

I. Set Up Attendance Activity

1. Click on **Add an activity or resource...** and choose **Attendance** (Figure 1).
2. In the **Grade** option area, set the total number of points you wish to assign for attendance for the term (Figure 2). (If you weight your grades, you can leave it at 100.)
3. If your course contains multiple sections that meet at different times, open **Common module settings** and 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 check attendance status settings.

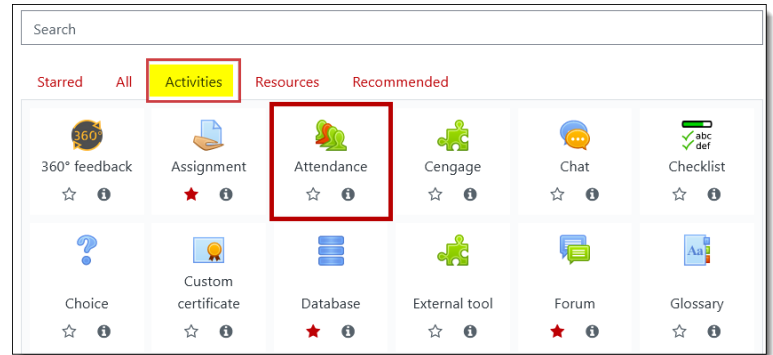


Figure 1: Add Attendance

II. 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 3).

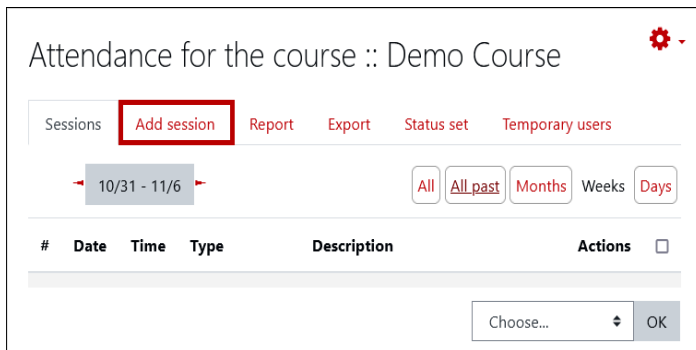


Figure 3: Locate Add Session Tab

2. In the **Date** fields, select the day, month and year the course starts or select the date from the **calendar** provided (Figure 4, next page).
3. Enter the class start and end times (in 24-hour mode) in the **Time** fields.
4. **Describe** the session if desired ("Regular class session" is the default description).

