

Reporting Attendance (Required!)

As a part of your weekly duties in your class, you will now need to report attendance through the faculty portal. This involves two procedures:

1. Taking attendance
2. Reporting it to the portal

This document is to guide online instructors through that process. I have sought to make it as quick and simple as possible.

Taking Attendance in Moodle

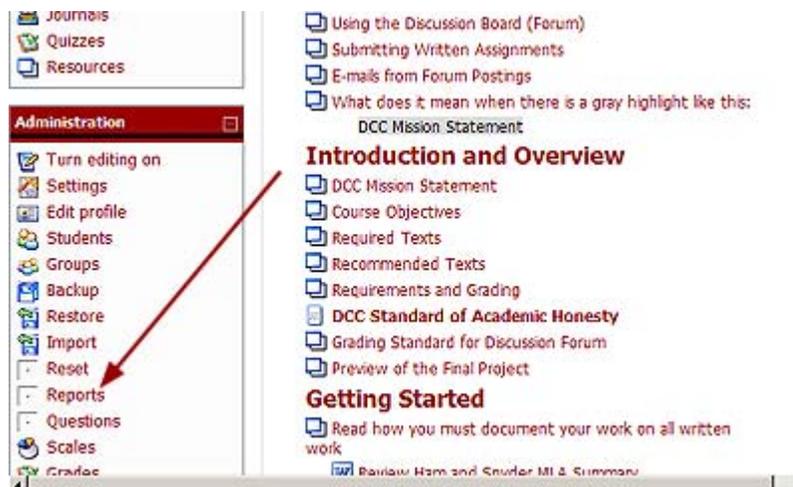
The first item of business is to define what it means to attend the online classroom. Here is the definition and policy from the DCC Catalog.

Class attendance is required; therefore, students should plan to attend every class session for all courses. *Attendance for online students is defined as a substantive posting to the discussion board during the week assigned* (emphasis mine)...Students in the online program cannot miss more than one week. At the beginning of the course, the professor may outline in the course syllabus additional attendance and participation requirements that may affect the grade.

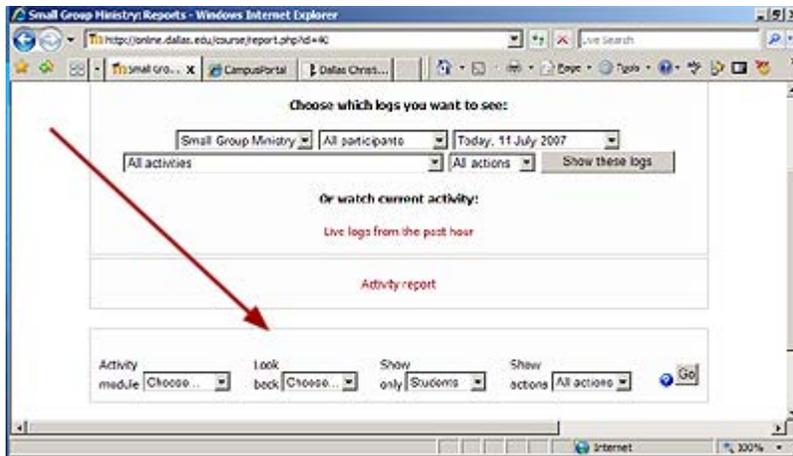
In order to assess attendance, the instructor needs to identify whether the student has made a substantive post on the discussion forum during the week. There are two simple steps to quickly gather this information from Moodle.

Step One

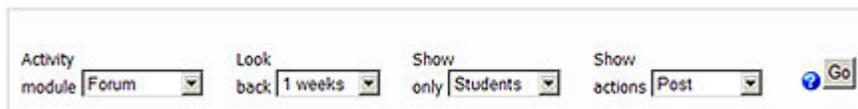
1. Open your course site
2. Scroll down under the “Administration” block until you see “Reports”



3. You will see a screen that allows you to select the log files you want to access. You need to go to the gray-outlined section at the bottom of the screen.



