

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.

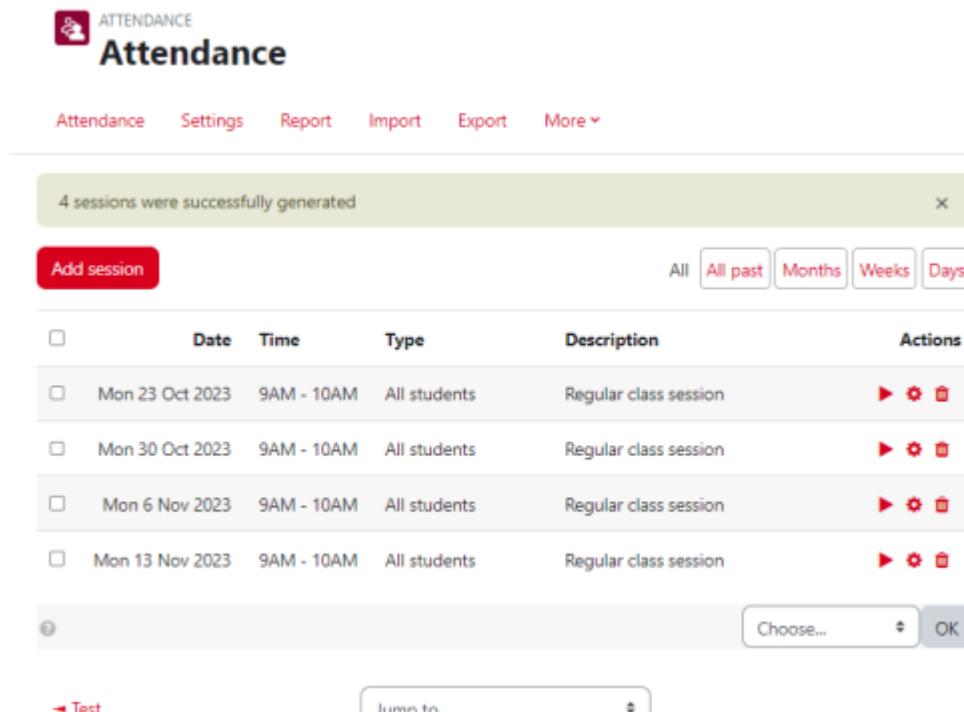
The extension will be used on a trial basis for now, the Moodle team appreciates your feedback!

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 page. At the top, there is a navigation bar with links: Attendance, Settings, Report, Import, Export, and More. A message box at the top indicates that 4 sessions were successfully generated. Below this, a red button labeled "Add session" is visible. A modal window is open, showing a table with four rows of session data. The columns are: Date, Time, Type, Description, and Actions. The sessions listed are: Mon 23 Oct 2023, 9AM - 10AM, All students, Regular class session; Mon 30 Oct 2023, 9AM - 10AM, All students, Regular class session; Mon 6 Nov 2023, 9AM - 10AM, All students, Regular class session; and Mon 13 Nov 2023, 9AM - 10AM, All students, Regular class session. Each session row has a checkbox in the first column and three icons in the Actions column. At the bottom of the modal, there is a "Choose..." dropdown and an "OK" button. Below the modal, there are links for "Test" and "Jump to...".

	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)

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



Permanent link:
<https://lms-wiki.jade-hs.de/en/moodle/activities/attendance/start?rev=1697621231>

Last update: **2023/10/18 11:27**