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.

Moodle Attendance Activity not only offers compatible features but also several advantages over those possibilities.

1. With Moodle's Attendance activity, you can set up all the possible days at the same time.

2. Moodle allows you to see the attendance record for a particular student for a particular month.

3. Moodle allows the student to see his/her attendance history as you have recorded it.

4. Moodle allows you to set point values for Present, Excused Late, and absent (usually 2, 1, 1, and 0 points, respectively), and Moodle sums the score for you and adds the total to the Gradebook.

Creating the Attendance activity, adding sessions for which to record attendance, and then recording attendance are three separate steps, which we will describe separately:

Guide:

-Step by step instructions

- Create an Attendance activity.
- Add Sessions During for Which You Will Take Attendance.
- Set up grades and variables (attendance status set).
- Take attendance at a session or class.
- Make session Edit or Delete

- **Create an Attendance activity**.

1. On the course home page, if the Edit Mode is currently off, click on the button at the top-right corner of your window to allow you to make changes to the course content.
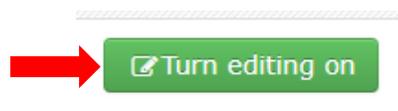
2. You'll need to decide which topic area in your course will contain the Attendance activity. Since Attendance is such a fundamental activity, we recommend adding Attendance to the "zero block" at the top of the page. Move your mouse to the bottom-right corner of the zero block, so that the "Add an activity or resource" link appears, and click on that link:
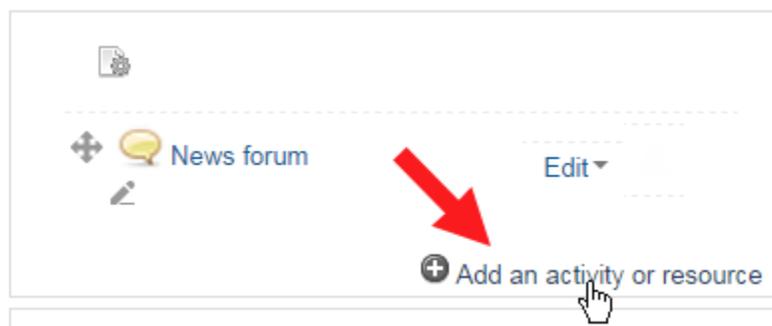
3. Among the list of possible Activities (arranged in alphabetical order), find the link for Attendance, and click on that link and then click on the Add button, or double-click on the Attendance link:
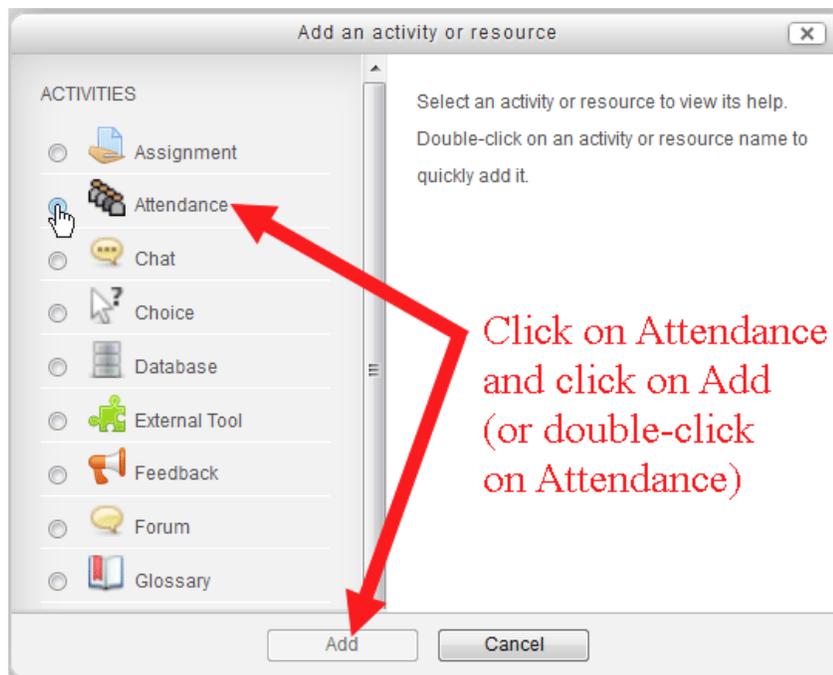
4. In the General section of the adding a new Attendance page, change the Name of the Attendance module if you Wish.

5. In the Grade section, the default Grade type is point scale and maximum 100 selected. Those default settings are usually fine you can change it if you wish.

6. You'll want to click on the "Common module settings" area to expand that section. Make sure that the visible option is set to "Show on course page" and that the Group mode is "Visible groups".


7. When you have finished with the "Restrict access" section, click on the button to finalize the Attendance activity options and begin the process of adding sessions during which you will take attendance.

- **Add Sessions During for Which You Will Take Attendance.**

1. If you clicked on the "Save and display" button for the previous step, you should be at a page for your Attendance activity, with today's week displayed. If you clicked on the "Save and return to course" button instead, you just need to click on the link for the Attendance to get to that page. At this point, your Attendance activity has no sessions, so click on the "Add" tab at the top of the page:
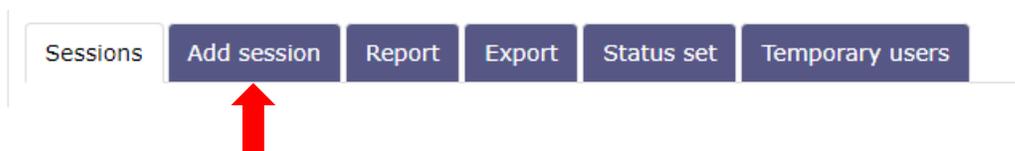
2. On the Add session page, select:

- The Groups to which this activity applies, if this is a group session or select all students if you create Lecture compiled.
- The date of the first class into the Session Date fields (day, month and year) and the session Time fields (hour and minute).

