MSA University   IT Department

Create an Attendance Activity in Moodle

Overview

The Attendance tool is an online roll marking tool.

This page gives you instructions for setting up the roll, for taking attendance and for displaying students' attendance reports to you and to them.

Guide

-Step by step instructions

- Create an Attendance activity
- Set up grades and variables
- Display an attendance report to students
- Record attendance at a session or class
- Make changes to a session
- Delete a session

Create an Attendance activity

1. On the course home page, in the relevant section (which will generally be the first section),

Click Add an activity and select Attendance from the drop-down list.

2. On the Adding a new Attendance page, change the Name of the Attendance module if you

Wish, and select the percentage of the grade that will depend on the student's attendance.

(You can also opt for no grade to be assigned for attendance, or only a Satisfactory grade.)

3. Complete the remaining fields on the page, and click Save and display.

4. On the Sessions page, click the Add tab.

5. On the Add session page, select:

- the Groups to which this activity applies, if this is a group session
- the Create multiple sessions check box
- the date of the first class into the Session Date fields (day, month, year, hour,minute)
- the duration of the class into the Duration hour and minute fields
- the day after the final class into the Session end date field
- the check boxes for the days on which the class is taught
- the Frequency of the class ("2" means the class is held every two weeks).

6. Enter a class Description, observing any relevant naming conventions, and click Add session.

7. Click the Sessions tab.

8. On the Sessions page, check that the sessions have been set up correctly.

Adding a new Attendance

General

②

Name* | Roll

Grade | 2

③ | n course | Save and display | Ca

Attendance for the course ::

④ | Sessions | Add | Report

Add session

⑤

Session type ? | Group

Groups | Group 1
Group 2
Group 3
Group 4

? | ☑ Create multiple sessions

Session Date | 31 | July | 2014 |

Duration | 01 | 00

Session end date | 31 | Decemk | 2014

Session Days | ☐ Sunday ☐ Monday ☑ Tuesday ☑ Wedne

Frequency | 1 | week(s)

Description | Font family | Font size | Paragra

B *I* U ABC X₂ X²

Modern History Cavanagh

⑥

Path: p

Add session

Attendance for the course

⑦ | Sessions | Add | Repo

Set up grades and variables

1. On the course home page, click the link for the Attendance activity, then on the activity's home page click the Settings tab.

2. On the My Variables page:
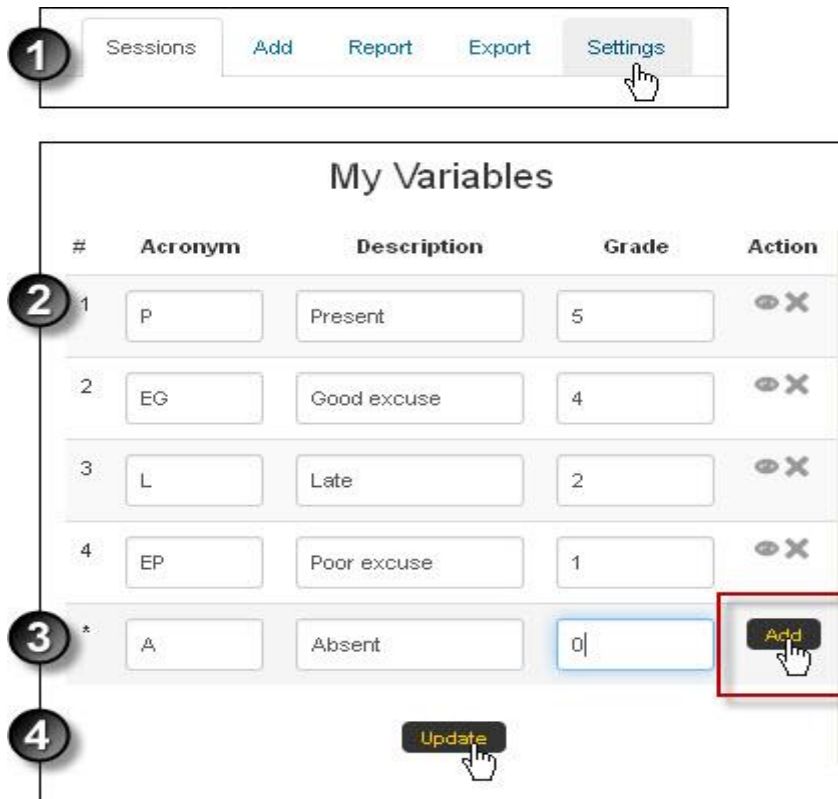
- For Acronym, enter a status code (e.g. "P").
- For Description, define the code (e.g. "Present")
- Enter a Grade appropriate to the code.
- Click Add.

3. Repeat step 10 until all the acronyms you need are entered, defined and graded. Note: Click

Add after entering the last acronym's details, or it will not be saved.

4. Click Update.

Record attendance at a session or class

1. On the course home page, in the Attendance block, click Take attendance. (If you don't have an Attendance block, click the link for the Attendance activity.)

2. On the Sessions page, under Actions, click the Take attendance icon for the relevant session.

3. On the Attendance for the course page, for each student, select the button in the appropriate column, and add any necessary Remarks.

4. When the page is completed for all students, click save attendance. If you cannot complete the roll yet, save what you've done

5. You can return to the Sessions page later and click either the link in the Date or Time column or the Change attendance icon in the Actions column to access the roll and complete it.)
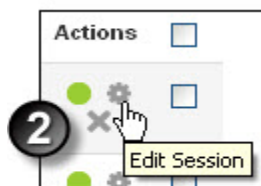
Create an Attendance Activity in Moodle

Make changes to a session

1. On the course home page, click the link for the Attendance activity.

2. On the Attendance for the course page, under Actions, click the Edit icon for the relevant class.

3. On the Update Attendance for the course page, change the class date, Duration and Description as necessary, and click Update.

http://e-learning.msa.edu.eg/   Create an Attendance Activity in Moodle
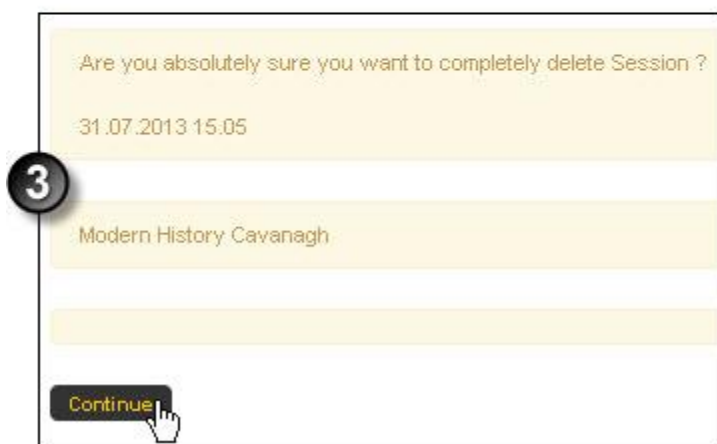
Delete a session

1. on the course home page, either:

- click the Attendance activity link, or
- In the **Attendance** block click **Take attendance.**

2. On the Sessions page, either:

- In the **Actions** column, click the Delete icon, and click Continue in the confirmation page, or
- In the Select column, select the check boxes for the sessions you want to delete, then in the **with selected** field select **Delete** from the drop-down list and click OK.

Thank you