Attendance in Moodle

This applies only to courses in Moodle at Mississippi School of the Arts

Students who are attending class remotely must be present during the bell time the class is scheduled. For instance, students taking English during 1st block must be 'present' online during 1st block and complete the work assigned by the teacher. Students taking a visual arts class during 4th block must be 'present' online during 4th block.

To assist teachers with verifying you were present during the scheduled class time, and for our records, all students taking an MSA class virtually at any moment will be required to login to Moodle and be counted Present.

How do I mark myself Present?

Date	Description	Status	Points
08/24/20 (Mon) 8AM - 12PM	Regular class session	?	? / 1
08/25/20 (Tue) 8AM - 12PM	Regular class session	?	? / 1
08/26/20 (Wed) 8AM - 12PM	Regular class session	?	? / 1
08/28/20 (Fri) 8AM - 12PM	Regular class session		Submit attendance

1. At the time your class starts, login to MSA's Moodle at https://moodle.msabrookhaven.org or from our web site.

2. Click on your block class and locate 🧑‍🤝‍🧑 **Virtual Attendance** towards the top of your course (or in an area assigned by your teacher).

3. When you click Virtual Attendance, you will see the day's class session and any upcoming sessions. At the time of your class, you will see a link titled "**Submit Attendance**." Simply click this link to mark yourself Present in the class within the first 30 minutes from the start of class.

   If you do not see the link "**Submit Attendance**," that means it is not time for your class to begin OR you are attempting to mark yourself Present too late into the class. To make sure you are present, you must wait until the class block begins before you can mark yourself Present using the Submit Attendance link. You cannot attempt to mark yourself Present at 7:50am if your class begins at 8:00am. You will have approximately 30 minutes past the block time to mark yourself Present. After that, the link will disappear, and you will be counted Absent. So if your class begins at 8:00am, you have until 8:30am to mark yourself Present in Virtual Attendance.

See the graphic below. Notice on 8/28/2020, I was counted Present for class, but for 8/24 through 8/26, there is a question mark. That is because I was not able to count myself Present due to being late for class.

Your attendance in this session has been recorded.				✕

This course   All courses

◄ 08/23 - 08/29 ►   All | All past | Months | Weeks | Days

Date	Description	Status	Points	Remarks
08/28/20 (Fri) 8AM - 12PM	Regular class session	Present	1 / 1	Self-recorded
08/24/20 (Mon) 8AM - 12PM	Regular class session	?	? / 1	
08/25/20 (Tue) 8AM - 12PM	Regular class session	?	? / 1	
08/26/20 (Wed) 8AM - 12PM	Regular class session	?	? / 1	

What if I am present, but missed marking myself Present?

If you are present for class, but you missed the opportunity to count yourself Present in Virtual Attendance, you will need to contact your teacher and explain the situation. It will be their decision whether to count you Present.

I see days listed that are holidays. Why is that?

It is much easier for us to add class sessions and ignore holidays. On the days you do not have class, you do not have to login to Moodle and count yourself Present.

What if my teacher says not to worry about marking myself Present?

Teachers have been notified of the correct procedure for students to mark themselves Present in Moodle classes. If your teacher conducts a video conference session (Zoom) or a bellwork Moodle activity, they may use that method to mark you Present in their class. However, they must tell you how they expect to mark you Present. It will be up to you to make sure you mark yourself Present in Virtual Attendance if no other directions are given by your teacher.

Questions

If you have any questions, reach out to Patrick Brown (Technology Coordinator) at patrick.brown@msabrookhaven.org

Bell Schedule

7:35 a.m. – Warning bell for bus loading

7:40 a.m. – Bus leaves for BHS

8:00 – 9:34 a.m. – BLOCK 1

9:34 – 9:55 a.m. – Tutorial Sessions or Morning Break

9:55 – 11:29 a.m. – BLOCK 2

11:29 – 12:14 p.m. – Lunch

12:14 – 1:48 p.m. – BLOCK 3

1:52 – 3:26 p.m. – BLOCK 4

3:30 – 5:00 p.m. – Tutorial/Online/Seminar/Production Block

3:30 p.m. – Check-out time for mandatory go-home weekend