moodle

TAKING ATTENDANCE

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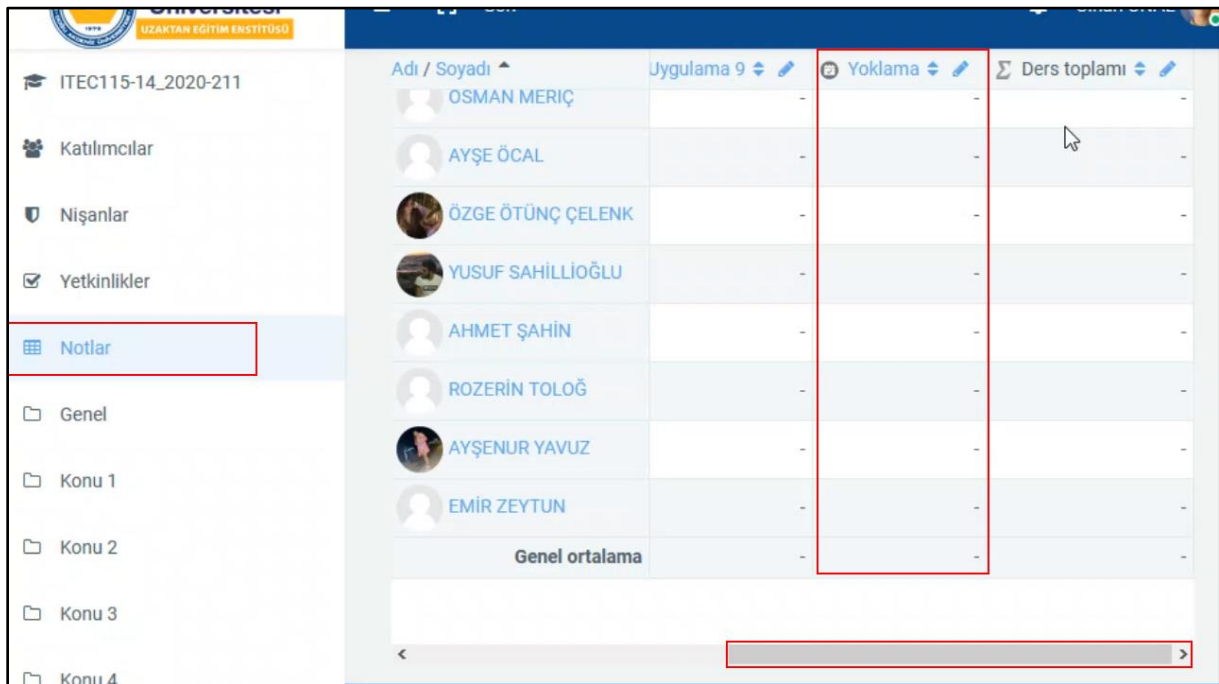# Table of Content

1. Creating Attendance

In order to add attendance to our page in Moodle, we click on the Turn on editing button at the top right, as we do in all other steps. Click the Add an activity or resource under the subject you want to add the attendance to, and click the Attendance option from the window that opens and click the Add button. Click the Expand all button on the right of the page that opens. You can give "Attendance" or any other name you want to the Name field.

The grade that can be given over attendance can be adjusted in the Grade section below. Then go to the bottom of the page and click the Save and return to course button. If you want to give points/grades your attendance, a column for your attendance will appear on the Grades page. After returning to the course page, go to the notes page by clicking the Notes button from the menu on the left. If you go down at the bottom of the table, there is a scroll bar, drag it to the far right, then you can see the column containing the grades of Attendance.


