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

Neither the Attendance plugin nor the Reservation plugin is part of the standard Moodle installation, so first check with your server administrator to see if these activities are installed on your Moodle site.

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

MENU OF TUTORIAL TOPICS

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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.

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 4-minute video to see a demonstration on how to set up an Attendance activity.

https://youtu.be/uz4tm6m9bO0

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.
3. Choose the topic or week where you will add the activity.
4. Click the **Add an activity** dropdown menu under that topic or week. 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** dropdown menu.	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 "Monday's Attendance."
3.	**Section:** Grade **Field:** Grade Select the desired grading type from the dropdown list.	The default is a 100-point grading system. You can determine any maximum number below 100. You can also choose None. Additional standard scales are available in the dropdown list. These options become available if you initially select **Scale** instead of **Point.**
4.	**Section:** Grade **Field:** Grade category Select the desired category for this activity to reside within the gradebook.	The default is **Not categorized**, which means the attendance grade will be aggregated as part of the course grade, rather than first being aggregated within a category. Any categories created in the course gradebook will appear in the dropdown list.
5.	**Section:** Grade **Field:** Grade to pass Set the minimum grade required to pass, if desired.	This sets the minimum passing grade. The value is used in activity and course completion and in the gradebook.
6.	**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.
7.	**Section:** Common module settings **Field:** ID Number Enter an ID number, if desired.	An ID number allows to identify the attendance activity for grade calculation purposes. If the attendance is not included in any grade calculation, then leave this field blank.

Step	Action	Notes
8.	**Section:** Common module settings **Field:** Group mode Choose the group mode desired for this activity.	This setting has 3 options: • **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 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, the group mode setting for each activity will be ignored.
9.	**Section:** Common module settings **Field:** Grouping Choose the grouping mode desired for this activity.	The default is None. For other options to appear in this field, you must first set up a grouping in the course administration area. **Note:** A grouping is a collection of groups.
10.	**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 Attendance activity.	This type of restriction may be used in place of the grade condition fields.
11.	**Section:** Restrict access > Access restrictions > Add restriction **Fields:** Date If enabled, you must also enter the appropriate dates that will restrict access to the Attendance activity.	This set of fields allows students to view and access the Attendance activity only during the specified time period.

Step	Action	Notes
12.	**Section:** Restrict access > Access restrictions > Add restriction **Fields:** Grade If desired, select an activity from the dropdown list and an acceptable grade range which must be met to allow access to the Attendance activity.	These fields allow you to specify any grade conditions from other parts of the course that must be met before accessing the Attendance activity. You may set multiple grade conditions. If you do, access to the attendance activity will only be allowed when all grade conditions that you specify here are met.
13.	**Section:** Restrict access > Access restrictions > Add restriction **Fields:** User profile Select a field and a logical condition that must be met for the user to access the Attendance activity.	You can restrict access based on any field from a user's profile.
14.	**Section:** Restrict access > Access restrictions > Add restriction **Fields:** Restriction set This setting allows nested restrictions.	This is an advanced setting that allows for restrictions to be placed within a restriction.
15.	**Section:** Activity completion **Field:** Completion tracking Select the desired completion tracking status from the dropdown list.	Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all. 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. Multiple conditions may be set if desired. If so, the activity will only be considered complete when all conditions are met.
16.	**Section:** Activity completion **Field:** Require grade Click the checkbox to enable this feature if you are tracking completion with the system in this way.	This condition can be used if **Completion tracking** is set as **Show activity as complete when conditions are met**. If enabled, the Attendance activity will be marked complete only when the activity is graded.

Step	Action	Notes
17.	**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 when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report.
18.	Click the **Save and display** button.	The Attendance activity configuration page will display.
19.	To adjust the point value of your attendance grades, click the **Status set** tab.	Clicking the **Status set** tab reveals a description of the default attendance grades—Present, Late, Excused, and Absent.
20.	Change the point values, if necessary. You may add additional attendance grades, or you can delete or hide any grades values you do not want to use.	For example, you may want to allow 2 points for an excused absence instead of the default value of 1 point.
21.	If you make changes to the **Status set**, click the **Update** button at the bottom of the page to save your changes.	

ADDING ATTENDANCE SESSIONS

Before you begin, turn on editing for your course.

Step	Action	Notes
1.	Navigate to the Attendance activity you just created. On the course page, click the link for the Attendance activity.	A screen will appear with settings that will allow you to configure the Attendance activity.
2.	Click the **Add session** tab.	An editing screen will appear.

Step	Action	Notes
3.	Under **Add Session** > **Type**, select whether attendance will be taken for all students or only a group of students.	The availability of this option depends on the activity's group mode setting.
4.	For the **Session date**, enter an appropriate date for the first attendance session.	
5.	For the **Time**, enter the appropriate time period for the first attendance session.	**Note:** If you want to allow students to keep track of their own attendance, you may click that box as well.
6.	Use the **Description** box to describe the nature of the session—whether for a class period, test session, etc.	
7.	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 in which the session occurs. You can choose how many weeks the session will repeat for, or you can select a date for the last session.
8.	Click **Add** at the bottom of the screen when you are finished.	The sessions you've added will display in the **Sessions tab.**

TAKING ATTENDANCE

VIDEO DEMONSTRATION:

Watch this 3-minute video to see a demonstration of using the Attendance activity to take attendance.

https://youtu.be/T2-Nu-fDFMM

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.

