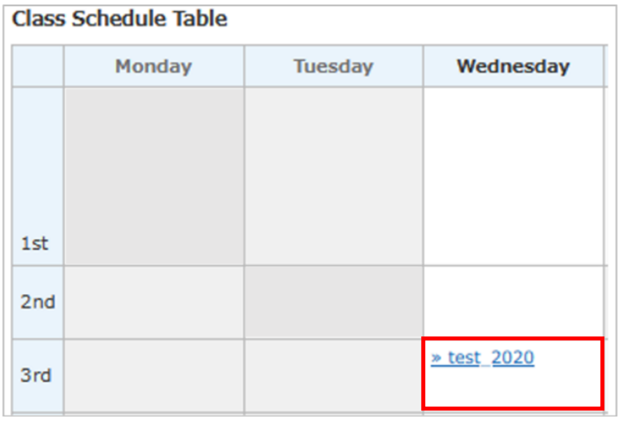
March 2021
IT Support Office

How to Use the Attendance Function

【1】 Basic Settings

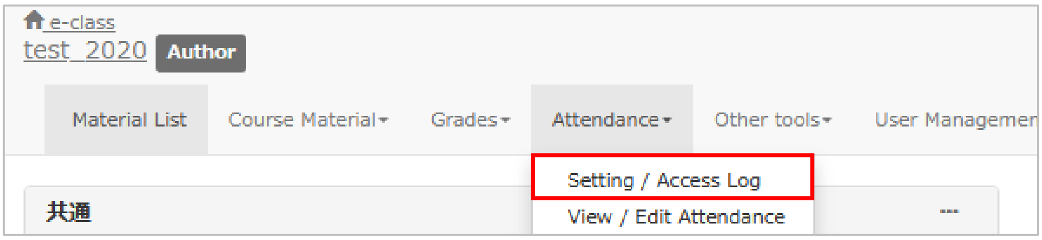
1. After logging in to e-class, select the course you would like to edit.



Class Schedule Table

	Monday	Tuesday	Wednesday
1st			
2nd			
3rd			» test_2020

2. Select [Setting / Access Log] under the [Attendance] tab.


e-class
test_2020
Author
Material List
Course Material
Grades
Attendance
Other tools
User Managemen
Setting / Access Log
View / Edit Attendance
共通
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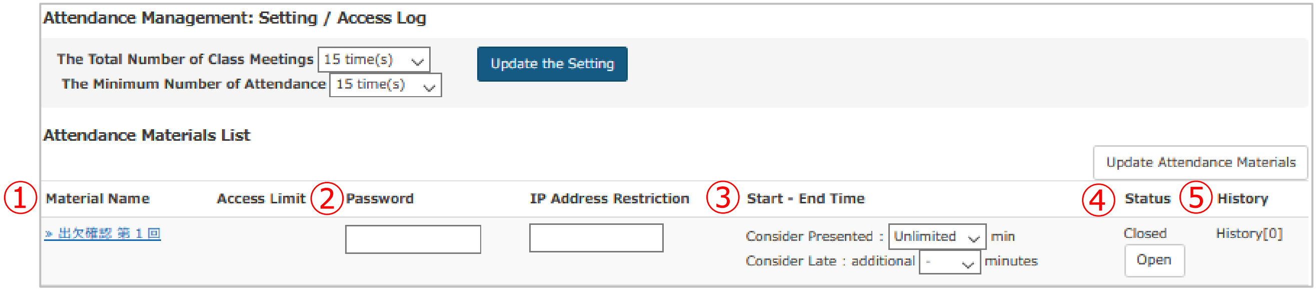
3. Fill in the boxes in [Attendance Materials List] (optional).



