# How do I set up Daily Attendance in my GoStudio class?

Every semester as you set up your classes in GoStudio the Attendance activity has to be added and configured for the current semester. This procedure does not take long, but has a few tricky steps that must be followed or the attendance is not correctly recorded in PowerCampus. If you are using the Import Command to copy the contents of a previous class to this semester's course make sure to NOT copy the Daily Attendance.

1. Login to GoStudio and open one of your classes. If you have not added (or imported) any resources you class page will look like this:
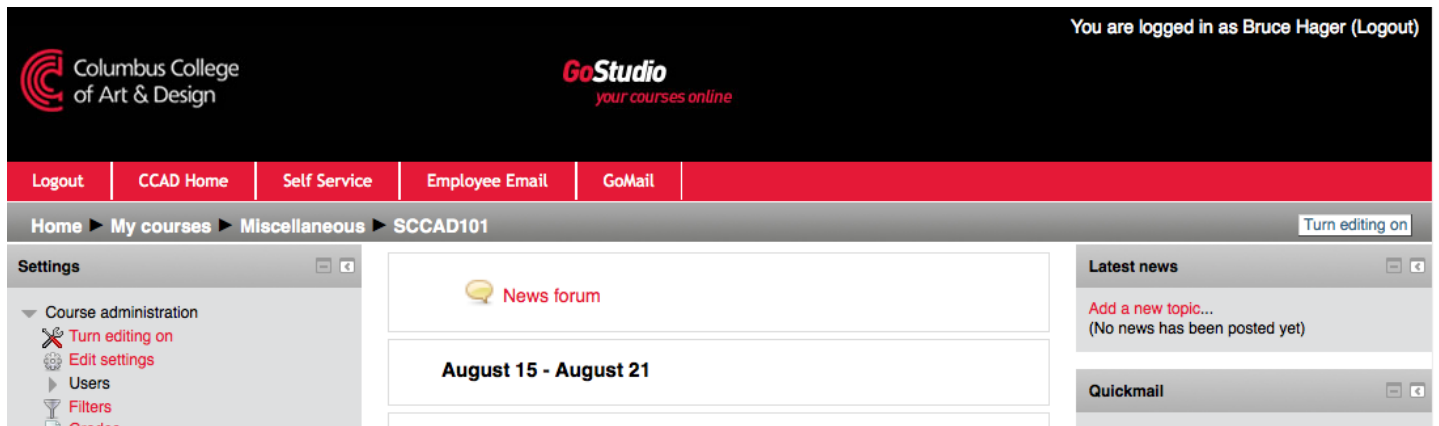
2. Click on the Turn Editing On button in the upper right corner (if it is not on already). This will add the Add an activity or resource menu to the class window.
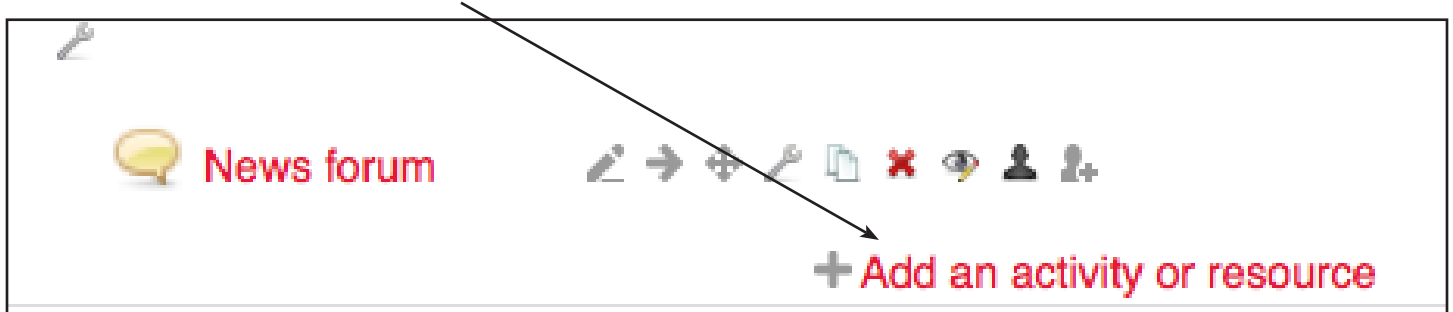
3. Click on the first Add an activity or resource menu and choose Attendance from the list.
   Click the Add button at the bottom of the window.
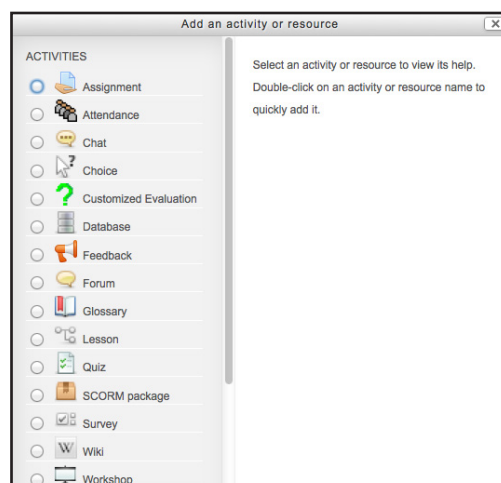
4. Daily Attendance is now a graded activity and you may want to change the point value to something other than 100 points (or set it to No Grade).

5. Click on the Save and return to course button at the bottom of the window and Attendance will now appear at the top of your class.

6. Click on the Attendance link to add the correct dates for the current semester. Click on the ADD tab to

bring up the date configuration window (shown below Step 7).

7. **This is the critical step that has to be set correctly.**
   Click the checkbox next to Create multiple sessions.
   The Session Date and Session End Date must be set to the first and last days of the semester (the first Monday and last Friday), not the first and last days your class meets!
   Ignore the Duration and time settings.
   Checkmark the day or days of the week that your class actually meets.
   Leave the Frequency set to 1.
   Click the Add session button.

8. You should now see that an attendance session has appeared for every date that your class meets. You will click on the Blue Icon on the right side to take attendance for each weekly session. If the dates or number of sessions are incorrect you can delete the sessions (using the red X symbol on the right side) and follow steps 6 and 7 above.

Attendance for the course :: Sample CCAD class

Sessions | Add | Report | Export

All | All past | Months | Weeks | Day

#	Type	Date	Time	Description	Actions
1	Common	08.26.13 (Mon)	15:40	Regular class session	⏻ 🔧 ✖
2	Common	08.28.13 (Wed)	15:40	Regular class session	⏻ 🔧 ✖
3	Common	09.2.13 (Mon)	15:40	Regular class session	⏻ 🔧 ✖
4	Common	09.4.13 (Wed)	15:40	Regular class session	⏻ 🔧 ✖
5	Common	09.9.13 (Mon)	15:40	Regular class session	⏻ 🔧 ✖
6	Common	09.11.13 (Wed)	15:40	Regular class session	⏻ 🔧 ✖

August 26, 2013 15:40

Regular class session

#	First name / Last name	P	H	L	E	A	Remarks
1	Lori Faist	○	○	○	○	○	
2	Rory Nunnery	○	○	○	○	○	

Save attendance

9. You will need to repeat these steps for each of your classes. Please make sure that you choose the correct meeting days in step 7 for your different classes.

Please contact or stop by the Helpdesk (Kinney 220, 222-6174) if you need any assistance with GoStudio.