

Taking Attendance

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There are three ways that an instructor may take attendance in the Moodle Gradebook. 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.

OPTION 1 (ENTER PARTICIPATION GRADE OUT OF TOTAL POINTS)

1. Enter Participation grade out of total points.
2. Go to homepage of course
3. Go to “Gradebook Setup”
4. Select “Add grade Item”
5. Give item name (see screenshot below)
6. Save Changes
7. The assignment is now in your gradebook.

The screenshot shows the Moodle Gradebook Setup page. At the top, there are tabs: View, Setup, Scales, Outcomes, Letters, Import, Export. Below these are sub-tabs: Gradebook setup, Course grade settings, Preferences: Grader report. The main table lists items in the gradebook:

Name	Max grade	Actions
TECHNOLOGY EXPERIMENTATION DUMMY COURSE	-	Edit +
quiz 1- Requires Respondus LockDown Browser	10.00	Edit +
quiz	100.00	Edit +
Course total Simple weighted mean of grades.	100.00	Edit +

Below the table are buttons: Save changes, Add category, Add grade item, Add outcome item.

The 'Add grade item' form is shown below. It includes fields for:

- Item name: Attendance
- Maximum grade: 500
- Minimum grade: 0.00
- Grade to pass: 300
- Overall decimal points: Default (2)
- Hidden: ☐
- Hidden until: 16 October 2018 11:31 AM ☐ Enable
- Locked: ☐
- Lock after: 16 October 2018 11:31 AM ☐ Enable

There is a 'Show more...' link and a 'Parent category' dropdown.

At the bottom, there is an 'Extra credit' section with a 'Save changes' button and a 'Cancel' button.

Below the form, the updated gradebook table is shown:

Name	Weights	Max grade	Actions
TECHNOLOGY EXPERIMENTATION DUMMY COURSE	-	-	Edit +
quiz 1- Requires Respondus LockDown Browser	11.628	10.00	Edit +
quiz	96.393	100.00	Edit +
Attendance	91.967	500.00	Edit +
Course total		618.00	Edit +

OPTION 2 (ADDING A GRADE FOR EACH DAY)

1. Follow the same procedures in the first example
2. You will need to enter a grade item for each attendance date
3. Set your points for each of them
4. You may want to give the items a name such as “Attendance [insert date here]”

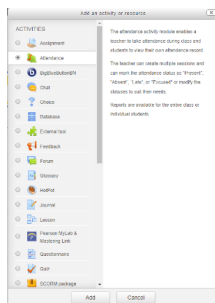
Note: After creating these attendance grades, you may want to enter a category for attendance.

TECHNOLOGY EXPERIMENTATION DUMMY COURSE					Edit
quiz 1- Requires Respondus LockDown Browser	6.25	10.00			Edit
quiz	62.5	100.00			Edit
Attendance 1/9/19	6.25	10.00			Edit
Attendance 1/16/19	6.25	10.00			Edit
Attendance 1/23/19	6.25	10.00			Edit
Attendance 1/30/18	6.25	10.00			Edit
Attendance 2/6/19	6.25	10.00			Edit
Course total		160.00			Edit

Name	Weights	Max grade	Actions	Select
TECHNOLOGY EXPERIMENTATION DUMMY COURSE				
quiz 1- Requires Respondus LockDown Browser	6.25	10.00	Edit	<input type="checkbox"/>
quiz	62.5	100.00	Edit	<input type="checkbox"/>
Attendance	31.25	-	Edit	All / None
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.		60.00	Edit	
Course total		160.00	Edit	

OPTION 3 (TAKING ATTENDANCE)

1. Go to Homepage of course
2. Turn the editing option on
3. Select “Add activity or resource”
4. Select the “Attendance” activity. It should be the second option



- e. 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.
- f. 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.
- g. In the home page of your course, go to the Gradebook
- h. Click on the “Attendance” activity

quiz 1- Requires Respond...	quiz	Attendance	Course total

- i. Go to “Add Session”
- j. In “Add Session” input the date that the course will begin
- k. 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.
- l. Leave the option for students to record their own participation unchecked
- m. Select “Add”
- n. You should now see a list of class dates when selecting the “Sessions” tab

