香港浸會大學
HONG KONG BAPTIST UNIVERSITY

全人教育教與學中心
Centre for Holistic
Teaching and Learning

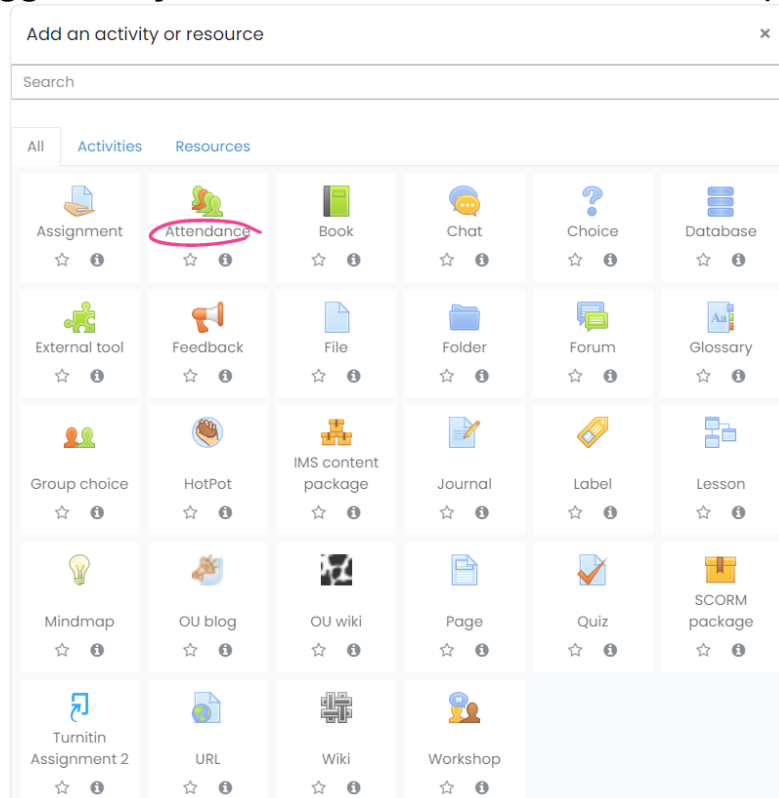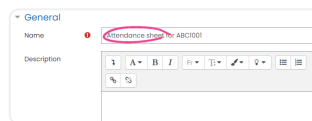Office of
Information Technology
資訊科技處

Self-help Guide for MOODLE Users

Attendance

1 Click **"Add an activity or resource"**, select **"Attendance"** under **"ACTIVITIES"**.
(We suggest only add ONE "Attendance" in a course)
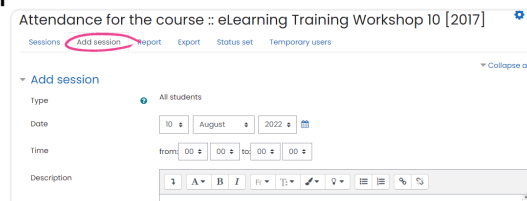

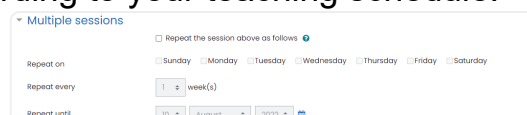**2** Type the name of attendance.

3 Click **"Add session"** tab to create an attendance record for corresponding course session.

1. You can setup the date and start time of the session.

2. Multiple session with repeating time slot, you can repeat the session according to your teaching schedule.

3. **Allow** students to record own attendance.

4 Click ▶ to enter Attendance List

Attendance for the course :: eLearning Training Workshop 10 [2017]

One session was successfully generated   ×

Sessions   Add session   Report   Export   Status set   Temporary users

All | All past | Months | Weeks | Days

#	Date	Time	Type	Description	Actions
1	Wed 10 Aug 2022	12AM	All students	Regular class session	▶ ⚙ 🗑

5 You can mark the statue of the students as follows:
P = Present L = Late E = Excused A = Absent.

#	Surname / First name	Email address	P	L	E	A	Remarks
	Set status for unselected		○	○	○	○	
3	ustudent01 ustudent01	ustudent01@not.available	●	○	○	○	
4	ustudent02 ustudent02	ustudent02@not.available	○	●	○	○	
5	ustudent03 ustudent03	ustudent03@not.available	○	○	●	○	
6	ustudent04 ustudent04	ustudent04@not.available	○	○	○	●	
7	ustudent05 ustudent05	ustudent05@not.available	○	○	○	○	

6 *(Optional) Click **"Status set"** tab to enter the Points of each status.*

Attendance for the course :: eLearning Training Workshop 10 [2017]

Sessions   Add session   Report   Export   Status set   Temporary users

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A)

#	Acronym	Description	Points	Available for students (minutes)	Automatically set when not marked	Action
1	P	Present	2.00		○	👁 🗑
2	L	Late	1.00		○	👁 🗑
3	E	Excused	1.00		○	👁 🗑
4	A	Absent	0.00		○	👁 🗑
*						Add

Update

7 Click **"Export"** tab to generate Attendance Report

1. You can export specific users OR all users

Sessions   Add session   Report   Export   Status set   Temporary users

Export

Group   All participants

Export specific users   No

Users to export
ustudent01 ustudent01
ustudent02 ustudent02
ustudent03 ustudent03
ustudent04 ustudent04
ustudent05 ustudent05
ustudent06 ustudent06
ustudent07 ustudent07
ustudent08 ustudent08
ustudent09 ustudent09
ustudent10 ustudent10
ustudent11 ustudent11
ustudent12 ustudent12

2. Select the attribute you would like to export

Identify student by   ☑ Student ID
                       ☑ Email address

3. Period of time of the report

Click **"OK"** to export the report