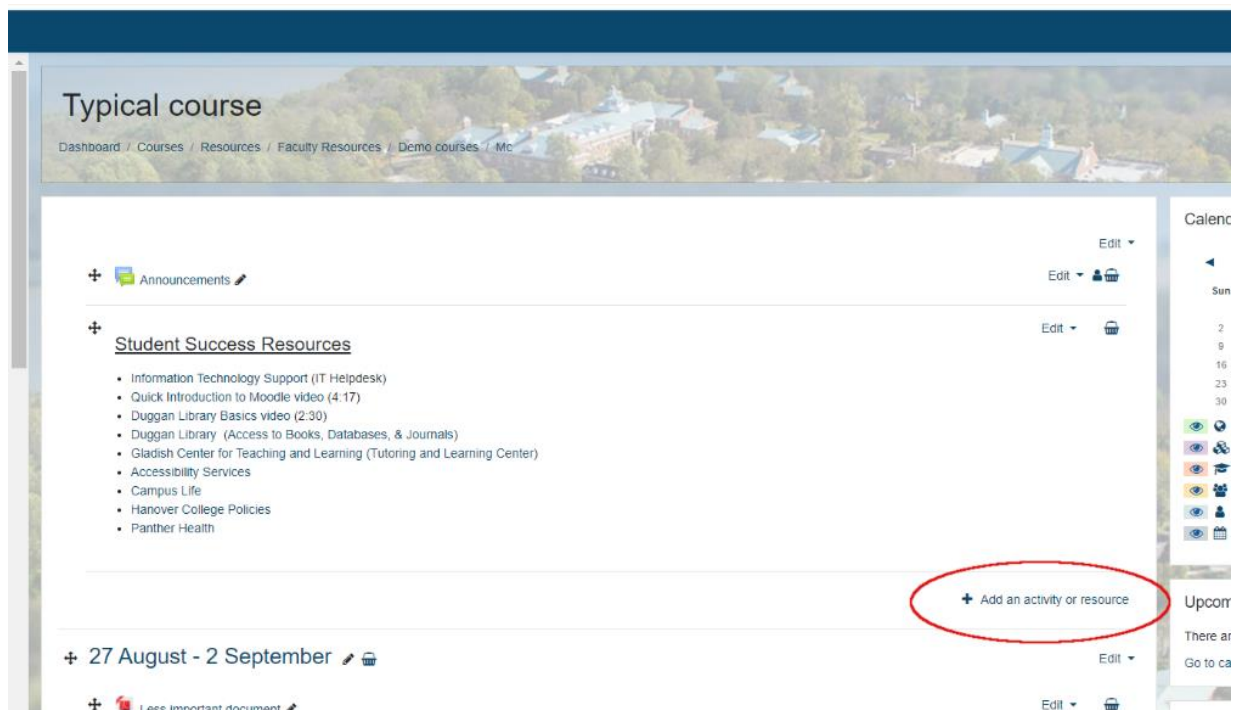


Using the Moodle Attendance Activity

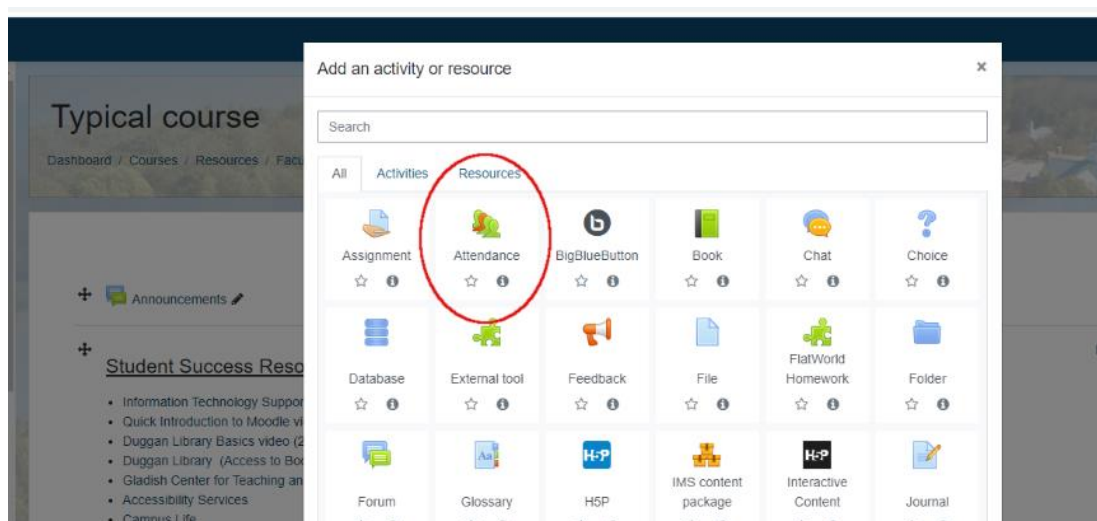
You can use the Moodle Attendance activity to take attendance for your class. It is highly configurable. You will define the sessions in your class when you'll be taking attendance, and you can take attendance for credit, or not, and you also can determine the amount of points that you give for attending a session.

