

# Setup Moodle to take class attendance

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There are three ways that an instructor may take attendance in the Moodle grade book. They may enter one attendance grade out of a total of points, enter a participation grade for each class date, or use the attendance activity offered in Moodle.

The first option requires keeping the attendance in a manual grade book initially. It is advised that you add this total grade for attendance at the end of the semester so that your students do not appear to have a lower grade than they actually do. You also cannot utilized excused absence without giving total credit. Option two, allows one to add an attendance grade for each class day, while giving you the option to excuse an absence with no points without this adversely affecting the students grade. The only disadvantage is the volume of manual items to be entered into the grade book. All three options allow the instructor to record the student's attendance vs. having students record their own. It is recommended that instructors utilize options 2 and 3 for optimum attendance recording.

## Attendance Step-Up #1

1. Enter Participation grade out of total points. Go to homepage of course > Go to "Grade book Setup" > Select "Add grade Item" > Give item name (see screenshot below) > Save Changes > The assignment is now in your grade book.

View

Setup

Scales

Outcomes

Letters

Import

Export

Gradebook setup

Course grade settings

Preferences: Grader report

Name	Max grade	Actions
TECHNOLOGY EXPERIMENTATION DUMMY COURSE	-	<a href="#">Edit</a>
quiz 1- Requires Respondus LockDown Browser	10.00	<a href="#">Edit</a>
quiz	100.00	<a href="#">Edit</a>
<b>Course total</b> Simple weighted mean of grades.	100.00	<a href="#">Edit</a>

Save changes

Add category

Add grade item

Add outcome item

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Item name

Maximum grade ?

Minimum grade ?

Grade to pass ?

Overall decimal points ?

Default (2) ▼

Hidden ?

☐

Hidden until

16 ▼

October ▼

2018 ▼

11 ▼

31 ▼

☐ Enable

Locked ?

☐

Lock after

16 ▼

October ▼

2018 ▼

11 ▼

31 ▼

☐ Enable

[Show more...](#)

▼ Parent category

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Extra credit ?

☐

Save changes









Cancel











Name	Weights ?	Max grade	Actions
TECHNOLOGY EXPERIMENTATION DUMMY COURSE		-	<a href="#">Edit ▼</a>
quiz 1- Requires Respondus LockDown Browser	<input type="checkbox"/> 1.639	10.00	<a href="#">Edit ▼</a>
quiz	<input type="checkbox"/> 16.393	100.00	<a href="#">Edit ▼</a>
Attendance	<input type="checkbox"/> 81.967	500.00	<a href="#">Edit ▼</a>
Course total		610.00	<a href="#">Edit ▼</a>

## Attendance Step-Up #2

Adding a grade for each class day. Follow the same procedures in the first example > You will need to enter a grade item for each attendance date > Set your points for each of them > You may want to give the items a name such as "Attendance [insert date here]".

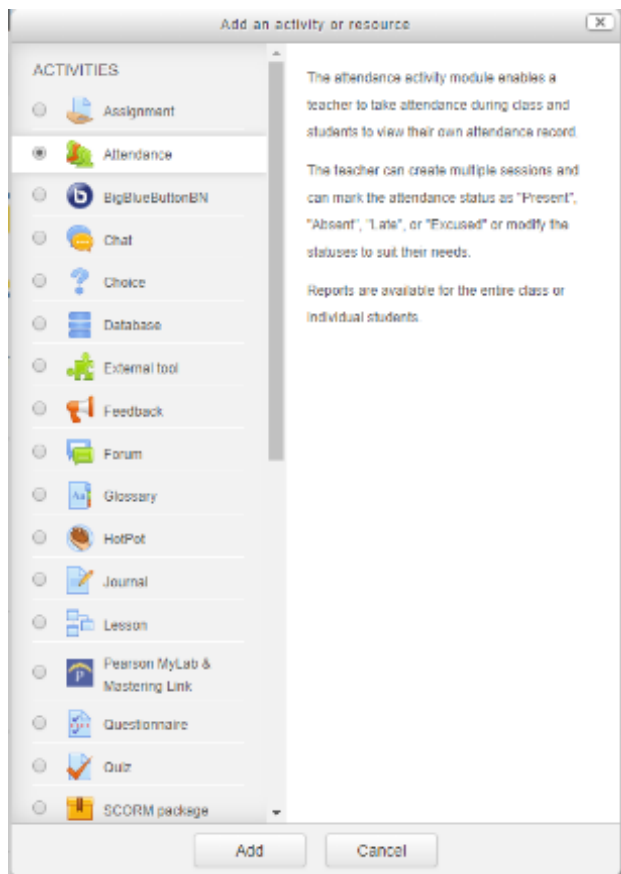
Note: After creating these attendance grades, you may want to enter a category for attendance.

