

# Take student attendance with the Loop Attendance activity

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## 1 What is it?

The Loop Attendance activity can be used by lecturers to record student attendance at on-campus or online classes. These classes might be whole-module classes or classes involving smaller subsets, such as tutorials. The need to take attendance at on-campus classes may be influenced by public health guidance in the Covid-19 pandemic.

Lecturers can mark the attendance themselves or allow students to self-record their own attendance by entering a password or by scanning a QR code.

## 2 How do I use it?

Follow these instructions to:

1. Set up a Loop Attendance activity;
2. Schedule sessions within it;
3. Take attendance during/after sessions;
4. Enable students to self-record using a password (if desired; an optional feature);
5. Enable students to self-record using a QR code (if desired; an optional feature).

### 3 What about small class groups?

If you wish to use the Attendance activity to capture small group attendance (such as tutorials), it is best to first set up these small groups as Loop Groups on your Loop module page. You can use the [course group upload block](#) on your Loop module page to upload a spreadsheet (CSV file) of student numbers and their respective groups to simplify the process of group creation.

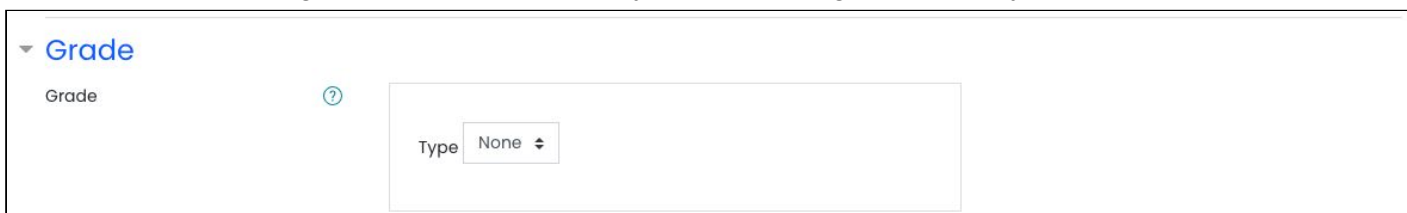
### 4 How do I set up an Attendance activity?

1. On your Loop module page, click **Turn editing on**.
2. In the relevant section of your page, click **Add an activity or resource**.
3. From the *Activity chooser*, select **Attendance** and click **Add**.
4. Configure the settings that now appear on screen. Enter a name for the activity, e.g. "TE101 Module Attendance".



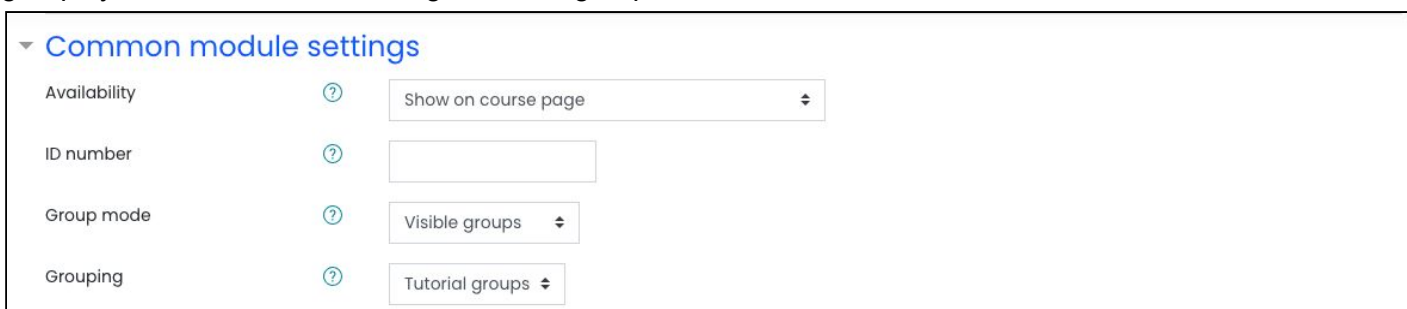
The screenshot shows the 'Adding a new Attendance' form. The 'General' section is expanded, showing a 'Name' field with a red warning icon and a question mark. The text 'TE101 Module Attendance' is entered in the field. An 'Expand all' link is visible in the top right corner.

