



Attendance

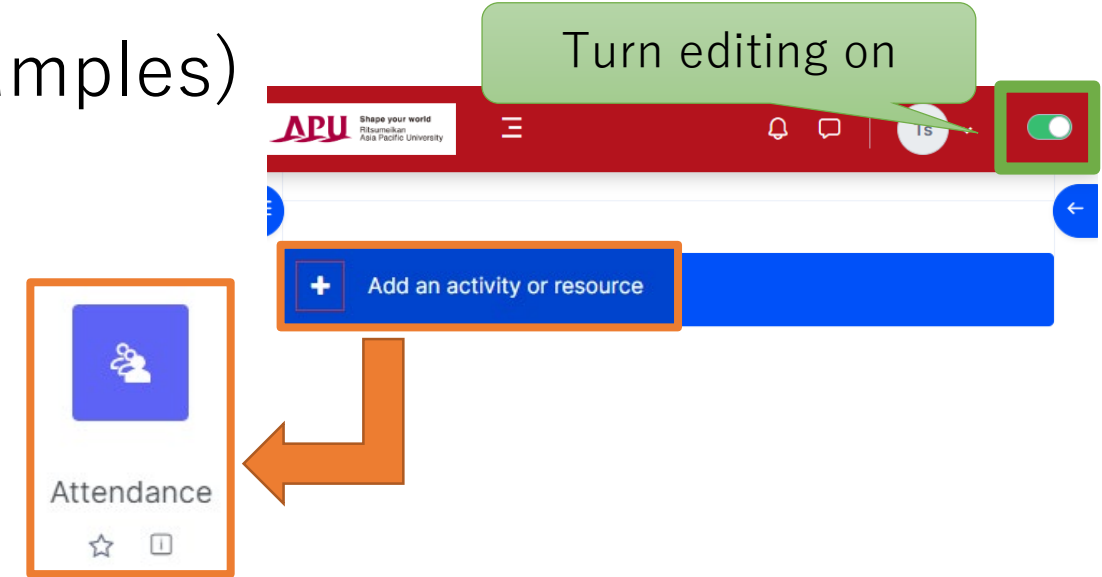
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Attendance Overview



- What you can do with Attendance (examples)
 - Manage student attendance
 - Allow students to register their attendance by themselves etc.



- Select “Attendance” from “+Add an activity or resource”

• Overview of Using Attendance



Setting Up Attendance

Adding a new Attendance to 1st week

Expand all

General

Grade

Common module settings

Grade

Point	Grade attendance by inputting the points. You can set the "Maximum grade".
None	Select this option if you want students to submit their attendance but you will not grade (mark) them.
Scale	Select this option if you want to use any grading method besides scoring, such as "A, B, C, F" or "Excellent, Good, Acceptable, Not Acceptable". *Must set up a grading "Scale" from the course's grading settings beforehand.

Extra restrictions

Send content change notification

General

Name Title of the Attendance Activity

Description

Display description on course page

Explanation of Attendance activity

小テスト
小テスト①

完了マークする

小テストに関する説明が入ります

If you put a here, the description will be shown on the course's top page

Grade

Type

Maximum grade

Grade category

Grade to pass

Input the maximum grade for attendance
E.g. Attendance counts for 30 points in total:
Set the maximum grade as 30.
If you take attendance 15 times, then each class will count for 2 points (30 points ÷ 15 classes)

You can enable this setting if you have set up grade categories.

Set the minimum grade students need to pass (Not %, input the number of points required)

Extra restrictions

Default network address

Restrict access to the on-campus PCs or Wi-Fi network so that students cannot submit their attendance without being connected to one or the other.
Contact the Information Systems Administrative Office for the network address.

(Common Functions) Common Module Settings



If the activity is hidden, this message will be displayed on the course's top page.

Hidden from students

Common module settings

Availability	You can select either “Show on course page” or ”Hide on course page”. If “Hide” is selected, then students will not be able to view the activity until you change the setting to “Show”.	
ID number	You can set an ID number for the activity (to help identify different teaching materials). This setting is generally left blank and not used.	
Force language	This setting allows you to force all students to view the activity in a set language.	
Group mode	No groups	Everyone registered for the course can access the activity
	Separate groups	Students can only use the activity within their own groups. Students cannot see the work of other groups.
	Visible groups	Students can only use the activity within their own group, but they can also see the work of other groups.
Grouping	You can enable this setting if you have set up groupings (collections of groups) in the course.	
Add group/grouping access restriction	You can add access restrictions by group from the “Restrict access” section below. *You can only set up group access restrictions if you select one of the group settings under “Group mode” above.	