Here is what you'll need to do to get the Attendance activity up and running:

1. Click on the Turn Editing On button. Click on Add a Resource or Activity near the top of your course.



2. Click on the Attendance icon.



3. Name the attendance something – “Attendance” seems to work.

Click on the Grade link. If you are taking attendance for points, leave the drop down for Type at ‘Points’.

If you are taking attendance without giving students a grade for their attendance, change the Type from Points to None in the drop-down menu. This will allow you to take attendance, but not have it be reflected directly in the student’s grade. You will also not have an Attendance activity appear in your gradebook. If you choose Points, an instance of the Attendance activity appears in your gradebook.

If you want the attendance points to go into a grading category automatically – like an Attendance or Participation category, then click on the drop-down menu for Grade Category.

The default maximum value is 100 points for attendance. If you want to give less (or more) as a real score, change it to whatever you’d like say 50 points or 550 points. Then click Save.

The screenshot shows the 'Adding a new Attendance' form. The 'General' tab is active, showing fields for Name (set to 'Attendance'), Description, and a checkbox for 'Display description on course page'. The 'Grade' section is expanded, showing 'Type' (set to 'Point'), 'Maximum grade' (set to '100'), 'Grade category' (set to 'Uncategorised'), and 'Grade to pass'. Red annotations include: 'Scroll down to Save' with a red arrow pointing down; 'if the attendance activity is ungraded, change Point to None in this menu' with a red arrow pointing to the 'Type' dropdown; and 'The default for attendance for the whole course is 100 pts but you can adjust this.' with a red arrow pointing to the 'Maximum grade' field.

4. The two most important tabs are Add Session and Status set. We’re going to add each of the sessions for the class first by clicking on the Add Session tab.

The screenshot shows the 'Attendance for the course' page for 'Typical course'. The 'Add session' tab is circled in red, and the 'Status set' tab is circled in green. A red arrow points from the 'Add session' tab to the table below, with the annotation 'Sets up individual class sessions'. A green arrow points from the 'Status set' tab to the table, with the annotation 'Customizes how you give points for attendance'. The table has columns for '#', 'Date', 'Time', 'Type', 'Description', and 'Actions'. The 'Date' column shows 'Jan 9 - Jan 15'. The 'Type' column has a dropdown menu. The 'Actions' column has a 'Choose...' dropdown and an 'OK' button.

5. Start by adding the first meeting day and time in the first set of drop downs.

The screenshot shows the 'Attendance for the course :: Typical course' page. The 'Add session' section is active, showing fields for 'Type' (All students), 'Date' (12 January 2022), and 'Time' (from 00:00 to 00:00). A red arrow points to the date and time fields with the text 'Course start date and meeting time'. Below the time field is a rich text editor for the 'Description'. At the bottom of the 'Add session' section is a checkbox labeled 'Create calendar event for session' which is checked. Below this section is a link for 'Multiple sessions'.

6. Once you've added the start times, click on the Multiple Sessions link. Just as you would with an Outlook meeting, you can set up sessions to repeat going forward. Click Repeat the Session and add the days and times of the meetings. Then click the Add button.

