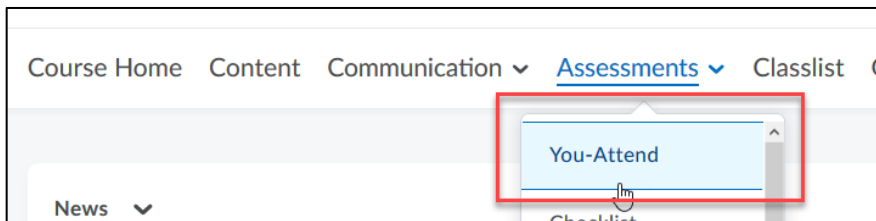


## You Attend | Quick Start Guide

You-Attend is an attendance tool used with supplemental courses to track and manage student attendance.

### Access

1. Log into the Virtual Campus (D2L) at <https://online.brazosport.edu> using your BC credentials.
2. Enter a course, in the course navigation bar click on Assessments and then You-Attend. (If a message pops up just hit continue)



### General Settings

1. **Start Date**, **End Date** and **Record Type** should be kept at the default. If required though, click and enter alternative start and end date.

#### Course Settings

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##### General Settings

Start Date

End Date

Record Type

2. Check boxes for days of the week the course meets throughout the semester.

Days of the week this course meets

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

3. Under Excluded Dates, click “Add Date” link to enter a day which attendance will not be taken, such as during holidays or breaks. Click “Add Date” for each date to exclude.

**Excluded Dates**

01/20/2020 ✕

[Add Date](#)

4. By default, there are three Attendance Codes: **P for Present, A for Absent, and T for Tardy**. If needed, add additional codes by clicking on the **Add Code** link at the bottom.

Percentage value is automated, but it can be changed to any value BELOW 100, for example, Tardy is worth 50.

**Attendance Codes**

**Code number 1**

Code Symbol

Code Name

Code Grade Percentage Value (0 - 100)

**Code number 2**

Code Symbol

Code Name

Code Grade Percentage Value (0 - 100)

[Add Code](#)

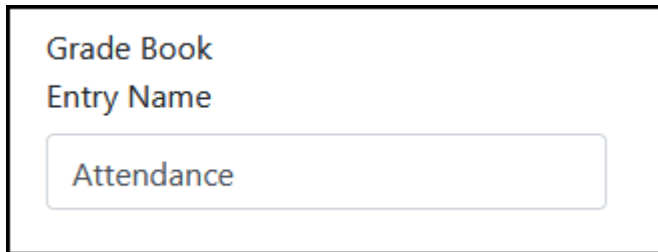
5. Select the checkbox for “Create Grade Book Entry” **if you plan on providing an overall Attendance grade**. This will automatically create an Attendance gradebook item (note, you can move the item to any category within the gradebook).

**Grade Book Integration**

Create Grade Book Entry

**NOTE:** make sure you DO NOT already have an “Attendance” grade item in your Gradebook. If you do, delete the item BEFORE checking this option.

5. Name the Grade Book Entry



Grade Book  
Entry Name

Attendance

6. If you select to create a Grade Book Entry, enter “Points Per Entry”. The default is 1, but you can decrease or increase value using the up/down arrows. It really depends on how many points you want a student to get for each attendance count.



Points Per  
Entry

1

7. Enter the “Max Grade Book Points” or maximum points that could be earned for attendance. Click on the **Calculate Max GB Points** to compute what the final grade could be based on number of attendance entries. If you set your attendance to 1 point per entry but aren't sure of the max points to enter for the whole course grade, then clicking the calculate button will determine how many total points are possible based on your dates, number of class meetings, and points per entry. You could also just type in the amount, such as 100 points. It can be adjusted later in the Gradebook.

Max Grade  
Book Points

1

**Calculate Max GB Points**

Calculated Max Points: 65

After calculating Max GP Points, enter a value into text block for the max amount of points a student can earn for Attendance.

8. Check box for Use Auto-adjusting Grade Item Denominator. Checking this sets the attendance “grade book entry” to 0 before the first meeting. After that meeting the value

is changed to 2 total points and keeps incrementing at each meeting day, this way the student is not failing on the first day. If it is NOT checked the grade value is the “max points” on day one.

An example: The denominator is the number you have entered, say 27. So, on the first day of class, by default, the student's attendance grade will be  $1/27$ , because that's the max denominator. But that means a failing attendance grade. That's where the "auto-adjusting grade item denominator" comes in. When the box is checked, on day 1 the student's grade would be  $1/1$ . On the next attendance day, it would be  $2/2$  (or  $1/2$ ) and so on.

Use Auto-adjusting Grade Item Denominator?  
(If checked, the denominator of the grade item  
adjusts in conjunction with the attendance sessions.)

9. Check box for “Use Simple Entry Method” and click the “Save” button. Simple Entry allows for quick updates to student entries without waiting for processing...it is faster with it selected.

### Entry Options

 Use Simple Entry Method

## Taking Attendance

To enter attendance, click on You-Attend in the course navigation bar. Click on the blue dash in the date column for a particular student and select “P” or “A” from the dropdown menu and click “OK” when prompted.

**If you have difficulty** clicking on the dash, click on the students name and then enter attendance. Skip down to section on “To View as Student, Edit and/or Add Notes” for directions.

	Jan 8 Wed	Jan 9 Thu	Jan 13 Mon
Last Name, First Name	-	-	-
	+	+	+
	🗑️	🗑️	🗑️
LMcConnell, gStudent (gmccconnell)	P	-	-
	A	-	-
Student, Demo 1 0	-	-	-

Click on Course Home within the navigation bar to exit You-Attend.

	Jan 8 Wed	Jan 9 Thu	Jan 13 Mon	Jan 14 Tue	Jan 15 Wed	Jan 16 Thu
Last Name, First Name	-	-	-	-	-	-
	+	+	+	+	+	+
	🗑️	🗑️	🗑️	🗑️	🗑️	🗑️
LMcConnell, gStudent (gmccconnell)	P	P	A	-	-	-
	A	P	P	-	-	-
Student, Demo 1 0	P	P	P	-	-	-

### To View as Student, Edit and/or Enter Notes

Click on You-Attend in the course navigation bar and click on student name. In the “Status” column click an entry (**P** or **A**) to edit, or the dash to enter attendance and notes. Notes can be viewed by the student.

Make sure to click “Update Entry” and scroll down to bottom of page and click the “Done” button when you are finished.

# Attendance Record For: LMcConnell, gStudent

**Totals**      **Gradebook settings - Max Points: 68**

Present 2 - 1 Point per entry  
Absent - 0 Points per entry

Date	Status	Notes
01/08/2020 - Wednesday	P	
01/09/2020 - Thursday	P	
01/13/2020 - Monday	A	

## Attendance Stats

	Present	Absent
Monday	2	0
Tuesday	2	0
Wednesday	2	0
Thursday	0	1

