a calendar where you can change the date of the meeting.

You can also delete meetings (such as your class attendance is only on Monday/Wednesday). You can delete the extra columns by DATE listed.

The Overall column displays each student's current attendance grade and isn't editable.

Students' accumulative attendance scores are based on 100 points. Select students' names to view summaries of their overall attendance records. For example, you can see how many class meetings each student has missed. This view is read-only.

Use the Previous Meeting and Next Meeting arrows to navigate between meetings.
Note: Make changes to individual meetings to change a student's overall score (not through the Attendance Grade Column).
A column in the Grade Center is automatically added and listed under the Attendance Category.

You can **NOT** delete the column.

You can choose to hide or show the Attendance Column to the students.

By default, the Total Column in the Grade Center includes total numeric points from all columns.

Do **NOT** include in a student’s total points.

Go to Total Column and select Edit Column Information.

Select by Columns OR Categories.

Select the columns and move using the arrow for selected columns OR Categories.

Students can view their attendance from their My Grades pages.

Instructors can Hide the column in the Grade Center.
Export attendance records: In the Overall view, select the Export icon to download a CSV file with your students' attendance records. Note: Make sure Edit Mode is “OFF.”