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Set Up, Part Two: Change Status Set

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Set Up, Part Three:
Create Sessions

Edit Sessions

Record Attendance

View Attendance

Attendance in the
Moodle Gradebook

Suggestions & Feedback

Instructors and TAs can use the
Attendance activity to record
student attendance. Each mark is
customized (e.g., Present, Late,
Excused, Absent) and is assigned
a point value. The aggregate score
for each student appears in a
single column in the Moodle
gradebook. Students can also view
their own attendance record and
any instructor comments in the
Attendance activity itself.

You can add more than one
Attendance activity to a Moodle
course, which offers you the
opportunity to use the module
creatively. For example, you could
use the activity to track
participation in any regularly
repeating activity for which
students will receive a single
grade, such as weekly journal
entries that will be graded only on
overall participation.

Note: *Attendance* activities can be set to drop a specified number of the lowest-graded sessions to be excluded from the overall attendance grade for each student. See **Part Two: Change Status Sets** (below).

Set Up an Attendance Activity

Part One: Add and Configure the Attendance Activity

Step 1:
On your course page, click **Turn editing on** (green pencil icon 🖉 , top right). Editing icons and links will appear.

Step 2:
In the *Section* where you want to add the *Attendance* activity (the top section of the course page is recommended as a convenient location), click **+ Add an activity or resource.** The *Activity chooser* will open.

Step 3:
In the *Activity chooser,* select **Attendance** and click **Add**. The *Adding a new Attendance* page

will open.

Step 4:

Update the **Name** for the activity (Optional). The default name is set to Attendance. Moodle will use this name on your course page and in the *Gradebook*.

Step 5:

Use the **Grade** drop-down menu to set the maximum points the attendance activity will be worth in the *Gradebook*. The default value is 100.
Note: For more on grading attendance, see Attendance in the Moodle Gradebook (below).

Step 6:

Click the **Common module settings** heading to view and adjust any group settings you may want (Optional). For more information on group settings, see Assign an Activity to a Group or Grouping in Moodle.

Step 7:

Click **Save and return to course**.

Part Two: Change Status Sets

Step 1:
On your course page, click the **name** of the *Attendance* activity. The *Attendance* activity page will open.

Step 2:
Select the **Status set** tab. The *Settings* page will open.

Step 3:
The *Settings* page allows you to set names and point values for attendance grades. The default *Status set* uses four marking options: ***P**resent, **E**xcused, **L**ate, and **A**bsent*. You can rename, add, or delete options to fit your own needs.
Each variable (possible marking option) is assigned an *Acronym*, a *Description* and *Points*.
- To change *Acronym*s, *Description*s, or *Points,* edit the **entries** in the fields.
- To hide (and not use) a variable, click the **Eye** icon (👁) in the *Action* column (at right).
- To delete a variable, click the **Trash bin** icon (🗑) in the *Action* column (at right).

- To create an additional variable, type into the blank fields (at bottom) and click **Add**.

Step 4:

The *Drop the lowest* field allows you to choose a specified number of the lowest-graded sessions to be excluded from the overall attendance grade for each student. If you would like to drop sessions, click **Choose...** and pick the number of sessions from the drop-down menu.

Step 5:

Click **Update** to save changes. **Note**: The points awarded for each class meeting will be aggregated in the Moodle gradebook as one running percentage for sessions marked to date. If you decide to drop a number of the lowest attendance sessions, the maximum grade displayed in the Attendance Report will be reduced by the value of those sessions. For more on grading attendance, see Attendance in the Moodle Gradebook (below).

Part Three: Create Sessions

The *Attendance* activity tracks student attendance by recording marks for each session (i.e., lecture, lab, or discussion section meeting). Until you add them, there are no *Sessions* in which to record attendance. If your class meets more than once a week or has multiple labs or discussions, you can add them all to the same attendance activity. You will be able to add all the sessions for each regular meeting time in one operation.

Note: If you want to use customized *Status set*, you need to edit those settings before creating new sessions (see **Change Status sets**, above). You cannot change the variables available in sessions once they have been created.

