

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%



Attendance for the course :: TECHNOLOGY EXPERIMENTATION DUMMY COURSE

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Session: Add session Report Export Rollback Temporary User

3 October 2018 12:00

Regular class session

View mode: Scores list

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#	First name / Surname	Email address	P	L	A	Remarks
1	[REDACTED]	[REDACTED]				
2	[REDACTED]	[REDACTED]				EXEMPT

Save attendance

Present = 1
Late = 0
Absent = 0

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

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 EXPERIMEN...				
Surname	First name	Email address	quiz 1- Requires Respons...	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.