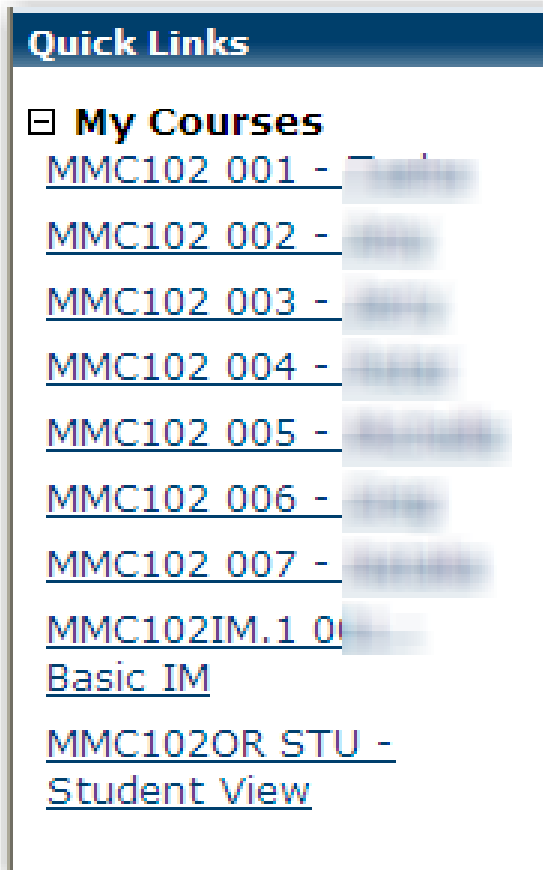


Entering and tracking attendance in eLearning

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Navigating to a course



Quick Links

- ☐ **My Courses**
 - [MMC102 001 - \[blurred\]](#)
 - [MMC102 002 - \[blurred\]](#)
 - [MMC102 003 - \[blurred\]](#)
 - [MMC102 004 - \[blurred\]](#)
 - [MMC102 005 - \[blurred\]](#)
 - [MMC102 006 - \[blurred\]](#)
 - [MMC102 007 - \[blurred\]](#)
 - [MMC102IM.1 00 \[blurred\]](#)
 - [Basic IM](#)
 - [MMC102OR STU - Student View](#)

- Click on the link for the section you would like to go to.
- Course context will be displayed

Attendance

The Attendance portlet is used to track students' attendance. Data from the portlet is automatically imported into the Gradebook portlet, where you can use it to help determine students' midterm and final grades, if desired.

Attendance

[Access](#) [Options](#) [Settings](#)

< December 2014 > No Current or Previous Sessions.

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

[Weekly View](#)

[+ Add a Session](#)

[Manage Sessions](#)

[Settings](#)

[Export Full View to Excel](#)

When you open Attendance page before the class starts, the right side of the portlet informs you that there are no current (based on weeks) or previous sessions. However, all settings are available

Attendance - Settings

Attendance Marking Method

Attendance Marking Method

Whole Sessions

Use this method if you want to simply mark each student who was present at a session as "Present" or "Tardy".

By Hour

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the quarter hour (e.g. .50, 1.00, 1.75).**

By Minute

Use this method if you want to track the amount of time each student was present for. **Time is tracked to the minute (e.g. 60, 105).**

Attendance - Settings

Set up Notification

Notification

Send a warning after: ▾

Consecutive

Send the warning to: Student

Faculty

Other:

To enter more than one address, separate them with semicolons (;).

Resend all warnings:

This will send notification e-mails (to the indicated recipients) for students who currently meet the "warning" condition set above.

Warning Highlight: On the Weekly View screen, highlight students who meet the "warning" condition set above.

This is a useful indicator, but it will make your Weekly View noticeably slower to load and display.

Attendance. Manage Sessions

< December 2014 >

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

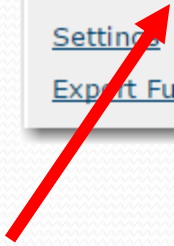
[Weekly View](#)

[+ Add a Session](#)

[Manage Sessions](#)

[Settings](#)

[Export Full View to Excel](#)



You can Cancel session if needed.

