



Attendance Module



This guide explains how to use the Attendance activity, which is included by default in all Khas Learn courses.

It covers how to plan sessions, take attendance manually or via the fast and secure QR code method, and manage attendance data.

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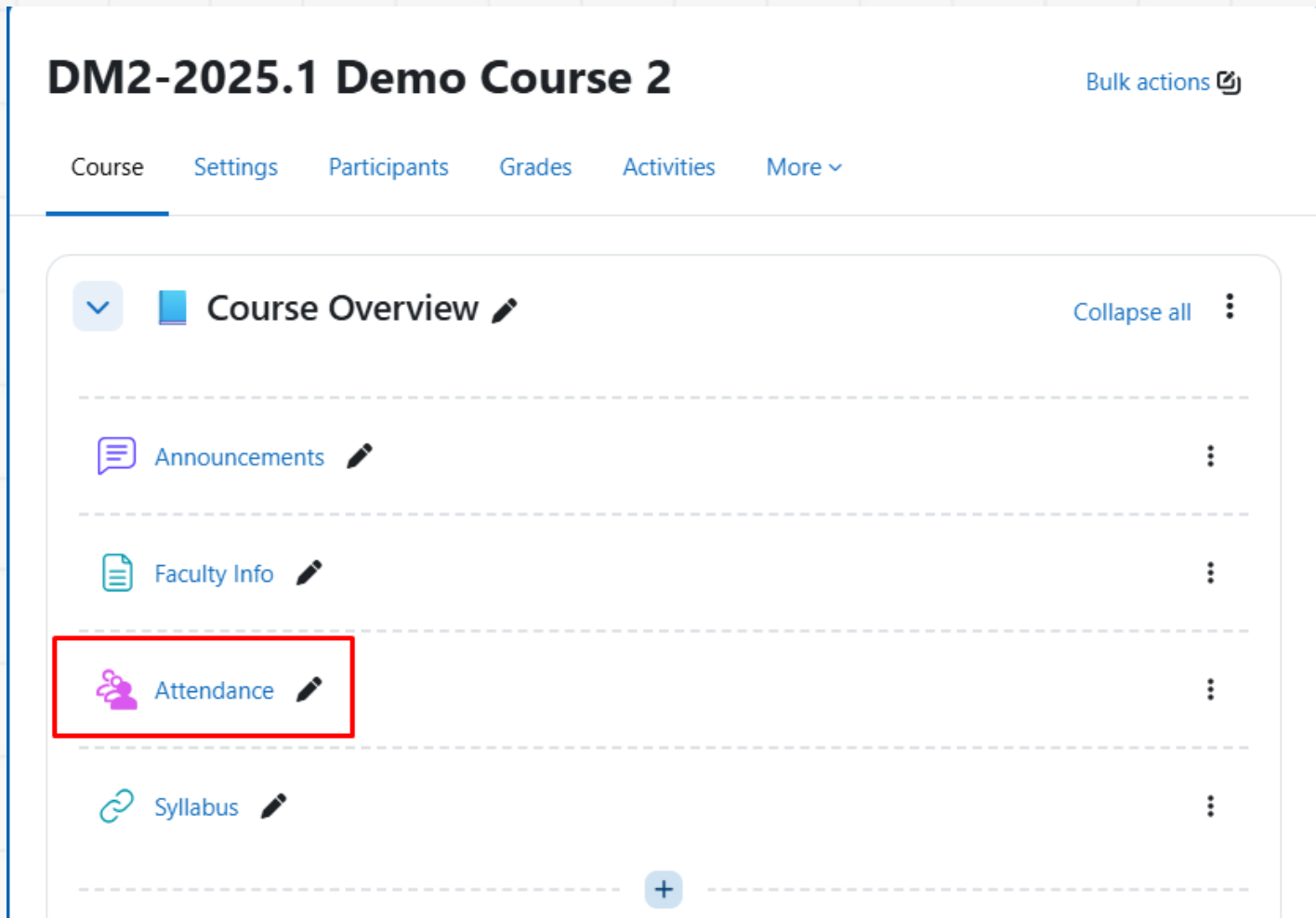


Part 1: Creating Your Course Sessions

Since the 'Attendance' activity is already in your course, your first step is to define the days and times (sessions) you will take attendance. The settings here are critical for secure QR code functionality.

1. Locate the Attendance Activity:

- On your **Khas Learn** course page, find and click the "**Attendance**" activity located under the "**Course Overview**" section.



