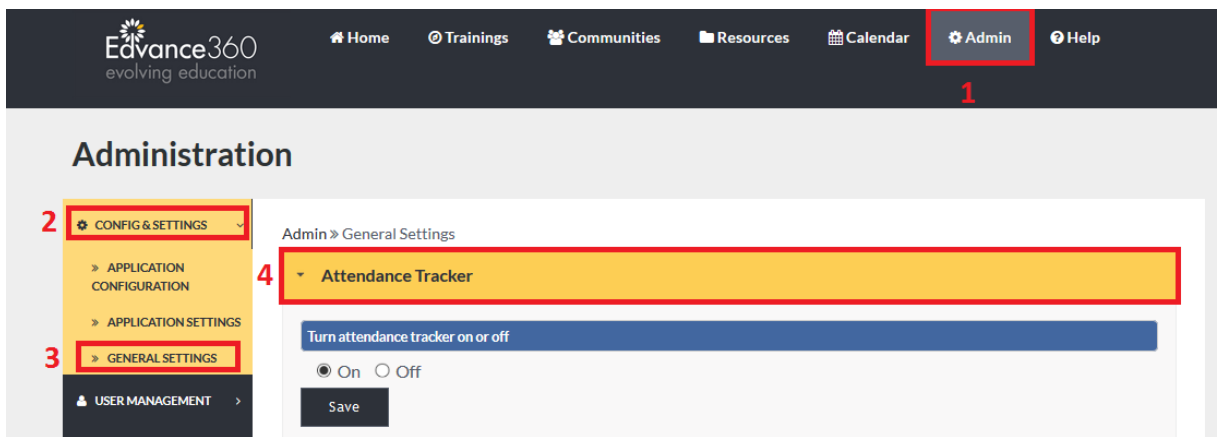


Edvance360 QUICKSTART GUIDE

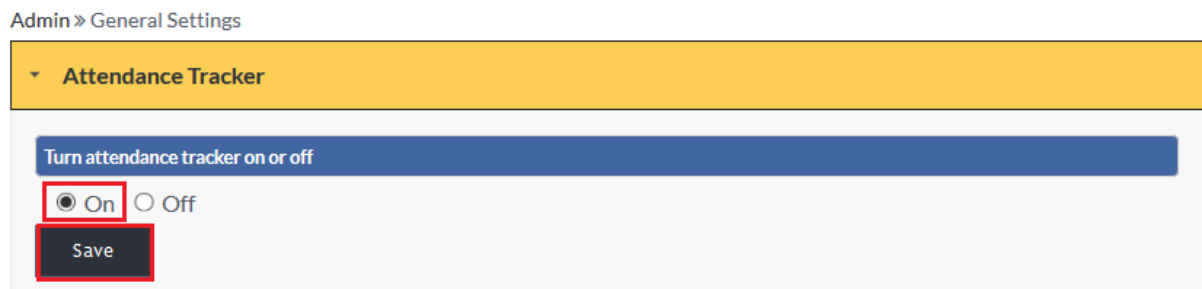
How to Setup Attendance Tracker

How to Activate the Attendance Tracker Feature

- 1 Login to Edvance360 as Admin
- 2 Select the **1-Admin Tab** > **2-Config & Settings** > **3-General Settings** > **4-Attendance Tracker**



