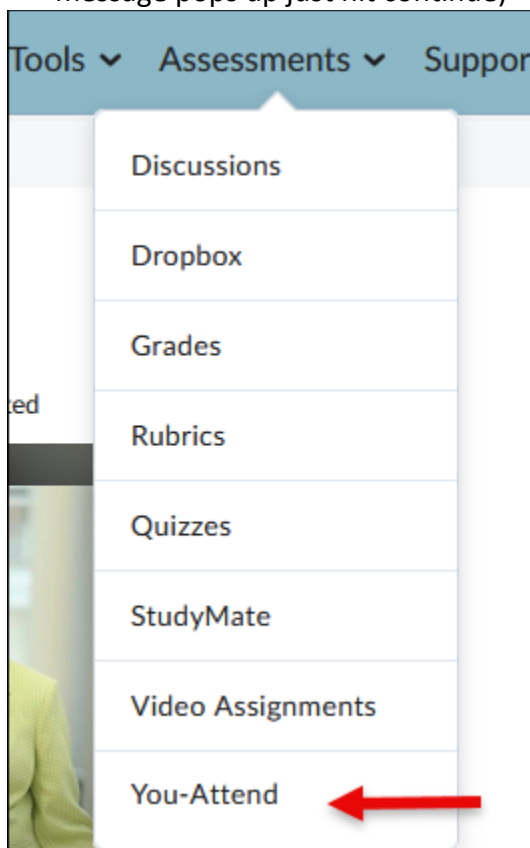*You Attend | Quick Start Guide*

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.

General Settings

Start Date

05/18/2023

End Date

05/18/2023

Record Type

Manual

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

mm/dd/yyyy	📅

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.

The 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
P
Code Name
Present
Code Grade Percentage Value (0 - 100)
100

Code number 2
Code Symbol
A
Code Name
Absent
Code Grade Percentage Value (0 - 100)
0

Code number 3
Code Symbol
T
Code Name
Tardy
Code Grade Percentage Value (0 - 100)
50

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).
   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.

Grade Book Integration

☑ Create Grade Book Entry
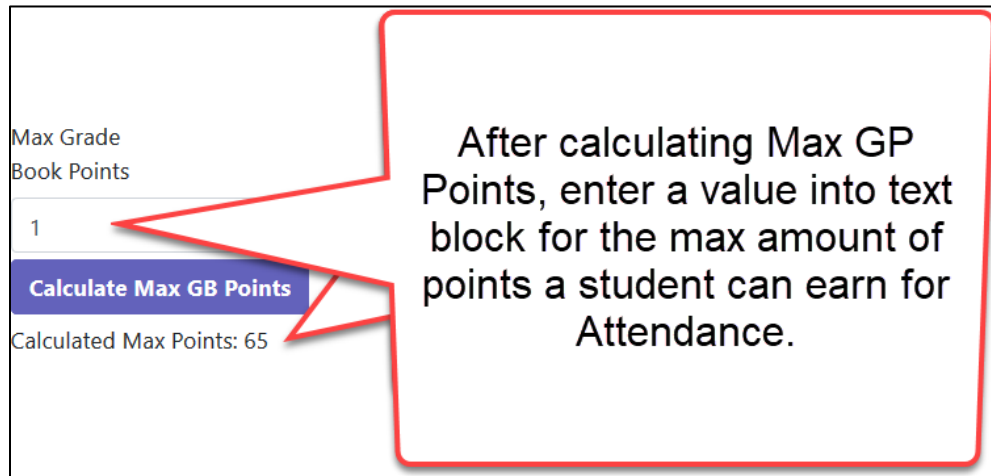
Name the Grade Book Entry

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 points you want a student to get for each attendance count.
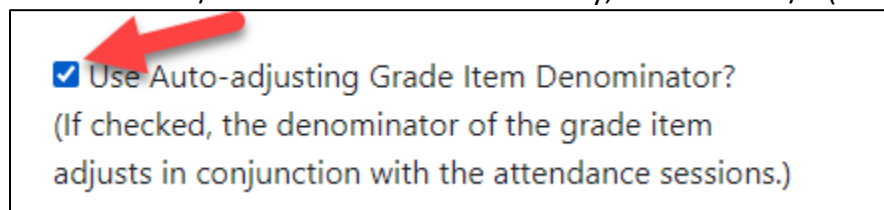
Points Per
Entry

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 onyour 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.
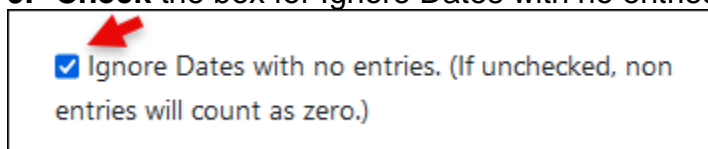
Max Grade
Book Points

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** the box for Ignore Dates with no entries.

☑ Ignore Dates with no entries. (If unchecked, non
entries will count as zero.)

10. **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)

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 dropdownmenu and **click** "OK" when prompted.

If you have difficulty clicking on the dash, click on the student's name and then enter attendance Skip down to section on "To View as Student, Edit and/or Add Notes" for directions.

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

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

Totals	Gradebook settings - Max Points: 1
Present 0	- 1 Point per entry
Absent 0	- 0 Points per entry
Tardy 0	- 0 Points per entry

Date	Status
05/22/2023 - Monday	P
05/24/2023 - Wednesday	P
05/29/2023 - Monday	A
05/31/2023 - Wednesday	-

Attendance Stats

	Present	Absent	Tardy
Monday	1	1	0
Wednesday	1	0	0

Done