The Student Recording section allows you to have students mark their own attendance. This will be discussed in a different set of screenshots.

The screenshot shows the 'Multiple sessions' section of the form. The 'Add session' section is collapsed, and the 'Multiple sessions' section is expanded, indicated by a red circle and the text 'Click to expand'. The 'Repeat on' section shows the session repeating every 1 week(s) from 15 April 2022 until 15 April 2022. The 'Repeat on' section is annotated with 'Set to repeat' and 'Monday-Wednesday-Friday until April 15, 2022'. The 'Student recording' section is annotated with 'Skip student recording'. At the bottom are 'Add' and 'Cancel' buttons, with the text 'Click Add' next to the 'Add' button.

- After you click Add, you'll see each of the sessions arrayed vertically on the screen. If you are taking attendance for credit, the next step will show you how to specify the number of points you are giving for attendance. Start by clicking on Status Set.

Typical course

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / General / Attendance / Attendance

Attendance for the course :: Typical course

42 sessions were successfully generated

Sessions Add session Report Export **Status set** Temporary users

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 10 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
2	Wed 12 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
3	Fri 14 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
4	Mon 17 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
5	Wed 19 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️

- The default is for Present to be worth 2pts, Late and Excused to be worth 1 point, and Absent to be worth 0 points. Note that each these descriptions, acronyms and fields are editable, and there is a trash can for each one, which will allow you to delete it. You can also add other fields.

Typical course

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / General / Attendance / Settings

Attendance for the course :: Typical course

Sessions Add session Report Export **Status set** Temporary users

Defaults

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾

#	Acronym	Description	Points	Available for students (minutes) ⓘ	Automatically set when not marked ⓘ	Action
1	P	Present	2.00		<input type="radio"/>	👁️ 🗑️
2	L	Late	1.00		<input type="radio"/>	👁️ 🗑️
3	E	Excused	1.00		<input type="radio"/>	👁️ 🗑️
4	A	Absent	0.00		<input type="radio"/>	👁️ 🗑️
+						👁️ 🗑️

Add

Update

9. You might find it ridiculous for students to get only 1 point for an excused absence - I certainly do -, and if so, you can eliminate that section by clicking the trashcan across from the attendance category. Make any other changes that seem reasonable for you. You can rename the description or the acronym. If you want to call present 'Here' instead, and make the acronym 'H' this is where you make that change.

Once you've made your changes, click Update.

Typical course

Attendance for the course :: Typical course

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A)

You can change acronyms, descriptions or point values of attendance.

#	Acronym	Description	Points	Available for students (minutes)	Automatically set when not marked	Action
1	P	Present	2.00		<input type="radio"/>	
2	L	Late	1.00		<input type="radio"/>	
3	E	Excused	1.00		<input type="radio"/>	
4	A	Absent	0.00		<input type="radio"/>	
*						

You can delete an attendance status by clicking on the trash can

Click update to save changes

Update

10. We've deleted the 1-point penalty for excused absences. You are welcome to get rid of the 1 point for late attendance, too – click on the trash can across from it to delete it, but in this example, we are keeping it. Once you are happy with whatever values you define, click Update.

Rubric course

Attendance for the course :: Rubric course

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L A)

You can delete an attendance status by clicking on the trash can

#	Acronym	Description	Points	Available for students (minutes)	Automatically set when not marked	Action
1	P	Present	2.00		<input type="radio"/>	
2	L	Late	1.00		<input type="radio"/>	
3	A	Absent	0.00		<input type="radio"/>	
*						

Click update to save changes

Update

11. Click on Attendance on the course page.

The screenshot shows a Moodle course page for 'Reiley Noe'. The left sidebar contains a list of 'Student Success Resources' and a link to 'Attendance', which is circled in red. The main content area displays a calendar for '27 August - 2 September' and '3 September - 9 September'. The right sidebar shows a calendar for the month of January and a list of 'Upcoming events' for 'Attendance'.

