

## Required documentation of in-person attendance during the pandemic

This digital handout is intended to help you to fulfil documentation requirements for courses that take place in-person. It is necessary to take attendance for each in-person class session, so that – in the event of a COVID-19 infection – students who came in contact with the infected person can be identified. We ask you, therefore, to keep your attendance lists up to date so that the team at the central contact point can retrieve necessary information quickly.

In each course that takes place in-person, instructors can set up groups as well as attendance lists in Stud.IP. You can combine both of these features to help you manage attendance list for larger courses. In the following we will show you how you can set up the attendance list and how you can combine it with the Groups feature in your course in Stud.IP.

Note: You have to take attendance if any part of your classes takes place in-person, regardless of whether all students are there or only a few.

### 1. Using attendance list only

This option is useful if all students will be attending your class in-person, so that dividing them into groups is not necessary.

#### 1.1 Activating the attendance list

- First, log in to Stud.IP and select tab TEACHING (LEHRE) (in Figure 1 with the dark gray background). You will now see all courses for which you are registered as the instructor.
- Now click on your course taking place in-person, for which you want to create an attendance list.
- In the navigation bar below, select MORE... (MEHR...) You will now be able to see different plugins you can activate for your course. Select ATTENDANCE LIST (ANWESENHEITSLISTE) by checking the box next to it (lower red arrow). The Attendance List plugin is immediately activated.
- Now click on PARTICIPANTS (TEILNEHMENDE) to see the list of registered students and instructors.

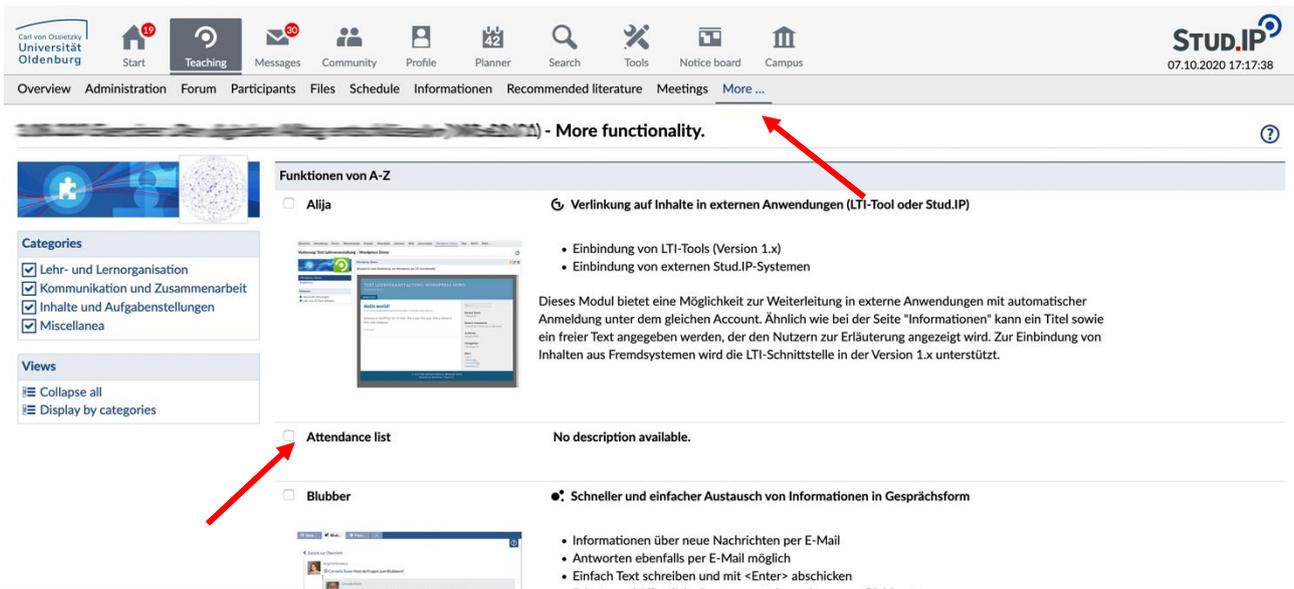


Figure 1: Activating the attendance list (Anwesenheitsliste) in Stud.IP

## 1.2 Making the Attendance List into a Corona-Attendance List<sup>1</sup> (Corona-Anwesenheitsliste)

The list you have created will serve solely for the purposes of documenting attendance for the case that anyone needs to be informed about being in touch with an infected person. In compliance with Corona Ordinance, all data older than four weeks must be deleted. By checking the box LIST IS CORONA-ATTENDANCE LIST (LISTE IST CORONA-ANWESENHEITSLISTE) (Figure 2) this will happen automatically.

