Magic with Moodle

Monitoring Attendance with Moodle

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

Language Centre Attendance_Autumn1314

Background

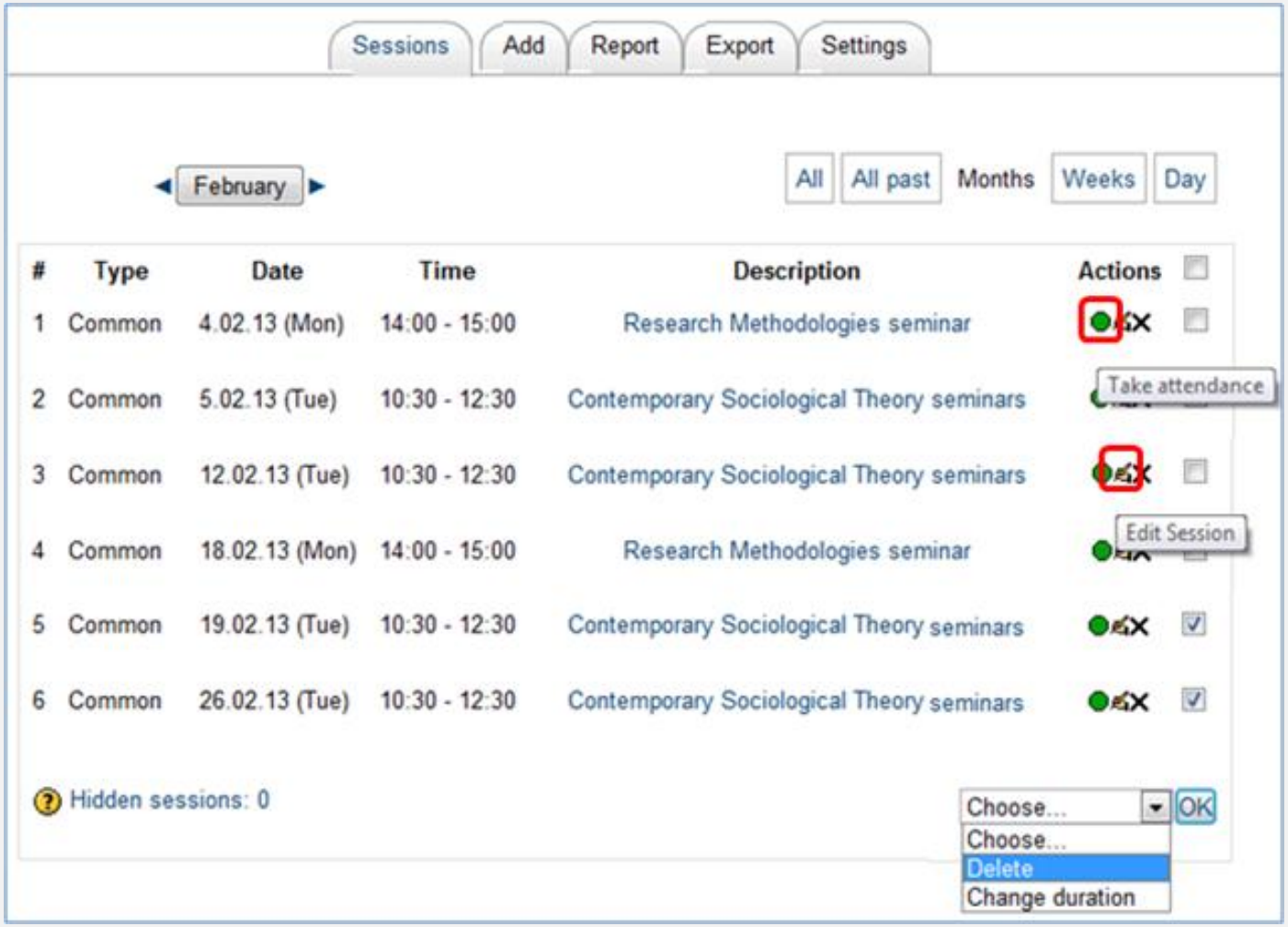
- The Language Centre need to monitor students' attendance at the lectures and seminars for the UNNC Language Centre modules
- They requested the addition to moodle.Nottingham of the Attendance plugin to aid the submission of attendance records to School and Faculty offices more easily and accurately
- 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.


Sessions
Add
Report
Export
Settings
February
All
All past
Months
Weeks
Day
Type Date Time Description Actions
1 Common 4.02.13 (Mon) 14:00 - 15:00 Research Methodologies seminar
2 Common 5.02.13 (Tue) 10:30 - 12:30 Contemporary Sociological Theory seminars
3 Common 12.02.13 (Tue) 10:30 - 12:30 Contemporary Sociological Theory seminars
4 Common 18.02.13 (Mon) 14:00 - 15:00 Research Methodologies seminar
5 Common 19.02.13 (Tue) 10:30 - 12:30 Contemporary Sociological Theory seminars
6 Common 26.02.13 (Tue) 10:30 - 12:30 Contemporary Sociological Theory seminars
Take attendance
Edit Session
Hidden sessions: 0
Choose...
OK
Choose...
Delete
Change duration

Attendance for the course :: Language Centre (International Communications) (CN) (13-14)
Sessions
Add
Report
Export
Settings
15 September 2013 17:00
Regular class session
View mo
Sorted list
First name / Surname P L A Remarks
1 Jake _
2 Fi _LEE
3 Simo GE
4 Mar _RE
5 Ji _YE
User enrolment starts 17:00 16.09.2013
6 Jim O.
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

Blog: bit.ly/ltnottingham

Moodle Help: bit.ly/uonmoodlehelp

(or search Workspace for "Moodle help")