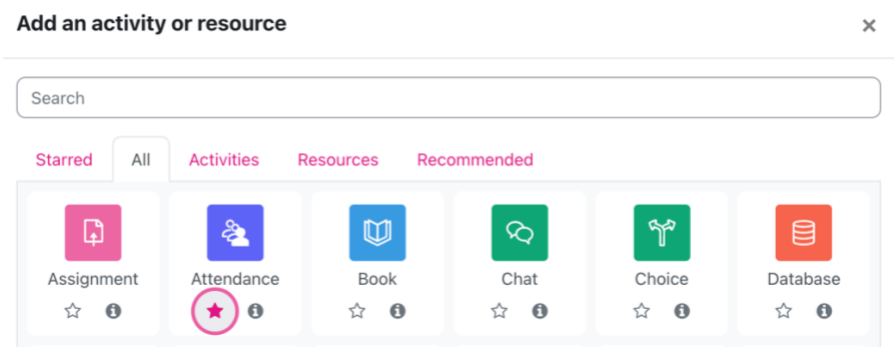
Attendance

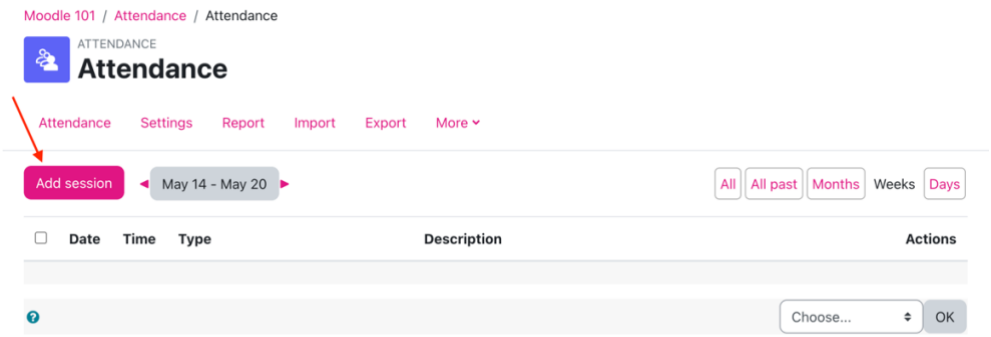
Moodle Attendance allows you to record and track student attendance.

ADDING ATTENDANCE TO A COURSE

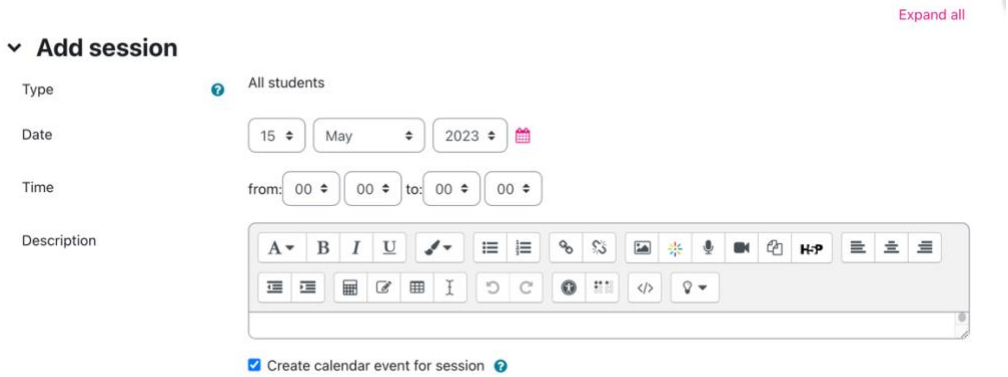
Go to “add an activity” and select the “Attendance” activity.



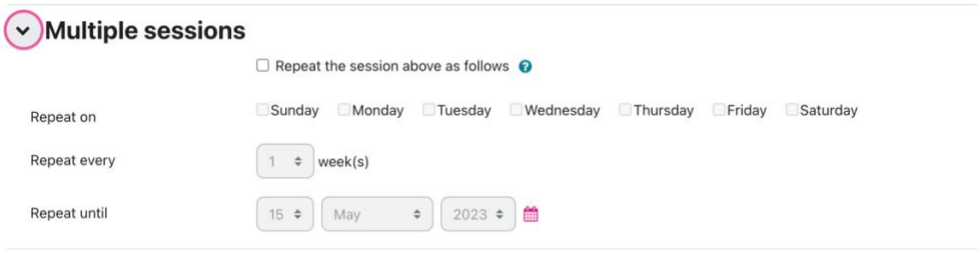
Enter the title of the attendance and adjust any settings from the drop-down menus within the attendance settings. Afterwards, select “Save and Display” to continue setting up the attendance. This will bring you to the main page of the Attendance activity. Next, select “Add Session” to create times and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



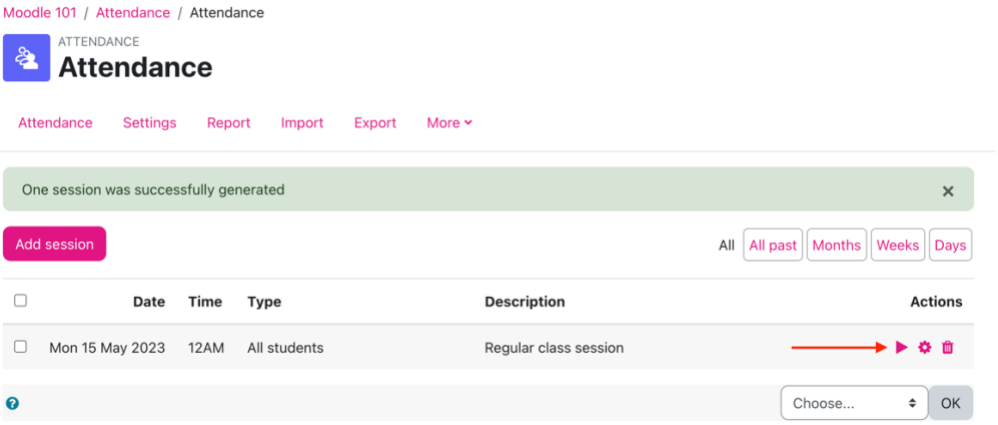
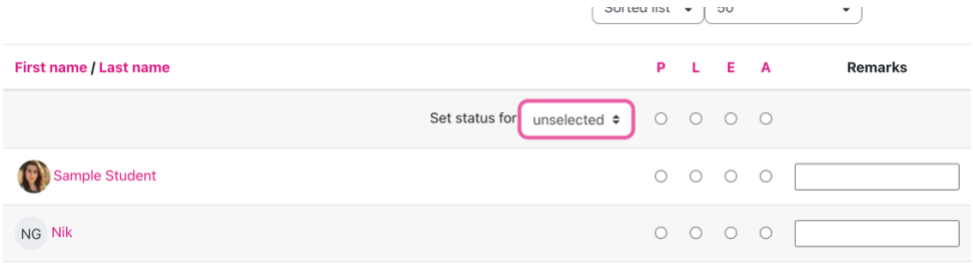
Here you can select the day and time for the session.



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.



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.



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.