

25: ATTENDANCE AND RESERVATION ACTIVITIES

WELCOME TO THE MOODLE ATTENDANCE AND RESERVATION ACTIVITIES TUTORIAL!

In this tutorial, you will learn:

- What Attendance and Reservation activities are
- Suggestions for using Attendance and Reservation activities
- How to set up Attendance and Reservation activities

If you have not used one of CareerTech’s Moodle training tutorials before, view the [instructions](#) for using this as a self-paced tutorial or as a resource for classroom instruction.

Before beginning this tutorial, you should have a Moodle course or practice site and be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course

Be sure to check with your server administrator to verify these plugins reside on your Moodle LMS.

To begin, select from the menu below or simply turn to the next page.

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INTRODUCTION

This tutorial explains how to set up and use Attendance and Reservation activities in your Moodle course. These are two different activity types intended for different purposes, although you may notice some similar features.

The **Attendance** activity enables an instructor to record student attendance in a Moodle course for a blended course, with the option of providing a letter grade. Setting up an Attendance activity is simple, especially when not setting an attendance grade for the course.

The **Reservation** plugin allows an instructor to get a count of the number of students who plan to attend a certain class session, exam, or special event. The instructor can limit the number of attendees and send messages to those who have made a reservation.

ADDING AN ATTENDANCE ACTIVITY

VIDEO DEMONSTRATION:

Watch this brief video to see a demonstration on how to set up an Attendance activity and how to take attendance.

<https://youtu.be/NtEZffuL75E?si=98YGuzSebGE06rt6>

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones you will use.

To set up any activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on by clicking the **Edit** toggle in the upper right corner of the computer screen.
3. Choose the topic or section where you will add the activity.
4. Click the **Add an activity or resource** dropdown menu under that topic or section. This displays the list of available activities.

Attendance and Reservation Activities

Follow these steps to create an Attendance activity:

Step	Action	Notes
1.	Choose Attendance from the Add an activity or resource popup window.	The Adding a new Attendance settings page will display.
2.	Section: General Field: Name Enter a name for your Attendance activity.	The Attendance activity's name should be concise but descriptive. This name will appear on the course page. The name is hyperlinked so users can open the Attendance activity. For training purposes, use the name Attendance .
3.	Section: General Fields: Description; Display description on course page checkbox	In many instances, you may want to include a description of the activity or instructions for students in the Description field, which you can display on the course page. For this training, leave the Description field blank and the Display description on course page box unchecked .
4.	Section: Grade Field: Grade Select the desired grading type from the dropdown list. For this training, leave the Grade setting at the default .	The default is a 100-point grading system. You can determine any maximum number below 100. You can also choose None or Scale . Various scale options become available if you initially select Scale instead of Point .
5.	Section: Grade Field: Grade category Select the category where this activity should reside in the gradebook. For this training, leave the Grade category setting at the default .	The default is Uncategorized , which will aggregate the attendance grade in the course grade, rather than within a category. Any categories created in the course gradebook will appear in the dropdown list.
6.	Section: Grade Field: Grade to pass Set the minimum grade required to pass, if desired. For this training, leave the Grade to pass setting at the default .	This sets the minimum passing grade. The value affects the activity and course completion and in the gradebook.

Attendance and Reservation Activities

Step	Action	Notes
7.	Section: Common module settings Field: Availability Choose to show or hide the activity on the course page.	Use the Hide from students or the Make available but not shown on course page setting to prevent the activity from appearing on the course page. You may change this setting at any time.
8.	Section: Common module settings Field: ID Number Enter an ID number, if desired.	An ID number allows the instructor to identify the attendance activity for grade calculation purposes. If not using an attendance grade, leave this field blank.
9.	Section: Common module settings Field: Force language	Choices include Do not force, English (en), and English (US). Forcing language to English (US) eliminates the British and Australian spellings, such as “enrolment.” However, forcing language can sometimes interfere with browser-based language translators used by non-English-speaking participants.
10.	Section: Common module settings Field: Group mode Choose the group mode desired for this activity.	<p>This setting has 3 options:</p> <ul style="list-style-type: none">• No group—There are no subgroups, all students are combined in one big group• Separate groups—Group members can only see and interact others in their group• Visible groups—Group member work in their own group, but they can see other groups <p>The group mode defined at course level is the default mode for all activities within the course. Instructors can also define a group mode for each activity that supports groups. When forcing the group mode at course level, Moodle will ignore the group mode setting for each activity.</p>
11.	Section: Common module settings Field: Grouping Choose the grouping mode desired for this activity.	<p>A grouping is a collection of groups.</p> <p>The default is None. For other options to appear in this field, you must first set up a grouping in the course administration area.</p>

