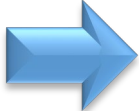# When can we use ![respon] ?

1. Taking attendance online

2. Giving in-class quizzes

3. Giving in-class surveys

4. Collecting comments or questions about class

respon

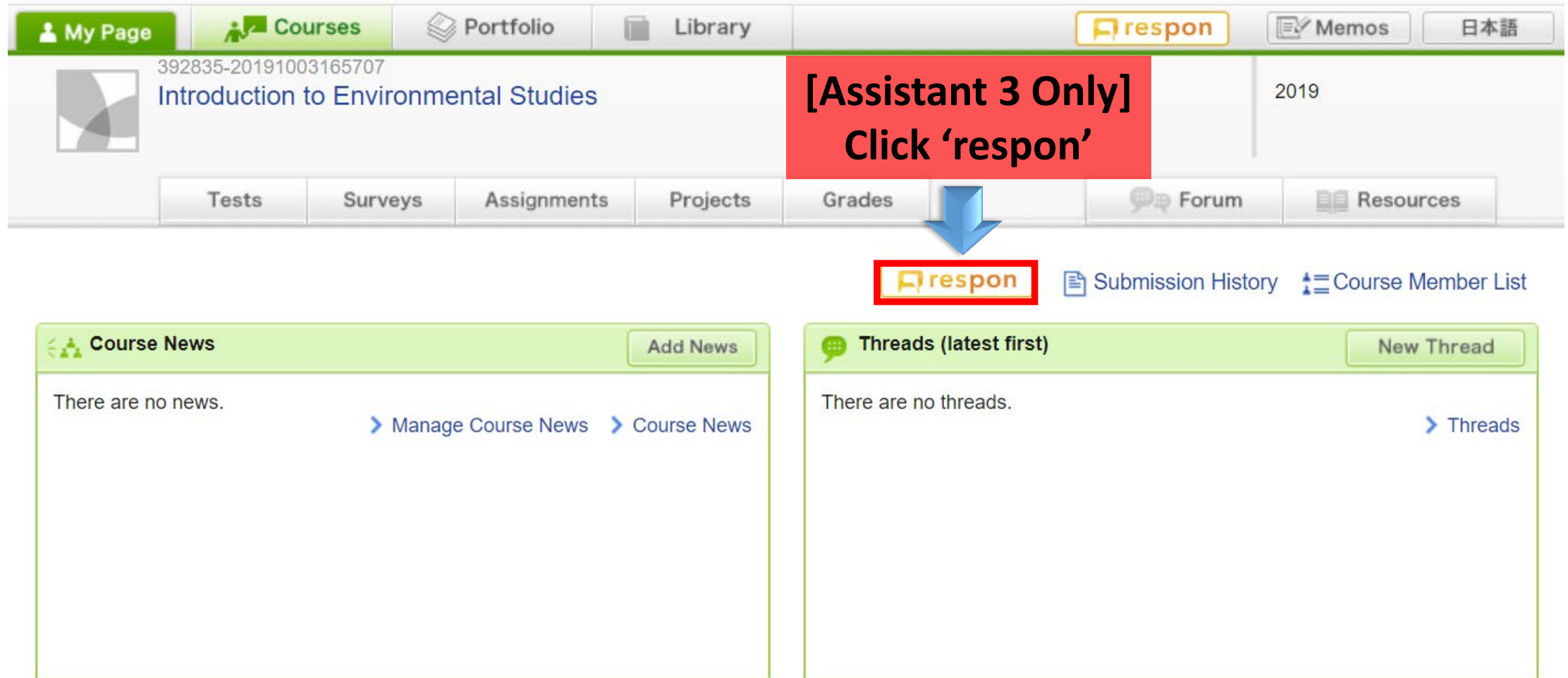Attendance
&
Survey

*The clicker function is not used at APU

Attendance Card

[Assistant 3 Only]
Click 'respon'

Attendance Card

Attendance Card

Attendance Card

Card has been issued.

Attendance

I Introduction to Environmental Studies

110 128 323

Lecture4

Inform the 9-digit call number to the participants.
The number is used to open the response form.