Attendance Management: Setting / Access Log

The Total Number of Class Meetings: 15 time(s)
The Minimum Number of Attendance: 15 time(s)

Update the Setting

Attendance Materials List

Update Attendance Materials

① Material Name	Access Limit	② Password	IP Address Restriction	③ Start - End Time	④ Status	⑤ History
» 出欠確認 第 1 回				Consider Presented : Unlimited min Consider Late : additional - minutes	Closed Open	History[0]

① The actual attendance window is displayed.

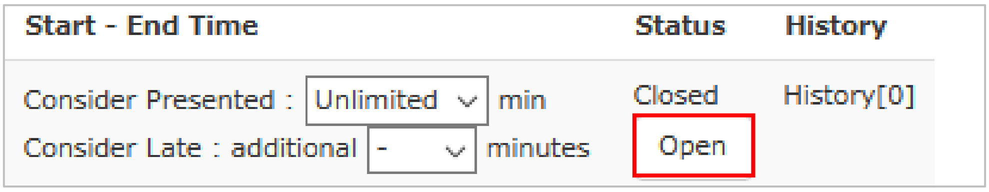
② You can set a password (optional). For example, when you click the name of material (①) that is password protected, a window to enter the password will be displayed. Thus, only persons who know the password can confirm students' attendance.

③ You can set criteria for attendance and/or late attendance (optional). (For example, arriving class within **20** minutes from now can be classified as attendance and coming to class within another **15** minutes can be classified as late attendance, etc.)

④ You can choose between disclose/private settings. This is not set automatically, so please change the default setting manually.

⑤ You can confirm the usage of students from [History].

4. By clicking the [Open] button, the attendance will be disclosed on the students' screen.

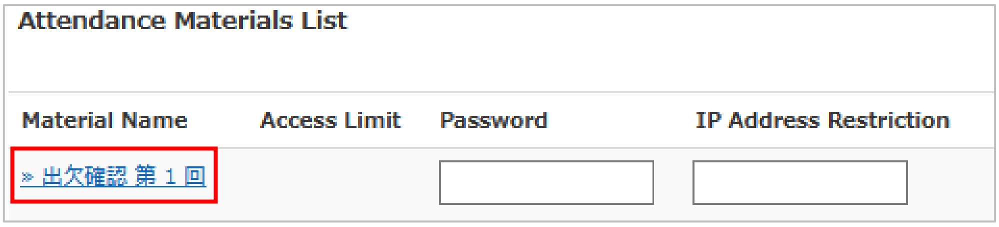

Start - End Time **Status** **History**

Consider Presented : Unlimited min
Consider Late : additional - minutes

Closed
History[0]

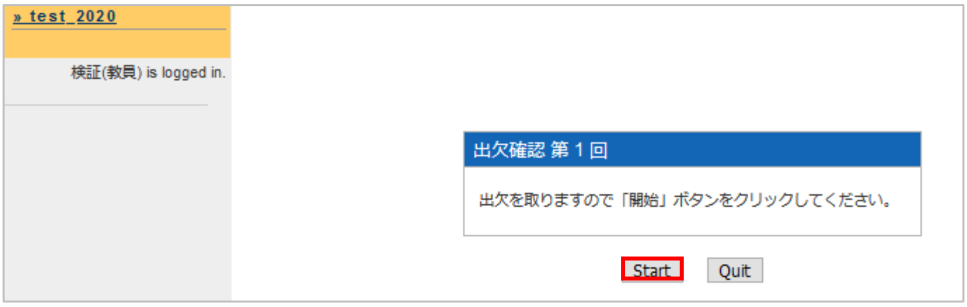
【2】 How to Use the Attendance Function (For Students)

