

Tracking Learner Attendance on Onyx

This help file explains how to use the Onyx attendance tracker. It explains:

- how to set up a course start date and end date,
- how to set up a schedule to track learner attendance during specific instructor-led Onyx classes,
- how the time a student spends working in an Onyx course outside of the scheduled class time is tracked,
- how to manually enter each learner’s daily attendance in the face-to-face, offline class,
- how to add and delete scheduled specific instructor-led Onyx classes,
- how to download the attendance data to a pre-formatted XPortal Excel spreadsheet.

Setting up Course Start and End Dates

1. Log in to the onyxon.ca portal.
2. Click on the large **Manage Learner Accounts** button.



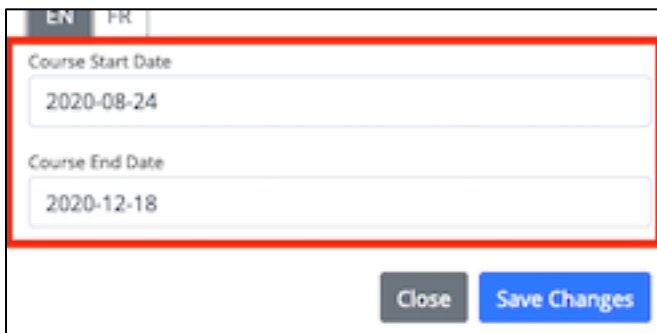
The **Course Management** page appears with a list of your courses.

3. Click on the **Course Settings** button to set course start and end dates.



The **Course Settings** panel appears.

4. Scroll to the bottom of the panel and adjust the setting for the **Course Start Date** and **Course End Date** as needed.





5. Click on the **Save Changes** button.

6. Click **OK** to confirm the change.

7. Click on the **Manage Learners** button.



A panel appears with a list of course participants. This includes learners and the instructor(s).

Manage Learner Page – Progress Markers



The **Progress** column indicates how many activities a learner has completed in the course. Each small circle represents a course activity with an activity completion checkbox.

- Gray circles represent incomplete activities.
- Black checkmarks show the learner has earned an activity completion checkmark.
- Green checkmarks show the learner has earned an activity completion checkmark with a 'passing' score.
- Red checkmarks show the learner has earned an activity completion checkmark without a 'passing' score.

Weekly Attendance

Attendance is tracked for each student in a weekly format. In-class attendance can be entered manually. Online attendance is tracked automatically. Online attendance is recorded in two ways:

- a. scheduled in-class times (e.g. work in a computer lab or an online time when all students are required to attend) and
- b. out of class work that is not scheduled, (e.g. independent studies, homework)

This screenshot identifies the parts of the weekly attendance tracker:

Buttons to change week

August 2020

< S M T W T F S >

Date/week

30 31 1 2 3 4 5

Face-to-Face session (in-class) [person icon] [] [] [] [] [] [] **Entered manually**

Scheduled Onyx time (in-class) [computer icon] [] [] [] [] [] [] **Entered automatically**

Unscheduled Onyx time (out of class) [globe icon] [] [] [] [] [] [] **Entered automatically**

Setting up an Onyx Class Schedule at Onyxon.ca

This section continues from Step 7 above. It explains how to set up scheduled times when learners will be required to work on Onyx.

- Click on the **Schedule Class Sessions** button at the bottom of the panel.



The **Class Session** panel opens.

Schedule Class Sessions [X]

Date Start **Enter course start date here**

Repeated weeks **Enter the number of weeks of course here**

TIME	AM											PM												
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MONDAY																								
TUESDAY																								
WEDNESDAY																								
THURSDAY																								
FRIDAY																								
SATURDAY																								
SUNDAY																								

Click the cells in this grid to select the times and days of the scheduled Onyx sessions that students must attend.

