

Find out how your students are feeling about their progress in your course with a special Attendance activity link. You can customize your reflection prompt and possible responses to meet your teaching goals.

Step 1: Create an Attendance activity link.

1. Create an attendance link by following these [general instructions](#).
2. Set the **Grade** option to **None** (unless you want to award points for participating in this activity—see Customize Settings below for more on assigning points).

Note: It's no problem to have multiple attendance links in your course if you also plan to take standard attendance.

Step 2: Add sessions.

1. Determine when you want your students to reflect on their learning—every class session, once a week, or at key points in the term.
2. Click on **Add session**.
3. Select a date and time for the initial check-in point.
4. In the **Description** textbox, enter a general prompt for students to reflect on their learning (or whatever it is you want them to consider). This prompt will be displayed with each session when students open the link to record their "attendance." Here's a sample prompt:

How confident are you currently feeling about your progress in attaining your learning goals for this course?

5. Under the Description textbox, select the box to **Allow students to record own attendance**.
6. Set the end date for additional check-in times, then **Add**.

Step 3: Customize settings.

Standard attendance settings of present, late and absent won't be effective as student replies to your prompt, so you need to customize the settings to align with the students' reflection.

1. Click on the **Settings** tab.
2. Replace the current settings in the **Acronyms** and **Descriptions** fields as needed. Possible replies to the sample prompt above, for instance, might include Very confident, Somewhat confident, Not very confident, and Not at all confident.
3. If the **Grade** setting for the activity is set to **None** (Step 1), no points will be displayed in the students' view of the attendance link. If you do want your students to receive participation points for responding, make all of the settings the same point value so as not to penalize students on the lower end of your scale.
4. Click on **Update** to save your settings.

These images illustrate what your students will see when they open the attendance link to reply to the reflective prompt.

