Magic with Moodle

Monitoring Attendance with Moodle

UNNC Language Centre
(International Communications) (CN) (13-14)
Background

- The Language Centre need to monitor students' attendance at the lectures and seminars for the UNNC Language Centre modules
- They requested the addition to moodle.Nottinham of the Attendance plugin to aid the submission of attendance records to School and Faculty offices more easily and accurately
- Can create registers
- Can mark students as Late, Present, Absent and Excused.
What they did

• Used the Attendance Plugin in a central Language Centre Module
• The attendance plugin can easily be added to any module and used for whole-cohort sessions or group sessions such as seminars
How it worked

- It can be set up in advance
- At the beginning of a session the lecturer clicks the **Take attendance** (green circle) icon next to the relevant active session
- Students can be marked as Late, Present, Absent and Excused.
<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Common</td>
<td>4.02.13 (Mon)</td>
<td>14:00 - 15:00</td>
<td>Research Methodologies seminar</td>
<td><img src="X" alt="Check" /> <img src="X" alt="Delete" /> <img src="X" alt="Edit Session" /> <img src="X" alt="Take attendance" /></td>
</tr>
<tr>
<td>2</td>
<td>Common</td>
<td>5.02.13 (Tue)</td>
<td>10:30 - 12:30</td>
<td>Contemporary Sociological Theory seminars</td>
<td><img src="X" alt="Check" /> <img src="X" alt="Delete" /> <img src="X" alt="Edit Session" /> <img src="X" alt="Take attendance" /></td>
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<td>3</td>
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<td>12.02.13 (Tue)</td>
<td>10:30 - 12:30</td>
<td>Contemporary Sociological Theory seminars</td>
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<td>Common</td>
<td>18.02.13 (Mon)</td>
<td>14:00 - 15:00</td>
<td>Research Methodologies seminar</td>
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<td>10:30 - 12:30</td>
<td>Contemporary Sociological Theory seminars</td>
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<tr>
<td>6</td>
<td>Common</td>
<td>26.02.13 (Tue)</td>
<td>10:30 - 12:30</td>
<td>Contemporary Sociological Theory seminars</td>
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Hidden sessions: 0
## Attendance for the course: Language Centre (International Communications) [CN] (13-14)

### 15 September 2013 17:00

**Regular class session**

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<thead>
<tr>
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- User enrolment starts 17:00 16.09.2013

[Save attendance]
Issues, tips and recommendations

• Use plugin in each module and managed by the module convenor/lecturer, then the attendance record is reported to the relevant School or Faculty office.

• Using one attendance in a module for all the language modules by class groups is difficult to set up and manage
Issues, tips and recommendations

• It's possible for one person to set it up, the teacher to take the attendance in class, and then an administrative colleague to export the attendance record weekly or fortnightly and work out the absent student list.

• Designing an Excel spreadsheet and appropriate macros to run on the exported data can make this attendance plugin fit with administrative processes.
Further information – Moodle Help

• **How to add an Attendance record and registers**
  https://workspace.nottingham.ac.uk/display/Moodlehelp/How+to+add+an+Attendance+record+and+registers

• **How to mark attendance on a register**
  https://workspace.nottingham.ac.uk/display/Moodlehelp/How+to+mark+attendance+on+a+register

• **How to export reports of attendance**
  https://workspace.nottingham.ac.uk/display/Moodlehelp/How+to+export+reports+of+attendance

• **Managing tutorial registers online with Moodle**
  https://workspace.nottingham.ac.uk/display/Moodlehelp/Managing+tutorial+registers+online+with+Moodle
Learning Team Support

learning-team-support@nottingham.ac.uk


Moodle Help: bit.ly/uonmoodlehelp

(or search Workspace for “Moodle help”)