5. Under the *Grade* settings, choose **None** (unless you wish to weight this activity in the Gradebook).



The screenshot shows the 'Grade' section of the form. The 'Grade' field has a question mark icon. The 'Type' dropdown menu is set to 'None'.

6. If you wish to use this Attendance activity to capture small class attendance (such as tutorials), navigate to the *Common module settings* and choose **Visible groups** and set the grouping to whatever group of groups you wish to draw from, e.g. "Tutorial groups".



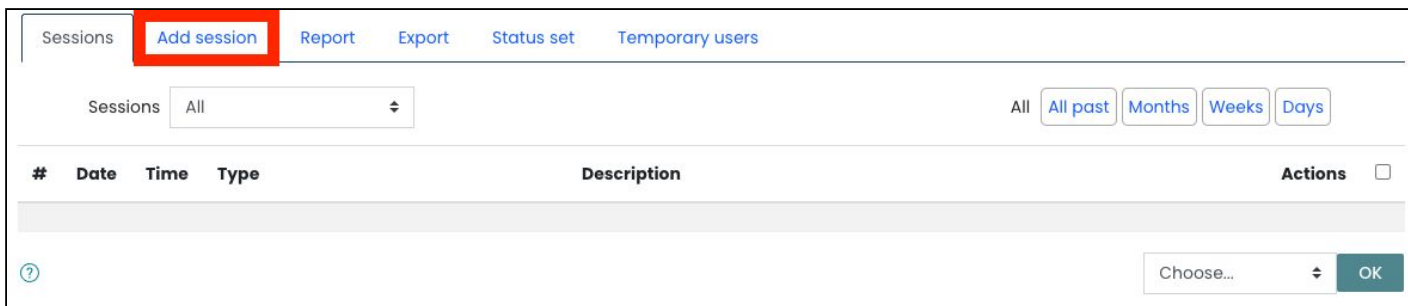
The screenshot shows the 'Common module settings' section of the form. The 'Availability' dropdown is set to 'Show on course page'. The 'Group mode' dropdown is set to 'Visible groups'. The 'Grouping' dropdown is set to 'Tutorial groups'.

7. Click **Save and return to course** at the bottom of the screen.
8. Your Attendance activity is now created, but it is not yet populated with sessions.

### 5 How do I schedule a session in the Attendance activity?

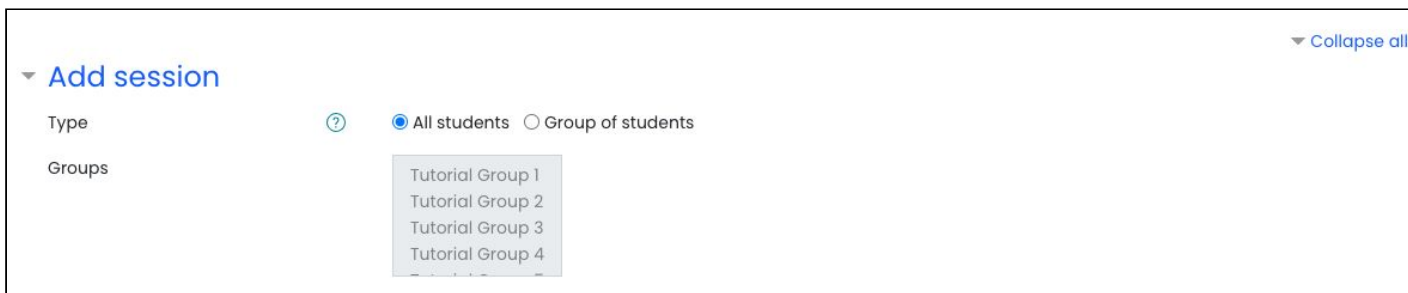
1. To add a session, click to open the Attendance activity from your Loop module page.

