How to create an Absence Form

Moodle Help & Support
This refers to Moodle 3.4 from Sep 2018 onward

How to: Create an Absence Form
This activity is helps with tracking student absence and reasons for absence without delay.

Adding an Absence Form to your module

- Navigate to the module you want to change and click on the Turn editing on button (top right).
- Scroll down to the appropriate section for the form and click on the + Add an activity or resource hyperlink.
- Select the Absence form activity from the list and click on the Add button.

Absence Form settings explained

- **Absence form name**: Title of the absence form (showing on the module content page).
- **Description**: Instructions and information for completion of the absence form (showing in the absence form).
- **Send email on submit**: Tick this box and provide an email address if you'd like to be sent an email notification when a submission has been made.

Session filter

- **Use timetable**: will show all sessions associated with the module.

This enables you to link your Absence Form to a timetable you have created through the University timetabling system. By linking to a timetable the field where students would ordinarily complete with the details of the seminar missed will be a drop-down box instead of detailing all the sessions timetabled for the module.
- **Limit sessions to** - will show sessions you have noted in the University timetabling system as e.g. a lecture, seminar, clinical skills. This can be helpful if attendance on clinical skills for example is mandatory for course completion therefore a record of absence is necessary.

### What a student will see

#### What information is included in the email?

When the student clicks on the **Save Changes** button, if 'send e-mail on submit' has been selected the following information will be sent to the email address set in the form:

1. Username (picked up automatically by Moodle when a student notes an absence)
2. Session (this is the class they noted they had missed)
3. Reason (text entered by the student)
4. Notes (additional notes added by the student)

There is also a URL link to the relevant Absence Form.

**Tip**: The email Subject shows the name of the Absence Form so you could include the module name or code as part of the Absence Form name to make it clear which form the email relates to.

### Similar tutorials

The following other resources are also relevant to this topic:

- How to synchronise the Moodle calendar with University timetabling

### Queries, comments or questions?

Please contact your local elearning support team.
Incorrect?

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk