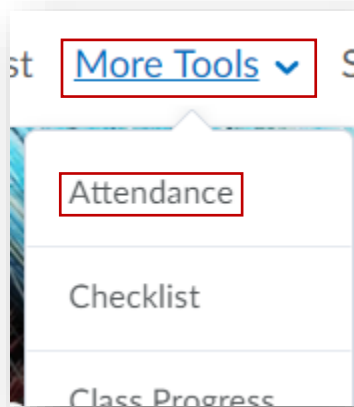


uiuLearn TUTORIAL

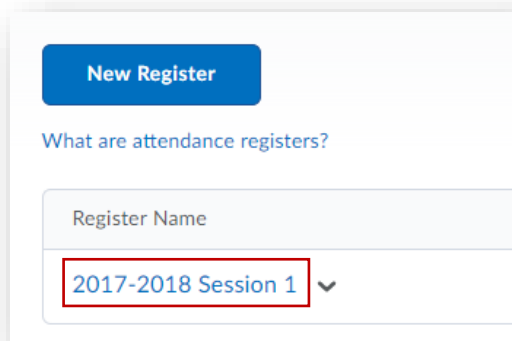
MORE TOOLS > ATTENDANCE

This document provides instructions for tracking attendance using the Attendance Tool in uiuLearn.



STEP 1> In your course, click the dropdown arrow next to More Tools and select Attendance.



STEP 2> Select the appropriate Register name.



STEP 3> A list of sessions and students in the course will appear. Locate the appropriate session for your course and click the icon that looks like a calendar and pencil.

<input type="checkbox"/>	First Name, Last Name ▲	8/28/2017 	8/29/2017 
<input type="checkbox"/>	Student, Ima	-	-

STEP 4> Set the Attendance Status by clicking on the dropdown menu next to the student's name and selecting the appropriate status.

<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Student, Ima	None ▼ None Present Present for part

STEP 5> Click Save.

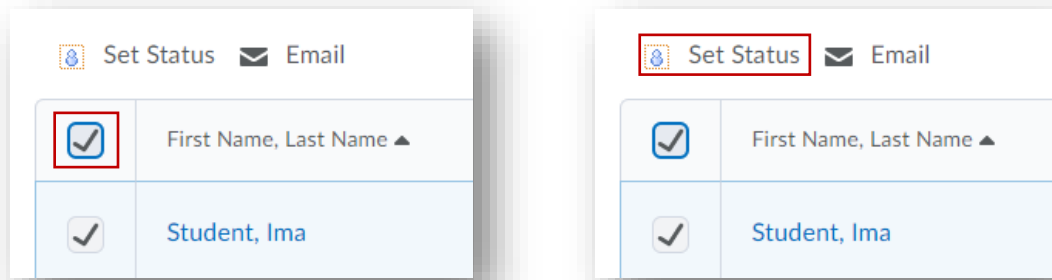
<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Student, Ima	Present ▼

STEP 6> When done updating attendance completely, click Close.

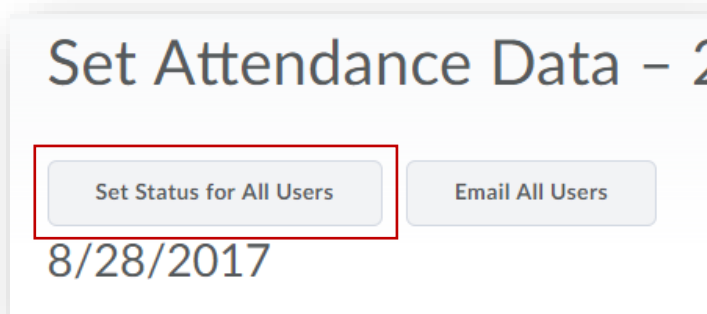
<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ⓘ
<input type="checkbox"/>	Student, Ima	Present ▼

HERE'S A TIP! You can also choose to set attendance for multiple students at once (if their status is the same).

- Check the top box to select all students and click on Set Status. Or, click an individual student's name for several students.



- Or, click on the Set Status for All Users.



- Use the dropdown arrow to select the status for the selected users and click Save.

