How to Determine Never Attends

In order to be considered active and to avoid being removed as a Never Attend, a student MUST have completed an activity in the course.

Examples include:

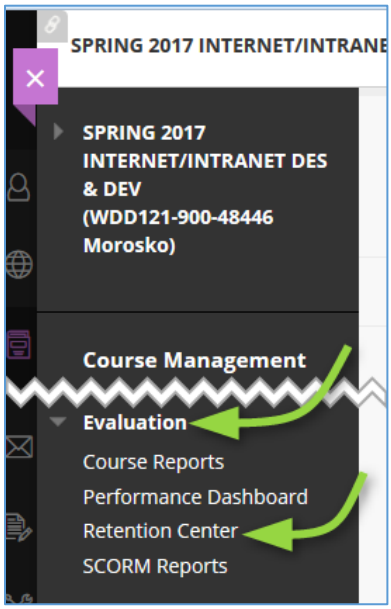
- completing a discussion post
- submitting a homework file
- finishing a survey, assessment, quiz or test
- completing any other activity that requires active participation and could be graded – it doesn't have to be graded

Never Attends have never been easier! Use the Retention Center and the Full Grade Center to determine attendance.

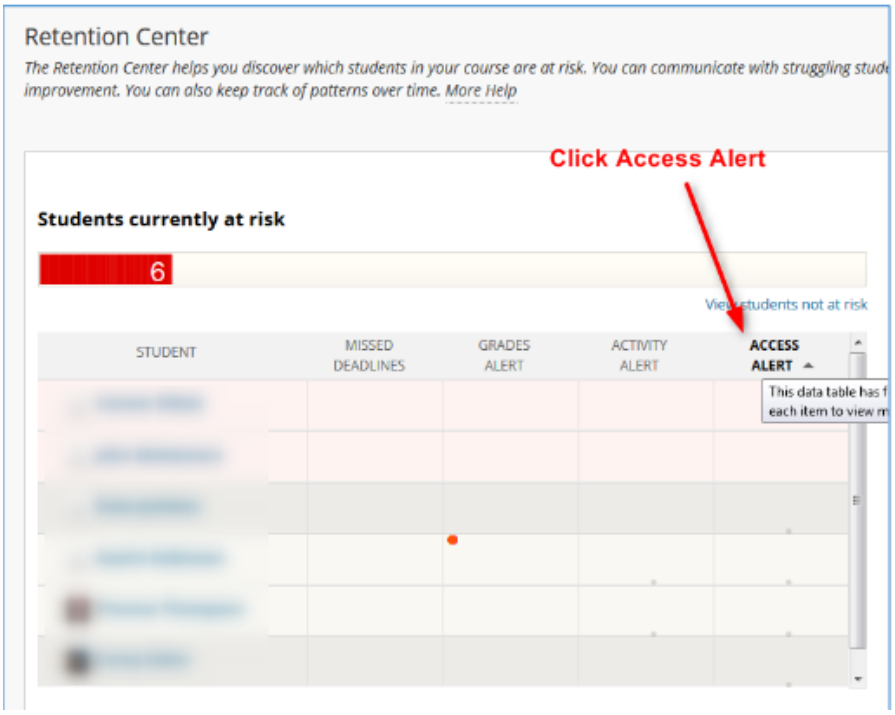
Directions:

1. Go into your course.

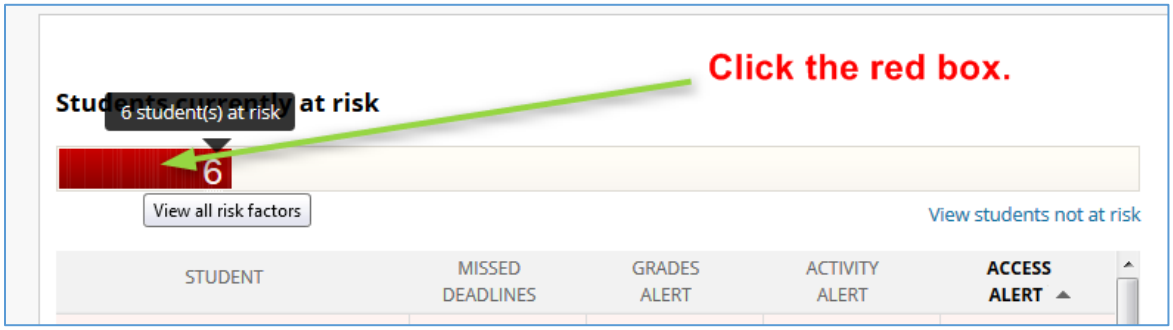
2. In the **Evaluation** section, click on **Retention Center**.