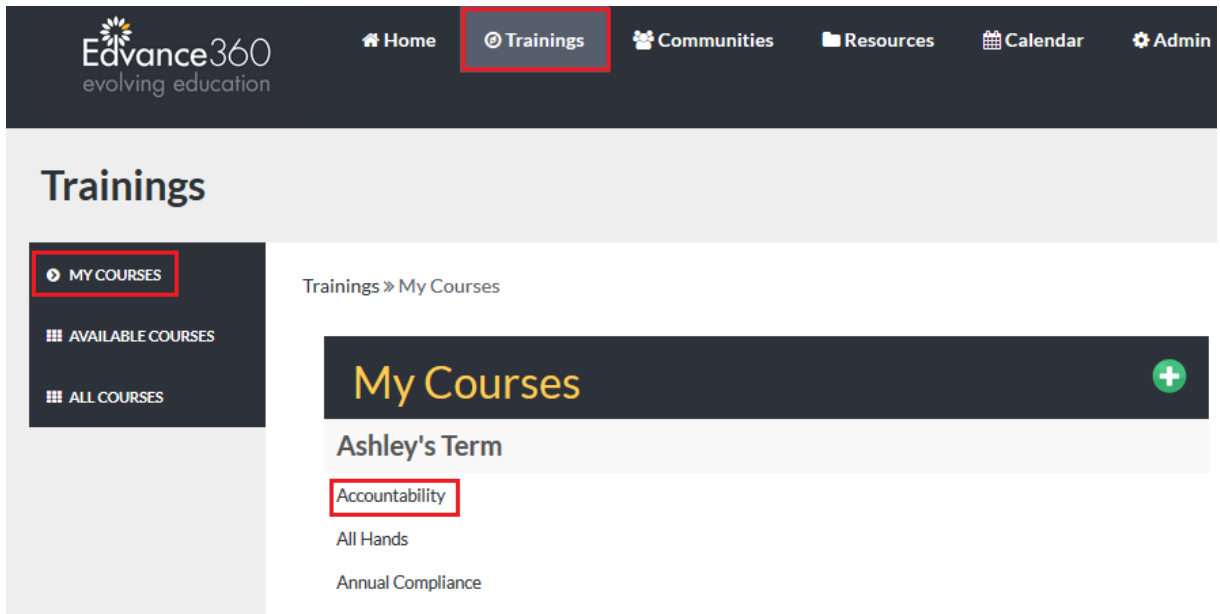
- 3 Select **On** > **Save**



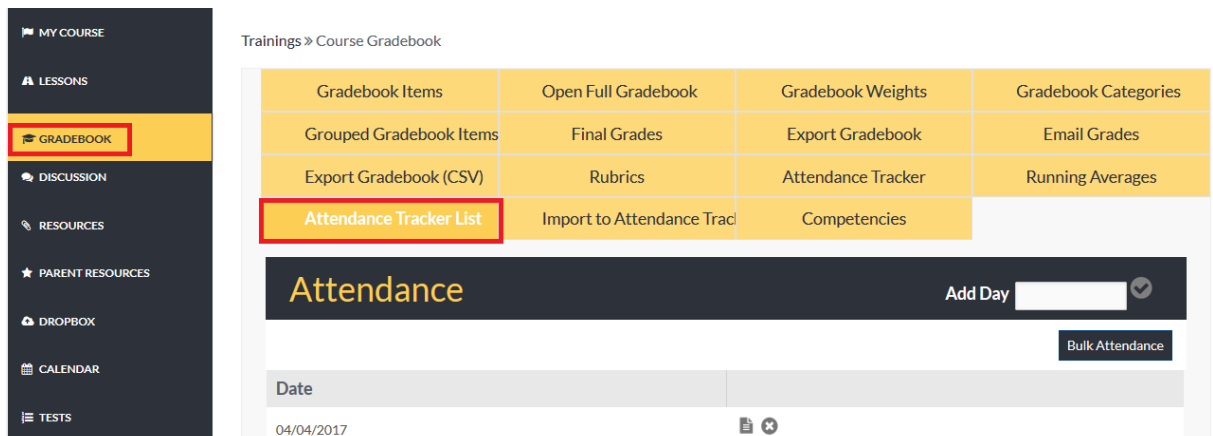
QuickStart Guide: How to Setup Attendance Tracker

How to Setup Attendance Tracker in Course

- 1 Select Courses/Trainings > Select Desired Course (For example, Accountability)

