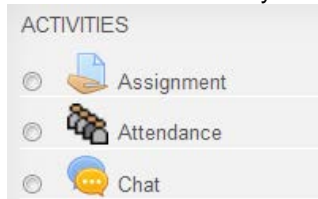


HKU Moodle Attendance user guide

Teachers can use attendance function to take attendance during class. Students can view their own attendance record in the Moodle platform.

Create an attendance on Moodle

1. Click **Turn Editing On** button on the course site.
2. Click **"Add an activity or resource"**.
[+Add an activity or resource](#)
3. Select **"Attendance"** by clicking the radio button, click **"Add"**.



Edit settings

1. Enter the name of the attendance. Teachers can set the maximum grade of the attendance.

Adding a new Attendance to Topic 1

General

Name* Attendance

Grade 100

2. Select the group mode under **"Common module settings"**.
No groups - There are no sub groups, everyone is part of one big community
Separate groups - Each group member can only see their own group, others are invisible
Visible groups - Each group member works in their own group, but can also see other groups

Common module settings

Group mode ? No groups

Visible Separate groups

ID number ? Visible groups

3. Click **"Save and display"** button at the end of the page to save the settings.

Save and display

Add session

1. Click **"Add"** tab to add session to attendance.



2. 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.

Create multiple sessions

Session Date 5 March 2014 17 20

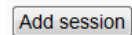
Duration 00 00

Session end date 5 March 2014

Session Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Frequency 1 week(s)

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



Take attendance for the course

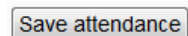
1. Click **"Take attendance"** icon.

#	Type	Date	Time	Description	Actions
1	Common	6.03.14 (Thu)	15:30 - 16:00	Regular class session	

Take the attendance for the student by selecting **"P"** / **"L"** / **"E"** or **"A"**, by default, they are stand for **"Present"**, **"Absent"**, **"Late"**, and **"Excused"**.

#	Surname / First name	P	L	E	A	Remarks
1	Ada Yau Test	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2. Click **"Save attendance"** to save the page.



Tips

- You can change the default variables by clicking **"Settings"** tab.

[Sessions](#)[Add](#)[Report](#)[Export](#)[Settings](#)

My Variables

#	Acronym	Description
1	<input type="text" value="P"/>	<input type="text" value="Present"/>
2	<input type="text" value="L"/>	<input type="text" value="Late"/>
3	<input type="text" value="E"/>	<input type="text" value="Excused"/>
4	<input type="text" value="A"/>	<input type="text" value="Absent"/>