

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

Quick Start Guide

Centre for Teaching and Learning Enhancement

University of Macau

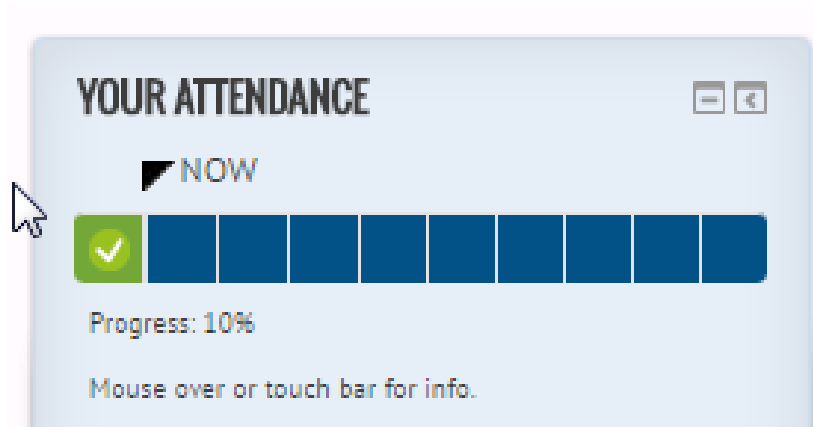
2018



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.



The screenshot shows the UMMoodle interface. At the top is a dark blue header with 'UMMoodle' in yellow. Below it is a breadcrumb trail: 'Home >> CTLE >> CTLE 2016 Moodle Workshops >> Attendance 2/10 >> Answer the questions...'. The main content area has a red horizontal line under the title 'CTLE 2016 MOODLE WORKS'. Below this is the 'Attendance' section, which contains a text input field with the prompt 'Which topic would you like to know more (120 characters max.)' and a 'Submit questionnaire' button.

What a professor or TA does

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

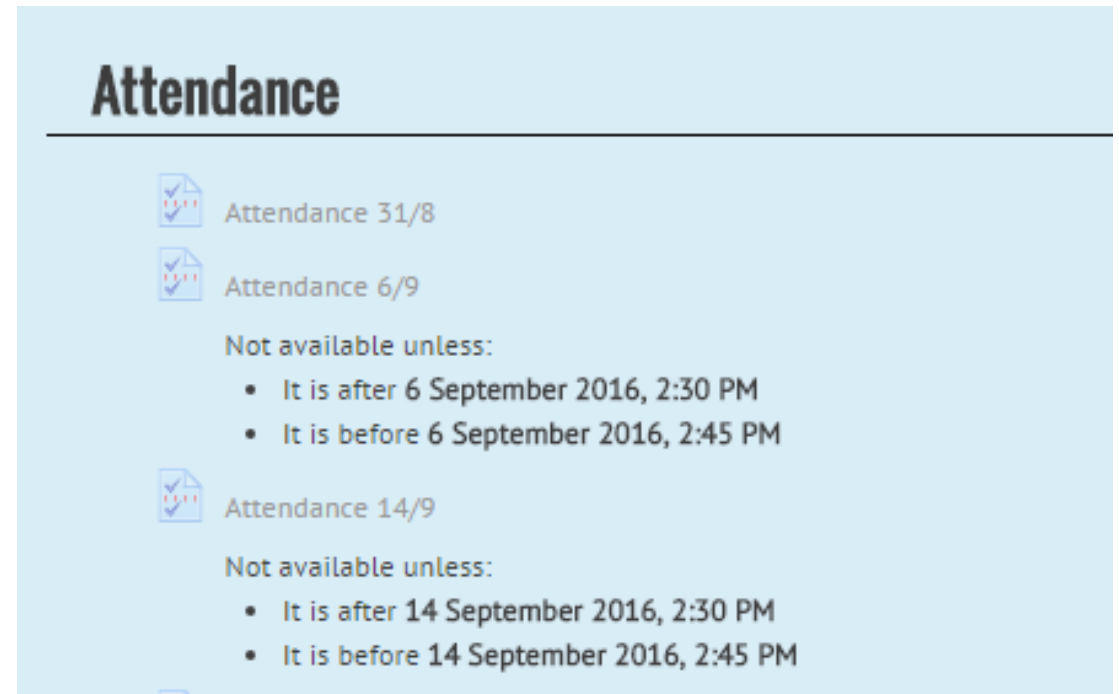
First, in the course site, **create one questionnaire activity**. It is very important to set up the questionnaire settings and question so that the first question can be duplicated for each week.