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.	A new screen will appear, which will allow you to configure the Attendance activity.
2.	By default, all of the sessions you've created will display in the **Sessions tab**. The date, time, type, and description for each session is displayed here.	There are also buttons that allow you to view all past sessions or all sessions in a month, week, or day. You can use the checkboxes in the far right column to select multiple sessions. Use the dropdown menu at the bottom of the page to delete or change any sessions you have selected.
3.	Under the **Actions** column, click the **triangle icon** to take attendance in the desired session.	All students in the session will be displayed on the attendance screen. **Note:** Only take attendance during or after each session.
4.	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.
5.	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.
6.	Click the **Save attendance** button when you are finished taking attendance for the session.	You will return to the **Sessions tab** in the Attendance activity**.** 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.

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

- You may edit and delete individual sessions from the **Sessions 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 be present for any session in which attendance has not been taken. You can also use the **Export tab** if you wish to view this report in a spreadsheet.
- The **Status set tab** enables 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 to select **New set of statuses**.

ADDING A RESERVATION ACTIVITY

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

1. Go to your course page.
2. Turn editing on.
3. Choose the topic or week where you will add the activity.
4. Click **Add an activity** under that topic or week. This displays the list of available activities.

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

Step	Action	Notes
1.	Choose **Reservation** from the **Add an activity** dropdown list.	The **Adding a new Reservation** activity 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.
3.	**Section:** General **Field:** Description Enter instructions for the student describing how you want them to use this activity. Adding a description is optional.	Notice that you can use formatting tools for this text. For training, type in the following: Reservations are available on a first-come-first-serve basis. Bus seating is limited to 10 students.

Step	Action	Notes
4.	**Section:** Event Settings **Field:** Teachers Choose the teacher hosting the event from the list.	It is possible to choose more than one teacher. However, you do not have to choose a teacher for the activity.
5.	**Section:** Event Settings **Field:** Place Enter the location where the event is taking place.	Be as specific as possible when naming the location of your event. For training, type: Meet in the school parking lot.
6.	**Section:** Event Settings **Field:** Start/End date Use these fields to designate the start and end dates/times of the event.	These fields are for the time of the event itself, not for the time period in which users can make reservations. For training purposes, type in a date and time for the following week.
7.	**Section:** Event Settings **Field:** Grade Select the desired grading scale from the dropdown list.	The default grading type is None. You can determine any maximum number on a point system, or one of three standard scales from the dropdown list. Any custom scales created for the course will display in the list. For training purposes, leave this field at the default setting.
8.	**Section:** Reservation Settings **Field:** Reservation start/end on Use these fields to designate the time period in which users can make their reservation for the event.	For training purposes, leave this field at the default setting.
9.	**Section:** Reservation Settings **Field:** Enable users note If checked, this allows users to leave a note when they make their reservation.	For training purposes, leave this field at the default setting.

Step	Action	Notes
10.	**Section:** Reservation Settings **Field:** Max Reservations Use the dropdown list to set a limit for how many users can set a reservation.	For training purposes, set **Maximum Reservations** to 10.
11.	**Section:** Reservation Settings **Field:** Users can view Choose whether students can view the reservation request list.	The default is set so students 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**.
12.	**Section:** Reservation Settings **Field:** Overbooking	Due to unforeseen circumstances, sometimes people have to cancel at the last minute. This setting allows teachers to accommodate for no-shows. For training purposes, leave this setting at the default.
13.	**Section:** Reservation Settings **Field:** Sublimit Rules	For training purposes, leave this setting at the default.
14.	**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 the setting at any time.
15.	**Section:** Common module settings **Field:** ID number Enter an ID number if desired.	Setting an ID number provides a way to identify the activity for grade calculation purposes. If the activity is not included in any grade calculation, the ID number field may be left blank.
16.	**Section:** Common module settings **Field:** Group mode Choose the group mode desired for this activity.	This setting has three options: - **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

Step	Action	Notes
17.	**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.
18.	**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 student complete certain homework activities before allowing them to make a reservation. For this scenario, leave the settings at their default.
19.	**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 time period.
20.	**Section:** Restrict Access > Access Restrictions > Add Restriction **Field:** Grade If desired, select an activity from the dropdown list and an acceptable grade range which must be met to allow access to the reservation.	These fields allow you to specify any grade conditions from other parts of the course that must be met prior to accessing the Reservation activity. You may set multiple grade conditions. If you do, access to the reservation will only be allowed when all grade conditions that you specify here are met.
21.	**Section:** Restrict Access > Access Restrictions > Add Restriction **Field:** User profile	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.

Step	Action	Notes
22.	**Section:** Restrict Access > Access Restrictions > Add Restriction **Field:** Restriction set This setting allows nested restrictions.	This is an advanced setting that allows for restrictions to be placed within a restriction.
23.	**Section:** Activity completion **Field:** Completion tracking Select the desired completion tracking status from the dropdown list.	Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all. 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. Multiple conditions may be set if desired. If so, the activity will only be considered complete when all conditions are met.
24.	**Section:** Activity completion **Field:** Require grade Click the checkbox to enable this feature if you are tracking completion with the system in this way.	This condition can be used if **Completion tracking** is set as **Show activity as complete when conditions are met**. If enabled, the Reservation activity will be marked complete only when the activity is graded.
25.	**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 when the Reservation activity is expected to be completed.
26.	Click **Save and display**.	The reservation page is displayed.

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

To learn more about the Attendance activity, visit:

- Configuring Attendance in a Course
  https://www.youtube.com/watch?v=YiU81hDawOg&spfreload=1

- Taking Attendance in a Course in Moodle
  https://docs.moodle.org/34/en/Attendance_activity

- Moodle Reservation Plugin
  https://www.youtube.com/watch?v=H3AHQInsd-Q

HOW TO USE THIS TUTORIAL:

This tutorial can be used 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.

  Most 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](#).

We would appreciate feedback on this tutorial! Please contact the General ctYOU.org Support Staff listed under Division Contacts on ctYOU.org.