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.
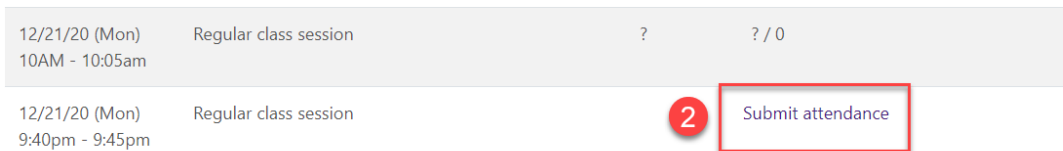
How to Self-Record Attendance

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.**
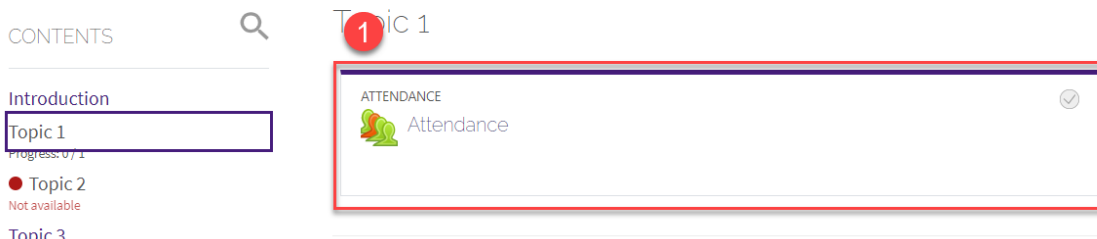
2. Click **Submit Attendance**

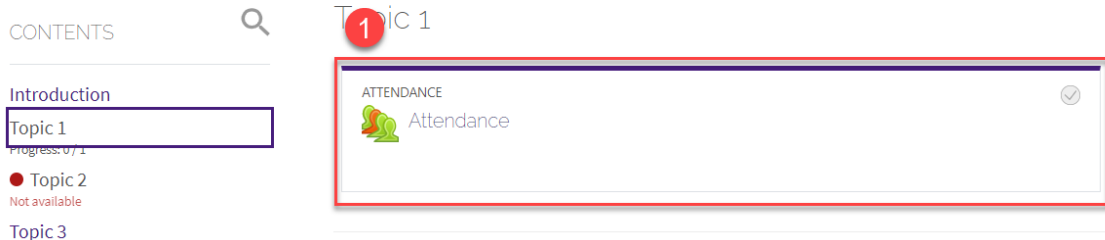3. Select **Present**
4. Click **Save**

5. Confirm attendance was recorded on the following screen

How to View Total Number of Absences

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

2. Absences will be displayed in this column.