



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## eLearning Resources

Ask Me Anything sessions: M-F 9–10 am, 3–4 pm. (Thursday 10 September is Kīngitanga Day so there will be no session.)

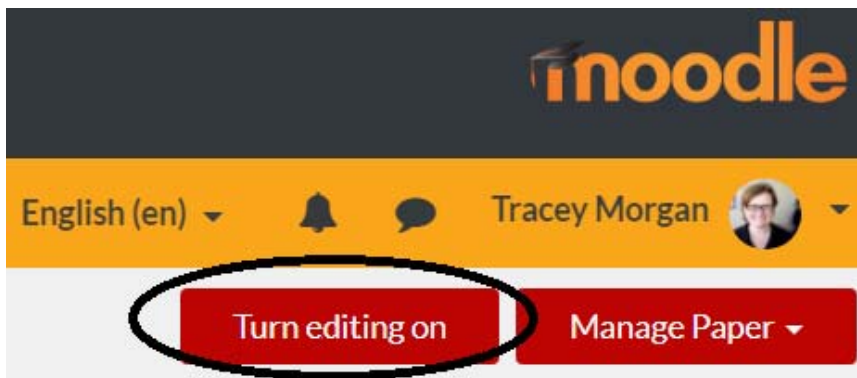


Print

## Attendance Activity

**Note:** The Attendance activity allows you to create graded, long-term attendance records to help maintain a daily, weekly or monthly data of student attendance (complete with notes).

1. Select **Turn editing on**.



2. Select **Add an activity or resource** at the end of the section you want it in.

Activities & Resources

- + Introduction to Team and Management Structures
- + Learning Check - Team and Management Structures
- Not available unless: The activity **Team and Management Structures** is marked complete
- + Organisational Structures
- Select the link above to watch the video and take notes, you will need to use these for the Forum following this activity.
- + Team and Management Structures
- + Your Organisational Structure
- + Q&A - Module 1
- This Q&A Forum is a place you can ask questions about this Module that may be answered by others in the class or the instructor.
- + Assessment 1: Essay

+ Add an activity or resource

3. Select **Attendance** from the Add an activity or resource menu and click **Add**.

Add an activity or resource

ACTIVITIES

- Adobe Connect
- Assignment
- Attendance**
- Chat
- Choice
- Database

The attendance activity module enables a teacher to take attendance during class and students to view their own attendance record.

The teacher can create multiple sessions and can mark the attendance status as "Present", "Absent", "Late" or "Excused" or modify the statuses to suit their needs.

Reports are available for the entire class or individual students.

Add Cancel

4. In the **Adding a new Attendance** form give the activity a name and description. For more information on the further optional settings refer to the *Activity & Resource Settings Guide*. Select **Save and display**.

Adding a new Attendance to Zoom

Expand all

General

Name

Attendance

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, list, link, unlink, insert image, insert video, insert audio, insert link, and refresh.