Attendance and Reservation Activities

Step	Action	Notes
12.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Activity completion</p> <p>If desired, select an activity from the dropdown list and the condition that students must meet to allow access to the Attendance activity.</p>	<p>You may use this type of restriction in place of the grade condition fields.</p>
13.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Date</p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the Attendance activity.</p>	<p>This set of fields allows students to view and access the Attendance activity only during the specified period.</p>
14.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Grade</p> <p>If desired, select an activity from the dropdown list and an acceptable grade students must meet before accessing the Attendance activity.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that students must meet before accessing the Attendance activity.</p> <p>You may set multiple grade conditions. If you do, students can access the Attendance activity only after meeting all the grade conditions that you specify.</p>
15.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: User profile</p> <p>Select a field and a logical condition that students must meet before accessing the Attendance activity.</p>	<p>You can restrict access based on any field from a user's profile.</p>
16.	<p>Section: Restrict access > Access restrictions > Add restriction</p> <p>Fields: Restriction set</p> <p>This setting allows nested restrictions.</p>	<p>This advanced setting allows teachers to place restrictions within a restriction.</p>

Attendance and Reservation Activities

Step	Action	Notes
17.	<p>Section: Activity completion</p> <p>Field: Completion tracking</p> <p>Select the desired completion tracking status from the dropdown list.</p>	<p>Teachers can allow students to manually track completion, automatically track activity completion based on achieving a grade, or not track completion.</p> <p>If you allow students to manually mark the activity as complete, students will see a designation next to the activity name on the course page upon completion of the activity.</p>
18.	<p>Section: Activity completion</p> <p>Field: Require grade</p> <p>Click the checkbox to enable this feature if you are tracking completion.</p>	<p>You can use this setting if Completion tracking is set as Show activity as complete when conditions are met.</p> <p>If enabled, the Attendance activity will be complete when the activity is graded.</p>
19.	<p>Section: Activity completion</p> <p>Field: Expect completed on</p> <p>If you click the checkbox to enable this field, you must also enter an appropriate date.</p>	<p>This field specifies a due date. Students do not see this date and it only displays in the activity completion report.</p>
20.	<p>Ignore the remaining settings and click the Save and display button.</p>	<p>The Attendance tab will display.</p>

ADDING ATTENDANCE SESSIONS

Step	Action	Notes
1.	<p>On the Attendance tab in the Attendance activity, click the Add session button.</p>	<p>The Add session screen will appear.</p>
2.	<p>Under the Add session section in field Type field, select whether attendance will be taken for all students or only a group of students.</p>	<p>The availability of this option depends on the activity's group mode setting.</p>

Attendance and Reservation Activities

Step	Action	Notes
3.	For the Date , enter an appropriate date for the first attendance session.	For example, enter the start date of the class.
4.	For the Time , enter the appropriate beginning and end times for the first attendance session.	The Attendance app designates time in 24-hour military time.
5.	Use the Description box to describe the nature of the session—lecture, test session, etc.	You may also choose to check the box to create a calendar event for the session, if using a course calendar.
6.	Under Multiple sessions , click the Repeat the session above as follows checkbox if the session is for a recurring class or event.	Use the checkboxes for each day of the week the session occurs. For example, the class may meet Tuesdays and Thursdays, etc.
7.	Next to Repeat every , you can choose how many weeks the session will repeat, or you can select a date for the last session.	
8.	Under Repeat until , enter the last day of the class.	
9.	In the Student recording section, you may click the checkbox to allow students to record their own attendance.	Clicking this box reveals additional optional settings: <ul style="list-style-type: none">• Allow students to update their own attendance after they have self-reported it.• Open the session early to allow students to record their attendance a few minutes before class begins.• Assign a student password, so that you can set a different password for each session.• Include a QR code that students must scan to record their attendance.• Automatically select the highest status available (or the highest grade).
10.	Under the Show more... link, you can choose to require certain network addresses or block the sharing of an IP address to prevent someone from marking attendance on behalf of another student.	