Close

Attendance Card
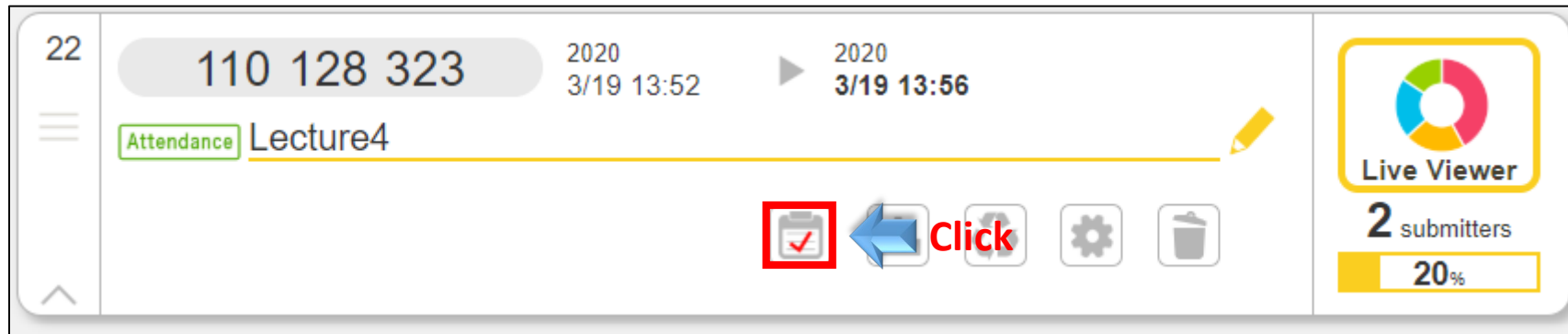
Attendance Card

When time is up, click **Close CARD** at the top of the page!

Names of students who submit attendance cards are shown in real time.

How to Manage Attendance Cards

How to Manage Attendance Cards

Students who had submitted at the time of closing are marked as attended. To change the borderline time, set time and click "Apply". Students in red are not enrolled. Submission time are shown in red if is is submitted after the borderline time.
You may change the status and reason for students who submitted in an alternate method (e.g. paper).

borderline time: 2020-03-19 13:56   **Apply**   ◄ ①

Can also set attendance to close automatically at the deadline

ID ▽	Name	Submitted at ▽	Location	Status A AG EL N	Reason
	Ritsumei Taro	2020/03/19 13:52:40		● ○ ○ ○	
	Asia Kiyoko			○ ● ○ ○	Job Hunting
	Taiheiyo Manabu	2020/03/19 13:54:12		● ○ ○ ○	
	Asia Hanako			○ ● ○ ○	Illness
	Taiheiyo Saburo			○ ○ ● ○	Late about 30 mins
	Ritsumei Maiko			○ ○ ○ ●	Absence
	Asia Ichiro			○ ○ ○ ●	Absence
	Taiheiyo Momoko			○ ○ ○ ●	Absence
	Ritsumei Nanako			○ ○ ○ ●	Absence
	Ritsumei Chiyoko			○ ○ ○ ●	Absence

Enrolled : 10

Attended : 2

Granted : 2

Early/Late: 1

None : 5

② **Click**

Save
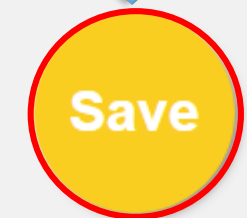
How to Manage Attendance Cards

22 110 128 323   2020 3/19 13:52 ▶ 2020 3/19 13:56

Attendance Lecture4

Click

Live Viewer

2 submitters

20%

Download

Select file to download

Excel book (*.xlsx)

Excel 97 format (*.xls) for uploading data into manaba   Click

Close

How to Manage Attendance Cards

デッドライン	判定	出席の点数
2020-03-19 13:56:00	出席	10
受付終了日時	出席扱い	9
2020-03-19 13:56:36	早退遅刻	4

After entering data, "Total Points" and "Attendance Points" are Automatically Displayed

name	grade	symgrade	comment				
# 氏名	# 合計点	# 評価	# 講評	# 提出日時	# 出欠判定	# 出席の点数	# 理由
立命　太郎	10			2020-03-19 13:52:40	出席	10	
太平洋　学	10			2020-03-19 13:54:12	出席	10	
アジア　花子	9				出席扱い	9	Illness
太平洋　三郎	4				早退遅刻	4	Late about 30 mins
立命　舞子							Absence
アジア　一郎							Absence
太平洋　桃子							Absence
立命　奈々子							Absence
立命　千代子							Absence
アジア　清子	9				出席扱い	9	Job Hunting

*   If there is no attendance information you can enter points manually

How to Manage Attendance Cards

respon

Register Grades

	Title	
	Started	
	Ended	

① Enter Title and Start/End Time

1 Download Grade Registration Sheet

⬇ Grade Registration Sheet

2 Upload grade data

Upload grade data to register grades

ファイルを選択 選択されていません | Upload

③ Click

② Attach Edited Excel file

Can only be changed by Course Instructor

④

| 9 | Grade | Attendance Points | | ◯ Unpublished | Not specified | 10 items | ⚙ |