2. Click **Add session**.

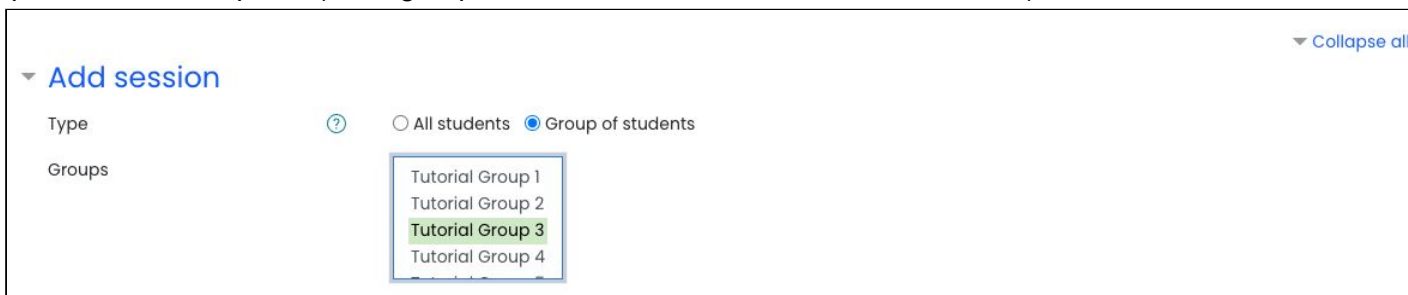


3. Configure the requisite settings.

4. If it is a session for the whole class, choose **All students**.



5. Or - If it is a session for a particular group, choose **Group of students** and then select the group in question from the panel (note: groups will have to be created in advance of this).



6. Set the date and time of the session using the relevant fields.

7. Use the description text box to enter a description of the session.

8. If relevant, you can choose to repeat this session on a weekly basis using the *Multiple sessions* settings.

9. If you plan to mark students' attendance yourself, you are now finished configuring the session and so click **Add** at the bottom of the screen at this point to save your session.

## 5.1 How do I enable self-recording of attendance?

1. If you plan to let students self-record, do not yet click the **Add** button but rather continue configuring these remaining settings in the *Add session* screen.

2. Under *Student recording*, tick the box next to *Allow students to record their own attendance*.

3. Enter a password that you would like to use.

Student recording

Allow students to record own attendance ?

Automatic marking ? Disabled

Student password ?   Random password  Include QR code

Rotate QR code

Automatically select highest status available ?

Show more...

Add Cancel

4. Or - tick **Random password**, which will collapse the password field and generate a random string of characters that you can retrieve later.

Student recording

Allow students to record own attendance ?

Automatic marking ? Disabled

Student password ?  Random password  Include QR code

Rotate QR code

Automatically select highest status available ?

Show more...

Add Cancel

5. Or - if you want to allow students to self-record by scanning a QR code, tick **Include QR code** instead of **Random password** or entering a password.

Student recording

Allow students to record own attendance ?

Automatic marking ? Disabled

Student password ?   Random password  Include QR code

Rotate QR code

Automatically select highest status available ?

Show more...

Add Cancel

6. Leave the remaining settings as default and click **Add** at the bottom of your screen to save your session.





## 6 How do I take attendance myself?

1. During (or after) the class in question, if you wish to mark attendance yourself, click to open the Attendance activity from your Loop module page and from the list of sessions, locate the one in question.

- From the *Actions* column to the right of the screen, click the blue play icon to take the attendance.

Sessions | Add session | Report | Export | Status set | Temporary users

Sessions: All | All | All past | Months | Weeks | Days

#	Date	Time	Type	Description	Actions
1	Wed 23 Sep 2020	10PM - 11:55PM	All students	Regular class session	   

- A list of students will appear. Fifty students at a time will appear on screen, so if you have more than that in this session, you may wish to choose **Do not use paging** from the *View mode* menu at the top of the screen so that all students appear at once.

