



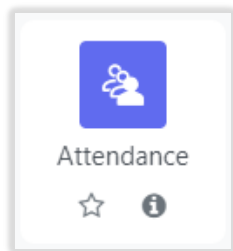
Teaching with Technology Tip

CREATING MOODLE ATTENDANCE REGISTERS

Creating Attendance activities in Moodle allows faculty to track student attendance. One activity can provide an attendance register for every day the course meets. If desired, a grade can be attached to an Attendance activity and students can also mark their own attendance.

Start by Creating an Attendance Activity

Toggle on **Edit mode**. Where you wish the Attendance register to appear, click on **Add an activity or resource**. Select **Attendance** from the Activity Picker when it opens.



Under the **General** settings menu, Moodle will default to the **Name** "Attendance," but you can name the activity whatever you wish. You may also provide a **Description** if you choose.

Graded or Ungraded?

If you are only using the attendance register for financial aid verification, you will want to make sure that Moodle does not create a grade for the activity. Under the **Grade** menu, select **None** from the **Type** dropdown menu. Otherwise, establish the grade how you wish.



Activity Completion

Instructors will probably also want to turn off **Activity completion** since students will be using the Attendance feature every day the class meets. Under that menu, set **Completion tracking** to **Do not indicate activity completion**.

Activity completion

Completion tracking ?

Do not indicate activity completion

Once settings are complete, click **Save and display** to add meeting dates/times to the register.

Setting How the Sessions Are Recorded

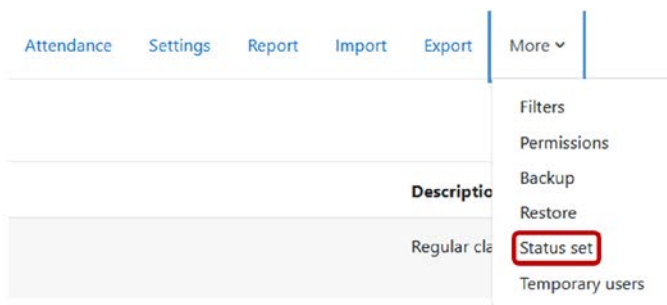
Moodle defaults to offering four possible attendance statuses:

- Present (worth 2 points)
- Late (worth 1 point)
- Excused (worth 1 point)
- Absent (worth 0 points)

These statuses can be customized in a number of ways, and new sets of statuses can be created. *However, any such customization must be completed before sessions are added using that status set.*

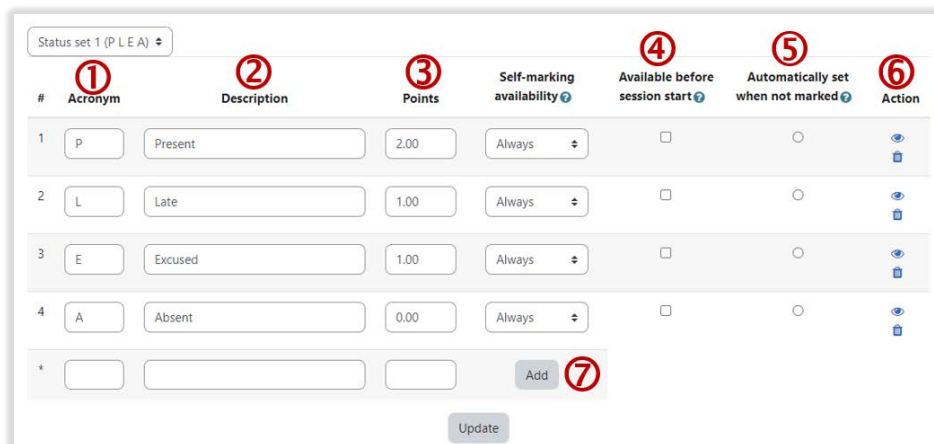
Customizing the Default Statuses

From the activity menu, expand the **More** dropdown menu and select **Status set**.



On the screen that opens, the default statuses can be changed in a number of ways:

1. The acronym used can be altered.
2. The description of the status can likewise be altered.
3. The number of points awarded can be adjusted.
4. Instructors can determine whether or not a status should be available to students before a class session begins.
5. When a student's status is not marked by a session's end, instructors can have Moodle input one status as the default.
6. Statuses can be hidden or deleted.
7. Instructors can add additional statuses.

