

# 4 - How to view attendance reports

**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 |    |   |          |
|---|-----------|------------|--|--|--|--|---|------------|----|---|----------|
|   | 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 |
| <input type="checkbox"/> First name / Surname |           |            |  |  |  |  |   |            |    |   |          |
| <input type="checkbox"/> Example Student      |           |            | A (0/1)  | P (1/1)  | P (1/1)  | A (0/1)  | 2 | 0          | 2  | 4 |          |
| Summary                                       |           |            | Present: 0<br>Authorised Absence: 0<br>Absent: 1 | Present: 1<br>Authorised Absence: 0<br>Absent: 0 | Present: 1<br>Authorised Absence: 0<br>Absent: 0 | Present: 0<br>Authorised Absence: 0<br>Absent: 1 |   |            |    |   |          |

Users: 1

Send a message

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.

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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: 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 :: Lind'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 |    |   |
|---|-----------|------------|---|--|--|--|---|------------|----|---|
|   | ID number | Department | Aug 21<br>16:00<br>Hyflex lecture<br>All students | Aug 23<br>15:00<br>Regular class session<br>All students | Aug 23<br>16:00<br>Regular class session<br>All students | Aug 23<br>16:00<br>Regular class session<br>All students | P |            | AA | A |
| <input type="checkbox"/> First name / Surname |           |            |   |  |  |  |   |            |    |   |
| <input type="checkbox"/> Example Student      |           |            | A (0/1)   | P (1/1)  | P (1/1)  | A (0/1)  | 2 | 0          | 2  | 4 |
| Summary                                       |           |            | Present: 0<br>Authorised Absence: 0<br>Absent: 1  | Present: 1<br>Authorised Absence: 0<br>Absent: 0         | Present: 1<br>Authorised Absence: 0<br>Absent: 0         | Present: 0<br>Authorised Absence: 0<br>Absent: 1         |   |            |    |   |

Users: 1

Send a message

Select all sessions  Yes

Include not taken sessions  Yes

Include remarks  Yes

Include session description  Yes

Start of period 1 August 2020

End of period 15 June 2021

Format Download in Excel format

**OK**

## 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<br>11:00 - 11:15 | first                 | Present | 1 / 1  | Self-recorded |        |
| All students | Thu 17 Sep 2020<br>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 |
|--|----------------------------|----------------|----------------------------|--------------------------------|
| <a href="#">Advanced English for Analytical Writing Summary</a>  | <a href="#">Attendance</a> | 2              | 1 / 2                      | 50.0%                          |
| <a href="#">Construction Methods Summary</a>                     | <a href="#">Attendance</a> | 2              | 2 / 2                      | 100.0%                         |
| <a href="#">Design for Engineers Summary</a>                     | <a href="#">Attendance</a> | 1              | 1 / 1                      | 100.0%                         |
| <a href="#">English Language and Study Skills II for Science</a> | <a href="#">Attendance</a> | 2              | 1 / 2                      | 50.0%                          |
| <a href="#">English Language Study</a>                           | <a href="#">Attendance</a> | 2              | 1 / 2                      | 50.0%                          |
| <b>Average attendance</b>  |                            |                |                            | 70.0%                          |

