

**Information  
Technology  
Services**

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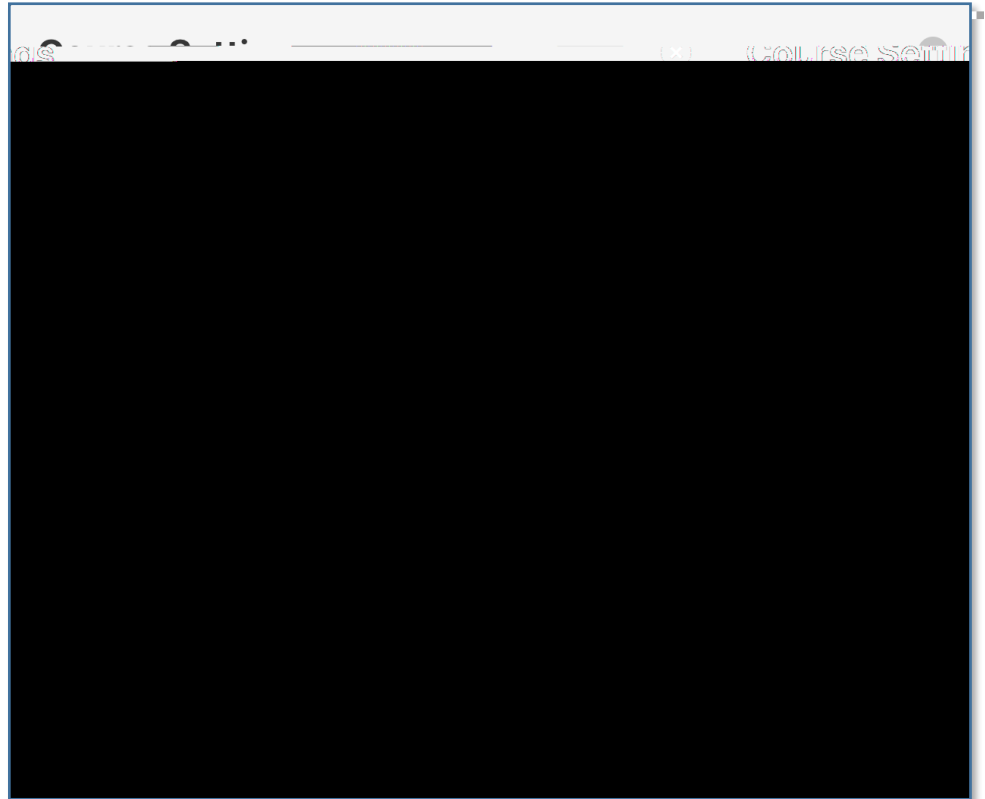


The settings that you choose apply to all students, throughout the duration of the semester. If you make changes after the course starts, all student

## Attendance to Grade Mapping

You can also adjust grade threshold and grade mapping. This determines the grade a student will get assigned for being present, tardy or absent. These settings apply to all the students in the class for the duration of the course.

- Enter the percentage of the grade that will be given if a student is marked present or tardy/late. You also have options for if a student is excused, class is canceled or if the University is closed.



## Low Grade Warning Thresholds

The attendance tool can display information in different colors based on the attendance grade percentage students are currently achieving. Quickly identify students who may be at risk based on their work. You can set this threshold in different percentages, depending on your preferences.

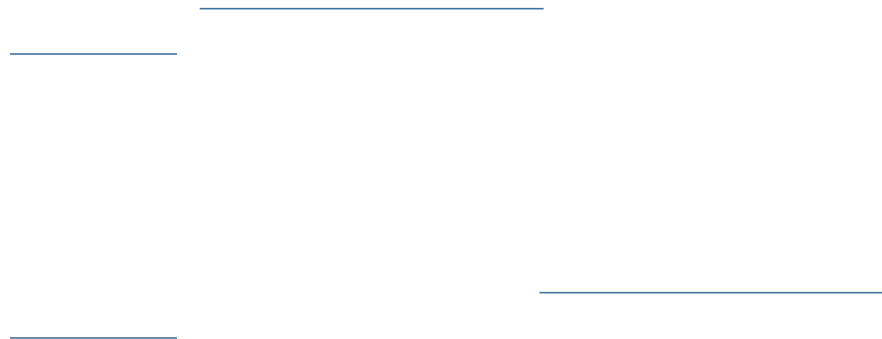


In this example, any student with an attendance grade of 70% or less would display in yellow, and any student with an attendance grade of 50% or less would display in red.