You will find this option on the left-hand sidebar menu under the PARTICIPANTS (TEILNEHMENDE) tab. You will see this option after selecting the item ATTENDANCE LIST (ANWESENHEITSLISTE).

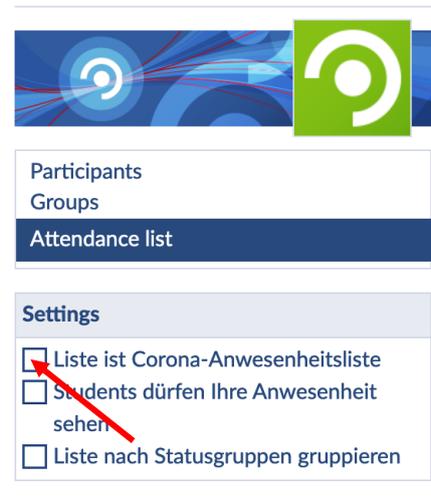


Figure 1: Turning the list into a Corona Attendance List

## 1.3 Using Attendance Control without Group Division

At the beginning of each in-person class session, go the corresponding course on Stud.IP, click PARTICIPANTS (TEILNEHMENDE) in the navigation bar, and select ATTENDANCE LIST (ANWESENHEITSLISTE) (Figure 2). You will see a table containing all students' names and all class session dates. For each session, check the box for students who are present,

<sup>1</sup> Not all items in the sidebar menu have been translated into English by the time of taking screenshots and publishing this digital handout. This can change in the future. For now, all items are mentioned both in English as well as in German; the latter is always in parentheses.

Overview Administration Forum **Participants** Files Schedule Informationen Recommended literature Meetings More ...

- Attendance list

**i** The attendance list shows all meeting dates in the schedule.

Attendance list:

19/10/20 14:00 - 16:00	26/10/20 14:00 - 16:00	02/11/20 14:00 - 16:00	09/11/20 14:00 - 16:00	16/11/20 14:00 - 16:00	23/11/20 14:00 - 16:00	30/11/20 14:00 - 16:00	07/12/20 14:00 - 16:00	14/12/20 14:00 - 16:00	21/12/20 14:00 - 16:00	11/01/21 14:00 - 16:00	18/01/21 14:00 - 16:00	25/01/21 14:00 - 16:00	01/02/21 14:00 - 16:00
<input type="checkbox"/>													
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Participants  
Groups  
**Attendance list**

Settings  
 Liste ist Corona-Anwesenheitsliste  
 Students dürfen Ihre Anwesenheit sehen

Export  
Download as excel file  
Print view  
Nur Seite: 1 drucken  
Print view for handwritten entries  
Nur Seite: 1 drucken

Figure 2: Using the list for documentation

## 2. Combining Groups and Attendance Lists

If two (or more) groups alternate for in-person sessions in a given course, we recommend creating groups in your course on Stud.IP. The group members should remain the same during the semester, which will enable you to use the Groups feature in Stud.IP for documentation purposes.

### 2.1 Creating Groups

To create groups, follow these steps:

- Log in to Stud.IP and select TEACHING (LEHRE) and then the course for which you want to create groups. In this course, select PARTICIPANTS (TEILNEHMENDE) in the navigation bar.
- In the sidebar on the left, you will see GROUPS (GRUPPEN) (Figure 3, upper left arrow). If you select this, the additional items will appear: CREATE GROUP (GRUPPE ANLEGEN) and CREATE SEVERAL GROUPS (MEHRERE GRUPPEN ANLEGEN). It is a good idea to create all groups at once.
- Create all groups at once: In the pop-up window that appears, make sure the option CREATE AN ARBITRARY AMOUNT OF GROUPS WITH NAME PREFIX (ERZEUGE BELIEBIG VIELE GRUPPEN MIT NAMENSPRÄFIX) remains selected (it is selected by default). Then, in the same window, enter the desired number of groups and the size of the group.



Figure 3: Creating groups in a course on Stud.IP

- Participants can now be assigned to the groups. To do this, click on the three dots next to the group name (Figure 4, right red arrow) and select the option ADD USERS (PERSONEN HINZUFÜGEN) (Figure 4, red arrow on the right). A pop-up window appears where you should first click on the link PARTICIPANTS (VERANSTALTUNGSTEILNEHMENDE) to make all persons in the course appear in the left column (Figure 4, red arrow on the left).
- In the second step, to select participants who should be assigned to the selected group click their names on the left. They will be added to the group.

