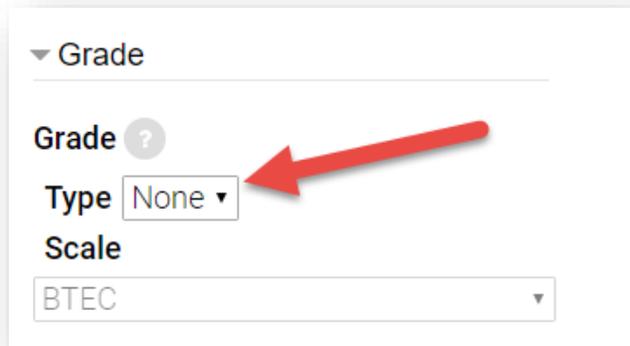


## Removing Attendance from the Moodle Gradebook

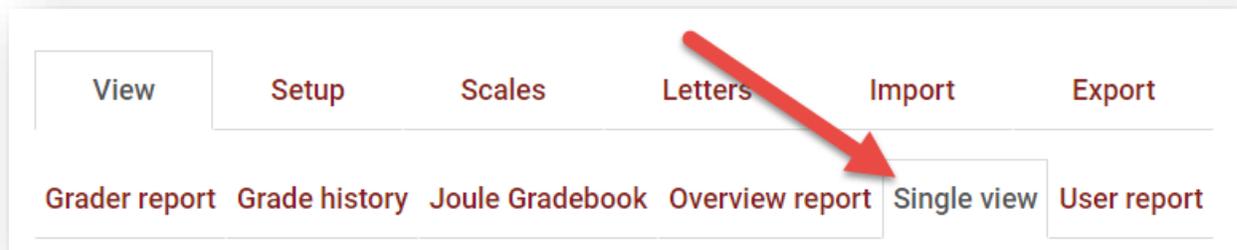
If you have set an Attendance item in your course to be worth points it will automatically add a grade item to the Moodle gradebook. Before any attendance has been taken, simply set the Grade type to **none** on the attendance settings page to remove it from the gradebook:



A screenshot of the Moodle attendance settings page. The 'Grade' section is expanded, showing a 'Grade' field with a question mark icon, a 'Type' dropdown menu set to 'None', and a 'Scale' dropdown menu set to 'BTEC'. A red arrow points to the 'None' option in the 'Type' dropdown.

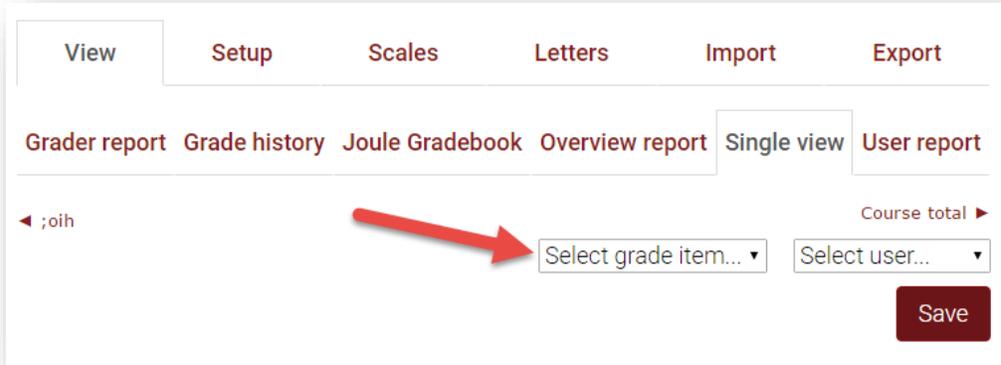
If the attendance was set to count in the gradebook in error and attendance has already been taken for at least one session, some extra steps must be performed to remove the item from the gradebook.

First, go to the gradebook and select the **Single View** tab:



A screenshot of the Moodle gradebook interface showing a row of tabs: 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Below this row is another row of tabs: 'Grader report', 'Grade history', 'Joule Gradebook', 'Overview report', 'Single view', and 'User report'. A red arrow points to the 'Single view' tab.

On this page, select the Attendance item in the **Select grade item** drop down menu:



View Setup Scales Letters Import Export

Grader report Grade history Joule Gradebook Overview report Single view User report

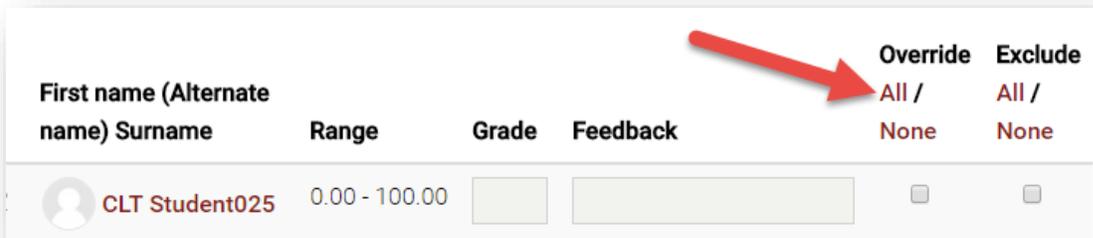
◀ ;oih Course total ▶

Select grade item... Select user...