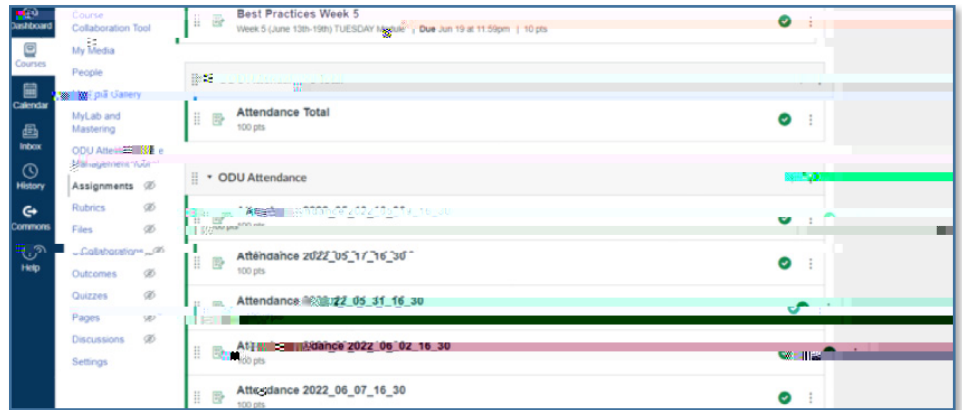


### Gradebook Syncing

The attendance tool will create grade center columns based on your selections. The settings in this area are independent of each other – you can choose any, all or none of the options. ID/Laym00 BT choose any,



- If you decide to sync both Attendance Total and Individual Attendance grades, you should assign a weight for one assignment group and 0 for the other, so attendance is not reflected twice in the course total.
- 100 points is a lot compared to the points usually assigned to regular assignments (typically around 10). Remember to adjust weights so attendance only counts toward as much of the final grade as you intend.



After saving the settings, it will take a few moments to transfer information from the attendance tool to the grade center. Once the columns are in the grade center, you can edit the format of the columns or how it is used/displayed. Remember to save the settings for each column. Make changes to the header if needed.

After the changes are made, click on the 'Save Settings' button to save the changes.

## Attendance Management Tool

When you go to your course tools and open the ODU Attendance Management tool, you can view, and update student data as needed. Based on the Attendance Management course settings you have already established, data will be populated in this tool for easy management.

The first 3 columns of the tool can be used to sort data based on your needs. The remaining columns will be the attendance data for each course session, with the more recent information being inserted immediately to the right of the fixed columns and scrolling off to the right.



Student	Attendance Grade	Absences	Session Status
BEALL, SASHA	83%	0	late present
BIBALO, TONYA	50	0	present checkoutmissing
COLE, ERIK	0	2	absent
EDYUD, JULIE	50	1	present
GAUSE, LAUREN	50	1	present
GRABOW, TYLER	50	1	present
HAMNER, [REDACTED]	50	1	present
HEINBERG, COOPER	50	1	present
HOAG, WHITNEY	50	1	present
HODGES, ANDREW	50	1	present

Color Legend (Attendance Grade)  
 below 70 % (yellow icon)  
 below 50 % (red icon)  
 Note: After manual editing please refresh the page to get recalculated Attendance Grade and Absences

### Updating individual student attendance grades

Click in the session column of a student you wish to update.

The tool will display the documented data for that student in that session including check-in and check-out times (if applicable) along with a calculated dwell time in the session. If a student hasn't checked in or out by the time the class is over, they will be marked absent.

If a field shows **IN** or **MISSING**, a grade cannot be assigned due to inadequate or missing data. You'd need to correct this situation by manually assigning a grade.



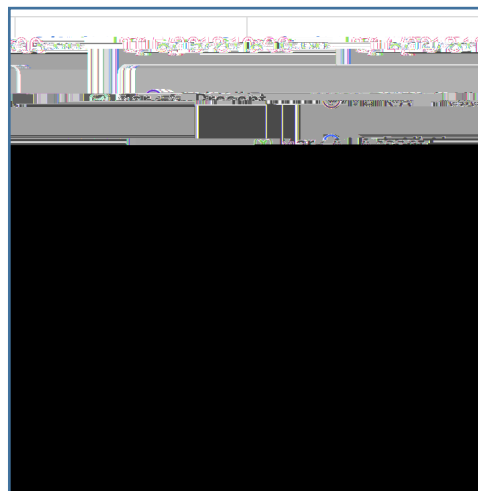
You can manually mark a student as:

- Present
- Late
- Absent
- Excused
- Clear, to remove the mark

### Updating entire columns

You can update all students' attendance by updating the session column.

- Click the date of the meeting (meeting header) at the top row of the student attendance list.



Mark Students:

- Mark All Present
- Mark All Absent
- Mark All Late
- Mark All Excused
- Mark All School Closed
- Mark Canceled

Mark Meeting:

- Clear All Manual Attendance
- Delete Meeting
- Hide Meeting from Students



## Create meetings

You shouldn't create individual meeting dates for regularly scheduled course sessions – the system creates those automatically. However, you can create additional meetings if there are sessions that fall outside your normal class times.

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