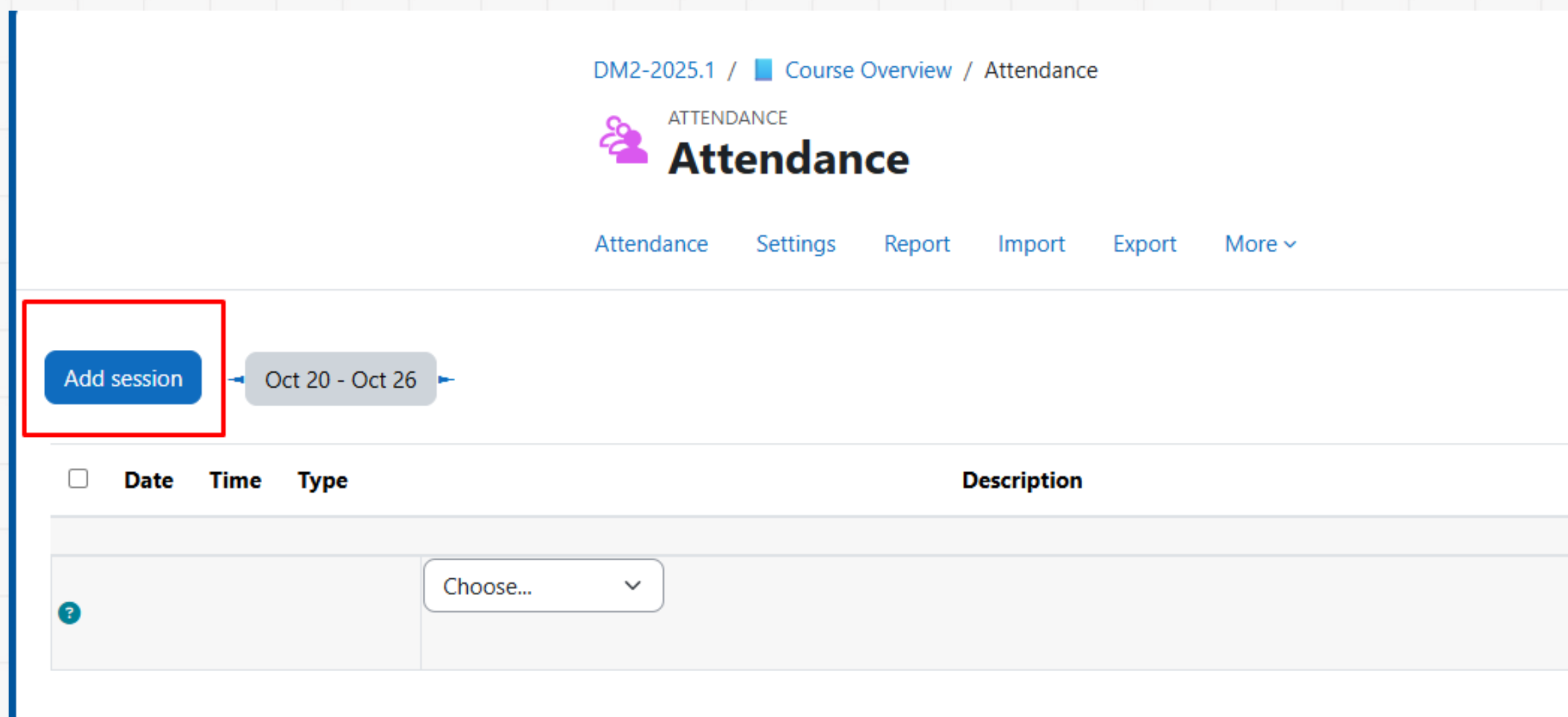
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2. Navigate to "Add session":

- Once the activity opens, click the "**Add session**" tab at the top.



The screenshot shows the "Attendance" page in the KHAS LEARN system. At the top, the breadcrumb navigation reads "DM2-2025.1 / Course Overview / Attendance". Below this is the "ATTENDANCE" header with a purple icon of three people. The main title "Attendance" is prominently displayed. A navigation bar contains links for "Attendance", "Settings", "Report", "Import", "Export", and "More". A red rectangle highlights the "Add session" button, which is positioned next to a date range selector showing "Oct 20 - Oct 26". Below the button, there is a table with columns for "Date", "Time", "Type", and "Description". The "Type" column contains a dropdown menu with the text "Choose..." and a downward arrow. A small question mark icon is visible in the first row of the table.





