

# Attendance in Classes – Small and Large - with Mobiles and Moodle

## Quick Start Guide

Centre for Teaching and Learning Enhancement

University of Macau

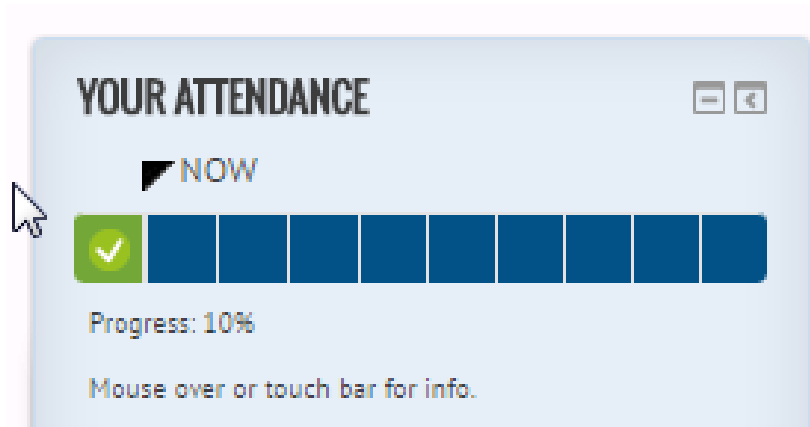
2016



# What students do

During each class, students use their mobile phones to open UMMoodle, find their course, click on a link, and answer a short-answer or multiple-choice question.

Also, students see their attendance record in a block on the course page.



A screenshot of the UMMoodle course page. The header is "UMMoodle" in yellow on a dark blue background. Below the header is a breadcrumb trail: "Home >> CTLE >> CTLE 2016 Moodle Workshops >> Attendance 2/10 >> Answer the questions...". The main content area is titled "CTLE 2016 MOODLE WORKS" in large, bold, black letters. Below this is a section titled "Attendance" with a light blue background. The question is "Which topic would you like to know more (120 characters max.)". There is a text input field below the question and a "Submit questionnaire" button at the bottom.

# What a professor or TA does


An instructor or TA needs to set up 'questionnaire' questions for the students in a Moodle course site.


First, in the course site, create one questionnaire activity. It is very important to set up the questionnaire settings and question so that the first question can be duplicated for each week.

Second, set up a progress bar block to track attendance.

Finally, in class, a professor or instructor can remind students to answer an attendance question on UMMoodle.


## Attendance

 Attendance 31/8

 Attendance 6/9

Not available unless:

- It is after 6 September 2016, 2:30 PM
- It is before 6 September 2016, 2:45 PM




 Attendance 14/9

Not available unless:

- It is after 14 September 2016, 2:30 PM
- It is before 14 September 2016, 2:45 PM

## Overview of students

Visible groups:  Role:

	Short Name / Full Name	Last in course	Progress Bar
<input checked="" type="checkbox"/>	er ton	Friday, 2 September 2016, 12:07 PM	  Attendance 31/8 activity completion  Expected: Wed, 31 Aug 2016, 4:00 PM

Select all Deselect all With selected users...

# What a professor or TA can see and discuss

The results from multiple choice questions and short answer can be displayed in class and discussed.

Discussion of the results can give students or teachers valuable feedback.





[View All Responses](#). All participants. View Default order  Responses: 254

## Pre-class participation question

1

**Participate by answering the multiple-choice question below.**

**The wording is concise in which of the following sentences?**

Response	Average	Total
Due to the fact that I was tired, I missed my first class.	 4%	10
I missed my first class due to the fact of being tired.	 20%	51
In order to follow the plot, you really must make an outline.	 17%	44
To follow the plot, you must make an outline.	 59%	149

# Step 1: Set up one questionnaire

Turn on editing on in your UMMoodle course.

Click create an activity or resource:  
Select Questionnaire.

Give it the name 'Attendance'.


Timing: Set the open and close dates and time

Response options: once; after the questionnaire is closed.


Submission grade: 1 mark.

▼ Timing

Use Open Date <sup>?</sup>

2 ▾ October ▾ 2016 ▾ 14 ▾ 30 ▾ 

Use Close Date <sup>?</sup>

2 ▾ October ▾ 2016 ▾ 14 ▾ 45 ▾ 

▼ Response options

Type <sup>?</sup>

respond once ▾

Respondent Type <sup>?</sup>

fullname ▾

Students can view ALL responses <sup>?</sup>

After answering the questionnaire ▾

Save/Resume answers <sup>?</sup>

No ▾

Allow branching questions <sup>?</sup>

No ▾

Auto numbering <sup>?</sup>

Auto number pages and questions ▾

Submission grade

1 ▾

# Step 1b: Set up one questionnaire

More settings to edit...

