

Transcript for video tutorial on Attendance activity

In this video, you will learn how to add an attendance activity on Moodle.

Teachers can use attendance function to take attendance during class.

Students can view their own attendance record in the Moodle platform.

In the course homepage, click "Turn Editing On" button to enable the editing mode.

Go to the topic where you want to add the attendance activity.

Click "Add an activity or resource".

Select "Attendance", click "Add".

Enter the name of the attendance.

Under "Common module settings",

If you select "No groups", means there are no sub groups, everyone is part of one big community.

If you select "Separate groups", means each group member can only see their own group, others are invisible.

If you select "Visible groups", means each group member works in their own group, but can also see other groups.

Click "Save and display" at the end of the page.

To add attendance sessions for students, click "Add" tab.

Check the box "Create multiple sessions" if the session occurs in weekly basis.

Set the session date, time and duration.

If it is a multiple sessions, please select the session days and frequency of the session.

Click "Add session" at the end of the page.

To take attendance for the course, click "Take attendance" icon under "Sessions" tab.

You can take attendance for the students by selecting "P"/ "L"/ "E" or "A".

By default, they stand for "Present", "Late", "Excused" and "Absent".

Click "Save attendance" to save the page.

This is the student's view, students can view their own attendance by clicking on the "Attendance" activity.