Attendance

(Available since 10.2022, see also "What's new")

The Moodle extension "Attendance" (plugin mod_attendance) can be used to document student attendance. If configured correctly, students can record their attendance themselves and see an overview of it. Teachers can export attendance lists.

The extension will be used on a trial basis for now, the Moodle team appreciates your feedback!

Create "Attendance" activity

Add the activity "Attendance" to your Moodle course (see "Create activities"). Enter a name for the activity.

Sessions

Here you can see all the sessions you have entered. Sessions for which you have already recorded the attendances are visually distinguishable from those that you have not yet recorded.

Attendance										
Attendance Settings	Report Im	port Export M	lore ¥							
4 sessions were success	fully generated				×					
Add session			All All par	t Months Weeks	Days					
Date Date	Time 1	Гуре	Description	A	ctions					
Mon 23 Oct 2023	9AM - 10AM	All students	Regular class session	•	• •					
Mon 30 Oct 2023	9AM - 10AM 🛛 A	All students	Regular class session	•	• •					
Mon 6 Nov 2023	9AM - 10AM 🛛 🖌	All students	Regular class session	•	•					
Mon 13 Nov 2023	9AM - 10AM 🦂	All students	Regular class session	• •	• 0					
0			(Choose \$	ОК					
- Test	Ju	mp to	٠							

Add Sessions

Here you enter the sessions for which you want to record the attendances. As in Outlook or other agendas, you can enter one-time sessions as well as recurring ones. If needed, an entry can be

Last update: 2023/10/18 11:39

automatically generated in the Moodle course calendar for each session.

Report

Here you can see the attendance report for all participants of the Moodle course.

8	Attendance										
A	tendance Settings R	leport Import Export More -									
Oct 16 - Oct 22 + Page 1 of 1 All Page 1 Months Weeks Days Below 100%							% Summary				
Users-				Sessions > Status set 1			et 1	Over taken sessions			
C Last name / First name				Oct 18 10AM							
	ID number	Email address	Phone	Mobile phone	All students	A	v	E ?	Sessions	Points	Percentage
Ahmadpour Bousari Maziyar		maziyar.ahmadpourbousari@jade-hs.de			A (2/2) i	1	0	0 0	1	2/2	100.0%
Summary					anwesend: 1 verspätet: 0 entschuldigt 0 abwesend: 0						
Usens: 1 Send a message											

Export

Here the attendance for all, individual groups or individual participants can be exported as Excel / OpenOffice or text file. To do this, select the desired format and click OK. You can manually adjust the date for the start and end of period by clicking on the small red calendar icon next to the year.

You will receive an Excel list with all past sessions and the respective status of the participants (A = present, E = excused, ? = absent, etc.). Sessions that are still in the future can also be included in the file by checking the box "**Include not taken sessions**".

Status set

In the **"More**" tab you will find the **"Status set**". There you can overwrite how a session can be marked, e.g. as "present", "delayed", "excused" or also "absent".

Temporary users

You can also find the **"Temporary users**" under the **"More**" tab. Here you can add additional people to the attendance record who are not enrolled in the Moodle course but whose attendance you would still like to record.

Additional materials

• Moodle documentation for "Attendance activity"

From: https://lms-wiki.jade-hs.de/ - LMS-Wiki

Permanent link: https://lms-wiki.jade-hs.de/en/moodle/activities/attendance/start

Last update: 2023/10/18 11:39



3/3