12. Click on the arrowhead icon to take attendance for a particular class meeting.

The screenshot shows the 'Attendance for the course' page for 'Typical course'. The page has a breadcrumb trail: 'Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / General / Attendance / Attendance'. Below the breadcrumb, there are tabs for 'Sessions', 'Add session', 'Report', 'Export', 'Status set', and 'Temporary users'. A table lists 12 sessions, each with a date, time, type, and description. The 'Actions' column for each session contains three icons: a play button (arrowhead), a gear, and a trash can. The play button icon is circled in red, and a red text box points to it with the instruction: 'Click on Arrowhead of corresponding meeting to take attendance'.

#	Date	Time	Type	Description	Actions
1	Mon 10 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
2	Wed 12 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
3	Fri 14 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
4	Mon 17 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
5	Wed 19 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
6	Fri 21 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
7	Mon 24 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
8	Wed 26 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
9	Fri 28 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
10	Mon 31 Jan 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
11	Wed 2 Feb 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️
12	Fri 4 Feb 2022	1PM - 2PM	All students	Regular class session	▶ ⚙️ 🗑️

13. Students are arrayed vertically. Click on the radio buttons under P (Present), L (Late), and A (Absent), or whatever acronym you are using, to record their attendance.

The screenshot shows the 'Attendance for the course :: Typical course' page. At the top, there's a header with the course name and navigation links. Below that, a sub-header shows the date and time: '10 January 2022 1PM - 2PM'. A 'View mode' dropdown is set to 'Sorted list' with a page indicator 'Page 1 of 1'. The main table lists students with columns for '#', 'First name / Surname', 'Email address', and status radio buttons (P, L, A). The first student is 'Reiley Noe' with email 'noe@hanover.edu'. The second is 'Joe Student' with email 'studentj16@hanover.edu'. A red annotation 'Students are arrayed vertically' points to the student list. Another red annotation 'You take attendance by clicking on a radio button below' points to the status radio buttons. A 'Save attendance' button is at the bottom of the table. On the left, a summary shows 'Present = 0', 'Late = 0', and 'Absent = 0'. At the bottom, there's a 'Jump to...' search bar and a 'Less important document' link.

#	First name / Surname	Email address	P	L	A	Remarks
1	Reiley Noe	noe@hanover.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Joe Student	studentj16@hanover.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

14. You may find it easier to click on the topmost radio button to apply the 'present' status to the whole class and then once everyone is counted as present, just find the late or absent students and move the radio button to record those students as either late or absent.

This screenshot is similar to the previous one, but the 'P' radio button in the top row is selected, indicating that all students are marked as present. A red annotation 'The topmost radio button will apply the status to all students.' points to this button. Another red annotation 'You may find it easier to mark every one as present initially by clicking on the P on the top row, then marking those that are absent individually' is at the bottom right. The 'Save attendance' button is still visible. The summary on the left shows 'Present = 0', 'Late = 0', and 'Absent = 0'.

#	First name / Surname	Email address	P	L	A	Remarks
1	Reiley Noe	noe@hanover.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Joe Student	studentj16@hanover.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

15. Click on the Save Attendance button once you are satisfied to save your attendance for a particular class meeting.

Typical course

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Mc / General / Attendance / Attendance

Attendance for the course :: Typical course

Sessions Add session Report Export Status set Temporary users

10 January 2022 1PM - 2PM

Regular class session

View mode
Sorted list 50

Page 1 of 1

#	First name / Surname	Email address	P	L	A	Remarks
1	Reiley Noe	noe@hanover.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Joe Student	studentj16@hanover.edu	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Set status for all

Present = 0
Late = 0
Absent = 0

Announcements

Jump to...

Less important document

























16. Once you're done, This is what your attendance screen will look like. The arrow icon becomes a green arrow icon, which denotes that attendance has been taken for the day.