Sessions | Add session | Report | Export | Status set | Temporary users

23 September 2020 10PM - 11:55PM

Regular class session

Visible groups (Tutorial groups): All participants

View mode: Sorted list | Do not use paging

- Whichever way you view the list of students, you will see four radio buttons next to each of them, corresponding to columns P, L, E, A which stands for Present, Late, Excused, Absent.
- If a student is present in the class, tick the first radio button next to their name (for P).
- If they were absent, click the fourth radio button (for A).
- Go down the list ticking as appropriate for each student.

#	First name / Surname	Email address	P	L	E	A	Remarks
		Set status for: unselected	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	Annie Applegate [t]	aapplegate@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Ben Boyce [t]	bboyce@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Christopher Clarke [t]	cclarke@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	Danielle Devine [t]	ddevine@fakemail.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
5	Eimear Earley [t]	earley@fakemail.com	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

- Alternatively, as a time-saving measure, you could use the *Set status for...* option at the top of this screen to set all students as Present initially, and then go through the list and manually change

those who weren't actually present, to Absent.

#	First name / Surname	Email address	P	L	E	A	Remarks
		Set status for all	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	Annie Applegate [t]	aapplegate@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Ben Boyce [t]	bboyce@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Christopher Clarke [t]	cclarke@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Danielle Devine [t]	ddevine@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Eimear Earley [t]	earley@fakemail.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

8. When finished, click **Save attendance**.

**Most of what now follows is optional and only relevant if you are interested in students' self-recording their attendance. Skip to heading 8 otherwise.**

## 7 How do I let students self-record their attendance?

If you wish to let students self-record their attendance, you have two options (as explored above when scheduling a session) - the password or QR code option. The password is the simpler of the two. The QR code option is more advanced. Decide for yourself which - if any - of these methods you would like to use with your students.

### 7.1 What is the process for self-recording?

You can share the password or QR code with students during the class session and let them have a minute or two to perform the task. If they are on campus for the class, they will need to use a device to do this (e.g. a smartphone). If they are attending a Zoom class, they can simply use the web browser on the same device they are using Zoom.

### 7.2 What is the best method for self-recording?

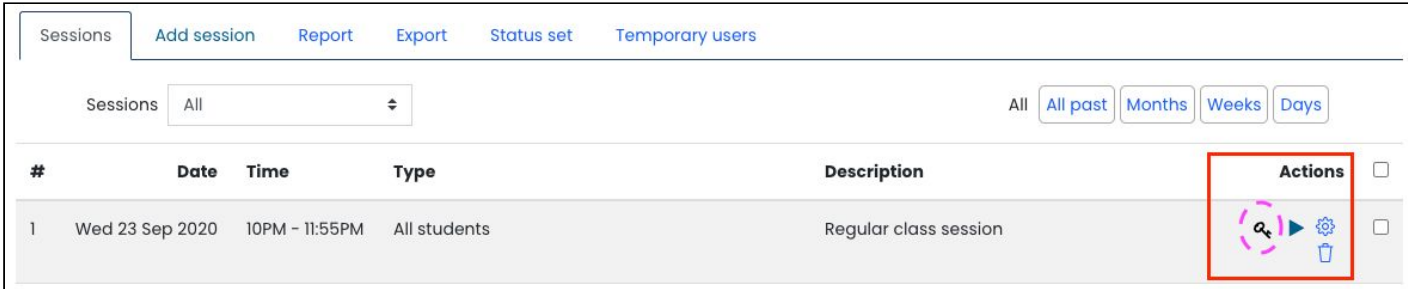
It is advised to only use the password self-record option during a Zoom class, whereas an on-campus class could use either the password or QR code self-record option. Students would need a smartphone with the ability to scan QR codes for the latter, of course. Above all else, consider what would be the easiest method of self-recording for you and your students.