[Main Screen](#) > Manage Sessions

All Sessions

[+ Add a Session](#)

Total Sessions: 30

Date	Status
Monday, August 25 (1:00 PM)	As Scheduled ▼
Tuesday, August 26 (9:00 AM)	As Scheduled
Monday, September 1 (1:00 PM)	Cancelled
Tuesday, September 2 (9:00 AM)	Cancelled (School Holiday)
Monday, September 8 (1:00 PM)	Cancelled (Instructor Out)
Tuesday, September 9 (9:00 AM)	Cancelled (Rescheduled)
Monday, September 15 (1:00 PM)	As Scheduled ▼
Tuesday, September 16 (9:00 AM)	As Scheduled ▼

Attendance. Manage Sessions


< January 2017 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[Weekly View](#)

[+ Add a Session](#)

[Manage Sessions](#)



Or add Custom session(s).

[Main Screen](#) > [Manage Sessions](#) **1**

All Sessions

[+ Add a Session](#) **2**

Total Sessions: **3**

Session Record

Date

[Thursday, May 26 \(3:00 PM\)](#)

[Friday, August 26 \(1:00 PM\)](#)

[Wednesday, January 25 \(9:00 AM\)](#)

Attendance. Manage Sessions

After you click on **Add Session** link, the following window will open.

Set up date and time, set minutes if needed (optional), create a note describing session (optional) and click on **Save** button at the bottom of the screen.

The screenshot shows a web interface titled "Attendance". At the top, there are navigation links: "Access", "Options", "Settings", and "Moxie Manager". Below this, there are three main input sections:

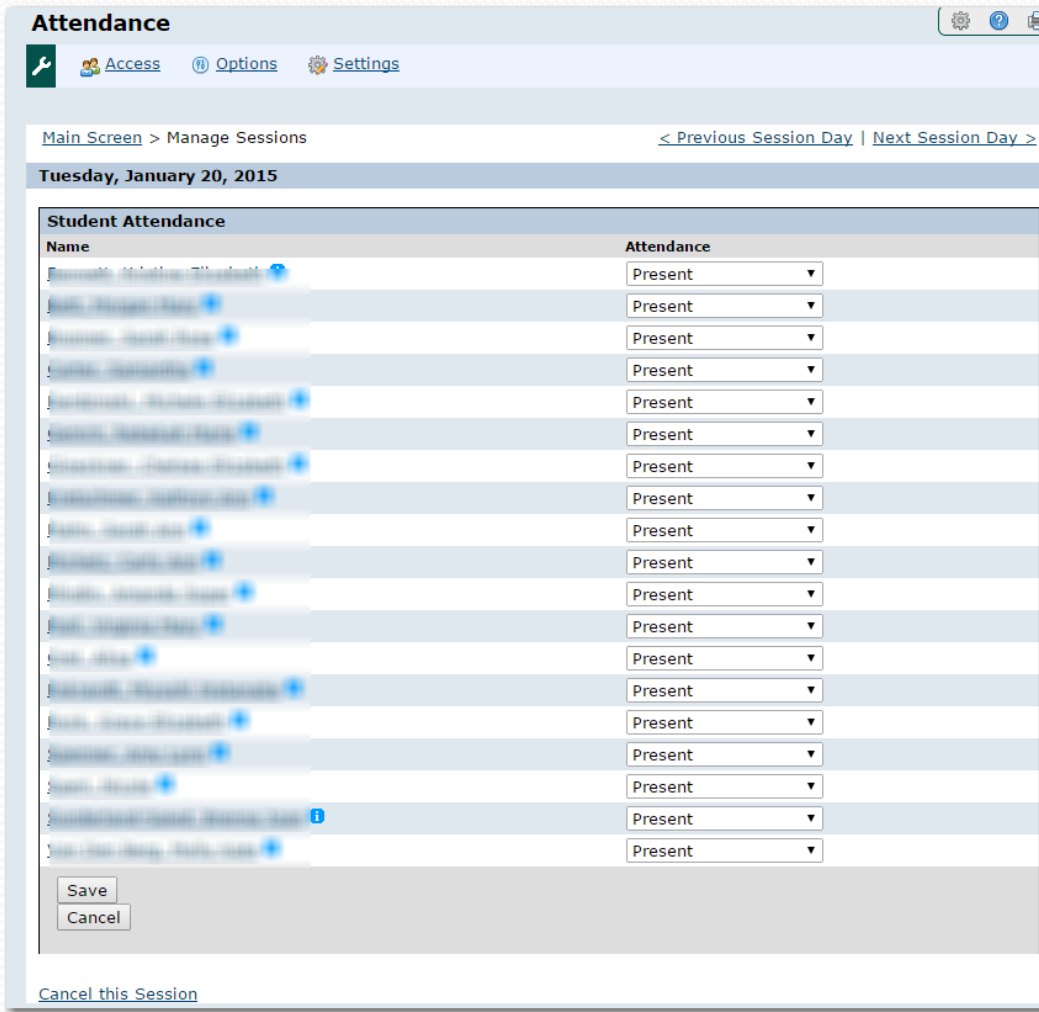
- Start:** A date field set to "2/1/2017", a time field set to "9:00 AM", and a red circle "1" next to it.
- End:** A date field set to "2/1/2017", a time field set to "10:50 AM", and a red circle "2" next to it.
- Minutes:** An empty input field.