(Common Functions) Restrict Access

The screenshot shows the Moodle activity settings page. The 'Restrict access' section is highlighted with a green box. Below it, the 'Add restriction...' dialog box is open, showing various restriction options like 'Activity completion', 'Date', 'Grade', 'Group', 'Grouping', 'Other course completion', 'User profile', and 'Restriction set'. A green arrow points from the 'Add restriction...' button in the settings to the dialog box.

Restrict access	
Activity completion	Require students to complete a separate activity in the course to be able to access this activity. E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment
Date	Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course).
Grade	Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity.
Group	Only allow students who belong to a specified group or students who don't belong to that group to access the activity.
Grouping	Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity.
Other course completion	Use this setting if you want to require students to complete another course in order to access the activity. (This setting is not recommended.)
User profile	This setting allows you to limit access to specified students. E.g. Only allow students with specified student ID numbers to access the activity.
Restriction set	Use this setting if you want to use several of the above settings to set complex access restrictions for the activity.

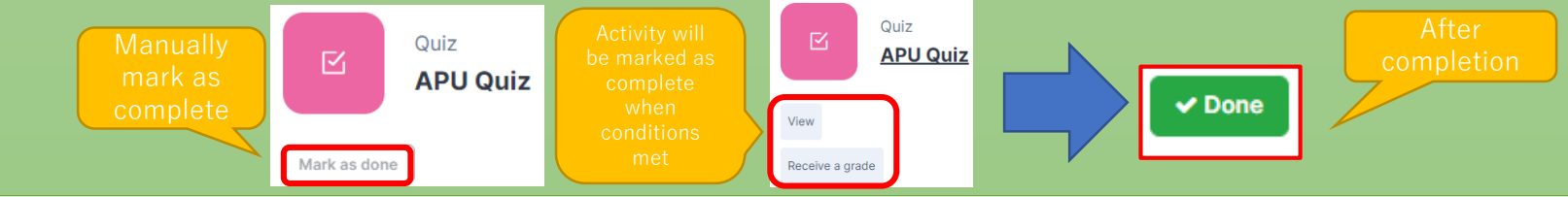
(Common Functions) Activity Completion, Tags, Competencies

The screenshot shows the Moodle activity settings page. A green box highlights the 'Activity completion' section. A grey callout bubble points to the 'Activity completion' label with the text 'Not used for APU Moodle'. A blue callout bubble points to the 'Competencies' label with the text 'Not used for APU Moodle'. A red box highlights the 'Save and display' button at the bottom.

Activity completion
 This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

Completion tracking	
Do not indicate activity completion	Students will not see a checkbox to indicate activity completion on the course page
Students can manually mark the activity as completed	Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress.
Show activity as complete when conditions are met	The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor.

Require	
Student must view this activity to complete it	If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete)
Student must receive a grade to complete this activity	The activity will be considered complete and automatically be marked as so after the instructor finishes grading
Student must receive a passing grade to complete this activity	The activity will be automatically marked as complete after grading only if the student receives a passing grade
Or all available attempts completed	The activity will be automatically marked as complete when the student submits the assignment, etc.



Make sure to **save** after you finish setting up the activity.

Setting Up Status Sets

After you finish setting up the Attendance activity, click on “Status set” from the “...” menu.

PLEA is set up as the default attendance statuses. You can change the points and also make a new status set.

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Attendance Settings Report Import Export ...

Filters

Permissions

Backup

Restore

Changes to status set will affect attendance sessions and may affect grading.