Common module settings: show

Restrict access: set date from and date until

Activity completion: students must submit this questionnaire to complete it & date.

Click 'Save and display'

▼ Restrict access

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Access restrictions

Student  match  of the following

Date      :

Date      :

▼ Activity completion

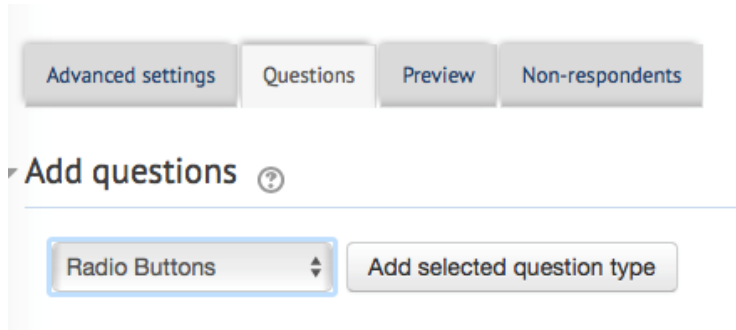
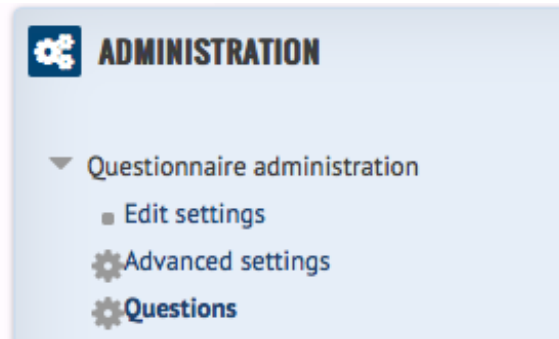
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Completion tracking

Student must submit this questionnaire to complete it

Expect completed on      Enable

## Step 2: Create a useful feedback 'question'

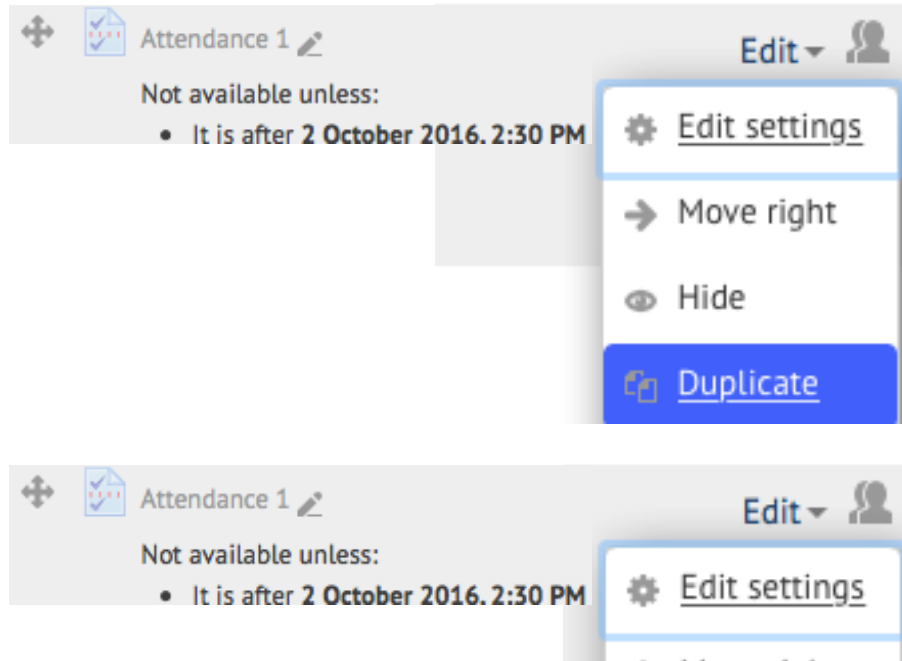


A screenshot of a software interface showing the configuration for a 'Radio Buttons' question. The form has four tabs at the top: 'Advanced settings', 'Questions', 'Preview', and 'Non-respondents'. The main heading is 'Adding Radio Buttons question'. The form fields are as follows:

- Question Name**: A text input field containing 'Exit ticket 1'.
- Response is required**: Radio buttons for 'Yes' (selected) and 'No'.
- Radio buttons Alignment**: Radio buttons for 'Vertical' (selected) and 'Horizontal'.
- Question Text\***: A text area containing 'How well did you understand today's material?'. Above the text area is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, Image, Video, and Table.
- Path**: A text input field containing 'p'.
- Possible answers\***: A text area containing 'Completely', 'Pretty well', and 'Not that much'. A red warning box above the text area says 'You must supply a value here.'.

