

Using the Attendance Register (Time Tracker)

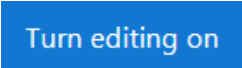
Note: In some newer courses, the **Attendance Register** is called the **Time Tracker**.

Attendance Register 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 each student, only their own attendance is displayed.

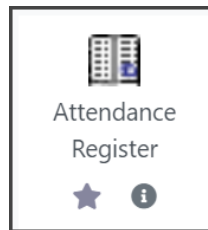
Note: The **Attendance Register** will capture all attendance in a course, even before it was added to that course.

Setting up the Attendance Register in a Course

1. On your course, click the **Turn editing on** button.

A blue rectangular button with the text "Turn editing on" in white.

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.

Adding a new Attendance Register ?

Expand all

General

Attendance Register name ! Bev's 003 Class Attendance

Description

This is the online attendance register for Miss Beverly's 003 Class for this term.

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

Attendance Tracking Mode ?

Online session timeout ?

This Course only

This Course only

All Courses in the same Category

All Courses linked by Course meta link

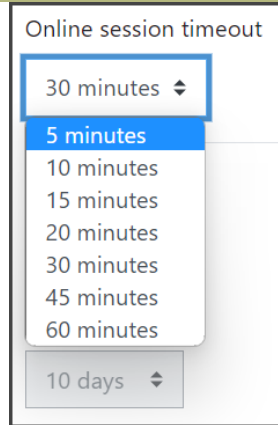
→**This Course only**, the learner's attendance will only be monitored on this course.

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

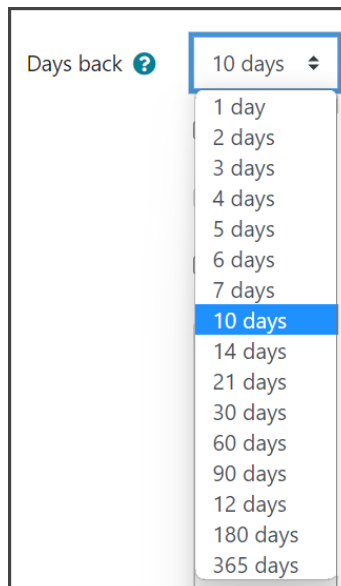
→**All Courses linked by Course meta link**, courses that a student is enrolled in via a meta-link.

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*.



8. In the **Offline work Sessions**, if the **Enable offline Sessions** is checked, learners can report attendance for work done offline. Note that this is an optional setting.
9. If the **Offline work Sessions** setting is checked, the **Days back** drop-down will allow 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.

[Save and return to course](#)

Viewing/Taking/Recording Attendance in a Course

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



The **Class attendance** list appears.

#	Name	Total Time Online	Total Time Offline	Total Time	Last Session End
1	Ahmed Ali	0 min	0 min	0 min	No Session
2	Ben Davis	0 min	0 min	0 min	No Session
3	Eduardo Garcia	11 h, 12 min	0 min	11 h, 12 min	Friday, 18 June 2021, 12:36 PM
4	Jeremy Cole	15 min	0 min	15 min	Wednesday, 22 February 2023, 11:49 PM
5	Lee Chan	0 min	0 min	0 min	No Session
6	Maria Guptez	2 h, 21 min	0 min	2 h, 21 min	Wednesday, 23 September 2020, 9:54 AM
7	Theresa Hill	39 min	0 min	39 min	Wednesday, 14 December 2022, 11:27 AM

2. Click on a **Student's name**, to view their attendance data.

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

Bev's 003 Class Attendance: Eduardo Garcia

Show printable version
Back to tracked Users list

User's Sessions summary	
Previous login on Site	Tuesday, 4 January 2022, 1:49 PM
Last login on Site	Friday, 7 January 2022, 12:19 PM
Last activity on Site	Friday, 7 January 2022, 12:19 PM
Last Register online Session End (excl. current Session)	Friday, 18 June 2021, 12:36 PM
Online Sessions Total Time	11 h, 12 min

In the second table, start and end times are listed for each individual session.

#	Start	End	Online/Offline	Online/Offline	Ref.Course	Comments
1	Friday, 18 June 2021, 12:08 PM	Friday, 18 June 2021, 12:36 PM	27 min	Online		
2	Monday, 31 May 2021, 6:11 AM	Monday, 31 May 2021, 6:31 AM	19 min	Online		
3	Tuesday, 11 May 2021, 8:23 AM	Tuesday, 11 May 2021, 9:22 AM	59 min	Online		
4	Wednesday, 14 April 2021, 4:38 PM	Wednesday, 14 April 2021, 4:53 PM	15 min	Online		
5	Wednesday, 14 April 2021, 11:54 AM	Wednesday, 14 April 2021, 12:11 PM	17 min	Online		
6	Tuesday, 30 March 2021, 10:41 AM	Tuesday, 30 March 2021, 10:57 AM	15 min	Online		
7	Friday, 26 March 2021, 2:23 PM	Friday, 26 March 2021, 2:45 PM	21 min	Online		
8	Wednesday, 10 February 2021, 4:05 PM	Wednesday, 10 February 2021, 4:22 PM	16 min	Online		

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

Bev's 003 Class Attendance: Eduardo Garcia

Show printable version

Back to tracked Users list

4. Print using the browser's features.
5. Click on the **Back to normal version** button.

Bev's 003 Class Attendance: Eduardo Garcia

Back to normal version

6. To return to the class attendance list, click on the **Back to tracked Users list**.

Bev's 003 Class Attendance: Eduardo Garcia

Show printable version

Back to tracked Users list