Mark as done

Status set

Status set 1 (P L E A)

New set of statuses

Status set 1 (P L E A)

#	Acronym	Description	points	Self-marking availability	Available before session start	Automatically set when not marked	Action
1	P	Present/出席	2.00	Always	<input type="checkbox"/>	<input type="radio"/>	
2	L	Late/遅刻	1.00	Always	<input type="checkbox"/>	<input type="radio"/>	
3	E	Earlier/早退	1.00	Always	<input type="checkbox"/>	<input type="radio"/>	
4	A	Absent/欠席	0.00	Always	<input type="checkbox"/>	<input type="radio"/>	
*							

Add

Update

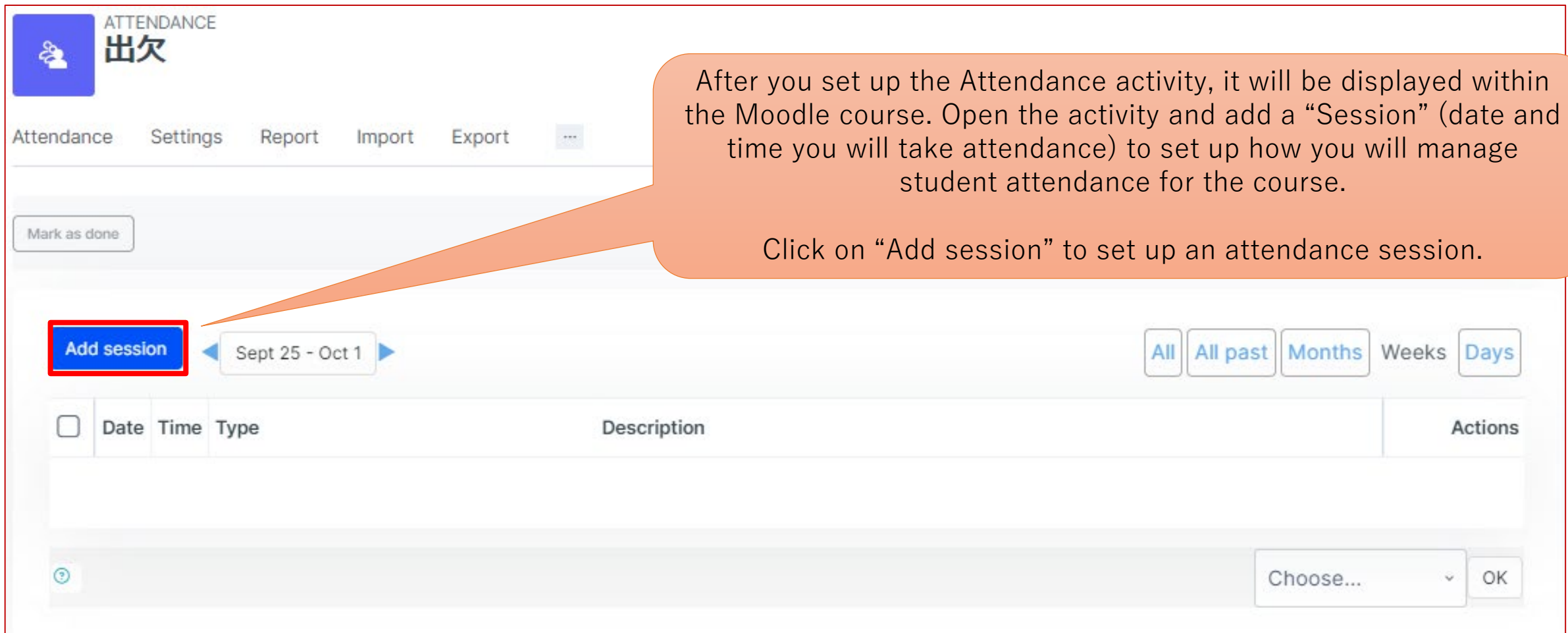
If you change the settings or add any statuses, make sure to click on “Update”

Restrict availability of each status when students are marking their own attendance

Always	Status always available during the attendance session
Limited time	Status available for a limited time period (minutes) as set by the professor
No	Status not available to students

You can hide or delete statuses here

Creating Attendance Sessions



ATTENDANCE
出欠

Attendance Settings Report Import Export ...

Mark as done

Add session Sept 25 - Oct 1 All All past Months Weeks Days

<input type="checkbox"/>	Date	Time	Type	Description	Actions

Choose... OK

After you set up the Attendance activity, it will be displayed within the Moodle course. Open the activity and add a “Session” (date and time you will take attendance) to set up how you will manage student attendance for the course.

Click on “Add session” to set up an attendance session.

Creating Attendance Sessions

Add session

Type ? All students

Date: 25 September 2023

Time: from: 00:00 to: 00:00

Description:
 Create calendar event for session ?

Multiple sessions

Repeat the session above as follows ?