Below the "Minutes" field is a red warning message: "If you want more or fewer minutes entered for attendance purposes than the actual clock duration, the calculated number of minutes between start and end times will be used."

Below the warning is a **Note:** section with a rich text editor toolbar containing options for font family, font size, bold, italic, underline, text color, background color, link, unlink, insert image, insert video, insert audio, insert link, and insert code. The text area below the toolbar is empty.

At the bottom of the form, there are two buttons: "Save" and "Cancel", with a red circle "3" next to the "Save" button.

Attendance



The screenshot displays the 'Attendance' management interface. At the top, there are navigation links for 'Access', 'Options', and 'Settings'. Below this, the current session is identified as 'Tuesday, January 20, 2015'. The main area is a table titled 'Student Attendance' with two columns: 'Name' and 'Attendance'. The table lists 15 students, each with a dropdown menu set to 'Present'. At the bottom of the table, there are 'Save' and 'Cancel' buttons. A link 'Cancel this Session' is located at the bottom left of the interface.

Name	Attendance
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present
[Name]	Present

After class starts, you can:

- See the students list
- Mark attendance as noted
- Save the record
- Cancel the session
- Go to previous or future session
- Edit saved entries

Attendance. Weekly View

You can see the sessions by weeks.
You can also Edit saved entries

< December 2014 >

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[Weekly View](#)

[+ Add a Session](#)

[Manage Sessions](#)

[Settings](#)

[Export Full View](#)

Attendance for: Sunday 11/9 -- Saturday 11/15 [Edit saved entries](#)

Name	Tardy	Present	Monday 11/10	Wednesday 11/12
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Absent (Excused)	Present
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Present	Present
...	0	10/10 (100%)	Absent (Unexcused)	Present
...	0	10/10 (100%)	Absent (Unexcused)	Present
...	0	10/10 (100%)	Absent (Unexcused)	Present
...	0	10/10 (100%)	Present	Present

[Export to Excel](#)

Attendance. Export to Excel

< December 2014 >

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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[Weekly View](#)

[+ Add a Session](#)

[Manage Sessions](#)

[Settings](#)

[Export Full View to Excel](#)