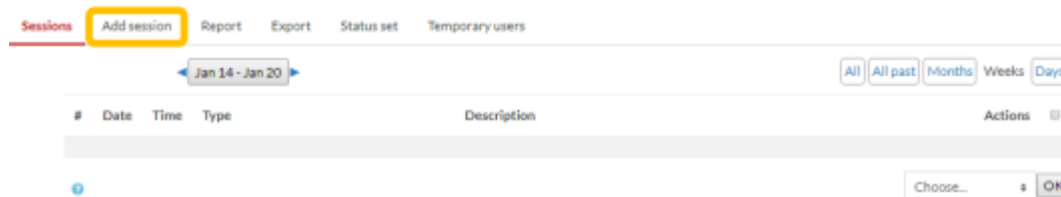
Save and return to paper

Save and display

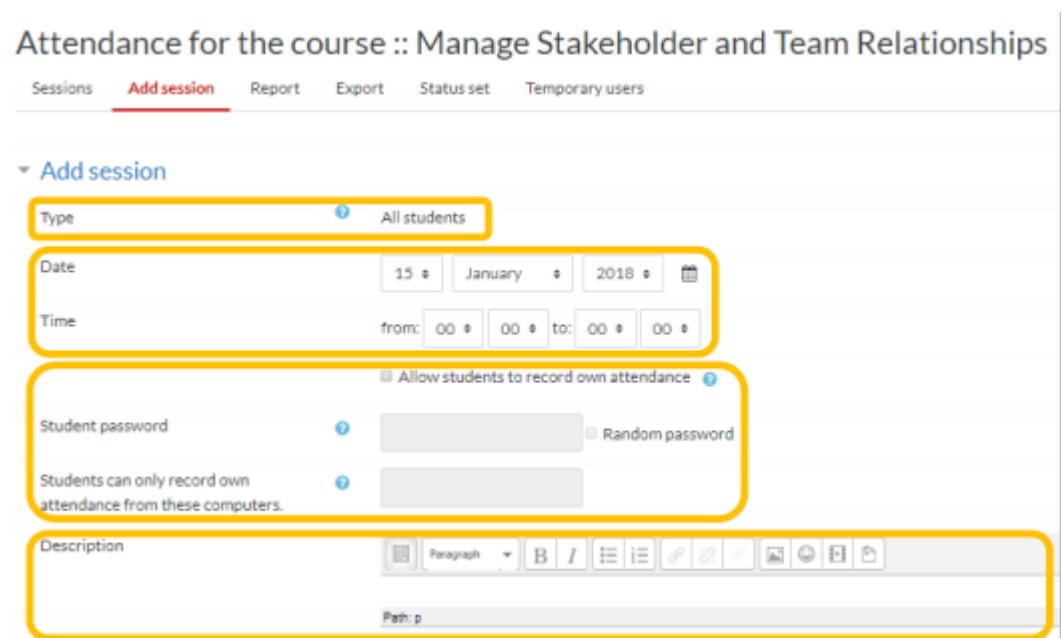
Cancel

5. Select the **Add session** tab to create sessions for the Moodle paper.

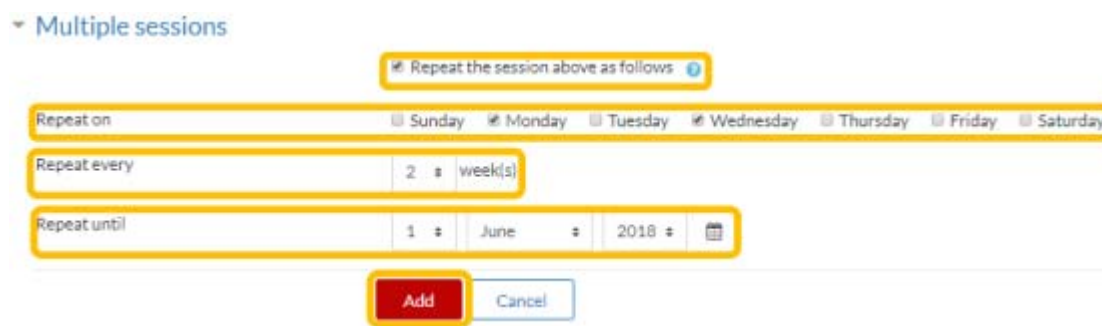
Attendance for the course :: Manage Stakeholder and Team Relationships



6. Type will allow you to include All Students or divide sessions into Groups if you have Groups setup previously. Set the Date and Time of the session. If you set Allow students to record own attendance you have the option to require them to enter a password to record attendance or only record attendance from certain computers, leave these blank if they aren't needed. Add an optional Description if needed.



7. Select how often you want the session to recur for. Select Add to save.



8. The Sessions tab will display all of the sessions you create. From this tab, you can take

attendance as well as delete or edit sessions. You can also use the Select tick box above the session list to make universal changes, such as delete all sessions.

Actions provide the following functions:



Use this option to take attendance.



Use this option to access the edit session settings.



Use this option to delete the session.

#	Date	Time	Type	Description	Actions
1	Mon 5 Mar 2018	9AM - 12PM	All students	Regular class session	
2	Wed 7 Mar 2018	9AM - 12PM	All students	Regular class session	
3	Mon 19 Mar 2018	9AM - 12PM	All students	Regular class session	
4	Wed 21 Mar 2018	9AM - 12PM	All students	Regular class session	
5	Mon 2 Apr 2018	9AM - 12PM	All students	Regular class session	
6	Wed 4 Apr 2018	9AM - 12PM	All students	Regular class session	
7	Mon 16 Apr 2018	9AM - 12PM	All students	Regular class session	
8	Wed 18 Apr 2018	9AM - 12PM	All students	Regular class session	
9	Mon 30 Apr 2018	9AM - 12PM	All students	Regular class session	

Take attendance for a session by clicking next to the session.

9. Mark the attendance of the students by selecting 'P' (Present), 'L' (Late), 'E' (Excused) or 'A' (Absent).

You have the option to add **Remarks** as needed. Then select **Save attendance**.