> **Step 1:**
> On your course page, click the **name** of the *Attendance* page will open activity. The *Attendance* activity will open.
>
> **Step 2:**
> Click the **Add session** tab (at

top). The *Add session* page will
open.

Step 3:

To add a new session:

- For *Type*, select whether this
  is for **All students** or **Groups
  of students**. If selecting
  Groups of students, in the
  Groups field, select the
  groups you want to include
  in the attendance activity.

- For *Date*, select the **day** and
  time of the first class
  meeting of the semester.

- For *Time*, select the
  **beginning and ending
  times** in hours and minutes.

- Enter a *Description*
  (Optional). This is useful if
  you have separate lecture
  and lab or discussion
  meetings.

Step 4:

To set up reccuring events,
under *Multiple sessions*:

- Select **Repeat the session
  above as follows**.

- For *Repeat on*, select **the
  days of the week** the
  session should be repeated

(multiple selections are allowed).

- For *Repeat every*, select **the repeat interval** for the session.

- For *Repeat until*, select **the last date** of sessions you want to create.

- For example, if a class meets Tuedays and Thursdays every week for the whole semester, you should select Tuesday and Thursday, repeating every 1 weeks, until the date of the last day of the semester.

Step 5:
Click **Add** at the bottom of the page. You will see a message that *sessions were successfully generated*, and you will be returned to the *Session* page.

Step 6:
To add additional sessions for other meeting times, repeat Steps 2 through 6.

Edit Sessions

Once sessions have been added

to an attendance activity you can change meeting dates, times, and descriptions from the *Sessions* tab. For example, this can be useful for deleting or changing the date of a class impacted by holiday scheduling.

Step 1:
On your course page, click the **name** of the *Attendance* activity. The *Attendance* activity will open to the *Sessions* page.

Step 2:
On the *Sessions* page, use the buttons at the top right to view sessions by *All, All past, Months, Weeks,* or *Days*. (Initially, the page will open to *All*, or to the last view used.)

Step 3:
For each session you have created, there is a set of *Actions* icons (at right):
   • A *play button* (▶) denotes days for which you have not yet taken attendance (see **Record Attendance**, below)
   • A *green arrow* (↪) denotes days for which attendance has been taken.

• Click the **Update** icon (⚙) to update the settings for that particular session.

• Click the **Trash bin** icon (🗑) to delete a session.

Step 4:
To delete or change the meeting times of multiple sessions at once, select the **check box** after individual sessions (or click the top checkbox to select all sessions). Then, from the *Choose...* drop-down menu (bottom right), select either **Delete** or **Change duration** and click **OK**.

Record Attendance

Step 1:
On your course page, click the **name** of the *Attendance* activity. The *Attendance* activity page will open to the *Sessions* page.

Step 2:
On the *Sessions* page, use the buttons at the top right to view sessions by *Day*, *Weeks*, *Months*, *All past* or *All* (initially, the page

will open to *All*, or to the last
view used).

Step 3:
Click the **play button** (▶) to
open an unrecorded session,
or click the **green arrow** (↪)
to edit a session with existing
marks. The *Attendance* page for
that session will open.
Note: If you leave the
Sessions page and return, you
may need to click *All* or *All past*
(top right) to see past sessions.

Step 4:
On the *Attendance* page, click
the **radio buttons** to mark
attendance based on the
acronyms you established in
the *Settings* tab (see Change
Status Sets, above).
Note: If everyone is present,
click the column heading **P** in
the *Set status for all users* to
record the entire class as
present. If most students are
present, you can save time by
doing this to mark everyone
present, then going back to
change the mark for absent
students.

Step 5:

To record notes for particular students, type the **comment** in the *Remarks* column.
Note: Both you and the student for whom you record a message will be able to view remarks.

Step 6:
Once finished, click **Save attendance** (at bottom) to save your work. You will see a confirmation that *Attendance has been successfully taken* and then the *Sessions* page will open again.

View Attendance

Report view (Instructors)
The *Report* tab in the *Attendance* activity lets instructors view the attendance for an entire class. If you have a lot of sessions, the display will require you to scroll sideways. You can narrow the range by clicking **Months** or **Weeks** (top right) in the *Sessions* tab.

