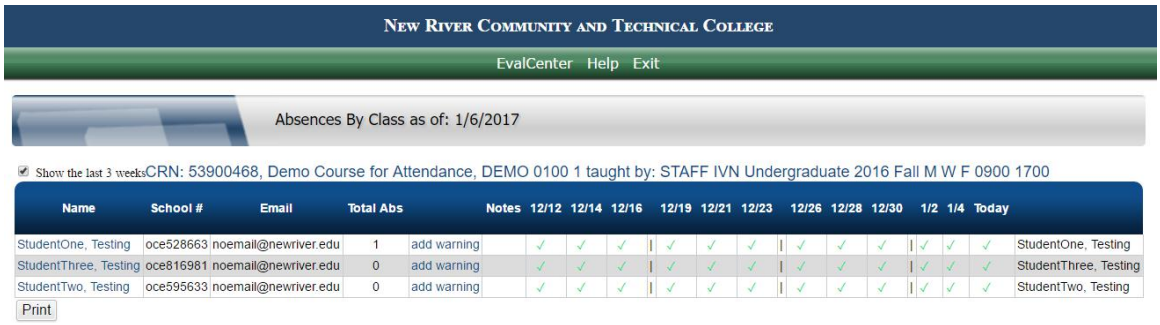
How to Take Attendance in DropGuard

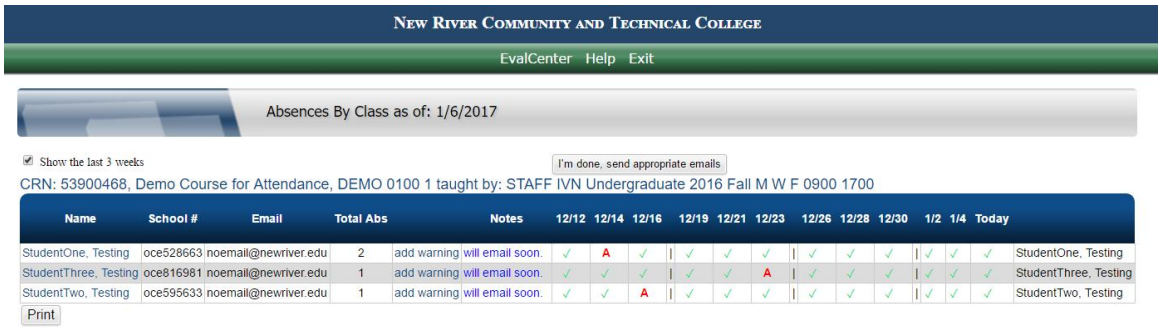
Once you have logged in you'll land on a page titled My EvalCenter. This will show you a list of ALL your classes, both past and present.

In order to add attendance warnings for a student enrolled in your classes you'll click on the "Warning Signs" link in the **Edit** column of the correct class. The link is surrounded by red in the above screen shot.

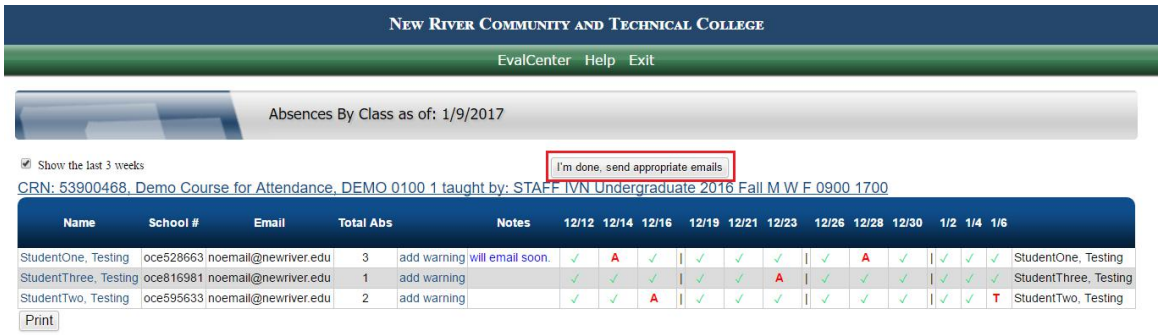
When clicked the system will open up to a page that lists all of the students enrolled in that specific course, as shown below.