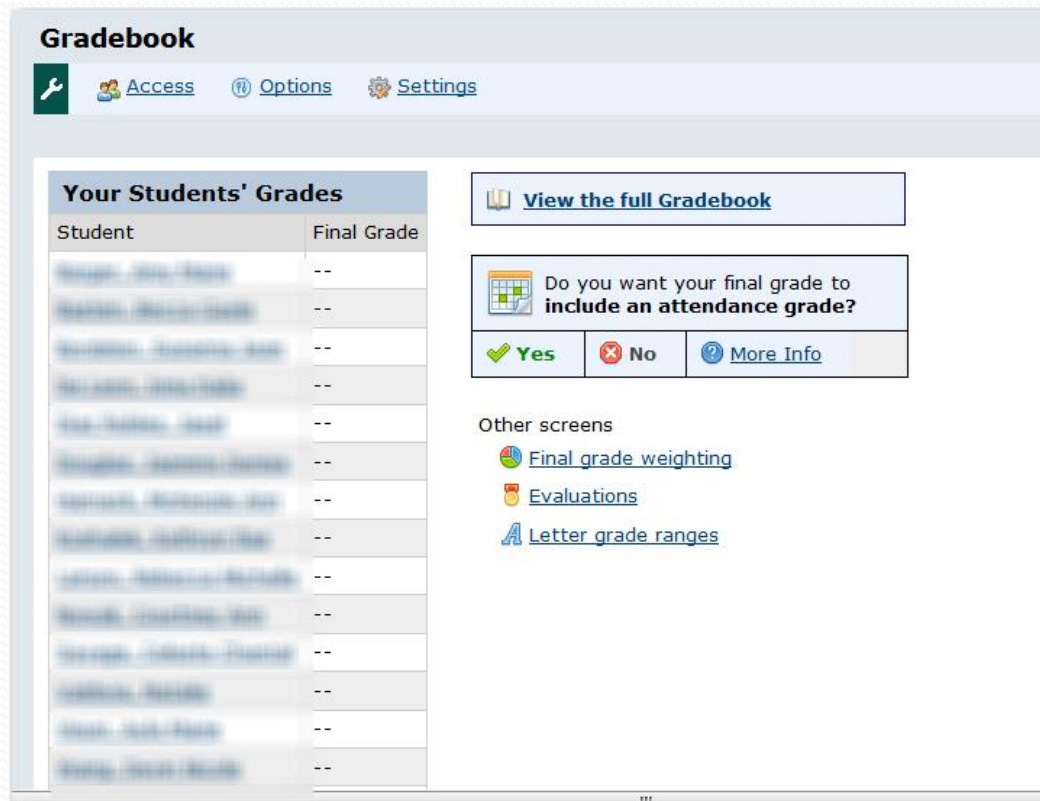
You can Export saved entries to Excel for your records.

Keep in mind that that file has Students' names and IDs, That is protected by Federal Law, so it cannot be published, shared or posted.

The value of attendance

The Gradebook portlet automatically imports data from the Attendance portlet.

If you want attendance to affect students' midterm and final grades, you will make that configuration within the Gradebook portlet.



The screenshot shows the Gradebook portlet interface. At the top, there is a header with the title "Gradebook" and three navigation icons: a wrench for "Access", a gear for "Options", and a gear for "Settings". Below the header, there is a section titled "Your Students' Grades" which contains a table with two columns: "Student" and "Final Grade". The table lists several students, all of whom have a final grade of "--". To the right of the table, there is a button labeled "View the full Gradebook". Below this button, there is a configuration section titled "Do you want your final grade to include an attendance grade?". This section has three options: "Yes" (with a green checkmark icon), "No" (with a red X icon), and "More Info" (with a blue question mark icon). Below the configuration section, there is a section titled "Other screens" which contains three links: "Final grade weighting" (with a pie chart icon), "Evaluations" (with a ribbon icon), and "Letter grade ranges" (with a blue A icon).