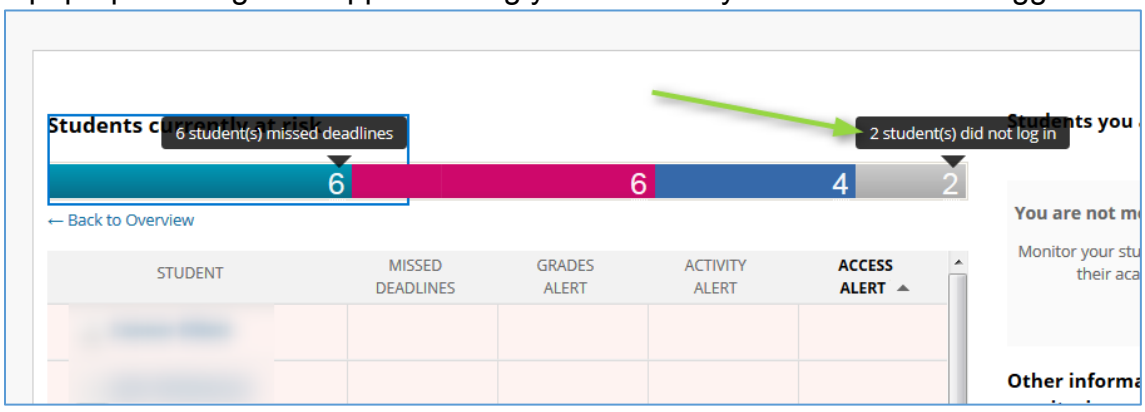
3. Click on the **Access Alert column.**



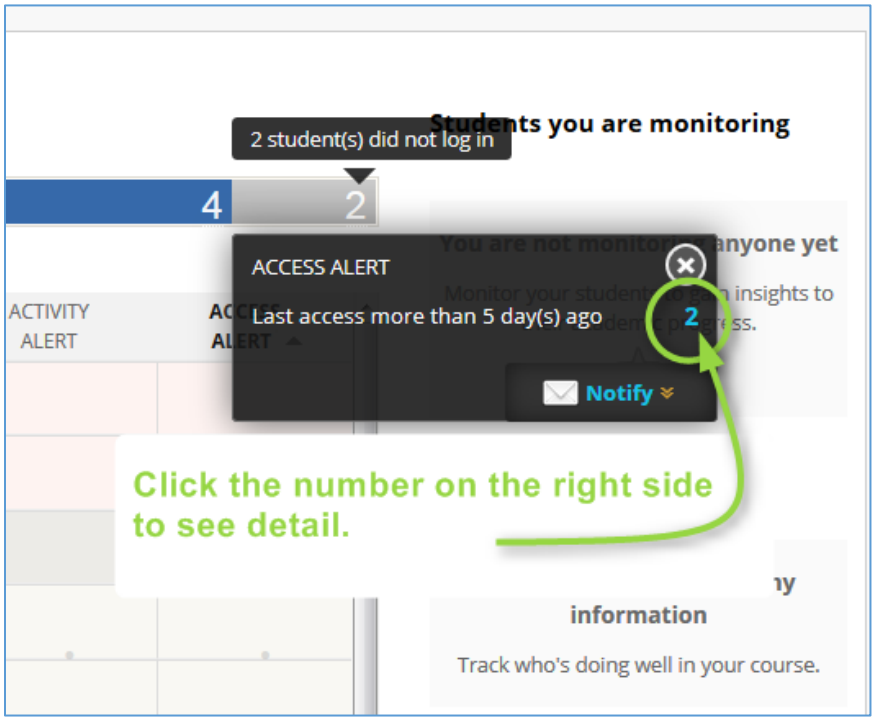
4. Click the **Red Box** at the top.



