

Taking Attendance in Populi

Attendance Calendar includes all the course meeting times and events you add to your course calendar.

- Blocks in purple indicate that you have not taken attendance for that meeting time.
- Blocks in blue indicate that you have taken attendance for that meeting time.

Exhibit 1:

TH-205: Sacred Scripture: Old Testament 2021-2022: Fall 2021

Show < September 2021 >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 1:15 pm-2:05 pm P:6	4
5	6	7 Take Attendance 1:15 pm-2:05 pm	8	9	10 Take Attendance 1:15 pm-2:05 pm	11
12	13	14 Take Attendance 1:15 pm-2:05 pm	15	16	17 Take Attendance 1:15 pm-2:05 pm	18
19	20	21 Take Attendance 1:15 pm-2:05 pm	22	23	24 Take Attendance 1:15 pm-2:05 pm	25
26	27	28 Take Attendance 1:15 pm-2:05 pm	29	30		

Navigation menu: Dashboard, Syllabus, Lessons, Files, Assignments, Discussions, Tests, Calendar, Roster, Gradebook, **Attendance**

Each block shows attendance stats:

- Present
- Absent
- Tardy
- Excused

Populi has preset all students to present. You will have to make individual changes if a student is absent, tardy, or excused.

You can select individual students from the drop-down to show only their stats in the calendar.

Exhibit 2:

TH-205: Sacred Scripture: Old Testament

< Attendance

Edit Attendance

	All Present	All Absent	All Tardy	All Excused	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note

Delete Attendance
Save Attendance
Cancel

To take attendance:

1. Click on the Attendance link in the left sidebar.
2. Next to each student, select the appropriate attendance status. You can also leave an attendance note.
3. When you are done, click **Save**.

You can return to the same attendance event at any time to edit the records or even delete the records you entered.

Exhibit 3:

TH-205: Sacred Scripture: Old Testament

< Attendance

Edit Attendance

	All Present	All Absent	All Tardy	All Excused	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Attendance note
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Attendance note
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Attendance note

Delete Attendance
Save Attendance
Cancel