

# HOW DO I SET UP AND TAKE ATTENDANCE?

Tracking attendance in Moodle is a great student success tool because it allows students to monitor their own attendance. To set up attendance.

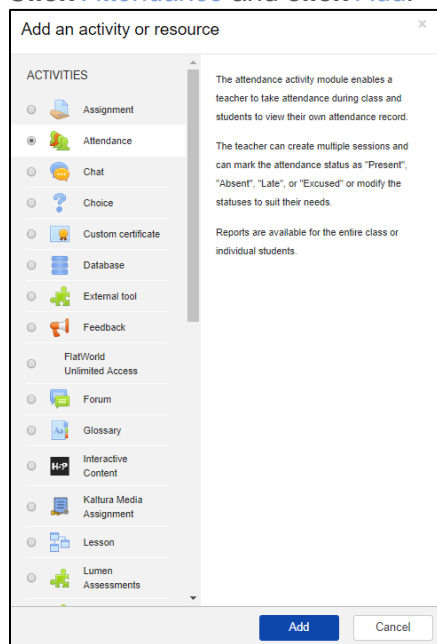
From the Gear icon at the upper right of your course page, **choose** *Turn editing on*.



Go to the section on your course page where you want the Attendance module to appear. On the far right, **click** *Add an activity or resource*.

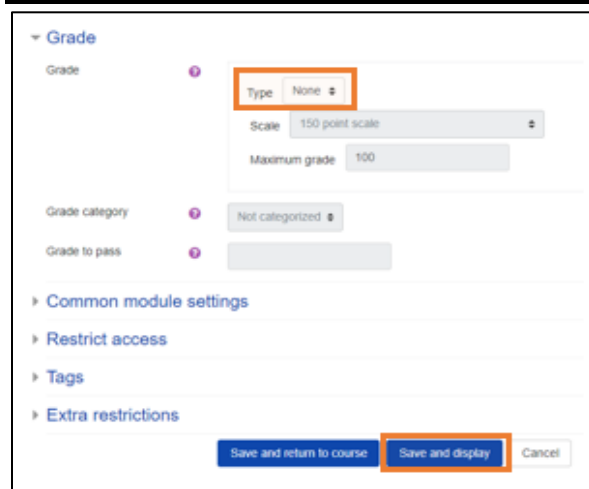


**Click** *Attendance* and **click** *Add*.



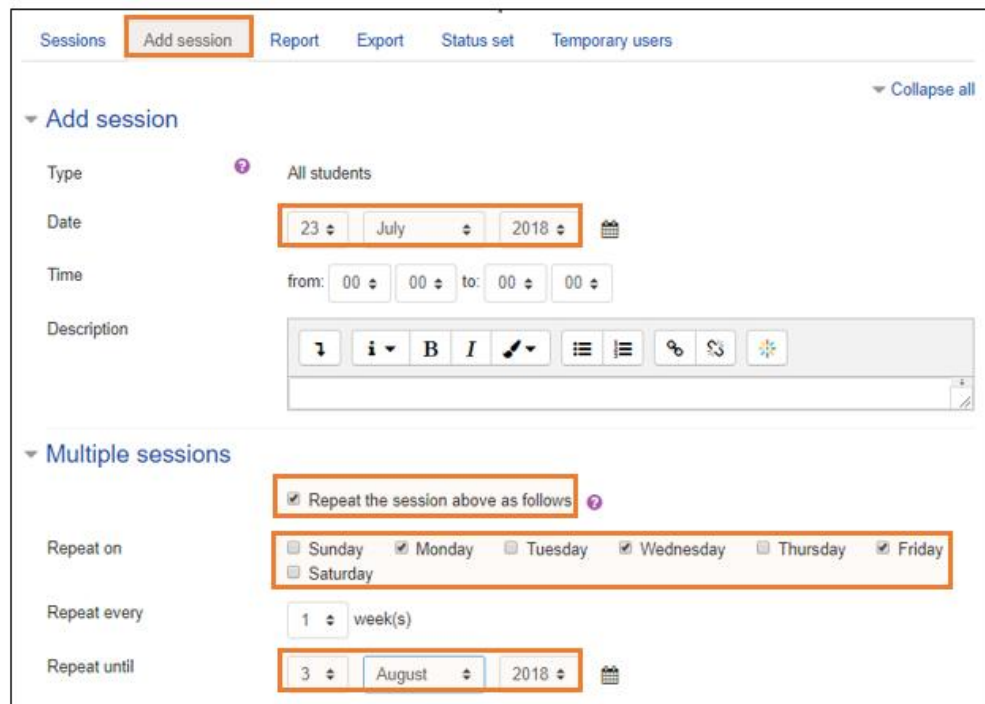
**Scroll** down to *Grade*. If you don't want attendance included, **choose** *None*. Or, you can set the number of points you want attendance to be worth. Later in the setup, you can then indicate how many points will be deducted for each absence or late. When you're done, **click** *Save and display*. (If you clicked Save and return, you can navigate back to Attendance by clicking it on your course page.)

