

[eLA Course Attendance BR]

Clockify Project/Task:	Custom eLogic Alchemy Software Development - [REDACTED]
Requester:	[REDACTED]
Priority:	
Related Features:	
Expected Client Delivery/Project Hours Allocated:	
Additional References:	N/A
Business Analyst:	SG

Change Log

#	Date	REF #	Previous	<u>New</u>	
MM/DD/YYYY		INITIAL INTERNAL SIGN-OFF			

General Information/Overview

Summary	The course attendance feature enables administrators to efficiently track, manage, and integrate course attendance with CEUs (Continuing Education Units) and certificates.
Problem	
Goal	The goal of the course attendance feature is to provide admins with a simple and efficient way to manage course attendance. This includes easily viewing participant lists, marking attendance, and linking attendance data to CEU and certificate eligibility.
Scope	<ul style="list-style-type: none"> Displaying a clear list of registered participants within the course interface. Marking participants as "present" or "absent" directly in the system. Automatically linking attendance to CEU and certificate eligibility. Providing options for manual overrides for CEUs and certificates. Exporting attendance records in multiple formats (CSV, PDF). Access to past attendance records for review, filtering, and reporting. A unified interface for managing attendance, CEUs, and certificates.
Risks	<ul style="list-style-type: none"> Data integrity issues if attendance workflows are not streamlined. Potential delays in certificate issuance due to incomplete or inaccurate attendance data.
Key Terms/Definitions	<ul style="list-style-type: none"> CEU (Continuing Education Unit): Credits earned for completing specific training events. Certificate of Completion: A document verifying that a participant has met the attendance and course completion requirements. No-Show Rate: The percentage of registered participants who did not attend a course. Attendance Status: Indicates whether a participant was marked "present" or "absent" for a course.
Policies/Rules/Flags	<ul style="list-style-type: none"> Attendance Marking: Only admins can mark or update attendance records. CEU and Certificate Eligibility: Automated by default but adjustable via manual override. Role-Based Access: Attendance tracking and export features are restricted to authorized admins.
Feature Flow	

Business Requirements

Location (s):

- eLA > Login >> Courses >> Course Details

Assumption/Precondition:

- The user is logged into Alchemy.
- The user has admin-level permissions to access course attendance and reporting features.

BR1: View and Track Attendance

UC1.1: An admin opens a course to see a list of registered participants.

- **US1.1:** As an admin, I want to view all registered participants in one interface so that I can efficiently manage attendance.
 - The system will display a list of all registered participants within the course interface.
 - Admins can filter or sort the participant list by name, status, or other criteria (e.g., attendance status).

UC1.2: An admin marks participants as "present" or "absent."

- **US1.2:** As an admin, I want to mark participants as "present" or "absent" directly in the course interface so that attendance is easy to record.
 - Admins can mark attendees as "present" or "absent" without additional overlays.
 - The system will provide visual indicators (e.g., checkmarks, color codes) for attendance status.

UC1.3: The system records attendance changes with timestamps.

- **US1.3:** As an admin, I want attendance changes to be timestamped so that record updates are transparent.
 - The system will log the date and time of each attendance update.
 - Admins can view a history of attendance changes for each participant.

UC1.4: Admins update attendance records for past courses.

- **US1.4:** As an admin, I want to edit past attendance records so that corrections can be made accurately.
 - The system will allow editing of attendance records for past courses.

BR2: CEU and Certificate Eligibility

UC2.1: Attendance status impacts CEU eligibility.

- **US2.1:** As an admin, I want attendance to automatically determine CEU eligibility so that credit allocation is seamless.
 - The system will automatically assign CEUs based on attendance status.
 - Admins can set criteria for CEU eligibility (e.g., minimum attendance rate).

UC2.2: Admins manually assign CEUs.

- **US2.2:** As an admin, I want to manually assign CEUs so that exceptions can be accommodated.
 - Admins can enter CEU amounts manually for each participant.
 - The system will log manual CEU entries for transparency.

UC2.3: Certificates are issued based on attendance and CEU eligibility.

- **US2.3:** As an admin, I want certificates to reflect attendance and CEU credits so that participants receive accurate documentation.
 - Certificates will generate automatically for participants meeting attendance and CEU criteria.
 - Admins can manually issue certificates when required.

UC2.4: Admins set pass/fail criteria for certificate issuance.

- **US2.4:** As an admin, I want to set pass/fail criteria based on attendance so that certificates are issued appropriately.
 - The system will allow setting pass/fail criteria linked to attendance and task completion.
 - Participants will only receive certificates if they meet the pass criteria.

BR3: Attendance Navigation

UC3.1: Attendance, CEUs, and certificates are managed from a single interface.

- **US3.1:** As an admin, I want a unified interface for managing attendance, CEUs, and certificates so that navigation is streamlined.
 - The course interface will display attendance, CEU eligibility, and certificate options together.
 - Admins can switch between views (e.g., list, calendar) without leaving the interface.

UC3.2: Attendance features are accessible without additional navigation.

- **US3.2:** As an admin, I want quick access to attendance features so that I can perform tasks efficiently.
 - The system will provide direct links to attendance features from the course overview.
 - Attendance updates and certificate generation can be done without navigating to different modules.

BR4: CEU and Certificate Management

UC4.1: Admins have multiple options for assigning CEUs.

- **US4.1:** As an admin, I want to assign CEUs using checkboxes or textboxes so that I have flexibility in credit allocation.
 - Admins can use a checkbox to quickly assign standard CEUs.
 - A textbox will be available for entering custom CEU amounts.

UC4.2: Admins manually issue certificates as needed.

- **US4.2:** As an admin, I want to manually issue certificates so that I can handle special cases or corrections.
 - The system will allow manual certificate generation for individual participants.
 - Admins can add custom text or details to manually issued certificates.

BR5: Attendance History

UC5.1: Admins access past attendance records.

- **US5.1:** As an admin, I want to view past attendance logs so that I can review participant history.
 - The system will allow filtering of past attendance by date, course, or participant.
 - Historical logs will include timestamps of all updates.

UC5.2: Admins export attendance records for reporting.

- **US5.2:** As an admin, I want to export attendance data so that I can generate reports or share information.
 - Attendance records can be exported in various formats (e.g., CSV, PDF).
 - Exported data will include all relevant fields, such as participant name, attendance status, and CEUs earned.