## 7.3 When can students self-record attendance?

Students will only be able to self-record during the time period you specified for the session when first creating it in the Attendance activity.

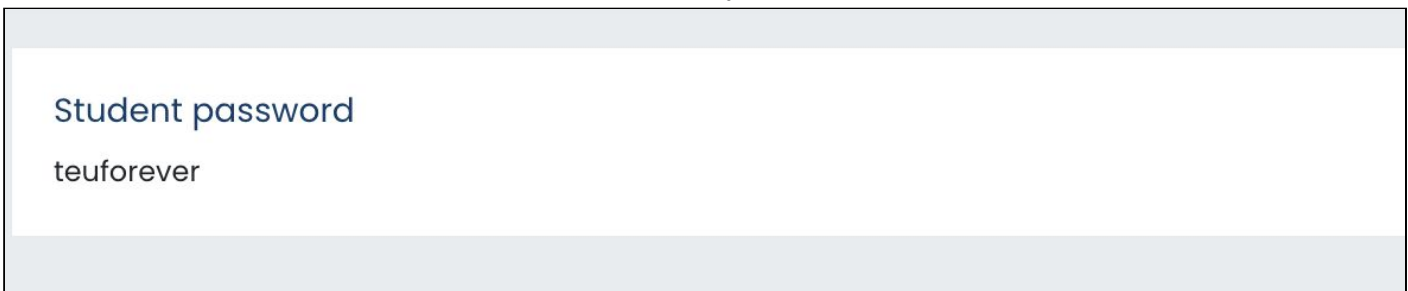
### 7.3.1 How do I give them the password for self-recording?

1. Before the class commences, visit the Attendance activity on Loop and from the list of sessions, locate the session in question.
2. If you have enabled a password, you will see a key icon next to it.



The screenshot shows the 'Sessions' management interface. At the top, there are tabs for 'Sessions', 'Add session', 'Report', 'Export', 'Status set', and 'Temporary users'. Below the tabs, there is a 'Sessions' dropdown menu set to 'All' and a filter section with 'All', 'All past', 'Months', 'Weeks', and 'Days' buttons. A table lists sessions with columns for '#', 'Date', 'Time', 'Type', 'Description', and 'Actions'. The first session is '1 Wed 23 Sep 2020 10PM - 11:55PM All students Regular class session'. The 'Actions' column for this session contains a key icon, a play button, a gear, and a trash can, all enclosed in a red box.

3. Click this icon to retrieve the password, which will display on screen.



The screenshot shows a simple interface with a light blue header and footer. In the center, the text 'Student password' is displayed in a large, dark blue font, and below it, the password 'teuforever' is displayed in a smaller, dark blue font.

4. It's a good idea to copy and paste this password into your slide for the class, so that you can display it on screen for students to see at the point in time that you wish them to self-record.

### 7.3.2 How do I give them the QR code for self-recording?

1. Before the class commences, visit the Attendance activity on Loop and from the list of sessions, locate the session in question.
2. If you have enabled a QR code, you will see a QR code icon next to the session in question in the list of sessions.



The screenshot shows the 'Sessions' management interface, similar to the one above. The table lists sessions with columns for '#', 'Date', 'Time', 'Group', and 'Description'. The second session is '2 Wed 23 Sep 2020 10PM - 11:55PM Group: Tutorial Group 3 Regular class session'. The 'Actions' column for this session contains a QR code icon, a play button, a gear, and a trash can, all enclosed in a red box.

3. Click it to retrieve the QR code, which will display on screen.



4. This QR code is an image so hover over it with your mouse, right click on it, and save it to your computer as an image. It will have a filename of 'Unknown', so you should rename it to something more meaningful and add the file extension '.png' to the end of it.
5. Go to your slides for the class, and insert this PNG image onto an empty slide, at the point in your class that you wish them to self-record.
6. Make sure the image is as big as it can be on the slide, but do not skew its proportions.
7. During the class, when you are displaying the QR code on your slide, make sure the room is not too bright as it might be difficult for students' smartphones to pick up the QR code on the screen.

