

## Using the Attendance Tool

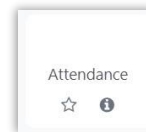
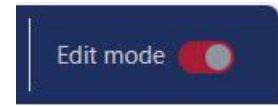
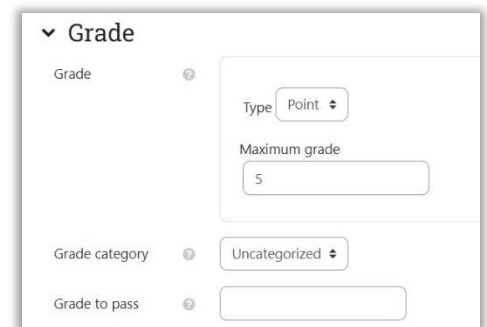
Instructor Edition

### 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.*

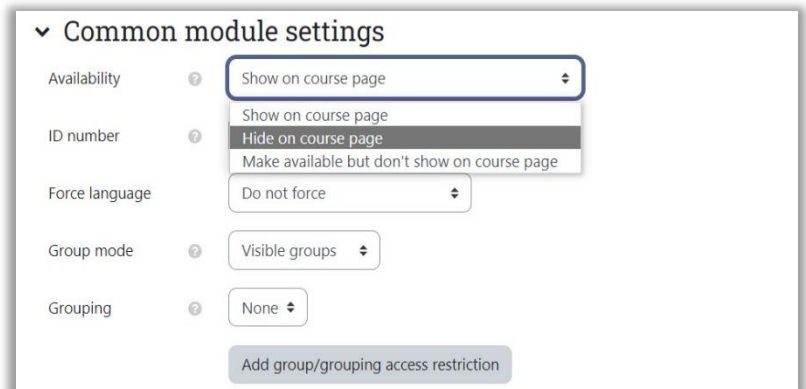
#### Step 1: Create Attendance Activity

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



Moodle page.

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

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

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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**.

 A form titled 'Add session'. It includes fields for 'Type' (set to 'All students'), 'Date' (11, December, 2019), 'Time' (from 08:00 to 09:00), and a 'Description' area with a rich text editor. At the bottom, there is a checkbox labeled 'Create calendar event for session' which is checked.


 A form titled 'Multiple sessions'. It includes a checkbox 'Repeat the session above as follows' which is checked. Below this are fields for 'Repeat on' (with radio buttons for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday), 'Repeat every' (14 week(s)), and 'Repeat until' (11, May, 2020). Two red callout boxes with arrows point to the form: one points to the 'Repeat on' section with the text 'Select the days of the week that the class meets', and the other points to the 'Repeat until' section with the text 'Select the frequency and the 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 of students.
2. The default attendance settings are **Present (P)**, **Late (L)**, **Excused (E)**, and **Absent (A)**.

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾

#	Acronym	Description	Points	Available for students (minutes)	Automatically set when not marked
1	P	Present	2.00		<input type="radio"/>
2	L	Late	1.00		<input type="radio"/>
3	E	Excused	1.00		<input type="radio"/>
4	A	Absent	0.00		<input type="radio"/>
*					<input type="button" value="Add"/>

**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.

Sessions Add session Report Export Status set Temporary users

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	01/15/20 (Wed)	8AM - 9AM	All students	Regular class session	<input type="button" value="▶"/> <input type="button" value="⚙️"/> <input type="button" value="🗑️"/>

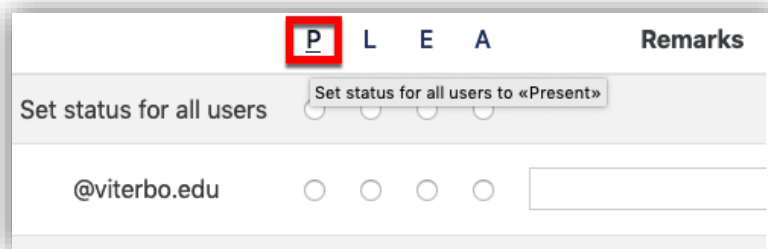
2. Select the blue arrow icon in the **Actions** column for the session you would like to enter.
3. On the list of enrolled students, select the appropriate attendance status and leave a remark as needed.

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**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").

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



The screenshot shows a web interface for an attendance tool. At the top, there are four buttons labeled 'P', 'L', 'E', and 'A'. The 'P' button is highlighted with a red square. To the right of these buttons is a 'Remarks' column. Below the buttons is a section titled 'Set status for all users' with a dropdown menu showing 'Set status for all users to «Present»'. Below this is a table with a header row containing '@viterbo.edu' and four radio buttons. The first radio button is selected. To the right of the radio buttons is a text input field.