

## DISTANCE STUDENTS CAN CHECK THEIR ATTENDANCE

### Attendance Badges

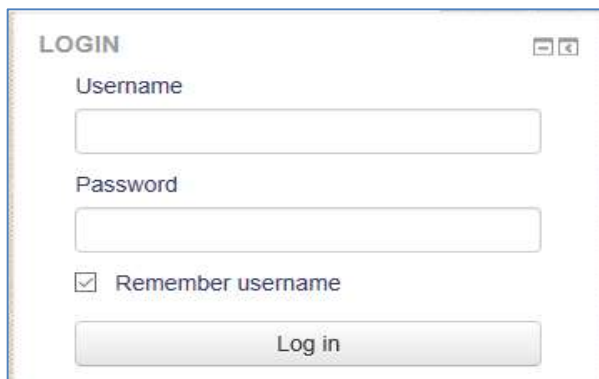
In an effort to make it easier for students to keep track of their attendance, badges have been added in the Moodle for courses with a distance student.

Distance students must earn at least 10 out of 12 badges during the semester to meet the minimum attendance requirements.

When the required tasks for the week are completed a badge is awarded and students will receive email notifications about their badge awards. If a badge does not appear check what task/s are outstanding requiring your completion.

### How to check your attendance badges

1. Log-in to your course in the moodle (found at the top right hand corner).



**LOGIN**

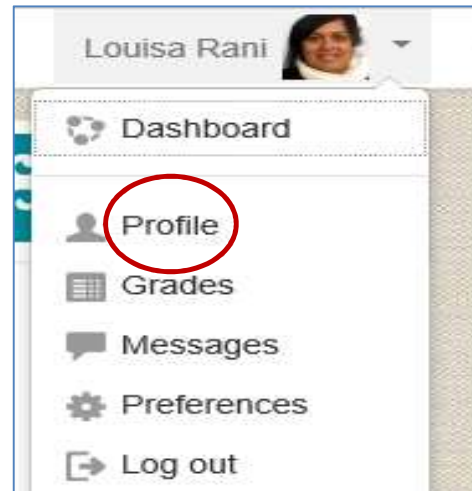
Username

Password

Remember username

Log in

2. Once in the moodle, click onto the course that you want to check your badges.
3. Click on the down arrow next to your picture in the top right hand corner, then click onto 'Profile'.

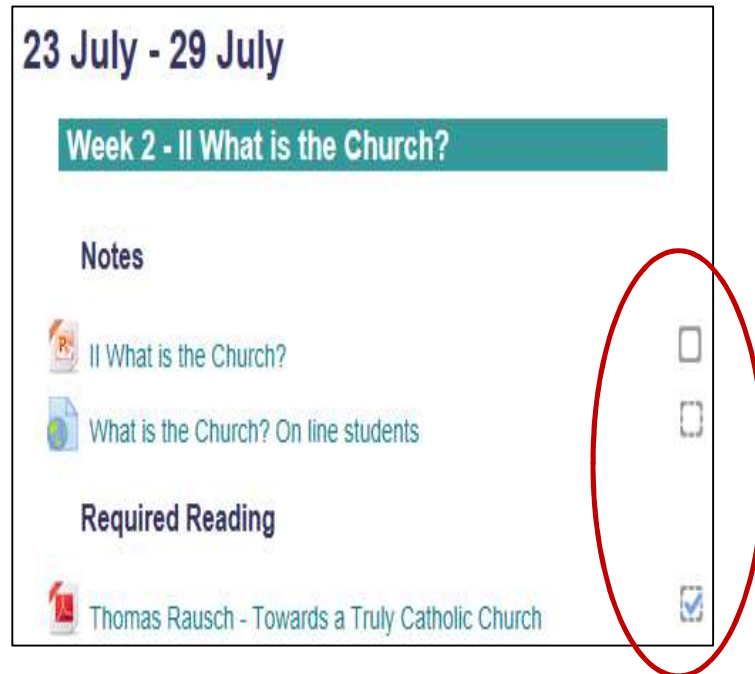


4. The screen will display your user and course details. Notice the badge section will display all the badges issued to you, and for the courses that you are enrolled in. You can check the number of badges that you have received for each course, and it is good to note the badges that you have not yet received. (below shows badges 1 – 4 received for T7217).



### How to check why you didn't get a badge

1. Log-in to your Moodle course page, go to the particular week where you want to check why the badge is not issued (example below for Week 2)



2. Notice the dotted box on the right of each moodle task. A dotted box next to a task means that task must be completed by the distance student as is an attendance requirement, hence a criteria for earning a badge. If it is ticked means you have completed the task. If it is not ticked means you have not completed the task.
3. Complete the task, by clicking on the task, and the dotted box will be 'ticked' off systematically and a badge will be eventually issued to you.
4. A box that does not have 'dotted' lines means the task is not necessary for achieving a badge. However, students are still encouraged to attend to these tasks and can manually tick off the box once the task is completed.