How to Set Up Online Attendance Tracking

This document contains detailed instructions on how to set up online attendance tracking for students. It will also cover how to set attendance recurrence, make attendance a graded activity, and enable student self-recording of attendance.

1. Navigate to the course section in which you wish to house your Attendance activity and turn the course Edit Mode ON by toggling the button at the top of the page.

2. Scroll as needed to the end of the desired topic and click Add an activity or resource.
3. From the resulting window, click **Attendance**.
4. The Attendance settings page will open, where you may choose the general rules for governing student tracking within the tool.

5. Use the Grade section options to determine whether to incorporate student attendance as a graded component within the gradebook. Use the Type dropdown menu to select your preference and adjust the Maximum grade point value as desired.

Point or scale types available. You can also choose "None" if you don’t want graded attendance.
6. Next, use the **Grade category** dropdown to select the appropriate category in your gradebook to track the Attendance component, if applicable. Please refer to the gradebook setup page for more information.

![Grade category dropdown](image)

7. A passing grade may be specified in the **Grade to pass** field. This will function as a visual indicator in your gradebook, displaying all failing student grades for Attendance as red and passing scores as green.

![Grade to pass field](image)

8. Under **Common module settings**, toggle the **Availability** menu to choose whether you would like to make the Attendance activity visible to or hidden from students in the course.

![Common module settings](image)
9. When satisfied with your selections, scroll down and click the **Save and display** button.

![Extra restrictions](image)

10. The next step will be to create the sessions for which you wish to record student attendance. Click the **Add session** button at the top of the page.

![Add session](image)

11. Use the **Date** fields within the **Add session** section here to pick the time and date of your first class, then use the **Time** fields to enter in a start and end time of the class.

![Add session](image)
12. You may then choose whether to automatically populate your students’ calendars with the session(s) by toggling on or off the Create calendar event for session.

13. Next, the **Multiple sessions** section can be used to determine whether the session is recurring and, if so, when it repeats.
14. If your session is recurring, check the **Repeat the session above as follows** checkbox, and then select the days of the week on which the session occurs by ticking the corresponding check boxes next to the day on the **Repeat on** setting.

<table>
<thead>
<tr>
<th>Repeat on</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

**Repeat every**

1 week(s)

**Repeat until**

5 September 2023

15. Use the **Repeat every** setting to select the sequence of weeks the sessions repeat. For example, if your class meets at the same time every other Wednesday, you should select **Repeat every 2 week(s)**.

<table>
<thead>
<tr>
<th>Repeat on</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

**Repeat every**

2 week(s)

**Repeat until**

5 November 2023
16. Then make sure you use the **Repeat until** date fields to set a date for the last class within this sequence. Please note, if you have staggered class times which are not recurring, you must add separate sessions to account for those sessions as needed.

![Multiple sessions]

17. Finally, choose whether students are to be responsible for recording their own attendance for the sessions using the **Allow students to record own attendance** checkbox.

![Student recording]

- **Allow students to update own attendance** allows students to change their own attendance status for the session.
- **Student password**, if set, requires students to enter a password of your choosing before they can set their own attendance for the session. If left empty, no password is required. You may also generate a random password or QR code by checking the appropriate box on the right of the password box.
- You can also check **Automatically select highest status available** if you wish for students to receive the highest grade possible for attendance.
18. Once you are satisfied with your settings, click **Add**.

![Add session, Multiple sessions, Student recording options]

- Add session
- Multiple sessions
- Student recording
19. You will now see a list of all the individual class sessions generated. Click on the pointer for the desired date to mark student attendance status.
20. For each student, select the radio button for Present, Late, Excused, or Absent for the class session. When done, click **Save and show next page**.

```
<table>
<thead>
<tr>
<th>First name / Last name</th>
<th>Email address</th>
<th>P</th>
<th>L</th>
<th>E</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS Kourtney Students</td>
<td><a href="mailto:ktibetts@psglearning.com">ktibetts@psglearning.com</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Present = 0
Late = 0
Excused = 0
Absent = 0

21. Navigate back to the Main Course Page and turn the course **Edit Mode** OFF by toggling the button at the top of the page. You may now access the Attendance activity listed in the course section in which it was created.