#	First name / Surname	ID number	Email address	P	L	E	A	Remarks
				Set status for all users: <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>				
1			@waikato.ac.nz	*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2			@waikato.ac.nz	<input type="radio"/>	<input type="radio"/>	*	<input type="radio"/>	<input type="text"/>
3			@waikato.ac.nz	<input type="radio"/>	*	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4			@waikato.ac.nz	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	*	<input type="text"/>

10. In the **Status set** tab you can change the attendance variables. Points can be assigned to the variables and displayed in the class and individual student reports. If students are recording their own attendance add how many minutes after the session starts that this status is available. If empty it will always be available to students to record, if set to '0' it will be hidden.

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

Status set 1 (P L E A) #

#	Acronym	Description	Points	Available for students (minutes)	Action
1	P	Present	2.00	<input type="text"/>	<input type="button" value="eye"/>
2	L	Late	---	<input type="text"/>	<input type="button" value="eye"/>
3	E	Excused	1.00	<input type="text"/>	<input type="button" value="eye"/>
4	A	Absent	0.00	<input type="text"/>	<input type="button" value="eye"/>
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

11. The Report tab provides an overview of the sessions. For a more detailed breakdown, you can view reports based on other time frames by clicking: All; All past; Months; Weeks; Days; and Summary.

Report Export Status set Temporary users

All All past Low grade Months Weeks Days Summary

Email address	Status set 1				Over taken sessions				Mar 7 9AM	Mar 12 9AM	Mar 14 9AM	Mar 19 9AM
	P	L	E	A	Sessions	Points	Percentage	All students	All stud	All students	All students	
	3	1	0	1	5	7 / 10	70.0%	P (2/2)	A (0/2)	L (1/2)	P (2/2)	
	2	1	2	0	5	7 / 10	70.0%	P (2/2)	L (1/2)	E (1/2)	P (2/2)	
	4	1	0	0	5	9 / 10	90.0%	P (2/2)	P (2/2)	P (2/2)	P (2/2)	

Present: 3 Present: 1 Present: 1 Present: 3  
 Late: 0 Late: 1 Late: 1 Late: 0  
 Excused: 0 Excused: 0 Excused: 1 Excused: 0  
 Absent: 0 Absent: 1 Absent: 0 Absent: 0

12. View any Remarks by hovering over the information icon 

Mar 7 9AM	Mar 12 9AM	Mar 14 9AM	Mar 19 9AM
All students	All students	All students	All students
P (2/2)	A (0/2)		

Had a doctor's note

13. Export reports at any time by selecting the Export tab.

Use the Group field if you want to export some users, to export the whole class attendance records, select All participants from the Group drop-down list.

Use the Export specific users drop down list to indicate if you want to export a report for a specific student, chosen from the list.

Use Identify student by tick boxes to customize your report.

Use the following to customize your exported report: Select all session Include not taken sessions Include remarks Use the Start of period and End of period to indicate the date range for the report.

From the Format drop-down list, select your download option.

Select OK to perform export.

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

▼ **Export**

Group

Export specific users

Users to export

Identify student by  Student ID  Username  ID number  Institution  Department

Select all sessions  Yes

Include not taken sessions  Yes

Include remarks  Yes

Start of period

End of period

Format

14. The Temporary Users tab will enable you to allow a reliever who is a non-editing teacher in the paper to take the attendance.

Temporary users : Management 101 (Training)

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

▼ **Add temporary user**

Full name

Email

There are required fields in this form marked .


Temporary users

15. Finally, If you have allowed student access to their attendance they can select the Attendance activity to view a report of their own attendance with access to different time

frames for their attendance.

[This course](#) [All courses](#)

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## Tamati Ellison

Taken sessions:4  
Points over taken sessions:5 / 8  
Percentage over taken sessions:62.5%

◀ **March** ▶

[All](#) [All past](#) Months [Weeks](#) [Days](#)

#	Type	Date	Time	Description	Status	Points	Remarks
1	All students	Wed 7 Mar 2018	9AM - 10AM	Regular class session	Present	2 / 2	
2	All students	Mon 12 Mar 2018	9AM - 10AM	Regular class session	Absent	0 / 2	Had a doctor's note
3	All students	Wed 14 Mar 2018	9AM - 10AM	Regular class session	Late	1 / 2	
4	All students	Mon 19 Mar 2018	9AM - 10AM	Regular class session	Present	2 / 2	