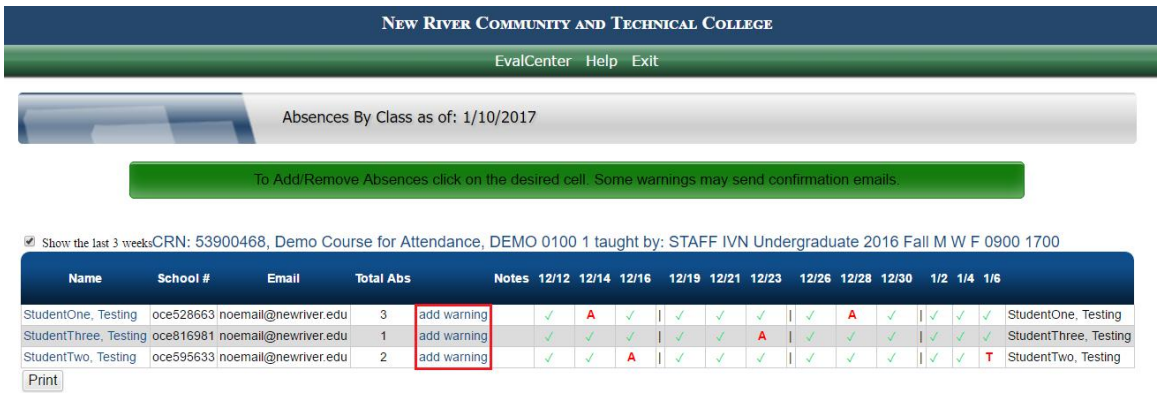
There will be a grid of the days the course meets during the week up to the current date. By default all students are marked as attending the class as indicated by a green check mark. In order to mark a student as absent simply click on the check mark. This will change it from the green check mark to a red "**A**" as shown in the following screen shot.



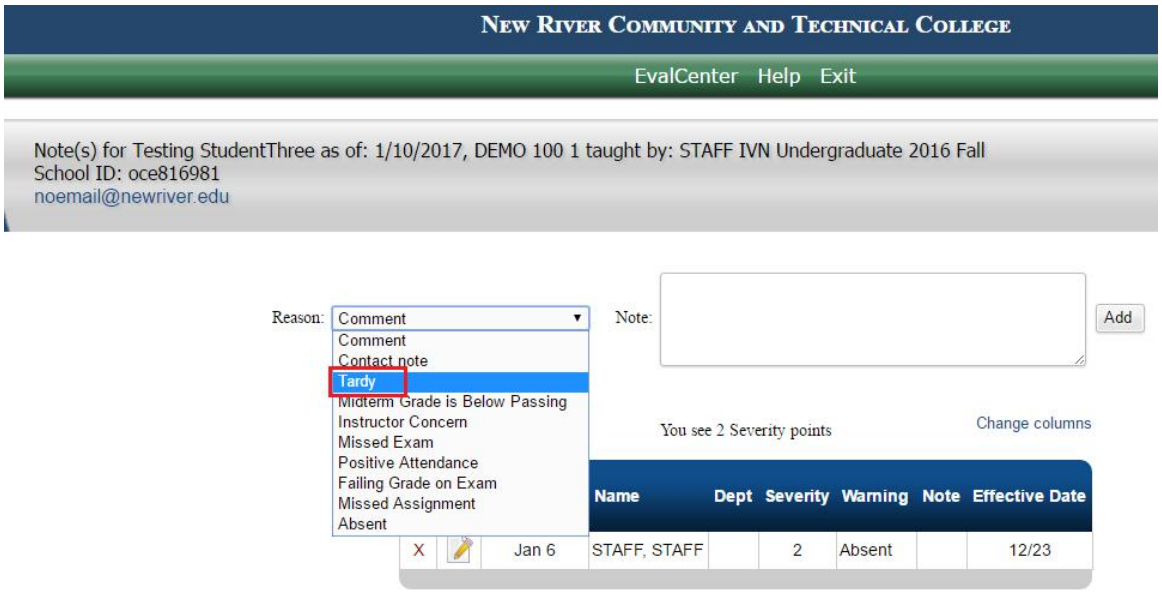
Once you have marked all of the correct students as absent click on the "I'm done send appropriate emails" button as shown below (students will receive an automatic email regarding their Absent warning).



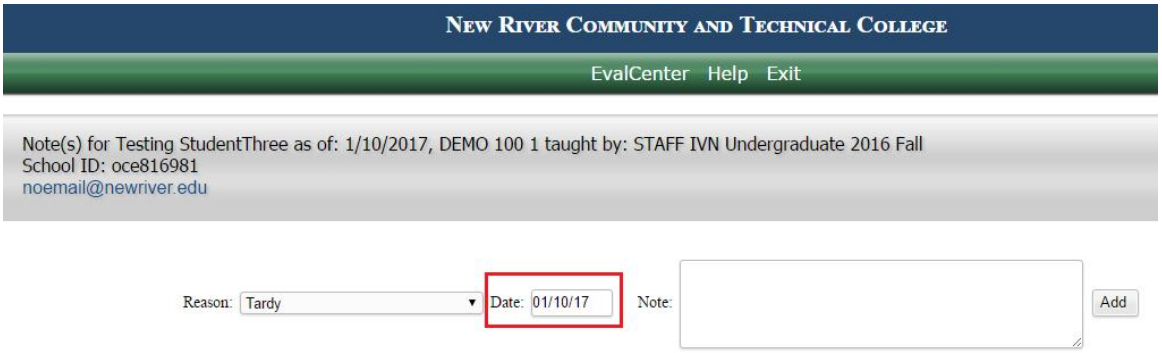
In order to add a different type of warning, click on the "add warning" hyperlink for the student, surrounded by red in the below screen shot.



After you have clicked on the "add warning" link you'll find a "Reason" drop down menu containing the additional warnings. For this example we are focusing on those related to attendance. Illustrated in the below screen shot had the Tardy warning surrounded by red.

