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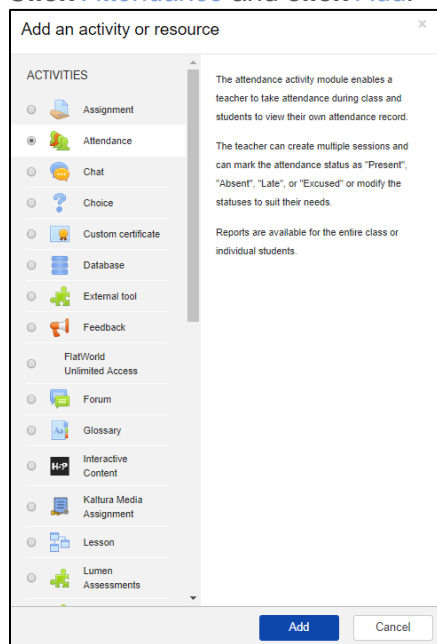
From the Gear icon at the upper right of your course page, **choose** *Turn editing on*.

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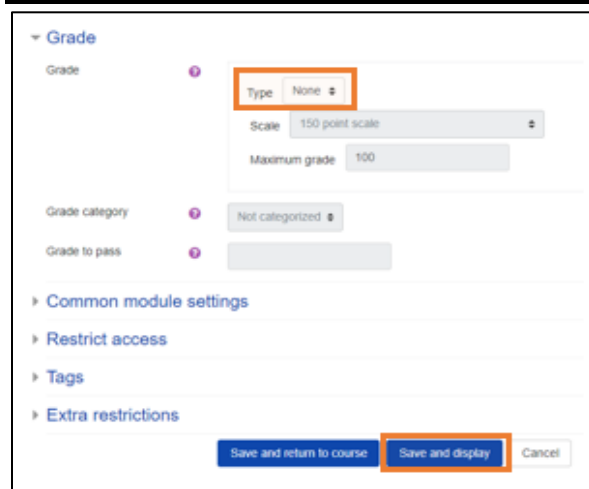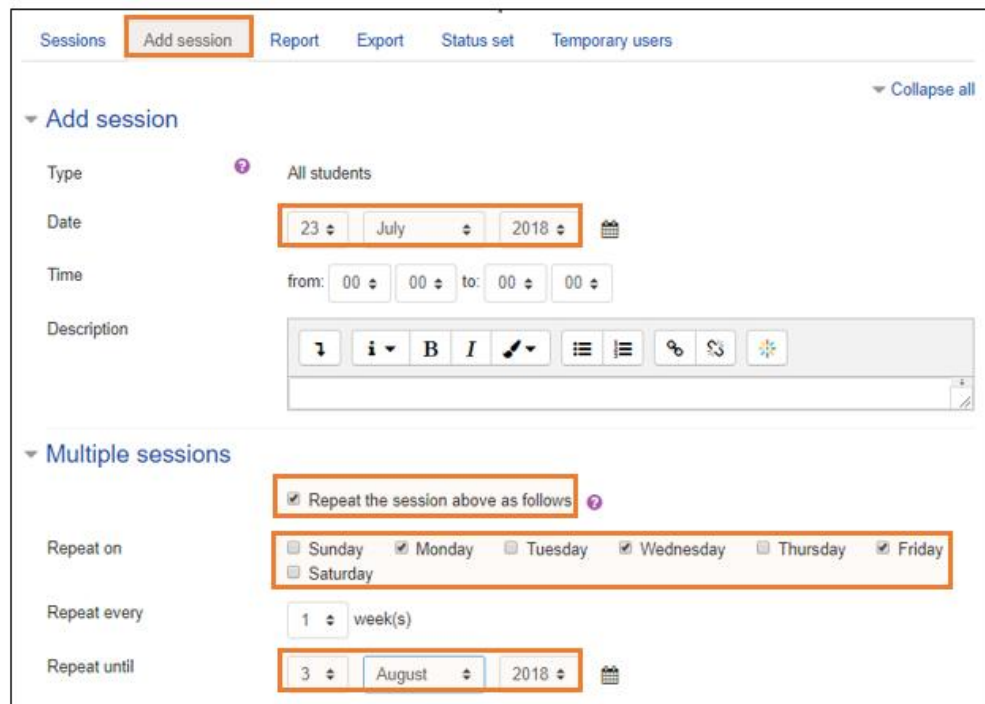
Click *Attendance* and **click** Add.

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.)

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.

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.

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.

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.

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

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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	○	○	○	○	○	○	○	
1	Student Test	⊙	○	○	○	○	○	○	
2	Student Test 1	⊙	○	○	○	○	○	○	
3	Student Test2	⊙	○	○	○	○	○	○	

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).

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.

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

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■ EXERCISES				
☐ A Brain Injury is Like a Fingerprint	50.00 %	9.00	0–10	
☐ Inside Out	50.00 %	8.00	0–10	
x̄ EXERCISES total Simple weighted mean of grades.	10.00 %	8.50	0–10	
■ ACTIVITIES				
☐ Introduction to Neural Cell Types	50.00 %	5.00	0–5	
☐ The Neuron	50.00 %	5.00	0–5	
x̄ ACTIVITIES total Simple weighted mean of grades.	20.00 %	20.00	0–20	
x̄ Course total Simple weighted mean of grades.	-	89.50	0–100	4 absences = 5 points off