

Attendance in Moodle

To track attendance in Moodle, use the Attendance Activity

- Step 1**
- Turn Editing On
- Step 2**
- In the desired topic (Topic 0 might be a good place) add activity / attendance.
- Step 3**
- General - Do you want to give marks for attendance? If so, choose point value. If not, choose 'none'.
 - Common – Do you want groups? If so, select here. Separate groups are best. Note – groups will have to be set up in the course.
 - Leave the rest.
 - Press Save & Display.
- Step 4**
- Click on the “Add tab”.
 - Check “Create Multiple Sessions”.
 - Check “Allow Students to record own attendance” if desired.
 - Session date – What date does the class start? What time?
 - Duration – How long is the class? 1 hour? 2 hours? etc.
 - Session End date – when does it end? When is the last day of class?
 - Session days – when do you meet during the week? Monday Wed Fri? etc.
 - Frequency? Do you meet every week? [1] Every two weeks? [2] etc.
 - Click “add session”.
- Step 5**
- From “Sessions” tab find the right week and click on the green dot to record attendance. Whenever you want to take attendance just click on “attendance” from the course.
 - After, press Save.
 - To see an attendance report, click on the Report tab
 - To export to Excel, click on the Export tab.
 - To change point values for “P” (Present) “L” (Late) “E” (Excused) “A” (Absent) click on the Settings tab.