

# TEL support at Brookes

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How do I allow my students to record their own attendance in Moodle?

## How do I allow my students to record their own attendance in Moodle?

The Attendance activity in Moodle is designed for capturing – and reporting on – student attendance.

To allow students to record their own attendance, there needs to be an activity. See the article [How do I record student attendance in Moodle?](#) guide before continuing.

### Configure 'Status set'

Depending on how you want the self-registering to work, you might want to set the unmarked status i.e. to what should the attendance status default if a student fails to register themselves? You may decide that you don't want the status to default to anything but, having completed the following steps, you can choose whether you want to take advantage of this feature later.

1. For an existing Attendance activity in Moodle, go to the **Status set (1)** screen

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	2.00	15	<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"/>	
*					<input type="button" value="Add"/>	

2. You may want to set a time limit on how long students can record themselves as 'Present' (2). *In the example above, the students can record themselves as 'Present' within the first 15 minutes of a session.*

If you leave the field blank then there is no time limit; if you set the value to 0 then the option is hidden from the student.

3. By selecting one of the **Automatically set when not marked** radio buttons (3), you can choose which status will be recorded as default for those students who do not self-register. *In the example above, students will be recorded as 'Absent' if they have not registered their attendance.*

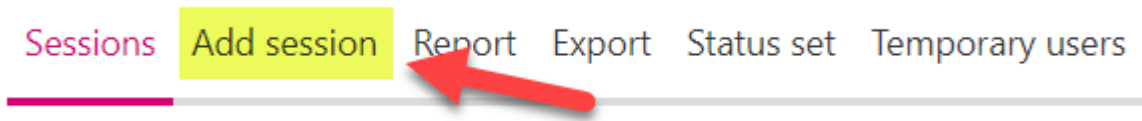
4. Finally click on **Update** to confirm any changes that you've made.

## Permit students to self-register

### PART A: For existing sessions

### PART B: For new sessions

1. From within the Sessions area, click on **Add session**




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

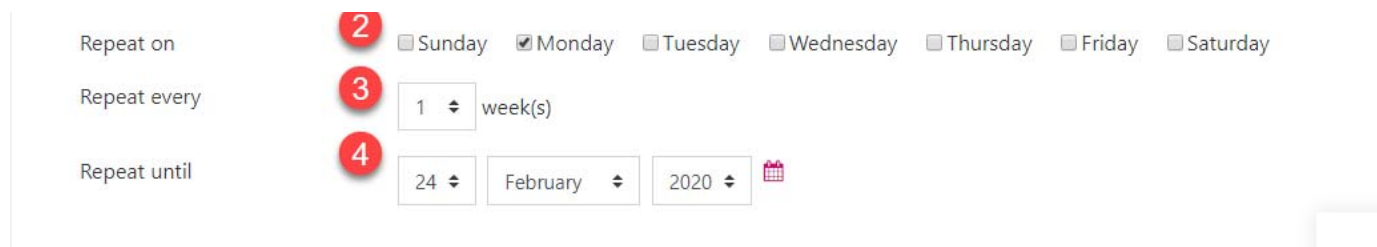
2. Set the **Date**, **Time** and **Description** for your session.

3. If this is a recurring session, you can choose to:

- Repeat the session (1);
- Select the day of the week (2) for which you wish to add additional sessions;
- Specify for how many weeks (3) until a specific date (4).

