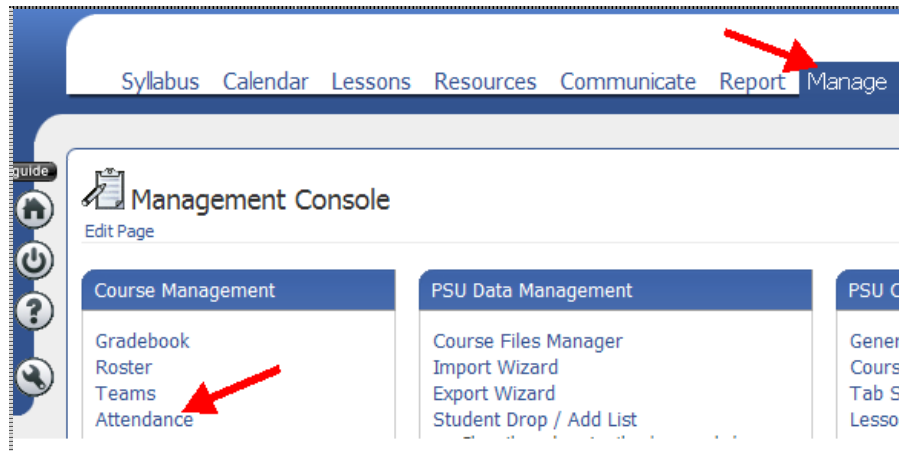


Using ANGEL's Attendance Manager

ANGEL's *Attendance Manager* is not only a record keeper but also a tool for students to keep track of their status. Though no grades can be assigned in the *Attendance Manager*, it is more efficient than trying to keep the record manually.

Where

The *Attendance Manager* is located under the *Manage* tab of the course.



How

You may customize the calendar to the days only when classes meet. You can also modify, add or delete the labels that represent *Absence*, *Excused leave*, etc. These can be done under the *Preferences* link, just remember to **Save** the changes after all is done.

To enter the attendance record for the entire class, just click on the date, then you will see the entire class listing. Since the majority of the students will go to class, you can leave it blank if the student was present. If you do so, it would display "No Data" on the student screen.

The screenshot shows the 'Attendance Manager' interface for course 'ANGEL 6537'. It includes a 'Preferences' link and an 'Export' button. The main content is a calendar for 'September 2008' with a grid of student attendance records. The grid has columns for the days of the month (2, 4, 9, 11, 16, 18, 23, 25, 30) and rows for students. The attendance records are as follows:

#	Name	Username	2 Tu	4 Th	9 Tu	11 Th	16 Tu	18 Th	23 Tu	25 Th	30 Tu
1.	BEHREND, ANGEL	axb5042	-	A	-	-	-	-	-	-	-
2.	BEHREND, TEACHING	tob5026	-	-	-	-	-	-	-	-	-
3.	Dunsworth, Qi ("Chee")	quz2	A	-	-	-	-	-	-	-	-
4.	TEACHINGCENTER, BD	bwt5014	-	E	-	-	-	-	-	-	-

Below the grid is a 'Legend' box with the following entries:

- A Absent without excuse
- E Excused

At the bottom, there is an 'Exit Attendance Manager' button.

Tips

1. You can customize how you view the attendance manager by choosing **Grid** or **List Mode**, and the criteria to sort the data: by **Name**, **User Name**, or **Date**.
2. Looking for instructions for students to check their attendance online? It is available at <http://behrend.psu.edu/faculty/teachingcenter/angel/> under *Angel 7.1 for students*: [View attendance records on ANGEL](#).