



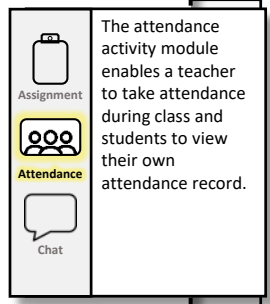
1

Edit Settings
 Edit Content
 ...

TECHNICAL

2

Select on **+Add an activity or resource**.
 Select Attendance then click **Add**.



Where?

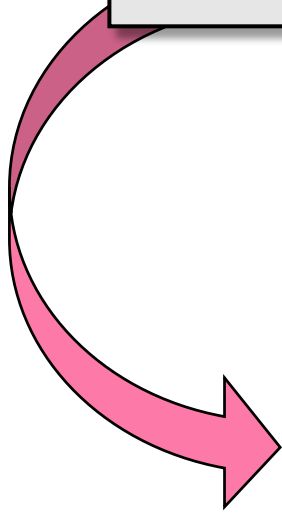
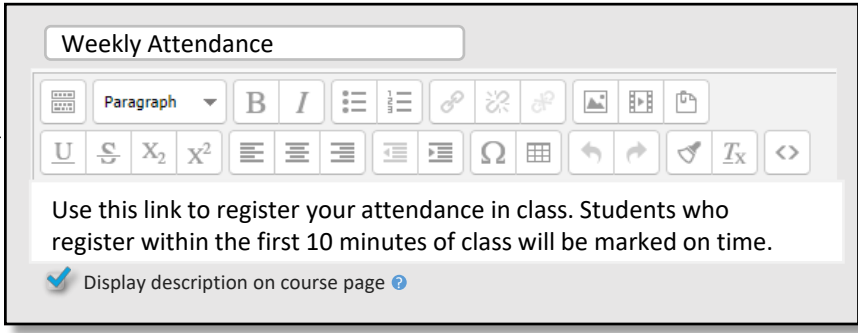
Choose a topic area which makes sense to you and your students. Some choose **Announcements and Discussions**, others choose **Unit Information** or create a **Week 0**.

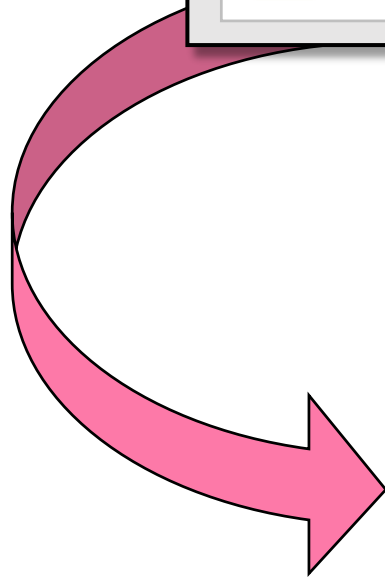
3

Add a **title** and a **brief description** that incentivizes students to arrive on time. Make sure to tick the Display box.

Time Restrictions

The Attendance tool allows you to create time-restricted status options including "Present", "Absent", "Late", and "Excused" and any others you create. Consider setting "Present" to 10 minutes and "Late" to 20.





Attendance for the course

Sessions **Add Session** Report Export Status Set Temporary users

▼ **Add Session**

Type All Students

Date 25 November 2019

Time From: 00:00 To: 00:00

Description Font Family Font Size **B** *I*

Path: p

Create calendar event for session

▼ **Multiple sessions**

Repeat the session above as follows

Repeat on Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Repeat every Week(s)

Repeat until 26 November 2019

▼ **Student Recording**

Allow students to record their own attendance

Automatic marking

Student password Random password Include QR code

Automatically select highest status available

Show more...

Add Cancel

TECHNICAL

- 4 Click on the **Weekly Attendance** Activity then find .
- 5 Select the date and time of the event, class, or workshop. A description is unnecessary if you wrote one previously in Step 3.

Multiple Sessions
 Create multiple sessions if your class is the same time and day every week. Tick **Repeat the session above as follows** and select the days, frequency, and end date keeping in mind bank holidays and university breaks.

- 6 Open the **Student Recording** menu. Click **Allow students to record their own attendance**, enable automatic marking, and create a password.

Security
 Change the password every class. In the first few sessions keep a separate count of who is attending and compare it with the online attendance. Some students may text the password to absent peers so it is important to expose and discourage that practice early.

Attendance for the course

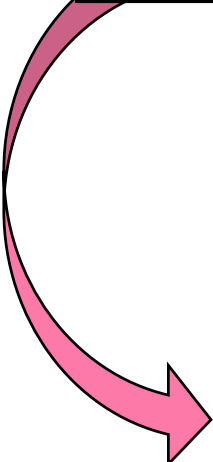
Sessions Add Session Report Export Status Set Temporary users

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		<input type="radio"/>	
2	L	Late	1.00		<input type="radio"/>	
3	E	Excused	1.00		<input type="radio"/>	
4	A	Absent	0.00		<input type="radio"/>	
+						

Add Update



Attendance for the course

Sessions Add Session Report Export Status Set Temporary users

Nov 24 - Nov 30

All All past Months Weeks Days Below 100% Summary

Users

First name / Surname	Email address	P	L	E	A	Sessions	Points	Percentage
Summary								
Users: 0								

Send a message

TECHNICAL

- 7 Move to the **Status Set** tab after adding the sessions.
- 8 Assign **points** to each status option if attendance is graded. If attendance is not graded then disregard the points.
- 9 Choose how many minutes each option will be available. We suggest **Present – 10, Late – 20, Absent – blank**

Accuracy
Avoid automatic. Instead, check attendance during a break to review and amend who's present, absent, or excused and who may have signed in, left, and not returned

Appeal Process
 Consider having an appeal process in place if a student challenges their online attendance record. For example, evidence of notetaking or participation in class activities. Remind students it is their responsibility to register their attendance.

Tracking and Downloading Attendance Data

The **Report** tab shows an overview of student attendance divided by session dates.

The **Export** tab allows you to download your students' attendance as an excel spreadsheet.