



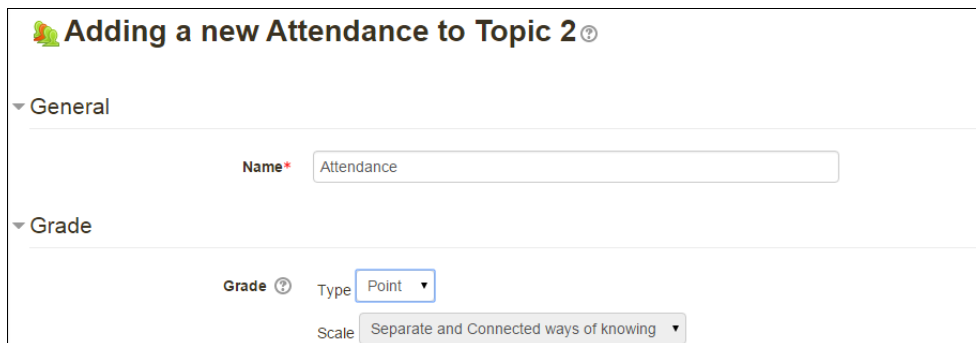
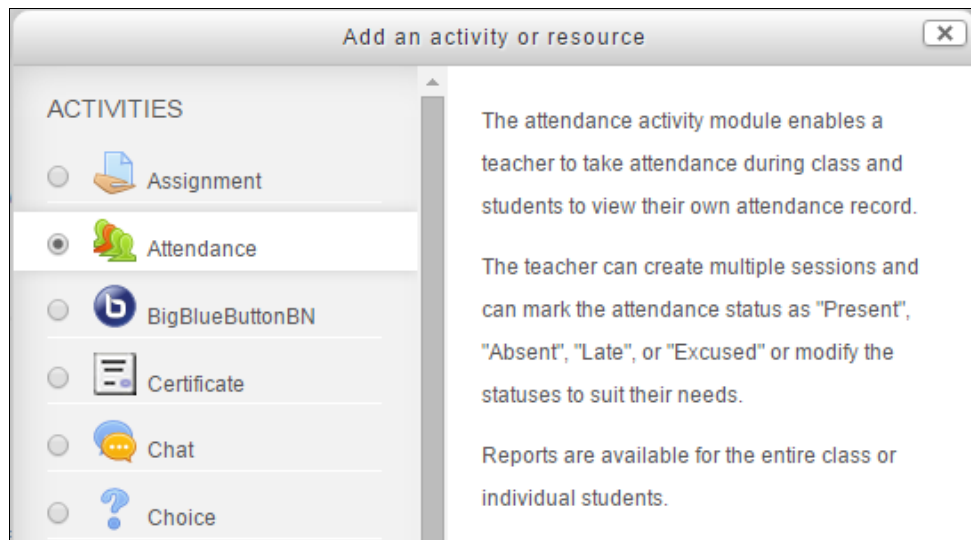
Recording Attendance in Moodle

Recording Attendance in your Moodle module

Moodle allows you monitor attendance at classes by making use of the Attendance activity. This activity is essentially an online roll. You can add one Attendance activity for each Moodle module and within this activity you can identify the days, times and duration of classes for the duration of the module. You can then use the tool to record attendance at these classes throughout the module. If you wish, students can be permitted to mark their own attendance.

Creating an Attendance activity

Turn editing on. Click on **Add** and activity or resource in the appropriate section. From the list of activities select **Attendance** and click on **Add**.



The screenshot shows the "Adding a new Attendance to Topic 2" form. Under the "General" section, the "Name*" field is filled with "Attendance". Under the "Grade" section, the "Grade" field has a question mark icon, the "Type" dropdown is set to "Point", and the "Scale" dropdown is set to "Separate and Connected ways of knowing".

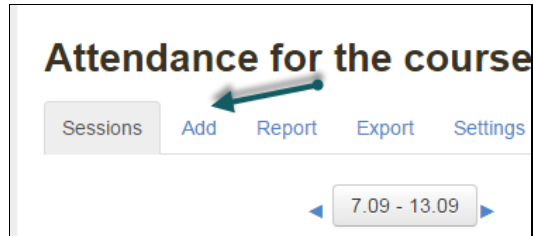
You can change the name of the Attendance activity and set the Grade options. Choose **None** if you do not wish to assign a grade for attendance. Then click **Save and Display** to add the class sessions i.e. lectures, labs, tutorials etc.

In the following example, the contact hours consist of two lectures, one tutorial and one practical session with the weekly timetable for the semester as shown below.

Session type	Day	Time
Lecture	Tuesday	10.00 – 11.00
Practical	Wednesday	14.00 – 15.00

Lecture	Thursday	9.00 – 10.00
Tutorial	Friday	11.00 – 12.00

To add the sessions, click on the **Add** tab.



Enter the details for the first session as shown. Note that a Frequency of 1 means that the class is held every week. You may wish to enter a more detailed description e.g. Lecture, Room S204 etc.

Session type ? Common

? Create multiple sessions

? Allow students to record own attendance

Session Date 8 September 2015 10:00 ← Date/time of first session

Duration 01:00

Session end date 18 December 2015 ← End of semester

Session Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Frequency 1 week(s)

Description

Lecture

Then click **Add Session**. Note that the session details can be edited or deleted if necessary.

Continue by adding the remaining sessions.

To view all of the sessions that you have added, click on the **Sessions** tab.

