

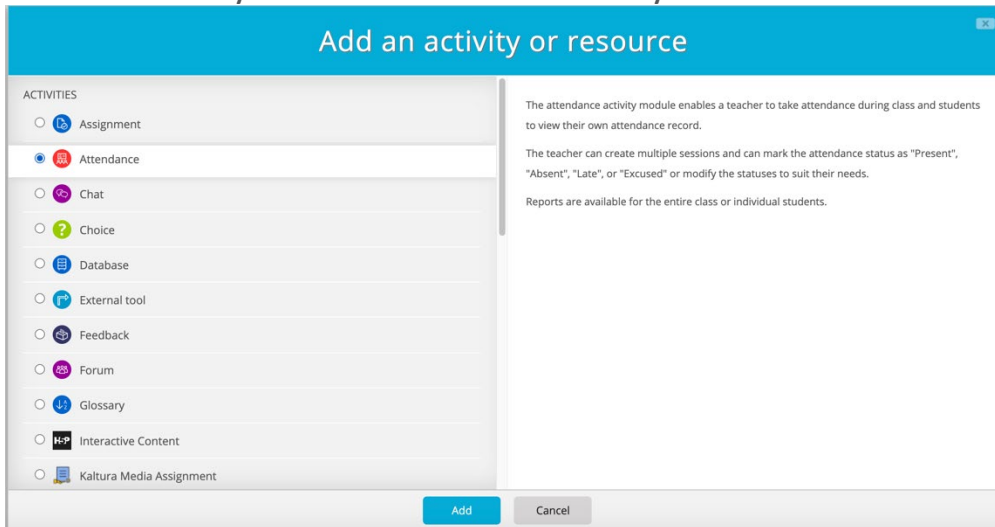
Attendance

Moodle Workshops 2020

Moodle Attendance allows you to record and track student attendance.

ADDING ATTENDANCE TO A COURSE

Go to “add an activity” and select the “Attendance” activity.



This will bring you to the Attendance settings. Here you can adjust the visibility settings. If you do not want students to see the attendance, go to “Common Module Settings” and select “Availability” and “Hide from students.”

▼ Common module settings

Availability Show on course page
 Hide from students

ID number

Group mode

Grouping

Afterwards, select “Save and Display” to continue setting up the attendance.

At the main page of the Attendance activity, select "Add Session" to create times and days to record attendance.

Attendance for the course :: Instructional Design - Testing Course

Sessions | Add session | Report | Export | Status set | Temporary users

◀ Sep 6 - Sep 12 ▶ All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
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Hidden sessions: 0

Choose... OK

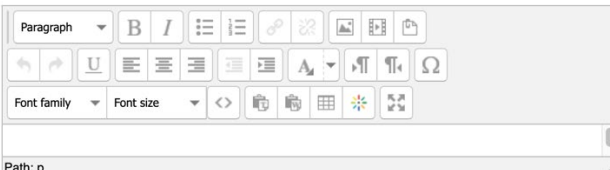
Here you can select the day and time for the session.

▼ Add session

Type ⓘ All students

Date
9 September 2020

Time
from: 00:00 to: 00:00

Description

Path: p

Create calendar event for session

To make repeated Session use the settings below. Select the day you would like it to repeat on and how often/long you would like it to repeat for. Click on "Add" to add all of the sessions.

▼ Multiple sessions

Repeat the session above as follows

Repeat on
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Repeat every
1 week(s)




Repeat until
9 September 2020

This will add all of your sessions to the main page of the Attendance activity.

Attendance for the course :: Instructional Design - Test

Sessions | Add session | Report | Export | Status set | Temporary users

All All past Months

#	Date	Time	Type	Description	Actions
1	Wed 9 Sep 2020	1AM - 3AM	All students	Regular class session	   <input type="checkbox"/>

RECORDING ATTENDANCE


To record attendance, click on the green circle next to the attendance session. This will bring up your class list and give you the option to select whether or not they attended. Click on "Save attendance" once you are finished entering the attendance.

9 September 2020 1AM - 3AM

Regular class session

Sorted list

50

#	First name / Surname	P	L	E	A	Remarks
	Set status for all users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	 Student Circus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Save attendance

Present = 0
Late = 0
Excused = 0
Absent = 0