TEACH

How do I set up and take attendance in Moodle?

At the upper right of your course page, choose **"Turn Editing On"**.

Go to the section on your course page where you want the Attendance module to appear. At the bottom click **"Add An Activity Or Resource"**.

From the activities list, select **"Attendance"**. (clicking once will open a new page)

Give a name to your Attendance. **For example:** "ME371-Fall21-Section3-Lecture-Attendace"

You may add a description if you like and display it on the front page.

Scroll down to **"Grade"**. Expand the **"Options"**. If you don't want attendance to be included in gradebook, choose **"None"** or you can set the number of points you want attendance to be worth. Later in the setup, you can then indicate how many points will be deducted for each absence or late. When you're done, click **"Save And**

Display". (If you clicked **"Save and Return"**, you can navigate back to Attendance by clicking it on your course page.)

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ⬦

#	Acronym	Description	Points	Available for students (minutes) ⓘ	Automatically set when not marked ⓘ	Action
1	P	Present	2.00		○	👁 🗑
2	L	Late	1.00		○	👁 🗑
3	E	Excused	1.00		○	👁 🗑
4	A	Absent	0.00		○	👁 🗑
*					Add	

Update

On the next screen, click **"Status Set"**: You will see the default status descriptions here with their points. There are four default status listed: **Present**, **Late**, **Excused** and **Absent**. If you are not going to use Late and Excused status, find their corresponding deleting option at the right of the table. Also select **"Automatically Set When Not Marked"** for Absent status and Update (at the bottom of the table). Please note you may also add a new status here if needed.

After you updated the status click Add Session (the second tab on the same page) then do the following in the new page opened:

Add session ▲

Type ⑦	All students

Date 30 ⇕ November ⇕ 2021 ⇕ 📅

Time from: 14 ⇕ 00 ⇕ to: 16 ⇕ 00 ⇕

Description

☐ Create calendar event for session ⑦

Fill in the date and time of the first class meeting. Uncheck **"Create Calendar Event for Session"**.

Expand the options for Multiple Sessions. Activate **"Repeat the Session Above as Follows"**. Place check marks next to the days your class meets (even if it just one day). Using **"Repeat Until"** fill in the last day your class meets. If you do not allow your students to record their own attendance, keep this option unselected and click **"Add"** at the bottom.

(Optional) If you allow your students to take their own attendance, Expand **"Student Recording"** section.

Student recording ▲

🟢 Allow students to record own attendance ⑦

Automatic marking ⑦ Set unmarked at end of session ⇕

Student password ⑦ 🟢 Random password 🟢 Include QR code

☐ Rotate QR code

☐ Automatically select highest status available ⑦

Show more…

Add Cancel

Here check **"Allow Students to Record Own Attendance"**, select **"Set Unmarked At End Of Session"** (Make sure you set this in the **"Status Set"** step), check **"Random Password"** and check **"Include QR Code"** as shown in figure. Click **"Add"** at the bottom.

	5 sessions were successfully generated					✕

Sessions | Add session | Report | Export | Status set | Temporary users

All   All past   Months   Weeks   Days

#	Date	Time	Type	Description	Actions
1	Tue 30 Nov 2021	2PM – 4PM	All students	Regular class session	▶ ⚙ 🗑
2	Tue 7 Dec 2021	2PM – 4PM	All students	Regular class session	▶ ⚙ 🗑
3	Tue 14 Dec 2021	2PM – 4PM	All students	Regular class session	▶ ⚙ 🗑
4	Tue 21 Dec 2021	2PM – 4PM	All students	Regular class session	▶ ⚙ 🗑
5	Tue 28 Dec 2021	2PM – 4PM	All students	Regular class session	▶ ⚙ 🗑

A new page should be opened telling you that some numbers of sessions (depending on your schedule) were successfully generated. You may see these sessions as a list in this new page. You may find it easiest to have them displayed by Week or Day. You can make that change at the upper right. To take attendance, click on the right arrow to the right of the class meeting.

#	First name / Surname	Email address	P	L	E	A	Remarks
		Set status for all ⬍	●	○	○	○	
1	HAKAN ABACI	hakan...ge@std.yeditepe.edu.tr	●	○	○	○	
2	LUTFI KOSE	...uh@std.yeditepe.edu.tr	○	○	○	●	
3	ELIF AKINCILAR	elifakinollar@std.yeditepe.edu.tr	●	○	○	○	
4	MERT SEAT AKYILDIZ	mertzanakyildiz@std.yeditepe.edu.tr	●	○	○	○	
24	EMRE KISA	emrekisa@std.yeditepe.edu.tr	●	○	○	○	
25	EMRE KOSE	emrekose@std.yeditepe.edu.tr	●	○	○	○	

Save attendance

To quickly mark all students that are present, click **"P"** at the top of the list. To mark students individually, click on the appropriate circle. A key to the abbreviations appears at the bottom left of the screen. When you finish, click **"Save Attendance"**. You can go back into a day's attendance at any time, make changes, and save again.

(Optional) If you allow your students to take their own attendance all you need is to provide them the session's password. This password is randomly generated for individual sessions.

Sessions	Add session	Report	Export	Status set	Temporary users

				All	All past	Months	Weeks	Days

#	Date	Time	Type	Description	Actions	☐
1	Mon 15 Nov 2021	12AM	All students	Regular class session	▦ ▶ ⚙ 🗑	☐
2	Mon 22 Nov 2021	12AM	All students	Regular class session	▦ ▶ ⚙ 🗑	☐
3	Mon 29 Nov 2021	12AM	All students	Regular class session	▦ ▶ ⚙ 🗑	☐

To share the password with your students, click to the **"Password"** button for the corresponding session.

Student password

2mzol7
QR Code

A new page with a password and with a **"QR Code"** will be opened. You may share this page with your students. They will open the link defined by this QR code to the corresponding session and take their own attendance.