Attendance and Reservation Activities

Step	Action	Notes
11.	Click Add at the bottom of the screen when you finished.	The dates and times of the sessions you added will display on the Attendance tab.

TAKING ATTENDANCE

Before taking attendance for your class, turn on editing for your course. The following steps assume you have already added session to the Attendance activity for your course.

Step	Action	Notes
1.	On the course page, click on the link to the Attendance activity you just added.	
2.	By default, the sessions you have created will display on the Attendance tab. The screen displays the date, time, type, and description for each session.	
3.	Click the More tab. From the dropdown menu, choose Status set .	A screen showing a list of acronyms for attendance options and the number of points awarded for each. You may edit the point value here, and then click the button below the list to update the settings.
4.	On the Attendance tab, you can record attendance. Under the Actions heading, click the Take attendance (triangle) icon to the right of the name of the session.	The screen will show all students in the session. Note: Only take attendance during or after each session. You can also change attendance later.
5.	Use the radio buttons by each name to mark each student as Present (P), Late (L), Excused (E), or Absent (A).	You can click the radio buttons in the Set status for all users row to indicate every student was present, late, excused, or absent for the session. You can then edit the attendance status of the few students who require a different status.

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Step	Action	Notes
6.	In the Remarks column, you can add comments, if desired.	For example, if one student was five minutes late and another student was 10 minutes late, you can take note of this. However, each student marked late will receive the same grade value set for that status, no matter how late they were for the session.
7.	Click the Save attendance button when you finished taking attendance for the session.	You will return to the Attendance tab . You can navigate back to your main course site by clicking the name of your course in the navigation breadcrumb or the side navigation column.
8.	If you allowed students to take their own attendance and you want to add a QR code for students to scan, click the Gear icon in the Actions column.	
9.	Scroll down to the Student recording section, make sure the Allow students to record own attendance box is checked, and then check the Include QR code box, and then click the Save changes button at the bottom of the screen.	Notice that a Password icon now appears in the Action column.
10.	Click the Password icon .	The QR code will appear in your browser. Students can scan the QR code online. To save the QR code, Right-mouse-click on the QR code, click Save image as from the dropdown menu, select the download location on your computer, and click the Save button.
11.	Close the QR code window.	You can continue editing attendance settings for other class sessions, or navigate back to your main course page by clicking the name of your course in the breadcrumb navigation column at the top of the Attendance tab.

Attendance and Reservation Activities

When using the Attendance activity, keep the following items in mind:

- You may edit and delete individual sessions from the **Attendance tab**.
- Throughout the duration of your course, you can use the **Report tab** to see an overview of the attendance for each student in each session. Question marks will appear for any session for which you have not taken attendance. You can also click the **Export tab** to download an attendance report as a spreadsheet.
- Clicking **More > Status set** allows you to alter variables for Present, Late, Excused, and Absent. You can change the acronym, description, or the point value. You can add new attendance grade variables. You can also create new statuses by using the dropdown menu to select **New set of statuses**. Clicking the **Eye icon** allows you to hide any attendance status.

ADDING A RESERVATION ACTIVITY

To set up any activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on by clicking the **Edit toggle** in the upper right corner of your computer screen.
3. Choose the topic or section where you will add the activity.
4. Click the **Add an activity or resource** link under that topic or section. This displays the list of available activities.

Follow these steps to create the **Reservation** activity in your course:

Step	Action	Notes
1.	Click an Add an activity or resource dropdown list and choose Reservation .	The Adding a new Reservation settings page will display.
2.	Section: General Field: Name Enter a name for your Reservation activity.	The Reservation activity's name should be concise but descriptive. This name will appear on the course page as the link to access the Reservation activity. For training purposes, type the name: Field Trip Transportation .