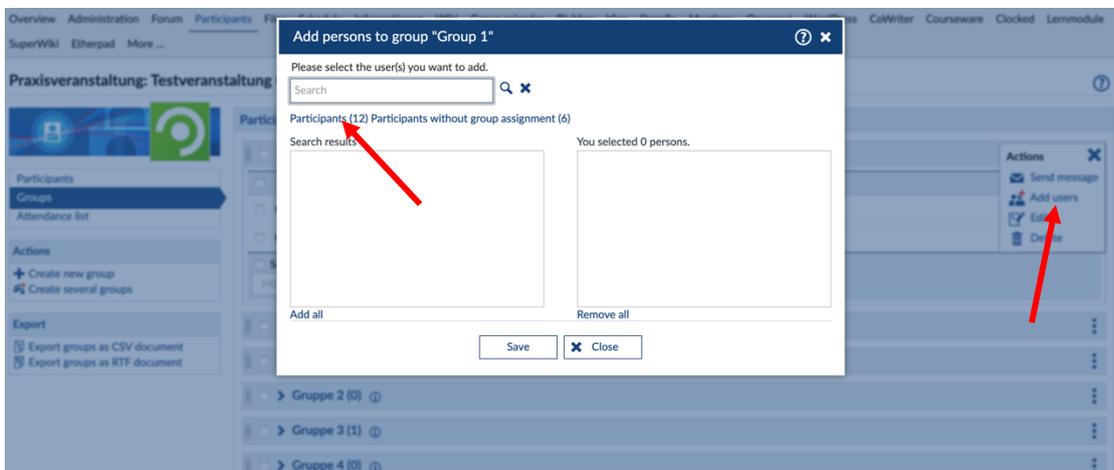


Figure 4: Assigning persons to groups

In the next step, a group can be assigned to each class session; in this way, the group members appear immediately in the attendance list. There are two options how to do this and they are presented below.

### 2.1.1. Option 1: Assigning groups to class sessions directly when creating groups

To assign groups to in-person class sessions, click on the three dots next to the group name (Figure 4, red arrow on the right) and select the option EDIT (BEARBEITEN). In the section DATE ASSIGNMENT (ZUORDNUNG VON TERMINEN), you can now select the dates for in-person class session for the newly created group by checking the box next to the date (pop-up, lower red arrow). Additionally, you can change the name of the group (pop-up, upper red arrow).