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The screenshot shows the 'Grade' settings in Moodle. The 'Type' dropdown menu is highlighted with an orange box and set to 'None'. Below it, the 'Scale' is set to '150 point scale' and the 'Maximum grade' is set to '100'. The 'Grade category' is set to 'Not categorized'. At the bottom, the 'Save and display' button is highlighted with an orange box. Other buttons include 'Save and return to course' and 'Cancel'.

On the next screen, **click** [add session](#). Then do the following:  
**Fill in** the date of the first class meeting. **Click** the button to "*repeat the session above as follows.*"  
**Place** check marks next to the days your class meets (even if it just one day). For a fully online course, just check Monday. **Fill in** the last day your class meets. **Click** [Add](#).



The screenshot shows the 'Add session' form in Moodle. The 'Add session' button is highlighted with an orange box. The 'Type' is set to 'All students'. The 'Date' is set to '23 July 2018'. The 'Time' is set to 'from: 00:00 to: 00:00'. The 'Description' field has a rich text editor. The 'Multiple sessions' section is expanded, and the 'Repeat the session above as follows' checkbox is checked. The 'Repeat on' section has checkboxes for 'Monday', 'Wednesday', and 'Friday' checked. The 'Repeat every' is set to '1 week(s)'. The 'Repeat until' is set to '3 August 2018'. The 'Repeat until' date is highlighted with an orange box.

You'll now see all your class sessions. You may find it easiest to have them displayed by Week or Day. You can make that change at the upper right. To take attendance, **click** on the [right arrow](#) to the right of the class meeting.

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The screenshot shows the Moodle attendance management interface. At the top, there are tabs for "Sessions", "Add session", "Report", "Export", "Status set", and "Temporary users". Below the tabs, there is a date range selector set to "07/22 - 07/28" and a filter menu with options "All", "All past", "Months", "Weeks", and "Days". The main content is a table with the following columns: "#", "Date", "Time", "Type", "Description", and "Actions".

#	Date	Time	Type	Description	Actions
1	07/23/18 (Mon)	12AM	All students	Regular class session	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	07/25/18 (Wed)	12AM	All students	Regular class session	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	07/27/18 (Fri)	12AM	All students	Regular class session	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

To quickly mark all students present, **click P** at the top of the list. To mark students individually, **click** on the appropriate circle. A key to the abbreviations appears at the bottom left of the screen. When you finish, **click Save attendance**. You can go back into a day's attendance at any time, make changes, and save again.

The screenshot shows the Moodle attendance taking interface. At the top, there is a header with columns: "#", "First name / Last name", "P", "L", "E", "A", "B", "R", "W", and "Remarks". Below the header, there is a "Set status for all users" row with radio buttons for each status. The main content is a table with the following columns: "#", "First name / Last name", "P", "L", "E", "A", "B", "R", "W", and "Remarks".

#	First name / Last name	P	L	E	A	B	R	W	Remarks
Set status for all users <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
1	Student Test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Student Test 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Student Test2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

At the bottom left, there is a summary box with the following text:

Present = 0  
Late = 0  
Excused = 0  
Absent = 0  
Business Trip = 0  
Religious = 0  
Work = 0

At the bottom center, there is a "Save attendance" button.

















Optional: If you would like to change the status options displayed, from the main attendance page, **click Status set** at the top. Here, you can hide or delete options you don't use, add new options, or reorder them. The point values here won't matter unless you set attendance to be part of the grade. **Click Update** when you're done.

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Sessions Add session Report Export Status set Temporary users

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










Status set 1 (P L E A B R &help;) ▾

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	2.00	<input type="text"/>	<input type="radio"/>	 
2	L	Late	1.00	<input type="text"/>	<input type="radio"/>	 
3	E	Excused	1.00	<input type="text"/>	<input type="radio"/>	 
4	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	 
5	B	Business Trip	0.00	<input type="text"/>	<input type="radio"/>	 
6	R	Religious	0.00	<input type="text"/>	<input type="radio"/>	 
7	W	Work	0.00	<input type="text"/>	<input type="radio"/>	 
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	 

To see the number of absences a student has, click on any attendance that has been taken.




