

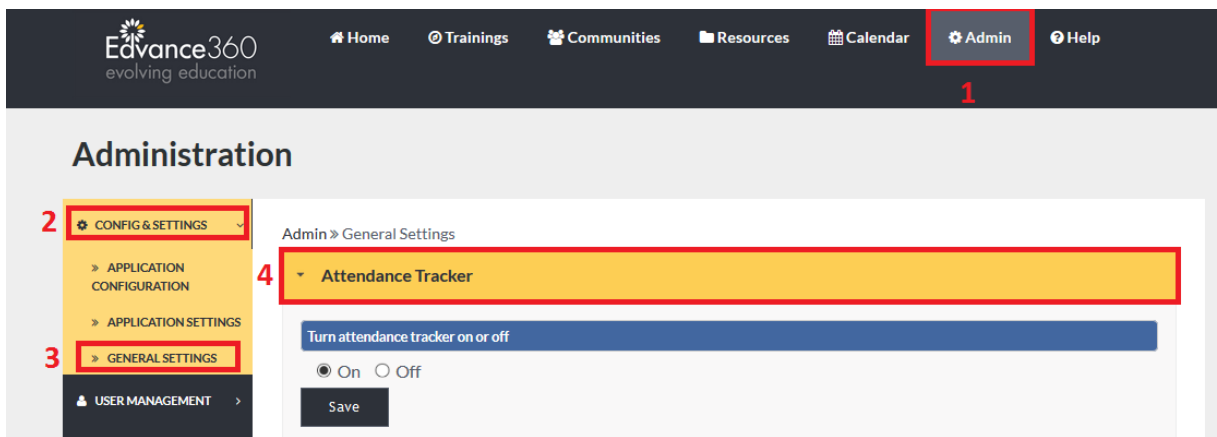
Edvance360 QUICKSTART GUIDE

How to Setup Attendance Tracker

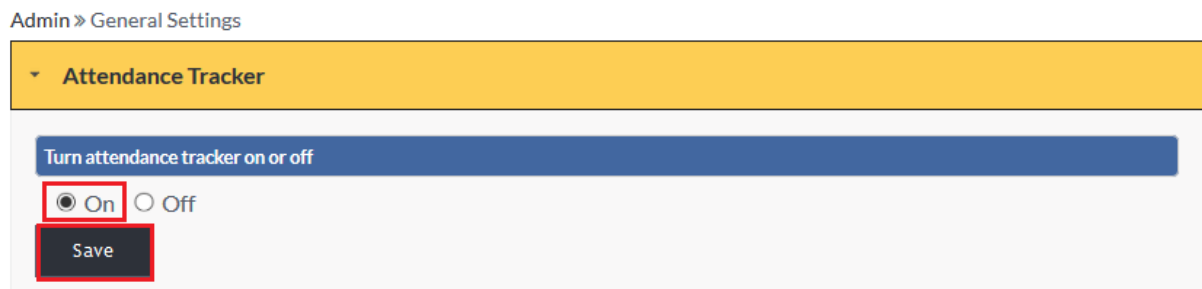
How to Activate the Attendance Tracker Feature