If you want to change something about attendance (eg attendance points); after entering to the course page, go to the settings of the Attendance, as shown in the picture below.
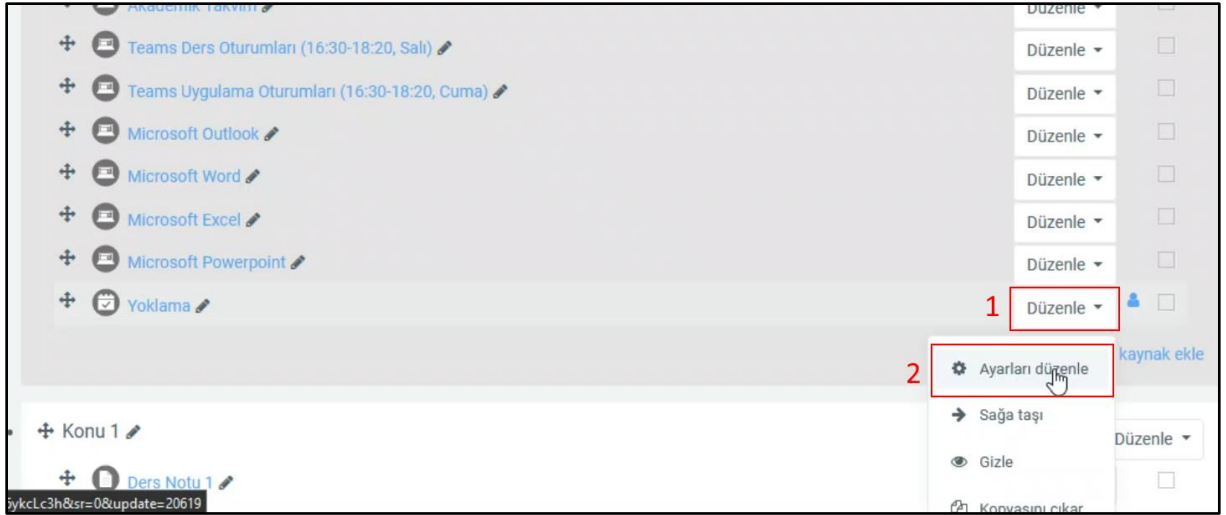
Make the necessary adjustments and go to the bottom of the page and click the Save and return to course button. After entering to the course page, we click on the link of the Attendance that we added, as shown in the picture below.
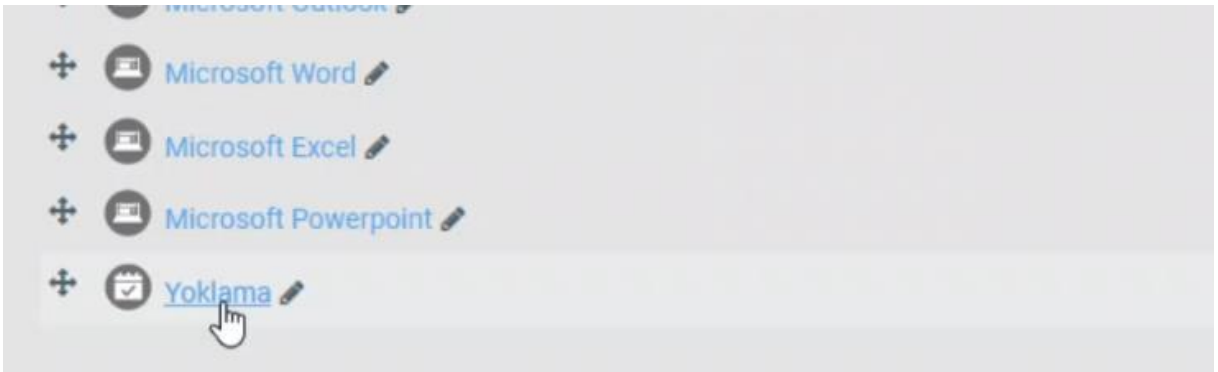
The page that opens is the attendance page and since no additions have been made yet, it will appear blank as in the picture below.
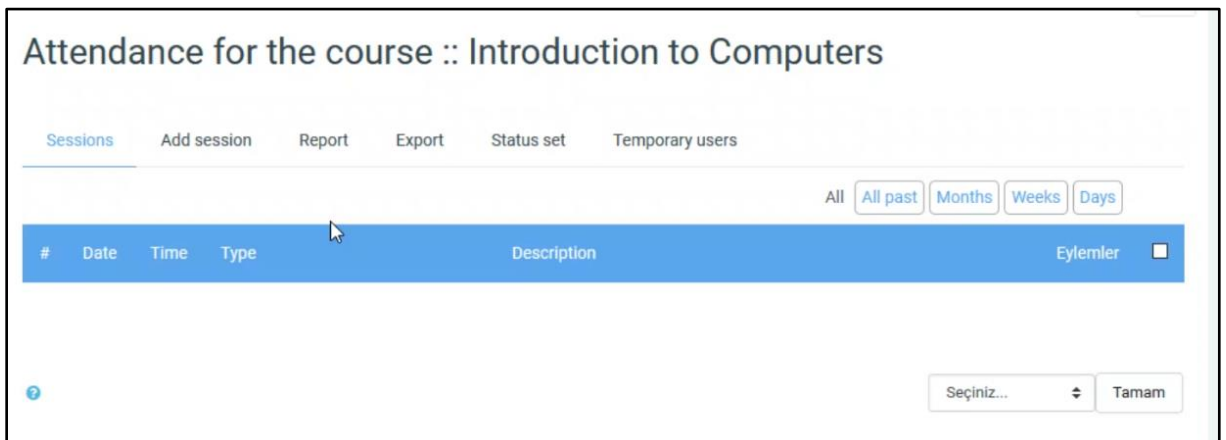
Then click on "Status set" from the tabs above. The page that opens will look like the image below. This screen shows the options we can choose when taking the

attendance of students. There are options such as "Present", "Late", "Excused", "Absent". You can delete them by clicking the trash can icon to the right of the item you want to delete.

In this example, we deleted the Late and Excused options and changed the names in the description column. We wrote the word "Present" as "Katıldım" and the word "Katılmadım" instead of "Absent. You can change the attendance score in the Points column, and set the "Katıldım" score to 1. Then, if you check the box in the "Automatically set when not marked" column which is placed right side of the "Katılmadım" option, it can be ensured that the "Katılmadım" is checked automatically when the students don't enter the system and don't click "Katıldım".