Drag to select hours Reset Selected

Save **Close**

9. Enter the course start date.
10. Enter the number of weeks of the course.
11. Click on the cells in the grid when you would like to track learner attendance. Click a second time to de-select the cell. Each cell is a one-hour time slot. For example, if learners must attend Monday and Wednesday from 7 PM to 9PM, the grid should look like this:

TIME DAY	AM											PM												
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MONDAY																								
TUESDAY																								
WEDNESDAY																								
THURSDAY																								
FRIDAY																								
SATURDAY																								
SUNDAY																								

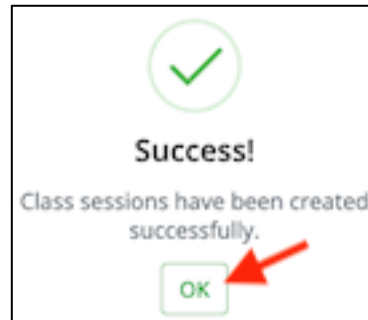
Drag to select hours Reset Selected

The grid uses a 24-hour clock.

12. Click on the **Save** button.



13. Click **OK** when the **Success** panel pops up.



The weekly attendance markers will have changed.

- The white boxes in the Onyx scheduled (instructor-led) and Onyx unscheduled (independent study) cells will be populated automatically based on Onyx class activity.
- Attendance in the in-class (non-Onyx) white boxes can be entered manually, by clicking on the box and selecting A, P or S (Absent, Present or Sick).



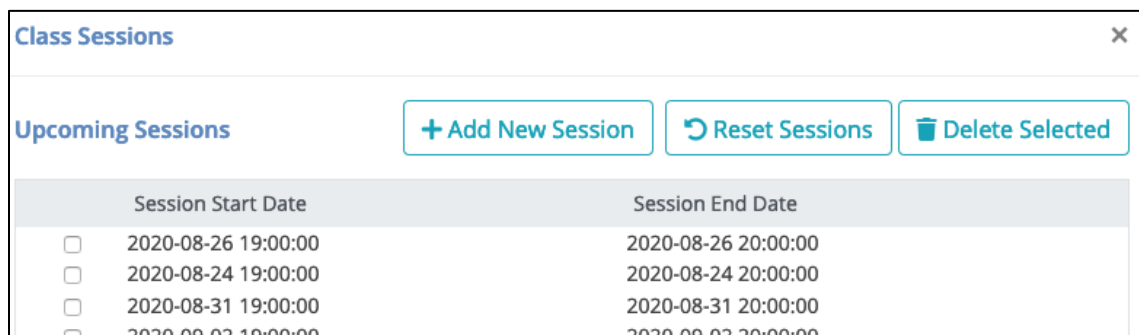
Deleting Scheduled Sessions

Follow these steps to delete scheduled sessions:

1. Click on the **Schedule Class Sessions** button.



The list of scheduled sessions appears in the **Class Sessions** panel.



2. To delete specific sessions, put a tick in the checkbox next to the session(s) you want to delete.



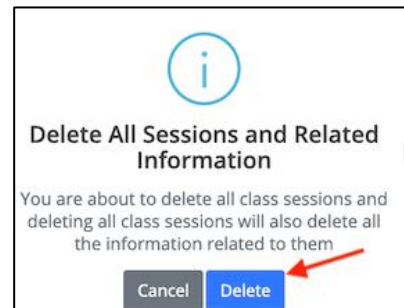
3. Click on the **Delete Selected** button.
4. Click **OK** when the **Success** panel is displayed.

OR

5. To delete ALL scheduled sessions, click on the **Reset Sessions** button.



6. Click on the **Delete** button when the warning panel appears.



Be careful using this option. You may lose important attendance data.