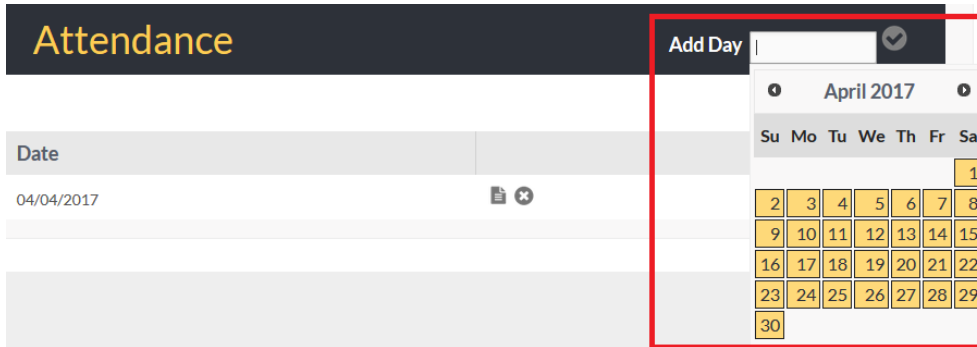


- 2 Within Course/Training select **Gradebook** > **Attendance Tracker List**

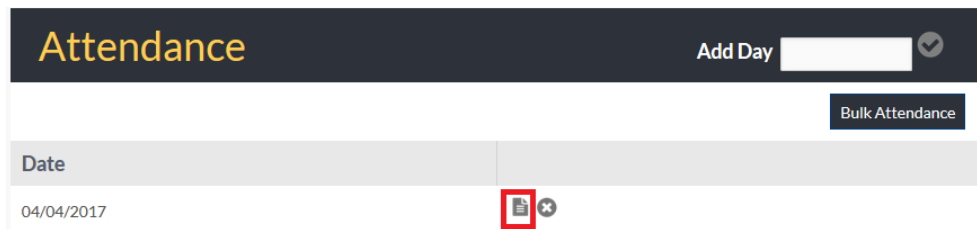


QuickStart Guide: How to Setup Attendance Tracker

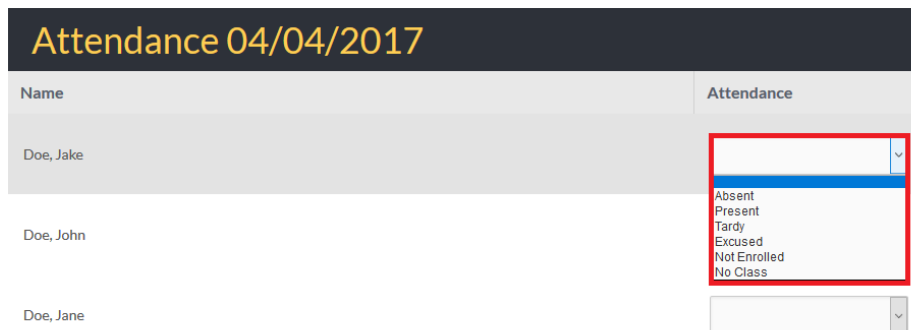
- 3 Add one day by selecting **Add Day**. A popup will open with a calendar. Select desired **Day**.



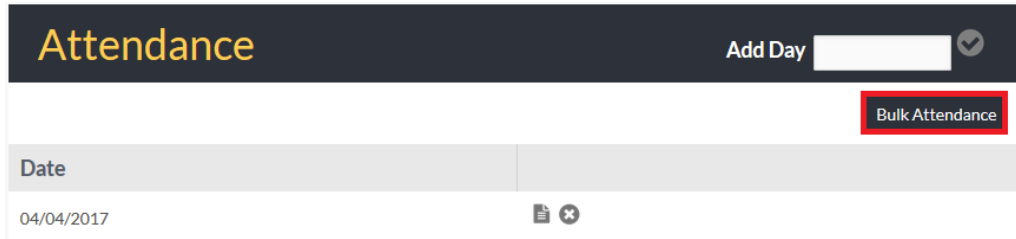
- 4 Select **Grade** icon to enter attendance. A new window will open with a list of students enrolled in course.



- 5 Select desired attendance entry from dropdown menu next to each student.



6 Attendance can also be entered via **Bulk Attendance**



The screenshot shows the 'Attendance' header with a date input field and a dropdown arrow. Below the header, a table lists attendance records. The first row shows the date '04/04/2017' and a small icon with a plus sign. A red box highlights the 'Bulk Attendance' button in the top right corner of the table area.

