Learning Moodle

VITERBOUNIVERSITY
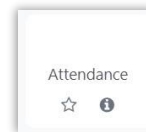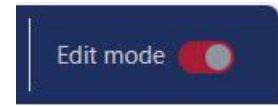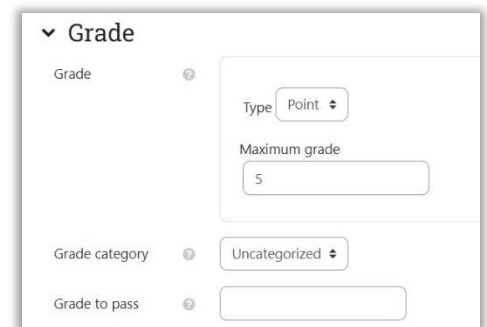INSTRUCTIONAL SUPPORT SERVICES

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.
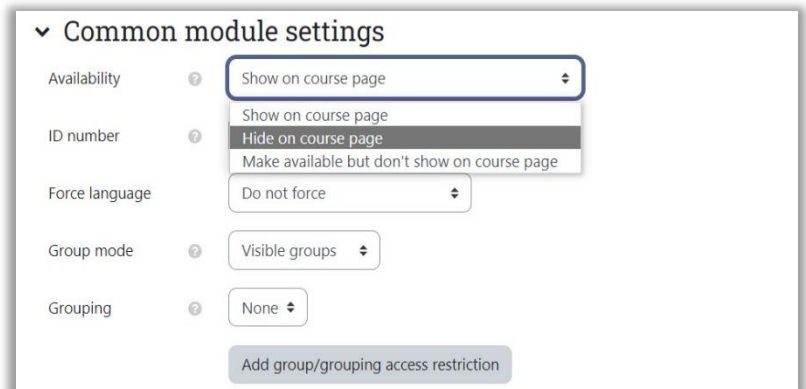
Step 1: Create Attendance Activity

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, select the **Add session** tab in the attendance tab of your

Sessions	**Add session**	Report	Export	Status set

   Moodle page.

2. Insert the date/duration under the **Add session** heading.

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.

4. Select the **Sessions** tab to confirm sessions were set up correctly.

5. Click **All** on the right-hand side of the page to see all sessions.

Step 3: Review Settings

1. Go to the **Status Set** tab to review options for marking presence or absence or 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.

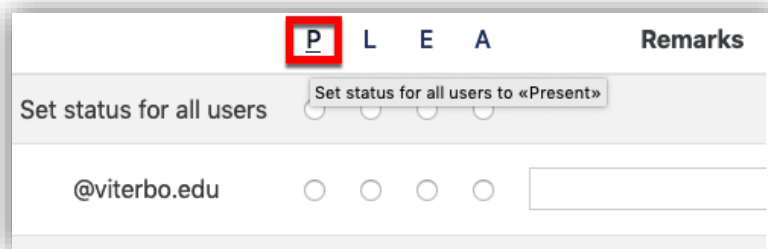# Taking Attendance

1. Select the **Sessions** tab.

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.

For more information, go to http://libguides.viterbo.edu/moodle or email coursehelp@viterbo.edu.

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.