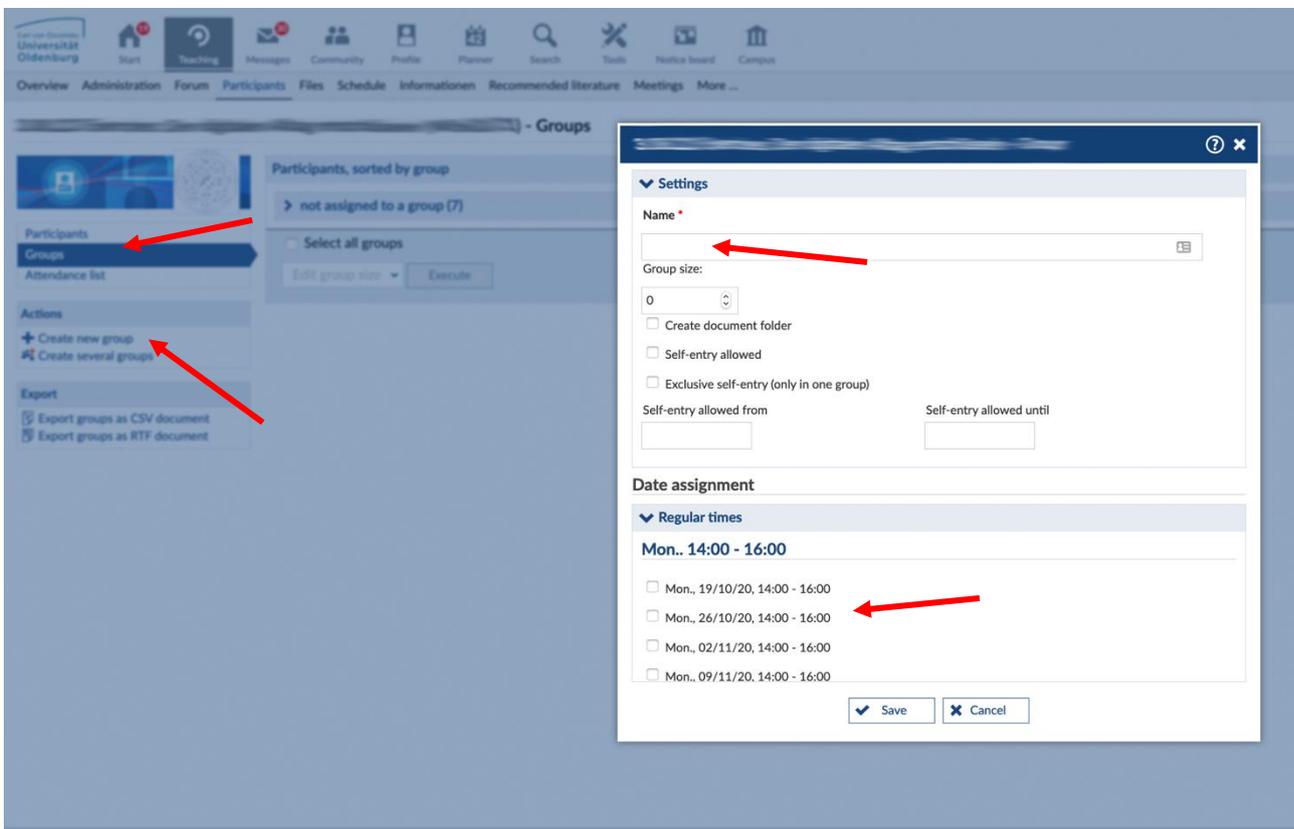


Figure 6: Assigning groups to in-person class sessions in the menu GROUPS (GRUPPEN)

### 2.1.2. Option 2: Assigning groups to class sessions in the schedule

- In the courses navigation bar, select SCHEDULE (ABLAUFPLAN) (Fehler! Verweisquelle konnte nicht gefunden werden., red ellipse).
- If you select a date/class session there, a pop-up window (in Figure 7) will appear. In the lower area you can click on the group that should attend the selected in-person session.

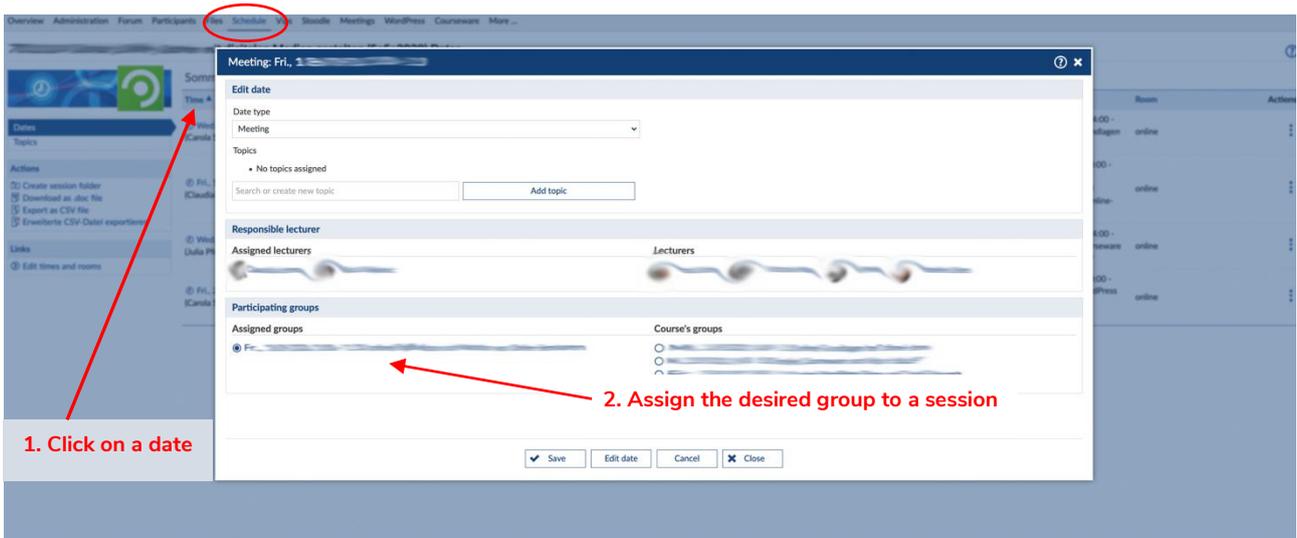


Figure 7: Assigning groups to in-person class session in the schedule tab

## 2.2. Group view during the attendance check

After groups have been assigned to in-person class sessions, you will have the option to display participants sorted by groups. To activate this view, check the box next **SORT LIST BY STATUS GROUPS (LISTE NACH STATUSGRUPPEN GRUPPIEREN)** (**Fehler! Verweisquelle konnte nicht gefunden werden.**, red arrow on the).

Now you can only take attendance for students who are in the group that has been assigned to the respective session/date. You will not be able to check the box for students who are not in the group on a given date. In addition, student names are sorted by groups, which makes it easier for you to keep track.

Figure 8: Attendance list in combination with the groups.