

# 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**

Attendance Settings Report Import Export More ▾

4 sessions were successfully generated

Add session

All All past Months Weeks Days

	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 23 Oct 2023	9AM - 10AM	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	Mon 30 Oct 2023	9AM - 10AM	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	Mon 6 Nov 2023	9AM - 10AM	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	Mon 13 Nov 2023	9AM - 10AM	All students	Regular class session	▶ ⚙️ 🗑️

Choose... OK

→ Test

Jump to...

## 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

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.

**Attendance**

Attendance Settings **Report** Import Export More ▾

Oct 16 - Oct 22 Page 1 of 1 All All past Months Weeks Days Below 100% Summary

**Users** Sessions Status set 1 Over taken sessions

☐ Last name / First name

	ID number	Email address	Phone	Mobile phone	Oct 18 10AM All students	A	V	E	?	Sessions	Points	Percentage
<input type="checkbox"/> Ahmadpour Bousari Mazyar	000000	mazyar.ahmadpourbousari@jade-hs.de			A (2/2)	1	0	0	0	1	2 / 2	100.0%

Summary

anwesend: 1  
verspätet: 0  
entschuldigt: 0  
abwesend: 0

Users: 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](#)“

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<https://lms-wiki.jade-hs.de/> - **LMS-Wiki**

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<https://lms-wiki.jade-hs.de/en/moodle/activities/attendance/start>

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