Attendance and Reservation Activities

Step	Action	Notes
3.	<p>Section: General</p> <p>Field: Description</p> <p>Enter a description or instructions for students describing how you want them to use this activity. This field is optional.</p> <p>For this activity, do not click the checkbox to display the description on the course page.</p>	<p>Notice that you can use formatting tools for this text.</p> <p>For training, type in the following:</p> <p>Transportation reservations are available on a first-come-first-serve basis. Van seating is limited to 10 students.</p>
4.	<p>Section: Event Settings</p> <p>Field: Teachers</p> <p>Choose the teacher hosting the event from the list.</p>	<p>It is possible to choose more than one teacher. However, you do not have to choose a teacher for the activity.</p>
5.	<p>Section: Event Settings</p> <p>Field: Place</p> <p>Enter the location where the event will take place.</p>	<p>Be as specific as possible when naming the location of your event.</p> <p>For training, type: Meet in the school parking lot.</p>
6.	<p>Section: Event Settings</p> <p>Field: Start/End date</p> <p>Use these fields to designate the start and end dates/times of the event.</p>	<p>These fields are for the time of the event itself, not for the period in which users can make reservations.</p> <p>For training purposes, type in a date and time for the following week.</p>
7.	<p>Section: Reservation Settings</p> <p>Field: Reservation start/end on</p> <p>Use these fields to designate the time during which users can make their reservation for the event.</p>	<p>For training purposes, leave this field at the default setting.</p>
8.	<p>Section: Reservation Settings</p> <p>Field: Enable users note</p> <p>If enabled, this allows users to leave a note when they make their reservation.</p>	<p>For training purposes, leave this field at the default setting (No).</p>

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Step	Action	Notes
9.	<p>Section: Reservation Settings</p> <p>Field: Max Reservations</p> <p>Use the dropdown list to set a limit for how many users can make a reservation.</p>	<p>For training purposes, set Maximum Reservations to 10.</p>
10.	<p>Section: Reservation Settings</p> <p>Field: Users can view</p> <p>Choose whether students can view the reservation request list.</p>	<p>The default is set so users can view their reservation request number after reservation was closed. In our training scenario, students may want to know which of their friends are riding the bus, so change this setting to reservation requests list anytime.</p>
11.	<p>Section: Reservation Settings</p> <p>Field: Overbooking</p>	<p>Due to unforeseen circumstances, sometimes people must cancel at the last minute. This setting allows teachers to accommodate for no-shows. For training purposes, leave this setting at the default (No Overbooking).</p>
12.	<p>Section: Reservation Settings</p> <p>Field: Sublimits</p>	<p>You can set multiple restrictions, such as Group, Address, or Role. For training purposes, leave this setting at the default (no sublimits).</p>
13.	<p>Section: Grade</p> <p>Fields: Grade, Grade category, Grade to pass</p> <p>Select the desired grading scale type, category, and passing grade.</p>	<p>You can determine any maximum number on a point system, or one of several standard scales from the dropdown list. Any custom scales created for the course will display in the list.</p> <p>For training purposes, set the Grade Type to None.</p>
14.	<p>Section: Common module settings</p> <p>Field: Availability</p> <p>Choose to show or hide the activity on the course page.</p>	<p>For training purposes, use the Hide on course page or the Make available but don't show on course page setting to prevent the activity from appearing on the course page. You may change the setting at any time.</p>
15.	<p>Section: Common module settings</p> <p>Field: ID number</p> <p>Enter an ID number if desired.</p>	<p>Setting an ID number provides a way to identify the activity for grade calculation purposes. If the teacher will not use the activity in any grade calculation, the ID number field may be left blank.</p>

