



How to use the Excel Attendance Templates

July 2017

A number of attendance templates have been created to provide ICC instructors with a quick option for generating a spreadsheet for tracking student attendance.

The attendance templates can be found at:

<http://icc.edu/faculty-staff/teaching-learning-center/instructional-technology/>

Choose the template that matches your class schedule

Each of the templates is set up to be able to automatically generate the column headings with the dates that your classes meet. Choose the template that matches your class's schedule to ensure that column headings generate properly. For example, if your class meets on Tuesdays and Thursdays, use a Tuesday and Thursday template.

Do you want first name and last name in separate columns?

There are two versions of every template—the only difference between them is that one has **Last Name** and **First Name** split out into two separate columns, and the other has a single **Student Name** column.

Student Name		Student ID
OR		
Last Name	First Name	Student ID

The reason for providing these two different versions of each attendance sheet is to accommodate **easy copying and pasting** of the student names. If you plan to type in your students' names, it makes no difference which template you choose. If you plan to copy and paste the student names from another data source (eServices, Blackboard, etc.), choose the template that matches the name column layout of your data source.

Fill in Course Info to generate the Attendance Sheet

When you open the attendance sheet template, you will find a **Course Info** sheet and an **Attendance Sheet**. You can switch between the two pages by clicking on the tabs located near the bottom of the screen.

Filling in the Course, Section Number, Semester, Instructor, Course Start Date, and Course End date on

the Course Info page will generate the page heading and the column heading on the Attendance Sheet.

Fill in information below to generate Attendance Sheet	
Course:	
Section Number:	
Semester:	
Instructor:	
Course Start Date:	
Course End Date:	

Assuming you've chosen the template that matches your course's schedule, all of the dates your class meets between the start date and end date you entered should appear as column headings on the Attendance Sheet.

ENGL 110 - 1234 - Fall 2011-Smith								
		8/22	8/24	8/26	8/29	8/31	9/2	9/5
Student Name	Student ID	Mon	Wed	Fri	Mon	Wed	Fri	Mon

Input student names and IDs

You can fill in the student names and student IDs by simply typing them into the appropriate cells of the Attendance Sheet, or you may want to generate a roster list from another system (like Blackboard or eServices) and copy and paste the student data into the Attendance Sheet.

Blackboard—A download of the Blackboard Grade Center creates a spreadsheet that contains your students names and their ids. Instructions for downloading can be found in this Grade Center help document:

http://icc.edu/faculty-staff/files/2014/12/ICC-Blackboard_Ending-A-Semester.pdf

Note: The download of the Blackboard Grade Center has student names broken out into separate First Name and Last Name columns. It is easiest to complete the copy and paste if you choose a Attendance Sheet template that also has separate First Name and Last Name columns.

eServices—The file Excel_Roster.CSV generated by running Class Roster Options in eServices contains student names and student IDs. Instructions for running Class Roster Options can be found in the ICC eServices Faculty Guide, found here:

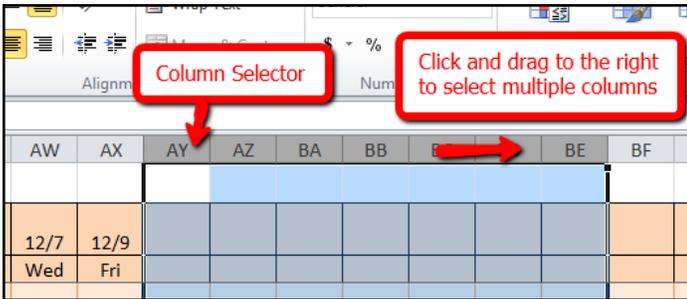
<http://icc.edu/faculty-staff/files/ICC-TLC-Basic-Roster-Management.pdf>

Note: The file Excel_Roster.CSV has student names listed in just one column. It is easiest to complete the copy and paste if you choose an Attendance Sheet template that contains a single Student Name column (rather than a separate column for First Name and Last Name).