1. Select [出欠確認 第○回] under [Material Name].


Attendance Materials List

Material Name	Access Limit	Password	IP Address Restriction
» 出欠確認 第 1 回			

2. Click the [Start] button.


» test_2020

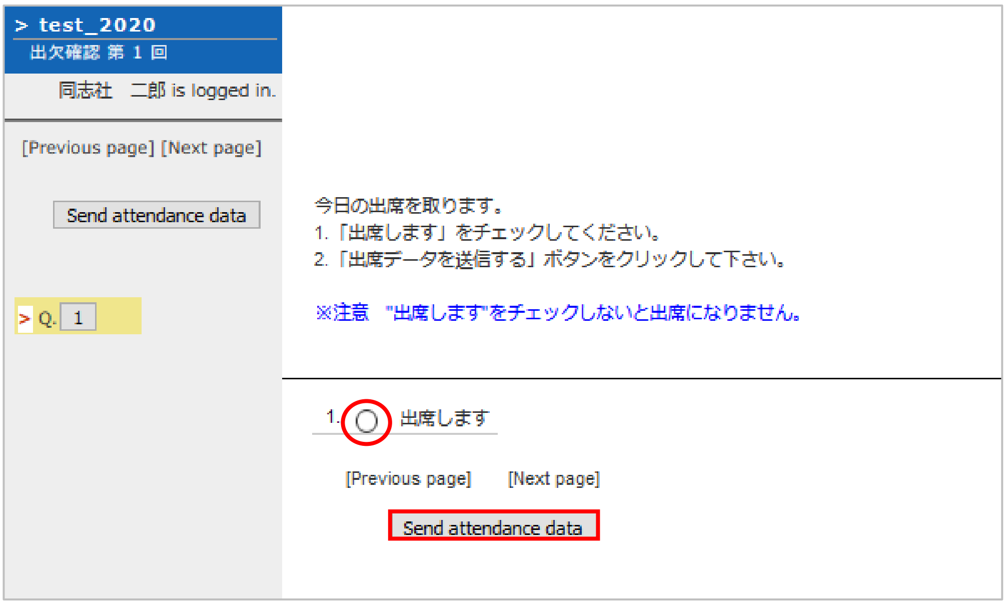
検証(教員) is logged in.

出欠確認 第 1 回

出欠を取りますので「開始」ボタンをクリックしてください。

3. Check [出席します] and click the [Send attendance data] button.

4.


> test_2020
出欠確認 第 1 回
同志社 二郎 is logged in.

[Previous page] [Next page]
Send attendance data
> Q. 1

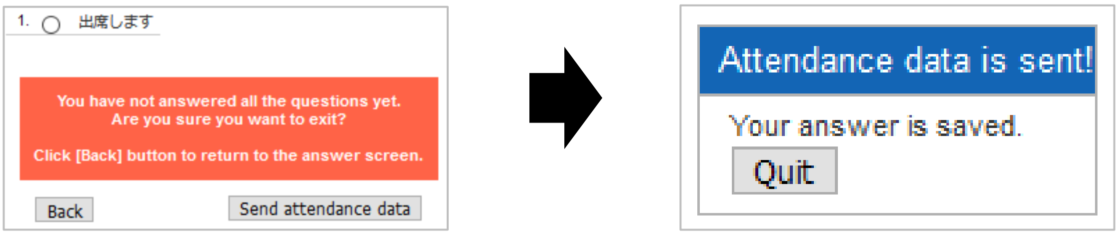
今日の出席を取ります。
1.「出席します」をチェックしてください。
2.「出席データを送信する」ボタンをクリックして下さい。

※注意 "出席します"をチェックしないと出席になりません。

1. ○ 出席します

[Previous page] [Next page]
Send attendance data

※If you click the [Send attendance data] button without checking [出席します], the following message will be displayed. Once the following message [Attendance data is sent!] appears, click the [Quit] button.


1. ○ 出席します

You have not answered all the questions yet.
Are you sure you want to exit?

Click [Back] button to return to the answer screen.

Back
Send attendance data

Attendance data is sent!

Your answer is saved.