1 Login to Edvance360 as Admin

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



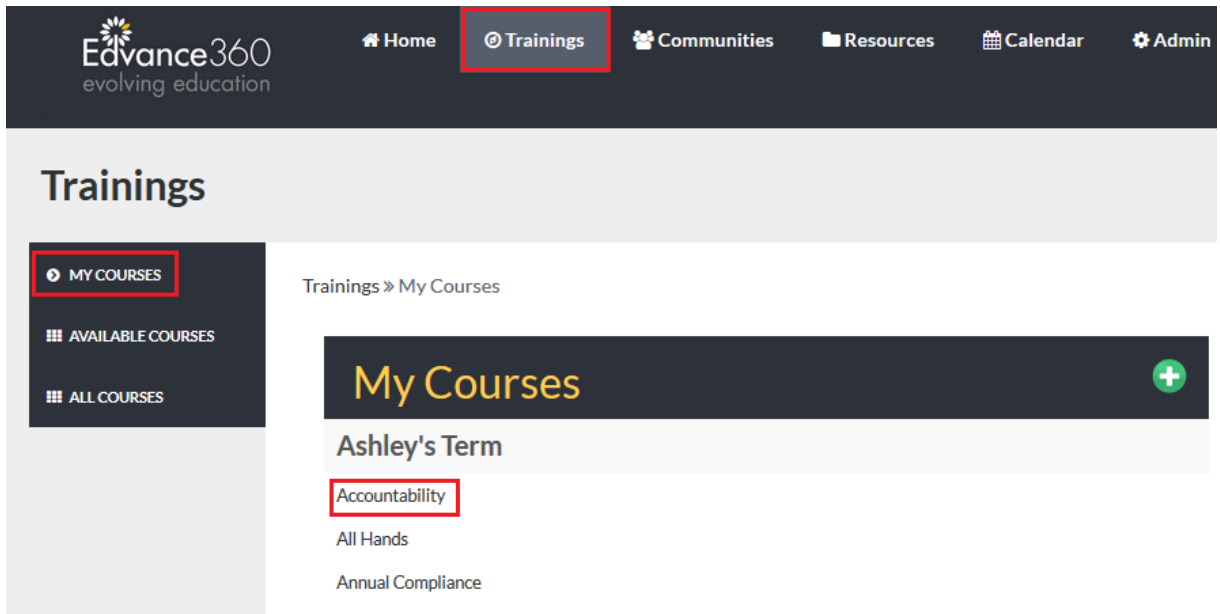
3 Select **On** > **Save**



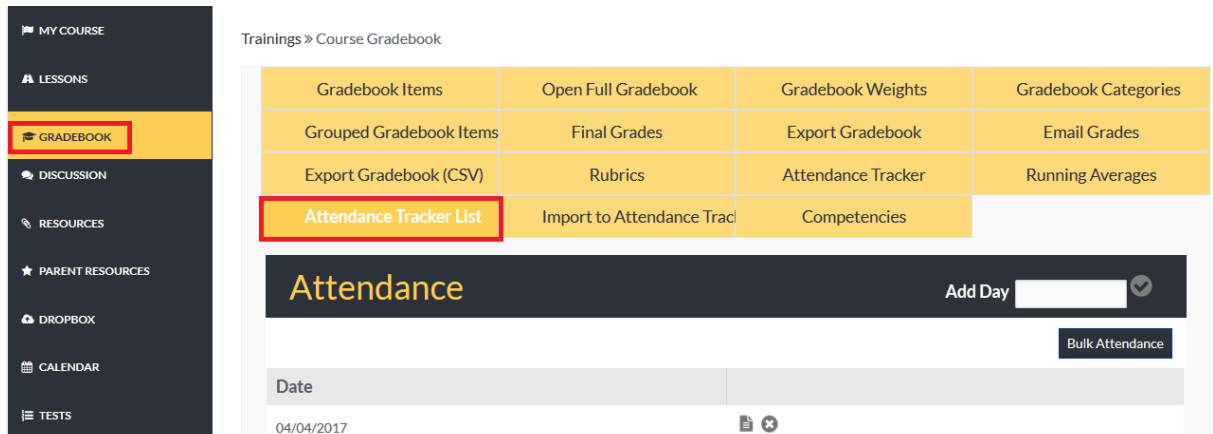
QuickStart Guide: How to Setup Attendance Tracker

