

Using the Attendance Tool

Instructor Edition

Setting Up Attendance

The attendance module is a convenient way to track class attendance and/or participation. The activity can be graded or ungraded, depending on if you assign points for class attendance.

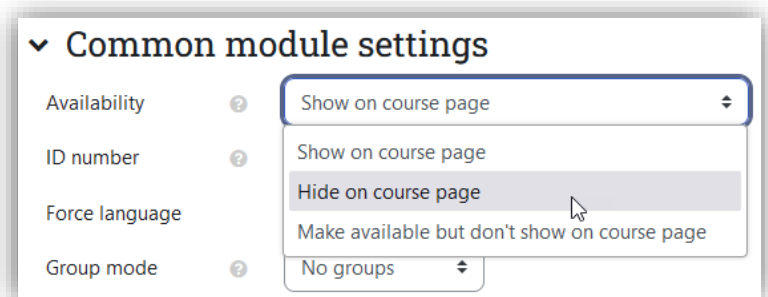
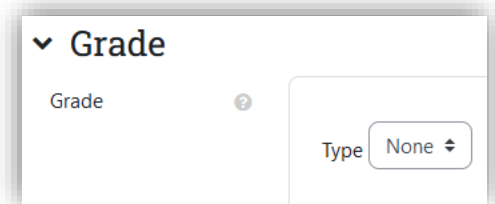
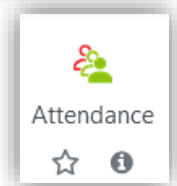
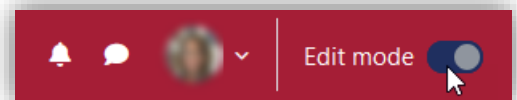
Step 1: Create Attendance Activity

1. Navigate to your Moodle course and enable editing by sliding the toggle next to **Edit mode**.
2. Navigate to the section where you would like to track attendance.
3. Click + **Add an activity or resource** and select **Attendance**.
4. Name the activity. The default name is Attendance.
5. Under **Grade**, set up the grade value (if any).

IMPORTANT: If you do NOT want attendance graded, change the maximum grade to 0.

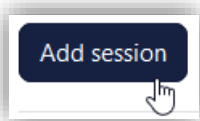
Note: Attendance starts at 100% and subtracts vs. adds "points" as students attend class through the term.

6. OPTIONAL: If you don't want your students to see the Attendance activity, in tab **Common Module Settings**, change the visibility from **Show** to **Hide**.
7. Click **Save and display**.



Step 2: Add Sessions

1. To add your class meeting times, click the **Add session** button (usually on the left side).
2. Insert the date/duration under the **Add session** heading.



▼ Add session

Type ? All students

Date

Time from: to:

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A

p 0 words

Create calendar event for session ?

Note: Moodle uses 24 hour time, so enter 14:00 for 2pm, and so on.

If you wish to take attendance for multiple sessions continue to Step 3, otherwise click **Add**, which is a blue box at the bottom of the page.

3. Under the **Multiple sessions** heading:
 - a. Click the "Repeat the session above as follows" box
 - b. **Repeat on** - Select the day (or days) of the week your class runs
 - c. **Repeat every** - Indicate how often your course meets (every X weeks; leave as is if weekly).
 - d. **Repeat until** - Select the appropriate **session end date**.
 - e. Click **Add** at the bottom of the page.

▼ Multiple sessions

Repeat the session above as follows ?

Repeat on Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Repeat every week(s)

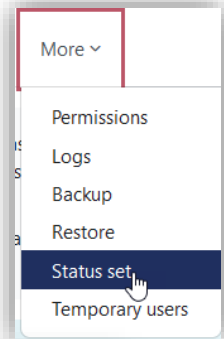
Repeat until

4. Select the **Add** button and confirm sessions were set up correctly.

Step 3: Review Settings

1. Go to the **Status Set** option under **More** to review options for marking presence or absence of students.
2. The default attendance settings are **Present (P)**, **Late (L)**, **Excused (E)**, and **Absent (A)**.

Note: You may change the acronym, description, or grades associated with these, delete or hide those not applicable, or add more via the **Add** button as desired.



#	Acronym	Description	Points	Self-marking availability	Available before session start	Automatically set when not marked	Action
1	P	Present	2.00	No	<input type="checkbox"/>	<input type="radio"/>	
2	L	Late	1.00	No	<input type="checkbox"/>	<input type="radio"/>	
3	E	Excused	1.00	No	<input type="checkbox"/>	<input type="radio"/>	
4	A	Absent	0.00	No	<input type="checkbox"/>	<input type="radio"/>	
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="radio"/>	

Add

Update

Taking Attendance

1. Click on the Attendance activity on your Moodle course page.
2. Select the blue arrow icon in the **Actions** column for the session you would like to enter.
3. On the list of enrolled students, select the appropriate attendance status and leave a remark as needed.

Note: If you click on the acronym, such as "P," it will mark all students that mark. You can then individually mark students who deviate from that ("L" or "A").

4. Select the **Save attendance** button to finish.

