

Tracking presence in Classroom with Choice activity in Moodle

For the sake of clarity, it is worth copying your Choice activity for each lecture day. The teacher must ensure that each person present completes his/her presence at the beginning of the lessons / as soon as she/he arrives.

1. Log in to Moodle and go to the desired course
2. Turn editing on

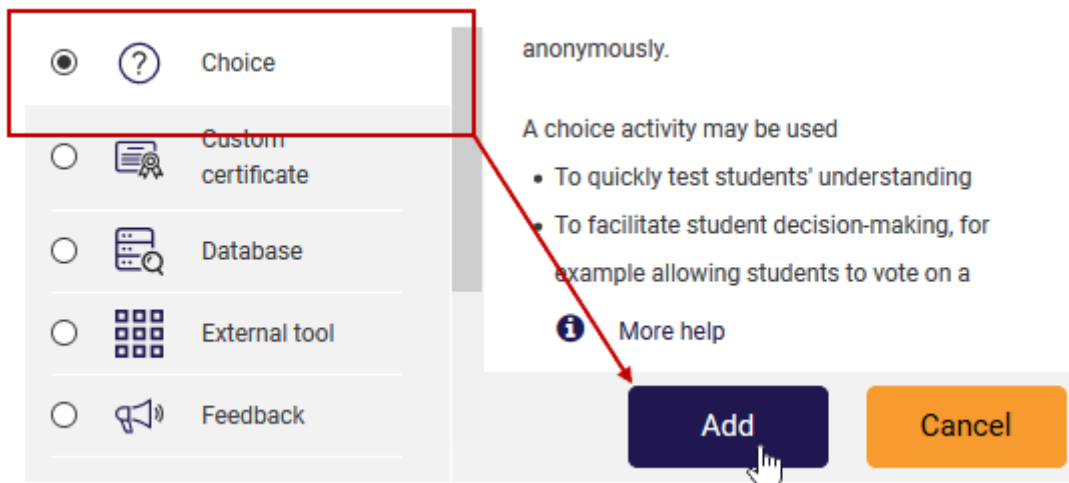
Managing tools



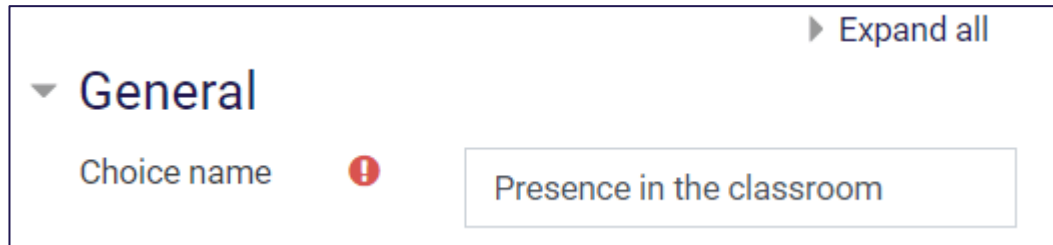
3. Click the **+ Add an activity or resource button**



