

# 3 - How to edit attendance recording manually

The screenshot shows the 'Attendance for the course :: Linda's Test Module' interface. At the top, there are navigation tabs: Sessions, Report, Absentee report, Export, Status set, and Warnings set. Below this, the session details are displayed: '21 August 2020 16:00 - 17:00' and 'Hyflex lecture'. On the right, there are controls for 'Page 1 of 1', 'Visible groups: All participants', 'View mode' (set to 'Sorted list'), and a page size dropdown (set to '100').

#	First name / Surname	ID number	Email address	Department	P	AA	A	Remarks
1	Example Student		student@noemail.invalid		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	system auto recorded

Below the table, there is a 'Set status for' dropdown menu set to 'unselected' and three radio buttons. A blue 'Save attendance' button is located below the table. At the bottom left, the summary statistics are shown: Present = 0, Authorised Absence = 0, and Absent = 1.

An example of edit attendance recording manually

## Overview:

This guide will show you how to change your students' attendance recording manually.

## What to know:

It is recommended by the "Policy on Student Attendance and Engagement" for teachers to use appropriate way to record student attendance. Learning mall has provided the attendance activity, where attendance can be easily recorded by students themselves in the module area with fully considered access control and reviewed at any time any place. The system also automatically generates reports for both teachers and students, highlights students whose attendance are below university expectation, as well as sends warning emails.

We provide several specific user guides about the use of attendance. This guide focuses on manual editing. If you are new to the attendance function, please check the other attendance guidances for more details.

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### Step 1: Access to the attendance activity

Access to the [learning mail core](#) and access to your module page.

Click on the attendance link.

## Welcome!

-  **Module handbook and other important resources**  
This folder provides access to the module handbook and other important resources.
-  **Announcements**  
Keep up-to-date with important module news and announcements.
-  **Attendance**  
Record and track attendance.
-  **General Q&A forum**  
Ask (and help to answer) general questions relating to this module and its content.
-  **BigBlueButton virtual classroom**  
Participate in live, online learning and teaching sessions and/or view recordings.

## Step 2: Click into the edit page

Select the session you want to edit, click the green arrow icon in the "Actions" column. If the session has not happened yet, you will see a black arrow instead of the green one. You can click on the black arrow and enter the edit page.

### Attendance for the course :: Lina's Test Module

Record and track attendance.

[Sessions](#) [Report](#) [Absentee report](#) [Export](#) [Status set](#) [Warnings set](#)

All [All past](#) [Months](#) [Weeks](#) [Days](#)

#	Date	Time	Type	Description	Actions	
1	Fri 21 Aug 2020	16:00 - 17:00	All students	Hyflex lecture		<input type="checkbox"/>
2	Sun 23 Aug 2020	15:00 - 17:00	All students	Regular class session		<input type="checkbox"/>
3	Sun 23 Aug 2020	16:00 - 17:00	All students	Regular class session		<input type="checkbox"/>
4	Sun 23 Aug 2020	16:00 - 17:00	All students	Regular class session		<input type="checkbox"/>

 You can't do anything

## Step 3: Change the students' attendance record

Make changes to the attendance by choosing "P" (Present) or "A" (Absent). If you want to apply the same changes to all students, you can select the status at the top row.

After finishing, please click " Save attendance" at the bottom.

#	First name / Surname	ID number	Email address	P	A	Remarks
Set status for all users				<input type="radio"/>	<input type="radio"/>	→ Quick set for all.
1	SACDTEST		SACDTEST@student.xjtlu.edu.cn	<input type="radio"/>	<input type="radio"/>	
2	Example Student		ice.student@xjtlu.edu.cn	<input type="radio"/>	<input type="radio"/>	
3	Master Student		master.student@noemail.invalid	<input type="radio"/>	<input type="radio"/>	
4	Mediasite Student		Mediasitestudent@noemail.invalid	<input type="radio"/>	<input type="radio"/>	→ Set or change one by one.
5	PHD Student		phd.student@noemail.invalid	<input type="radio"/>	<input type="radio"/>	
6	Undergraduate Student		ug.student@invalid.email	<input type="radio"/>	<input type="radio"/>	
7	Example Student2 (Tom)		student2@noemail.invalid	<input type="radio"/>	<input type="radio"/>	
8	Example Student3		student3@noemail.invalid	<input type="radio"/>	<input type="radio"/>	
9	Example Student4		student4@noemail.invalid	<input type="radio"/>	<input type="radio"/>	

Present = 0  
Absent = 0

Save attendance

#### Step 4: Filter students by groups

If you teach more than one groups in the same module area, and the attendance sessions haven't been set for each group, you may need to choose the right group of the class they are taking to view the details. Click the " Visible groups", and choose the right group from the drop down menu.

Attendance for the module :: Sample Module

Sessions Report Absentee report Export Status set Warnings set

21 March 2018 1PM - 3PM

Regular class session

Page 1 of 1

Visible groups All participants ▾

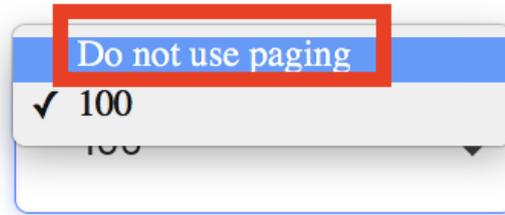
View mode Sorted list ▾

50 ▾

First name / Surname	ID number	Email address	P	A	Remarks
Set status for all users				<input type="radio"/>	<input type="radio"/>
SACDTEST		SACDTEST@student.xjtlu.edu.cn	<input type="radio"/>	<input type="radio"/>	

View mode

Sorted list 



**Tips:**

If you have over 100 students, you may need to search your student's name between the pages. Or you can change the paging option from "100" to "not use paging", which will show all your students on one page. This will take a longer time for the system to load all the students for you. If you want to update your students' attendance record in excel and import the result back to the system, please check the user guide about how to export and import attendance recordings.

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/3-how-to-edit-attendance-recording-manually-84.html>