After the changes made, the page will look like the picture above. Click the "Update" button below to save the changes and update the settings.
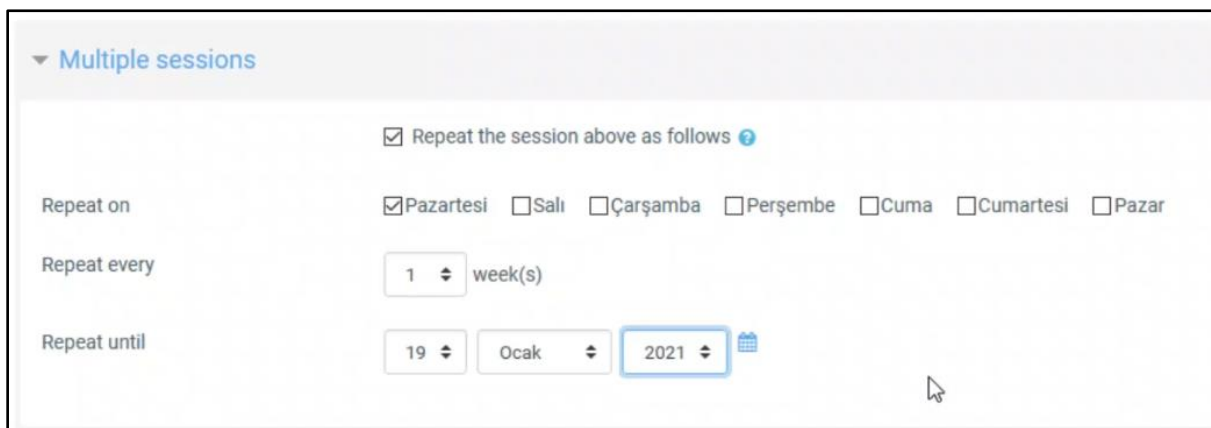
1.1. Adding Session to Attendance

Click on the "Add session" tab from the tabs on the attendance page. The page that opens will look like the image below. You can make the following settings according to the date and time of your lesson. You can specify the date of the lesson from the Date section, and you can set the start and end time of the lesson in the Time section.
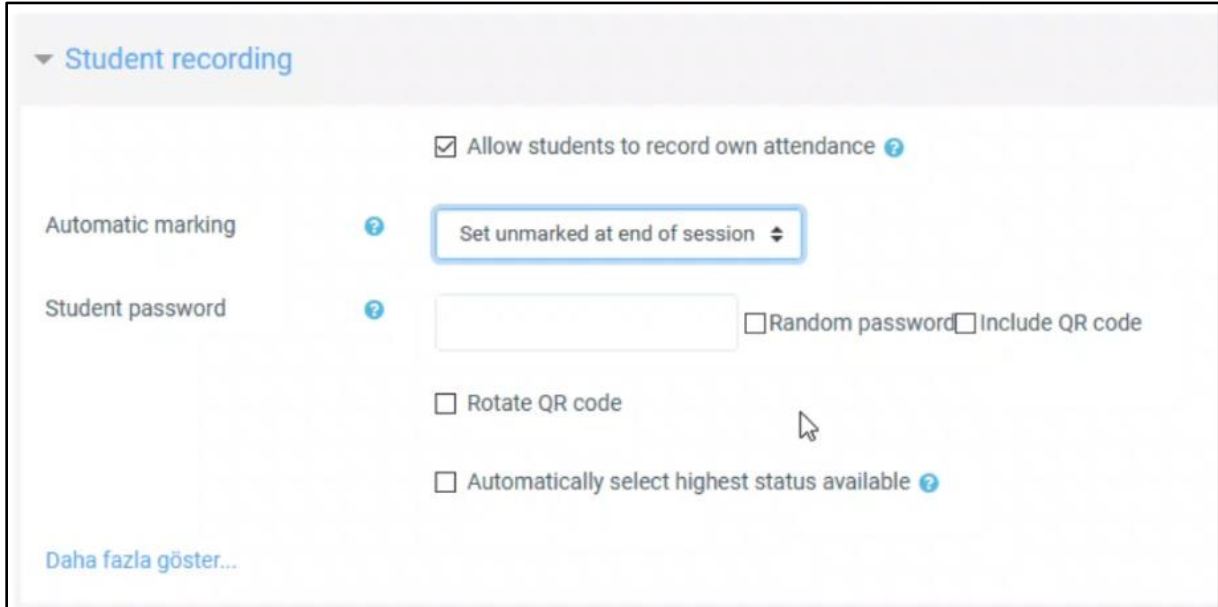

Later, the repetitions of the lesson can be adjusted from the Multiple sessions section by going down. For example, if your course is on Tuesday every week, you need to make the settings as shown in the picture below. By selecting the last lesson day from the "Repeat until" section below, you can create a session only for the Tuesdays that are up to that date.

