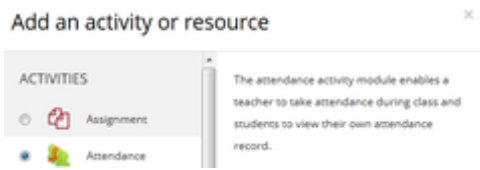





Attendance Activity and Block

The attendance activity and block allows you to keep a record of student attendance in lectures, tutorials or practical sessions.


- Create an Attendance Activity
- Add status sets
- Add sessions to the Attendance Activity
- Adding the Attendance Block
- Taking Attendance
- Reports
- Exporting Attendance Reports

Create an Attendance Activity

Setting	Description	Screenshot
Turn editing on and open the relevant topic of your module.	This will reveal an option to add an activity or resource at the bottom of each topic within the module and select Attendance from the Activity list and click Add . Please note: You cannot add more than one attendance activity or block to a module.	
Name	You may wish to re-title the activity or leave it as "Attendance".	
Description	You may wish to add a description or leave it blank.	
Grade	Select None unless students are gaining marks for their attendance.	

<p>Common Module settings</p>	<p>You can choose to show or hide the attendance from students.</p> <p>If you would like to create groups for this activity, please see related guidance on groups and groupings.</p> <p>Once you have created the groups, select the group mode.</p> <ul style="list-style-type: none"> • Visible groups - These sessions will be visible to all students. You can create both sessions for all students and/or for specific groups of students using this setting. • Separate groups - These sessions will not be visible to students in separate groups. You can only create group sessions with this setting. <p>When you add the session you will be able to select the group you wish to create sessions for.</p>	
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Add status sets



Setting	Description	Screenshot
<p>Status set</p>	<p>Select Status set. Here you can add the status sets that you will use to take attendance or for students to take their own attendance.</p>	

- Default status sets are pre-populated. You do not need to change these. Alternatively add new status sets to meet your requirements for attendance monitoring. (Acronyms can only be two characters long).
- Check the box in the column **Automatically set when not marked** alongside the status that you want to appear when a status is not set by students when they are taking their own attendance.
- You can add a number of minutes to the column **Available for students (minutes)** for any status. For example you might want the Present option to be hidden from students 15 minutes after the start of the class. In this example you would put 15 into the Present column. 15 minutes after the scheduled start of the taught session the option Present will be hidden from students and they will not be able to mark themselves as Present if they arrive over 15 minutes late for the lecture.

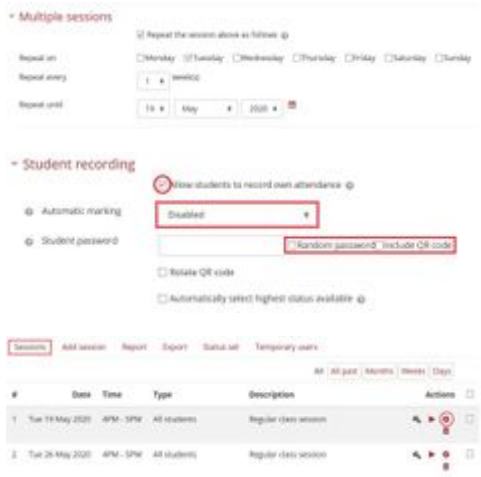
#	Acronym	Description	Points	Available for students (minutes)	Automatically set when not marked
1	P	Present	2.00		<input type="checkbox"/>
2	L	Late	1.00		<input type="checkbox"/>
3	E	Excused	1.00		<input type="checkbox"/>
4	A	Absent	0.00		<input checked="" type="checkbox"/>
					Add

Add sessions to the Attendance Activity

Within the new page that appears you will be able to attach sessions to your Attendance Activity for every event that you would like to take attendance for.

Setting	Description	Screenshot
Add session	Select the Add Session tab.	
Add Session	Date: Select the first date that you wish to start taking attendance (i.e. the first day of class).	
	Time Select the start time and end of the session.	

