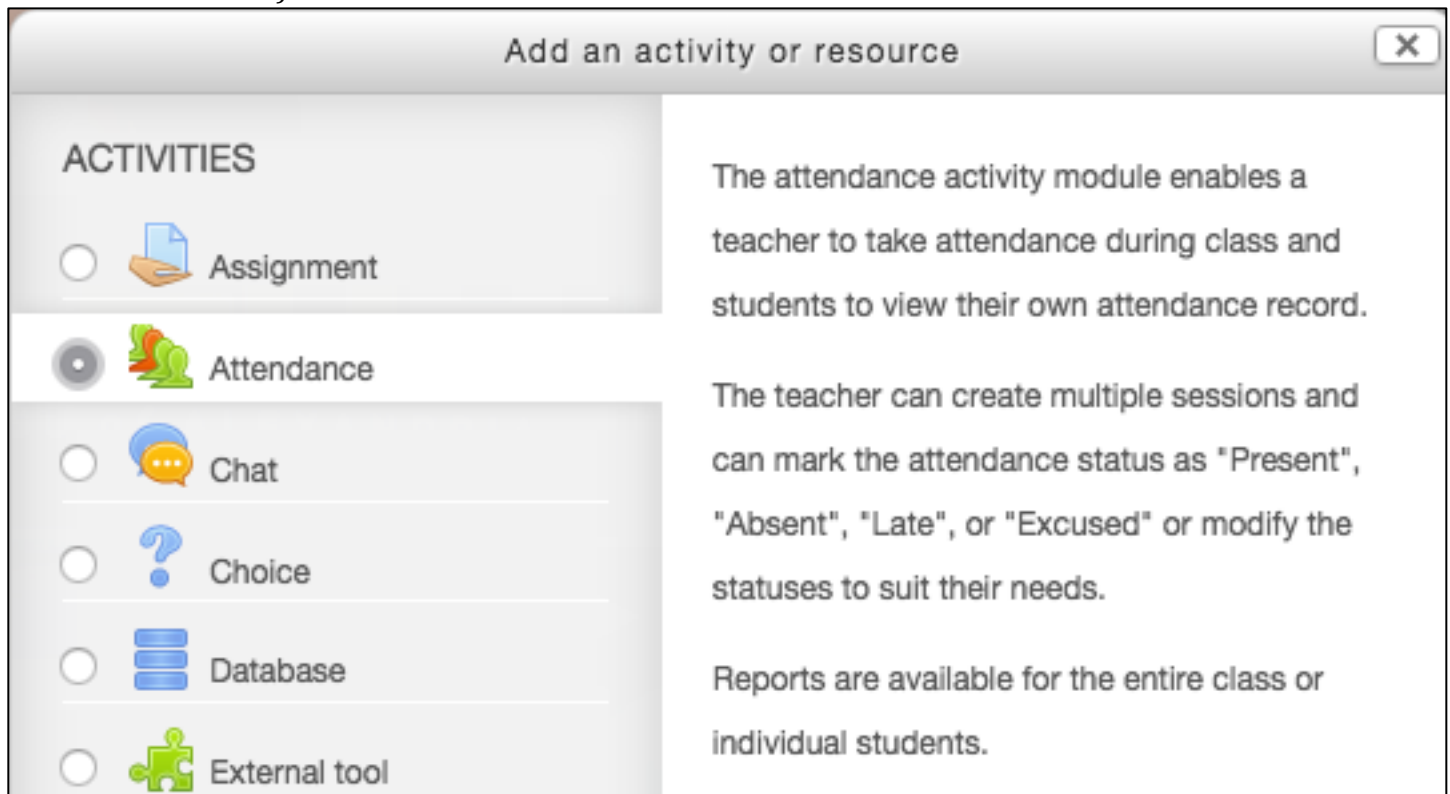


Taking Attendance in Moodle

****Please note** – it is important to build a new attendance activity each time you use it in a course. If you import an old attendance activity, there is a possibility that the grading mechanism will not work properly.

- 1) Turn editing on in your Moodle course.
- 2) Select add an activity or resource (normally attendance can be found by students in the top block of the course).