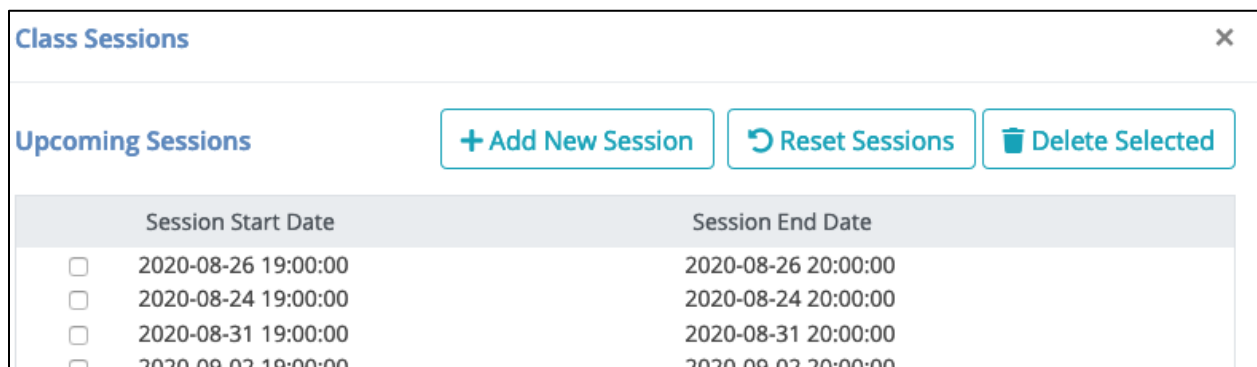
Adding New Sessions to a Schedule

Follow these steps to delete scheduled sessions:

1. Click on the **Schedule Class Sessions** button.



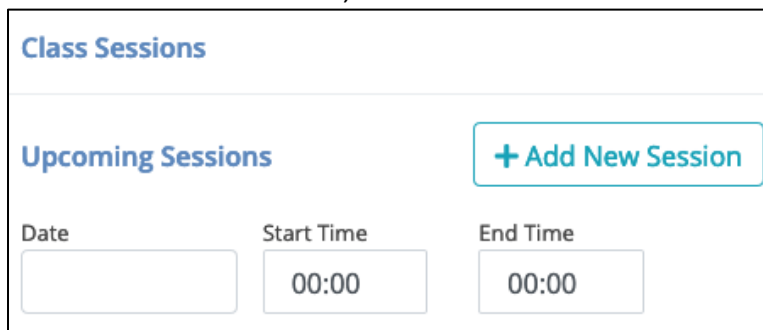
The **Class Sessions** panel is displayed.



2. Click on the **Add New Session** button.



The boxes to add the date, and start and finish times of a new session appear.




Class Sessions

Upcoming Sessions + Add New Session

Date Start Time End Time

3. Click in the **Date** box and select the date for the new session.
4. Click in the **Start Time** and select the start time for the new session.
5. Click in the **End Time** and select the end time for the new session.

6. Click on the Save button. 
7. Click **OK** when the **Success** panel is displayed.

Downloading the Attendance Data

It is easy to download the Onyx attendance data to an Excel spreadsheet. Follow these steps:

1. Log in to the onyxon.ca portal.
2. Click on the large **Manage Learner Accounts** button.



The **Course Management** page appears with a list of your courses.

3. Click on the **Course Settings** button to set course start and end dates.
4. Click on the **Manage Learners** button.

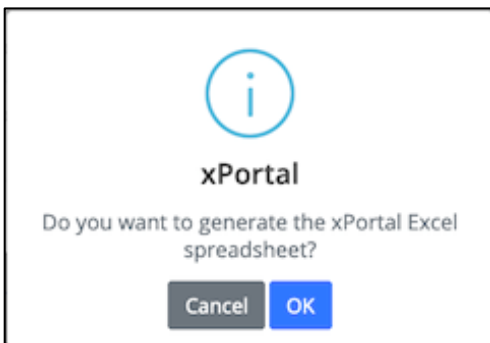


A panel appears with a list of course participants.

5. Click the **XPortal Report** button at the bottom of the panel.



The **XPortal** panel appears.





6. Click **OK** to confirm you want to create the Excel spreadsheet.

Onyx will generate an Excel spreadsheet. It may take a few minutes.

8. Click **OK** when the **Success** panel is displayed.

The file is ready to be downloaded. You may be prompted to click **OK** or it will download automatically to your default download location. Different browsers and computers handle this differently.