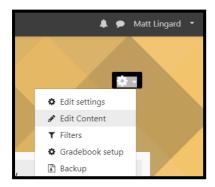# Weekly Check-in (LCC) - Quick Start Guide

Overview

The UAL Student Attendance Monitoring Policy (2020/21) requires each Course to implement a Weekly Check-in activity on Moodle.

Students are required to check-in and the data from the check-in will be used to follow-up with students that aren't engaging and will contribute to Tier 4 checks.
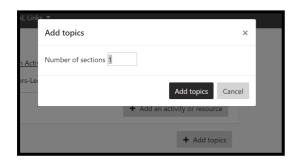
LCC are adopting a college-wide process for the Weekly Check-in. Check-ins will located in Moodle **Course** sites. They will be open for **48- hours** and follow a standard format, using a Moodle activity called **Choice**.

Creating the first Weekly Check-in Activity

1) Go to your **Course** site on Moodle.

2) Click the **Settings** icon (at the topic) and choose **Edit Content**.

3) Create a new topic – click **+ Add topics** at the bottom of the page, set number to 1, then click **Add topics**.

4) Move the new Topic up the page and rename it 'Weekly Check-ins' by clicking the pencil icon, typing the new title, and pressing enter on your keyboard.

5) In the new section click **+Add an activity or resource**

6) In the list select **Choice** and click the Add button (below).

7) Type a **Choice name** and **Description** and tick the option 'Display description on course page'.

Suggested **name**: *Weekly Check-in (Week beginning 20th April)*
Suggested **description**: *The is a course requirement. You must check-in each week.*

8) In the **Options** settings type a statement in **Option 1**: *I have read this week's Course Announcement (posted on 20ᵗʰ April)*

9) In the **Availability** settings set start and end times for a 48-hour check-in period. Tick the **Show preview** option.

The recommended 48-hour period is midday Tuesday to midday Thursday.

10) In the **Results** settings select 'Yes' for 'Show column for unanswered'.
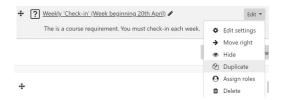

11) Click the **Save and display** or Save and return to course button at the bottom of the page.
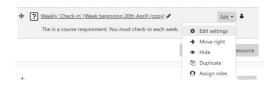
Creating Subsequent Check-in Activities

You can duplicate and edit the first activity instead of repeating the whole process.

1) In the **Edit** menu for the original Weekly Check-in activity choose **Duplicate**.

2) In the **Edit** menu for the new copy choose **Edit settings**.

3) Update the following settings:
   a. Choice name (change the date).

   b. Option 1 text (change the date).

   c. The dates/times in the **Availability** settings.