To review your entire class attendance, especially for a class with a large enrollment, you may find it more convenient to go to the **Export** tab and download the

attendance in Excel, OpenOffice, or text format.

Individual student view (Instructors)

Instructors can view the attendance summary for individual students, including remarks recorded as part of that student's attendance. Simply click a **student's name** in the *Report* tab of the attendance activity to display that student's information.

Student view

Students can review their own attendance by clicking the attendance activity link on the Moodle course page. They will see a total count of meetings for which they were present, late, excused, etc. They will also see a list of all class sessions, and any remarks that you have entered regarding their attendance.

Attendance in the Moodle Gradebook

If not set up as recommended below, the Attendance activity may display grades differently from the Gradebook:
The student view within the attendance activity displays the Date, Description, Status, Points and Remakrs (see **Change Status**

Sets, above). However, in the gradebook, this *Attendance percent* is applied to the maximum point value for the activity to calculate the score awarded to each student.

For example, if a class meets 25 times and attendance is worth 2 points per meeting, the maximum possible *Attendance grade* (for points awarded per class meeting) would be 50 points. In the attendance activity view, a student with two absences would see an *Attendance grade* of 46/50 and an *Attendance percent* of 92% at the end of the semester. However, this student's score in the gradebook would depend on the *Grade* settings for the attendance activity as a whole (see **Add and Configure the Attendance Activity** above). Some examples:

- **If Attendance *Grade* is set to 100 points:** The gradebook would show a score of 92, or 92% of the possible 100 grade points for the activity.

- **If Attendance *Grade* is set to 25 points:** The gradebook would show a score of 23, or 92% of the possible 25 grade points for the activity.

- **If Attendance *Grade* is set to 10 points:** The gradebook would show a score of 9.2, or 92% of the possible 10 grade points for the activity.

Make Attendance scores easier for students to understand.

Because grades may display differently in the gradebook and an Attendance activity depending on settings (see above), students who note a difference in values may find it confusing. To give students a more consistent experience, we recommend using one of the following settings:

- **Set the *Grade* for the attendance activity to 100**: On your course page, click the **name** of the *Attendance* activity. The *Attendance* activity will open. Click the **Actions menu** (⚙ ▾, top right). From the *Actions* drop-down menu, select **Edit settings**. The *Updating Attendance* page will open. In the *Grade* heading, in the *Maximum grade* text box, change the maximum grade to **100**. Moodle will automatically recalculate the grades earned in the attendance activity as a value out of 100 in the gradebook, and the score students see when they

check their *Grades* will match the *Activity percentage* they see if they go to the *Attendance* activity.

- **Set the gradebook to display both *Percentage* and *Real* grade for the attendance activity:** On your course page, from the *Navigation tray* (on the left), select **Grades**. The *Grader report* page will open. On the *Grader report* page, from the navigation tab (at top), select **Gradebook setup** and find the **Attendance** activity from the lists of grade items. From its **Edit** drop-down menu (at right) in the *Attendance* activity item, select **Edit settings**. The *Edit grade item* page will open. On the *Edit grade item* page, under the *Grade item* heading, click **Show more...** to see the all the options. From the *Grade display type* drop-down menu, change from *Default (Real)* to **Percentage (real)** or **Real (percentage)**. Scroll down and select **Save Changes**. With these settings, when students will see both the "Real" score (a number based on the *Grade* set for the activity) and a "Percentage" that matches the *Activity percentage* they see if they go to the *Attendance* activity.

Explain your Drop the lowest policy to students.

The *Drop the lowest* feature will drop the lowest value sessions for each student and replace the maximum value of all sessions with the maximum grade value for the attendance minus the maximum value of the dropped sessions. For example: an attendance with each session at a value of 1, with a maximum grade of 11 and Drop the lowest set to "1" will result in a maximum grade of n/10 in the Attendance activity report, and n/11 in the gradebook. While this might cause some confusion for students if they compare the values from their Attendance report and the gradebook, the correct grade percentage is accurately maintained. A 10/10 in the Attendance report (from Drop the lowest set to "1" will result in an 11/11 in the gradebook, or 100%.

For additional assistance, please contact the Instructional Media Lab (**instruct@umass.edu** or 413-545-2823).

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