Add an activity or resource

ACTIVITIES

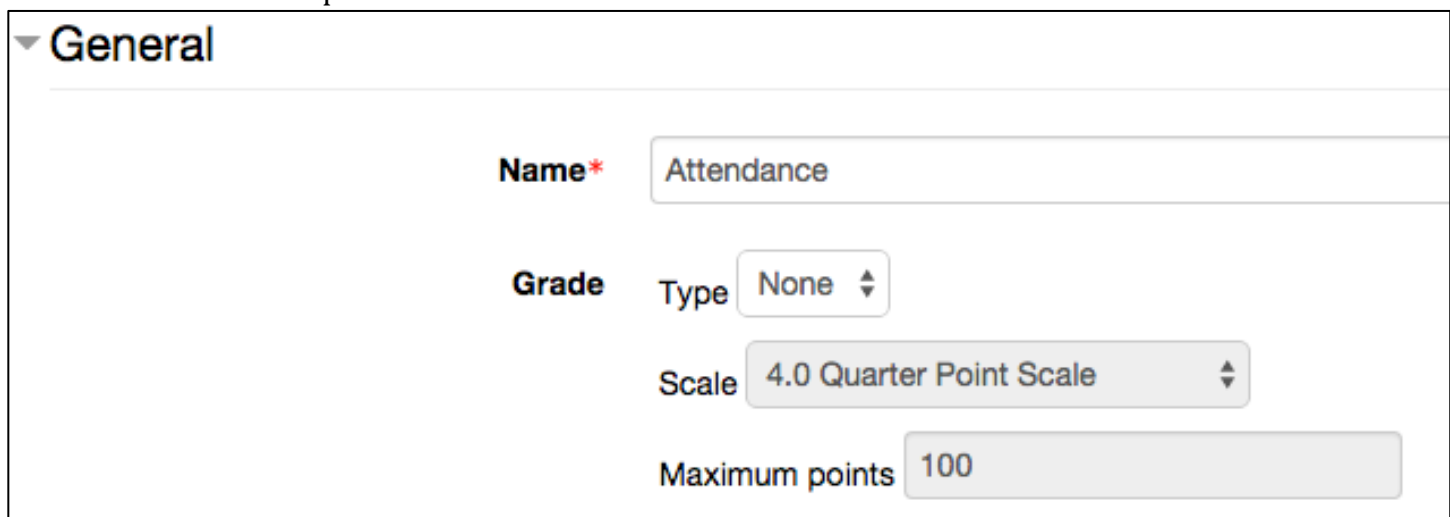
- ☐ Assignment
- ☒ Attendance
- ☐ Chat
- ☐ Choice
- ☐ Database
- ☐ External tool

The attendance activity module enables a teacher to take attendance during class and students to view their own attendance record.

The teacher can create multiple sessions and can mark the attendance status as "Present", "Absent", "Late", or "Excused" or modify the statuses to suit their needs.

Reports are available for the entire class or individual students.

- 3) Next, determine that point value for attendance. You can utilize a point or scale system or chose for it to have no point influence.



General

Name* Attendance

Grade

Type: None

Scale: 4.0 Quarter Point Scale

Maximum points: 100

- 4) Select save and display to create sessions for the course.

5) Select the “add” tab to create sessions to take attendance.

Attendance for the course :

Sessions

Add

Report

Export

Settings

6) You are able to generate multiple sessions, which will allow you to create attendance for an entire semester. For example, if your class meets on Tuesday and Thursday from 8:00 am – 9:15 am, then you are able to create the attendance session based on that criterion just ONE time. See my example below.

Session type ⓘ Common

ⓘ ☒ Create multiple sessions

ⓘ ☐ Allow students to record own attendance

Session Date

25 ▾

August ▾

2015 ▾

08 ▾

00 ▾

Duration

01 ▾

15 ▾

Session end date

3 ▾

December ▾

2015 ▾

Session Days ☐ Sunday ☐ Monday ☒ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ Saturday

Frequency

1 ▾

 week(s)

Description

This example will generate sessions for every Tuesday and Thursday starting at 8:00 am until 9:15 am starting on August 25th through December 3rd.

7) Once completing, select add session at the bottom of the page.

8) Now select the session’s tab on the toolbar. You are able to select “all sessions” or change the view to see by month, week, or day.

Sessions

Add

Report

Export

Settings

◀

08/23 - 08/29

▶

All

All past

Months

Weeks

Day

#	Type	Date	Time	Description	Actions	<input type="checkbox"/>
1	Common	08/25/15 (Tue)	8:00am - 9:15am	This example will generate sessions for every Tuesday and Thursday starting at 8:00 am until 9:15 am starting on August 25th through December 3rd.	<div><div><div></div></div><div></div><div></div></div>	<input type="checkbox"/>
2	Common	08/27/15 (Thu)	8:00am - 9:15am	This example will generate sessions for every Tuesday and Thursday starting at 8:00 am until 9:15 am starting on August 25th through December 3rd.	<div><div><div></div></div><div></div><div></div></div>	<input type="checkbox"/>




ⓘ Hidden sessions: 0

Choose...

⌵

OK

- 9) To take attendance for a session, select the lime green dot listed under the actions column for that particular day.

#	Type	Date	Time	Description	Actions
1	Common	08/25/15 (Tue)	8:00am - 9:15am	This example will generate sessions for every Tuesday and Thursday starting at 8:00 am until 9:15 am starting on August 25th through December 3rd.	   Take attendance

- 10) You are now able to select a radio button next to each student for his or her status as well as provide a remark. By selecting the letter at the top of the column you can also fill the entire selection with one action. For example, by selecting "P" I am able to mark everyone present. Once attendance has been taken, select "save attendance".

August 25, 2015 8:00am - 9:15am

Page 1 of 1
View mode

This example will generate sessions for every Tuesday and Thursday starting at 8:00 am until 9:15 am starting on August 25th through December 3rd.

Sorted list
25

#	First name / Last name	P	L	E	A	Remarks
1		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Doctor's Excuse
4		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student had a flat tire
7		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save attendance

- 11). Once attendance is submitted, you are able to update attendance status as needed by selecting what is now a green arrow instead of a green dot.

***Please note, attendance will NOT show up in the grade book unless there is a point value assigned to it. If marked as no grade, the activity will only show up on the main class page to students and the instructor.**