3. Set Up Recurring Sessions (For the Whole Semester):

- **Session date:** Select the **first day of class** for the semester.
- **Time:** Enter the class start and end time.
- **Multiple sessions:** Expand this section.
- Check the box for "**Repeat the session above as follows**".
- **Repeat on:** Select the days of the week your class meets (e.g., Tuesday, Thursday).
- **Repeat until:** Select the **last day of class** for the semester.

▼ Add session

Type

Date 21 October 2025

Time from: 00:00 to: 00:00

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I A [color] [background color] [link] [unlink] [video] [audio] [image] [text]

p

☒ Create calendar event for session

▼ Multiple sessions

☐ Repeat the session above as follows

Repeat on ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Repeat every 1 week(s)

Repeat until 21 October 2025





4. Student Recording and QR Code Security:

- Find and expand the "**Student Recording**" section.
- **You MUST check the box** for "**Allow students to record their own attendance**".
- **To Ensure Security:**
 - Check the box for "**Set a password for students**".
 - Check the box for "**Use dynamic password**" (or "Random password"). This ensures the system automatically generates a unique code (e.g., A5B7F) for every single class session.
 - Ensure the box for "**Include password in QR code**" is CHECKED. This is essential so that when a student scans the QR code, they are admitted automatically without having to type the password.
 - **Rotating QR code:** This feature (which runs automatically on the live attendance screen) changes the code every 15-30 seconds. This is the most professional way to prevent students from taking a screenshot and sharing it with friends who are not in class.



▼ Student recording

☒ Allow students to record own attendance ?

☐ Allow students to update own attendance ?

Open session early for marking ?

minutes ▼

Student password ?

☒ Random password

☒ Include QR code

☒ Rotate QR code

☐ Automatically select highest status available ?

[Show more...](#)

Add

Cancel

5. Create Sessions:

Click the "**Add**" button at the bottom of the page.

Result: Your entire semester's worth of sessions is now created, each with a unique and secure QR code/password set ready to go.



Part 2: Methods for Taking Attendance

You have two primary methods. The QR code is the fastest and most secure.

Method A: Fast & Secure QR Code (Student Self-Check-in)

This method uses the classroom projector or smartboard to allow students to check in with their own devices. Thanks to the security settings in Part 1, this method is highly reliable.

1. Launch the Live Attendance Screen:

- Go to **Khas Learn > Attendance** activity.
- From the "Sessions" tab, find today's class session.
- Click the **QR code icon** (labeled "Launch attendance") next to the session. **DO NOT** click the green **"Play" (>)** icon.

