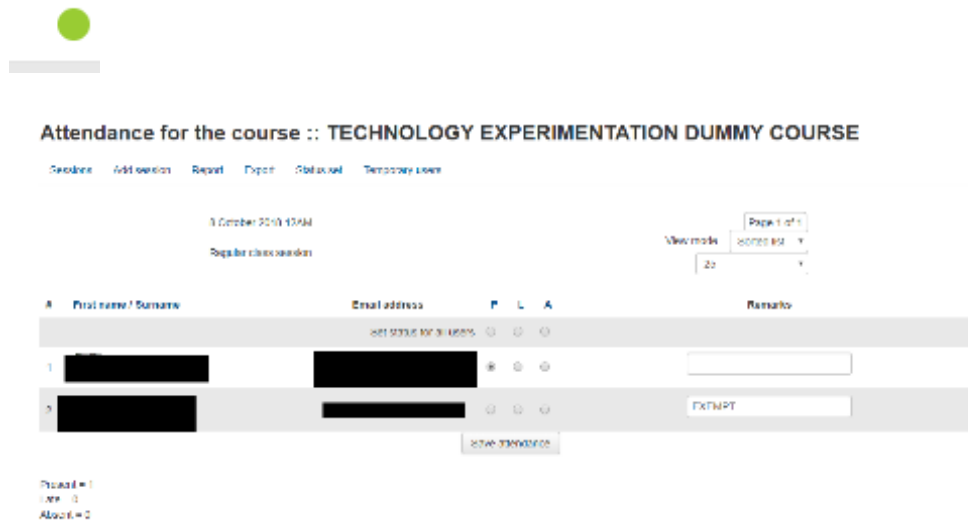


# Enter class attendance in Moodle

Last Modified on 11/15/2018 11:57 am EST

After completing the [Moodle setup to take attendance](#) , follow these steps in enter student attendance in a class.

1. Go to the “Sessions” Tab
2. Click a date and select the green dot
3. Select the student(s) that you wish to take the attendance on
4. Select the appropriate status. If student has an excused absence, you not will mark any attendance status. You will simply type a word or phrase of your choice.
5. Select “Save Attendance”
6. Attendance record for date(s) is now updated
7. Upon looking at the gradebook, you will see that both students have 100%)



The screenshot shows the Moodle Attendance interface. At the top, it says "Attendance for the course :: TECHNOLOGY EXPERIMENTATION DUMMY COURSE". Below this are tabs for "Sessions", "Add session", "Report", "Export", "Global view", and "Temporary users". The "Sessions" tab is active, showing a date "9 October 2018 10:00" and a "Regular class session" label. There are buttons for "View mode" (set to "sorted list") and "Page 1 of 1". A table lists students with columns for "First name / Surname", "Email address", and "Remarks". Two students are listed, both with red status indicators. A "SAVE ATTENDANCE" button is at the bottom. Below the table, it shows "Present = 1", "Late = 0", and "Absent = 2".

#	First name / Surname	Email address	Status	Remarks
1	[Redacted]	[Redacted]	Not present	
2	[Redacted]	[Redacted]	Not present	EXEMPT

## Grader report

View   Setup   Scales   Outcomes   Letters   Import   Export

Course Grade Breakdown	Grader report	Grade history	Outcomes report	Overview report	Quick edit	Single view	User report
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All participants: 2/2

First name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Surname	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

TECHNOLOGY EXPERIMENT...					
Surname First name	Email address	quiz 1- Requires Respond...	quiz	Attendance	Course total
		-	-	500.00	100.00
		-	-	500.00	100.00
		Overall average			
		-	-	500.00	100.00

With the Attendance activity, you don't have to enter as many grades into the grade book, however if you make a mistake and select the wrong status for a student, you will have to add a new session for the date that you made the error on and start over. It is recommended that you record these in a manual grade book initially before transferring them to your Moodle grade book.