In order to enable students to take their own attendance, the settings in the "Student recording" section at the bottom should be adjusted as follows.
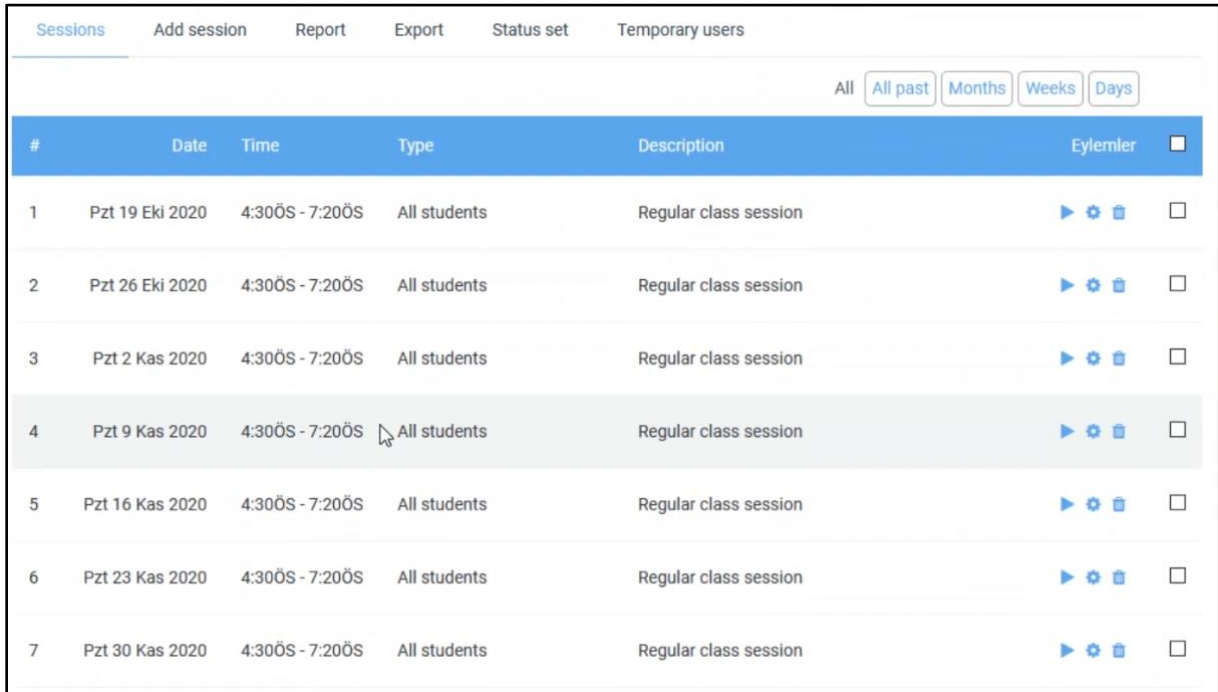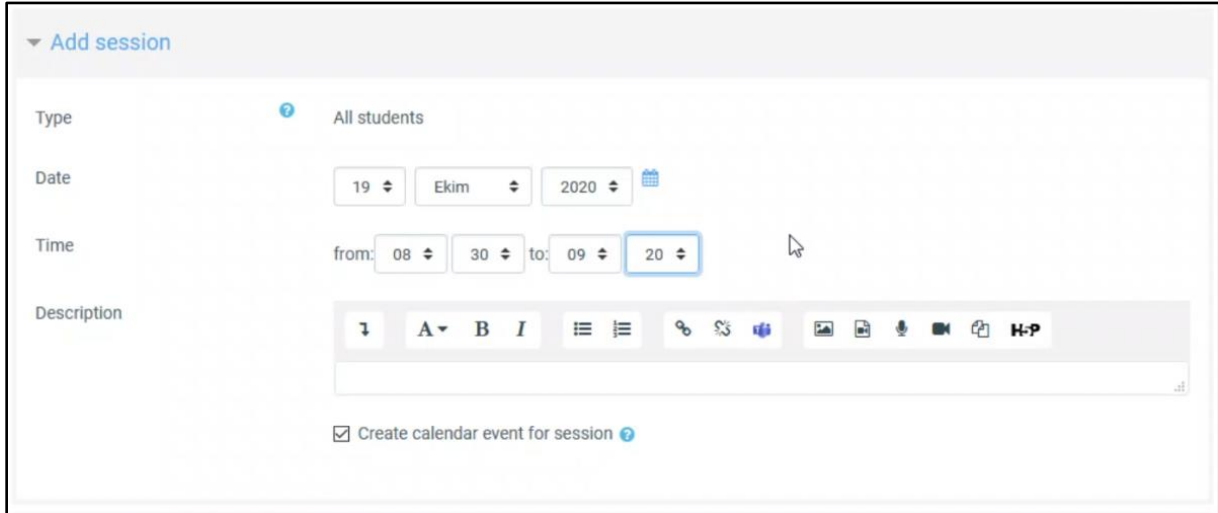

After making the necessary changes, you can add the session by clicking the "Add" button at the bottom of the page. The page that opens after clicking it will look like the picture below.