- In the multiple session section, you will most likely want to create sessions for the entire semester, although you can also choose to create sessions up to the first vacation break (Repeat until). Click in the "Repeat the session above as follows" check box, and then enter the time information for when you class meets. The "Session Date" should be the day (and time) of your first class session (during which you will be recording attendance). The Duration is the length of the class. The "Session end date" could be the day of the first vacation break, or it could be the last day of classes for the semester. The "Session Days" are obviously the days of the week your class meets, and the frequency should be 1 week, since your class meets weekly:

- In the students recording (Auto attendance Module) section.
- Click in the "Allow students to record own attendance" check box, if checked students will be able to change their own attendance status for the session.
- Automatic marking: Allows marking to be completed automatically. If "Yes" students will be automatically marked depending on their first access to the course. If "Set unmarked at end of session" any students who have not marked their attendance will be set to the unmarked status selected.
- Student password: If set students will be required to enter this password or scan QR Code before they can set their own attendance status for the session. If empty, no password is required.
- Automatically select highest status available: If this is selected, students will automatically be assigned the highest available grade.

- Require network address: Attendance recording may be restricted to particular subnets by specifying a comma-separated list of partial or full IP addresses.
- Prevent students sharing IP address: Prevent students from using the same device (identified using IP address) to take attendance for other students.

- Once you have entered the class meeting time information, click on the "Add session" button to save your changes.
- If you chose the first day of a vacation as the "Session end date," you'll need to repeat Steps 1 through 2 above to add additional sessions for when your class meets after that vacation.

- Set up grades and variables (attendance status set).

1- Once you have added all the class sessions for the semester, you'll want to click on the "Status set" tab at the top of the page:

2- By default, the values you can use for recording attendance are "Present," "Excused," "Late," and "Absent." Present has a value of 2 points; Excused and Late have values of 1 point, and students who are absent get 0 points for that session. You can decide to remove the Excused and Late categories or to change the way points are allocated, or you can keep those default values. If you do make changes, you'll need to click on the "Update" button.

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3- Available for students (minutes): When students are marking their own attendance, the number of minutes after session starts that this status is available.

If empty, this status will always be available, if set to 0 it will always be hidden to students.

4- Automatically set when not marked: If enabled in the session, set this status if a student has not marked their own attendance.

- **Record attendance at a session or class (Manually)**

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

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2.   When you click on the Attendance activity, you will see your sessions for the current week. The week will display in DD.MM format and the class sessions will be listed in MM.DD.YY format with the time based on a 24-hour clock. You'll want to click on the play button in the Actions column at the far right to record attendance for a particular day:

3.   You will be taken to an "Attendance for the course" page, with columns for the attendance categories you chose and rows for the students enrolled in the course. Usually, most students are present in class, and only a few are absent. To make recording the absences more efficient, you can click on the "P" at the top of the grid, which will mark everyone initially as "Present":

4.   To change the setting for a student who was actually absent that day, click in the "A" radio button in that student's row, to mark him/her absent:

5.   Continue to click in the "A" radio button for all students who were absent. When you are done, scroll down to the bottom save attendance of the page, and click on the button to save your changes.

- **Record attendance at a session or class (Automatically)**

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

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👥 Attendance ⬅️

2- When you click on the Attendance activity, you will see your sessions for the current week. The week will display in DD.MM format and the class sessions will be listed in MM.DD.YY format with the time based on a 24-hour clock. You'll want to click on the QR Code box in the Actions column at the far right to appear QR Code and let students scan the code.
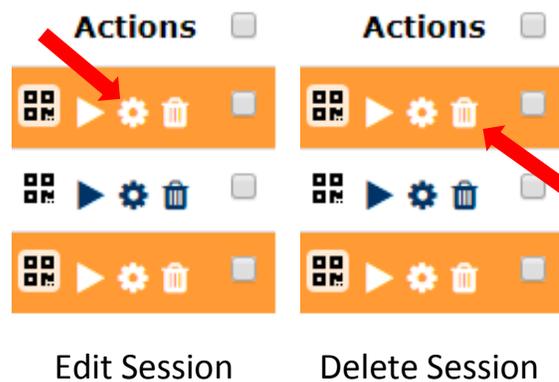
Sessions	Add session	Report	Export	Status set	Temporary users

Sessions [All ▾]   All [All past] [Months] [Weeks] [Days]

#	Date	Time	Type	Description	Actions	☐
1	Mon 26 Aug 2019	12PM – 4PM	Group: A	Regular class session	▦ ▶ ⚙ 🗑	☐
2	Thu 29 Aug 2019	12PM – 4PM	Group: A	Regular class session	▦ ▶ ⚙ 🗑	☐
3	Mon 2 Sep 2019	12PM – 4PM	Group: A	Regular class session	▦ ▶ ⚙ 🗑	☐

QR Code

- Make session Edit or Delete

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 session.

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

Edit Session   Delete Session

Thank you