Creating an Attendance Activity

Overview
An attendance activity may be added as a way to keep a record of class attendance. The activity has the option to be used as a graded item that is included in the gradebook or can be used simply to take attendance and not incorporated into the gradebook.

Step 1
First go to the main page of the course where the attendance activity is to be added. Turn editing on and select

Add an activity or resource

and choose

Attendance

from the menu and select.

Step 2
When you create the attendance activity, the default name is Attendance. You can re-name the activity, but it is recommended to leave the default.

Step 3
Decide if you want the Attendance activity to be a graded or ungraded activity.

Graded
To make the Attendance activity a graded item that feeds to the gradebook, you will select a point value between 1-100 in the dropdown menu for the Grade field.

Grade

When you take attendance the points earned by a student will be added to the gradebook. Moodle will calculate the number as a percentage of the points possible at that date. For example, if a course has 20 points for attendance and the student earns five out five for the first sessions the grade in the User Report will show 100%. If the student only earned 3 out five points possible the student’s User Report will show 60% for attendance.

Despite showing as a percentage the grade will compute correctly if using a points-based Gradebook.

If you are checking grades in a course with the aggregation set for Natural (points-based grading), you will need to go to the Attendance report and see the actual number of points the student has earned. Continuing the above example, you would add three points to the student’s total points and five to the course total.
Ungraded

To make the Attendance activity an ungraded item that does not feed to the gradebook, select None in the dropdown menu for the Grade field.

Step 4
In the Common Module Settings section, set Group Mode to No groups.

All other settings within Common Module Settings, Restrict Access, and Activity Completion should be left at the defaults.

Step 5
Select Save and display.

Step 6
Now that the Attendance activity has been created, the attendance sessions need to be added. Start by selecting the Add Session tab located along the top.

Step 7
To create Sessions for the course in which attendance will be taken, fill in the following information:

- The Date can be either the first day of the quarter or the first day the course meets. Set the start time of the course, using military time. The sample image below has an 8 a.m. start time.
- Time refers to the length of your course (Hours and Minutes). The sample image below meets for 1 hour and 15 minutes.
- Check Repeat the session above as follows under the multiple sessions section.
- Repeat on should be set to the days of the week that the course meets.
- Repeat every refers to the frequency of the sessions, set this to 1 Week.
- Repeat until should be set to the last day of the course.

The image below is a sample of how to create sessions following the steps listed above.
Step 8
Select Add.

Step 9
Once you add the sessions, you will be brought back to the sessions tab. Delete days that class will not be held by selecting the X in the Actions Column for each session. (Memorial Day, Thanksgiving, etc.)
Step 10
Select the Settings Tab. This allows you to set designations and values for different circumstances. (Present, Late, Absent, Excused, etc.) Select Update to save changes.

My Variables

<table>
<thead>
<tr>
<th>#</th>
<th>Acronym</th>
<th>Description</th>
<th>Grade</th>
<th>Action</th>
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<td>Present</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>L</td>
<td>Late</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>E</td>
<td>Excused</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>Absent</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>+X</td>
</tr>
</tbody>
</table>

Step 11
The Attendance activity is now set up with sessions.