4. Click on the dropdown arrows to enter the settings according to your situation.
 - a. **Activity:** This will always be set to “Forum”
 - b. **Look:** This should be set to 1 week—assuming you take check attendance the last day of the week. If you go beyond the last day of the week, you may need to kick it up to “2 weeks.”
 - c. **Show (1):** This will always be set to “Students.”
 - d. **Show (2):** This will always be set to “Post.”

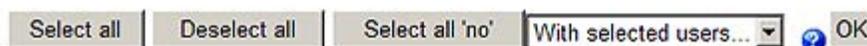


5. Click the “Go” button
6. This will present you with a screen that contains the setting you just entered, but it asks for one more setting. Click on the dropdown arrow and select the discussion forum for the week you are taking attendance.

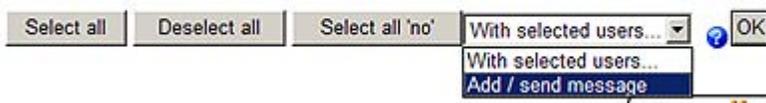


7. Click the gray “Go” button
8. This presents a table with the information you need. Students who have not posted have “No” in the “Post” column. Students who have posted have a “Yes” and the number of posts.

First name / Surname	Post	Select
Richard Beattie	Yes (6)	<input type="checkbox"/>
Christopher Duncan	No	<input type="checkbox"/>
Lacey Gonzalez	Yes (1)	<input type="checkbox"/>
Brian Haack	Yes (3)	<input type="checkbox"/>
Kenneth Holland	No	<input type="checkbox"/>
Courtney Ortega	Yes (4)	<input type="checkbox"/>
casey parham	Yes (1)	<input type="checkbox"/>
Brian Rosenberg	Yes (2)	<input type="checkbox"/>
Alison Stewart	Yes (3)	<input type="checkbox"/>
Yvonne Thompson	No	<input type="checkbox"/>
Bryant Treacle	No	<input type="checkbox"/>
Thomas Whitaker	Yes (2)	<input type="checkbox"/>



9. You will need to know which students had “No” in order to mark them absent that week. (Note in defense of the students: This report was pulled in the middle of a class week to be certain there were students who had not posted. The students you see listed might have posted later.)
10. Now Moodle makes it easy to notify the students. Start by clicking the gray button that says, “Select all ‘no’.” This will put a checkmark beside everyone who did not post.
11. Now click on the dropdown arrow beside “With selected users” to get the choice to “Add/send message.”



12. Now you are presented with a textbox to notify the students that they did not post, which means they were marked absent for the week. You should also warn them that DCC policy states that if they are absent for more than one week, they can be administratively withdrawn from the class or simply fail the class. The note might look like this.

I have completed attendance for week X, and you did not make a substantive post on the discussion forum. Therefore, according to the DCC attendance policy, you were absent from the online class for the week. You must make a substantive post to be recorded present in class. You should be aware that the DCC attendance policy also states that a student cannot miss more than one week of an online

class. Therefore, if you fail to post in any other week of the course, you may face serious consequences:

- a) being administratively withdrawn from the course or
- b) failing the course based on attendance.

Either consequence will cost you money and possibly affect your GPA. To avoid this you need to post. If there is a problem that may keep you from posting or if there is a misunderstanding, it is your responsibility to communicate with me ASAP.

13. If this is a second absence, you will need to send a different message. In that case you need to email the student and copy the registrar (claidacker@dallas.edu) with a note that says:

This is the second week you have failed to make a substantive forum posting in this class and have been marked absent. I have notified the academic office at Dallas Christian. Depending on your circumstances, the academic office will either administratively withdraw you (AW) or give you an “F” in the class. Please notify me immediately if there has been a mistake or miscommunication.

14. Click “Preview” to check your message. When you are satisfied, send it.

Step Two

The information you gathered in step one told you who did not post. It did not identify any students who might have posted, but failed to submit a *substantive* post. If you have a relatively small class, you may know that everyone else has made a substantive post. If you have a larger class, you may find it difficult to remember. Step Two will not only help you identify who has not made a substantive post, but it will be a verification of the data you just pulled from Moodle.