Student	Final Grade
Student 1	--
Student 2	--
Student 3	--
Student 4	--
Student 5	--
Student 6	--
Student 7	--
Student 8	--
Student 9	--
Student 10	--
Student 11	--
Student 12	--
Student 13	--
Student 14	--
Student 15	--
Student 16	--
Student 17	--
Student 18	--
Student 19	--
Student 20	--


Mobile Site





Faculty Center on Mobile Site







Recent activity in my course feed

 HIS 154 001
03 Worksheet for Week of Sept 2 to Sept 8 at 6:00 am
Due Next - Friday at 12:00 AM

 POS 215 001
The Budget
Forum post by [redacted]

 HIS 355 001
The sword that heals
Forum post by [redacted]

 See all activity in
My Course Feed

 My eLearning Content & Collaboration	 My Calendar Coursework Calendar
 My Courses Grades & Authorizations	 My Advisees Meetings & calendar
 My Info Office Hours & Personal Info	 My Campus Facility Information & Groups

My eLearning on Mobile Site

Mount Mary UNIVERSITY

← Back **My eLearning** 2014 - 2015 Academ... Terms

My eLearning
Content & Collaboration

Choose a course to visit and see all its content, coursework, collaboration, and other features.

2014 - 2015 Academic Year Spring

- HIS 107 (002)**
World Civilization Part II
- HIS 154 (001)**
United States History Part II

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← Back **HIS 107 (002)** Course Organizer Menu

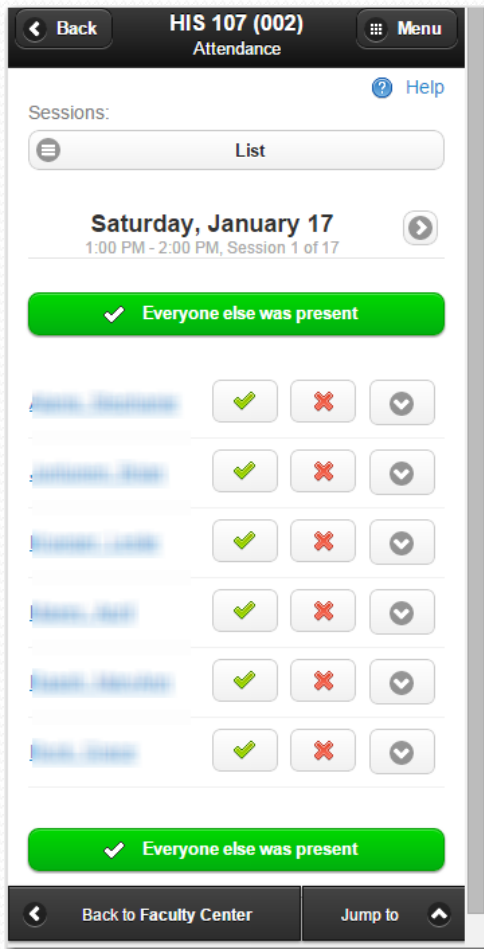
My World Civilization Part II
Unit 1 (1/20/2015 - 5/14/2015)

Coursework
There are no assignments.

Calendar

- [Class Session \(HIS 107 002\)](#)
* - Sun 1/25 at 12:01 AM
- [Class Session \(HIS 107 002\)](#)
* - Sun 2/1 at 12:01 AM
- [Class Session \(HIS 107 002\)](#)
* - Sun 2/8 at 12:01 AM