7 Enter desired attendance information and select **Save**

- *Start Date*: Desired start date for attendance
- *End Date*: Desired end date for attendance
- *Falling on*: Select the days of the week in the desired start and end date range on which you want to record attendance. **Note: It is required to select at least one “Falling on” day.**

Add Bulk Attendance

Start Date

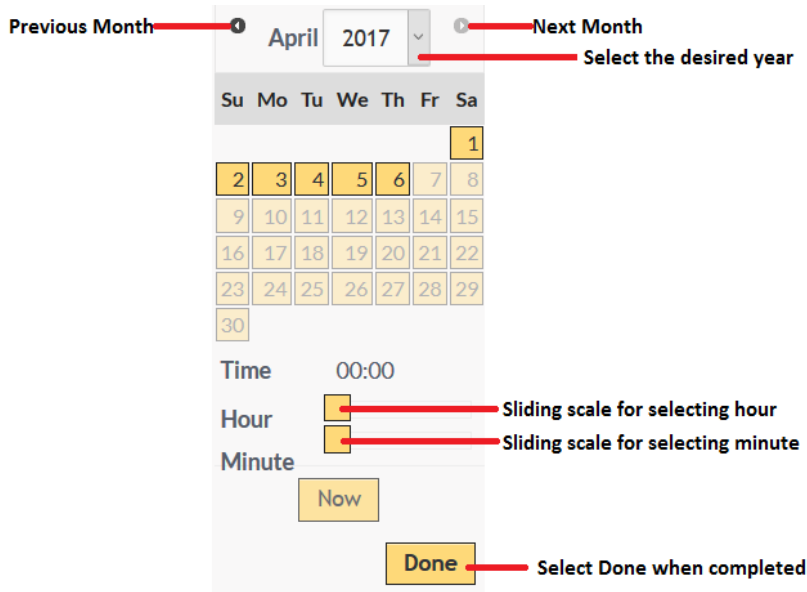
End Date

Falling on Mon Tue Wed Thu Fri Sat Sun

Save

QuickStart Guide: How to Setup Attendance Tracker

Selecting the Start and End Date field opens the calendar



8 To import attendance navigate to **Gradebook > Import Attendance Tracker**

Gradebook Items	Open Full Gradebook	Gradebook Weights	Gradebook Categories
Grouped Gradebook Items	Final Grades	Export Gradebook	Email Grades
Export Gradebook (CSV)	Rubrics	Attendance Tracker	Running Averages
Attendance Tracker List	Import to Attendance Trac	Competencies	

The following information will display

Import Attendance

Select CSV File No file selected.

- *Sample CSV*: Select to view a sample CSV import file. Required formatting for importing attendance
- *Browse*: Select to navigate to CSV file to upload
- *Import*: Select Import to import CSV file

QuickStart Guide: How to Setup Attendance Tracker

9 To view attendance navigate to **Gradebook > Attendance Tracker**

Gradebook Items	Open Full Gradebook	Gradebook Weights	Gradebook Categories
Grouped Gradebook Items	Final Grades	Export Gradebook	Email Grades
Export Gradebook (CSV)	Rubrics	Attendance Tracker	Running Averages
Attendance Tracker List	Import to Attendance Trac	Competencies	



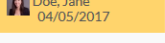
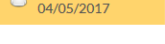
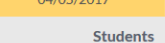
The following window opens

Trainings > Course Gradebook > Gradebook Attendance

Attendance Tracker

Course has met: 1 days Add Day

[Bulk Attendance](#) [Turn Day Editing On](#) [Turn Attendance On](#) [Export Attendance \(.xls\)](#)

Students	04/05/2017	Total Absences
	Absent	1 Absent 0 Tardy. 0 Excused.
	Present	0 Absent 0 Tardy. 0 Excused.
	Present	0 Absent 0 Tardy. 0 Excused.
	Tardy	0 Absent 1 Tardy. 0 Excused.
	Present	0 Absent 0 Tardy. 0 Excused.
Students	04/05/2017	Total Absences
Total Absences	04/05/2017 Absences:(1) Tardies: (1) Excused: (0)	

- **Bulk Attendance:** Opens the bulk attendance tool
- **Turn on Day Editing:** Edit the attendance days
- **Turn Attendance On:** Edit the attendance of each student
- **Export Attendance (.xls):** Exports attendance tracker to Excel (.xls) file