

# 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.

The screenshot shows the Moodle Attendance interface. At the top, there is a navigation menu with options: Attendance, Settings, Report, Import, Export, and More. Below the menu, a green notification bar states "4 sessions were successfully generated". A red "Add session" button is visible on the left. On the right, there are filter buttons for "All", "All past", "Months", "Weeks", and "Days". The main content is a table with the following columns: Date, Time, Type, Description, and Actions. The table lists four sessions, all of which are "Regular class session" for "All students" at "9AM - 10AM". The dates are Mon 23 Oct 2023, Mon 30 Oct 2023, Mon 6 Nov 2023, and Mon 13 Nov 2023. Each row has a checkbox on the left and a set of action icons (play, gear, trash) on the right. At the bottom, there is a search bar with a "Choose..." dropdown and an "OK" button, and a "Jump to..." field.

	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	▶ ⚙ 🗑

## Add appointments

Here you enter the appointments for which you want to record the attendances. As in Outlook or other agendas, you can enter one-time appointments as well as recurring appointments. You can

have an entry automatically created in the Moodle course calendar for each appointment if needed.

## Report

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

## Export

Here you can export the attendance for all, single groups or single participants as Excel/OpenOffice or text file. To do this, select the desired data and click OK. You can manually adjust the date for the start and end of the period by clicking on the small calendar next to the tab.

You will get an Excel list with all past events and the respective status of the participants (A = present, E = excused, ? = absent, etc.). Course units that are still in the future can also be included in the file by checking the box „*Include course units not taken*“.

## Status Catalog

In the tab „**Status Catalog**“ you can override how an appointment can be marked, e.g. as „present“, „late“, „excused“ or even „absent“.

## Temporary attendees

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](#)“ (English)

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

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