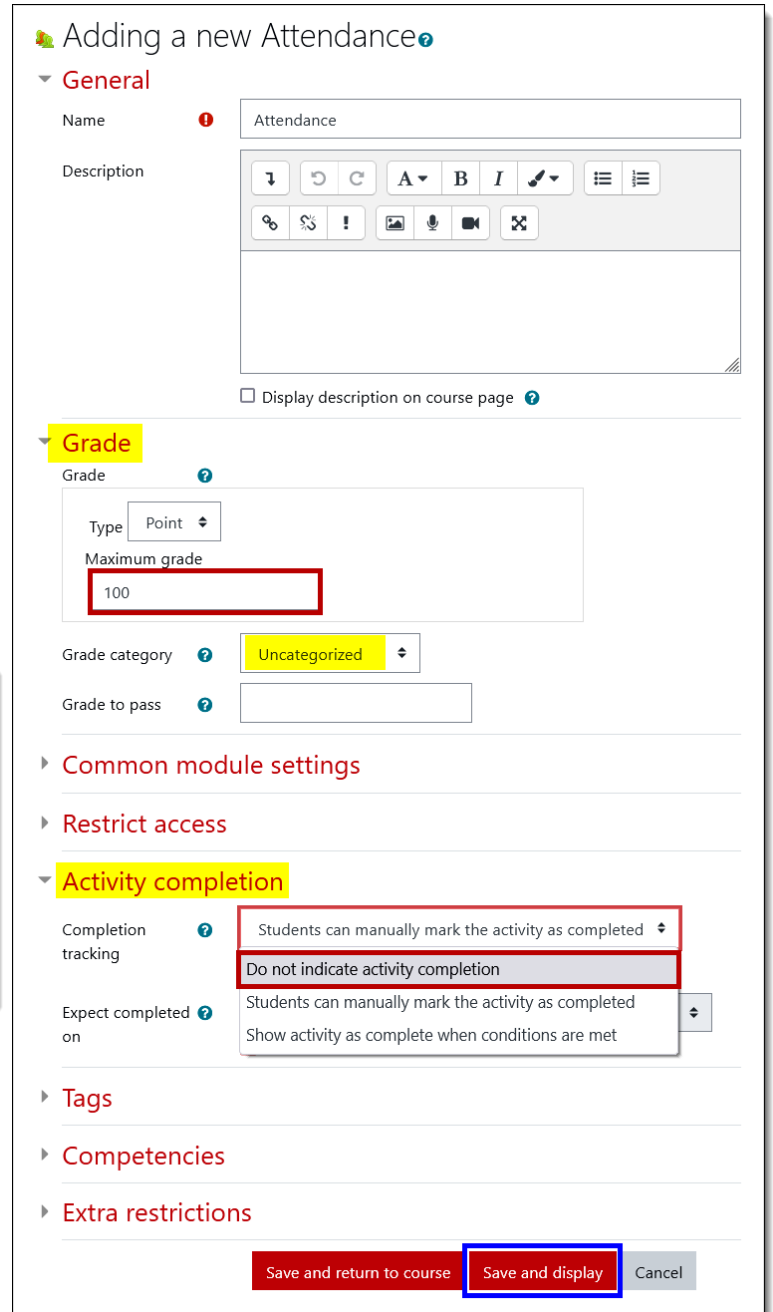


Figure 2: Create Attendance Settings

5. For a class that meets:
 - On a **regular** basis, open the **Multiple sessions** options and check the box labeled **Repeat the session above as follows** (Figure 4).
 - On an **irregular** basis, skip those options and enter each meeting date as a separate session, clicking on **Add session** after each date.
6. If you selected "Repeat the session above..." in step 5, select the **day(s) of the week** the course meets—the example shown in Figure 4 displays boxes checked for a course that meets on Mondays and Wednesdays.
7. **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.
8. Set the course end date in the **Repeat until** fields, using the **calendar** for quick reference and entry.
9. Check the box provided to **Allow students to record their own attendance** if you wish (see **Self-Recording Attendance** below).
10. Click on **Add**.

Note: If needed, you can add, remove, or revise sessions, as explained below.

Sections Meet at Different Times

If your course includes students in multiple sections who meet at different times, return to your course home page and [create a group](#) for each CRN. Then:

1. Open the Attendance link for editing and update the **Group mode** in the **Common module settings** options area by selecting **Separate groups** for **Group mode**. Save and display.
2. Click on the tab labeled **Add session**.
3. Select a group from the **Groups** list (Figure 5).
4. Create sessions as detailed in steps 2-10 above.
5. Select another group from the list and create sessions for a different course section.

Figure 4: Create Sessions

Figure 5: Select Group & Create Sessions

III. 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:

1. Click on **Status set** (Figure 6).
2. To remove a setting, click on the **trash can** delete icon in the **Action** column.
3. To add a new status type, enter the details in the highlighted fields, click on **Add**, then **Update**.
4. 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. Click on **Update** to save your changes.

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

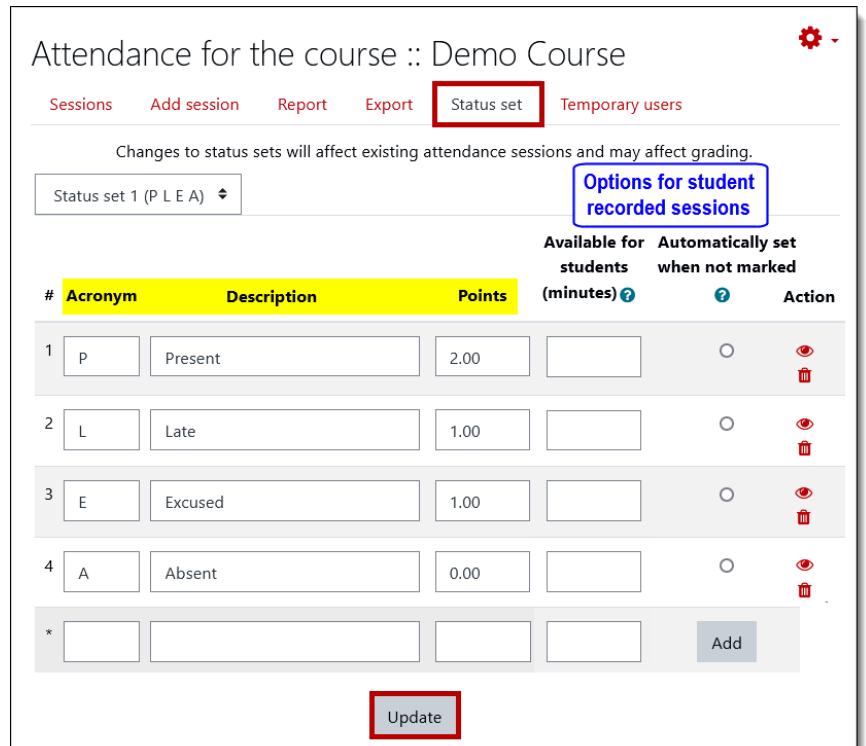


Figure 6: View Status Set Options

Self-Recording Attendance (Advanced Option)

With self-recording, students can record their status for a session. Instead of the standard attendance settings, you could create status settings with options related to how confident students are feeling about their progress in the course, how well they understood what was covered in class for the session, or other variables that would help them reflect on their learning and communicate that to you. Enter an explanation of the option acronyms in the session description textbox so students will know how to respond. (Note that you can create more than one Attendance activity in your course, one for you to take attendance and another for students to record how they are feeling.)

