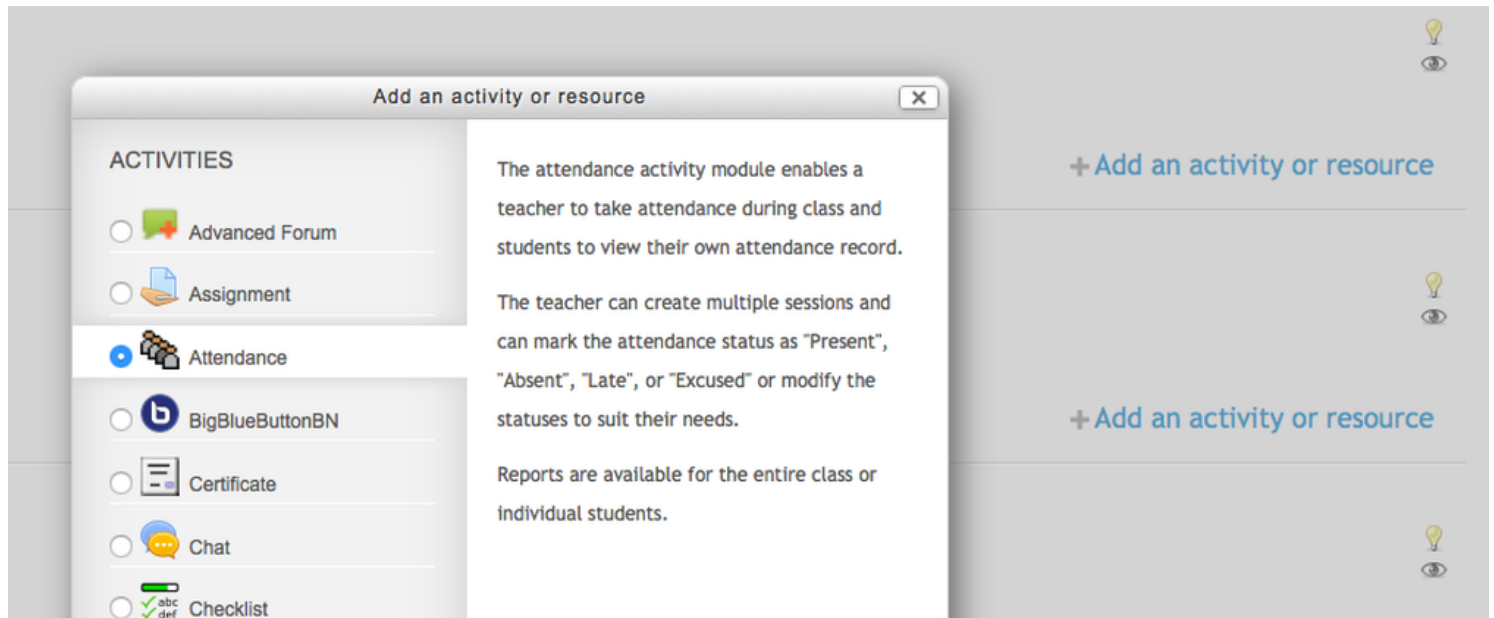# How to add Attendance Activity to course

You can add the attendance module in any topic/activity

Add attendance activity

1. Open course
2. Turn editing on
3. Choose topic to include "attendance activity"
4. Click Add
5. Edit Attendance activity

Initial setup

Adding a new Attendance to Topic 5 ?

▾ General

Name* [Attendance] ①

Grade

Type [Scale ▾] ②

Scale [UP Grading System ▾] ③

Maximum points [100]

▾ Common module settings

Visible [Show ▾]

ID number ? [ ]

Group mode ? [No groups ▾]

Grouping ? [None ▾]

Available for group members only ? ☐

▾ Restrict access

Access restrictions   None

[Add restriction...]