Save

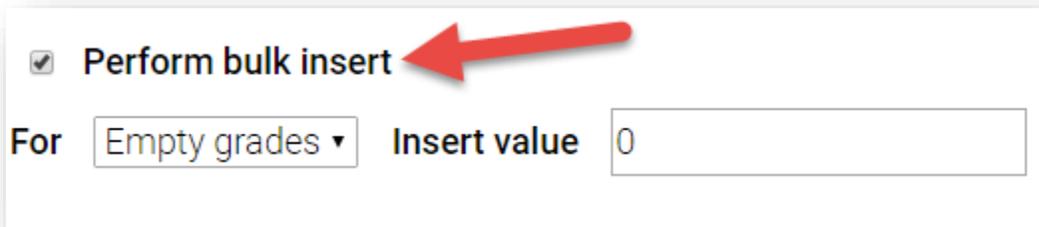
This will load a list of your students, and several columns including their grade and the Override column.

Select the **All** link in the **Override** column to check the override box for each students' attendance grade:



First name (Alternate name) Surname	Range	Grade	Feedback	Override	Exclude
CLT Student025	0.00 - 100.00			All / None	All / None

Next, locate the perform bulk insert options beneath the list of students. Check **Perform bulk insert**.



**Perform bulk insert**

For  Insert value

Change the **Empty grades** dropdown to **All grades**:

**Perform bulk insert**

For  **Insert value**



Delete all text in the **Insert value** field, so that it is a blank space:

**Perform bulk insert**

For  **Insert value**



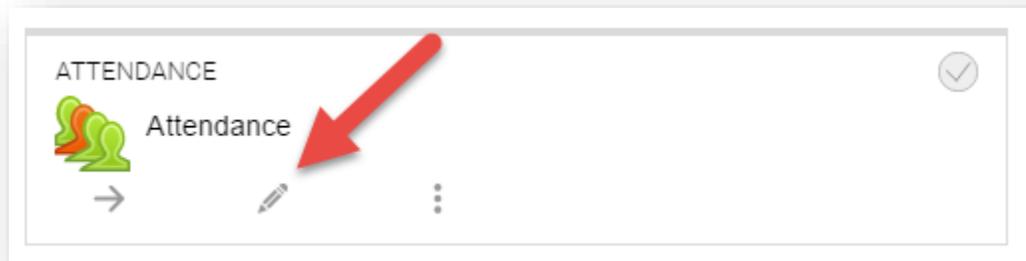
When your options appear are set as in the screenshot below, select **Save**:

**Perform bulk insert**

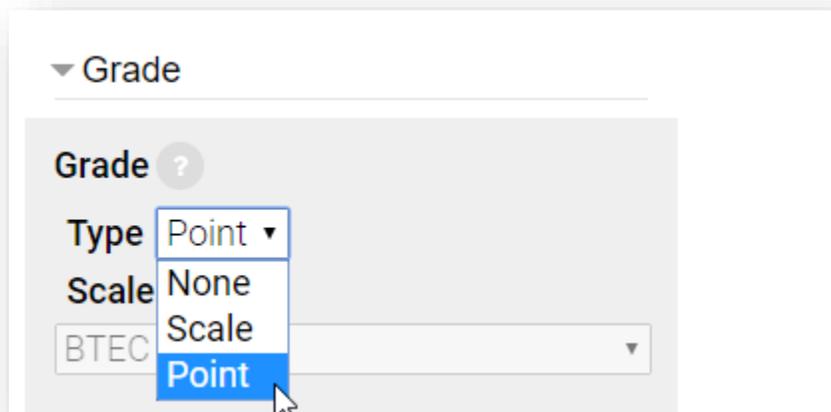
For  **Insert value**

This will change all of the attendance grades to no grade.

Now, navigate to the **Edit settings** page for the Attendance activity:



On this page expand the **Grade** heading, and set the **Grade type** from Point to **None**:



Saving this setting will remove your attendance from the gradebook.

If you have any questions or need assistance please contact the Center for Learning and Teaching at 405-682-7838 or at [clt@occc.edu](mailto:clt@occc.edu).