

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

Name* Roll

Grade 2

2

Attendance for the course :

course Save and display Ca

3

Sessions Add Report

4

Add session

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 Decemb 2014

Session Days Sunday Monday Tuesday Wedne

Frequency 1 week(s)

Description

Font family Font size Paragraph

B *I* U ABC x₂ x² [List Icons]

Modern History Cavanagh

Path: p

Add session

5

6

Attendance for the course

Sessions Add Report

7

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:

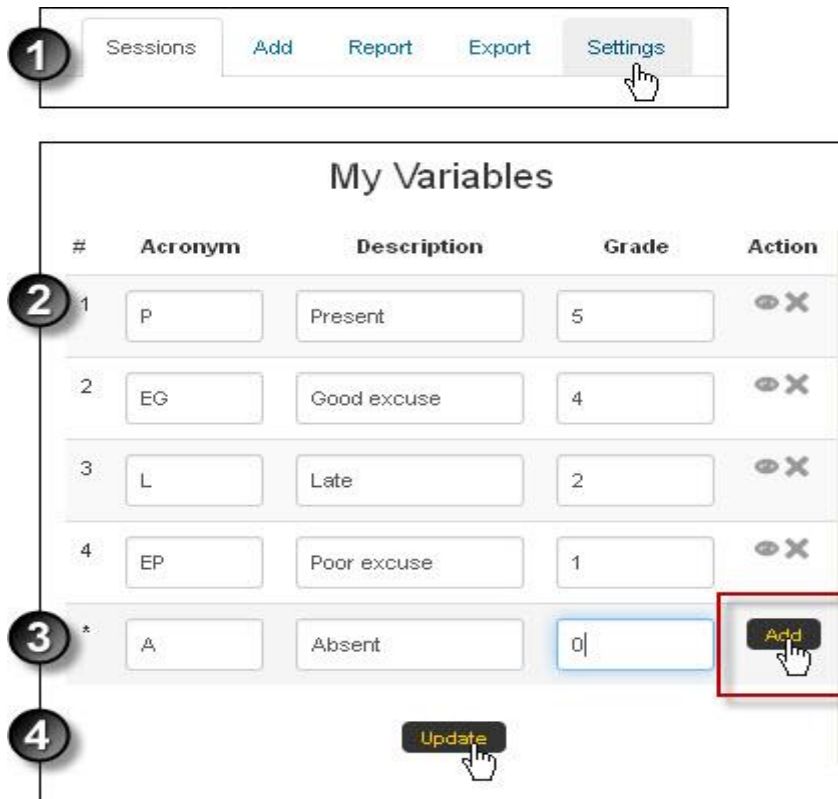
- For Acronym, enter a status code (e.g. "P").
- For Description, define the code (e.g. "Present")
- Enter a Grade appropriate to the code.
- Click Add.

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.



The screenshot shows the 'My Variables' page in Moodle. At the top, there are tabs for 'Sessions', 'Add', 'Report', 'Export', and 'Settings'. A hand cursor is pointing to the 'Settings' tab, which is highlighted with a circled '1'. Below the tabs is a table with the following columns: '#', 'Acronym', 'Description', 'Grade', and 'Action'. The table contains four rows of existing variables:

#	Acronym	Description	Grade	Action
1	P	Present	5	👁️ ✕
2	EG	Good excuse	4	👁️ ✕
3	L	Late	2	👁️ ✕
4	EP	Poor excuse	1	👁️ ✕

Below the table, there is a form for adding a new variable. The 'Acronym' field contains 'A', the 'Description' field contains 'Absent', and the 'Grade' field contains '0'. A hand cursor is pointing to the 'Add' button, which is highlighted with a red box and a circled '3'. At the bottom of the page, there is an 'Update' button, which is highlighted with a hand cursor and a circled '4'.

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.)

1

Attendance

Roll

Take attendance

Add

Report







2

Date	Time	Description	Actions
31.07.13 (Wed)	15:05 - 16:05	Modern History Cavanagh	 

3

17 December 2013 15:05 - 16:05





Modern History Cavanagh

#	First name / Surname	P	EG	L	EP	Remarks
1	 Dummy01 Student01	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	 Dummy02 Student02	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	 Dummy03 Student03	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	 Dummy04 Student04	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Fifth time late this se
5	 Dummy05 Student05	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	 Dummy06 Student06	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

4

Save attendance

5

#	Type	Date	Time	Description	Actions
1	Group A	17.12.13 (Tue)	15:05 - 16:05	Modern History Cavanagh	  <input type="checkbox"/>
					<input type="checkbox"/>
2		17.12.13 (Tue)	15:05 - 16:05	Modern History Cavanagh	  <input type="checkbox"/>

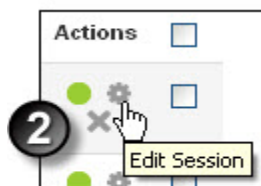
Change attendance

Change attendance

Change attendance

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.

A screenshot of the "Change session" form in Moodle. A hand cursor is clicking on the "Update" button. A black circle with the number "3" is overlaid on the top left of the image. The form contains the following fields:

- Old date: 31.07.2013 15.05
- New date: 1 August 2013
- Duration: 01:00
- Description: Modern History Cavanagh
- Path: p
- Buttons: Update, Cancel

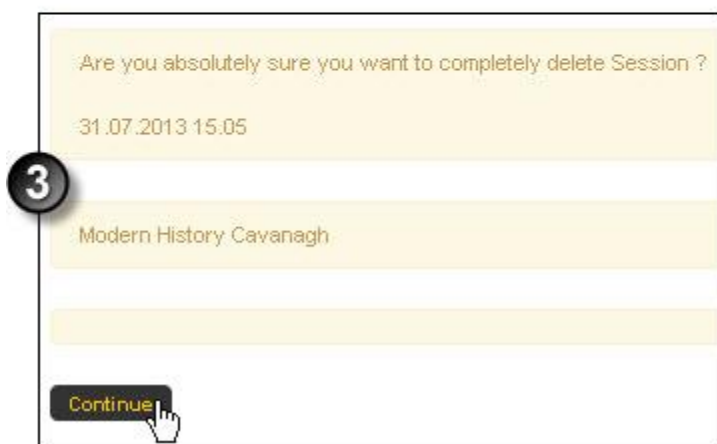
Delete a session

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