

OASIS PORTAL AND LMS TUTORIAL



Center for Instructional Technology
Online Help: www.colum.edu/oasis

OASIS User Support:
Phone: 312-344-7001
email: oasis@colum.edu



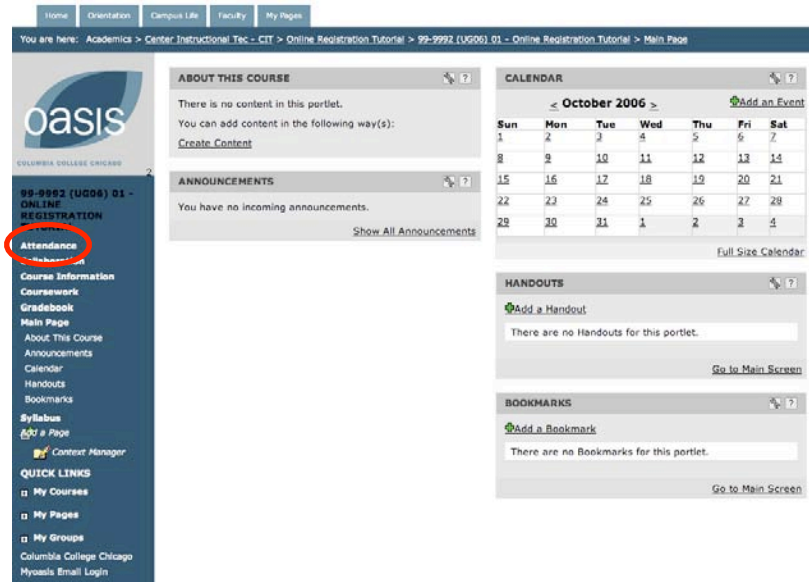
Table of Contents

Attendance	2
Accessing the Attendance Page	2
Marking Attendance	2
Edit Class Attendance Records	2
Edit Student Attendance Records	3
Managing Sessions	3
Attendance Settings	4
Attendance Warnings	4

Attendance

Accessing the Attendance Page

From your course Main Page, click on the "Attendance" link in the left hand navigation menu bar.



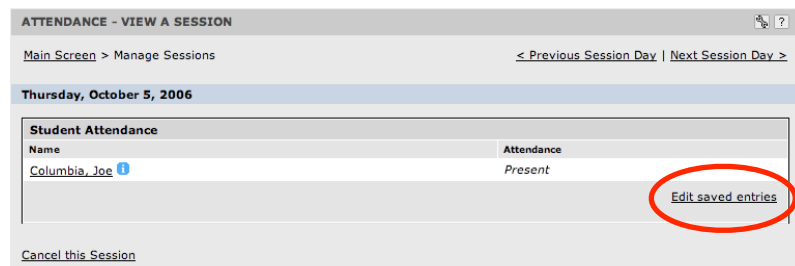
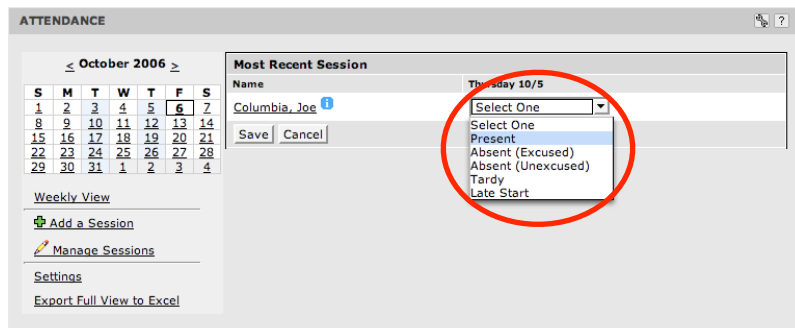
Marking Attendance

The Attendance portlet will open by default to your most recent class session. Use the pull down menu to choose Present, Absent (Excused), Absent (Unexcused), Tardy or Late Start (for students who add your course late). Your class sessions are shown with a blue background in the calendar inset within the portlet. Be sure to click save when you are done.

NOTE: This example shows one fictitious student whereas an actual class would list all of your students.

Edit Class Attendance Records

If you wish to edit attendance records for a particular session, simply click on the class session you wish to edit and click on "Edit Saved Entries" at the bottom of the portlet window.



Edit Student Attendance Records

You can edit an individual student's attendance records by clicking on their name when in the Attendance - View a Session portlet (when you are either marking or editing attendance for a specific class session).

The Attendance - View a Student portlet allows you to view one student's entire attendance record and to Edit Saved Entries if you need to make changes.

Oasis Tip

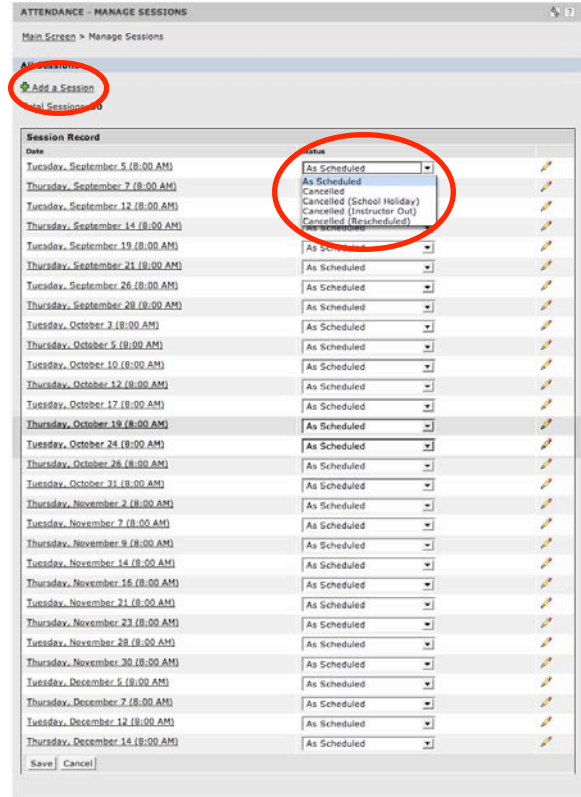
Keeping accurate attendance records is not only a useful tool for tracking a student's participation in your course, it is often used to evaluate whether a student qualifies for financial aid. You may be asked to provide attendance records for students going back a year or more. Using this tool, you can simply go into your Past Courses, locate the course and see when the student last attended class.

Managing Sessions

To manage class sessions, click on Manage Sessions for the main Attendance portlet window.

PROCEED WITH CAUTION: Cancelled Sessions cannot be reinstated. While Sessions can be added to compensate, a cancelled session will remain in the course attendance record.

From the Attendance - Manage Sessions portlet you can manage sessions for your entire semester. Use the “Add a Session” link to add a session to your course. You can leave your class sessions as scheduled or cancel sessions that will not be held and will adversely affect your record keeping. To cancel a session, select the correct day and use the pull down menu to choose the reason for canceling.



Attendance Settings

From the main Attendance portlet window, click on the link that says “Settings”. The window to the right will appear. You can record attendance by Whole Session, By Hour or, By Minute. Attendance records can also be shown To the Current Date or, in relation to the Full Course.

Attendance Warnings

Notification settings allow you to Send a warning to students after X number of Unexcused Absences or a percentage of sessions missed. Warning messages are sent to the student’s Message Center and may be sent to additional addresses. The Warning simply states that “Name of Student has 3 unexcused absences”.

Be sure to Save your settings when done.