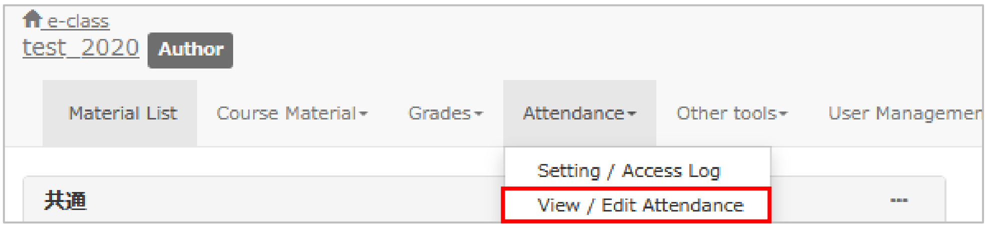
Quit

【3】 FAQ

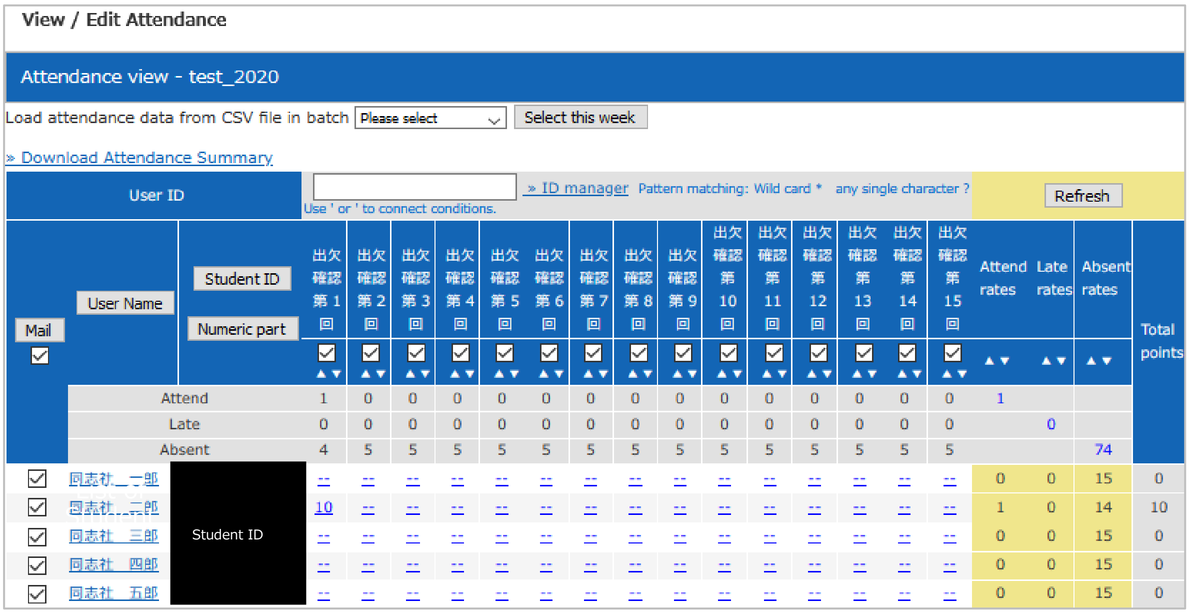
- **I am not sure if my attendance has been recorded.**

<Teaching Staff>

1. Click [View / Edit Attendance] under the [Attendance] tab.


e-class
test_2020
Author
Material List
Course Material
Grades
Attendance
Other tools
User Managemen
Setting / Access Log
View / Edit Attendance
共通

The List of students will be displayed, allowing you to confirm if the attendance of the student in question has been recorded.


View / Edit Attendance

Attendance view - test_2020

Load attendance data from CSV file in batch Please select

Select this week
» Download Attendance Summary
User ID
» ID manager

Pattern matching: Wild card * any single character ?