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

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

1

Attendance



The screenshot shows the 'Attendance' activity settings in Moodle. It lists two instances of the activity. The first instance is titled 'Attendance 31/8' and has a completion rule of 'Attendance 6/9'. The second instance is titled 'Attendance 14/9' and has a completion rule of 'Attendance 14/9'. Both instances have a 'Not available unless' section with two conditions: 'It is after [date and time]' and 'It is before [date and time]'. The first instance's conditions are for 6 September 2016, 2:30 PM and 2:45 PM. The second instance's conditions are for 14 September 2016, 2:30 PM and 2:45 PM.

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

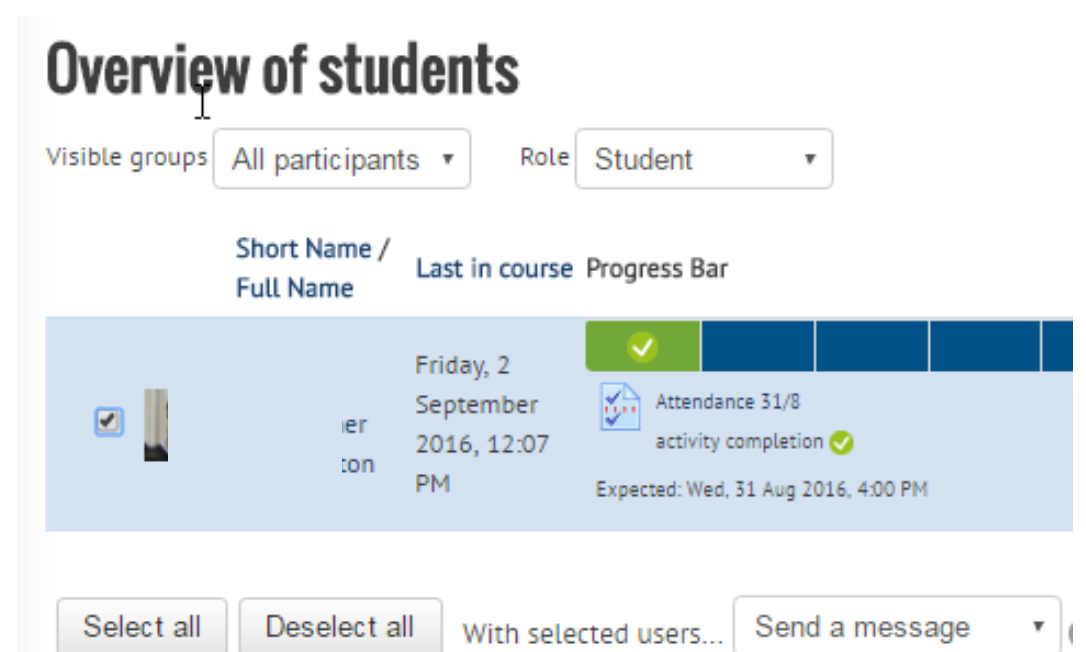
Attendance 14/9

Not available unless:

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

2

Overview of students



The screenshot shows the 'Overview of students' page in Moodle. It features a 'Visible groups' dropdown menu set to 'All participants' and a 'Role' dropdown menu set to 'Student'. Below these are columns for 'Short Name / Full Name', 'Last in course', and 'Progress Bar'. A table of student records is shown, with the first row highlighted. The first row shows a student with a checked checkbox, a profile picture, and the name 'er ton'. The 'Last in course' column shows 'Friday, 2 September 2016, 12:07 PM'. The 'Progress Bar' column shows a green bar with a checkmark and a progress indicator. Below the table are buttons for 'Select all', 'Deselect all', and a dropdown menu for 'With selected users...' followed by a 'Send a message' button.

Visible groups: All participants

Role: Student

Short Name / Full Name

Last in course

Progress Bar

<input checked="" type="checkbox"/>		er ton	Friday, 2 September 2016, 12:07 PM	
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Attendance 31/8 activity completion

Expected: Wed, 31 Aug 2016, 4:00 PM

Select all Deselect all With selected users... Send a message

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.

Attendance 26 Sept.

1

How well did you understand the main idea in the assigned reading?

Response	Average	Total
Very well	18%	26
Well	46%	65
OK	29%	41
A little	6%	8
Not at all	1%	1
Total responses to question	100%	141/141

Step 1: Set up one questionnaire

Turn on editing on in your UMMoodle course.