Repeat on: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat every: 1 week(s)

Repeat until: 25 September 2023

Annotations:

- Input the date and time of the class you want to take attendance for (You can set the session to repeat from the "Multiple sessions" section below, so input the date of the first class here)
- Input attendance explanation here if necessary
- Add to Moodle calendar
- Check this box if you want to take attendance during each week's class
- What days do you want the session to repeat on each week?
- How frequently do you want the session to repeat in terms of weeks? *Select "1" if every week or "2" if every two weeks
- What day do you want the session to repeat until? *It is recommended to input the date of the final class

E.g. ①: A course with classes during 2nd period every Tuesday and Thursday
 (When taking attendance between 5 minutes before and after the class start time)

Date: Date of first class
 Time: From 10:30 to 10:40

Repeat on: Tuesday, Thursday
 Repeat every: 1 week(s)
 Repeat until: Date of final class

E.g. ②: A course with classes during 1st period every Wednesday

(When taking attendance between 5 minutes before and after the class start time)

Date: Date of first class
 Time: From 8:45 to 8:50

Repeat on: Wednesday
 Repeat every: 1 week(s)
 Repeat until: Date of final class

Creating Attendance Sessions

Student recording

Allow students to record own attendance ?

Allow students to update own attendance ?

Open session early for marking ?

0 minutes

Student password ?

Random password

Include QR code

Rotate QR code

Automatically select highest status available ?

[Show less...](#)

Require network address ?

Use default

Prevent students sharing IP address ?

No

Allow students to record their own attendance
(Choose below if students have to input a password or scan a QR code to record their attendance)

Allow students to update their own attendance/lateness/absence information

Enable this option if you want to allow students to record their attendance earlier than the session's start time

Make students input a password to record their attendance

this box to make students record their attendance using their smartphones


The QR code will be refreshed every 60 seconds

Students will automatically be registered as present when they record their own attendance


Enable this option if you want to restrict IP addresses when students submit their attendance (Campus IP address)

This option is not recommended

Taking Students' Attendance

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 25 Sept 2023	2PM - 3PM	All students	Regular class session	   

Scan the QR code below or use the password listed below to take your attendance
112233



Click on the QR code icon, share the QR code with the students in the classroom, and ask them to scan it using their smart phones

When taking attendance by password and not QR code, ask students to access the Attendance activity and record their attendance by inputting the password on this page.
(Students can only access this page during the time period you set)

Password

Present/出席
 Late/遅刻
 Earlier/早退
 Absent/欠席

Professors who want to manage student attendance themselves can click on this icon to input attendance

First name / Last name	ID number	Email address	P	L	E	A	Remarks
Set status for							
			all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
受A 受講者00001		student00001@test.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
受A 受講者00002		student00002@test.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
受A 受講者00003		student00003@test.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
受A 受講者00004		student00004@test.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
受A 受講者00005		student00005@test.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>



Click on these icons to edit or delete the attendance session

Checking Attendance

Click on "Report" to see a list of all students' attendance records

ATTENDANCE 出欠

Attendance Settings **Report** Import Export

Mark as done

Page 1 of 1 All All past Months Weeks Days Below 50% Summary

Users		Sessions		Status set 1			Over taken sessions			
<input type="checkbox"/> First name / Last name	ID number	Sept 25 1PM	Oct 5 2PM	P	L	E	A	Sessions	Points	Percentage
<input type="checkbox"/> 受講者00001		?	?	0	0	0	0	0	0 / 0	0.0%
<input type="checkbox"/> 受講者00002			?	0	0	0	0	0	0 / 0	0.0%
<input type="checkbox"/> 受講者00003										
<input type="checkbox"/> 受講者00004		?								
<input type="checkbox"/> 受講者00005		?	?	0	0	0	0	0	0 / 0	0.0%



You can check and edit each student's attendance by clicking on their name

This course All courses All sessions

受講者00001

受A

All All past Months Weeks Days

Type	Date	Description	Status	Points	Remarks	Action
All students	Mon 25 Sept 2023 1PM - 3PM	Regular class session				Submit attendance 
All students	Thu 5 Oct 2023 2PM - 3PM	Regular class session	?	? / 2		

