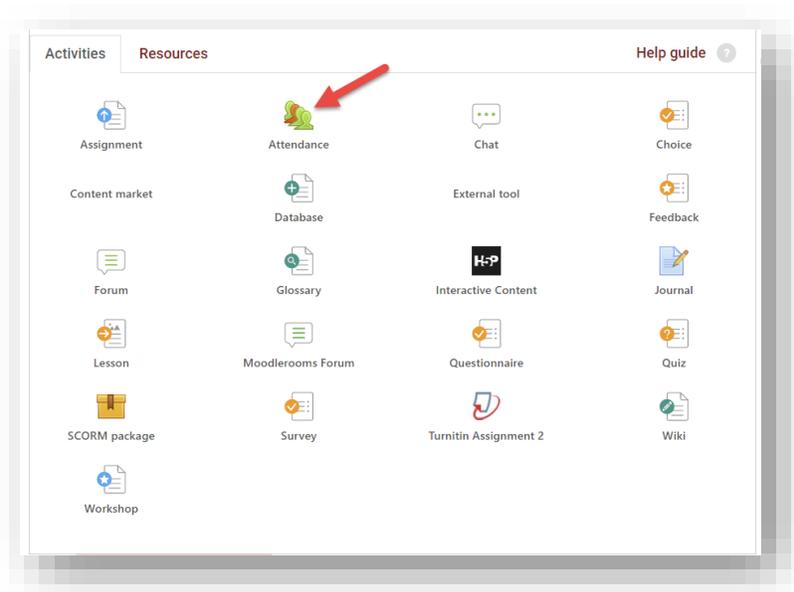


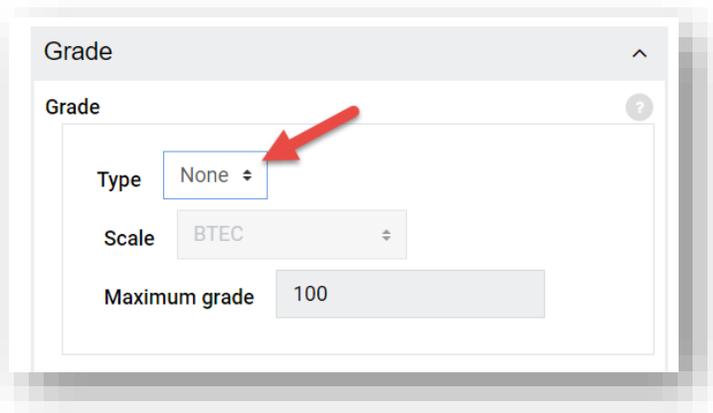
Attendance

Moodle allows instructors to take attendance within Moodle as well as take attendance that counts as a grade in the course.

To include the attendance features, the Attendance activity must first be added to the course. This can be added by choosing **Add Resource** from the course content page and select **Attendance** from the list of Activities.



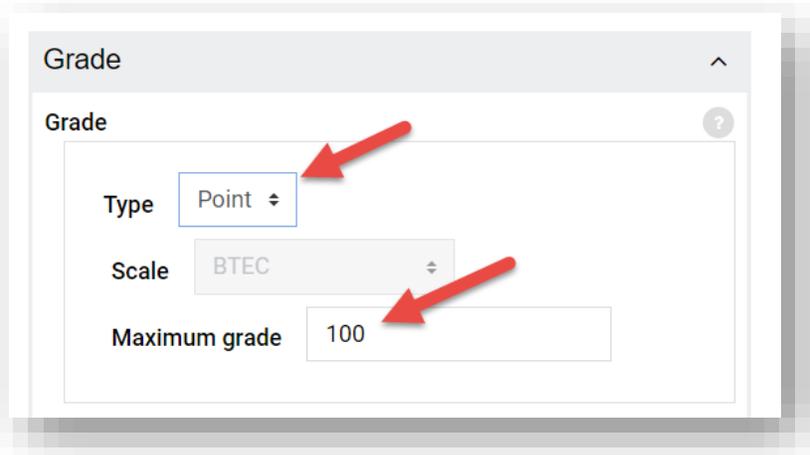
Once the **Attendance** activity has been added to the course, some options appear.



The screenshot shows a 'Grade' settings window. The 'Type' dropdown menu is set to 'None', indicated by a red arrow. The 'Scale' is set to 'BTEC' and the 'Maximum grade' is set to '100'.