7.09 - 13.09 All All past Months Weeks Day

#	Type	Date	Time	Description	Actions
1	Common	8.09.15 (Tue)	10:00 - 11:00	Lecture	● ⚙ ☒
2	Common	9.09.15 (Wed)	14:00	Practical	● ⚙ ☒
3	Common	10.09.15 (Thu)	09:00 - 10:00	Lecture	● ⚙ ☒
4	Common	11.09.15 (Fri)	16:15 - 17:15	Tutorial	● ⚙ ☒

The sessions above are displayed on a weekly basis by default. To display by day or month etc. click on the Day/Month button. To display the sessions for the following or previous weeks, click on the arrows to the right and left of the dates shown (i.e. 7.09 – 13.09 in the above example).

Changing the details of sessions

It is possible to change session dates, times and descriptions after the sessions have been set up initially. To do this, click on the Attendance activity and then click on the **Sessions** tab to view the **Sessions page**. Use the buttons **Day, Week, Month, All past** or **All** to view the sessions.

Each session has a set of action icons on the right:

- Green circle denotes that attendance has not been taken for a session.
- Session details can be updated using the **Update** icon (cog).
- A session can be deleted by clicking on the **X** icon.

You may also wish to set up different marking options (Variables) for attendance and associated marks (if grading it). The default set of options is shown below. It is possible to edit (i.e. rename, add or delete) these options. You may delete the existing categories by clicking on the **X** under **Action** for the relevant category. You can add a category by filling in the details and clicking **Add**. Finally to save your options, click on **Update**.

Status set 1 (P L E A) ▾

My Variables

#	Acronym	Description	Grade	Action
1	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text" value="2.00"/>	
2	<input type="text" value="L"/>	<input type="text" value="Late"/>	<input type="text" value="1.00"/>	
3	<input type="text" value="E"/>	<input type="text" value="Excused"/>	<input type="text" value="1.00"/>	
4	<input type="text" value="A"/>	<input type="text" value="Absent"/>	<input type="text" value="0.00"/>	
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Recording attendance

Once the Attendance activity has been set up, you can click on it if you wish to record student attendance.

A convenient way to manage attendance is to use the **Attendance block**. To add this block, turn editing on and click on **Add A Block**. Choose **Attendance** from the list of blocks.

ATTENDANCE ✖

Attendance

[Take attendance](#)

[Add](#)

[Report](#)

Sessions completed: 0

Present: 0

Late: 0

Excused: 0





Absent: 0

Attendance grade 📊: 0.0 / 0.0

Attendance percent: 0.0

To record attendance click on **Take attendance** on the Attendance block or click on the Attendance activity. If you wish to view all sessions, click on the **Sessions** tab.

Click on the **green circle** for a session for which the attendance has not been recorded. Click on the **green arrow** to edit a session for which attendance has already been recorded.

4	Common	14.09.15 (Mon)	10:00 - 11:00	Regular class session	  
5	Common	15.09.15 (Tue)	09:30 - 10:30	Tutorial	  

To record attendance for a session, click on the status button for each student and enter comments where applicable.


If most students have the same status, for example if most are present, it may more convenient to click on the button under the status which allows you to set the attendance for the full group. Then go back and change the status for the students who have a different status.

To finish, click on **Save attendance**.

14 September 2015 10:00 - 11:00 Page 1 of 1

Regular class session View mode

Sorted list ▾ 25 ▾

#	First name / Surname	P	L	E	A	Remarks
Set status for all users <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>						
1	 George Clooney	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Present = 0
Late = 0
Excused = 0
Absent = 0

If the Attendance block is visible on the module page, students will be able to monitor their own attendance as shown.

ATTENDANCE

Attendance

[Take attendance](#)

[Add](#)

[Report](#)

Sessions completed: 4

Present: 3

Late: 0

Excused: 0


Absent: 1

Attendance grade ⓘ: 6.0 / 8.0

Attendance percent: 75.0

If students click on the attendance activity then more detailed information is available.

This course [All courses](#)

 **George Clooney**

Sessions completed: 4
 Present: 3
 Late: 0
 Excused: 0
 Absent: 1
 Attendance grade ⓘ: 6.0 / 8.0
 Attendance percent: 75.0

September [All](#) [All past](#) Months [Weeks](#) [Day](#)


#	Type	Date	Time	Description	Status	Remarks
1	Common	8.09.15 (Tue)	09:30 - 10:30	Tutorial	Present	
2	Common	10.09.15 (Thu)	13:00 - 14:00	Lecture	Present	
3	Common	11.09.15 (Fri)	10:00 - 11:00	Lecture	Absent	
4	Common	14.09.15 (Mon)	10:00 - 11:00	Regular class session	Present	
5	Common	15.09.15 (Tue)	09:30 - 10:30	Tutorial	?	

Attendance reports

Teachers can view attendance reports by clicking on the Report tab in the Attendance activity or by clicking on Report in the Attendance block. It is possible to view the attendance for the entire class or for an individual student.

Sessions [Add](#) [Report](#) [Export](#) [Settings](#) [Temporary users](#)

7.09 - 13.09 Page 1 of 1 [All](#) [All past](#) [Low grade](#) Months [Weeks](#) [Day](#)

First name / Surname	8.09 (09:30) Common	10.09 (13:00) Common	11.09 (10:00) Common	P	L	E	A	Grade	
 George Clooney	P	P	A	2	0	0	1	4.0 / 6.0	<input type="checkbox"/>

Summary

Present: 1	Present: 2	Present: 2
Late: 0	Late: 0	Late: 0
Excused: 0	Excused: 0	Excused: 0
Absent: 0	Absent: 0	Absent: 1

Users: 1 [Send a message](#)

Note that there is also a facility to send a message to an individual student.

You may also export attendance reports by clicking on the Export tab and downloading the report in Excel or text format.