

Using the Attendance Register

The Attendance activity is a space for teachers and students to keep an attendance record of their online hours. For the instructor, the Attendance Register presents a list of all the students in the course. For the student, only their own attendance is displayed.

Note: The Attendance Register will capture all attendance in a course, even before it was added to that course.

Setting up the Attendance Register in a Course

1. On your course, click the **Turn editing on** button.
2. Click the **Add an activity or resource** link in the appropriate topic.
3. The **Add an activity or resource** pop up appears.
4. Select **Attendance Register** in the **Activities** tab.
The **Adding a new Attendance Register** screen appears.
5. Type a **name** and a description in the **General** section.

Turn editing on



Attendance
Register

Name	Bev's 003 Class Attendance
Description	<p>↓ A B I ☰ ☷ 🔗 🔗</p> <p>📎 📎 🎤 📺 📄 H-P</p> <p>This is the online attendance register for Miss. Beverley's 003 class for this term.</p>

6. Choose the best **Attendance Tracking Mode** for your class.
Note: The **Attendance Tracking Mode** has three options.

Attendance Tracking Mode	This Course only
	This Course only
	All Courses in the same Category
	All Courses linked by Course meta link

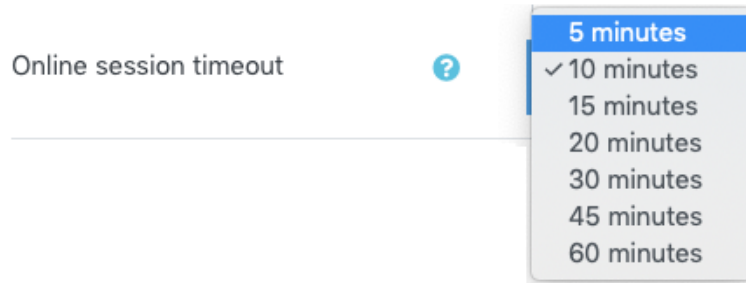
→**This course Only**, the learner's attendance will only be monitored on this course.

→**All Courses in the same Category**, the learner's attendance will only be monitored in courses in the current course's category..

→**All Courses linked by Course meta link**, courses that a students is enrolled in via a meta-link.

Note: [More on meta-links](#)

7. Set the **Online session timeout** drop-down menu to an appropriate number of minutes the online session will require. Use the drop-down menu to select *5 minutes*.

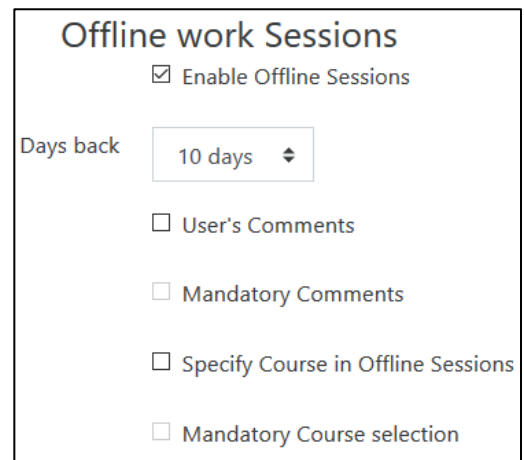


Online session timeout ?

- 5 minutes
- ✓ 10 minutes
- 15 minutes
- 20 minutes
- 30 minutes
- 45 minutes
- 60 minutes

Offline Work Sessions - Optional

8. In the **Offline work Sessions**, if the Enable offline Sessions is checked, learners can report attendance for work done offline.
9. The **Days back** drop-down allows learners to add offline attendance up to one year in the past. It is important for the instructor to set this to an appropriate value.
10. Checking **User's Comments**, allows comments on the offline sessions.
11. Checking **Mandatory Comments**, ensures that comments are added to the session's attendance field.
12. Checking **Specify course in Offline Sessions** is only useful if the Attendance Tracking Mode is set to multiple courses.
13. Checking **Mandatory Course selection** ensures that course name/code is added to the session's attendance field.
14. Click on the **Save and return to the course** button.



Offline work Sessions

- Enable Offline Sessions
- Days back:
- User's Comments
- Mandatory Comments
- Specify Course in Offline Sessions
- Mandatory Course selection

Save and return to course

Viewing/Taking/Recording Attendance in a Course

1. On the course homepage, click on the **Attendance register** link.



Bev's 003 Class attendance

2. The class **attendance** list appears.

Bev's 003 Class attendance			
Show printable version			
Tracked Courses			
BEV003		Ms. Beverly's LINC 3	
#	Name	Total Time Online	Last Session End
1	Ahmed Ali	23 h, 35 min	Tuesday, 14 April 2020, 9:04 AM
2	Eduardo Garcia	2 h, 43 min	Thursday, 9 April 2020, 12:08 PM
3	Lee Chan	1 h, 27 min	Thursday, 9 April 2020, 12:04 PM
4	Maria Gupte	4 h, 49 min	Monday, 13 April 2020, 10:46 AM

3. Click on a **Student's name**, attendance data appears.

4. In the first table **time and date stamps** are shown for site activity.

Bev's 003 Class attendance: Ahmed Ali	
Show printable version Back to tracked Users list	
User's Sessions summary	
Previous login on Site	Monday, 13 April 2020, 7:30 PM
Last login on Site	Tuesday, 14 April 2020, 8:45 AM
Last activity on Site	Tuesday, 14 April 2020, 8:48 AM
Last Register online Session End (excl. current Session)	Tuesday, 14 April 2020, 9:04 AM
Online Sessions Total Time	23 h, 35 min

5. In the second table **individual session start and end times** are listed.

#	Start	End	Online/Offline
1	Tuesday, 14 April 2020, 8:45 AM	Tuesday, 14 April 2020, 9:04 AM	18 min
2	Monday, 13 April 2020, 8:52 PM	Monday, 13 April 2020, 9:07 PM	15 min
3	Monday, 13 April 2020, 7:31 PM	Monday, 13 April 2020, 7:46 PM	15 min
4	Thursday, 9 April 2020, 11:44 AM	Thursday, 9 April 2020, 12:01 PM	16 min

6. To print a paper copy of a student attendance report, click on the **Show printable version** button.

Show printable version

7. Print using the browser's features.

Back to normal version

8. Click on the **Back to normal version** button.

9. To return to the class attendance list, click on the **Back to tracked users** list.

Back to tracked Users list