

# KODIAK QUICK GUIDE: Attendance

## Overview

The Attendance tool allows you to track your students' attendance in class sessions. The Attendance register will tell you a student's attendance percentage, but note there is no integration with the Kodiak Grades tool.

### How to Access the Attendance Tool

While in your Kodiak classroom, click **Course Admin** in the upper right of screen.

Then select **Tools**

Then click to select **Attendance**

Attendance will now be available on your Course Nav Bar.

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### *Creating an Attendance Register*

The attendance registrar is a list of class sessions. For a course site with multiple sections or groups, you can set up separate registers for each section/group or one register for all of them.

1. Click **New Register**.

2. Enter a name for your register. This could be the name of the course or section.
3. Select your Attendance scheme in the drop-down menu.

**System Scheme** gives the options for present or absent.

You can also create a custom scheme if you want more control or options. See the "Creating a New Attendance Scheme" section below.

**Note:** If you don't want students to see their attendance record you can deselect "Allow users to view this attendance register".

4. Under the "Users" heading, select which students should be included in the register.

If the course only has one section or all sections have the same class session dates, keep **Include all users in the course** selected.