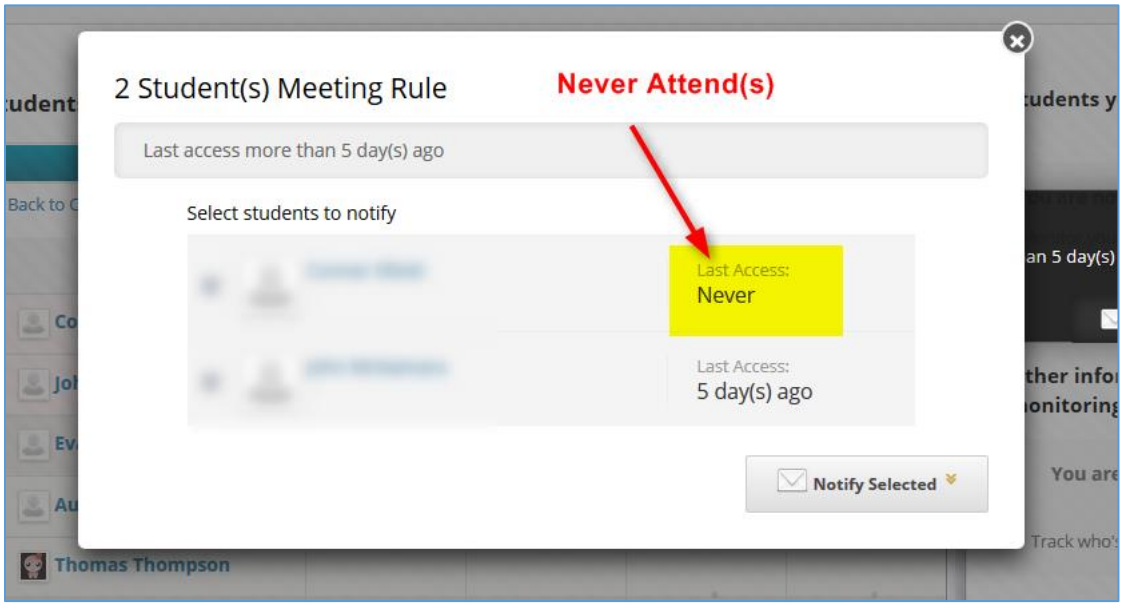
5. The colored bars at the top indicate how many students **Missed Deadlines**, have **Grade Alerts**, **Activity Alerts** and **Access Alerts**. Pass your mouse over the **Access Alert** box and a pop-up message will appear telling you how many students haven't logged in.