In the example above, an attendance was created for the Tuesday session of the lesson between 4:30 pm and 7:20 pm. If your lesson has another session, for example on Thursday between 08:30 and 09:20, then the above steps should be

repeated. Click the Add session button from the tabs above. Fill in the information on the page that opens as follows.
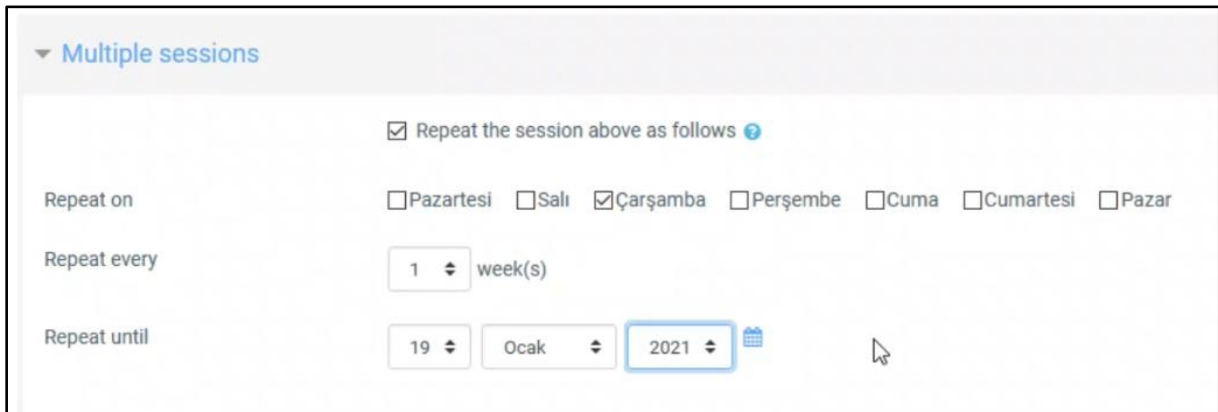
In this session, since it starts at half past 8 and ends at 20 past 9, we adjusted the Time part accordingly. Then go down and set the Multiple sessions section to repeat every Thursday, as in the picture below.

After doing the last part as described in the previous Tuesday example, you can add Thursday sessions by clicking Add at the bottom of the page. After clicking it, you can view the list of both Tuesday and Thursday sessions of the course as shown in the picture below.

#	Date	Time	Type	Description	Eylemler	☐
1	Pzt 19 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	☐
2	Çrş 21 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙ 🗑	☐
3	Pzt 26 Eki 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	☐
4	Çrş 28 Eki 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙ 🗑	☐
5	Pzt 2 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	☐
6	Çrş 4 Kas 2020	8:30ÖÖ - 9:20ÖÖ	All students	Regular class session	▶ ⚙ 🗑	☐
7	Pzt 9 Kas 2020	4:30ÖS - 7:20ÖS	All students	Regular class session	▶ ⚙ 🗑	☐

1.2. Viewing Attendance Report

To view the attendance status of the students, click the "Report" button on the above tabs on the attendance page. If you click the Report button above as shown in the picture below, the following screen will open. You can review the attendance status of students date by date. Question marks mean either that the lesson has not started yet or the student has not made any markup.

When you scroll down to the bottom of the page, you can see the "Özet" (Summary) line as in the picture below. Summary of each session is given here, the

numbers of those who marked "Katıldım" and "Katılmadım" are given separately under each session.


At the bottom of the page, if you slide the scroll bar to the far right, "Sessions Points Percentage" columns will appear as you can see in the picture below. You can see how many sessions each student attended, how many points she / he got from the attendance and what percentage of sessions she / he attended.