Our operational definition of a substantive post is one that was worthy of a grade. If it was not substantive, you should mark it as “Read.”

This step will look much like what you do when you do the composite forum grades at the end of the week. In fact, you could do this as the *only* step as long as you are willing to follow-up by sending a message to the students who were absent.

1. Go to your class site and click on “Grades” in the Administration block on the left side.
2. The gradebook opens. Click on the gray button that says “Export to Excel format”

DCC Online Small Groups Grades										
View Grades		Set Preferences		Set Categories		Set Weights		Set Grade Letters		Grade Exceptions
Download in Excel format						Download in text format				
Student Sort by Lastname Sort by Firstname	Case Study stats (5.00%)		Compliance stats (0.00%)		Discussion stats (15.00%)		Essay Questions stats (25.00%)		All grad Final Proj (25.00)	
	Percent	weighted % contribution	Percent	weighted % contribution	Percent	weighted % contribution	Percent	weighted % contribution	Percent	wei con
Beattie, Richard	0%	0%	0%	0%	28.33%	4.25%	33.33%	8.33%	0%	

3. A dialog box will come up asking if you want to “Open” or “Save.” Choose “Open.”
4. The spreadsheet opens just as you are used to seeing when you do composite forum scores. Now you need to find the forum discussion for the week you are evaluating. Usually the column headings in Excel are too narrow to read the entire heading. You can easily solve this by following these steps.
 - a. Move your cursor to the upper-left into the row number of the header row (the row with labels). The cursor will become an arrow pointing right.
 - b. Click once to select the entire header row.
 - c. Go to the “Format” menu of Excel and select “Cells...” (or press Ctrl-1)
 - d. A dialog box will open. Click the “Alignment” tab at the top of the dialog box.
 - e. You should see a section called “Text control” about half-way down the dialog box. Underneath that is a checkbox with “Wrap text” beside it.
 - f. Check the “Wrap text” checkbox
 - g. Click “OK” Now you will be able to see the entire contents of the cells that label the columns.
 - h. You may need to click and drag the column divider to the right to see all the scores.
5. Scroll over and find the week in question. In this example, we are looking at week 3.

P
Forum: Discussion: Week 3 -
100 (6)0/0/0/0/0/6/0
1000/0/0/0/0/1/0
100 (3)0/0/0/0/0/3/0
100 (2)0/0/0/0/0/2/0
1000/0/0/0/0/1/0
1000/0/0/0/0/1/0
100 (2)0/0/0/0/0/2/0
100 (2)0/0/0/0/0/2/0

6. Note the four space (highlighted in red) showing no grade assigned. Those four students are the ones who made no grade-able posts. All the other have excellent grades reflecting substantive posts.

Now you know with certainty which students were absent. Note that you need to know students who are **absent**. Those are the ones you will record.

Now it is time to go to the faculty portal to report the absentees.

Reporting Attendance in the Faculty Portal

Procedure looks similar to reporting final grades.

1. Go to <https://portal.dallas.edu> . (This link is also on the dallas.edu website homepage.)
2. Click on "Faculty portal homepage."
3. Login: username= first_initial+last_name (e.g. blong). You should have your password. Many instructors use the same one as they use for Moodle. If you have forgotten your password, we have to change it. Send that request to blong@dallas.edu .
4. On the left, you will see "My Classes." Click on that to reveal choices.
5. Click on "Gradebook."

The screenshot shows the Dallas Christian College faculty portal. The navigation menu on the left includes 'Campus Info', 'My Profile', 'My Students', 'My Classes' (expanded), 'Class Schedule', 'Gradebook', and 'External Links'. The 'My Classes' section is highlighted. The 'My Calendar' widget shows a calendar for July 2007 with the 13th highlighted. The 'News' section on the right has a 'REGISTRATION' banner and text about online registration.