Taken sessions: 0
Points over taken sessions: 0 / 0
Percentage over taken sessions: 0.0%
Total number of sessions: 2
Points over all sessions: 0 / 4
Percentage over all sessions: 0.0%
Maximum possible points: 4 / 4
Maximum possible percentage: 100.0%

Uploading Attendance Records to Moodle in Bulk

You can upload attendance records taken separately (by paper register, etc.) to Moodle as follows

Input "Idnumber" and "status" in the first row

Make sure to save it as a CSV(UTF-8) file type

File name: Attendance

Save as type: CSV UTF-8 (Comma delimited) (*.csv)

Open an Excel file and input your students' ID numbers in column A and their attendance status in column B

	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 25 Sept 2023	1PM - 3PM	All students	Regular class session	

Upload attendance by CSV **Click**

25 September 2023 1PM - 3PM

Regular class session

First name / Last name	ID number	Email address	P	L	E	A	Remarks
Set status for							
all			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
受A 受講者00001			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
受A 受講者00002			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

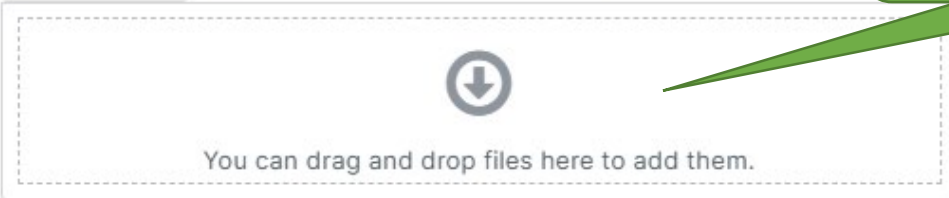
Uploading Attendance Records to Moodle in Bulk

Upload the CSV(UTF-8) file you made here

Upload attendance by CSV

Upload a file  

Choose a file... Maximum size for new files: 512 MB



Encoding 

UTF-8 

Separator 

Tab Comma Colon Semicolon

Upload attendance by CSV 

This form allows you to upload a csv file containing a user identifier and a status - the status field can be the status acronym or the time that attendance was recorded for that user. If a time value is passed then it will try to assign the status value with the highest grade available at that time.