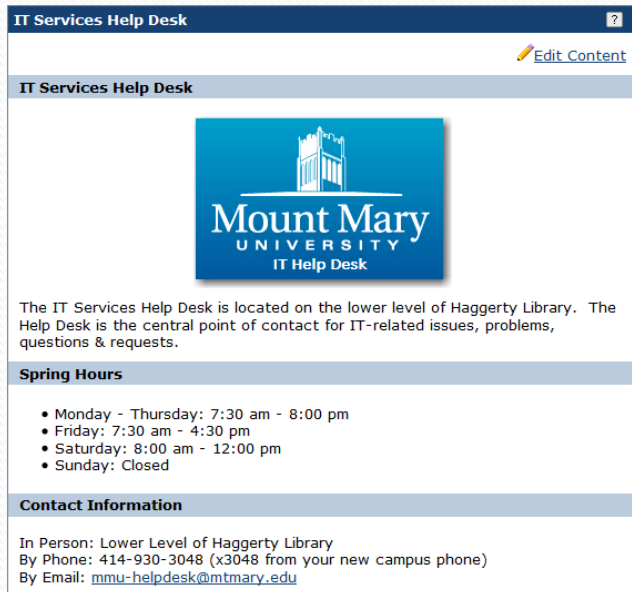
My eLearning on Mobile Site



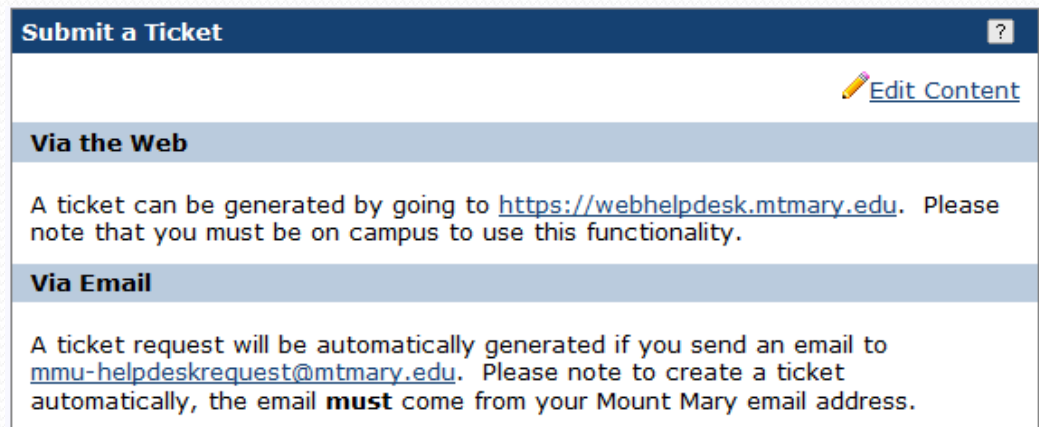
You can mark attendance, edit saved entries or go back to other classes.

How to get help from IT?

Please submit support tickets with Web Help Desk .
Use the 'Big Blue' button on Staff tab and go to IT department page.



The screenshot shows the 'IT Services Help Desk' page. At the top, there is a dark blue header with the text 'IT Services Help Desk' and a question mark icon. Below the header is a light blue bar with an 'Edit Content' link. The main content area features the Mount Mary University logo, which includes a stylized building icon and the text 'Mount Mary UNIVERSITY IT Help Desk'. Below the logo, a paragraph states: 'The IT Services Help Desk is located on the lower level of Haggerty Library. The Help Desk is the central point of contact for IT-related issues, problems, questions & requests.' This is followed by a 'Spring Hours' section with a list of hours: Monday - Thursday: 7:30 am - 8:00 pm; Friday: 7:30 am - 4:30 pm; Saturday: 8:00 am - 12:00 pm; Sunday: Closed. At the bottom, there is a 'Contact Information' section with the following details: 'In Person: Lower Level of Haggerty Library; By Phone: 414-930-3048 (x3048 from your new campus phone); By Email: mmu-helpdesk@mtmary.edu'.



The screenshot shows the 'Submit a Ticket' page. It has a dark blue header with the text 'Submit a Ticket' and a question mark icon. Below the header is a light blue bar with an 'Edit Content' link. The main content area is divided into three sections. The first section is titled 'Via the Web' and contains the text: 'A ticket can be generated by going to <https://webhelpdesk.mtmary.edu>. Please note that you must be on campus to use this functionality.' The second section is titled 'Via Email' and contains the text: 'A ticket request will be automatically generated if you send an email to mmu-helpdeskrequest@mtmary.edu. Please note to create a ticket automatically, the email **must** come from your Mount Mary email address.'

Questions?

