

# 5 - How to upload attendance recordings

## Overview:

This guide will show you how to upload attendance recordings.

## 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 how to upload attendance recordings. If you are new to the attendance function, please check the other attendance guidances for more details. We have also prepared a guide for you to share with your students about [How to take attendance](#) on the Learning Mall.

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### Step 1: Access to the attendance activity

Access to the [learning mall 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: Find the session you want to edit attendance recordings

On the attendance page, by default, the page will show the current week's sessions. If you are looking for previous sessions, please click the "All" tab to view all the attendance sessions. As the screenshot shows, click on the date link of the selected session.

**Lina's Test Module**

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

Record and track attendance.

[Sessions](#) [Add session](#) [Report](#) [Absentee report](#) [Export](#) [Status set](#) [Warnings set](#) [Temporary users](#)

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

#	Date	Time	Type	Description	Actions
1	<a href="#">Fri 21 Aug 2020</a>	16:00 - 17:00	All students	Hyflex lecture	

## Step 3: Upload attendance by csv

Click the "Upload attendance by csv" button.

Dashboard - My courses - Lina's Test Module - Sections - New features demo - Attendance - Attendance

## Lina's Test Module

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

Sessions Add session Report Absentee report Export Status set Warnings set Temporary users

**Upload attendance by CSV**

Page 1 of 1

Visible groups: All participants

View mode: Sorted list

21 August 2020 16:00 - 17:00

Hyflex lecture

#	First name / Surname	ID number	Email address	Department	P	AA	A	Remarks
					Set status for: unselected			
1	Example Student		student@noemail.invalid		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Example Student 2 User enrolment starts 12:53 4.09.2020		student2@noemail.invalid		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Example Student3 User enrolment starts 12:53 4.09.2020		student3@noemail.invalid		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

#### Step 4: Create the csv file

Create a new excel file, add the header row: email, status. As the screenshot shows, input the student's email in the "email" column and input the attendance status in the "status" column.

A: Absent, AA: Authorised Absence, P: Present. Save the excel file as .csv file.

**Header is required**

email	status
student@noemail.invalid	P
student2@noemail.invalid	A
student3@noemail.invalid	P

Review View

Save As:  ▼

Tags:

Where:  ▼

Online Locations

File Format: **CSV UTF-8 (Comma delimited) (.csv)** ▼

Options...

Cancel Save

## Step 5: Back to the Attendance upload page and upload the csv file

Drag and drop the CSV file onto the upload file box, keep the default settings and click "upload attendance by CSV" blue button.

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

This form allows you to upload a csv file containing a user identifier and a status - the status field can be the status acronym or the time that attendance was recorded for that user. If a time value is passed then it will try to assign the status value with the highest grade available at that time.

Upload attendance by CSV

Choose a file...

Upload a file ▲ ?

Encoding ?

Separator ?  Tab  **Comma**  Colon  Semicolon

**Upload attendance by CSV** Cancel

There are required fields in this form marked ▲ .

## Step 6: Map the fields and upload

Make sure the "External user field" is mapping with "email", "Moodle user field" is "Email address", "Scan time" is "not set", "Status field" is "status", and then click "Upload attendance by CSV".

**Lina's Test Module**

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

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External user field ?

Moodle user field ?

Scan time ?

Status field ?

**Upload attendance by CSV** Cancel



## Lina's Test Module

Sessions updated

Continue

### Tips:

Please make sure to follow the steps and use the same CSV format. We are working on the function that you can export the attendance report and use the same format to upload back, the current function only support this CSV format.

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/5-how-to-upload-attendance-recordings-87.html>