

# Moodle: How to use the Attendance activity (Students)

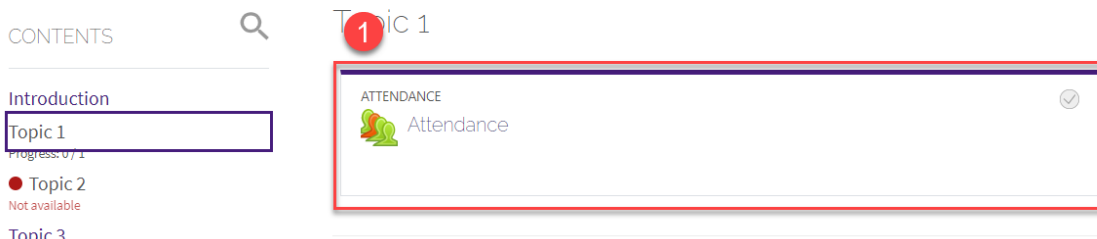
This document provides step-by-step instructions students who need to self-record attendance using the Moodle Attendance activity.

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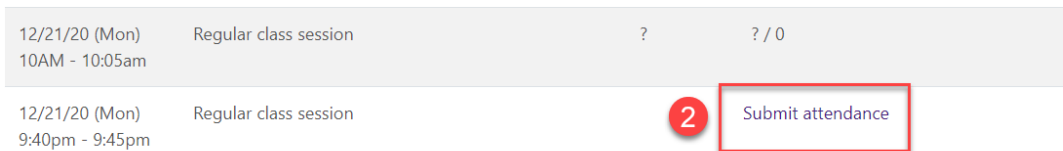
## How to Self-Record Attendance

NOTE: Students must self-record attendance during the first 10 minutes of the class period. If a class meets from 9:10 a.m. until 10:10 a.m., attendance must be recorded by 9:20. Students must also comply with attendance rules described in the course syllabus. Note that the syllabus may narrow the window during which attendance may be recorded.

1. Once you have logged in to Moodle and opened the class you are attending, locate the *Attendance Activity* and click **Attendance**.



2. Click **Submit Attendance**



3. Select **Present**

4. Click **Save**



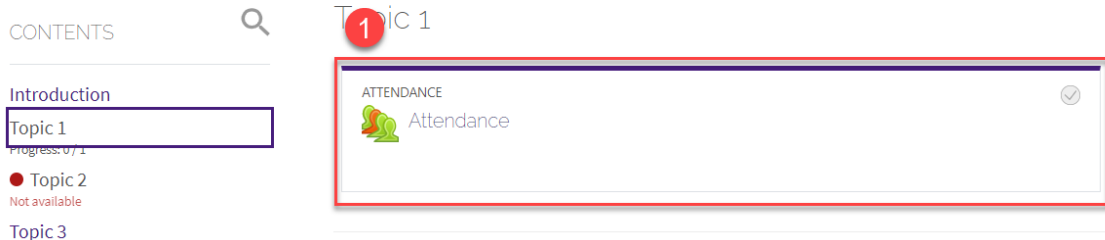
5. Confirm attendance was recorded on the following screen

The screenshot shows a confirmation message at the top: "Your attendance in this session has been recorded." Below this is a navigation bar with "This course" and "All courses" tabs. A date selector shows "12/21" with navigation arrows. Filter buttons include "All", "All past", "Months", "Weeks", and "Days". A table lists attendance records with columns for Date, Description, Status, Points, and Remarks. A red circle with the number "5" has two arrows pointing to the confirmation message and the second row of the table. The second row of the table is highlighted with a red border.

Date	Description	Status	Points	Remarks
12/21/20 (Mon) 11:10am - 11:15am	Regular class session	Present	0 / 0	Self-recorded
12/21/20 (Mon) 9:40pm - 9:45pm	Regular class session	Present	0 / 0	Self-recorded

## How to View Total Number of Absences

- Once you have logged in to Moodle and opened the class you are attending, locate the *Attendance Activity* and click **Attendance**.



- Absences will be displayed in this column.

This course All courses

All All past Months Weeks Days

Date	Description	Status	Points	Remarks
12/20/20 (Sun) 1AM - 2AM	Regular class session	Absent	0 / 0	system auto recorded
12/21/20 (Mon) 11:10am - 11:15am	Regular class session	Present	0 / 0	Self-recorded
12/21/20 (Mon) 9:40pm - 9:45pm	Regular class session	Present	0 / 0	Self-recorded
12/12/20 (Sat) 9:10am - 9:25am	Regular class session			User enrollment starts 18.12.2020
04/30/21 (Fri) 9:10am - 9:25am	Regular class session	?	? / 0	

Taken sessions:3  
 Points over taken sessions:0 / 0  
 Percentage over taken sessions:0.0%  
 Total number of sessions:54  
 Points over all sessions:0 / 0  
 Percentage over all sessions:0.0%  
 Maximum possible points:0 / 0  
 Maximum possible percentage:0.0%