4 - How to view attendance reports

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An example of attendance reports for teachers

Overview:

This guide will show you how to view attendance reports.

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 attendance reports. 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 Core.

Table of Contents

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: Attendance reports for teachers

The system will automatically generate attendance report for both teachers and students. As teachers, you will be able to check all your students' attendance details at the "Report" tab. The report by default will show all the session records, you can click "All past", "Months", "Weeks", "Days", "Below 100% " and "Summary" to view different summaries. You can click the "absentee report" tab on the top to see the list of students below the expected attendance percentage.

If you want to export the attendance report, you can click the 'Export' tab and then you will see the download options. After selecting the download options, you can click 'OK' to get the excel version of the attendance report.

Attendance for the course :: Lina's Test Module

Record and track attendance.

Sessions   **Report**   Absentee report   Export   Status set   Warnings set

Visible groups: All participants   Page 1 of 1   All   **All past**   **Months**   **Weeks**   **Days**   **Below 100%**   **Summary**

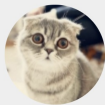| Users ⊟			Sessions ⊟ →				Status set 1			Over taken
☐ First name / Surname	ID number	Department	Aug 21 16:00 Hyflex lecture All students	Aug 23 15:00 Regular class session All students	Aug 23 16:00 Regular class session All students	Aug 23 16:00 Regular class session All students	P	AA	A	Sessions
☐ Example Student			A (0/1) ⓘ	P (1/1) ⓘ	P (1/1) ⓘ	A (0/1) ⓘ	2	0	2	4
Summary			Present: 0 Authorised Absence: 0 Absent: 1	Present: 1 Authorised Absence: 0 Absent: 0	Present: 1 Authorised Absence: 0 Absent: 0	Present: 0 Authorised Absence: 0 Absent: 1				
Users: 1										

Send a message

Tips:

In the attendance report, you can click each student's name to view his attendance record history for all the sessions in this module.

This course	All courses						

Example Student

September				All	All past	Months	Weeks	Days

Type	Date	Description	Status	Points	Remarks	Action
All students	Thu 17 Sep 2020 11:00 – 11:15	first	Present	1 / 1	Self-recorded	↪
All students	Thu 17 Sep 2020 11:15 – 11:25	Regular class session	Present	1 / 1	Self-recorded	↪

Taken sessions: 2

Points over taken sessions: 2 / 2

Percentage over taken sessions: 100.0%

Step 3: Attendance reports for students

Students can click into the attendance activity and view their own records of the current module or all modules.

This module	All modules			
Course	**Attendance**	**Taken sessions**	**Points over taken sessions**	**Percentage over taken sessions**
Advanced English for Analytical Writing Summary	Attendance	2	1 / 2	50.0%
Construction Methods Summary	Attendance	2	2 / 2	100.0%
Design for Engineers Summary	Attendance	1	1 / 1	100.0%
English Language and Study Skills II for Science	Attendance	2	1 / 2	50.0%
English Language Study	Attendance	2	1 / 2	50.0%
Average attendance				70.0%