Desc ription	Define the session i.e. seminar, team meeting.
	You also have the option to create a calendar event for the session. If you would like to do this, please select the checkbox.
Multiple Sessions	If you wish to take attendance over a series of sessions click Multiple sessions . Tick Repeat the session above as follows to copy the details of the first session.
Repe at on	Select the day(s) of the week when your class will meet.
Repe at every	i.e. If your class will meet every other week, select 2; every 3rd week, select 3, etc.
Repe at until:	Select the last day you want to take attendance (i.e. the date of the last class).



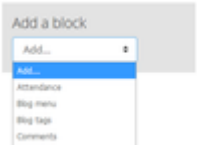
Student recording

- If checked students will be able to change their own attendance status for the session.
- You can also choose an option from the **Automatic marking** drop-down list. Do not use the **Yes** option as this marks students as present based on their login to the module which does not require them to attend the lecture. The most useful option is **Set unmarked at end of the session**. This means that students that have not submitted their attendance get marked as the status you selected to **automatically set when not marked** when you added your status sets.
 - If you are allowing students to record their own attendance, you can choose to set a random password by checking the **Random password** box. This provides an additional check for students taking their own attendance. You can reveal the password at the start of the class and ask students to record their own attendance using the random password.
 - The **Include QR code** option generates a QR code which students can scan and use to mark attendance.
 - The **Rotate QR code** option rotates the QR codes
- Guidance for students on taking their own attendance is available from the Student guidance site.


<p>View sessions</p>	<ul style="list-style-type: none"> • Once you have added your sessions. Select the Sessions tab to view your sessions. • You can view all your sessions, past sessions, or filter by, months, weeks or day. Select the relevant button from the top right of the screen. • To edit a single session, click on the cog icon next to the session. • If you wish to change all the sessions you will need to check the top box in the last column. This will select all your displayed sessions. <ul style="list-style-type: none"> • From the drop down menu either select change the duration, to change the length of the session and click OK. • Or select Delete and then OK to remove the sessions.
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Adding the Attendance Block

Now that you have added in the Attendance activity, you can add the Attendance block, if required. The Attendance block can be used in the same way as the Attendance activity; to manage the attendance and provide feedback to students on their own attendance.

<p>Click Turn editing on.</p>	
<p>Scroll down the page until you find the Add a block block on the left-hand side panel.</p>	
<p>Select Attendance block from the drop-down list.</p>	
<p>The attendance block will now be added to your module.</p>	

Taking Attendance

Setting	Description	Screenshot
Open Attendance activity	Select the attendance activity or select Take attendance in the attendance block.	
Take Attendance	<ul style="list-style-type: none"> Under the actions column select the red arrow adjacent to the session you want to take attendance for. <ul style="list-style-type: none"> If you have set up a groups setting you can select the relevant group from the drop down menu in the top left corner. You will then be shown a list of all students on your module. To take attendance select the relevant option – P=Present, E=Excused, L=Late, A=Absent (These options can be changed – see Adding status sets) next to the students name. Once you have finished taking the attendance click Save attendance. To update attendance, click the green arrow under the actions column. If you have chosen to take attendance with the password and QR code, the key icon opens up a new tab with the password and QR code. 	

Reports

Select the **Attendance** activity and click on the **Reports** tab to see a report of your students attendance.

The reports tab can also be seen by clicking **Reports** in the **Attendance Activity Block**.

You can filter the report by months or weeks.

Exporting Attendance Reports

1. Select the **Attendance** activity and click on the **Export** tab.

2. Select a group if relevant.
3. If you would like to export details of the student username select the relevant box. Please note the student ID is not the student number.
4. The default setting is to download a list of attendance that you have already taken. If you wish to include sessions that have not been taken select the relevant box and input the date of the last session you wish to include.

If you have removed an attendance block please be aware that when adding a new attendance activity it will display the old sessions you added previously. If you wish to delete all the sessions you will need to tick the top box in the last column. This will select all your displayed sessions. Select **Delete** and then **OK** to remove the sessions.