

CETL Teaching Tips presents
Daily In-Class Sheets
Track Attendance and Improve Student Engagement

Daily in-class sheets allow you to track attendance in large classes and provide a great way to engage students actively in the day's lesson.

I. How to Incorporate In-class Sheets in Your Course

1. Include attendance as part of the final course grade. Require in-class sheets daily to create a complete attendance record for each student.
2. Use an Excel spreadsheet to keep track of everyone's attendance.
3. Ask questions periodically during class; students write the answers on their sheet (a sheet of notebook paper). Tip! Ask a question at the beginning and end of class to check for late arrivals and early departures.
4. Students turn in their sheet at the end of every class. Give the sheets back at the next class; students keep them as proof of their attendance.
5. Complete, thorough, organized, and legible answers → full credit (a ☒ as the grade on the sheet)
Incomplete, brief, disorganized, or unintelligible answers → partial credit (a fraction or percentage as the grade on the sheet)
6. To speed grading, check for completeness, not correctness, but correct answers must also be written down if given. Tip! Each item on the sheet should be numbered so that you can quickly tell if the sheets are complete.
7. If you have time, provide brief comments periodically to let students know you are actually reading the sheets.

II. Types of Items to Include on In-class Sheets

1. Solve problems based on the current lecture
2. Solve problems based on the previous lecture
3. Express an opinion about an interesting issue discussed in class
4. Answer a thought question about an academic issue
5. Answer a question based on the student's personal experience
6. Design a question based on a *discrepant teaching event* (See the CETL Teaching Tip about discrepant teaching events.)
7. Ask something fun to establish a connection with your students (How was your winter break?)

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