External user field 

Idnumber 

Idnumber

Moodle user field 

ID number 

Scan time 

not set 

status field 

status 

status

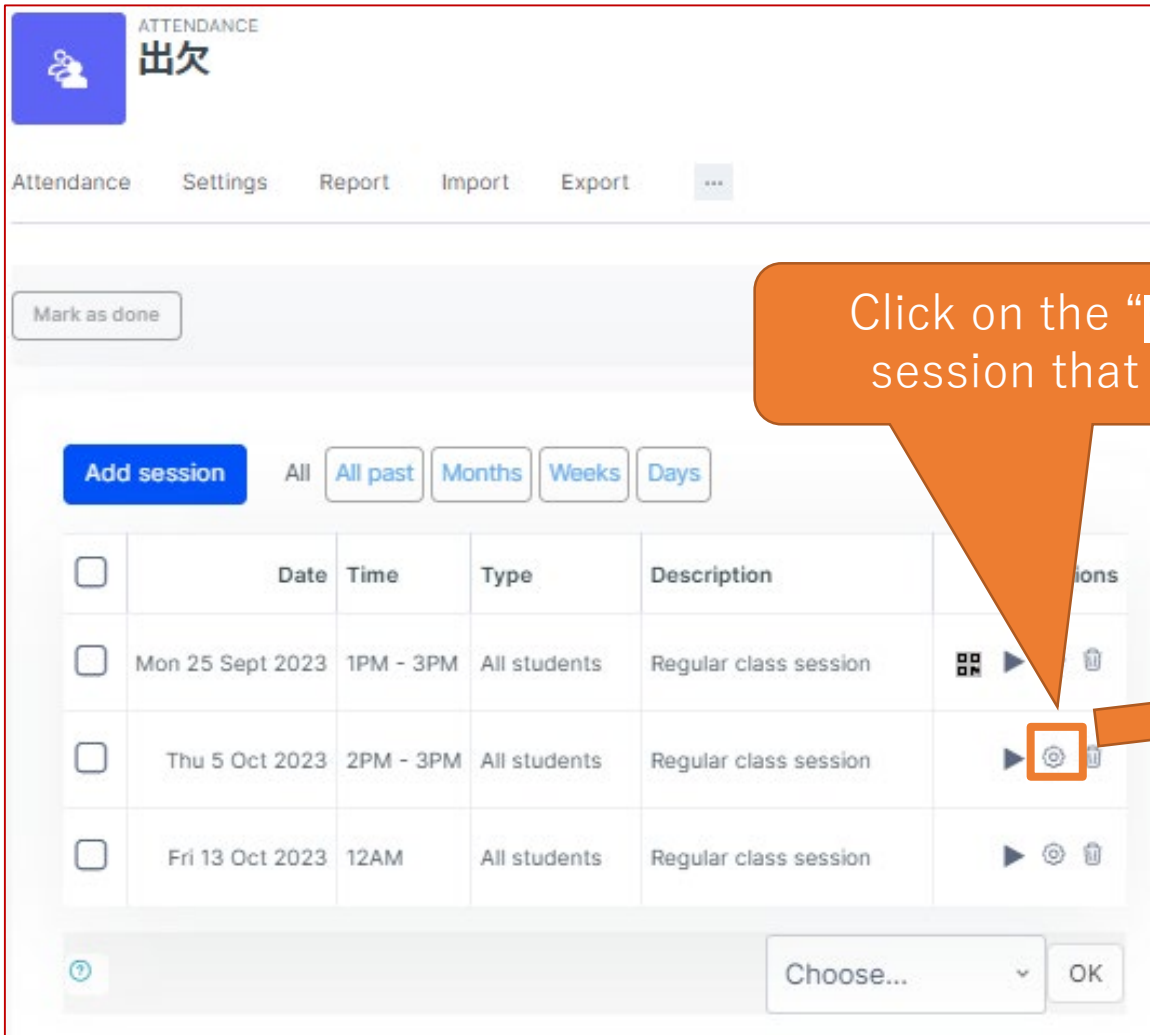
Upload attendance by CSV

Cancel

If there are no errors, the attendance records will be uploaded after clicking on this button

Making Edits to Individual Sessions for Courses with Repeating Sessions

If you will not take attendance on the scheduled class day due to class cancellations, etc.:



ATTENDANCE 出欠


Attendance Settings Report Import Export ...

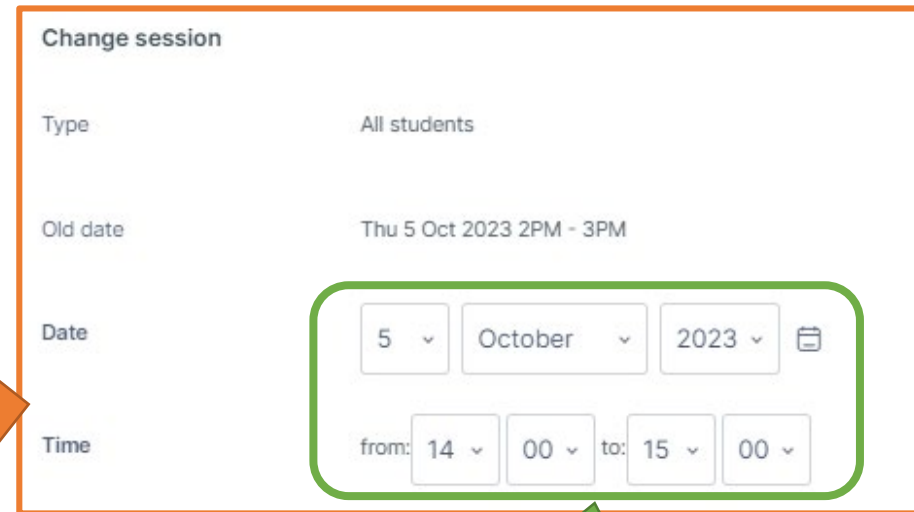
Mark as done

Add session All All past Months Weeks Days

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 25 Sept 2023	1PM - 3PM	All students	Regular class session	
<input type="checkbox"/>	Thu 5 Oct 2023	2PM - 3PM	All students	Regular class session	
<input type="checkbox"/>	Fri 13 Oct 2023	12AM	All students	Regular class session	

Choose... OK

Click on the “” icon for the session that needs editing



Change session

Type All students

Old date Thu 5 Oct 2023 2PM - 3PM

Date 5 October 2023

Time from: 14:00 to: 15:00

Change the date and time to the day of the make-up class and click “Save”