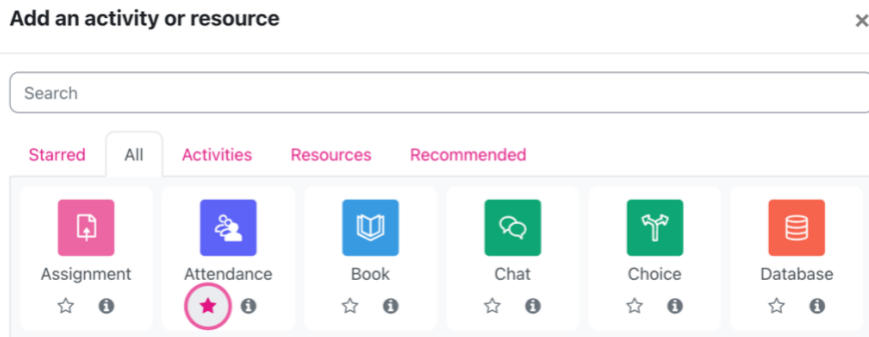


# Attendance

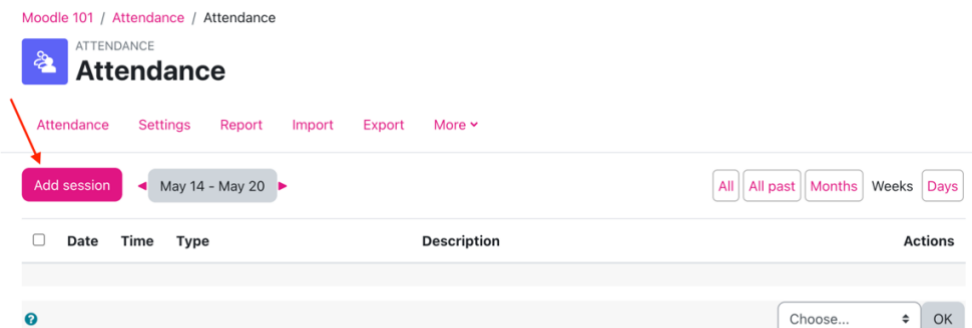
Moodle Attendance allows you to record and track student attendance.

## ADDING ATTENDANCE TO A COURSE

Go to “add an activity” and select the “Attendance” activity.



Enter the title of the attendance and adjust any settings from the drop-down menus within the attendance settings. Afterwards, select “Save and Display” to continue setting up the attendance. This will bring you to the main page of the Attendance activity. Next, select “Add Session” to create times and days to record attendance.



Here you can select the day and time for the session.

[Expand all](#)

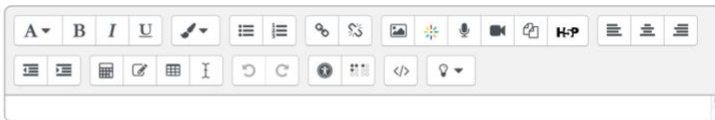
### ▼ Add session

Type  All students

Date

Time from:   to:

Description 



Create calendar event for session

To make repeated Session use the settings below. Select the day you would like it to repeat on and how often/long you would like it to repeat for. Click on “Add” to add all of the sessions.

**Multiple sessions**

Repeat the session above as follows

Repeat on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Repeat every  week(s)

Repeat until

This will add all of your sessions to the main page of the Attendance activity. Here you will be able to record attending by clicking on the “play” button.

Moodle 101 / Attendance / Attendance

ATTENDANCE **Attendance**

Attendance Settings Report Import Export More

One session was successfully generated

[Add session](#) All [All past](#) [Months](#) [Weeks](#) [Days](#)

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 15 May 2023	12AM	All students	Regular class session	

The “play” button will bring up your class list and give you the option to select whether or not they attended. Click on “Save attendance” once you are finished entering the attendance.

Sorted list

First name / Last name	P	L	E	A	Remarks
Set status for <input type="text" value="unselected"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sample Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
NG Nik	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