IV. Review and Revise Sessions

You can add, remove or revise sessions as needed. For example, you can delete sessions set for holidays.

- To view the sessions that you've created, click on the **Sessions** tab, then click on **All** (Figure 7). Filter the sessions for a group by selecting it from the **Sessions** pull-down menu.
- To delete a session, click on the **trash can** delete icon in the **Actions** column.

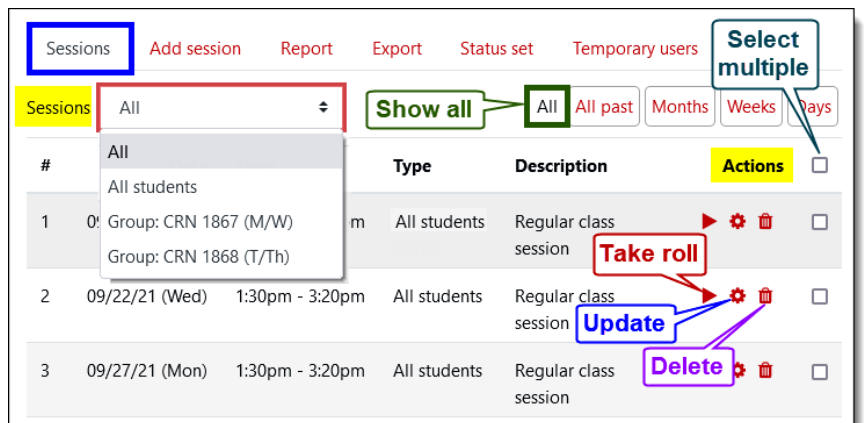


Figure 7: View Sessions

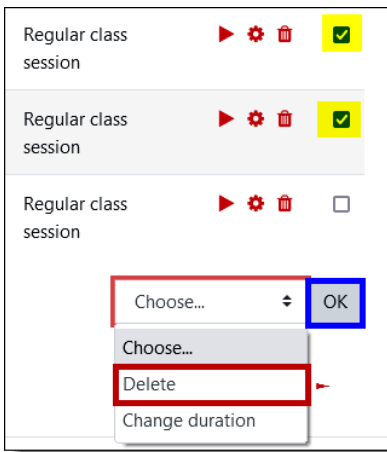


Figure 8: Delete Multiple Sessions

- To delete multiple sessions, check the corresponding boxes on the right, then scroll down and **Choose... Delete** (Figure 8).

V. Take Roll

- To take roll, click on the **Sessions** tab, then click on **All** (see Figure 7 above for steps 1-3).
- Select a group, if needed, from the **Sessions** pull-down menu to display its corresponding sessions.

- In the **Actions** column corresponding to the class session, click on the red **"play" triangle** to open the attendance roster.
- 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 to 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 if you like.
- Click on **Save attendance** to save your work.

Note: After you've taken roll for a session, the red play icon changes to a green arrow. Click on this arrow to update the status of any student for that session (Figure 10).

VI. View Attendance Reports

Click on the **Report** tab to view student attendance (Figure 11). Click on a student's name to see an individual report and any comments you've made. Sessions that have not yet been taken will be represented by question marks. This report is what the student will see when s/he clicks on the **Attendance** link.