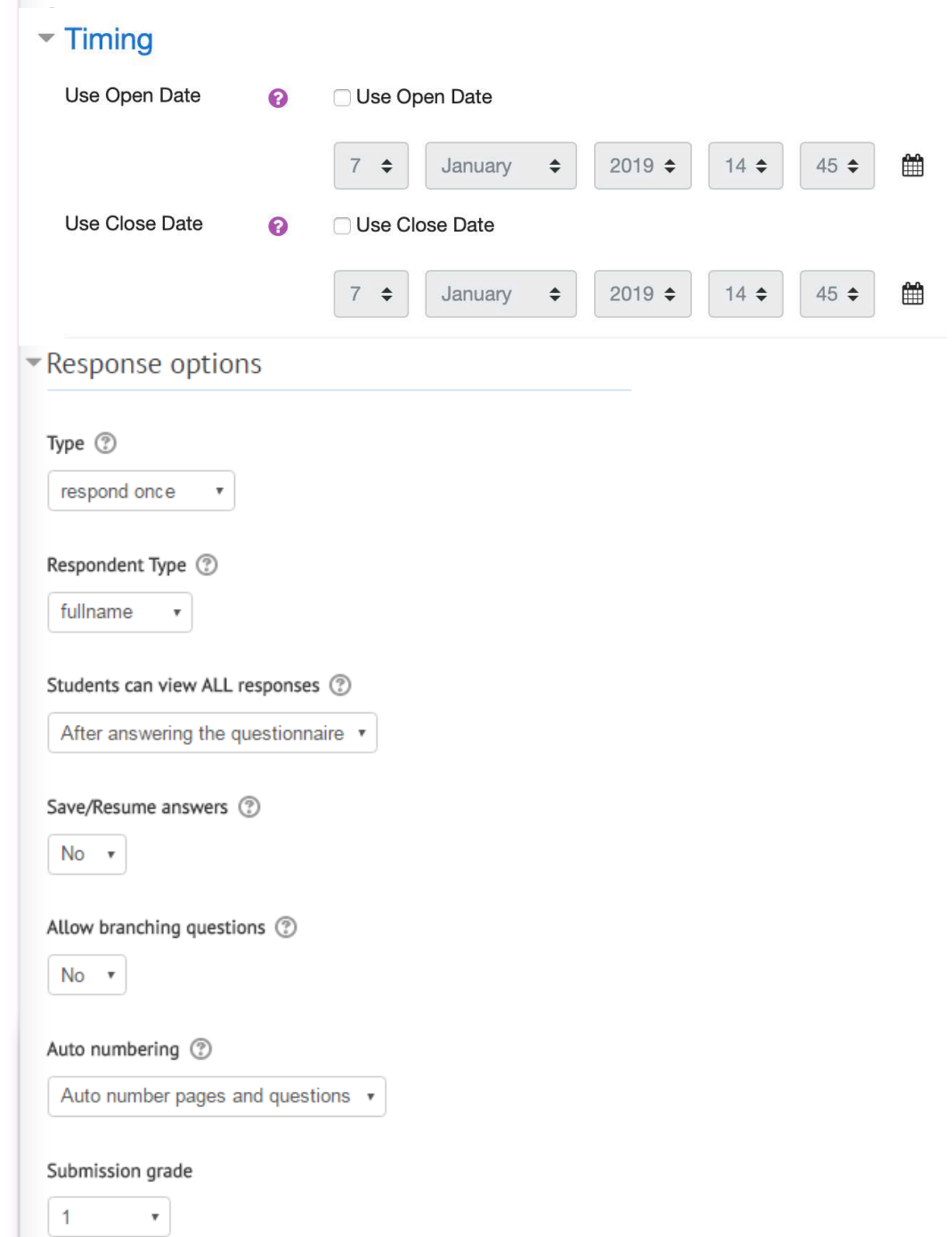
Click create an activity or resource:
Select Questionnaire.

Give it the name 'Attendance'.

Timing: Do not set open and close dates and times.

Response options: once; after the questionnaire is closed.

Submission grade: 1 mark.



The screenshot shows the Moodle Questionnaire configuration page. It is divided into two main sections: 'Timing' and 'Response options'. The 'Timing' section has two rows, each with a 'Use' checkbox (both are unchecked), a help icon, and a date/time picker. The date pickers are set to 7 January 2019, 14:45. The 'Response options' section contains several settings: 'Type' is set to 'respond once'; 'Respondent Type' is set to 'fullname'; 'Students can view ALL responses' is set to 'After answering the questionnaire'; 'Save/Resume answers' is set to 'No'; 'Allow branching questions' is set to 'No'; 'Auto numbering' is set to 'Auto number pages and questions'; and 'Submission grade' is set to '1'.

