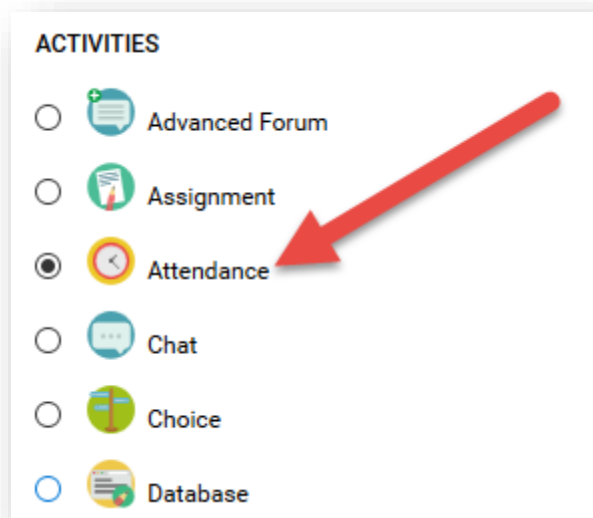


Attendance in Moodle

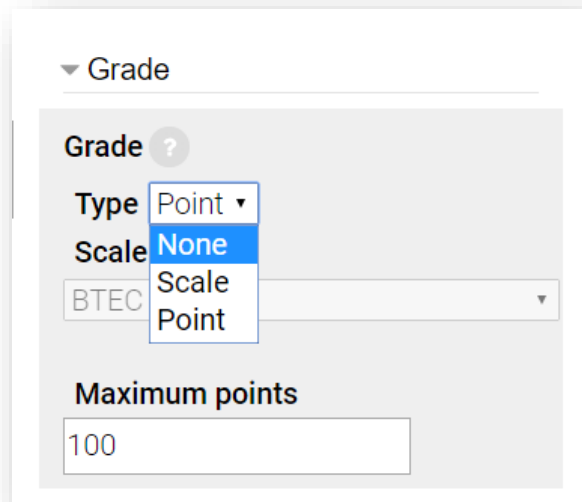
Setting up Attendance

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.



▼ Grade

Grade ?

Type Point ▼

Scale **None**

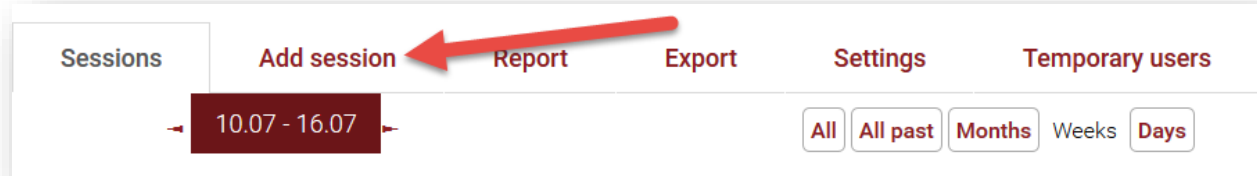
BTEC Scale Point ▼

Maximum points

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, the grade item will be automatically added to your gradebook. Note: The Attendance activity must be added separately for each course.

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



Sessions **Add session** Report Export Settings Temporary users

10.07 - 16.07

All All past Months Weeks Days

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
 📅

Time
 from: to:

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.

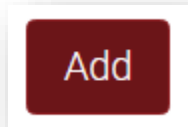
Repeat the session above as follows ?

Repeat on
 Sunday Monday Tuesday Wednesday Thursday Friday
 Saturday

Repeat every
 week(s)

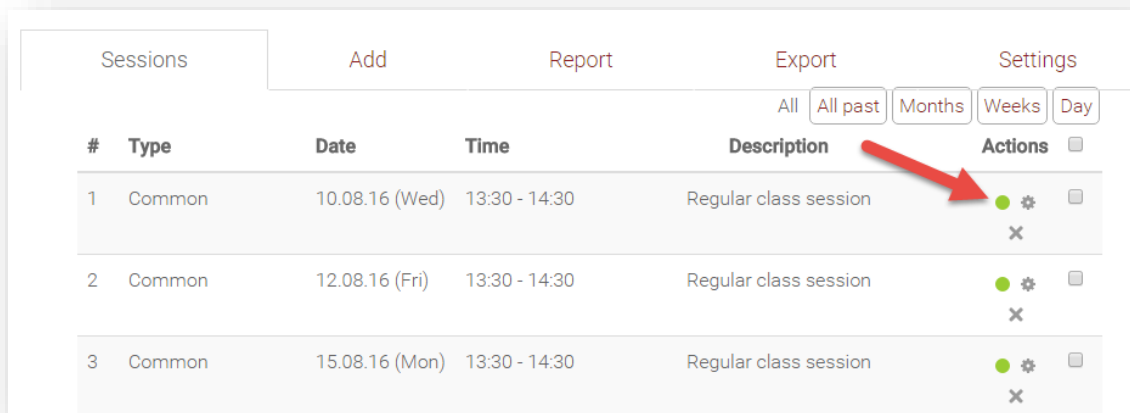
Repeat until
 📅

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








Taking Attendance in Moodle

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

A screenshot of the Moodle Sessions page. The page has a navigation bar with tabs: Sessions (selected), Add, Report, Export, and Settings. Below the navigation bar are filter buttons: All, All past, Months, Weeks, and Day. The main content is a table with columns: #, Type, Date, Time, Description, and Actions. The Actions column contains a green dot, a gear icon, and a square icon. A red arrow points to the green dot in the first row.

#	Type	Date	Time	Description	Actions
1	Common	10.08.16 (Wed)	13:30 - 14:30	Regular class session	<input checked="" type="radio"/> ⚙️ <input type="checkbox"/> ✕
2	Common	12.08.16 (Fri)	13:30 - 14:30	Regular class session	<input checked="" type="radio"/> ⚙️ <input type="checkbox"/> ✕
3	Common	15.08.16 (Mon)	13:30 - 14:30	Regular class session	<input checked="" type="radio"/> ⚙️ <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	Settings	Temporary users	
11 July 2016 09:00 - 10:15				Page 1/1		
Regular class session		View mode		Sorted list		
				50		
#	First name / Surname	P	L	E	A	Remarks
Set status for all users		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	 CLT Student005	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	 CLT Student006	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	 CLT Student007	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	 CLT Student008	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
5	 CLT Student009	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>