▼ Multiple sessions

Repeat the session above as follows 

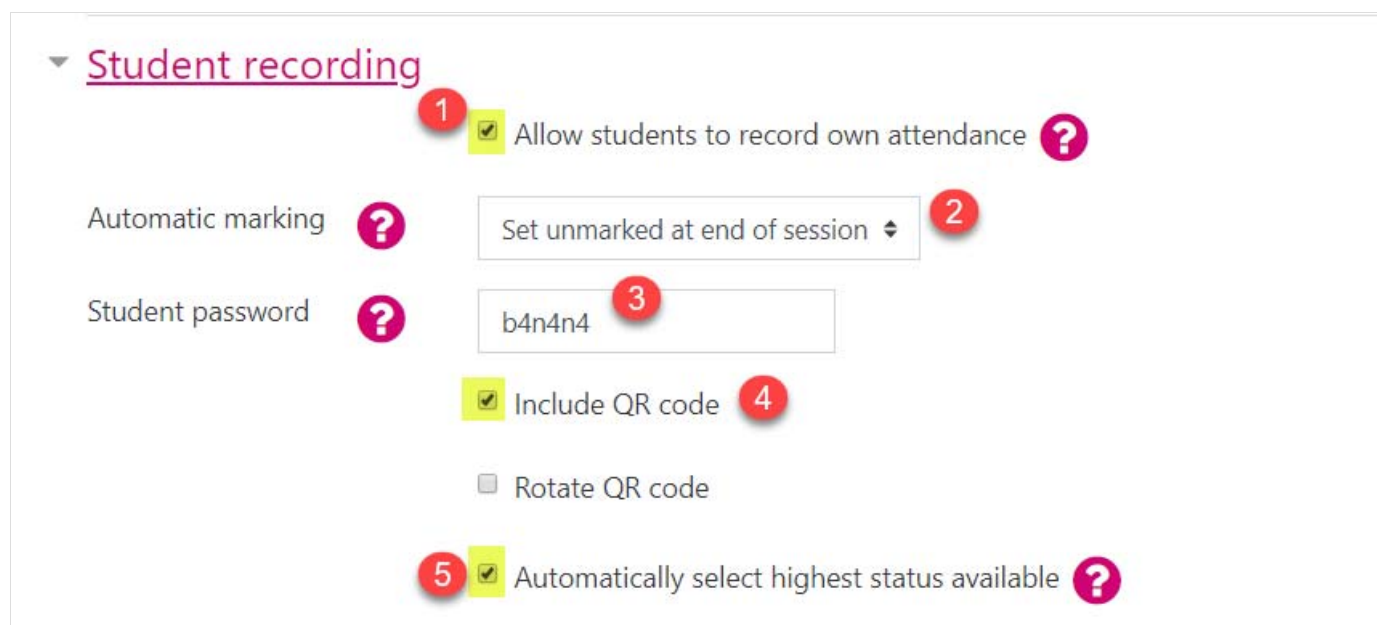


Repeat on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Repeat every 1 week(s)

Repeat until 24 February 2020

4. Scroll down to the **Student recording** section and configure appropriately:



**Student recording**

Allow students to record own attendance

Automatic marking Set unmarked at end of session

Student password b4n4n4

Include QR code

Rotate QR code

Automatically select highest status available

5. Firstly, you will need to select **Allow students to record own attendance** (1).

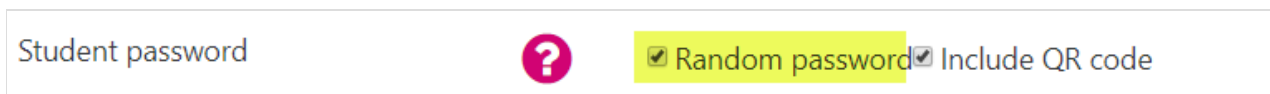
6. Depending on the 'Status set' configuration that you've chosen (as explained in the previous section above), if you have set **Automatic marking** (2) to 'Set unmarked at end of session' then those students who have not self-registered will be marked as the default. *In the example earlier, the default was set to 'Absent'.*

If you wish for students who have not registered to have their status left as unset, then set **Automatic marking** to 'Disabled'.

7. To ensure that only those students who have attended can self-register, you will want to set a **Student password** (3) (which you can then reveal to the students at the start of the session). Students will then need to enter this password in order to register their attendance.

If this is a new session, rather than specifying the password, you would select the option

for **Random password**:



A screenshot of a Moodle session settings form. The form has a white background and a thin border. On the left, there is a text input field labeled "Student password". To its right is a pink circular help icon with a white question mark. Further right, there are two checkboxes: "Random password" (checked) and "Include QR code" (checked). The "Random password" checkbox is highlighted with a yellow background.

8. To quicken the process for students to self-register, you may wish to choose to **Increase QR code (4)**. You can then display this QR code to students who attend the session; students will then have the option to use the camera on their mobile device to scan the QR code, automatically navigating their browsers to the correct session within Moodle.

9. The final checkbox: **Automatically select higher status available (5)** further eases the process for students to register: when students access the session on Moodle, they are not even presented with options to pick their attendance status from, they are simply set to 'Present'.