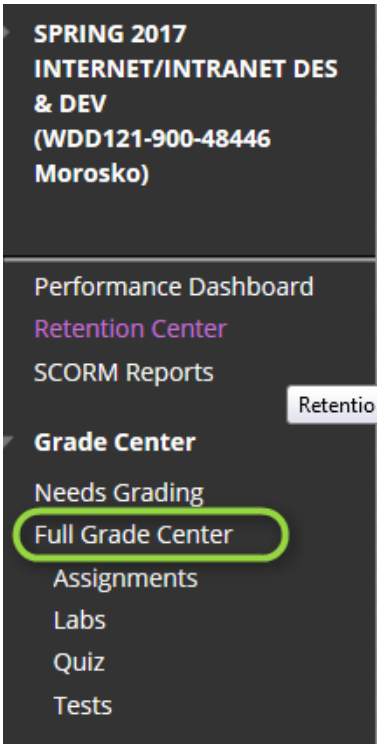
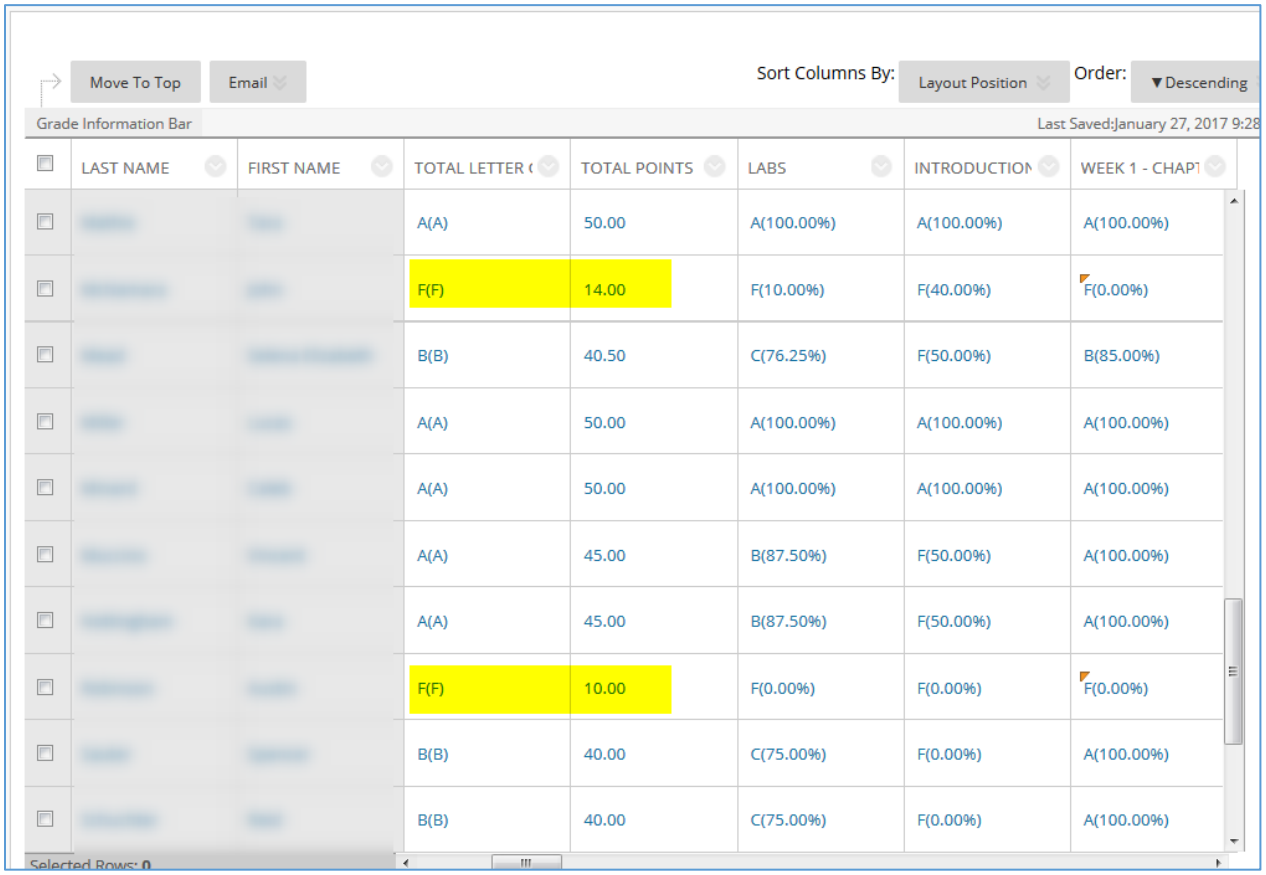
6. After clicking the box on the far right, the **Access Alert** box pops up. Click on the number on the right side of the box for more detail.



7. This pop-up window will tell you the last time students accessed the class. In the example below, one student has never accessed the class and one student hasn't accessed for five days. The first student is a **Never Attend**.



8. To be sure you have accurately assessed all students, check your gradebook to verify student grades by visiting the **Full Grade Center**.


SPRING 2017 INTERNET/INTRANET DES & DEV (WDD121-900-48446 Morosko)
Performance Dashboard
Retention Center
SCORM Reports
Retentio
Grade Center
Needs Grading
Full Grade Center
Assignments
Labs
Quiz
Tests

9. A quick glance at the **Total Letter Grade** and **Total Points** column will tell you if the student has submitted any work. In this example, the students have submitted work. If the Total Points were zero, they would be marked as Never Attends.