Add session

AllAll pastMonthsWeeksDays

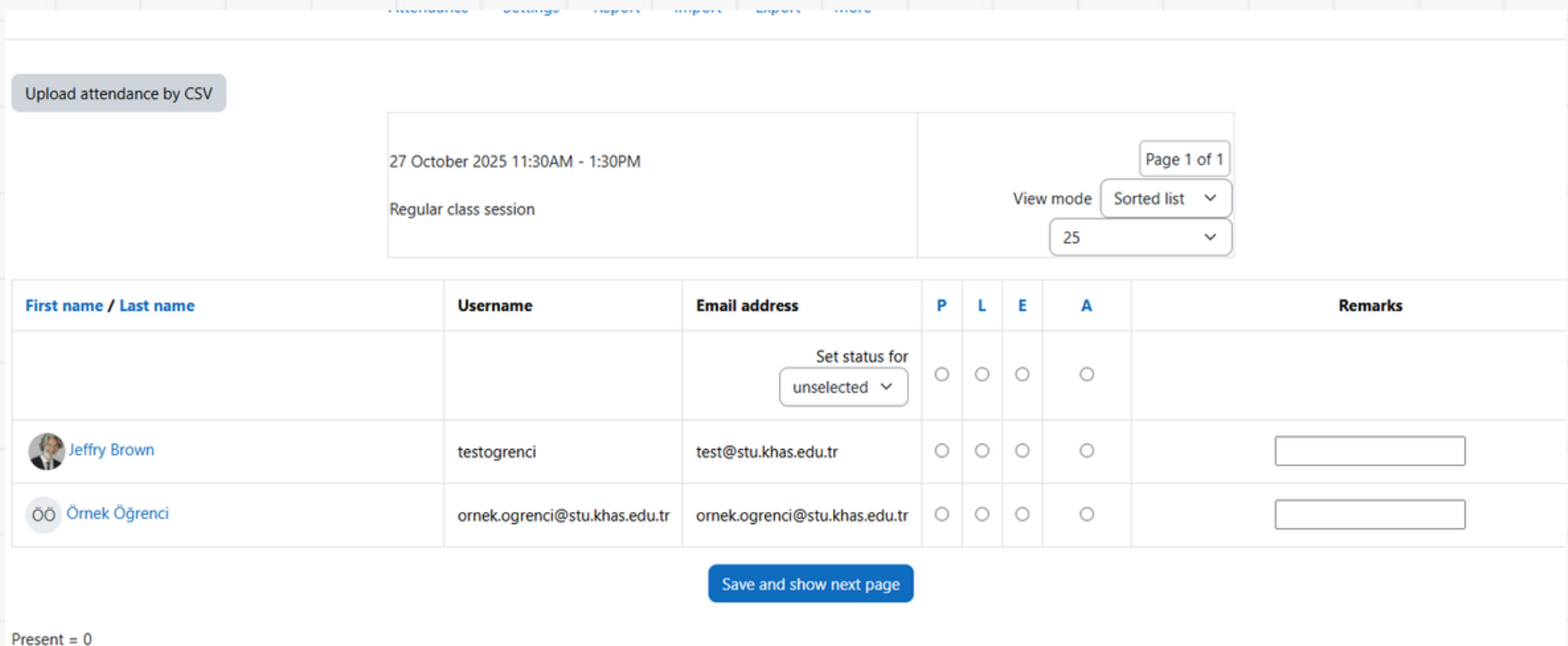
	Date	Time	Type	Description	Actions
☐	Mon 27 Oct 2025	11:30AM - 12:30PM	All students	Regular class session	 
☐	Mon 3 Nov 2025	11:30AM - 12:30PM	All students	Regular class session	 





2. Project the Code:

- This will open the **Live Attendance Screen** in full-screen mode. Project this onto the smartboard for the class to see.
- **What you will see on this screen:**
 - 1. **A Giant QR Code:** The main code for students to scan.
 - 2. **An Alphanumeric Passcode:** A 5-digit code (e.g., X72B9) will also be displayed.
 - 3. **A Timer:** A countdown timer showing how long the session is open.
 - 4. **A Live Roster:** As students check in, their names will turn green on the list in real-time.





3. What the Student Does (Two Options):

- **Path 1 (Fastest - QR Scan):**

- The student opens their **Khas Learn Moodle Mobile App**, navigates to the course, finds the "Attendance" activity, and taps "Scan QR Code."
- Alternatively, they use their phone's main camera to scan the code, which will direct them to the Khas Learn system in their browser.
- Because the code contains the unique password (from our setup in Part 1), the student is checked in as "Present" the moment they confirm.

- **Path 2 (Alternative - Manual Passcode):**

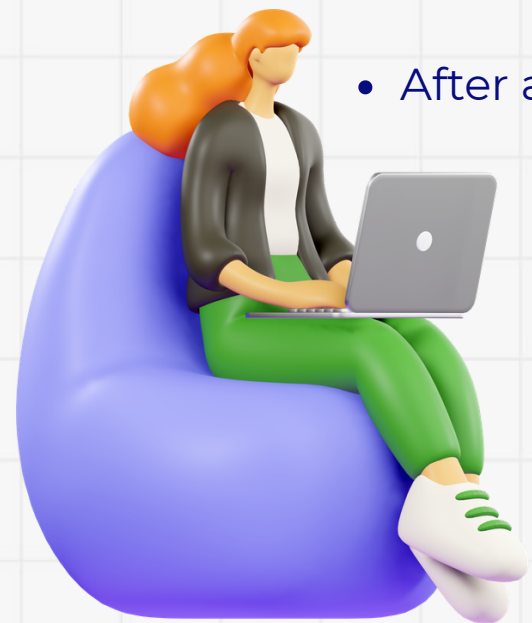
- If the student's camera is not working, they can log in to Khas Learn, go to the "Attendance" activity, and click on the session.
- The system will ask for a password.
- They type the **5-digit alphanumeric passcode** (e.g., X72B9) from the projector screen and click "Save."

4. How Security is Maintained:

- **Anti-Sharing:** This QR code/password is valid only for this specific class session.
- **Rotation:** The code on the screen automatically refreshes every 15-30 seconds. Even if a student takes a screenshot and sends it to a friend, the code will be invalid by the time the friend tries to use it.
- **Live Monitoring:** You can see exactly who has checked in (and who hasn't) in real-time on the projected screen.

