Moodle 2.3 Attendance Instructions

from the official Moodle webpage (https://docs.moodle.org/23/en/Attendance_module):

"The Attendance module is designed for teachers to be able to take attendance during class, and for students to be able to view their own attendance record.

      A teacher can mark the attendance status of a student as "Present", 'Absent', 'Late', or 'Excused'. These status descriptions are configurable, and more can be added. The teacher adds Attendance as an activity of a course, and then sets up the sessions whose attendance is to be tracked.

      The Attendance module can generate reports for either the entire class or for individual students. Students may also see their own attendance record if the activity is not hidden.

      The optional Attendance block allows teachers quick access to the Attendance functionality, and allows students quick access to a summary report for their own attendance. (A block is a user interface element that can be added to Moodle screens.)"

1. Adding an Attendance Activity instance

The teacher must add Attendance as an activity to each course for which they wish to keep attendance:

a. Ensure that you are in the Edit mode.

b. Select "Add an activity or resource" in the Moodle section box in which you wish the Attendance Activity to be visible (you can always drag it elsewhere later). Note that you may now add as many instances of the Attendance module as you like - for example, "Attendance", "Participation", "Activities" - and that each instance may have multiple sections.
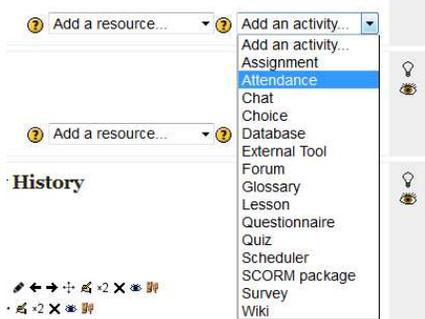
c. Name the instance in a way that indicates how it will be used--for example, "Lecture Attendance".

d. If you will be using groups in your course, set the Group mode accordingly, because even if groups exist in the course, you will not be able to use them within the Attendance module if you

select "No groups".

e. If you do not select "Show" in the "Visible" drop-down, students will not be able to view their own attendance in detail, only the counts of present, absent, etc., in the Attendance block (see section 2).

f. Click the "Save and display" button to review the Attendance activity; otherwise click the "Save


and return to course" button.

Once you have added an Attendance instance, you are ready to start taking attendance during classes.

## 2. Adding an Attendance block to a course page

For a shortcut to attendance information for both teachers and students, it is recommended that you install the associated Attendance block (see section 1). [If you want to set up an entire semester for a course, it may be good practice to begin with the Attendance block, and set up attendance instances within it first (see section 4).]

To add the Attendance block to your course page:

a. Turn editing on.
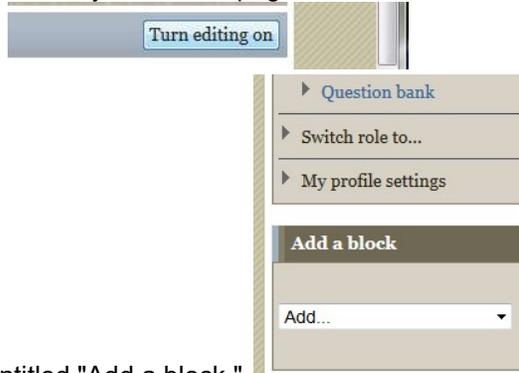
b. Find the block entitled "Add a block."

c. In the drop-down menu in this block, select "Attendance" to add the Attendance block.

d. Drag the block to the side of the page that fits your viewing preference.
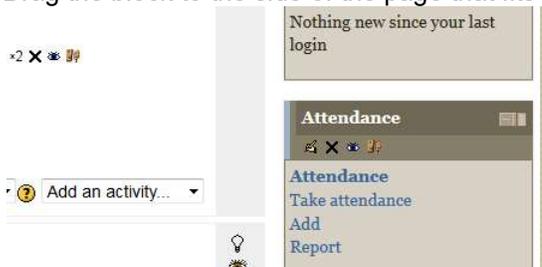
3. Setting Attendance categories and grading options

To set your attendance options:

a. Select your attendance activity and you will see a bar of options.

b. Select "Settings" and you are presented with acronyms, attendance status descriptions, and grade (points) to assign. By default, the status descriptions are "Present", "Absent", "Late", and

"Excused".

c. You may prefer to change the descriptions - for example, by changing "Late" to "Tardy" - change the way points are counted, or add new status descriptions. To do the latter, fill in the next empty line and click the "Add" button. [Important: once you click the "Add" button, any changes made to existing options that were made after the last time the "Update" button was used will be lost. Likewise, when you click the "Update" button, any changes made to the new fields after the last time the "Add" button was clicked will be lost.]

d. When you are done changing items on this page, be sure to click the "Update" button to register the changes.