1.3. Taking Attendance Process
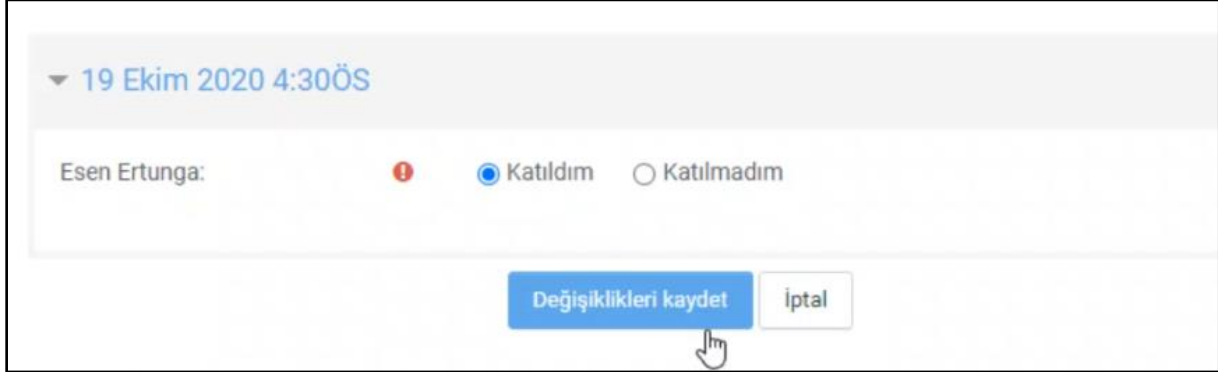
When students enter the course website, they will see the attendance we added as in the picture below. If students are to take attendance themselves, they can access attendance sessions by clicking the attendance link.
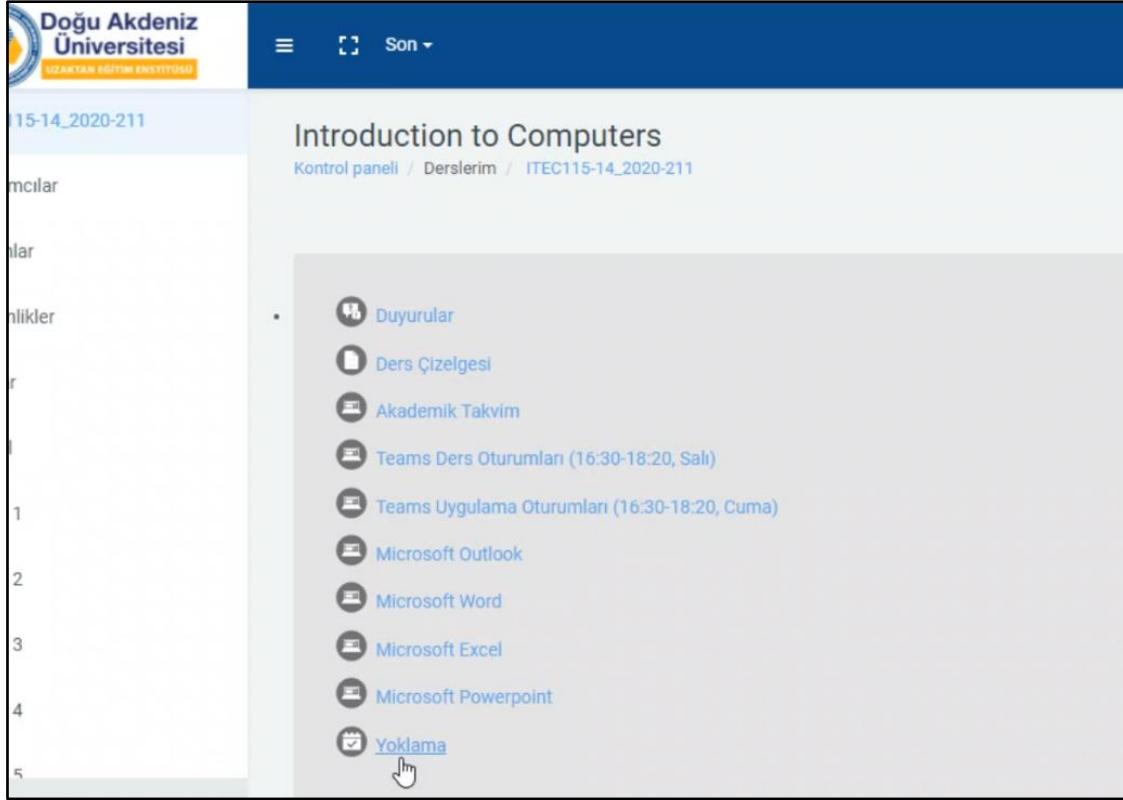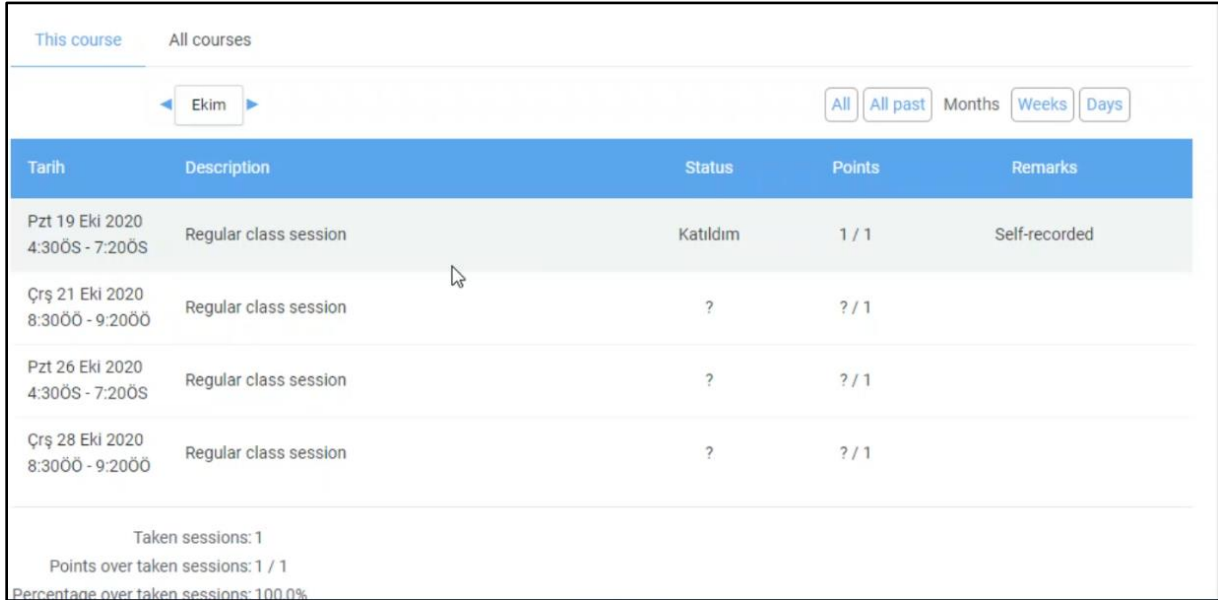
The page that opens will look like the following. At the time of the screenshot below, the date was October 20, 20202, 18:22. Therefore, there is a button "Submit attendance" in front of the attendance that is only related to the lecture on that date and that time. Student can take attendance of that lesson by clicking Submit attendance button.