▼ **Timing**

Use Open Date ? Use Open Date

7 January 2019 14:45

Use Close Date ? Use Close Date

7 January 2019 14:45

▼ **Response options**

Type ?

respond once ▼

Respondent Type ?

fullname ▼

Students can view ALL responses ?

After answering the questionnaire ▼

Save/Resume answers ?

No ▼

Allow branching questions ?

No ▼

Auto numbering ?

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 & expected completion date.

Click 'Save and display''

▼ Restrict access

Access restrictions

Student match of the following

Date :

Date :

▼ Activity completion

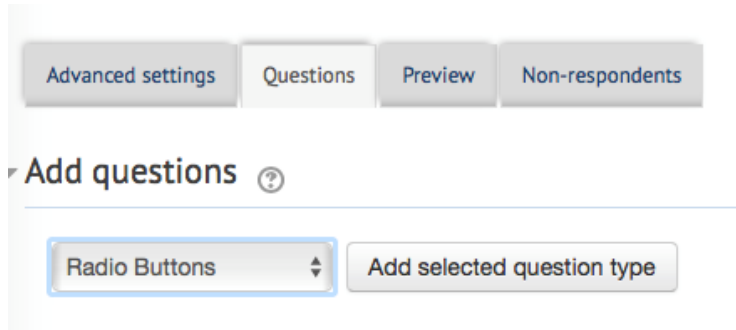
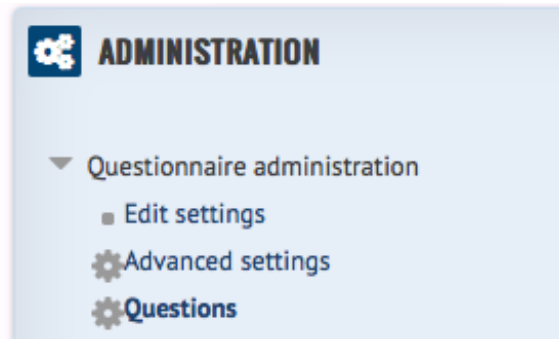
Completion tracking

Student must submit this questionnaire to complete it

Expect completed on

Enable

Step 2: Create a useful feedback 'question'



Advanced settings Questions Preview Non-respondents

Adding Radio Buttons question

Question Name

Response is required Yes No

Radio buttons Alignment Vertical Horizontal

Question Text*

Paragraph **B** *I*

How well did you understand today's material?

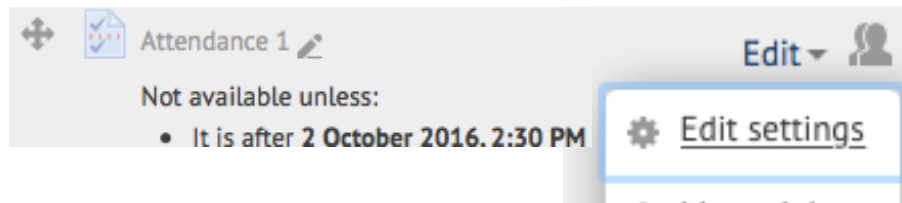
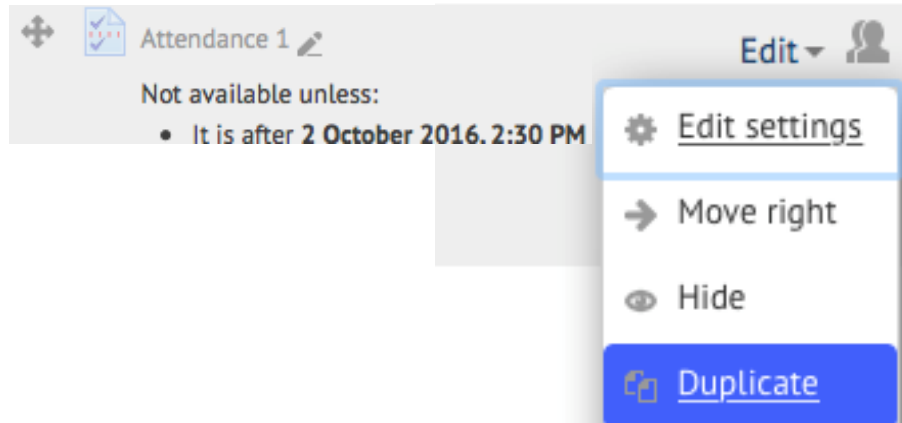
Path: p