Attendance has been successfully taken

Attendance for the course :: Typical course

Sessions Add session Report Export Status set Temporary users

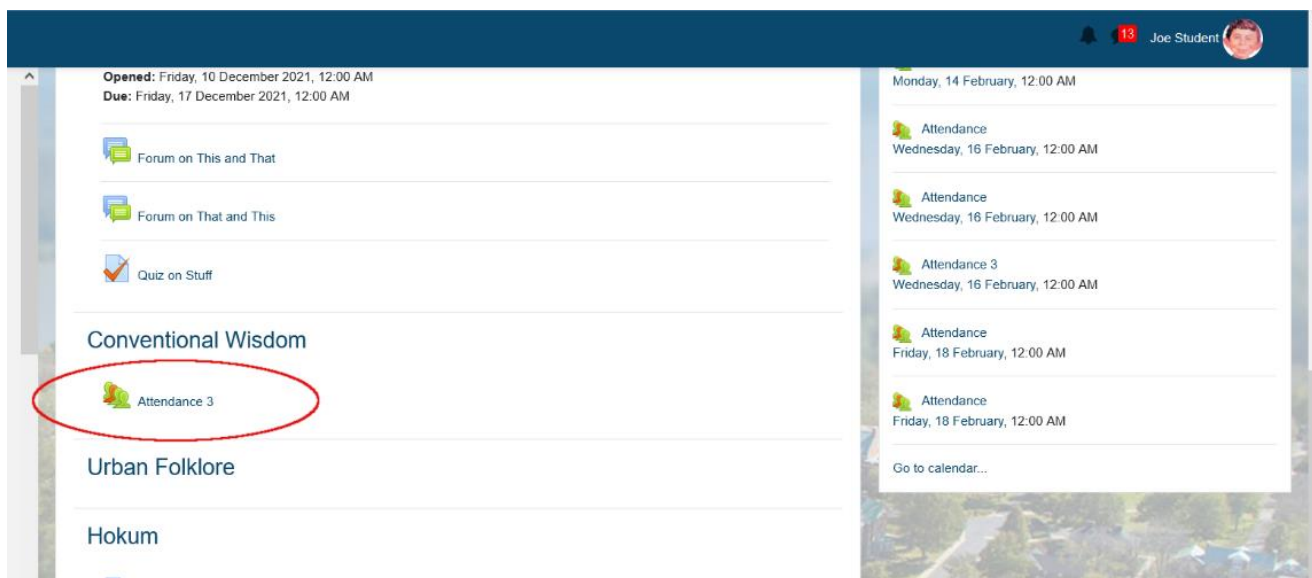
All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 10 Jan 2022	1PM - 2PM	All students	Regular class session	   
2	Wed 12 Jan 2022	1PM - 2PM	All students	Regular class session	   
3	Fri 14 Jan 2022	1PM - 2PM	All students	Regular class session	   
4	Mon 17 Jan 2022	1PM - 2PM	All students	Regular class session	   
5	Wed 19 Jan 2022	1PM - 2PM	All students	Regular class session	   
6	Fri 21 Jan 2022	1PM - 2PM	All students	Regular class session	   