After clicking on Submit attendance, a page like the picture below will open. If he / she will attend the lesson, he / she should mark "Katıldım" and if not, "Katılmadım". After marking it, you can click Save changes.

After clicking it, it will return to the page with probe sessions as in the image below. The option (for example: Katıldım) will appear in the "Status" column opposite the session where attendance is entered. In order to take the attendance of the next courses, he / she can log in the system on the day and time of the course and click Submit attendance and record his / her attendance regarding the relevant course.

If you want to take the attendance yourself, go to the website of the course and click on the attendance link. The screen in the picture below will appear. Whichever session is currently active will appear in blue text. In this example, the active session is the one that appears at the top as "Sal 20 Ekim 2020 4:30ÖS – 7:20ÖS" (Tue 20 October 2020 4:30 pm - 7:20 pm).
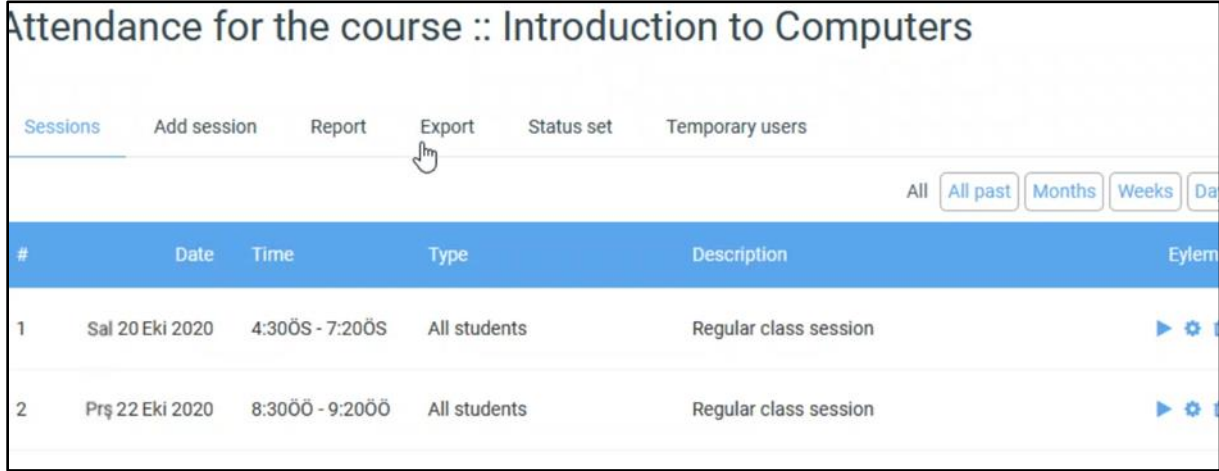
Attendance for the course :: Introduction to Computers