④

[Save and return to course] [Save and display] [Cancel]

1. Enter name
2. Select type of Grading (point or scale)
3. Choose from drop down menu
4. Save and display

Add sessions

Attendance for the course :: UVLe for Teachers

Sessions | Add | Report | Export | Settings

▼ **Add session**

Session type ?	Common
?	☑ Create multiple sessions ①
?	☐ Allow students to record own attendance

Session Date
② 25 ▾ August ▾ 2015 ▾ 01 ▾ 00 ▾ 🗓

Duration
③ 04 ▾ 00 ▾

Session end date
④ 4 ▾ September ▾ 2015 ▾ 🗓

Session Days
⑤ ☐ Sunday ☐ Monday ☑ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Frequency
⑥ 1 ▾ week(s)

Description

⑦ Add session

1. Click Add tab
2. Select multiple sessions
3. Select Start date and time
4. Duration for each session (enter 2:00) if the session runs for 2 hours
5. Session End date
6. Select session day/s
7. Number of weeks to display
8. Click Add session

Set Sessions

Attendance for the course :: UVLe for Teachers

Sessions Add Report Export Settings

| 23.08 - 29.08 | | | | | All All past Months Weeks Day |

#	Type	Date	Time	Description	Actions
1	Common	25.08.15 (Tue)	09:00 - 14:00	Regular class session	⏻ ✎ ✖ ☐
2	Common	25.08.15 (Tue)	09:00 - 14:00	Regular class session	⏻ ✎ ✖ ☐

Hidden sessions: 3   Choose... OK

1. Click Sessios tab
2. Choose how to display (All, All past, Months, weeks, Day)
3. Under Actions column, Click the Blue botton to start session

Attendance for the course :: UVLe for Teachers

Sessions | Add | Report | Export | Settings

4 August 2015 09:00 - 14:00

Regular class session

Page 1 of 1

View mode

Sorted list

25

#	First name / Surname	P	L	E	A	Remarks
1	Cristina Dalupan	●	○	○	○	
2	Maricris Dalupan	○	●	○	○	
3	Ivan Christian Imperial	●	○	○	○	
4	Wennie Saludes User enrolment starts 00:00 25.08.2015	○	○	○	●	
5	Daniel Villareal	●	○	○	○	
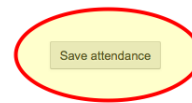
Save attendance

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

After you turn session ON, list of enroled students will be displayed.
Select which option is appropriate for a student.
Don't forget to Save

View summary report

Attendance for the course :: UVLe for Teachers

Sessions | Add | Report | Export | Settings

| August | | Page 1 of 1 | | | | | | | | All | All past | Months | Weeks | Day |

First name / Surname	4.08 (09:00) Common	4.08 (09:00) Common	6.08 (09:00) Common	P	L	E	A	Remarks	☐
Cristina Dalupan	P	P	P	3	0	0	0		☐
Maricris Dalupan	L	P	P	2	1	0	0		☐
Ivan Christian Imperial	P	P	P	3	0	0	0		☐
Wennie Saludes	A	E	P	1	0	1	1		☐
Daniel Villareal	P	L	P	2	1	0	0		☐
Summary	Present:3 Late:1 Excused:0 Absent:1	Present:6 Late:2 Excused:1 Absent:1	Present:11 Late:2 Excused:1 Absent:1						

Users: 5

Send a message

Select the Report tab.

You may wish to send a message to student, click the box next to the name then click Send message

Export report

Attendance for the course :: UVLe for Teachers

Sessions | Add | Report | **Export** | Settings

▾ **Export**

	Group	All participants
	Identify student by	
(1)	☑ Student ID	
	☑ Username	
	☐ ID number	
	☐ Institution	
	☐ Department	
(2)	**Select all sessions**	☑ Yes
	Include not taken sessions	☐ Yes
	Include remarks	☐ Yes
	Start of period	
(3)	19 ▾ February ▾ 2015 ▾ 📅	
	End of period	
	25 ▾ August ▾ 2015 ▾ 📅	
	Format	Download in Excel format ▾ (4)
		(5) OK

Select Export tab
1. Choose how to identify students
2. Select session options
3. Choose duration period, Start/End
4.Select format
5. Click Ok

How to add Attendance Activity to course - 7