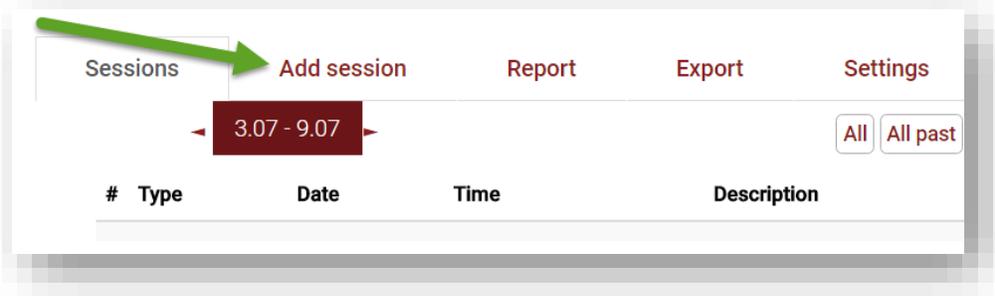
Select **Grade Type: None** if you do not wish for the attendance item to be counted for a grade.

If you choose to count the attendance activity as a grade, select **Grade Type: Point** and indicate the number of points for the **Maximum grade**. The grade item will be automatically added to your gradebook. Note: The Attendance activity must be added separately for each course.



The screenshot shows the 'Grade' settings window with 'Point' selected in the 'Type' dropdown and '100' entered in the 'Maximum grade' field. Red arrows point to both the 'Point' selection and the '100' value.

Once the settings have been saved, select the **Add session** tab to begin adding your sessions.

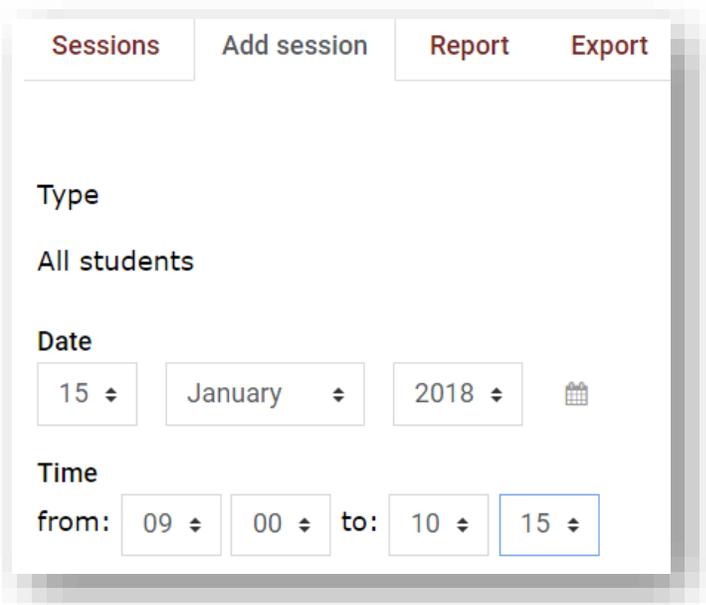


Sessions Add session Report Export Settings

3.07 - 9.07 All All past

#	Type	Date	Time	Description

Next, you will enter in the start date, start time, and end time for your course. In the example below, the course is set to begin on July 7, 2016. The class begins at 9AM and ends at 10:15 AM.



Sessions Add session Report Export

Type

All students

Date

15 January 2018

Time

from: 09 00 to: 10 15

You will most likely want to check **Repeat the session above as follows** when setting up your attendance. This allows you to add your entire semester's worth of class sessions at once. In the example below, the session is set to repeat on Mondays and Wednesdays until August 9, 2016. In almost all cases, you will want to leave the **Repeat every** option at 1 week.

Multiple sessions

Repeat the session above as follows ?

Repeat on

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Repeat every

1 week(s)

Repeat until

12 May 2018 

When you have entered in the course information correctly, select **Add**.

Add

Taking Attendance in Moodle

To take attendance, go to the **Sessions** tab and select the green circle in the **Actions** column.

Sessions [Add session](#) [Report](#) [Export](#) [Status set](#) [Temporary users](#)

All [All past](#) [Months](#) [Weeks](#) [Days](#)

#	Date	Time	Type	Description	Actions
1	Tue 16 Jan 2018	9AM - 10:15AM	All students	Regular class session	   <input type="checkbox"/>
2	Thu 18 Jan 2018	9AM - 10:15AM	All students	Regular class session	   <input type="checkbox"/>
3	Tue 23 Jan 2018	9AM - 10:15AM	All students	Regular class session	   <input type="checkbox"/>
4	Thu 25 Jan 2018	9AM - 10:15AM	All students	Regular class session	   <input type="checkbox"/>

By default, the attendance screen has four choices: **P** (Present), **L** (Late), **E** (Excused), and **A** (Absent). Tip: Selecting **Set status for all users** will populate every field in the column with that attendance status. When you are done, select the **Save attendance** button.

Sessions Add session Report Export Status set Temporary users

January 16, 2018 9AM - 10:15AM Page 1 of 1

Regular class session View mode Sorted list 50

#	First name / Last name	Email address	P	L	E	A	Remarks
Set status for all users			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	 CLT Student001	cltstudent001@my.occc.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	 CLT Student002	cltstudent002@email.occc.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	 CLT Student003	cltstudent003@email.occc.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>