

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. To the right of the button are filter tabs: 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" type, occurring at "9AM - 10AM" for "All students". 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 three icons (play, gear, trash) in the Actions column. At the bottom of the table, there is a search bar with a "Choose..." dropdown and an "OK" button. Below the search bar is a "Jump to..." field with a dropdown arrow.

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						Oct 18 10AM	A	V	E	?	Sessions	Points	Percentage
Ahmadpour Bousari Maziyar						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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