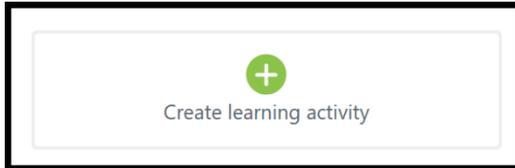
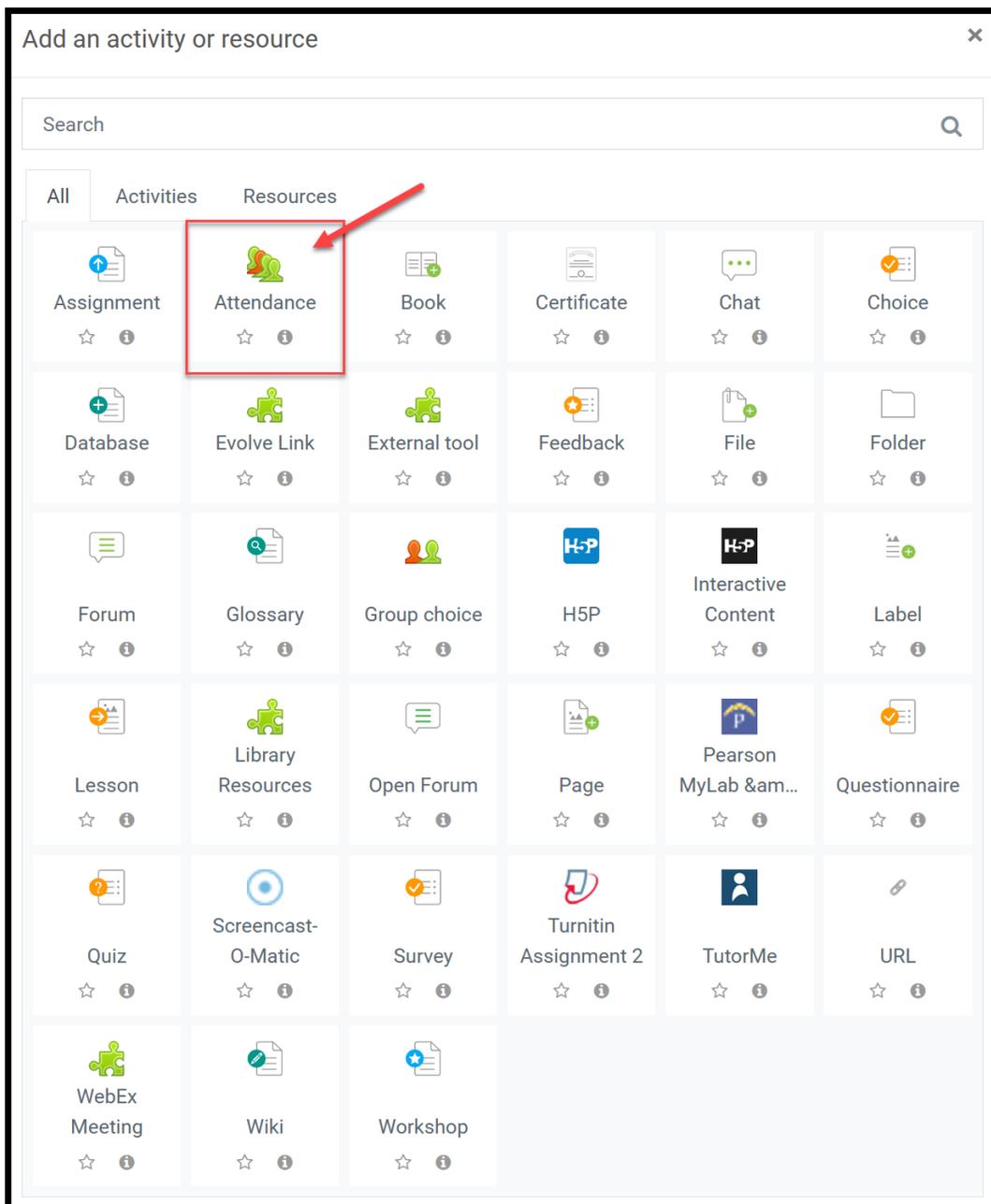


