Documenting Online Course Attendance

Effective Spring 2013

Complete steps below for:

- online courses with a W in the section number, or
- hybrid courses that DO NOT meet prior to the census date found on the roster

To show that online students have attended class prior to the 10% point, you must print out the syllabus quiz results and attach to your roster.

1. Log in to your Moodle course and click on Quizzes in the Assignment Block

2. When the Quizzes window opens, click on the attempts for the syllabus quiz

3. Once the results page appears right click on the page and select Print.

4. Check to make sure that you are:
   - printing all pages of the syllabus quiz attempts, and
   - the printout shows:
     - course name,
     - course number,
     - course section,
     - student names,
     - date they completed syllabus quiz, and
     - grade they received.

5. Staple the syllabus quiz results to your roster and deliver to the Registrar.