Attendance and Reservation Activities

Step	Action	Notes
16.	Section: Common module settings Field: Force language	Choices include Do not force, English (en), and English (US). Forcing language to English (US) eliminates the British and Australian spellings, such as “enrolment.” However, forcing language can sometimes interfere with browser-based language translators used by non-English-speaking participants.
17.	Section: Common module settings Field: Group mode Choose the group mode desired for this activity.	This setting has three options: <ul style="list-style-type: none">• No groups—All students are part of one big community• Separate groups—Each group member can only see their own group members• Visible groups—Each group member works in their own group, but can also see other groups
18.	Section: Common module settings Field: Grouping Choose the grouping mode desired for this activity.	A grouping is a collection of groups. The default is None. For other options to appear, you must first set up a grouping in the course settings.
19.	Section: Restrict Access > Access Restrictions > Add Restriction Fields: Activity completion If desired, select an activity from the dropdown list and the condition that must be met to allow access to the reservation.	This restriction may be used instead of the grade condition fields. When planning an event as a field trip, instructors may choose to require students to complete certain homework activities before allowing them to make a reservation. For this scenario, leave the settings at their default.
20.	Section: Restrict Access > Access Restrictions > Add Restriction Field: Date If enabled, you must also enter the appropriate dates that will restrict access to the reservation.	This set of fields allows students to view and access the reservation only during the specified period.

Attendance and Reservation Activities

Step	Action	Notes
21.	<p>Section: Restrict Access > Access Restrictions > Add Restriction</p> <p>Field: Grade</p> <p>If desired, select an activity from the dropdown list and an acceptable grade range which students must meet before making the reservation.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that students must meet before accessing the Reservation activity.</p> <p>You may set multiple grade conditions. If you do, students will only gain access to the Reservation activity when students meet all grade conditions that you specify.</p>
22.	<p>Section: Restrict Access > Access Restrictions > Add Restriction</p> <p>Field: Group</p>	<p>You can allow only student who belong to a specified group or all groups to access the Reservation.</p>
23.	<p>Section: Restrict Access > Access Restrictions > Add Restriction</p> <p>Field: User profile</p>	<p>This setting allows the teacher to control access based on information contained in the students' user profile. For example, you can restrict access to students who only live in certain cities.</p>
24.	<p>Section: Restrict Access > Access Restrictions > Add Restriction</p> <p>Field: Restriction set</p> <p>This setting allows nested restrictions.</p>	<p>This is an advanced setting that allows the teacher to place restrictions within a restriction.</p>
25.	<p>Section: Activity completion</p> <p>Field: Completion tracking</p> <p>Select the desired completion tracking status from the dropdown list.</p> <p>For training purposes, choose Do not indicate activity completion.</p>	<p>Activity completion can be manually marked by the student, automatically based on certain conditions, or not at all.</p> <p>If you allow students to manually mark the activity as complete, students will see a checkmark next to the activity name on the course page upon completion of the activity.</p> <p>Multiple conditions may be set if, desired. If so, the activity will only be complete when all conditions are met.</p>
26.	<p>Section: Activity completion</p> <p>Field: Require grade</p> <p>Click the checkbox to enable this feature if you are tracking completion.</p>	<p>This condition can be used if Completion tracking is set as Show activity as complete when conditions are met.</p> <p>If enabled, the Reservation activity will be marked complete when the activity is graded.</p>

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Step	Action	Notes
27.	Section: Activity completion Field: Expect completed on If you click the checkbox to enable this field, you must also enter an appropriate date.	This field specifies the date by which the teacher expects students to complete the Reservation activity.
28.	Ignore the remaining fields and click Save and display .	The reservation page will display.

Two tabs appear on the **Reservation** page. The **Overview** tab displays a list of users that have made a reservation. You also may download the data from the table from this tab. From the **Manage** tab, you may send Moodle-based messages to selected users, as well as add new participants or delete selected users from the reservation.

SUMMARY AND RESOURCES

In this tutorial, you learned how to:

- Add an Attendance activity
- Add attendance sessions
- Take attendance
- Add a Reservation activity

HOW TO USE THIS TUTORIAL:

Use this tutorial as a self-paced lesson or as a lesson plan in a classroom setting.

- **As a self-paced lesson.**

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Many topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Follow the steps in the example to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- **As a lesson-plan for a classroom.**

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

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