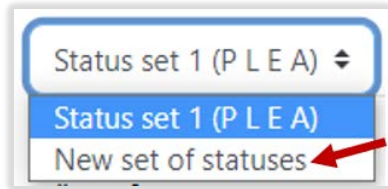
A screenshot of the Moodle 'Status set' configuration page. The page title is 'Status set 1 (P L E A)'. It features a table with columns: '#', 'Acronym', 'Description', 'Points', 'Self-marking availability', 'Available before session start', 'Automatically set when not marked', and 'Action'. The table contains four rows for 'Present', 'Late', 'Excused', and 'Absent'. At the bottom, there is an 'Add' button (callout 7) and an 'Update' button. Red numbered callouts 1 through 6 point to the Acronym, Description, Points, Self-marking availability, Available before session start, and Action columns respectively.

#	Acronym	Description	Points	Self-marking availability	Available before session start	Automatically set when not marked	Action
1	P	Present	2.00	Always	<input type="checkbox"/>	<input type="radio"/>	
2	L	Late	1.00	Always	<input type="checkbox"/>	<input type="radio"/>	
3	E	Excused	1.00	Always	<input type="checkbox"/>	<input type="radio"/>	
4	A	Absent	0.00	Always	<input type="checkbox"/>	<input type="radio"/>	
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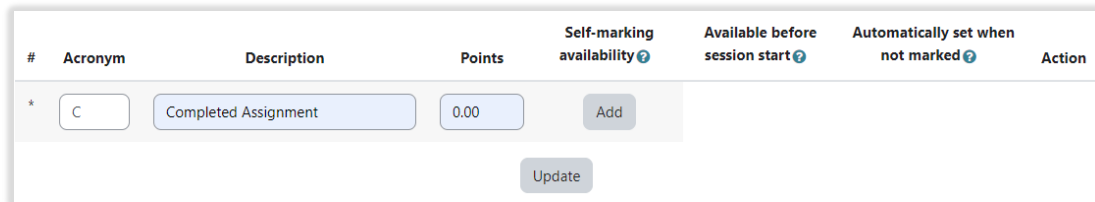
When done, click the **Update** button.

Creating a New Set of Attendance Statuses

On the status customization screen expand the dropdown menu on the upper-right and select **New set of statuses**.

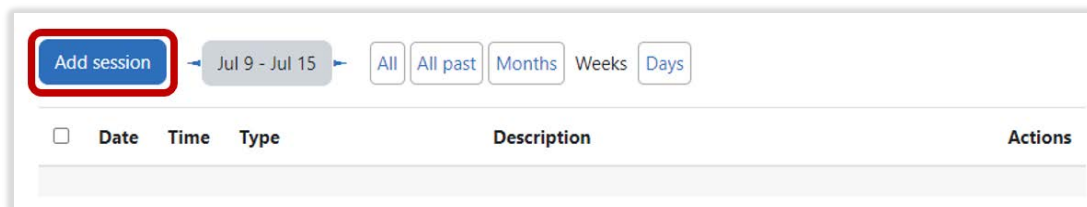


In the screen that opens, complete each status as desired. You can add a status by clicking the **Add** button. At that point, Moodle provides availability and automatic marking for that status and provides a new line for developing a new status. When the status set is ready, click the **Update** button.

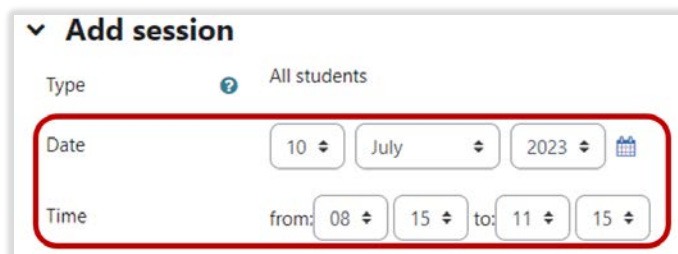


Adding Sessions to an Attendance Register

When created, no specific meeting dates/times are established. However, instructors can add multiple sessions to a single Moodle attendance register. From the activity's main screen, click the **Add session** button.



