Using Attendance in a Class by a Teacher

Adding Attendance Activity

Add attendance as an activity to each course you wish to keep attendance in. Select "edit" mode and then selecting, "Attendance" from the "Add an activity..." drop-down menu. Note that you may only add the attendance activity once per class, and it should be located in the "Weekly Outline" block. Once you have added the attendance activity, select "Attendance" from the pull-down menu in the "Blocks" block.

This creates a block with teacher options to take attendance, report on attendance, or change the attendance settings. For each student, however, the same block will instead have only an attendance report.

Setting Attendance Categories and Grading Options

Now it is time to set your attendance options. Select "Settings" from the attendance block. This brings you to the letters, descriptions, and grade (points) to assign for the four attendance options. By default these are Present, Absent, Late, and Excused. You may prefer to change the descriptions (e.g., change the word Late to Tardy), change the order, or change the way points are counted so make appropriate changes here to the names, order, and grades. Be sure to click the "Update" button when you are done.

Adding Sessions

Next it is time to add sessions. Note that there is a restriction here. You can only have one session per day (which means that you cannot have a lab attendance activity *and* a lecture attendance activity unless they are set up as two different courses). Since you can only have one attendance activity installed and can only have one attendance session per day, if you have more

than one class session per day you will have to be creative in taking attendance. If you have more than seven class sessions for a single class in a week—then you are overworked!

To add class sections, click the "Add" tab (second from left) at the top of the page (if you left the attendance page, select any of the three links from the attendance block to return to the attendance page and gain access to the "Add" tab). You are given two options here: (1) to add a single session or (2) to add multiple sessions. The single session is self-explanatory but time consuming to use when you have many class sessions. The more useful option is to add multiple sessions.

Adding Multiple Sessions

Under the "Create multiple sessions" label choose the date for the first session you wish to add followed by the date for the last session you wish to add. Next select the days of the week on which the class meets. The final option, frequency, may look confusing but it is actually straight-forward. If your class meets every week (the normal situation) then you want a frequency of 1 week which is the default. If your class meets every other week, then you want a frequency of 2 weeks, and so on. When you click the "Add multiple sessions" button, your sessions will be created and you will see a message indicating this.

Editing A Session

Now head to the attendance tab. Here you see the list of all attendance sessions you have added. You can delete an individual session by clicking the X to the right of it. You can edit a session (change the date or add a description) with the standard hand icon to the right of the session

Taking Attendance

To take attendance for a session, click the green radio button to the right of the session.

Attendance for the course :: EDU304.B-Spring 2011/Full Term - Educational Psychology/20006

Sessions where attendance has already been taken do not have the green button. Instead, under "description" is a link that takes you to the screen to modify the attendance record for that session.

You will note that when taking attendance the column headings for attendance state are links.

If you click one of these column headings, all students will have their status changed to the status you selected. Thus, if everyone is absent, you merely click the **A** and it will change everyone's status to absent. If Little Johnny is the only student absent, you would logically click **P** to set everyone to present and then go down to Little Johnny and change his status to **A**. Enter remarks as appropriate (e.g., the reason for an absence if known or the minutes late if someone is tardy) and click OK to complete taking record.

Reports

Finally, you have the reports. Print the monthly report before the start of the month and then taking record on this report.

Student's View

If you added the attendance block as recommended, you may wonder what it looks like for students. It is completely different--showing a summary of their attendance record and having a single link for them to view the details of their personal attendance. Another reason why I think the attendance block should always be added when you use the attendance module.

http://docs.moodle.org/en/Attendance#Using_Attendance_in_a_Class_by_a_Teacher