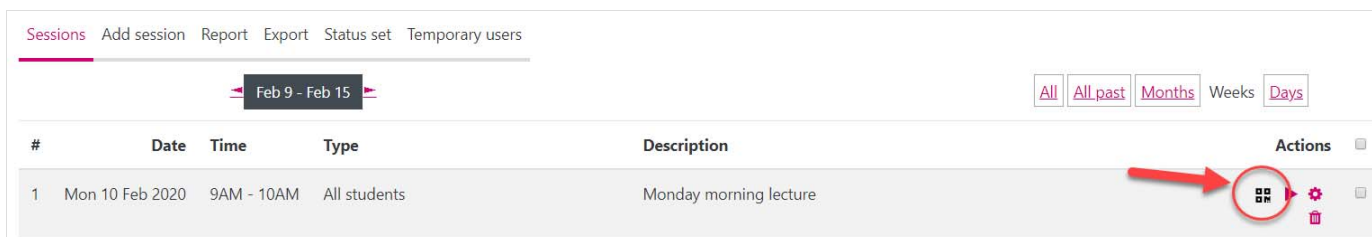
10. Finally click on **Save changes** to confirm the changes.

## Sharing QR code and password with students




If you've select a password and/or QR code for your session then your students will need to know these in order to register their attendance.

You may wish to share these with them via a slide in your presentation:

1. Click on the Attendance activity in your course then locate the session for which you want the students to register their attendance.
2. Click on the **Password** icon.

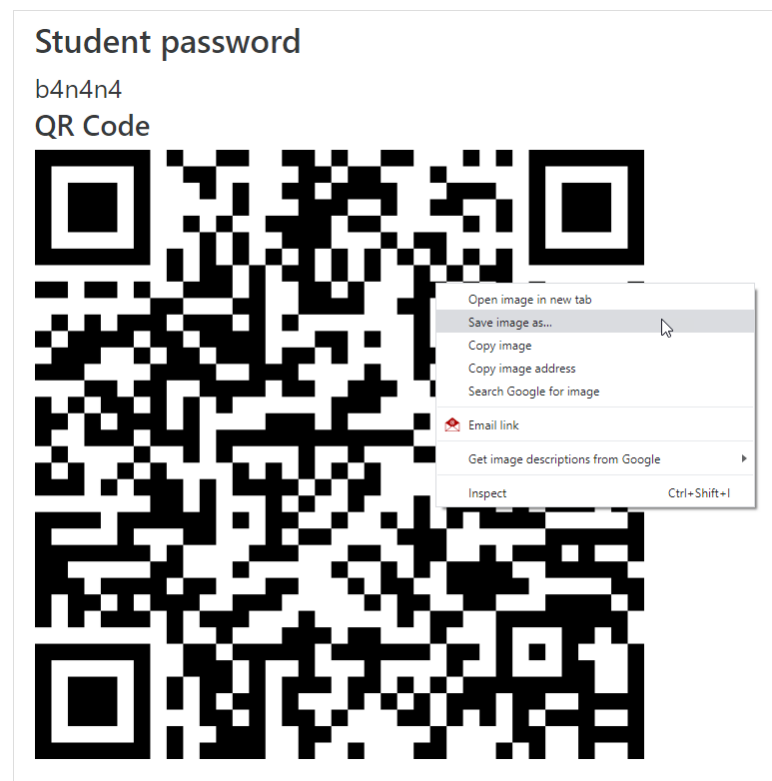


A screenshot of the Moodle "Sessions" page. At the top, there are navigation links: "Sessions", "Add session", "Report", "Export", "Status set", and "Temporary users". Below these is a date range selector showing "Feb 9 - Feb 15". To the right of the date selector are filters for "All", "All past", "Months", "Weeks", and "Days". Below the filters is a table with the following columns: "#", "Date", "Time", "Type", "Description", and "Actions". The table contains one row with the following data: "# 1", "Date Mon 10 Feb 2020", "Time 9AM - 10AM", "Type All students", "Description Monday morning lecture", and "Actions" (which includes a QR code icon, a gear icon, and a trash icon). A red arrow points to the QR code icon in the "Actions" column.

#	Date	Time	Type	Description	Actions
1	Mon 10 Feb 2020	9AM - 10AM	All students	Monday morning lecture	  

3. The next page will then show the QR code and the password. You can then right-click

on the QR code image and **Save image as...** to save the image as a file. You can then insert this image into your slides to display to the students. Make a note of the password too so that you can enter this as text on the same slide.



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