

## Attendance

Attendance activity allows you to take attendance during class. It allows students to view their own attendance record if this activity is not hidden.



### A) Create an Attendance activity

- 1) In course main page, press **[Turn editing on]** at top right corner
- 2) Press **[ + Add an activity or resource ]** under a course section
- 3) Press the **“Attendance”** box
- 4) Enter the Attendance name
- 5) If necessary, modify its Grading, Common module, Restrict access and Activity completion settings
- 6) Press **[Save and return to course]**

### B) Create new Attendance statuses

- 1) In course main page, press the name of the Attendance activity
- 2) In Attendance page, press **[Status set]** tab
- 3) In Status Set pull-down menu on the top left, select **“New set of statuses”**
- 4) In **“\*”** row, Enter a new attendance status's acronym, description and point
- 5) If necessary, select/modify the following options:
  - **Available for students (minutes)** - control when an attendance status will be available for student selection (in terms of the number of minutes after the start of an Attendance session)
  - **Automatically set when not marked** - if enabled, students who have not recorded their own attendance will be assigned to this attendance status
- 6) Press **[Add]**
- 7) If necessary, repeat step 4)-6) to create more attendance statuses



#### **Note:**

In Status Set page, at the rightmost of an attendance status's row, you can press  [Hide] and  [Delete] respectively to hide/delete an attendance status.

**C) Add Attendance sessions**

- 1) In Attendance page, press **[Add session]** tab
- 2) Select the session's **"Date"** and **"Time"**
- 3) Press **"Multiple sessions"** category, check the **"Repeat the session above as follows"** checkbox, then select the appropriate options:
  - **Repeat on** - select the days of the week when your class will meet
  - **Repeat every** - select the week frequency when your class will meet
  - **Repeat until** - select the last day you want to take attendance
- 4) You can check the **"Allow students to record own attendance"** checkbox to allow students to record their own attendance of the session(s)
- 5) Press **[Add]**


**Note:**

- 1) If you want to create only a single session, please omit step 3).
- 2) In Sessions page (accessible by pressing [Sessions] tab), at the rightmost of a session's row, you can press  [Edit] and  [Delete] respectively to edit/delete a session.

**D) Take student attendance**

- 1) In Attendance page, press **[Sessions]** tab
- 2) At the rightmost of a session's row, press ► **[Take attendance]**
- 3) Select the radio button under the column of attendance status acronym for a student
- 4) If necessary, enter remarks in **"Remarks"** field
- 5) Press **[Save attendance]**

**Note:**

- 1) After step 1), you can press [All], [All past], [Months], [Weeks] or [Days] tabs to change the display of session list.
- 2) In step 2), if the session's attendance has been taken before,  [Change attendance] will be shown instead.

**E) Export the Attendance reports**

- 1) In Attendance page, press **[Export]** tab
- 2) If necessary, select the appropriate option of **"Export specific users"** to select whether to export the attendance report of a specific student or all students
- 3) If necessary, check the checkbox(es) of **"Identify student by"**, **"Select all sessions"**, **"Include not taken sessions"** and **"Include remarks"**
- 4) Select the attendance report's file format from **"Format"** pull-down menu
- 5) Press **[OK]**