

1. Set Up Attendance Activity

1. Click on **Add an activity or resource...** and choose **Attendance**.
2. In the **Grade** option area, set the total number of points you wish to assign for attendance (Figure 1). (If you weight your grades, you can leave it at 100.)
3. If your course site contains multiple sections that meet at different times, set the **group mode** to "Separate Groups." (See [Groups in Moodle](#) for more information.)
4. Open the **Activity completion** options area and set **Completion tracking** to "Do not indicate activity completion."
5. **Save and display** to add class meeting dates and set attendance variables.

2. Add Sessions

All Students Meet Together

Once the Attendance link has been created, class meetings (sessions) need to be added. To create a set of class meetings for all students in the course:

1. Click on the tab labeled **Add session** (Figure 2).
2. In the **Date** fields, select the day, month and year the class starts or select the date from the **calendar** provided.
3. Enter the class start and end times (in 24-hour mode) in the **Time** fields.
4. Optional fields:
Check the box provided to allow students to **record their own attendance** (see [Self-Recording Attendance](#) below for more information).
Enter a **description** for the session if other than "Regular class session" (the default description).
5. For a class that meets:
 - On a **regular** basis, check the box labeled **Repeat the session above as follows** (Figure 3).
 - On an **irregular** basis, do not check this box—enter each meeting date as a separate session, clicking on **Add session** after each date.

Figure 1: Create Attendance Settings

Figure 2: Add Sessions Tab

Figure 3: Create Sessions

- If you selected "Repeat the session above..." in step 5, choose the **day(s) of the week** the course meets—the example shown in Figure 3 displays boxes checked for a course that meets on Mondays and Wednesdays.
 - Important:** Leave the **Repeat every week(s)** field set for 1 week if your course meets every week. If it meets every other week, change the 1 to 2.
 - Set the course end date in the **Repeat until** fields, using the **calendar** for quick entry.
 - Click on **Add**.
 - If your class meets on an irregular basis, repeat Steps 2, 3 and 9 until all sessions have been added.
- Note:** If needed, you can add, remove, or revise sessions, as explained below.

Sections Meet at Different Times

If your course site includes students in multiple CRN's who meet at different times, return to your course home page and create a group for each CRN. Then:

- Open the Attendance link for editing and update the **Group mode** in the **Common module settings** options area by selecting **Separate groups**. Save and display.
- Click on the tab labeled **Add session**.
- Select a group from the **Groups** list (Figure 4).
- Create sessions as detailed in steps 2-9 above. Depending on how you've named your groups, you might want to add the CRN or the meeting times to the **Description** field to help you track sections.

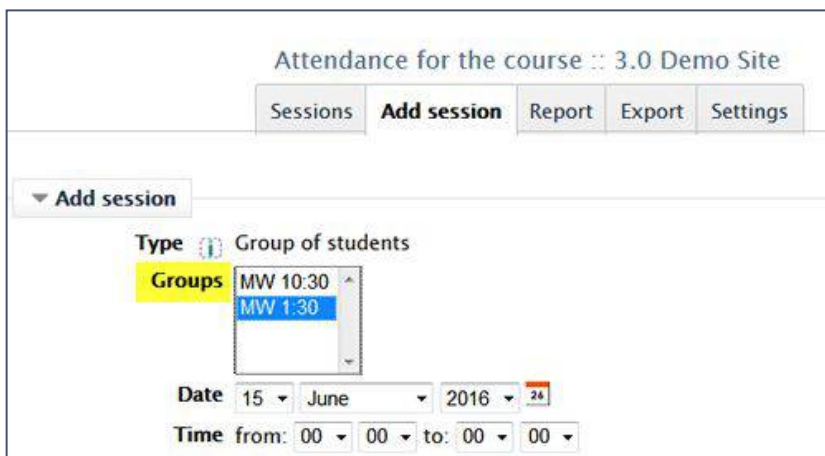


Figure 4: Select Group & Create Sessions

- Select another group from the list and create sessions for a different course section.

3. Identify Status Settings

Attendance links have preset variables for describing students' attendance: Present, Late, Excused and Absent. Note that only one status may be assigned to a student for a class session.