Taking and Tracking Attendance in Moodle

1. In your course, click on “**Create learning activity**”:



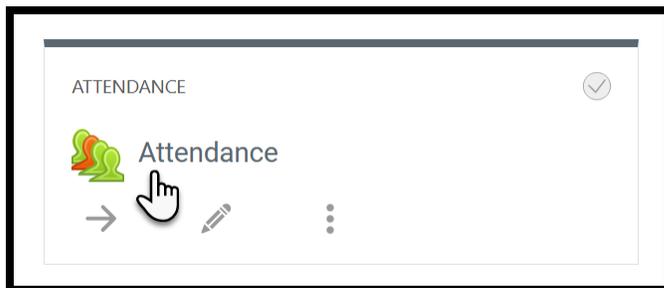
2. Choose “**Attendance**”:

A screenshot of the Moodle "Add an activity or resource" dialog box. The dialog has a title bar with a close button (X) in the top right corner. Below the title bar is a search bar with the placeholder text "Search" and a magnifying glass icon. Underneath the search bar are two tabs: "All" (selected) and "Resources". The main area of the dialog is a grid of activity icons. Each icon consists of a small graphic, the activity name, and two small icons (a star and an information icon). The "Attendance" activity, located in the first row, second column, is highlighted with a red rectangular box. A red arrow points from the top right corner of the box to the "Attendance" icon. Other activities visible in the grid include Assignment, Book, Certificate, Chat, Choice, Database, Evolve Link, External tool, Feedback, File, Folder, Forum, Glossary, Group choice, H5P, Interactive Content, Label, Lesson, Library Resources, Open Forum, Page, Pearson MyLab &am..., Questionnaire, Quiz, Screencast-O-Matic, Survey, Turnitin Assignment 2, TutorMe, URL, WebEx Meeting, Wiki, and Workshop.

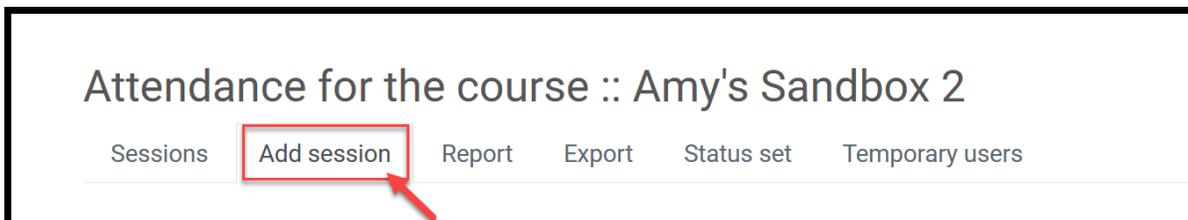
3. Fill in the name, description and settings. Then “**Save and return to course**”.

The screenshot shows the Moodle interface for adding a new attendance activity. The main form is titled "Adding a new Attendance to Topic 6". It includes a "Name" field with the value "Attendance" and a "* Required" label. Below it is a "Description" field with a rich text editor toolbar. To the right, there are several settings sections: "Visibility" set to "Show on course page", "Grade", "Legacy outcomes", "Common module settings", "Restrict access", "Activity completion", "Tags", "Competencies", and "Extra restrictions". At the bottom left, there is a checkbox for "Display description on course page" and three buttons: "Save and return to course", "Save and display", and "Cancel". At the bottom right, there is an "Expand all" link.

4. Click on the **Attendance** link:



5. Choose the “Add session” tab, then fill in all the necessary session information.



6. Once the sessions are successfully created, you can start taking attendance for each session:

Attendance for the course :: Amy's Sandbox 2

One session was successfully generated

Sessions Add session Report Export Status set Temporary users

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Fri 8 Jan 2021	8AM - 9AM	All students	Regular class session	Take attendance

Choose... OK

* You can also view the attendance reports or export reports too.

Sessions Add session Report Export Status set Temporary users

7. There are four options when taking attendance:

Present / Late / Excused / Absent

Don't forget to hit the "Save attendance" button when you are done.

#	First name / Last name	P	L	E	A	Remarks
Set status for unselected						
1	Moodlerooms Test User	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save attendance

Present = o
Late = o
Excused = o
Absent = o