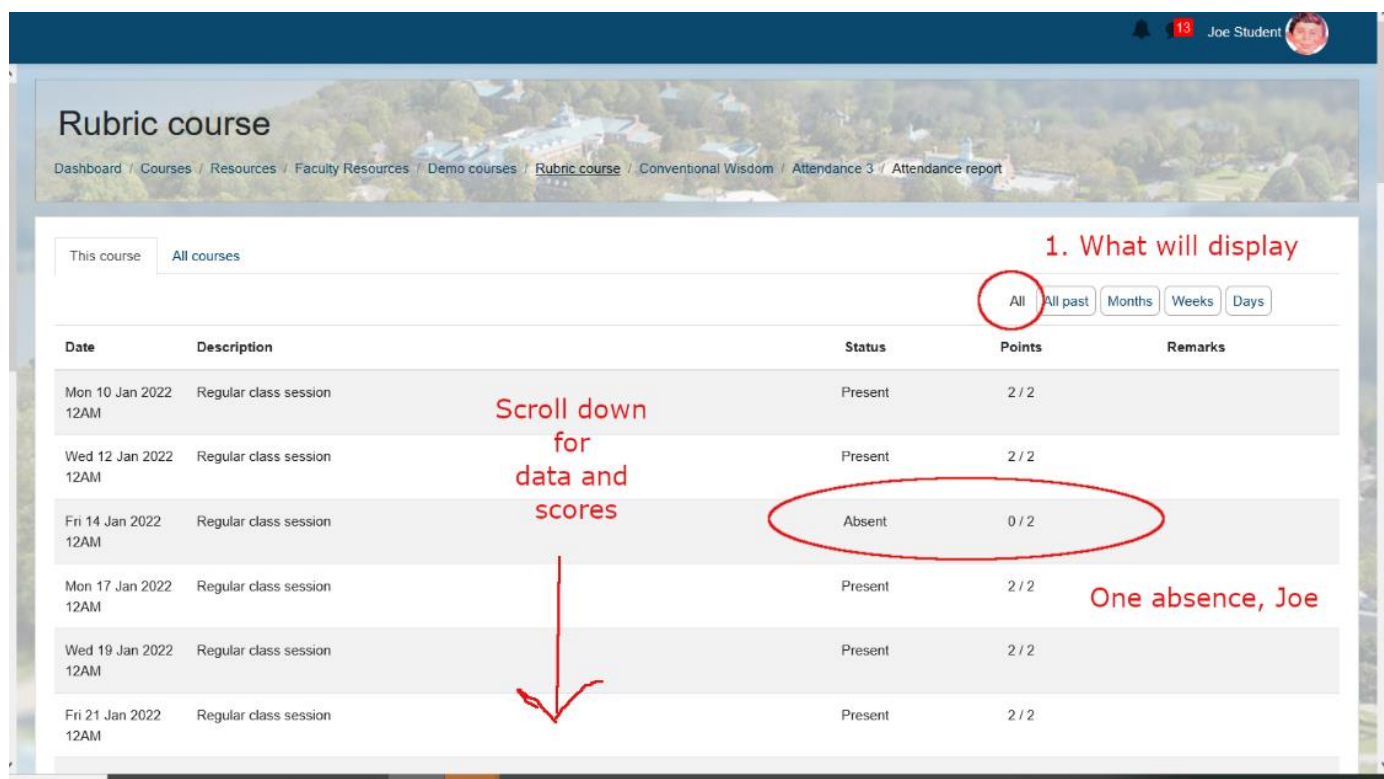
Where students see their attendance grade

If you are taking attendance for credit, then students can see the attendance record for the entire class by clicking on the attendance link. Here is what it looks like for them:

Students click on the link for the attendance.



A granular view of their attendance for each class is shown. If they click the All tab, they see every class meeting on a single page. If a student scrolls down, they will see their data and their scores.



This is what it looks like.

The screenshot displays a Moodle gradebook interface for a user named Joe Student. The top navigation bar is dark blue with a notification bell icon showing 13 alerts and the user's name and profile picture. The main content area shows a table of attendance records for four dates in April 2022. Below the table, summary statistics are listed on the left, and a large red text overlay reads 'Scores and attendance data for Joe to see'. At the bottom, there are navigation links for 'Quiz on Stuff', a 'Jump to...' dropdown menu, and an 'Essay quiz demo' link. The footer indicates the user is logged in as Joe Student with a 'Log out' link.

Date	Session	Status	Score
Fri 1 Apr 2022 12AM	Regular class session	Present	2 / 2
Mon 4 Apr 2022 12AM	Regular class session	Present	2 / 2
Wed 6 Apr 2022 12AM	Regular class session	Late	1 / 2
Fri 8 Apr 2022 12AM	Regular class session	Late	1 / 2

Summary statistics:

- Taken sessions: 39
- Points over taken sessions: 74 / 78
- Percentage over taken sessions: 94.9%
- Total number of sessions: 39
- Points over all sessions: 74 / 78
- Percentage over all sessions: 94.9%
- Maximum possible points: 74 / 78
- Maximum possible percentage: 94.9%

Navigation: Quiz on Stuff | Jump to... | Essay quiz demo

Footer: You are logged in as Joe Student (Log out)

Further Reading

[Record Attendance in Moodle](#). University of Massachusetts IT.

- [Attendance in the Moodle Gradebook](#) gives hints and tips for setting up attendance in your gradebook.