To customize these variables:

- Click on **Settings** (Figure 6).
- To remove a variable, click on its **Delete** icon in the last column (Figure 7).
- To add a new variable, enter the information and use the **Add** button.
Note: Be sure to do this before you revise any existing settings—clicking on **Add** resets the existing variables to the defaults!
- Revise the acronyms, descriptions, and points as desired. For example, you might want to assign High Participation, Low Participation, Excused and Absent instead of the default variables.

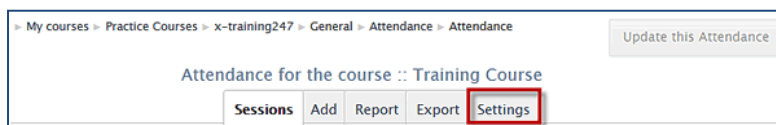


Figure 5: Variable Settings Tab

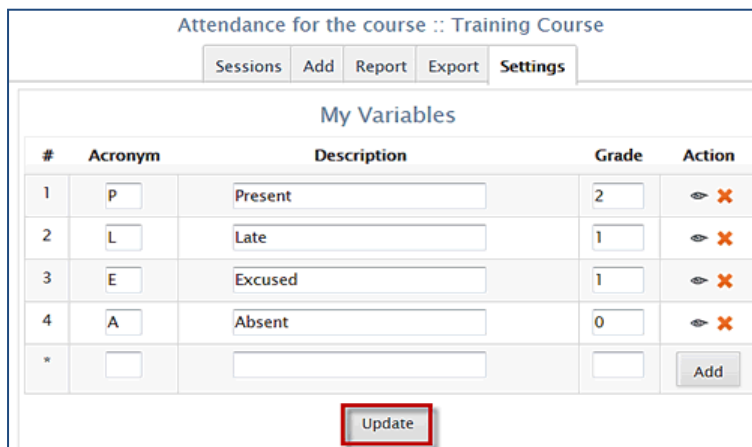


Figure 6: Set Attendance Variables

5. Click on **Update** to save your changes.

Note: See page 5 to find out how Attendance scores are calculated.

Alternate Settings (Advanced Option)

In addition to the standard settings, it's possible to create additional status sets to track other course activities (participation, pop quiz results, task engagement, etc.). There are many possibilities for applying this new feature:

- Create a status set to reflect participation in a special activity such as peer review, interviews, guest speakers, presentations, etc.
- Use a new set to record the results of pop quizzes or in-class writing exercises.
- Activate the option to **Allow students to record own attendance** and have them rate their participation or indicate how confident they are feeling about their progress.

1. To create a new status set, select **New set of statuses** from the pull-down menu provided in the upper left corner of the **Settings** tab.

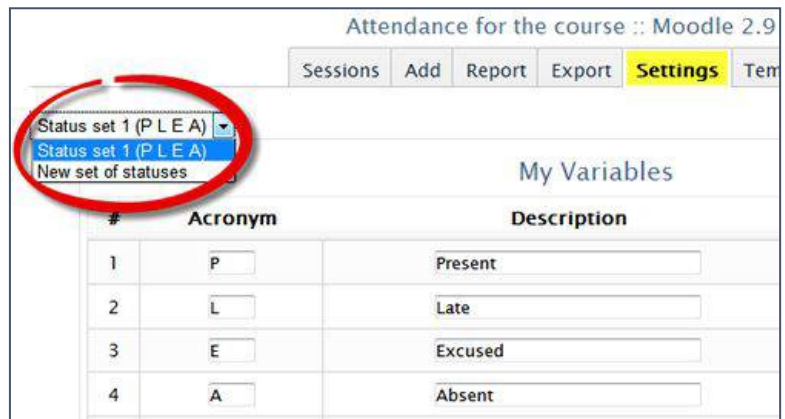


Figure 7: Create New Status Set

2. Provide an acronym, description and point value for the first status in this new set and click on **Add**.



Figure 8: Add New Status

3. Repeat these steps until the new set is complete. Click on **Update** to save the new set.



Figure 9: Save New Status Set

- To apply the new status set to a series of sessions, click on the **Add session** tab and enter information about the sessions where you would like the new status set to be applied. Select Status set 2 from the **Use status set** pull-down menu. When it's time to record the results for one of these new sessions, the new set of status options will be displayed.

