# Attendance Activity

## PROCESS OVERVIEW

The Attendance activity records student attendance. Each class meeting is assigned a point value, and the aggregate score for each student appears in a single column in the Moodle gradebook. Students can view their own attendance record and any instructor comments in the Attendance activity itself.

## ADD AND CONFIGURE THE ATTENDANCE ACTIVITY

1. On your course page, click **Turn editing on**.

2. In the Section where you want to add the attendance activity, click **Add an activity or resource**.

3. In the Activity chooser, select **Attendance** and click **Add**.

4. Optional: **Update the Name** for the activity. The default name is set to Attendance.
5. Use the **Grade** drop-down menu to set the maximum grade (points) the attendance activity is worth in the gradebook. The default value is 100.

6. **Optional:** Click the **Common module settings** heading to view and adjust any group settings you may want.

7. Click **Save and return to course**.

## SET MARKING OPTIONS

1. On your course page, click the name of the **Attendance** activity.

2. Click the **Settings** Tab.

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**Attendance Activity**
3. The My Variables page allows you to set names and point values for attendance marks. The default Status set uses four marking options: Present, Late, Excused, and Absent. You can rename, add, or delete options to fit your own needs.

Each variable is assigned an Acronym, a Description and a Points.
- To change Acronyms, Descriptions, or Points edit the entries in the fields.
- To hide (and not use) a variable, click the Eye icon in the Action column.
- To delete a variable, click the X icon in the Action column.
- To create an additional variable, type into the blank fields at bottom and click Add.

Click Update after making any changes.

CREATE SESSIONS

1. On your course page, click the name of the Attendance activity.

2. Click the Add session tab.
3. To add a new session:
   • **Type**: select whether this is for All students or Groups of students
   • **Date**: select the day and time of the first class meeting of the semester.
   • **Time**: select the beginning and ending times in hours and minutes.
   • **DO NOT** Allow students to record own attendance.

4. Optional: Enter a **Description**. This is helpful if you have separate lecture and lab or discussion meetings.

5. When setting up a recurring event, under Multiple sessions:
   • Select **Repeat the session above as follows**.
   • **Repeat on**: select the days of the week the class meets.
   • **Repeat every**: select the repeat interval for the session. (leave as 1 unless class meets something other than weekly)
   • **Repeat until**: select the last date of class in the semester.
6. Click **Add** at the bottom of the page.

**EDIT SESSIONS**

1. On your course page, click the **Attendance** activity.

2. On the **Sessions** tab, use the buttons at the top right to view sessions by All, All past, Months, Weeks, or Days.

3. For each session (class) you create, there is a set of Action icons:
   - A **green circle** represents days you have not taken attendance
   - A **green back-arrow** represents days attendance has been taken.
   - Click the **gear icon** to edit the settings for that particular session.
   - Click the **X** to delete a session.
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4. To delete or change the meeting times of multiple sessions at once, select the checkbox after individual sessions.

5. From the Choose... drop-down menu, select either Delete or Change duration and click OK.

This comes in handy when deleting sessions on holidays etc. when class doesn’t meet.

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### RECORD ATTENDANCE

1. On your course page, click the Attendance activity.

2. On the Sessions tab, use the buttons at the top right to view sessions by All. All past, Months, Weeks or Days.

3. Click the green circle to open an unrecorded class, or click the green back-arrow to edit a class with existing marks.
4. On the Attendance page, click the radio buttons to mark attendance based on the acronyms you established in the Settings tab (Present, Excused, Late, Absent). Click Save attendance when done.

Note: If everyone is present, click the column heading P to record the entire class as present.

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### VIEW ATTENDANCE

1. On your course page, click the **Attendance** activity.

2. Click the **Report** tab.
3. Use **scroll bars** to view all classes and all students.

Summary data is available at the bottom for each date and to the far right for each student.

Hovering over any of the information icons will reveal any notes entered for that date.

4. To view the attendance summary for an individual student, click a **student’s name** in the Report tab of the attendance activity.

5. To review your entire class attendance, especially for a class with a large enrollment, you may find it more convenient to go to the **Export** tab and download the attendance data.
Student View
6. Students can review their own attendance by clicking the attendance activity link on the Moodle course page.

ATTENDANCE BLOCK

The Attendance block allows instructors quick access to the Attendance activity and also shows students a record of their own attendance.

Note: You must add the Attendance activity before you can use the block.

1. On your course page, click Turn editing on.
2. Look for Add a Block at the bottom of the left column.
3. From the Add... menu, select Attendance.

The page will reload, and the Attendance block will appear on the left side of the page above Add a Block.

Note: If Attendance does not appear in the Add a block menu, it has already been added to the course.
4. Click Turn editing off.

MOVING A BLOCK

You can move a block within a column or to the column on the other side of the existing page.

1. On your course page, click Turn editing on
2. Go to the page where the block resides, if necessary.
3. Click-and-hold the Move block icon in the block header and drag it to a new position.
4. Click Turn editing off.