



Recording Class Attendance in Moodle

Notes for MSM lecturers on how to record class attendance in Moodle



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Class attendance is compulsory for MSM courses and any absence from class (also if classes are delivered online) should be reported to the lecturer and program administrator before the start of the class.

A participant attending less than 75% of the classes of the course, will be required to submit a course assignment (see details in the course syllabus).

Class attendance is recorded by a pass/fail examination component in Moodle.



Accessing Moodle



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Accessing Moodle

1. Go to moodle.msm.nl and enter your username and password.

moodle.msm.nl/login/index.php

MSM Virtual Learning Environment

Username / email

Password

Remember username

Log in

[Click here to reset your password!](#)

Cookies must be enabled in your browser

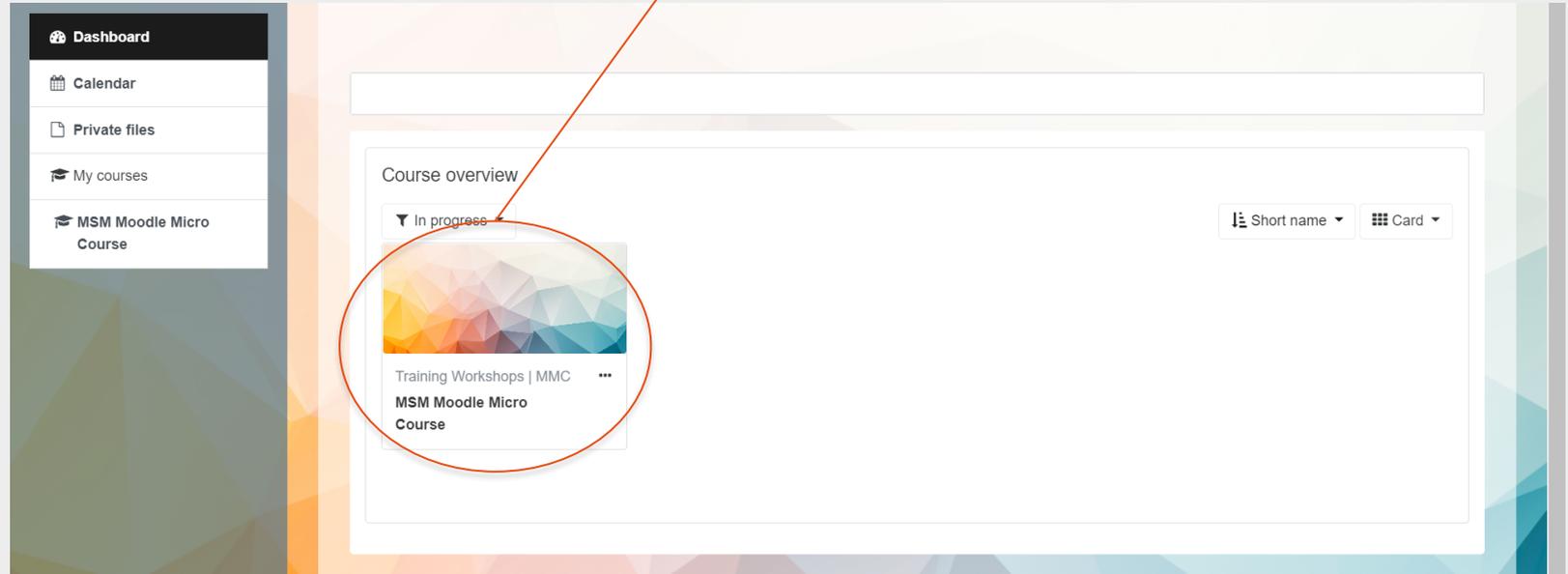
Is this your first time here?

Note

The username and password for Moodle are not necessarily the same as those for your MSM account.

Accessing Moodle

2. Click on the course you need to grade.





Recording Class Attendance in Moodle



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Recording Class Attendance in Moodle

1. Go to the grade area.

2. Click on "Single view".

3. Choose "Class attendance".

The screenshot displays the Moodle interface for a course. On the left is a navigation menu with items like 'Final test', 'Participants', 'Grades', 'Welcome', 'Lecturer instructions', 'Course slides', 'Articles', 'Cases', 'Other material', 'Communication', 'Examination', 'Topic 8', and 'Dashboard'. The 'Grades' item is circled in red. The main content area is titled 'Final test: View: Single view' and includes a breadcrumb trail: 'Dashboard / Courses / Template courses / Final test / Grades / Single view'. Below the title are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Underneath are more tabs: 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The 'Single view' tab is highlighted with a red arrow. Below the tabs is a 'Items per page' dropdown set to '100'. On the right side, there are two dropdown menus: 'Visible groups' (set to 'All participants') and 'Select user...'. A dropdown menu is open under 'Select grade item...', listing options: 'Select grade item...', 'Individual assignment', 'Re-submission individual assignment', 'Category total', 'Group assignment', 'Class attendance' (highlighted in blue), and 'Course total'. A red arrow points to the 'Class attendance' option.

Recording Class Attendance in Moodle

Grade item: Class attendance

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

◀ Group assignment Course total ▶

Visible groups All participants ▾

Select grade item... ▾ Select user... ▾

Save

User full name	Range	Grade	Feedback	Override All / None	Exclude All / None
 Test Student Johanna Korff	1.0 - 2.0	No grade ▾ No grade Fail Pass	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Johanna Korff	1.0 - 2.0		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Perform bulk insert

For Empty grades ▾ Insert value

4. For each participant, select "Pass" or "Fail" (pass means that a student at least attended 75% of the class).

5. Once you have graded all participants, click on "Save".