At the bottom of the form, there are two buttons: 'Save changes' and 'Cancel'.

# Step 3: Duplicate 'questions' and review settings and dates



## Updating Questionnaire in Attendance

**General**

Name\* Attendance 2/10

**Timing**

Use Open Date  2 October 2016 14:30

Use Close Date  2 October 2016 14:45

**Restrict access**

Access restrictions Student must match all of the following

- Date from 2 October 2016 14:30
- and
- Date until 2 October 2016 14:45

Add restriction...

**Activity completion**

Completion tracking  Show activity as complete when conditions are met

Student must submit this questionnaire to complete it

Expect completed on 2 October 2016  Enable

Save and return to course Save and display Cancel



# Step 4: Create a progress bar in the ADD A BLOCK tool

Edit settings if needed

**+** **ADD A BLOCK**

Add...

**PROGRESS BAR**

No activities or resources are being monitored. Use config to set up monitoring.

Select activities/resources

## Block settings

Alternate title

Use icons in bar

Order bar items by

How to present long bars

Use **▶** NOW

Show percentage to students

Visible only to group

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**Questionnaire: Attendance 31/8**

Monitored

Locked to deadline

Expected by

Action

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**Questionnaire: Attendance 14/9**

Monitored

Locked to deadline

Expected by

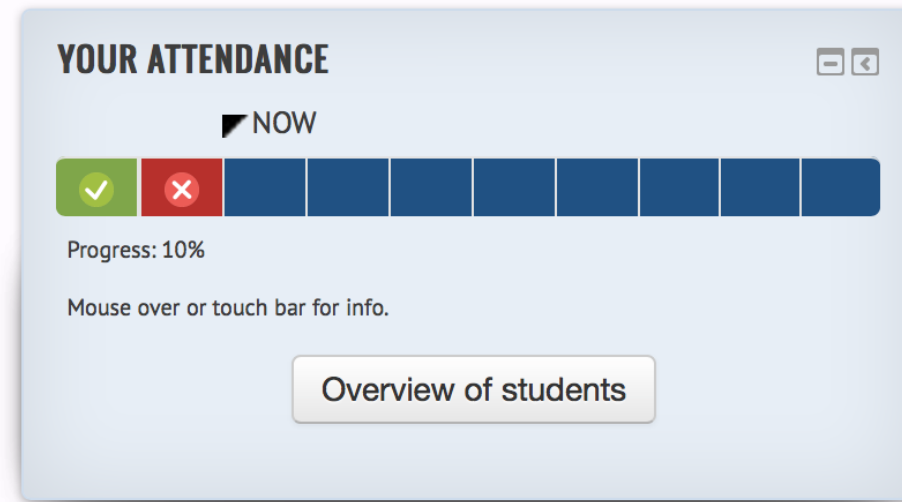
Action

**Save changes** **Cancel**

Step 5: Teachers can monitor the attendance of all students

On the main course page, find the progress bar.

Click on 'Overview of students'



**YOUR ATTENDANCE** ☰ ◀

▾ NOW





Progress: 10%

Mouse over or touch bar for info.

[Overview of students](#)

## Overview of students

Visible groups  Role

	Short Name / Full Name	Last in course	Progress Bar	Progress
<input type="checkbox"/>		Thursday, 8 September 2016, 6:14 PM	  Attendance 26/10 activity completion  Expected: Wed, 26 Oct 2016, 4:00 PM	10%

# Sharing Questions and Exporting Reports

A set of existing questionnaire questions from one session can be imported or reused for other courses.

Attendance reports for the whole class can be exported into Excel.

Learn more...

Contacts:

ICTO Helpdesk

<http://faq.icto.umac.mo/category/ummoodle>

Centre for Teaching and Learning Enhancement

[ctle.umac.mo/e-learning](http://ctle.umac.mo/e-learning)

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