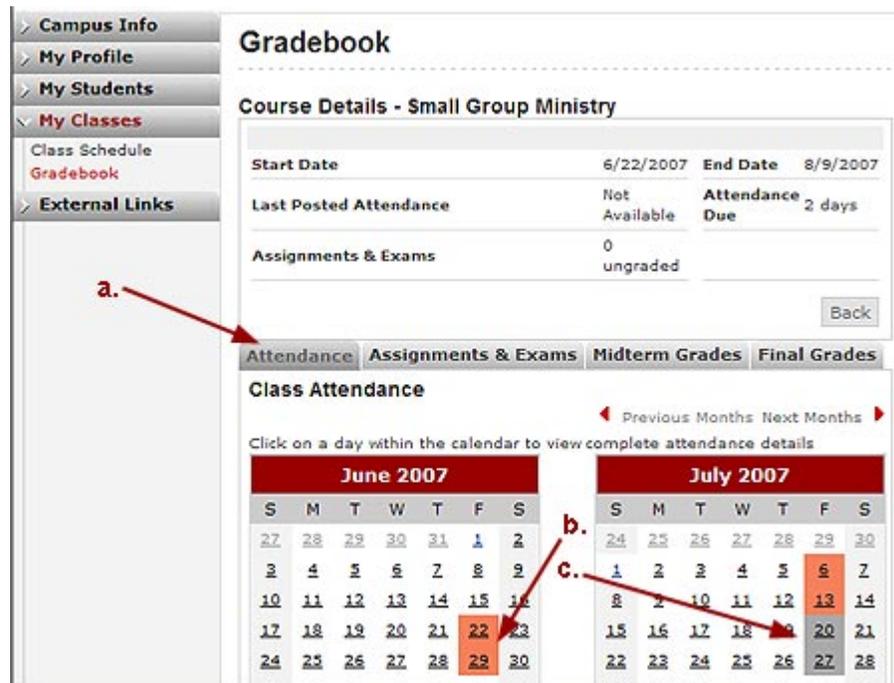
6. The gradebook will appear. Click on the dropdown arrow to select the correct term.

The screenshot shows the Dallas Christian College faculty portal gradebook page. The navigation menu on the left includes 'Campus Info', 'My Profile', 'My Students', 'My Classes' (expanded), 'Class Schedule', 'Gradebook', and 'External Links'. The 'Gradebook' section is highlighted. The 'View Class List for Term' dropdown menu is open, showing options for '2006 Fall', '2007 Fall', '2007 Spring', and '2007 Summer I'. A red arrow points to the dropdown arrow.

- Click on the class for which you are ready to enter grades. For this example, we are using Small Group Ministry. Note the “OL” under the heading “Section.” This indicates an online class.



- This brings up a course page with the details of the course. Please note the indicated items in the screenshot below.
 - To enter attendance you must click on the “Assignment” tab. Otherwise you will not see the calendars at the bottom of the screen.
 - The highlighted dates are the first day of each week of class. They are color-coded to indicate the status. The legend for the color-codes is below the calendars. The orange dates indicates days that “require posting.”
 - The gray dates are scheduled, but the class has not reached those dates yet: e.g. the class period has not “met.”



- Click on the date that requires posting. If you are keeping up, there should only be two orange highlights—the week just past and the week you have started.
- After clicking the date, you will see a student roster (see screenshot below). Since the attendance has not been posted, the “Time Absent” column shows “Not posted.”

11. Scroll to the bottom and click the “Edit” button.

Student Attendance Quick Help

Only show active students

Name	Status	Time Absent	Course Absent
Bassett, Courtney	Scheduled	Not Posted	0%
Beattie, Richard	Scheduled	Not Posted	0%
Duncan, Christopher	Scheduled	Not Posted	0%
Gonzalez, Lacey	Scheduled	Not Posted	0%
Gresham, Bryson	Scheduled	Not Posted	0%
Haack, Brian	Scheduled	Not Posted	0%
Holland, Kenneth	Scheduled	Not Posted	0%
Parham, Casey	Scheduled	Not Posted	0%
Rosenberg, Brian	Scheduled	Not Posted	0%
Stewart, Allison	Scheduled	Not Posted	0%
Treacle, Bryant	Scheduled	Not Posted	0%
Whitaker, Thomas	Scheduled	Not Posted	0%

Print Roster

12. Now the “Time Absent” column displays textboxes that allow you to enter the **time absent**

13. For each student who did not make a substantive posting that week, enter “180.” Since this is a 3 credit-hour class, you are entering 180 minutes absent. (Note that “Class length” is listed at the top of the page.) You can also enter an “A” for absent and let the system put in the minutes.

