Managing tutorial registers online with Moodle

Moodle Help & Support
This refers to Moodle 2.7 from July 2016 onward

Note that seminar and tutorial planning features are now moving to the Campus Solutions system which should be used whenever possible.

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Turning paper-based registers into records of attendance can be a laborious process for School administrative teams. By combining three easy to use features of Moodle, Schools can benefit by faster throughput, less risks of registers going astray, and, for the first time, student recording of attendance online. These benefits are achieved by combining the power of Moodle groups, the Sign Up Sheet activity, and the Attendance activity. Here’s how:

Setting up

First, set up your Sign Up Sheet ‘slots’. Here’s an example of one set up with two sessions, one running on a Thursday, the other on a Friday. The students have allocated themselves to their preferred choice and all slots are now taken. We are ready for the next stage.

Secondly, create Moodle groups corresponding to these slots (here is a video about creating groups). In the example below, there are two groups, Thursdays and Fridays:
Now we need add the students to their groups, as per their choices in the Sign Up Sheet. Return to the module and go to the management screen and export the list of signups (Export the list as a CSV). Here is a video on how to do this. Open this spreadsheet and order it by the first column:

Return to Moodle and the group administration screen (as above), then select the first group as found in the spreadsheet. You can quickly copy and paste individual usernames from Excel into the Search box on the Potential members list to add these into the Moodle group. This can be a little laborious but it is a one-time pain.
Here’s what a group looks like after 6 students have been added to it:

Great, your Moodle groups now match the choices in the Sign Up Sheet slots. The final stage is to set up an Attendance activity to act as the register for each session.
Now you or your colleagues can record attendance online (or the student can record their own if the relevant setting was chosen).

If you need to give access to a teaching assistance, for example, you can do that too.

Finally, for record-keeping purposes, the attendance lists can be downloaded as a spreadsheet.
Queries, comments or questions?

Please contact your local elearning support team.

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Incorrect?

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