How to Setup Attendance Tracker in Course

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

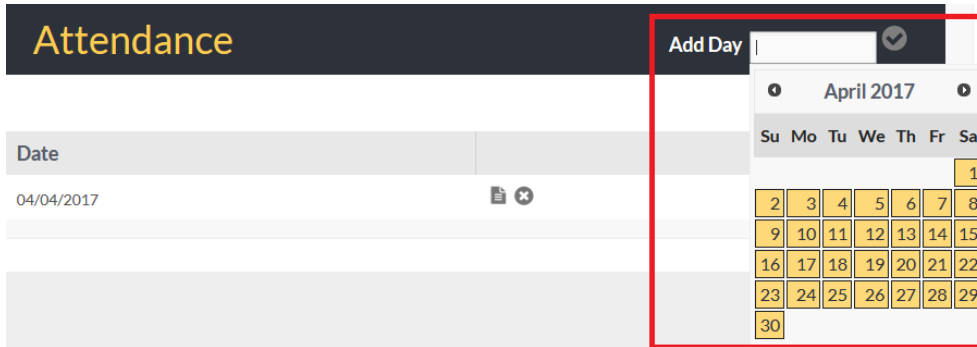


- 2 Within Course/Training select **Gradebook > Attendance Tracker List**

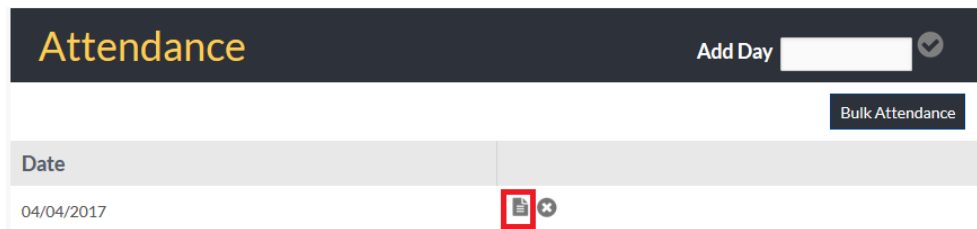


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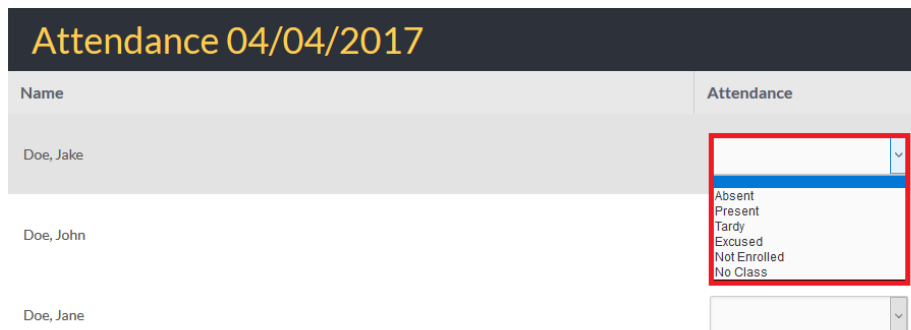
- 3 Add one day by selecting **Add Day**. A popup will open with a calendar. Select desired **Day**.



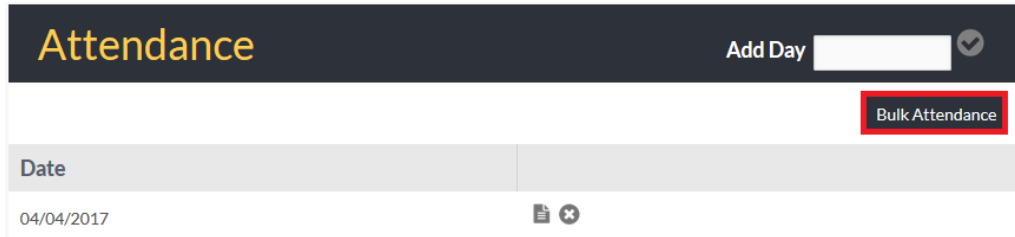
- 4 Select **Grade** icon to enter attendance. A new window will open with a list of students enrolled in course.



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



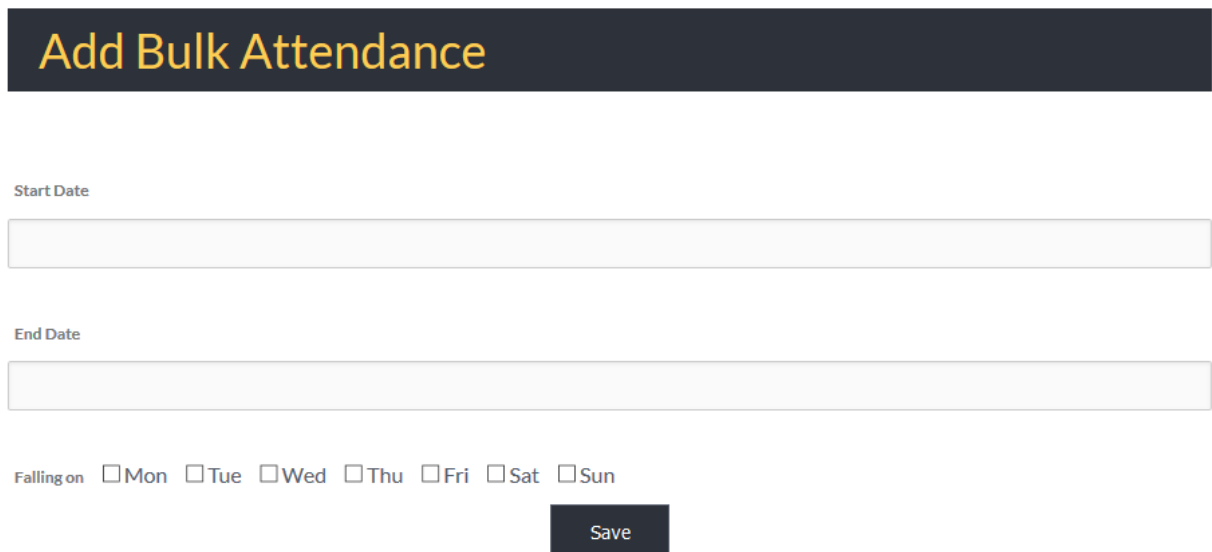
6 Attendance can also be entered via **Bulk Attendance**



The screenshot shows the 'Attendance' header with an 'Add Day' dropdown menu. A red box highlights the 'Bulk Attendance' button in the top right corner. Below the header is a table with a 'Date' column containing the entry '04/04/2017' and a trash icon.

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.**

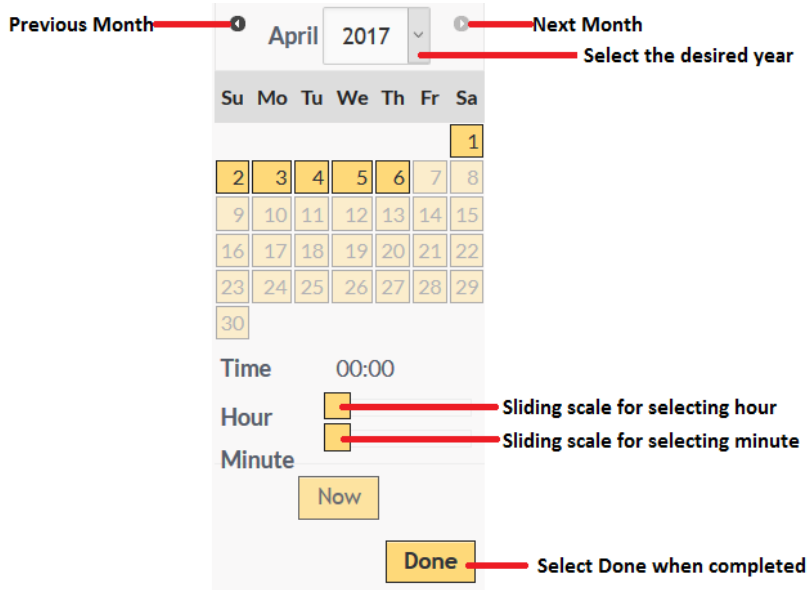


The 'Add Bulk Attendance' form includes the following fields and options:

- Start Date**: A text input field.
- End Date**: A text input field.
- Falling on**: A row of checkboxes for days of the week: Mon Tue Wed Thu Fri Sat Sun
- Save**: A dark button with white text.

QuickStart Guide: How to Setup Attendance Tracker

Selecting the Start and End Date field opens the calendar



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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
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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
Doe, Jake	Absent	1 Absent 0 Tardy. 0 Excused.
Doe, John <small>04/05/2017</small>	Present	0 Absent 0 Tardy. 0 Excused.
Doe, Jane <small>04/05/2017</small>	Present	0 Absent 0 Tardy. 0 Excused.
McClure, Jason <small>04/05/2017</small>	Tardy	0 Absent 1 Tardy. 0 Excused.
Learner, Nasa <small>04/05/2017</small>	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