



Course Management - 3.2 – Using Attendance Tool

Why Do This?

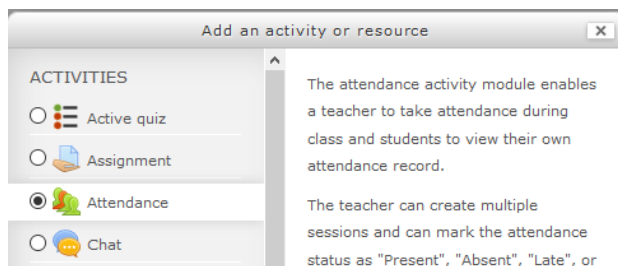
The attendance activity module allows you to take attendance online, view the attendance record for individual students or all students and students to view their own attendance record. You can set up all the possible meeting times in advance, and set point values for the built in *Present*, *Absent*, *Late* or *Excused* statuses or modify them to suit your own needs. The scores are totaled and added to the Gradebook.

- 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.

NOTE: If you simply want to print out an attendance sheet for students to sign in class, you add the Attendance block to your course from the *Add a block*, instead of using the attendance activity.

Creating the Attendance Activity

1. Log on to your course and turn the editing on.
2. Click on *Add an activity or resource* in the topic in your course that will contain the Attendance activity. Since you will be using this multiple times, we recommend adding it to the uppermost “zero” topic.
3. From the list of possible activities (in alphabetical order) locate and click on **Attendance**, then click the **Add** button.



- In the *General* section, change the name if desired.
- In the *Grade* section/**Maximum** points, enter the total points you want to assign for attendance.

- The default settings are usually fine in the Common module settings and the Restrict access section.
- Click on **Save and display** to set up the class sessions during which you'll take attendance.

Adding Sessions During Which You Will Record Attendance

If you clicked on Save and Display in the previous step, you should see the Sessions page, with the current week displayed. If you clicked the Save and Return page or are adding additional sessions later, simply click the Attendance link on your course homepage.

- To add new sessions, click the **Add session** tab. You'll probably want to create all your sessions for the semester, though you can always add, or remove sessions later.

- Add session*: Enter the date and time of the first session.
- Allowing students to record their own attendance is **NOT RECOMMENDED**, as this allows students to record their attendance for any session that is set up, including past sessions.

4. To set up repeating sessions, select the checkbox for **Repeat the session above as follows**
5. *Repeat on:* Select the days of the week to the days the class meets
6. *Repeat every* - set to 1, if your class meets every week.
7. *Repeat until:* - enter the date of the last class or session.

8. Scroll down and click the **Add** button.
9. A list of class sessions will now display in the sessions tab.

Setting attendance categories and grading options

Now is the time to set the attendance status descriptions and grade points to assign to each status. By default, the status descriptions are “Present”, “Absent”, “Late” and “Excused”, but these can be changed.

1. Select the **Settings** tab.
2. Change the Acronym, Description and grade points as desired.
3. To add a new status description, fill in the fifth line and click the **Add** button.
4. Click **Update**.


#	Acronym	Description	Grade	Action
1	P	Present	2.00	👁️ ✖️
2	L	Late	1.00	👁️ ✖️
3	E	Excused	1.00	👁️ ✖️
4	A	Absent	0.00	👁️ ✖️
*				Add

Taking Attendance



1. Click the Attendance link on your course homepage.

#	Type	Date	Time	Description	Actions
1	All students	12/2 2/16 (Thu)	12:00am	Regular class session	[gear] [X] [checkbox]
2	All students	12/2 7/16 (Tue)	12:00am	Regular class session	[gear] [X] [checkbox]

2. Click on the  in the Actions column for a session.
3. Click the radio button to log the attendance status for each student and enter any remarks.

#	First name / Last name	P	L	E	A	D	Remarks
Set status for all users							
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	Training Moodle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	CCTR Training 01	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	CCTR Training 07	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

4. Click **Save attendance** at the bottom of the list.

5. To change the start date or duration of an individual session, select the *settings icon* in the actions column.
6. Delete individual sessions by clicking the **X** in the Actions column for that session. To delete multiple sessions, check the checkbox then choose **Delete** from the Choose dropdown at the bottom of the session's list and select OK.

