



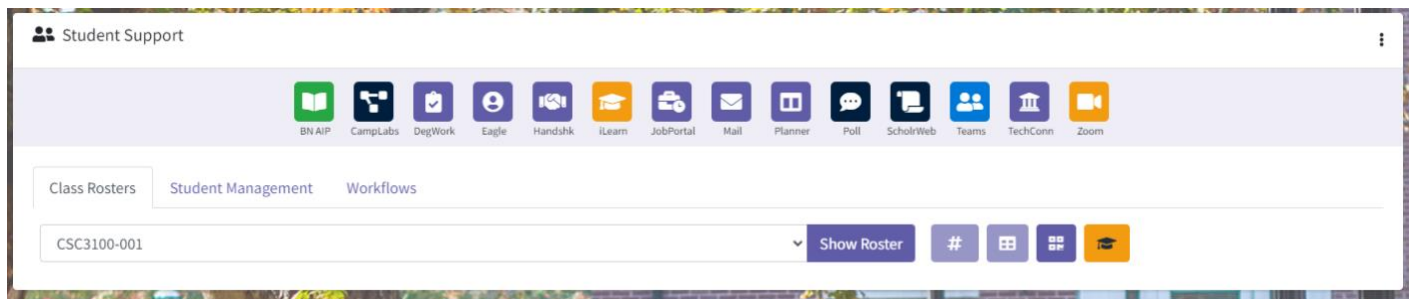
Attendance Tracking

Center for Innovation in Teaching and Learning

This document outlines the options for tracking attendance in TechExpress.

Attendance Tracking in TechExpress

In the Student Support card, you can select the class roster and record attendance there. Attendance information that is submitted through TechExpress is also submitted to TechConnect automatically.



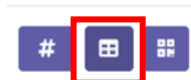
T Number

The # icon allows you to hide or see the students' T Numbers.



Data and Reporting

The Data and Reporting Icon allows you to view attendance reports and trends for your class. This section provides average attendance, attendance trends, and allows you to export class attendance.



NOTE: The Average Attendance will show 87% as the default. This number will report accurate information once you have recorded attendance data.

The screenshot shows the 'Attendance Records to Date' interface. At the top, there are four status indicators: Average Attendance 99%, Perfect Attendance 81%, 70-99.9% Attendance 19%, and < 70% Attendance 0%. Below these are buttons for 'Show 10 rows', 'Column visibility', 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A search bar is also present. The main table has columns for T Number, FirstName, LastName, Total, and several date columns (9-18, 9-25, 9-30, 9-01). The table contains 10 rows of student data. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 16 entries' and buttons for 'Previous', '1', '2', 'Next', and 'Close'.