Figure 10: Select Status Set

Self-Recording Attendance (Advanced Option)

Having an alternate status set makes it possible for your students to record their "status" for a session. Status settings that you could create for this purpose might include variables related to how confident students are feeling about their progress in the course, how well they understood what was covered in class for each session, or other variables that would help them reflect on their learning and communicate that to you.

4. View and Revise Sessions

Once you have added sessions, you can add, remove or revise them as needed. For example, you can delete sessions scheduled on days when the University is closed.

To view the sessions that you've created, click on the **Sessions** tab, then click on **All** (Figure 5). Note the following:

- Session dates are expressed as day.month.year.
- If the Attendance is set up for groups, select a group from the **Sessions** drop-down menu to see only those sessions.
- To delete a session, click on its **Delete** icon in the **Actions** column.

Figure 11: View Sessions

5. Take Roll

- To take roll, click on the **Sessions** tab, then click on **All** (Figure 8).
- If the Attendance is set up for groups, select the group from the **Sessions** drop-down menu.
- In the **Actions** column corresponding to the class session, click on the **green hexagon** to open the attendance roster.

Figure 12: View Sessions and Take Roll

- Record attendance by clicking in the appropriate box for each student (Figure 9).

Note: You can select P in the **Set status for all users** row at the top of the table fill the **Present** column, then click on the individual students who were late or missed class, as needed.

- Add comments in the **Remarks** field if you wish. You can copy and paste frequent comments.
- Click on **Save attendance** to save your work.

Note: After you've taken roll for a session, the green hexagon changes to a green arrow. Click on this arrow to update the status of any student for that session.

Figure 13: Take Roll

6. View Attendance Reports

Click on the **Report** tab to view student attendance. Click on a student's name to see an individual report and any comments you've made. This report is what the student will see when s/he clicks on the **Attendance** link.

Bonus Tip: Consider adding the **Attendance block** to your course site to provide a shortcut to this activity. Doing so enables students to quickly see the total number of sessions they have attended or missed so far.

7. Review Attendance Scores in the Grade Book

Attendance is recorded for each student as one overall score in the grade book. You (and your students) may be surprised by these scores if you don't understand how Attendance grades are calculated.

Moodle does not add up the points for each session (for example, 2 points for week 1 plus another 2 points for week 2, etc.). Instead it calculates what percentage of the possible points awarded to date each student has earned, beginning with a score of 100% for each student. As long as a student continues to be present, the score remains at 100% of the maximum number of points. Once a student misses a session, the score drops accordingly.

These tables illustrate scores calculated for three students over three weeks. Let's assume that the number of points for attendance in this class is set at 100, with Present = 2 points, Late = 1 point, and Absent = 0.

SCORES AT THE END OF WEEK 1

Name	Present (2)	Late (1)	Absent (0)	Pts. Earned This Week	Pts. Earned To Date	Max. Possible To Date	Score in Grade Book
Alex	•			2	2	2	100
Barbara	•			2	2	2	100
Chris		•		1	1	2	50

SCORES AT THE END OF WEEK 2


Name	Present (2)	Late (1)	Absent (0)	Pts. Earned This Week	Pts. Earned To Date	Max. Possible To Date	Score in Grade Book
Alex	•			2	4	4	100
Barbara			•	0	2	4	50
Chris		•		1	2	4	50

SCORES AT THE END OF WEEK 3

Name	Present (2)	Late (1)	Absent (0)	Pts. Earned This Week	Pts. Earned To Date	Max. Possible To Date	Score in Grade Book
Alex	•			2	6	6	100
Barbara	•			2	4	6	66.67
Chris	•			2	4	6	66.67

As shown above, attendance scores in the grade book reflect how students are currently doing. If they have attended all of the sessions through week three, for instance, the grade book will show 100% of the total possible points for this activity for the term. If they miss a session, their scores will drop, so they do need to continue attending class to achieve full credit at the end of the term. **Important:** Be sure to mark students absent for classes they miss. Otherwise, their attendance scores will be higher than they should be.

Note: To change the total number of points possible for Attendance, do either of the following:

- Open the Attendance activity and click on **Edit settings** at left (or on **Update this Attendance** in the upper right corner).
- With editing turned on, click on the **Update** icon  next to the Attendance link on the main course page.