Possible answers*

Completely
Pretty well
Not that much

Save changes Cancel

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



Updating Questionnaire in Attendance

General

Name* Attendance 2/10

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

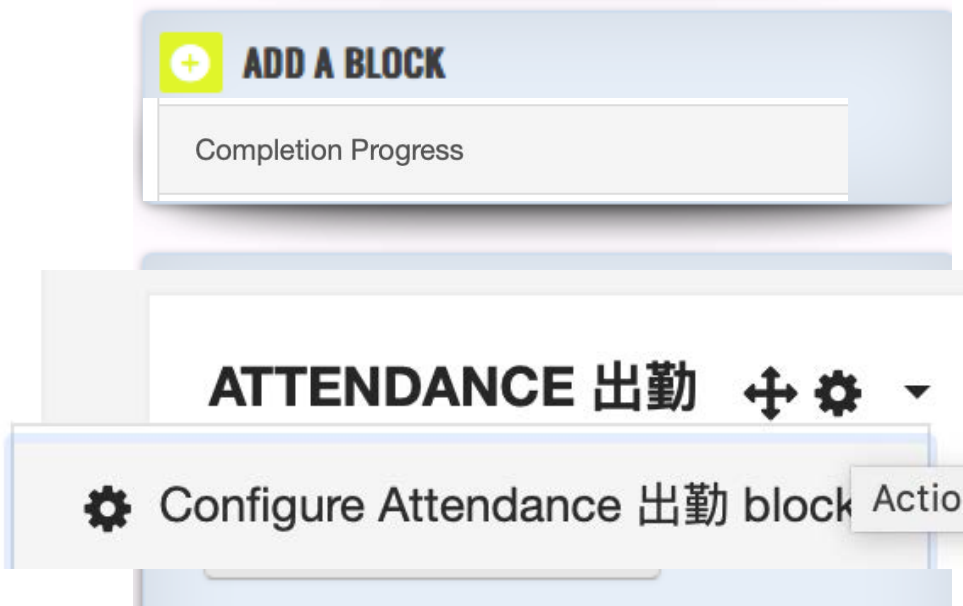
Student must submit this questionnaire to complete it

Expect completed on 2 October 2016 Enable

Save and return to course Save and display Cancel

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

Turn editing on.
Add a block.



Configuring a Attendance 出勤 block

Block settings

Order bar by



Time using "Expect completed on" date

Not all activities with completion have an "Expect completed on" date set.

How to present long bars



Squeeze

Use icons in bar



Yes

Show percentage to students



Yes

Visible only to group



All participants

Alternate title



Attendance 出勤

Activities included



Selected activities

Select activities



完成任务，可補錄一次簽到 Attendance Assignment - Make up one attendance re
Evaluation - TA Training Workshop Fall 2018
Assignment 1
Attendance - 3 September
Assignment 2
Attendance - 5 September
Assignment 3
Attendance - 12 September

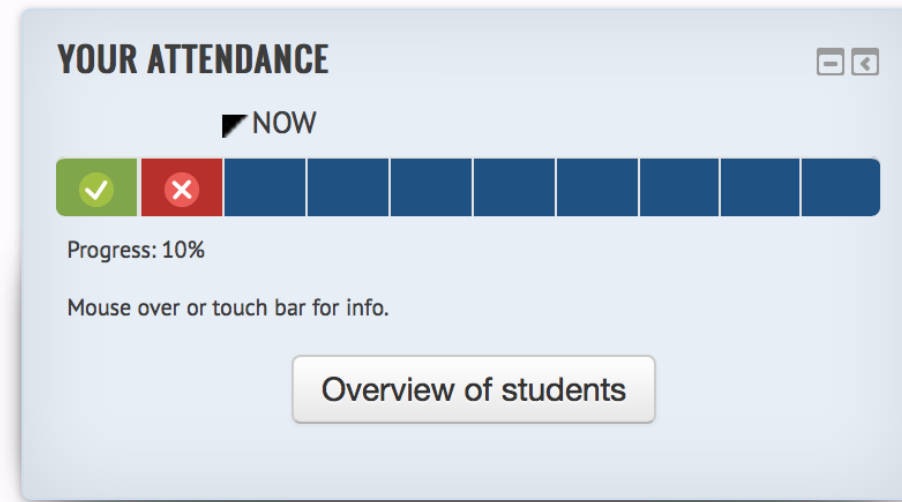
Save changes

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.um.edu.mo/e-learning

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