Armstrong eClassroom: Attendance Tool

To track attendance, instructors can use the Attendance tool. This is not a standard tool that is in the navigation bar, but it can be added to your navigation bar by contacting the Helpdesk.

How to use the Attendance Tool:

Select New Register.

Open the tool and give it a name.
A description can be placed here but it is not needed unless more than one attendance roster will be used. The Attendance Scheme is the only item that is required. Instructors may or may not want everyone in the class to view the attendance roster.

Now set up the sessions. A suggestion would be to add the number of weeks in the semester or how many times students will be in the classroom (for example, if meeting with students on Monday and Wednesday for 15 weeks, you may want to have 30 sessions). A suggestion for the Session naming convention might be to use the dates. The session description might contain brief topic of what you covered in class that day. If you choose to take one out use the trash can at the end of this line to delete it.