



## Technology & Accessibility Support

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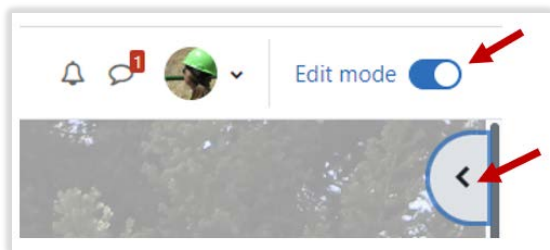
### ADDING THE ATTENDANCE REGISTER FOR FINANCIAL AID VERIFICATION

In order for UMW to participate in federal financial aid programs, we must verify that currently enrolled students are present in classes for which they registered. Creating a Moodle **Attendance** activity in Moodle facilitates this process in a couple of ways: First, students can securely note their own attendance; faculty just need to deploy a QR code/password at the beginning of class. When necessary, Financial Aid and Registrar staff can check on a student's attendance without entering your Moodle course shell; instead, they will be able to run reports within the Moodle administration panel to check on a specific student's attendance.

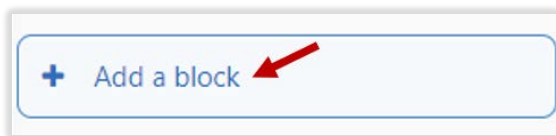
eLearning has made available a Moodle attendance register for each block that faculty can use to check students' class attendance during the first three days. Using the Sharing Cart, you can simply copy over the necessary register into your Moodle shells.

#### Start by Adding the Sharing Cart

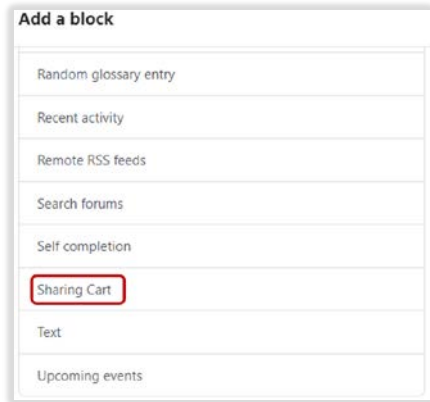
If you have not already enabled the Sharing Cart in your course, you will need to do so. In any course in which you hold the teacher role, toggle on **Edit mode**. Then expand the right-side Blocks drawer.



At the top of the Blocks drawer, click on **Add a block**.

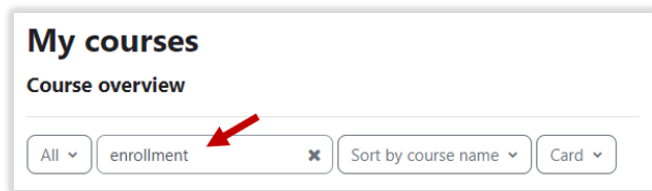


The **Add a block** menu will pop open. Scroll down and click on **Sharing Cart**. Moodle will add the Sharing Cart block to the course's right-side drawer.

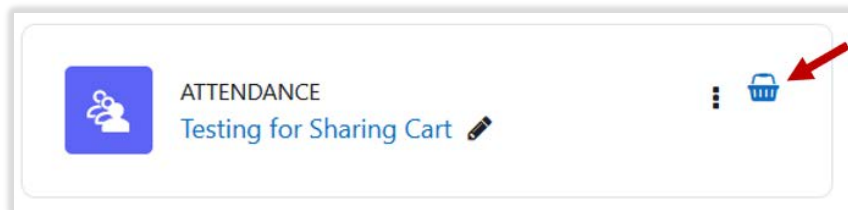


## Transferring the Attendance Register to Your Class

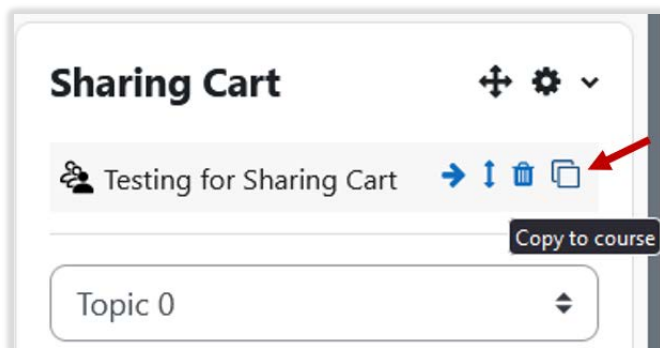
Navigate to the **Enrollment Verification** Moodle shell. If you don't see it in your list of courses, locate it using the **Search** feature on either the **Home** or **My courses** page.



Once in the Enrollment Verification Moodle shell, make sure that **Edit mode** is toggled on. Locate the attendance register for the block that you need and click on the “cupcake” icon. When asked, **Confirm** that you wish to add the item to the Sharing Cart.



Navigate to the course shell where you wish to add the attendance register. Next the activity's name, click on the **Copy to course** icon.



Moodle will then ask you where you want to place the activity. In each section Moodle will display a **Copy here** bar. Locate the section where you want the attendance register to appear then click on the down arrow within that bar.



You're now set up to have students take their own attendance for the block!

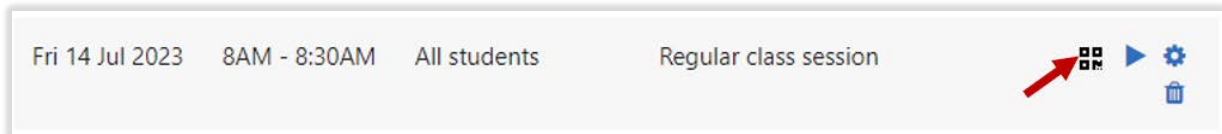
### Deploying the Attendance Taking Function

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 Can 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			<a href="#">Submit attendance</a>

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](mailto:elarning@umwestern.edu).