



## 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.

Attendance

Track attendance  Yes

Link attendance to automatic calculation of submission-grades  Yes

Record attendance in gradebook  Yes

## 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.

Students check exercises

View 3 submitted checkmarks

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

Submissions Export

See all course grades Reset table preferences

	Surname / First name	ID number	Last modified (Submission)	1 (20P)	2 (20P)	3 (20P)	4 (20P)	5 (20P)	Grade	Comment	Attendance	Status	Final grade
<input checked="" type="checkbox"/>	Muster Alice	09911111	20 August 2018, 4:34 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		?	Grade	-
<input checked="" type="checkbox"/>	Muster Bob	09912222	20 August 2018, 4:34 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-		?	Grade	-
<input type="checkbox"/>	Muster Clara	09913333	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		?	Grade	-
<input type="checkbox"/>	Muster Max	09917777	20 August 2018, 4:34 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-		?	Grade	-

Send notifications

**Bulk processing**

Select 2a All / None / Ungraded / Submitted

Note: Automatically calculated grades are linked to the attendance.

Selection... 2d start

- mark as attendant
- mark as attendant
- mark as absent
- 
- Grant extension
- 
- grade automatically
- 

**Optional settings**

Show

Submissions shown per page 2c mark as attendant and grade

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

## 3 Confirm

You are about to update grades and feedback for 2 submissions. The former grades and feedback will be overwritten.

Confirm

Are you sure you want to continue?

Continue Cancel

continue on page 2 ...



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"!

- mark as attendant
- mark as absent
- 
- grade automatically
- 
- mark as attendant and grade
- mark as absent and grade

Continue

## 4 Attendances recorded, grades evaluated

Submissions Export

See all course grades

Reset table preferences

Surname / First name	ID number	Last modified (Submission)	1 (20P)	2 (20P)	3 (20P)	4 (20P)	5 (20P)	Grade	Comment	Attendance	Status	Final grade
Muster Alice	09911111	20 August 2018, 4:34 PM	☒	☒	☒	☐	☐	60 / 100	[auto-graded]	✓	Update	60.00
Muster Bob	09912222	20 August 2018, 4:34 PM	☒	☒	☒	☒	☒	100 / 100	[auto-graded]	✓	Update	100.00
Muster Clara	09913333	-	☐	☐	☐	☐	☐	-		?	Grade	-
Muster Max	09917777	20 August 2018, 4:34 PM	☐	☐	☐	☐	☒	0 / 100	[auto-graded]	✗	Update	0.00

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

## 5 Extra column for attendance in the grader report

### Grader report

View Setup Scales Letters Import Export

Grade distribution Grader report Grade history Outcomes report Overview report Single view

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X

Surname	First name	ID number	Checkmark	Attendance Checkmark
Alice	Muster		60.00	1.00
Bob	Muster		100.00	1.00
Clara	Muster		-	-
Max	Muster		0.00	0.00
Overall average		Overall average	53.33	0.67

**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)



**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).