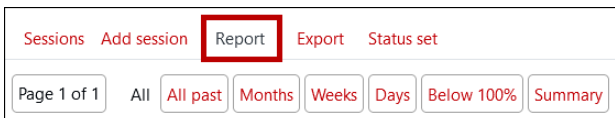


Figure 11: View Report

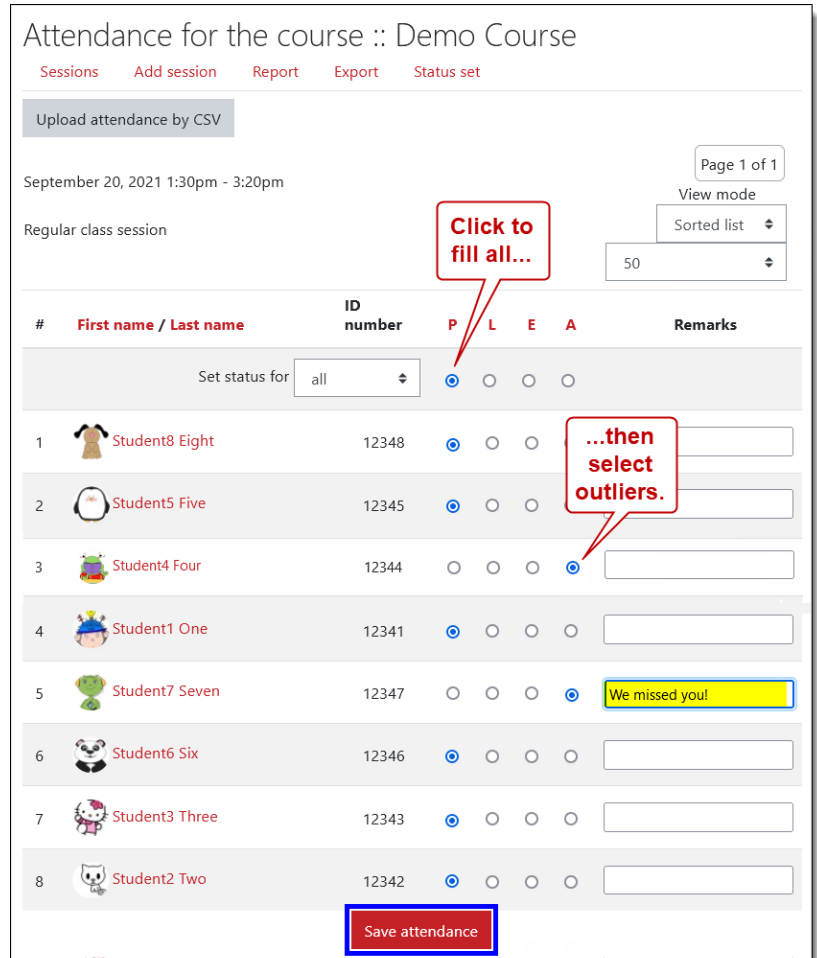


Figure 9: Take Roll

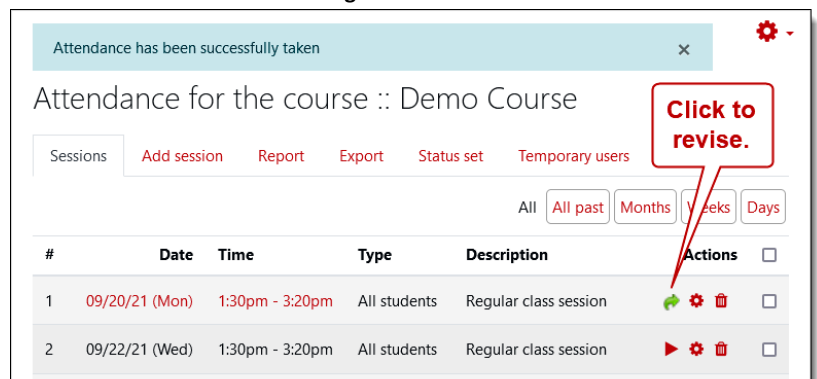


Figure 10: Reopen Link to Update

Bonus Tip: Adding the [Attendance block](#) to your course provides a shortcut to this activity. The block enables students to see how many sessions they have attended or missed so far (Figure 12). It also clearly lays out how each session's points contribute to the total points earned to date.

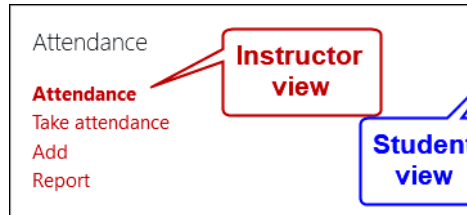


Figure 12: Attendance Block

Attendance	
Taken sessions:	4
Points over taken sessions:	5 / 8
Percentage over taken sessions:	62.5%
Total number of sessions:	24
Points over all sessions:	5 / 48
Percentage over all sessions:	10.4%
Maximum possible points:	45 / 48
Maximum possible percentage:	93.8%

VII. Review Attendance Scores in the Grade Book

Attendance is recorded for each student as one total 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 possible points. Once a student misses class, the score will drop.

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 pts 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 the term. If they miss a class, 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.

Important Note: Once you have recorded attendance for a session, you **cannot** change the total number of points possible. To adjust the total possible before taking roll the first time, open the Attendance activity and click on the admin gear in the upper right corner, then **Edit settings**, or with editing turned on, click on the **Edit** link next to the Attendance link on the main course page and choose **Edit settings**.