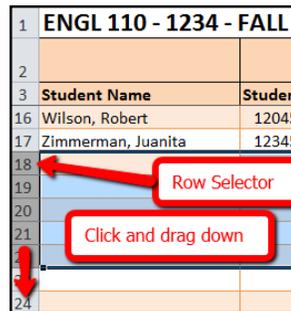
Printing the Attendance Sheet

If you plan to print the Attendance Sheet, it is recommended that you delete the extra blank formatted rows and columns. **This will help prevent extra unwanted pages from printing when you choose to print the attendance sheet.**

To delete blank columns: Click on the column selector at the top of the first blank column, and drag to the right until you reach the last formatted column (column CK). Right click on one of the highlighted column selectors, and choose Delete from the menu that appears.



To delete blank rows: Click on the row selector at the left of the first blank row, and drag down until you reach the last formatted row (row 99). Right click on one of the highlighted row selectors, and choose Delete from the menu that appears.



Inserting a Row

If you need to add another student to the Attendance Sheet at some point after you have completed your initial setup, you can insert a row to create the space you need.

To Insert a Row: Right Click on the Row Selector in the position where you wish to add the new row. Choose Insert from the shortcut menu.

Recording Attendance

Because these templates are Excel spreadsheets, you aren't limited to using any one scheme for recording attendance on the Attendance Sheet. If you wish, you can enter things like "A" for absent and "P" for present. Or, if you would rather enter a point value (1 point for present, 0 points for absent), the Attendance Sheet can accommodate that as well.

Using the Fill Handle

Excel's **Fill Handle** can be used to quickly fill in a value like "P" in all of the cells in a column. The Fill Handle is the black dot on the corner of the selected cell. If you point the mouse



pointer at that black dot, it will turn from a white cross to a black cross. When the pointer displays as a black cross, if you click and drag down or across, the value in the selected cell will be copied into the cells you drag over (when you release the mouse button). In this example, the "P" could be quickly copied down the column, to mark all of the students as Present.

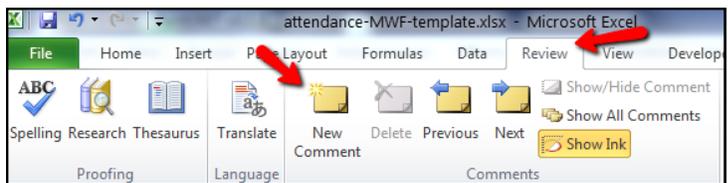
Adding Comments

Excel's comment feature can be used if you wish to add notes to the attendance sheet.

ENGL 110 - 1234 - FALL 2011th							
		8/24	8/26	8/29	8/31	9/2	9/5
Student Name	Student ID	Wed	Fri	Mon	Wed	Fri	Mon
Bowdoin, Guy	1234567	P	P	P			
Certain, Erik	1357135	P	P				
Cortright, Katherine	1425871	P	P				
Denley, Nelson	1234851	P	P				
Dimarco, Mathew	1546210	P	A				
Ellwood, Marcie	1025125	P	P				
Fane, Carmella	1023456	P	P				
Faulkenberry, Erik	1050287	P	P				
Hardimon, Christian	1205670	P	P				

Received 8/25 email from Mathew - He will miss class 8/26 for doctor appointment

A comment can be added by selecting the cell you wish to add the note to, clicking on the Review tab, and then clicking the New Comment button.



A cell that contains a comment will have a small triangle in the upper right-hand corner. Position your mouse pointer over the triangle to display the comment.

Deleting Columns

Because the dates in the column headings on the Attendance Sheet are generated by Excel formulas, you may see error messages if you attempt to delete a column from the middle of your series of dates. If you wish to delete columns, it is recommended that you first convert row 2 from formulas to text.

Right click on the row selector for row 2. Choose Copy from the shortcut menu. Right click on the row selector for row 2 again, and choose the paste values option. This will convert the dates in row 2 to hard-coded text—after completing this conversion, you will not see error messages if you attempt to delete columns.



Not seeing a template that works for you?

If none of these templates match with your course meeting schedule, contact the Teaching and Learning Center about having additional templates developed.

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