TECHNOLOGY EXPERIMENTATION DUMMY COURSE				-	Edit ▾
 quiz 1- Requires Respondus LockDown Browser	<input type="checkbox"/>	<div>6.25</div>	10.00		Edit ▾
 quiz	<input type="checkbox"/>	<div>62.5</div>	100.00		Edit ▾
 Attendance 1/9/19	<input type="checkbox"/>	<div>6.25</div>	10.00		Edit ▾
 Attendance 1/16/19	<input type="checkbox"/>	<div>6.25</div>	10.00		Edit ▾
 Attendance 1/23/19	<input type="checkbox"/>	<div>6.25</div>	10.00		Edit ▾
 Attendance 1/30/18	<input type="checkbox"/>	<div>6.25</div>	10.00		Edit ▾
 Attendance 2/6/19	<input type="checkbox"/>	<div>6.25</div>	10.00		Edit ▾
 Course total			160.00		Edit ▾

Name	Weights ?	Max grade	Actions	Select
TECHNOLOGY EXPERIMENTATION DUMMY COURSE				-
 quiz 1- Requires Respondus LockDown Browser	<input type="checkbox"/>	6.25	10.00	Edit ▾
 quiz	<input type="checkbox"/>	62.5	100.00	Edit ▾
 Attendance	<input type="checkbox"/>	31.25	-	Edit ▾
 Attendance 1/9/19		10.00	Edit ▾	<input type="checkbox"/>
 Attendance 1/16/19		10.00	Edit ▾	<input type="checkbox"/>
 Attendance 1/23/19		10.00	Edit ▾	<input type="checkbox"/>
 Attendance 1/30/18		10.00	Edit ▾	<input type="checkbox"/>
 Attendance 2/6/19		10.00	Edit ▾	<input type="checkbox"/>
 Attendance total Simple weighted mean of grades.		50.00	Edit ▾	
 Course total			160.00	Edit ▾

## Attendance Step-Up #3

Attendance Activity in Moodle. Go to Homepage of course > Turn the editing option on > Select “Add activity or resource” > Select the “Attendance” activity. It should be the second option .



Once added, you may give the assignment a maximum amount of points, categorize it, and list the minimum amount of points required to pass by going to the “Grade” section.

Scroll down to the bottom of the screen and save the changes. In this example, we are going to save and return to the course.

In the home page of your course, go to the Gradebook >Click on the “Attendance” activity.

quiz 1- Requires Respond...	quiz	<a href="#">Attendance</a>	Course total
	-	-	-
-	-	-	-

Go to “Add Session” > In “Add Session” input the date that the course will begin.

In “Multiple Sessions”, click on “Repeat the session above as follows” and select the day(s) that you wish for the sessions to repeat. You will want this to repeat every week. Input the date you wish for the repeating to end.

Leave the option for students to record their own participation unchecked > Select “Add” > You should now see a list of class dates when selecting the “Sessions” tab.

Sessions
Add session
Report
Export
Status set
Temporary users

Collapse all

Add session

Type ⓘ All students

Date 2 October 2018

Time from: 00 00 to: 00 00

Description
Paragraph B I
Path: p

Multiple sessions

Repeat the session above as follows

Repeat on Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Repeat every 1 week(s)

Repeat until 30 October 2018

Student recording

Allow students to record own attendance
Show more...

Add Cancel

Sessions
Add session
Report
Export
Status set
Temporary users

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 8 Oct 2018	12AM	All students	Regular class session	● ⚙ ✕ □
2	Mon 15 Oct 2018	12AM	All students	Regular class session	● ⚙ ✕ □
3	Mon 22 Oct 2018	12AM	All students	Regular class session	● ⚙ ✕ □
4	Mon 29 Oct 2018	12AM	All students	Regular class session	● ⚙ ✕ □

Go to “Status Set”. The standard acronyms are “P”, “E”, “L”, and “A” and the point values are 2, 1, 1, and 0 respectively. You have the option to remove these.

## Attendance for the course :: TECHNOLOGY EXPERIMENTATION DUMMY COURSE

Sessions Add session Report Export Status set Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P E L A) ▼

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	2.00	<input type="text"/>	<input type="radio"/>	
2	E	Excused	1.00	<input type="text"/>	<input type="radio"/>	
3	L	Late	1.00	<input type="text"/>	<input type="radio"/>	
4	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

Once you have your acronyms to your liking, select the “Update” button. You have the option to edit the point values, acronyms, etc. as well as deleting a status by clicking the “X” to the right

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	2.00	<input type="text"/>	<input type="radio"/>	
2	E	Excused	1.00	<input type="text"/>	<input type="radio"/>	
3	L	Late	1.00	<input type="text"/>	<input type="radio"/>	
4	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

In this example, the “Excused” status has been deleted and the point values have been modified to match the total amount of possible points for the course.

#	Acronym	Description	Points	Available for students (minutes) ?	Automatically set when not marked ?	Action
1	P	Present	125	<input type="text"/>	<input type="radio"/>	
2	L	Late	62.5	<input type="text"/>	<input type="radio"/>	
3	A	Absent	0.00	<input type="text"/>	<input type="radio"/>	
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	