Setting the ending time will prevent students, if you've elected to allow them to submit their own attendance, from marking their attendance after the class period ends. In the **Add session** menu, set the **Date** and **Time** for the first class meeting. *Note: If your class meets in the afternoon, remember that Moodle sets times based on a 24-hour clock*



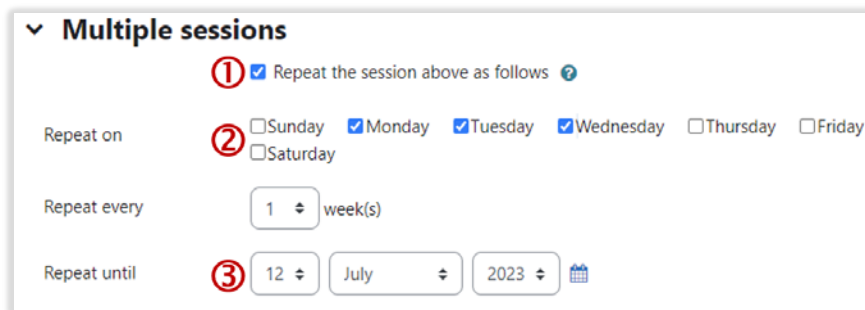
If you have created customized attendance status sets, you must select the one you wish to use from the dropdown menu. *Once you save and Attendance activity with session registers created, you cannot change the status set you are using; the status set you select at this time will apply to all sessions within the activity.*



Adding Multiple, Repeating Sessions

Expand the **Multiple sessions** menu.

1. Tick the **Repeat the session above as follows** box.
2. Then tick the days of the week that your class will meet in the **Repeat on** selection area.
3. For **Repeat until**, select the last day the class meets.



Allowing Students to Set their Own Attendance

Moodle makes it possible for students to mark their own attendance. Start by expanding the **Student recording** menu.

1. Tick the **Allow students to record own attendance** box. When ticked, the remaining menu automatically expands.
2. Moodle will require you to put a number here. 5-15 minutes prior to the class's start is probably sufficient time to make the attendance register available early.
3. eLearning recommends clicking the **Random password** and **Include QR code** boxes. This will facilitate displaying a password and QR code to students in class. These passwords and codes will expire when the class session ends (as designated in the **Add session** menu), so students will be unable to record attendance even if a classmate provides them with either.
4. You can ask Moodle to rotate or change QR codes. However, *eLearning does not recommend this option* because the switch happens very rapidly and may cause problems if students still must log onto Moodle. Also, a password will not be generated and displayed if this option is checked; therefore, if a student comes to class without a mobile device, they may be unable to record their attendance.

Allow students to record own attendance ^①

Open session early for marking minutes ^②

Random password Include QR code ^③

Rotate QR code ^④

Automatically select highest status available

When everything is set as desired, click the **Add** button near the bottom of the screen.

Automatically Marking a Student Absent

It is possible to have Moodle automatically mark a student as absent if they do not record their own attendance. To do so, Within the Attendance register, open the **More** dropdown menu and select **Status set**. From the dropdown menu, select which status set you are using in the course. Then tick **Automatically set when not marked** for the status you want Moodle to automatically apply when students do not mark their attendance.

#	Acronym	Description	Points	Self-marking availability	Available before session start	Automatically set when not marked
1	A	Absent	0.00	Always	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When adding or editing a session, enable **Automatic marking** by selecting **Set unmarked at the end of session** from the dropdown menu.

Allow students to record own attendance

Allow students to update own attendance

Open session early for marking minutes

Automatic marking

Deploying the Attendance Taking Function

The attendance registers that eLearning makes available are set to do the following:

- Be available 15 minutes before class starts and remain available until class ends.
- Create a unique password and QR code each day that will allow students to register their own attendance by class end.
- Automatically indicate that students who did not mark their attendance were “absent”.

How Students Mark Their Attendance

By going into the attendance register for the day, faculty can launch the QR code and password for display on the Smartboard. Opening the activity will display all three days of required attendance checking. Click on the QR code icon for that day's attendance. The password and QR code will open in a new window.



Students who scan the QR code with a mobile device will be prompted to log into Moodle (if they have not already done so) and be taken directly to where they can mark themselves as “present” for the day.

Students using a laptop can log into Moodle, open the Attendance activity and see a link to **Submit attendance** for that day.

Date	Description	Status	Points	Remarks
Thu 13 Jul 2023 3:45PM - 3:50PM	Regular class session		Submit attendance	

In order to mark their attendance, students will be required to input the day's password.

If you need assistance, please contact eLearning at elarning@umwestern.edu.