When you click on the active session, you will see a page like the picture below. You can get attendance on their behalf from the "P A" column next to each student's name. The letter P represents Present, and the letter A represents Absent. In the Remarks column, you can see who took the attendance. For example, in the Esen Ertunga's column, it says "Self-". After taking the attendance, you can save the attendance by clicking the Save attendance button at the bottom.
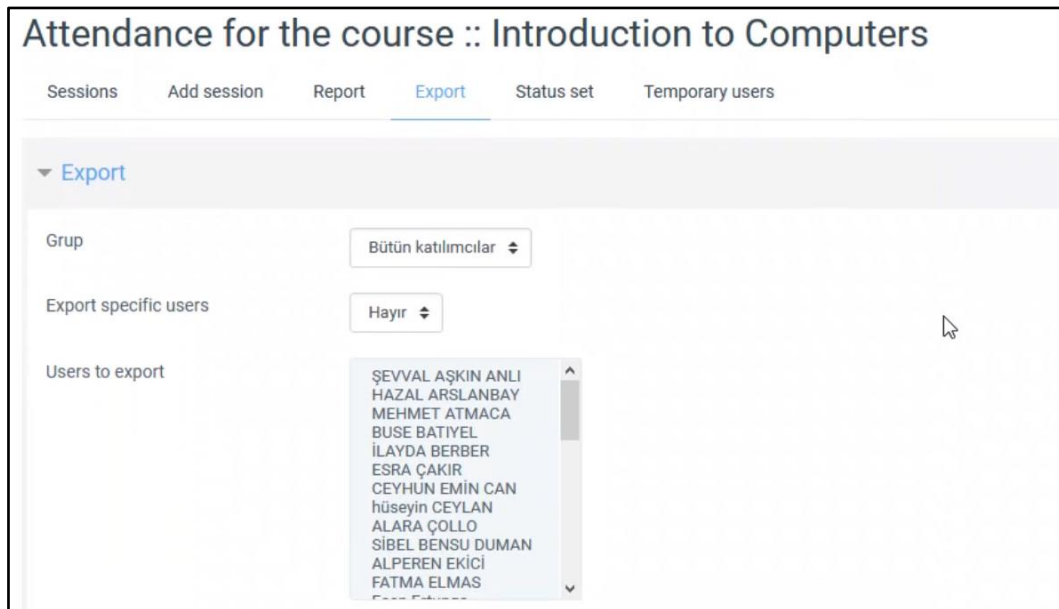
1.4. Exporting Attendance

To export the attendances to Excel, enter the attendance page and click Export on the tabs above.

The page that opens will look like the image below. Here, All participants must be selected from the Group section.

Later, we can display the student's student number and username in the Excel file if we leave the part below as is.

You can select in which date range attendance will be displayed from the section below. If you choose the format section as follows, it will create a file in Excel format. You can download the Excel file by clicking the "OK" button at the bottom.

The downloaded Excel file will look like the image below. On October 20, 2020, at 4.30 PM, you can see the attendance results of that session. Question marks indicates empty, P (1/1) indicates that student has participated.

1.5. Filtering the Students Who Have Attended Class In Excel

If you want to list only the participants, click on the places shown in the picture below in order.

After clicking the third button, an arrow will appear on the right of the cell we selected. Click on the items shown in order as in the picture below. After clicking on the 1st place, the Select All option will appear as checked. After unchecking, check the box shown in the 2nd place and click the button that says "Ok".
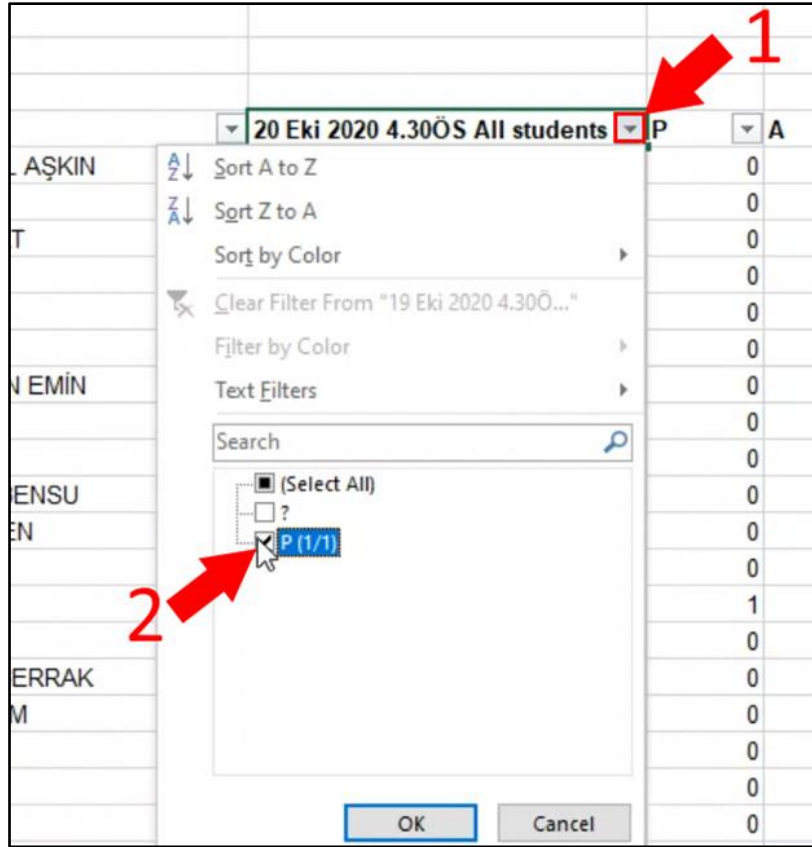
After clicking the "Ok" button, the screen will appear as in the picture below, only the list of students who participated to that session will be shown.