

Adding The Attendance Activity

1. Log into Moodle, and open the class where you would like to add the Attendance Activity.
2. Click the **Turn editing on** button in the upper right section of the window.
3. Navigate to the topic/week of your choice, and click on the **+Add an activity or resource** menu.
4. Choose the **Attendance** radio button, and select **Add** at the bottom of the window.
5. Make sure to set the **Grade type to NONE** if you do not want this to be added to the gradebook! Please note that the default setting for attendance is to show to students. If you prefer students not see the attendance information, you may set it to hidden under Common Module Settings.
6. Scroll to the bottom of the page and select **Save and Return** to course.
7. You will then need to set up the dates of your class. From the course home page, click **Attendance**. The Attendance activity opens on the **Sessions** tab.
8. Select the **Add session** tab inside of the Attendance activity. Set the first class date of the series and the time the class runs.
9. When you are finished selecting your options, scroll to the bottom and select **Add**.

Attendance Q&A

Q: *Everything is set up, but how do I take attendance?*

A: After you have set up the attendance option in Moodle, click on the “Attendance” link on the home page of your course. On the Sessions tab click All and you will see all of the sessions you have set up. You will see a green dot for each day in the Actions column. Click the green dot. You can now take attendance.

Q: *Is there a quick way to mark if all students are present?*

A: An easy way to take attendance is to click the **P** option at the top of your class list and **set the status for all users**. You can then go back and just mark students who are not present. You will need to mark students as present/absent each day.

Q: *How do I keep a backup of my attendance or simply see a final report?*

A: After you have set up the attendance option in Moodle, click on the “Attendance” link on the home page of your course. Click the Report tab for a summary report or you can export the information as an Excel document on the Export tab.