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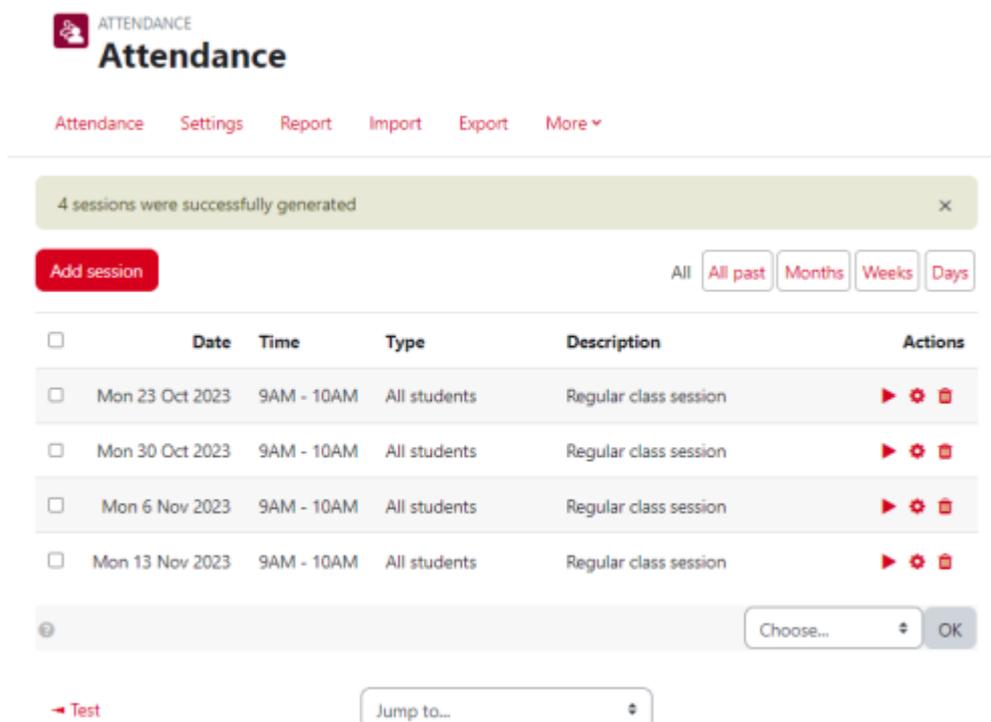
The extension will be used on a trial basis for now, the Moodle team appreciates your feedback!

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.
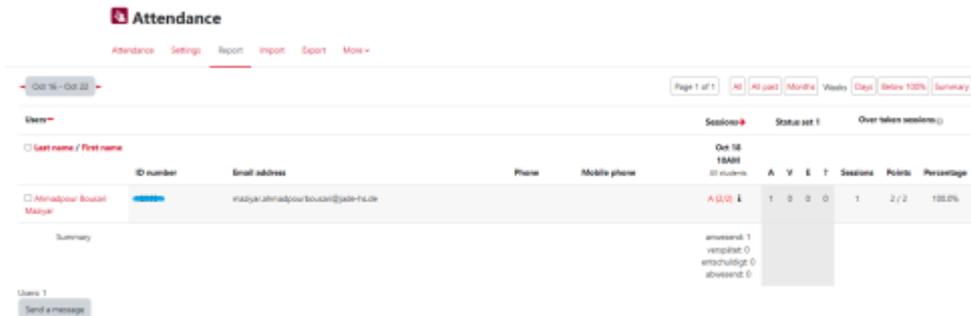

Add Sessions

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.

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=1697621514

Last update: **2023/10/18 11:31**