## 5 - How to upload attendance recordings

🖹 87 🗶 Na Li 🛗 Tue, Aug 23, 2022 🖿 Basic use

👁 40080 🛭 🗩 0

### 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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1	Step 1:	Access to the attendance activity	
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Access to the learning mall core and access to your module page.

Click on the attendance link.

Welc	Welcome!						
	Module handbook and other important resources This folder provides access to the module handbook and other important resources.						
	<b>Announcements</b> Keep up-to-date with important module news and announcements.						
ထို	Attendance Record and track attendance.						
0	General Q&A forum Ask (and help to answer) general questions relating to this module and its content.						
b	<b>BigBlueButton virtual classroom</b> 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 <sup>-</sup>	Test Mo	dule										
Attendance for the course :: Lina's Test Module									۰.			
Record and	track attenda	nce.										
Sessions	Add session	Report	Absentee report	Export	Status set	Warnings set	Temporary users					
Sessions	All		¢					All	All past	Months	Weeks	Days
# Date	т	ime	Туре			Descrip	tion				Actions	
1 Fri 21 A	Aug 2020	6:00 - 17:00	All students			Hyflex le	ecture				8₽ /	

Step 3: Upload attendance by csv

Click the "Upload attendance by csv" button.

Dasht	ooard – My courses – Lina's Test Module –	- Sections - New features dem	o - Attend	lance - Attendance							
Lir	na's Test Module										
Att	endance for the cours	se :: Lina's Test M	odule	)							
Se	ssions Add session Report	Absentee report Expo	rt Sta	tus set Warnings set	Tempo	rary use	rs				
U	pload attendance by CSV										
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					1	All po	groups articipa		\$		
		21 August 2020 16:00 - 1	7:00								
		Hyflex lecture				v	iew m	ode	Sorted list	÷	
								100		\$	
#	First name / Surname		D number	Email address	Depa	rtment	Ρ	AA	A	Ren	narks
				Set status for	unselecte	ed ¢	0	0	0		
1	🞯 Example Student			student@noemail.invali	d		۲	0	0		
2	Example Student 2 User enrolment starts 12:53 4.09.202	0		student2@noemail.inva	lid		0	0	0		
	💡 Example Student3			student3@noemail.inva	lid		0	0	0		

# 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.

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Home	Insert	Page Layout	Formulas
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. email		status	
2 student@	noemail.invali	d P	
3 student2	@noemail.inva	lid A	
4 student3	@noemail.inva	lid P	
5			

test1
Review View
Save As: test1
Tags:
Where: 🛆 Desktop — iCloud ᅌ
Online Locations File Forma : CSV UTF-8 (Comma delimited) (.csv)
Options
Cancel Save

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

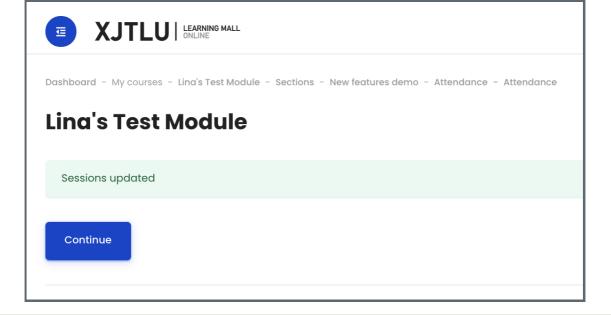
Drag and drop the CSV file onto the upload file box, keep the default settings and click "upload attendance by CSV" blue button.

	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 f e is passed then it will try to assign the status value with the highest grade available at that time.
Upload attendance by	csv
	Upload a file 🛦 💿 test1.csv
	Encoding ⑦ UTF-8 +
	Separator 🕐 🔿 Tab 💽 Comma 💿 Colon Semicolon
	Upload attendance by CSV Cancel
There are required fields in	his 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						
	ntaining a user identifier and a status - the status field can be the status acronym or the time that attendance was recorded for ill try to assign the status value with the highest grade available at that time.					
External user field ③	email 🗧					
Moodle user field ⑦	Email address 🕈					
Scan time 🗇	not set •					
Status field 🛞	status 🗢					
[	Upload attendance by CSV Cancel					



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