Sessions Add session Report

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions	<input type="checkbox"/>
1	07/23/18 (Mon)	12AM	All students	Regular class session	  	<input type="checkbox"/>
2	07/25/18 (Wed)	12AM	All students	Regular class session	  	<input type="checkbox"/>
3	07/27/18 (Fri)	12AM	All students	Regular class session	  	<input type="checkbox"/>


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Click the name of the student.

#	First name / Last name	P	L	E	A	B	R	W	Remarks
Set status for all users <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									
1	 Student Test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	 Student Test 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	 Student Test2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>










[Save attendance](#)

The student's attendance history will display.



**Student Test**

All All past Months Weeks Days

Type	Date	Description	Status	Points	Remarks	Action
All students	07/23/18 (Mon) 12AM	Regular class session	Present	2 / 2		
All students	07/25/18 (Wed) 12AM	Regular class session	Late	1 / 2		
All students	07/27/18 (Fri) 12AM	Regular class session	Present	2 / 2		
All students	07/30/18 (Mon) 12AM	Regular class session	Present	2 / 2		
All students	08/1/18 (Wed) 12AM	Regular class session	Absent	0 / 2		
All students	08/3/18 (Fri) 12AM	Regular class session	Present	2 / 2		
All students	08/6/18 (Mon) 12AM	Regular class session	Present	2 / 2		
All students	08/8/18 (Wed) 12AM	Regular class session	Present	2 / 2		
All students	08/10/18 (Fri) 12AM	Regular class session	Present	2 / 2		

Taken sessions: 9  
 Points over taken sessions: 15 / 18  
 Percentage over taken sessions: 83.3%

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The number of absences can be determined either by counting them manually or derived from the statistics at the bottom of the page (absence = -2 points, lateness = -1).

Student Test						
Type	Date	Description	Status	Points	Remarks	Action
All students	07/23/18 (Mon) 12AM	Regular class session	Present	2 / 2		
All students	07/25/18 (Wed) 12AM	Regular class session	Late	1 / 2		
All students	07/27/18 (Fri) 12AM	Regular class session	Present	2 / 2		
All students	07/30/18 (Mon) 12AM	Regular class session	Present	2 / 2		
All students	08/1/18 (Wed) 12AM	Regular class session	Absent	0 / 2		
All students	08/3/18 (Fri) 12AM	Regular class session	Present	2 / 2		
All students	08/6/18 (Mon) 12AM	Regular class session	Present	2 / 2		
All students	08/8/18 (Wed) 12AM	Regular class session	Present	2 / 2		
All students	08/10/18 (Fri) 12AM	Regular class session	Present	2 / 2		

Taken sessions: 9  
 Points over taken sessions: 15 / 18  
 Percentage over taken sessions: 83.3%

To apply any grade deduction:

In the left-hand menu, **click Grades**. In the upper right corner, **click Turn editing on**. **Scroll** to the **Course total** column. **Click** the course total to edit it. **Place** an explanation of the adjustment in the feedback box to the right of the total. For example: 4 absences = 5 point deduction.

Last name	First name	Out	EXERCISES total	Introduction to Neural Ce...	The Neuron	ACTIVITIES total	Quiz 1	Course total
Student Test			8.50	5.00	5.00	20.00		89.50 <small>4 absences</small>
Student Test 1								100.00
Student Test2								100.00

The student will now see the deduction and explanatory note in their gradebook view.

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■ EXERCISES			
<input type="checkbox"/> A Brain Injury is Like a Fingerprint	50.00 %	9.00	0-10
<input type="checkbox"/> Inside Out	50.00 %	8.00	0-10
<input checked="" type="checkbox"/> EXERCISES total Simple weighted mean of grades.	10.00 %	8.50	0-10
■ ACTIVITIES			
<input type="checkbox"/> Introduction to Neural Cell Types	50.00 %	5.00	0-5
<input type="checkbox"/> The Neuron	50.00 %	5.00	0-5
<input checked="" type="checkbox"/> ACTIVITIES total Simple weighted mean of grades.	20.00 %	20.00	0-20
<input checked="" type="checkbox"/> Course total Simple weighted mean of grades.	-	89.50	0-100

4 absences = 5 points off