5. End the Session:

- After a sufficient time (e.g., 5 minutes), click the "**Finish session**" button in the top-right corner to close the attendance.





Method B: Manual Attendance (Instructor-Controlled)

Use this method if QR scanning isn't possible or if you need to manually adjust student statuses.

1. Go to **Sessions** → click the green ► icon (Take attendance).
2. Mark each student as **Present (P)**, **Late (L)**, **Excused (E)**, or **Absent (A)**.
3. 💡 Tip: Click **P** at the top to mark all as Present, then adjust exceptions.

Click **Save attendance** at the bottom to finalize.

ATTENDANCE

Attendance

AttendanceSettingsReportImportExportMore

Upload attendance by CSV

27 October 2025 11:30AM - 1:30PM

Regular class session

Page 1 of 1

View modeSorted list

25

First name / Last name	Username	Email address	P	L	E	A	Remarks
		Set status for unselected	☐	☐	☐	☐	
 Jeffrey Brown	testogrenci	test@stu.khas.edu.tr	☐	☐	☐	☐	
 Ornek Öğrenci	ornek.ogrenci@stu.khas.edu.tr	ornek.ogrenci@stu.khas.edu.tr	☐	☐	☐	☐	

Save and show next page



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Part 3: Reporting and Exporting Data

View Attendance Reports

- 1. Inside the Attendance activity, click the **Report** tab.
- 2. View student attendance summaries, total points, and percentages.



ATTENDANCE

Attendance

AttendanceSettingsReportImportExportMore

Users					
☐ First name / Last name			Oct 27 11:30AM All students	Nov 3 11:30AM All students	Nov 10 11:30AM All students
	Username	Email address			
☐ Jeffry Brown	testogrenci	test@stu.khas.edu.tr	P (2/2)	?	?
☐ Örnek Öğrenci	ornek.ogrenci@stu.khas.edu.tr	ornek.ogrenci@stu.khas.edu.tr	E (1/2)	?	?
Summary			Present: 1 Late: 0 Excused: 1 Absent: 0	Present: 0 Late: 0 Excused: 0 Absent: 0	Present: 0 Late: 0 Excused: 0 Absent: 0

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Export Attendance Data

1. Click the **Export** tab.
2. Select your preferred format (recommended: **Excel format**).
3. Adjust filters (group, date range) if needed.
4. Click **OK** to download the report.

The screenshot shows the 'Export' tab selected in the top navigation bar. The interface is divided into two main sections: a left sidebar with filters and a right main area with settings.

Left Sidebar (Filters):

- Export** (expanded)
- Group:** All participants (dropdown)
- Export specific users:** No (dropdown)
- Users to export:** Jeffrey Brown, Örnek Öğrenci (list)
- Identify student by:** ☒ Student ID, ☒ Username, ☒ Email address
- Select all sessions:** ☒ Yes, ☐ No
- Include not taken sessions:** ☐ Yes, ☒ No
- Include remarks:** ☐ Yes, ☒ No
- Include session description:** ☐ Yes, ☒ No
- Start of period:** 15, August, 2025
- End of period:** 21, October, 2025
- Format:** Download in Excel format (dropdown)

Right Main Area (Settings):

- Format:** Download in Excel format (dropdown)
- OK** button

Red arrows indicate the 'Export' tab, the 'Format' dropdown, and the 'OK' button.

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SUPPORT & CONTACT

You can reach the Support Team directly for your technical and academic support needs related to **KHAS Learn**.

Through the e-mail address and phone number below, you can get help with **course management, content addition, course design, assignment/quiz settings, and assessment methods**.

Submitting a Support Request via MyKHAS Ticket System

1. Log in to the **MyKHAS** system.
2. From the top menu, click on the **Support** tab.
3. Click the **New (+)** button in the upper-right corner.
4. In the new window, under **Information Technologies**, select **Learn Support Request**.
5. Fill out the form and describe your issue or request in detail.

E-mail Support

For issues related to KHAS Learn, you can contact us directly via e-mail:

 learn@khas.edu.tr

Phone Support

You can reach the **Educational Technologies Team** by phone:

 **(0 212) 533 65 32 / Extension: 1210**

 **Yunus Akarsu – Educational Technologies Senior Specialist**

 **Working Hours: Weekdays 08:30 – 17:30**