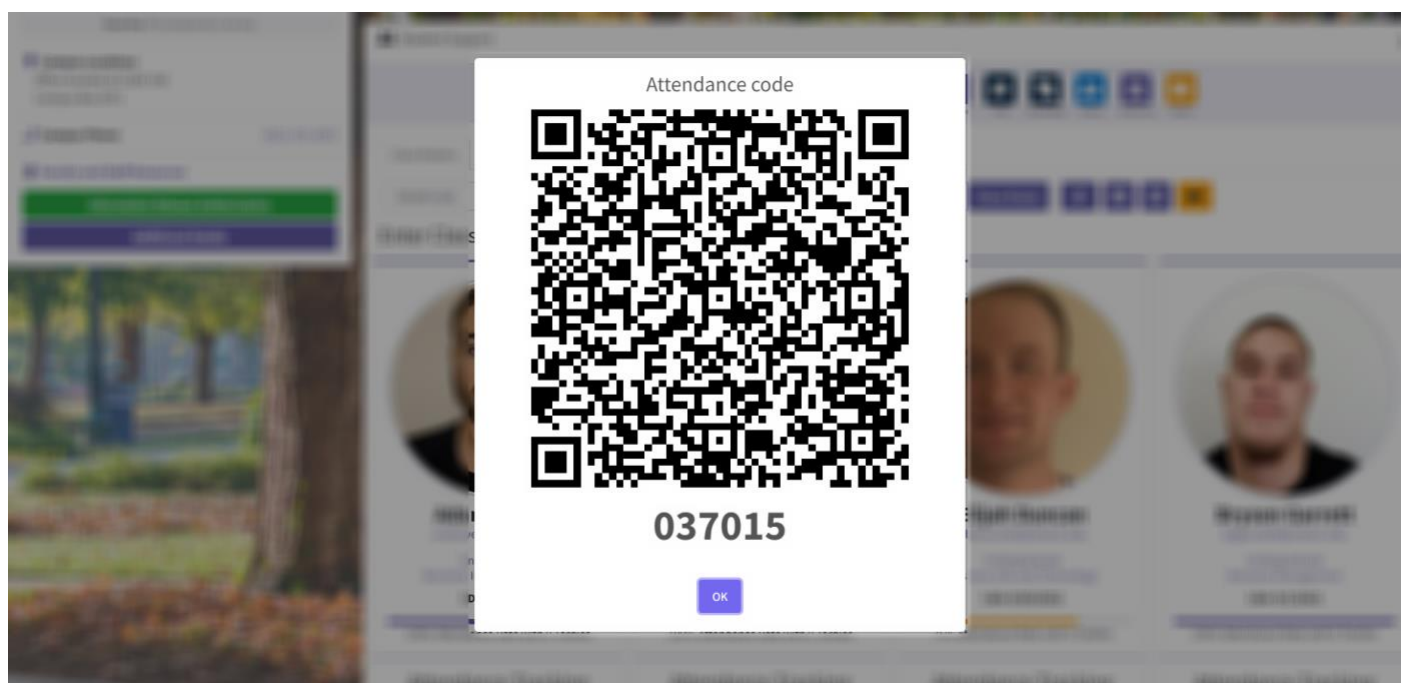
T Number	FirstName	LastName	Total	9-18	9-25	9-30	9-01
T0000999	Student	Name	100.00	P	P	P	P
T0000999	Student	Name	75.00	P	P	P	A
T0000999	Student	Name	100.00	P	P	P	P
T0000999	Student	Name	100.00	P	P	P	P
T0000999	Student	Name	100.00	P	P	P	P
T0000999	Student	Name	100.00	P	P	P	P
T0000999	Student	Name	100.00	P	P	P	E
T0000999	Student	Name	100.00	P	P	P	P
T0000999	Student	Name	100.00	P	P	P	P
T0000999	Student	Name	100.00	P	P	P	P

QR Code

The QR Code option allows you to generate a unique QR Code for students to scan for attendance. For quicker use in class, choose the class you wish to use the QR Code with and then click the QR Code button without clicking Show Roster.



NOTE: You will open a new QR Code for each class meeting by clicking the button. You can take a screenshot of the QR code and add it to your presentation slides, or leave it open long enough for students to capture during class. The generated QR Code is only good until midnight of the day of generation or until a new QR Code is generated, whichever comes first. A new QR Code will need to be generated each time you take attendance. Students that do not have a phone can record their attendance on the Schedule tab in the Student Life card. There they will see a 'Check In' button. They will enter the 6-digit code that appears below the QR Code there to manually record their attendance.



Taking Manual Attendance

In addition to the QR Code option, you may also choose to record attendances manually. After selecting your course from the drop down box and choosing Show Roster, you will be presented with a list of your students as well as their EagleCard image and their name.

The screenshot displays the 'Student Support' interface for class DS3870-001. It features a top navigation bar with icons for various tools like Blackboard, Canvas, and Zoom. Below this, there's a section for 'Class Rosters' and 'Student Management'. A date selector is set to '09/02/2022'. The main area shows four student profiles, each with a circular photo, name, program (Undergraduate Business Info and Technology or Undergraduate Business Management), and current LDA. Below each profile is an 'Attendance Tracking' section with buttons for Present (green), Absent (red), Tardy (orange), and Excused (grey). A 'TechConnect Profile / Issue Alert' button is also present for each student.

Below the student's name you will see information regarding their Program of Study and the current LDA in this class as well as their overall attendance percentage. Under the student's information section is the Attendance Tracking buttons. Here you can select if a student is Present, Absent, Tardy, or is Excused. Additionally, a single click button to TechConnect is provided for convenience.

Editing Attendance Records

You may update attendance records or make corrections using the provided Change Attendance drop-down button. Changing the attendance record will trigger an update to all connected systems. Additionally, you may choose to delete an attendance record that was erroneously created. Please note that an attendance record deletion cannot be undone.

This screenshot shows the same interface as the previous one, but with the 'Attendance Tracking' section expanded for each student. It now includes a 'Change Attendance' dropdown menu and a 'Delete Entry' button, allowing for editing or removal of attendance records. The 'TechConnect Profile / Issue Alert' button remains at the bottom of each student's card.