14. So, as an example, we will put 180 in the “Time Absent” box for Mr. Treacle.

15. Remember to scroll down and click on “Update”

Treacle, Bryant	Scheduled	<input type="text" value="180"/> mins	0%
Whitaker, Thomas	Scheduled	<input type="text"/> mins	0%

Print Roster

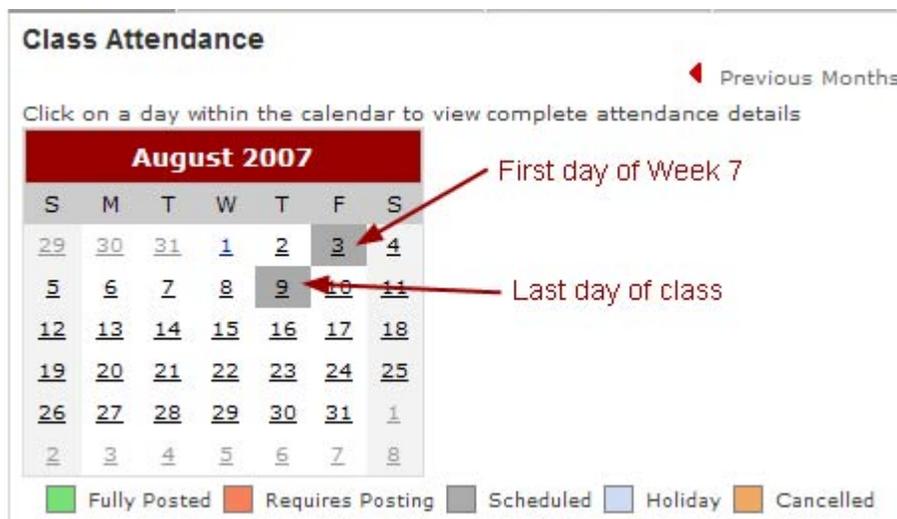
16. Now attendance has been recorded for this week of the class. The students whose boxes you left blank were recorded as present. Note in the screenshot below that instead of “Not posted” it now says “0 mins.”

Name	Status	Time Absent	Course Absent
Bassett, Courtney	Current	0 mins	0%
Beattie, Richard	Current	0 mins	0%
Duncan, Christopher	Current	0 mins	0%
Gonzalez, Lacey	Current	0 mins	0%
Gresham, Bryson	Current	0 mins	0%
Haack, Brian	Current	0 mins	0%
Holland, Kenneth	Current	0 mins	0%
Parham, Casey	Current	0 mins	0%
Rosenberg, Brian	Current	0 mins	0%
Stewart, Allison	Current	0 mins	0%
Treacle, Bryant	Scheduled	180 mins	12.50%
Whitaker, Thomas	Current	0 mins	0%

17. What to do if everyone made substantive posts
 - a. When you get to the roster click on “Edit” just like usual
 - b. When presented with the empty textboxes, leave them all empty
 - c. Click “Update”
 - d. Now everyone will show as present

Explanation of an odd date on the attendance calendar

You will find a date at the end of the class that is on a different day. In our example class, the weeks started on Fridays. In the example below, we see a highlighted date on a Thursday.



Friday, Aug. 3 is the first day of the last week of class. Thursday, Aug. 9 is the last **day** of class. When you do the last week of attendance, you will also need to click on the last day of class and do attendance. Everyone who successfully completes the class will be marked as present. This

procedure posts the last date of attendance in our database. That data is now required.