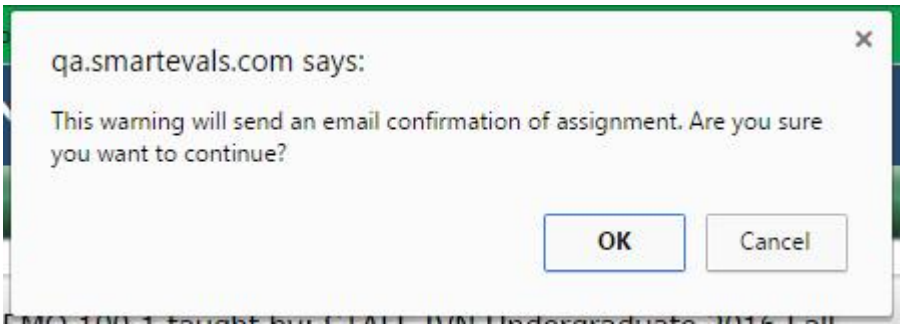


Once the “Reason” drop down menu has been changed to the Tardy warning the system will reload the page and present you with a date text box. This will allow you to enter the day the student was tardy to class.



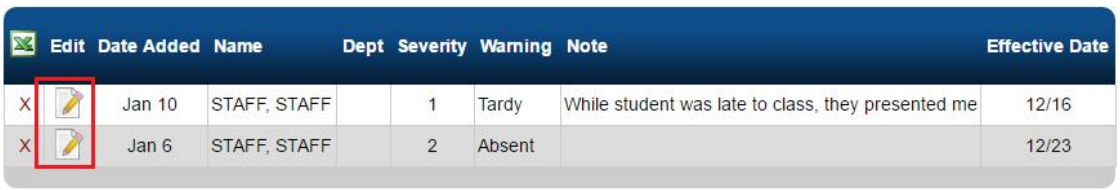
A note text box will also load allowing you to add any additional information that may be pertinent to the warning you are assigning. Once the date has been changed and notes entered click on the “Add” button.

After you click “Add” a pop up notification will appear stating the warning will send an email. Click on the “OK” button to finish assigning the warning.



Click on the warning you wish to assign. A note section will also open and allows you to add any details about why the student is receiving the warning.

While you are in the “Student History” page you can modify or delete a warning that you have already added to DropGuard. To modify a specific note you'll click on the Edit (pencil and paper) icon on the row for the note you wish to change. This icon is surrounded by red in the below screen shot.

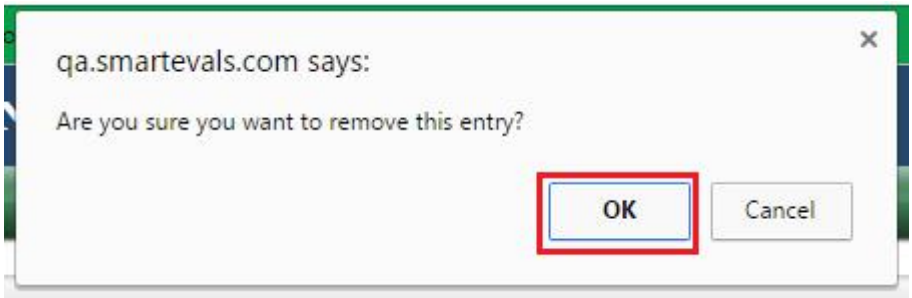


	Edit	Date Added	Name	Dept	Severity	Warning	Note	Effective Date
X		Jan 10	STAFF, STAFF		1	Tardy	While student was late to class, they presented me	12/16
X		Jan 6	STAFF, STAFF		2	Absent		12/23

Edit		Date Added	Name	Dept	Severity	Warning	Note	Effective Date
Update	Cancel	Jan 6 2017	STAFF, STAFF		2	Absent		12/23/2016

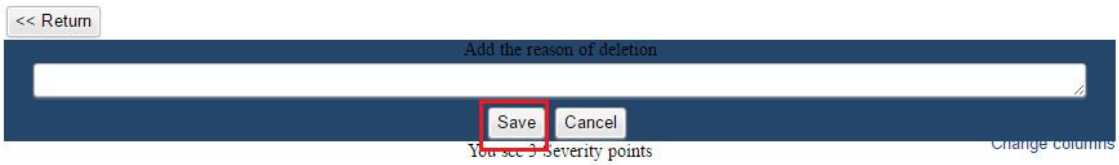
Once you have made the modification needed click on the green “Update”, surrounded by red in the above screen shot.

Now, in order to delete a warning completely (for example a warning was entered for the wrong student) you'll click on the red "X".



When the red "X" is clicked a message will pop up asking "Are you sure you want to remove this entry?" (Shown above.) Verify that this is the warning you want removed from the system and then click on "OK".

After “OK” is clicked the system will prompt you to add a reason for the deletion. Once you have entered the reason click on the “Save” button, surrounded by red in the below screen shot.



Under the **Help** header you’ll be able to access our FAQs and Help Videos. The **Exit** header will log you out of DropGuard.

If you have any questions or issues with DropGuard please contact the Help Desk at itsupport@newriver.edu or by phone (304-929-6725).