STRATEGIES FOR TAKING ATTENDANCE

Taking attendance may require different strategies for remote situations than it has before given that students that might be participating in classes in a variety of ways at Texas A&M. Here are some techniques and procedures you might use to track attendance in your remote classes.

ALLOW STUDENT OWNERSHIP

The easiest solution to manage is to allow students to own their learning. Keep in mind that attendance in class is not the ultimate goal but rather the learning and achievement of the course objectives. You will probably have a subset of students that can’t make it to class in real-time at all.

Build your course and assessments in such a way that the completion of the assessments demonstrates completion of the course objectives. Not tracking attendance allows for students to participate in synchronous sessions or participate asynchronously as a way for students to work towards completion of the objectives during the assessments.

MAKE LOGGING ATTENDANCE A STUDENT ACTION

Our recommendation is to make attendance - or rather, think “logging participation” - a student responsibility. Plan for an activity that requires an electronic submission from students to mark their attendance that can be done the same for both in-person and remote synchronous students.

Using the tools in Canvas or eCampus, you can log attendance directly in the Learning Management System (LMS) which will feed automatically into the gradebook, or use a third-party tool, such as ZOOM or Google Apps to log attendance then input the attendance report into the LMS.

There may be legitimate circumstances where a student has poor connection or simply loses access for a variety of reasons. Try recording your lectures so students will be able to see them after in case of any issues.
USE TOOLS NATIVE TO THE LMS

ATTENDANCE TOOL
- Mark students as present, late, or absent in the Attendance tool during live class meeting sessions or other methods, such as for ones outside of the LMS.
- Students can view the Attendance tool to monitor their attendance record in your class.

QUIZ
- Create a short quiz reinforcing 3-5 of the main points from the class session.
- Use this as an exit ticket that students complete in the last 10 minutes of class and close the quiz when class is done. This can be done manually or by pre-scheduling times the quiz is available.
- The quiz could even be a single question, something as simple as:
  “What’s one thing you learned in today’s class?” or,
  “After today’s class what’s one question you still have about [topic]?”
- Students will be notified and can access quizzes from their calendar and to-do lists.

SURVEY
- Create a short survey using an ungraded or graded survey with any questions you want add. Make sure you do not make your survey anonymous.
- Use this as an exit ticket that students complete in the last 10 minutes of class and close the survey when class is done. This can be done manually or by pre-scheduling times the quiz is available.
- Students will be notified and can access surveys from their calendar and to-do lists.

DISCUSSION BOARD
- Create a weekly discussion board for students to respond to a question so that responses are public to the rest of the class members.
- If a student asks a question they have after class, other students or the instructor could then answer them in the discussion board so everyone can learn from that question.
- Students will be notified and can access discussions from their calendar and to-do lists.

ASSIGNMENT
- Create an assignment where students can submit a short reflection on the content of the class session that is submitted straight to the professor.
- The assignment can serve as same task for students that don’t attend the synchronous session but watch the recording at a later time as well.
- Students will be notified and can access assignments from their calendar and to-do lists.
USE THIRD PARTY TOOLS

Chat History
- Ask students to participate during class in the ZOOM Chat, then save your chat and use that to mark attendance.
- Here are some examples: “Type ‘here’ in the zoom chat now.” “Type an * in the chat now to mark your attendance.”

Poll Report
- If you use ZOOM Polls during your class, you can generate a report that could be used for marking attendance.
- For this to work you will need to be sure that students are logged in using their TAMU ZOOM account and the Poll is not anonymous.
- Remind students in class if their attendance is being logged by their participation in class polls.

Usage Report
- ZOOM keeps and creates a log of users that are logged into a meeting session. Use this report to check student’s activity.
- Make sure you tell students to log in using their TAMU ZOOM account so they will show up in the logs.
- When looking at the usage report, there is a section for ‘attentiveness’. You are able to see students participation and if they were engaged during the session.

Google Form
- Create a short survey using Google forms with a field for a first and last name and any other exit questions you want to add.
- Provide the link to the survey in your class to ensure the form is being filled out in real time.
- Using the spreadsheet created by the form, sort the form by name and compare with your gradebook or Attendance tool.
- You can clear the form after each class or copy the form to host a new survey each time.
- You may, in rare cases, feel the need to take attendance separately for different populations.
- This might be the case if you have in-person students that have no access to any personal internet device.

We recommend using this tool for larger classrooms to gather a full attendance.