## 7.4 What is the student experience of self-recording attendance?

If you have enabled self-recording for students, they will follow two different sets of steps depending on the method you have chosen. Remember to utilise the method that is easiest for you and your students. Students should not use the Loop mobile app for self-recording, but rather use a web browser (either on a smartphone or a computer/laptop).

### 7.4.1 Student experience of the password method

1. During the class, at the point at which you want them to self-record, ask them to use their device to visit Loop (using a web browser, not the Loop mobile app) and log in.
2. Ask them to visit your Loop module page and open the Attendance activity. They will see a **Submit attendance** link and should click it.

A screenshot of a web interface for attendance recording. At the top, there are tabs for "This course" and "All courses". Below that is a navigation bar with a "September" button and filters for "All", "All past", "Months", "Weeks", and "Days". A table with columns "Date", "Description", "Status", "Points", and "Remarks" is shown. The first row contains the date "Wed 23 Sep 2020 10PM - 11:55PM", the description "Regular class session", and a "Submit attendance" link in the "Points" column, which is highlighted with a red box.



- They will be prompted to enter the password (which you should be displaying on screen for them). After entering it, they click **Save changes**.

23 September 2020 10PM

Password ⓘ

**Save changes** Cancel

There are required fields in this form marked ⓘ .

- They will see a success message telling them their attendance has been recorded.

Your attendance in this session has been recorded. ✕

This course [All courses](#)

◀ September ▶ [All](#) [All past](#) Months [Weeks](#) [Days](#)

Date	Description	Status	Points	Remarks
Wed 23 Sep 2020 10PM - 11:55PM	Regular class session	Present	2 / 2	Self-recorded

#### 7.4.2 Student experience of the QR code method

Remember this method is only appropriate for on-campus classes, and is a more advanced method of self-recording in comparison to the password method, so utilise it if you feel it is appropriate for you and your students. Students should use their smartphones - either their built-in Camera app or a third-party QR code scanner app - to scan the QR code as it appears on your slides on the screen. Their app will prompt them to visit Loop, which they should do, and then enter their username and password. After logging in they will be automatically marked as 'Present' and will see a success message on their device telling them their attendance has been recorded.

Your attendance in this session has been recorded. ✕

This course [All courses](#)

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

Date	Status
Wed 23 Sep 2020 10PM - 11:55PM	Present

#### 7.5 What if something goes wrong with students' self-recording?

If at any stage students encounter difficulty with self-recording, you as the lecturer can always manually mark them as present in the session in the Attendance activity by following the instructions above about taking

attendance yourself (note: that the blue play icon in the Attendance activity referenced above may morph into a green arrow icon, but clicking on it will let you manually take attendance regardless). Consider addressing and student self-recording issues at the end of class so as not to disturb the flow of things.

## 7.6 What should I tell students?

As with most things, clear communication is key. Let your students know that you will be taking attendance and what the reason for it is. If you wish to use self-recording, be sure to tell your students well in advance what your plans are and what will be expected of them on the day. If they are self-recording attendance on campus, students will need a device with them to do so. A smartphone should suffice. They may wish to [connect to the Eduroam network](#) instead of using their own mobile data. If you decide to use the QR code method, students should check their phone's Camera app to make sure it can scan QR codes or download a free QR code scanner app from their phone's app store. Let students know that if something goes wrong with their self-recording, that you will be able to mark them as present anyway. In spring 2020 the TEU piloted QR code scanning with students (pre-Covid!) and [some generic messaging was circulated to them in advance](#). You may find this useful as a base for issuing your own communication to students about QR code scanning.

## 8 What can I do with attendance information?

In the Loop Attendance activity, explore the *Report* and *Export* tabs to dig into your attendance information as the semester progresses.

## 9 Where can I get assistance?

Technical queries relating to Loop can be directed to [TandL@dcu.ie](mailto:TandL@dcu.ie).