Sessions Add session Report Export Status set Temporary users

▼ Add session ▼ Collapse all

Type ⓘ All students

Date 2 October 2018

Time from: 00:00 to: 00:00

Description

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	● ⚙ ✕ □

o. 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="radio"/>	⚙ ✕
2	E	Excused	1.00		<input type="radio"/>	⚙ ✕
3	L	Late	1.00		<input type="radio"/>	⚙ ✕
4	A	Absent	0.00		<input type="radio"/>	⚙ ✕
+						⚙ ✕

Update

#	Acronym	Description	Points	Available for students (minutes) ⓘ	Automatically set when not marked ⓘ	Action
1	P	Present	2.00		<input type="radio"/>	⚙ ✕
2	E	Excused	1.00		<input type="radio"/>	⚙ ✕
3	L	Late	1.00		<input type="radio"/>	⚙ ✕
4	A	Absent	0.00		<input type="radio"/>	⚙ ✕
+						⚙ ✕

p. 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

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.

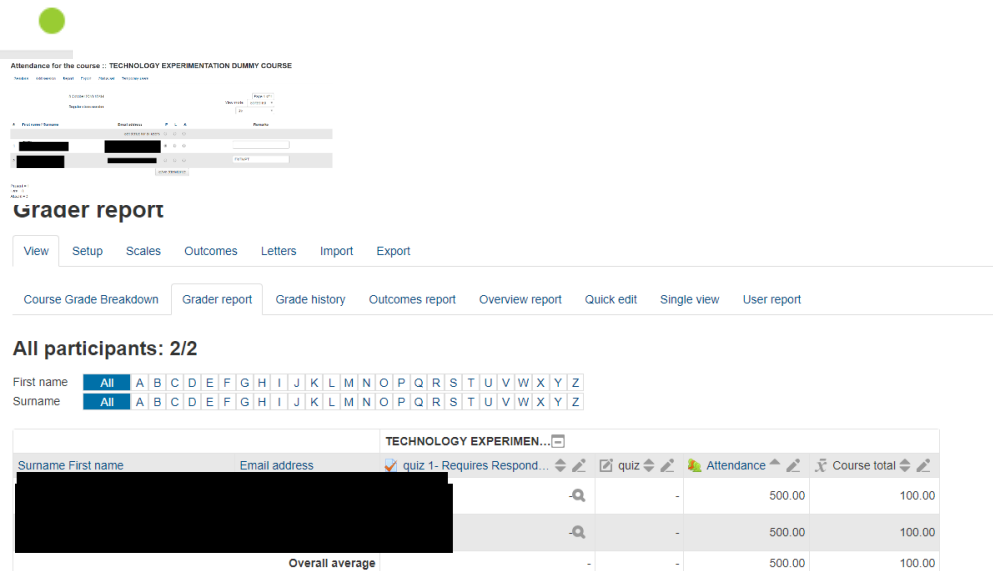
Changes to status sets will affect existing attendance sessions and may affect grading

Status set 1 (P L A) ▼

#	Acronym	Description	Points	Available for students (minutes) ⓘ	Automatically set when not marked ⓘ	Action
1	P	Present	125		<input type="radio"/>	⚙ ✕
2	L	Late	62.5		<input type="radio"/>	⚙ ✕
3	A	Absent	0.00		<input type="radio"/>	⚙ ✕
+						⚙ ✕

1. Go to the “Sessions” Tab
2. Click a date and select the green dot
3. Select the student(s) that you wish to take the attendance on
4. Select the appropriate status. If student has an excused absence, you not will mark any attendance status. You will simply type a word or phrase of your choice.
5. Select “Save Attendance”
6. Attendance record for date(s) is now updated

7. Upon looking at the gradebook, you will see that both students have 100%)



Attendance for the course TECHNOLOGY EXPERIMENTATION DUMMY COURSE

Grader report

View Setup Scales Outcomes Letters Import Export

Course Grade Breakdown Grader report Grade history Outcomes report Overview report Quick edit Single view User report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Email address	TECHNOLOGY EXPERIMENTATION DUMMY COURSE	quiz 1 - Requires Respond...	quiz	Attendance	Course total
						500.00	100.00
						500.00	100.00
Overall average				-	-	500.00	100.00

Advantages and Disadvantages

With the Attendance activity, you don't have to enter so many grades into the gradebook, however if you make a mistake and select the wrong status for a student, you will have to add a new session for the date that you made the error on and start over. It is recommended that you record these in a manual gradebook initially before transferring them to your Moodle gradebook. The first option requires keeping the attendance in a manual gradebook 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 utilize an 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 gradebook. 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.