



## Attendance

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### Introduction

The Attendance module is designed for teachers to be able take attendance during class, and for students to be able to view their own attendance record.

A teacher can mark the attendance status of a student as "Present", "Absent", "Late", or "Excused". These status descriptions are configurable, and more can be added. The teacher adds Attendance as an activity of a course, and then sets up the sessions whose attendance is to be tracked.

The Attendance module can generate reports for either the entire class or for individual students. Students may also see their own attendance record if the activity is not hidden.

The optional Attendance block allows teachers quick access to the Attendance functionality, and allows students quick access to a summary report for their own attendance.

***CIT has approved the use of the eLearn Attendance module for auditing purposes.***

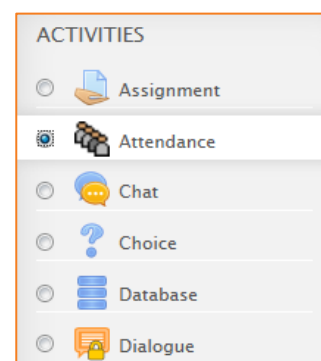
## Adding an Attendance Activity

A teacher must add Attendance as an activity to each course they wish to keep attendance for.

1. In your course, *Turn editing on*.
2. In your selected section, click *Add an activity or resource* and choose *Attendance*.

[+ Add an activity or resource](#)

3. Be sure to give the instance a name that indicates what it will be used for; for example, "Lecture Attendance".
4. You can set grading associated with the attendance if you like, or choose *No grade*.
5. All other settings can be adjusted as you choose, but are not required.
6. *Save and display*.



▼ **General**

**Name\***

**Grade** Type  ▼

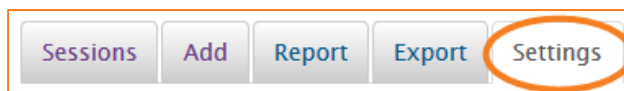
Scale  ▼

Maximum points

## Attendance Settings

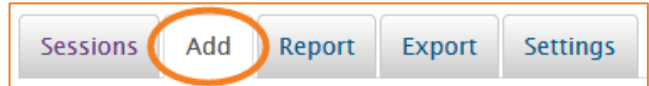
You can change your attendance options if you like.

1. Click on the *Settings* tab (last tab) at the top of the Attendance page.
2. You are presented with acronyms, attendance status descriptions, and grade (points) to assign. By default, the status descriptions are "Present", "Absent", "Late", and "Excused".
3. You may prefer to change the descriptions (for example, by changing "Late" to "Tardy"), change the way points are counted, or add new status descriptions. To do the latter, fill in the fifth line and click the *Add* button.
4. Finally, when you are done changing items on this page, be sure to click the *Update* button to register the changes.



## Adding Sessions

1. Click the **Add** tab (second from left) at the top of the Attendance page.
2. You can choose here to create a single session, or by ticking the Create multiple sessions setting, you can create repeating sessions.
3. Select the date and time in **Session date** for the first session you wish to add, followed by the **Duration** of the session.
4. If you have checked the multiple sessions box, you will now choose the date for the last session under **Session end date**.
5. The next field is the **Session days**. Again, this is only valid for multiple session. Select the checkboxes for days the class meets.
6. The final option, **Frequency**, again, this is for multiple sessions. If your class meets every week, as is typical, then you want a frequency of 1 week, which is the default. If your class meets every other week, then select a frequency of 2 weeks, and so on.
7. If you wish, you may type a description for the sessions you are creating. If you leave the description field blank, it will default to "Regular class session".
8. Finally, click the **Add sessions** button to create your sessions.



**Session type** ? Common

Create multiple sessions

Allow students to record own attendance



**Session Date** 14 January 2015 17:05

























**Duration** 01:00

**Session end date** 14 February 2015

**Session Days**  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday


**Frequency** 1 week(s)

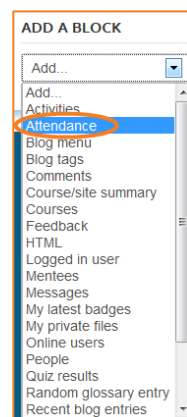
9. Click back the **Sessions** tab to see your sessions. You can play around with the display, showing only today's session, all past sessions or all sessions in a specific month.
10. You can edit these sessions at any time, or delete sessions if a class is cancelled, or falls during a holiday, by clicking on the edit icon  or delete icon  under the actions column.

		← June →		All All past Months Weeks Day	
#	Type	Date	Time	Description	Actions
1	Common	6.06.14 (Fri)	09:00 - 10:00	Regular class session	  
2	Common	6.06.14 (Fri)	17:25	Regular class session	  
3	Common	13.06.14 (Fri)	09:00 - 10:00	Regular class session	  
4	Common	13.06.14 (Fri)	17:25	Regular class session	  
5	Common	20.06.14 (Fri)	09:00 - 10:00	Regular class session	  
6	Common	20.06.14 (Fri)	17:25	Regular class session	  
7	Common	27.06.14 (Fri)	09:00 - 10:00	Regular class session	  
8	Common	27.06.14 (Fri)	17:25	Regular class session	  

## Adding an Attendance block to a course page

For a shortcut to attendance information for both teachers and students, it is recommended that you add the associated Attendance block to your course page, like this:

1. In your course, *Turn editing on*.
2. Find the block entitled *Add a block*.
3. In the drop-down menu in this block, select *Attendance* to add the Attendance block.
4. Using the move icon , you can move the block to fit your viewing preference.



**Attendance**  
Take attendance  
Add  
Report

Once added to your course, the block will display any sessions you have, and give shortcuts for the teacher to *Take attendance*, *Add sessions*, or *view reports*.

For a student, they will see the sessions, and see how many sessions have passed, and how many they were present for, late for, etc.

Attendance	
Sessions completed:	0
Present:	0
Late:	0
Excused:	0
Absent:	0

## Taking Attendance

Finally, you get to use the module for its intended purpose. You can take attendance for a session by clicking on the green radio button to the right-hand side of the session. Those sessions whose attendance has already been taken do not have the green button. However, the link changes to one that takes you to a screen for modifying the attendance record for that session.

Note that when taking attendance, the column headings for attendance status are links. If you click one of these column headings, all students will have their status changed to the status you selected. Thus, if everyone is present, you can merely click the P column header to change everyone's status to "Present". If only one person is absent, you could first click P to set everyone's status to "Present", and then set the absent student's status to "Absent".

Enter remarks as appropriate — for example, the reason for an absence if known, or the number of minutes a student was late — and click the *OK* button to record the information.

## Reports

You can generate attendance reports on sessions:

1. Select the Attendance activity of the course and session you're interested in.
2. Click on the *Export* tab near the top.
3. Change the export settings if you wish.
4. From the Format pull-down menu, select the file format you'd like to export the attendance report in, e.g. *Download in Excel format*.
5. Click on the *OK* button.
6. Your browser will now probably ask you to either display or save the file.

