Checkmark: Track Attendance

**Purpose and Approach 10 min**

- Track attendance of students who prepare exercises for the checkmark module.
- Link the person’s attendance with the grade book to be able to mark only the ones who attend.

**1 Create checkmark, activate Track attendance**

Create a checkmark as shown in the Cheat Sheet “Use the Checkmark Module”. Activate “Track attendance” to record attendance. To automatically link an attendant’s grade activate parameter two (only attendants are marked). Choose “Yes” for the third parameter to show an extra column in the grade book with “0” for absent and “1” for attendant which can be used for further evaluation.

**2 Select students and “mark as attendant and grade”**

Students check exercises

View 3 submitted checkmarks

**NOTE:** At first the attendance is “unknown”.

**3 Confirm**

continue on page 2 ...
Now select all students who did not attend and repeat the former steps. However, in the Dropdown-Menu choose “mark as absent and grade”!

**NOTE:** Students who did not attend will not receive a grade for the checkmark exercise.

**TIP:** Attending students receive a “1” and absent students receive a “0”. Use this grading aspect as shown in e.g. the Cheat Sheet “Complex Grading” (only available in german).
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Short description of the procedure:

1. Create a checkmark as shown in the Cheat Sheet „Use the Checkmark Module“. Activate „Track attendance“ to record attendance. To automatically link an attendant’s grade activate parameter two (only attendants are marked). Choose „Yes“ for the third parameter to show an extra column in the grade book with „0“ for absent and „1“ for attendant which can be used for further evaluation.

   After the students have marked their exercises open the checkmark and click on ”View X submitted checkmarks“.

2. At first the attendance is unknown and will be marked with an orange question mark. First select the students with the option “All/none/ungraded/submitted” [2a]. Second define your selection by ticking the checkboxes of individual students you want to select or deselect [2b]. Third „mark as attendant and grade“ in the Dropdown-Menu “Selection” [2c] and fourth click “Start” [2d].

3. Confirm by clicking ”Continue“.

   Now select all students who did not attend and repeat the former steps. However in the dropdown-menu choose “mark as absent and grade”!

4. The attendance has been recorded now! All students who attended received a green check and their grades. Students who did not attend received a red „X“ and no grading for their exercise. Now click on ”See all course grades“.

5. As you can see in the grader report an extra column for the attendance has been created. This column results from the activated parameter “Track attendance” in Step “1”. Attending students receive a “1” and absent students receive a “0”. Use this grading aspect for special course evaluations as shown in the Cheat Sheet ”Complex Grading“ (only available in german).