4. Add **Choice** activity




5. Enter a title for the Choice activity
 - Enter a title for the Choice activity eg. Presence in the Classroom ...

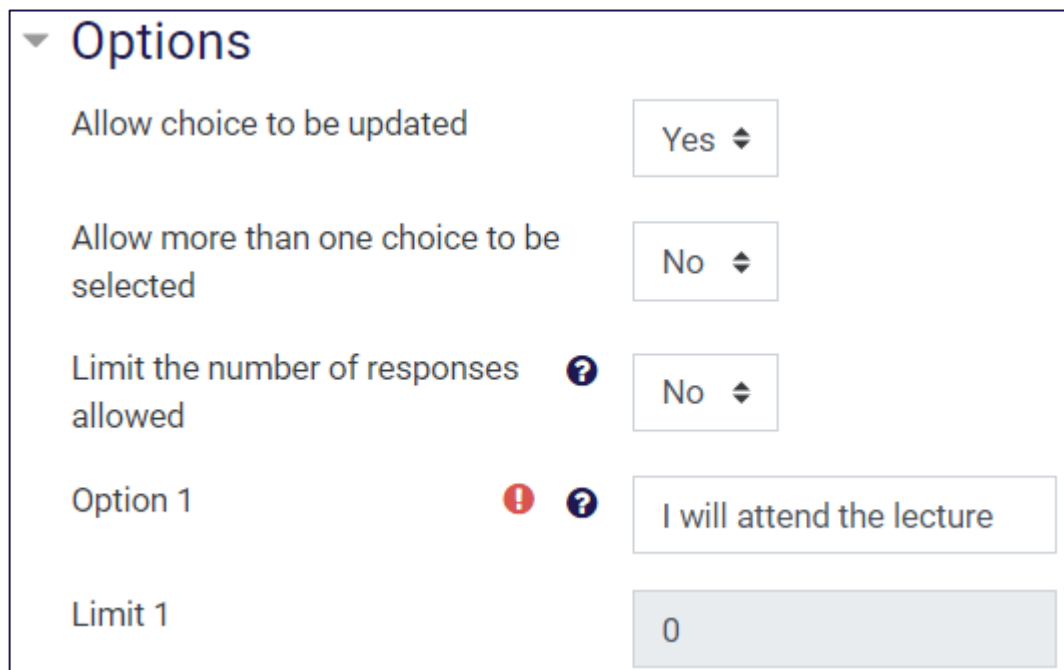


► Expand all

▼ General

Choice name  Presence in the classroom


6. Enter answer to option 1
 - Enter the choice you want on the answer option 1 field eg. I will attend the lecture





▼ Options

Allow choice to be updated Yes ▾

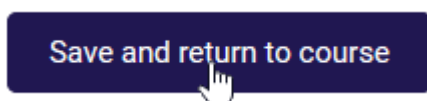
Allow more than one choice to be selected No ▾

Limit the number of responses allowed  No ▾

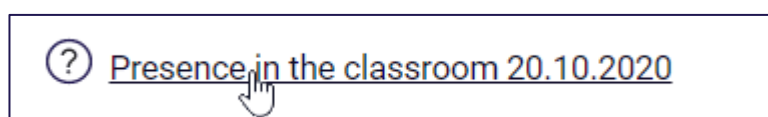
Option 1   I will attend the lecture

Limit 1 0

7. Click **Save and return to course**



8. The student makes a choice
 - The student clicks on the title of the Choice activity



- The student puts a dot in the selection point and saves the selection

I will attend the lecture
[Save my choice](#)

9. The teacher gets to look at the choices

- Click on the Title of the Choice activity to see who has signed up

Presence in the classroom


[View 1 responses](#)

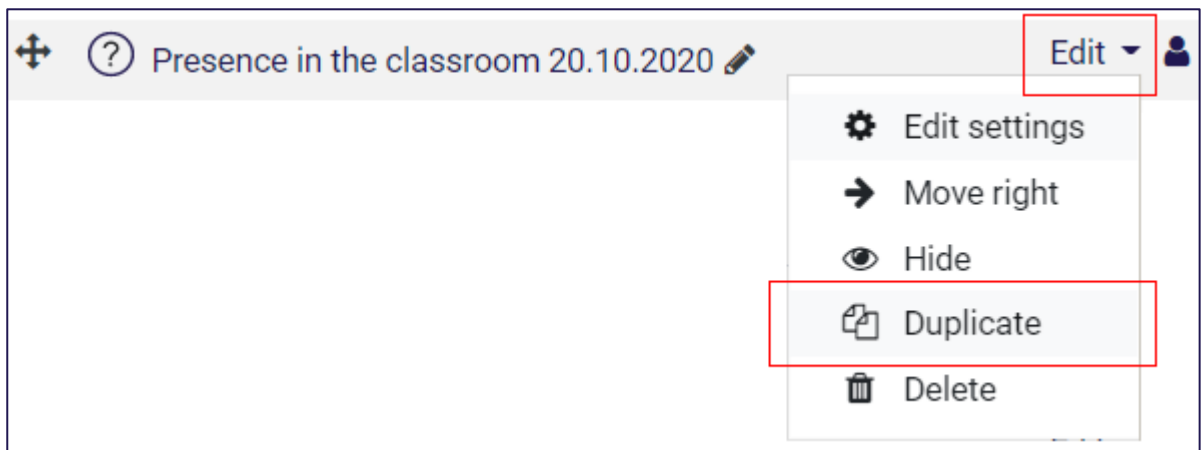
Copy and rename the Choice activity

1. Turn the editing on

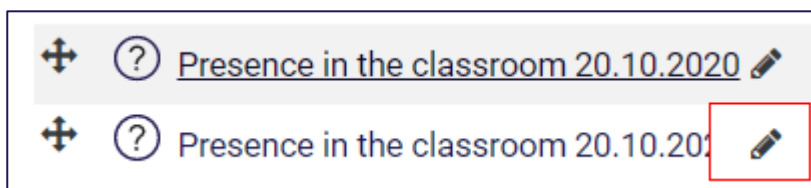
Managing tools



2. Copy the Choice activity used before, by clicking **Edit > Duplicate** on the activity line



3. The copied activity will appear below the original.
4. Click the pen image to name the copied activity. (Edit title)



5. Enter a new name and press Enter to save.

