

Attendance



A necessary evil

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Why take attendance?



- ❧ School Policy

- ❧ Attendance is required, at least 80%

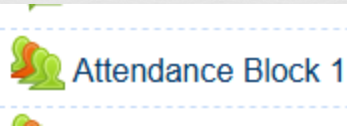
The Attendance module is designed for teachers to be able take attendance during class, and for students to be able to view their own attendance record.

Attendance activity



An Attendance activity can be added to a course in the same way as any other activity:

1. Turn editing on
2. Click 'Add an activity or resource'
3. Select Attendance











Settings Options

Attendance for the course :: Internal Medicine

[Sessions](#) [Add](#) [Report](#) [Export](#) [Settings](#)

My Variables

#	Acronym	Description	Grade	Action
1	<input type="text" value="P"/>	<input type="text" value="Present"/>	<input type="text" value="2"/>	 
2	<input type="text" value="L"/>	<input type="text" value="Late"/>	<input type="text" value="1"/>	 
3	<input type="text" value="E"/>	<input type="text" value="Excused"/>	<input type="text" value="1"/>	 
4	<input type="text" value="A"/>	<input type="text" value="Absent"/>	<input type="text" value="0"/>	 
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

[Update](#)

Example: Present will give the student 2 points

Goto Sessions tab click option to pick Monday of week to take attendance or “Today”

Sessions Add Report Export Settings

1.09 - 7.09 All All past Months Weeks Day

September 2013 Today Close






#	Type	Su	Mo	Tu	We	Th	Fr	Sa		Actions	
1	Common	1	2	3	4	5	6	7	Regular class session	● ⚙ ×	<input type="checkbox"/>
2	Common	8	9	10	11	12	13	14	Regular class session	● ⚙ ×	<input type="checkbox"/>
3	Common	15	16	17	18	19	20	21	Regular class session	● ⚙ ×	<input type="checkbox"/>
4	Common	22	23	24	25	26	27	28	Regular class session	● ⚙ ×	<input type="checkbox"/>
5	Common	29	30	1	2	3	4	5	Regular class session	● ⚙ ×	<input type="checkbox"/>
6	Common	6.09.13 (Fri)		00:00					Regular class session	● ⚙ ×	<input type="checkbox"/>

? Hidden sessions: 0 Choose...

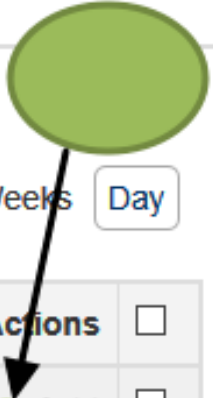
Click green circle to mark attendance for that day

Sessions Add Report Export Settings

◀ 1.09 - 7.09 ▶ All All past Months Weeks Day

#	Type	Date	Time	Description	Actions	<input type="checkbox"/>
1	Common	2.09.13 (Mon)	00:00	Regular class session	 ⚙️ ✕	<input type="checkbox"/>
2	Common	3.09.13 (Tue)	00:00	Regular class session	 ⚙️ ✕	<input type="checkbox"/>
3	Common	4.09.13 (Wed)	00:00	Regular class session	 ⚙️ ✕	<input type="checkbox"/>
4	Common	5.09.13 (Thu)	00:00	Regular class session	 ⚙️ ✕	<input type="checkbox"/>
5	Common	6.09.13 (Fri)	00:00	Regular class session	 ⚙️ ✕	<input type="checkbox"/>

🔍 Hidden sessions: 0 Choose... ▼ OK



Everyone present except for “Joe Snow”

Sessions

Add





Report

Export

Settings

2 September 2013 00:00

Regular class session

#	First name / Surname	P	L	E	A	Remarks
1	 Rusty Can	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	 Rusty Can	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	 Jim Shoe	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	 Joe Snow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

Save attendance

Click the “P”







⌘ Note that when taking attendance, the column headings for attendance status 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 present, you can merely click the *P* column header to change everyone's status to "Present". If only one person is absent, you could first click *P* to set everyone's status to "Present", and then set the absent student's status to "Absent".

Report with default of 2 points per attendance

◀ 1.09 - 7.09 ▶

All All past Months Weeks Day

	First name / Surname	2.09 (00:00) Common	3.09 (00:00) Common	4.09 (00:00) Common	5.09 (00:00) Common	6.09 (00:00) Common	P	L	E	A	Grade
	Rusty Can	P	P	P	P	A	4	0	0	1	8 / 10
	Rusty Can	P	P	A	P	P	4	0	0	1	8 / 10
	Jim Shoe	P	P	A	P	P	4	0	0	1	8 / 10
	Joe Snow	A	P	P	P	P	4	0	0	1	8 / 10

Export to Excel options

Attendance for the course :: Internal Medicine

[Sessions](#)[Add](#)[Report](#)[Export](#)[Settings](#)

Export

Group

Identify ☒ Student ID

student by ☒ Username

Select all sessions ☒ Yes

Include not taken sessions ☐ Yes

Start of period


End of period

Format

Student view of attendance

This course

All courses



Joe Snow

Sessions completed: 5

Present: 4

Excused: 0

Absent: 1

Late: 0

Attendance grade: 4 / 5

Attendance percent: 80.00

◀ August ▶

AllAll pastMonths

#	Type	Date	Time	Description	Sta
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Questions and discussion

