

# Excused absences in grade book

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This article is a spinoff from the attendance article read earlier and will address marking excused absences (as defined by the university) in the Moodle Gradebook.

1. Specific Days-One may go in and manually excuse a student from a specific day by:
2. Viewing the grader report and selecting single view icon on the date that one wishes to exclude from a student's average.

Attendance									
Surname	First name	swla- Requires...	Attendance day 1	Attendance day 2	Attendance Day 3	Attendance Day 4	Attendance Day 5	Attendance total	Course total
			10.00	10.00	-	10.00	10.00	40.00	100.0
		10.00	-	-	-	-	-	-	100.0
Overall average		10.00	10.00	10.00	-	-	-	20.00	100.0

2. Select "Exclude" next to the student's name. Feedback is optional.

First name (Alternate name)	Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
		0.00 - 10.00		EXCUSED		<input checked="" type="checkbox"/>
		0.00 - 10.00				<input type="checkbox"/>

Save



3. Select "Save"
4. Message will appear with the amount of grades modified.
5. Click "Continue"
6. The excluded date will no longer be factored into the student's average.

Surname	First name	swla- Requires...	Attendance day 1	Attendance day 2	Attendance Day 3	Attendance Day 4	Attendance Day 5	Attendance total	Course total
			10.00	10.00	Excluded	-	10.00	10.00	100.0




























NOTE: An instructor may select the single view for a student by:

1. Selecting the icon next to the student's name.

Surname ▲ First name

- The following screen should now appear to input grades or exclude for this specific student.

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
  BONUS	SWLA tour	0.00 - 100.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
  Introduction	SWLA tour	0.00 - 100.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
  [Deletion in progress] rrrrrrrrrr	SWLA tour	0.00 - 100.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
  COMPREHENSIVE FINAL	SWLA tour	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
						
  Q2	SWLA tour	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
						
  lessononeswla- Requires Respondus LockDown Browser + Webcam	SWLA tour	0.00 - 10.00	<input type="text" value="10.00"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
						
  Attendance day 1	Attendance	0.00 - 10.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance day 2	Attendance	0.00 - 10.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance Day 3	Attendance	0.00 - 10.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance Day 4	Attendance	0.00 - 10.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance Day 5	Attendance	0.00 - 10.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance total	Attendance	0.00 - 50.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Make the editing needed on the attendance grade.

						
  Attendance day 1	Attendance	0.00 - 10.00	<input type="text" value="10"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance day 2	Attendance	0.00 - 10.00	<input type="text" value="10"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance Day 3	Attendance	0.00 - 10.00	<input type="text"/>	<input type="text"/>		<input checked="" type="checkbox"/>
  Attendance Day 4	Attendance	0.00 - 10.00	<input type="text" value="0"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance Day 5	Attendance	0.00 - 10.00	<input type="text" value="10"/>	<input type="text"/>		<input type="checkbox"/>
  Attendance total	Attendance	0.00 - 50.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Select “Save”
5. Message will appear with the amount of grades modified.
6. Click “Continue”
7. Excused absence is no longer part of the grade.

Surname	First name	Wila- Requires...	Attendance day 1	Attendance day 2	Attendance Day 3	Attendance Day 4	Attendance Day 5	Attendance total	Course total		
			10.00	10.00	10.00	Excluded	-	0.00	10.00	75.00	77.2

Using the Attendance option in Moodle-Once attendance bar has been set up. In order to excuse a student, the instructor simply does not make any selection on this student. (See “Classroom Attendance” article-Section 3 on Attendance activity in Moodle)