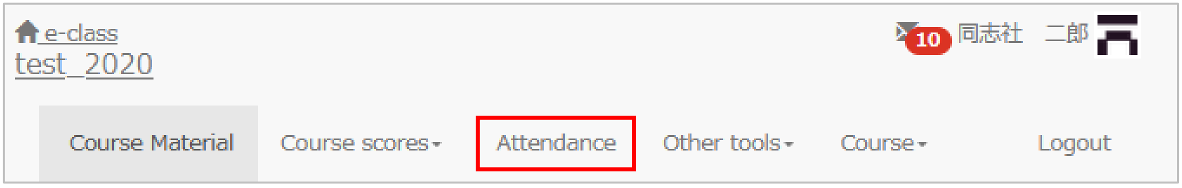
Use ' or ' to connect conditions.

Refresh

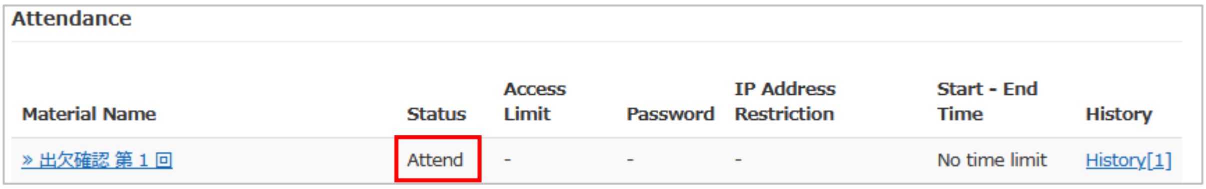
Mail ☑	User Name	Student ID Numeric part	出欠確認第1回 ☑	出欠確認第2回 ☑	出欠確認第3回 ☑	出欠確認第4回 ☑	出欠確認第5回 ☑	出欠確認第6回 ☑	出欠確認第7回 ☑	出欠確認第8回 ☑	出欠確認第9回 ☑	出欠確認第10回 ☑	出欠確認第11回 ☑	出欠確認第12回 ☑	出欠確認第13回 ☑	出欠確認第14回 ☑	出欠確認第15回 ☑	Attend rates	Late rates	Absent rates	Total points
	Attend		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1			
	Late		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0		
	Absent		4	5	5	5	5	5	5	5	5	5	5	5	5	5	5			74	
☑	同志社 一郎	Student ID	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	15	0
☑	同志社 二郎		10	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	0	14	10
☑	同志社 三郎		--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	15	0
☑	同志社 四郎		--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	15	0
☑	同志社 五郎		--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	0	0	15	0

<Students>

1. Select the [Attendance] tab.


e-class
test_2020
10
同志社　二郎
Course Material
Course scores
Attendance
Other tools
Course
Logout

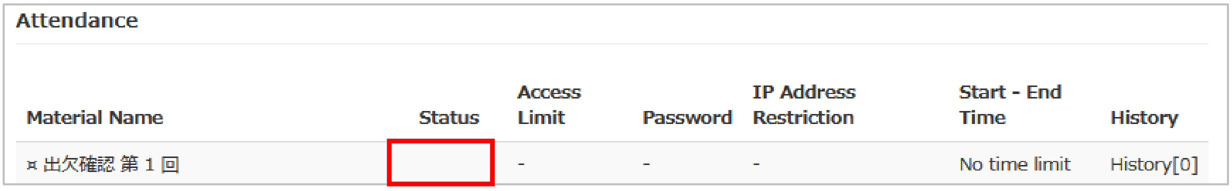
2. In the [Attendance] window, if the [Status] of the relevant [Material Name] is [Attend], your attendance has been recorded.



Attendance

Material Name	Status	Access Limit	Password	IP Address Restriction	Start - End Time	History
» 出欠確認 第 1 回	Attend	-	-	-	No time limit	History[1]

※If [Status] is blank, your attendance has not been recorded.



Attendance

Material Name	Status	Access Limit	Password	IP Address Restriction	Start - End Time	History
¤ 出欠確認 第 1 回		-	-	-	No time limit	History[0]

End

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