4. Adding sessions

To add class sections:
a. Click the "Add" tab (second from left) at the top of the Attendance page. Alternatively, you can click the "Add" button from the Attendance block (if you've installed it) to directly navigate to the page for adding sessions. If you chose "No groups", or have not defined groups, then the Session type will be forced to "Common." If you have defined groups and have chosen to use them in your

course's Attendance activity, then you will have the option to create sessions for a group or all

students.

b. You have two options for adding sessions: adding a single session or adding multiple sessions. The single session is self-explanatory as well as time-consuming to use when you have many class sessions, so you may find the latter a more useful option; instructions for this options continue below.

c. Check the "Create multiple sessions" check-box.

d. Select the date and time for the first session you wish to add, followed by the duration of the session—the first drop-down sets hours, the second sets minutes.

e. Enter the date for the last session you wish to add. Since most classes do not meet seven days a

week, select the checkboxes for the days the class meets.

f. If your class meets every week, as is typical, leave the "Frequency" drop-down at "1", which is the default. If your class meets every other week, then select "2", and so on.

g. If you wish, you may type a description for the sessions you are creating - e.g. unit, topic. If you leave the description field blank, it will default to "Regular class session".

h.   Click the "Add multiple sessions" button to create your sessions. You will see a message

confirming that you have done so.   `Add session`

5. Editing sessions

To modify sessions once you have created them:
a.   Click on the "Sessions" tab. Here, you will see the list of all attendance sessions you have added. You may view sessions by "Day", "Weeks", "Months", "All past", or "All".

#	Type	Date	Time	Description	Actions	
1	Common	04.26.16 (Tue)	14:30 - 15:50	**15A** Retrospective: What Are Social Sciences Good For? Final Exam Review	↵ ✎ ✗	☐
2	Common	04.28.16 (Thu)	10:25 - 11:45	test	● ✎ ✗	☐

Hidden sessions: 0   Choose... ▼ OK

b.   You can delete an individual session by clicking the X in the "Actions" column for that session, and confirming your choice in the subsequent dialogue box. Alternatively, you can mark the checkboxes in the far right column for each session you wish to delete, choose "Delete" from the drop-down menu at the bottom right-hand corner of the page, click the "OK" button, and then click

Are you absolutely sure you want to completely delete Session ?

28.04.2016 10.25

test

Continue   Cancel

the "Continue" button to confirm your choice.
c.   You can edit a session - for example, to change its date or description - by clicking the writing-

Months   Weeks   Day

Actions	☐
↵ ✎ ✗	☐

hand icon in the session rectangle's "Actions" column.

6. Taking attendance

To take attendance for a session:
a.   Choose which view your prefer from the "View mode" drop-down in the upper right-hand part of the window. The default is "Sorted list" - and the subsequent instructions assume you have chosen it - but you can also view students in "Sorted grid" format.
b.   Click on the green radio button on the session rectangle's "Actions" column. Those sessions whose attendance has already been taken do not have the green button, but rather a green update arrow. [Important: If you have imported a previous course into a new course shell, the Attendance block adds the updated roster but carries over old dates and displays green update arrows rather than the green radio button.] Once created, the session description provides a link

that takes you to a screen for modifying the attendance record for that session.

Description	Actions	
15A Retrospective: Are Social Sciences Good For? Final Exam Review	↰ ✎ ✕	☐
test	● ✎ ✕	☐

   c. Note that when taking attendance, the column headings for attendance status are links. If you click one of these column headings, all students will have their status changed to the status you selected. Thus, if everyone is present, you can merely click the "P" column header to change everyone's status to "Present". If only one person is absent, you could first click that top "P" to set everyone's status to "Present", and then click the appropriate radio button under the "A" column

6 10:25 - 11:45

View mode [Sorted list ▾]

ame	P	L	E	A	Remarks
.bal	○	○	○	○	[ ]
.	○	○	○	○	[ ]
	○	○	○	○	[ ]
	○	○	○	○	[ ]
.ld	○	○	○	○	[ ]

      for the specific absent student.

   d. Enter any pertinent information in the appropriate fields in the "Remarks" column - for example, the reason for an absence, if known, or the number of minutes a student was late.

   e. Click the "Save attendance" button to record the information.

While you can always take attendance in Moodle during class sessions, it might be best practice to note attendance on paper, and then to transfer the information to Moodle after class. To ease this task, you can print a monthly report before the start of the month and use that printout for recording attendance during class (see part 7).

7. Generating attendance reports

To view attendance reports on session(s):

   a. Select the Attendance activity of the course and session you're interested in or, alternatively, click on the name of the Attendance block you want to view.

   b. Click on the "Report" tab near the top. You may view sessions by "Day", "Weeks", "Months", "All past", or "All". Within the first three options, you may also either scroll through sessions (arrows

on either side of the date range at left) or select from a pop-up calendar (click on date range

itself).
c.   Select the range and sessions you wish to view. Note that "Report" will display not only the attendance status for students but the overall counts (e.g., present, late, excused, absent) to that date for the term in columns on the right-hand side of the window.

To download attendance reports on session(s):
a.   Select the "Attendance" activity of the course and session you're interested in or, alternatively, click on the name of the Attendance block you want to view.

b.   Click on the "Export" tab near the top.
c.   Change the export settings if you wish. For instance, if you have put students into groups, you can choose the group(s) from the "Group" drop-down. You can include student ID numbers and usernames by checking the appropriate boxes. You can also return all sessions (check the "Select all sessions" box) or only selected sessions (uncheck "Select all sessions" box, use drop-downs to select the date range).
d.   From the "Format" drop-down menu, select the format for your file; options include MS Excel, OpenOffice, and text formats.
e.   Click on the "OK" button.
f.   Your browser will ask you to either display or save the file.