Taking attendance

Once attendees are booked and confirmed for a seminar event and the selected **Mark attendance at** time has arrived, a Site Administrator, Editing Trainer, or Trainer can take attendance.

The **Take attendance** area can be accessed via the corresponding **Attendees** link in the event or (where **Session attendance tracking** is enabled) via the **Take attendance** link on any relevant session in the events dashboard.

Taking event attendance

Mark event attendance for each individual by using the corresponding **Current status** dropdown to select:

- No show
- Unable to attend
- Partially attended
- Fully attended

As soon as the **Mark attendance at** time has been reached you can update each learner's status.

Click **Save attendance** to save any changes or **Cancel** to clear all changes and return to the **Attendees** tab.

Where **Session attendance tracking** is enabled, the event **Take attendance** page will display additional information. Under each attendee, the total number of sessions marked with each attendance status will be displayed. This allows trainers to consider the attendee's overall attendance before awarding an **Event attendance**.

When Manual event grading is enabled, the **Take attendance** tab for an event (not for a session) will include an **Event grade** column.

A trainer can manually grade learners by entering a number from 0 to 100 within each corresponding row.

> ⓘ If the grade of a learner is left blank (i.e. the input box displays **Empty**), no grade will set for the event, and the event will not be used to calculate the seminar activity grade.

Multi-disciplinary training day

| | EVENT DETAILS | ATTENDEES | WAIT-LIST | CANCELLATIONS | TAKE ATTENDANCE | MESSAGE USERS |

Take attendance: Event (upcoming)

Event summary: 2 session(s) (2 upcoming; 0 over)

| Bulk actions | | | Select learners | None | and mark as | Select one ... | Save attendance |

	Learner	Fully attended sessions	Partially attended sessions	Unable to attend sessions	No show sessions	Not set sessions	Event Attendance	Event Grade
☐	Alisha Banks	0	0	0	0	2	Fully attended	100
☐	Anne Marie Ball	0	0	0	0	2	Fully attended	80
☐	Duncan Baker	0	0	0	0	2	Unable to attend	0
☐	Elena Balfour	0	0	0	0	2	Fully attended	90
☐	Evie Bain	0	0	0	0	2	Fully attended	60
☐	Fraser Baillie	0	0	0	0	2	Fully attended	100
☐	Gayle Archibald	0	0	0	0	2	Not set	Empty

Seminar **Event grades** are added to the course Grades area and will count towards a learner's course grade and Course completion (if set).

Taking session attendance

When **Session attendance tracking** is enabled, administrators and trainers can record learner attendance for individual seminar sessions. Session attendance tracking can be enabled in the activity defaults.

Use the **Take attendance** dropdown menu at the top of the **Take attendance** page to select the required session, then record the learner's attendance status within the **Session attendance** dropdown menu, selecting as required from:

- No show
- Unable to attend
- Partially attended
- Fully attended

Multi-disciplinary training day

| | EVENT DETAILS | ATTENDEES | WAIT-LIST | CANCELLATIONS | TAKE ATTENDANCE | MESSAGE USERS |

Take attendance:

Event (upcoming)
✓ - Session: 11 November 2020, 1:00 AM - 2:00 AM (Upcoming)
   - Session: 10 November 2020, 10:00 PM - 11:00 PM (Upcoming)

Event summary: 2 session(s) (2 upcoming; 0 over)

| Bulk actions | | | Select learners | None | and mark as | Select one ... | Save attendance |

	Learner	Session Attendance
☐	Alisha Banks	Fully attended
☐	Anne Marie Ball	Fully attended
☐	Duncan Baker	Fully attended

Like events, session attendance can be marked individually or in bulk.

⚠️

⚠️ Sessions may be unavailable (dimmed) if attendance is not yet allowed, depending on the **Mark attendance at** setting. Please see Creating a seminar activity for more information.

Marking bulk attendance

Alternatively, administrators and trainers can mark attendance in bulk. Using the **Select** dropdown choose **All**, **Set**, or **Not set** then set the **Mark all selected as** dropdown to **No show**, **Unable to attend**, **Partially attended**, or **Fully attended** as required.

- **All:** Select all learners
- **Set:** Select all learners that have already been marked with an attendance status
- **Not set:** Select all learners that have not yet been marked with an attendance status

Click the **Save attendance** button to save changes or **Cancel** to clear all changes and return to the **Attendees** tab.

⚠️ A seminar activity can be marked as complete based on the user's attendance status (**Partially attended** and/or **Fully attended**).

Downloading a sign-in sheet

From the **Attendees** tab you can access the **Sign-in sheet** section to download a sign-in sheet for use in your seminar session. The downloaded sheet will include the attendees name, any sign-up notes, and a space for them to sign into the session.

1. Go to the **Attendees** tab.
2. Under the **Sign-up sheet** section select the session you want a sign-up sheet for from the dropdown menu.
3. Select the file format from:
   - CSV
   - Excel
   - ODS
   - PDF landscape
   - PDF portrait
4. Click **Download**.

▼ Sign-in sheet

Download sign-in sheet: [10 November 2020, 10:00 PM Pacific/A ⌄] [PDF landscape ⌄] [Download]

Uploading attendance

It is possible to upload a CSV file containing all of the attendance records. If event manual grading is enabled, the CSV file may also include grades.

1. Go to the **Taking attendance** tab.
2. Click the **Upload event attendance** button.
3. Upload the file and set the encoding and delimiter type.
4. Click **Continue**.
5. You will then see a confirmation of what will be uploaded.
6. Click **Confirm** to complete the process.

You can download an attendance sheet to upload here by clicking the **CSV export for upload** button.

Upload event attendance and grades (step 1 of 2)

There are required fields in this form marked *.

▼ Upload CSV file

CSV text file *

Choose a file...

⬆

You can drag and drop files here to add them.

Accepted file types:

Comma-separated values .csv

CSV file encoding　　　　UTF-8

CSV file delimiter　　　　Automatic

Preparing a file for upload: Use .CSV text file with a heading row and one or more data rows.

All rows must have the following columns:

- **'username'** OR **'idnumber'** OR **'email'** OR **'signupid'** (use only one)
- **'eventattendance'** - one of the following codes:
    - 4 - Fully attended
    - 3 - Partially attended
    - 2 - Unable to attend
    - 1 - No show

Optional column: **'eventgrade'** - a number between 0 - 100

[Continue] [Cancel]

⚠ This feature can only be used to upload **event** attendance, not session attendance.

Available fields

When creating a CSV file to upload attendance you will need to include a user identification field. Choose only one of the following:

- **username**
- **idnumber**
- **email**

You will also need to include **eventattendance**. For this column each learner will be assigned one of the following codes:

- Fully attended uses **4**
- Partially attended uses **3**
- Unable to attend uses **2**
- No show uses **1**

Optionally you can also include the **eventgrade** column, using a number between 0-100 as a grade (or leave empty to skip).

Example file

When constructing the file the field names above act as column headings with the user data entered under each one as a new row. In the example below the identification field is the **username**. The first two learners have fully attended while the third was unable to attend the session. Each column is separated by a comma (the delimiter).

```
username,eventattendance
sams,4
hans,4
flor,2
```

Exporting attendance

Where required, administrators and trainers can Export all users and their saved Attendance status to Excel, OSD or CSV. Select the required format from the dropdown menu and choose to either the **Open** or **Save File** option when prompted.

Totara Academy

The Totara Academy has a whole course dedicated to using Seminar Management in Totara Learn. Here you can learn more on how to use seminars, see best practice, and give it a go yourself.