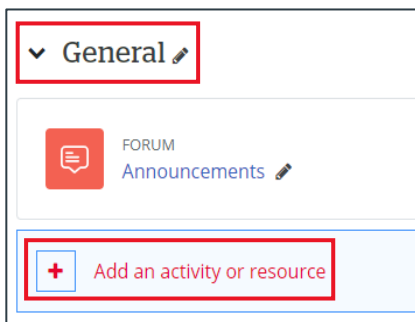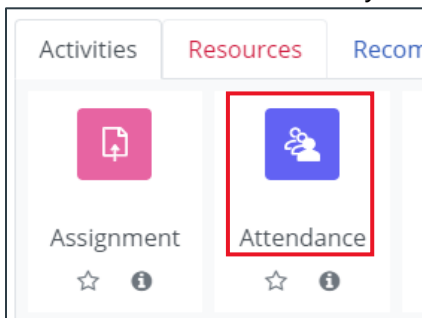# Setting-up Attendance

Faculty

Course main page

⚠ If students are receiving a grade for their assignment, you will first need to set up a gradebook category. See 'Faculty – Setting Up Moodle Gradebook' document

1. Turn on edit mode (top right corner).
2. In the **General** section, click **Add an activity or resource**.

3. Click the **Attendance** activity.

4. If you have a gradebook category for attendance, expand the **Grade** section and select the Grade category from the dropdown list.
5. Click **Save and Display.**
6. Click **Add session.**

💡 If your class meets at different times throughout the week, you can create multiple sessions. For example, if my class meets Monday and Tuesday at 10:00AM and Thursday at 6:00PM I would set up two sessions. One session would cover Monday and Tuesday because they happen at the same time, the other would cover Thursday.

7. Enter the first day of class in the date field.
8. Enter the start and end times for the class in the time field.
9. Expand the Multiple sessions section.
10. Put a tick in the box next to Repeat the session above as follows.
11. Select the day(s) your course will happen on

If you require additional support, please contact the CTL by email at ctl@cnc.bc.ca

12. Enter the last day of class in the Repeat until field.
13. You can give students the ability to take their own attendance but putting a tick next to Allow students to record their own attendance.
    a. If you select this option a password and/or QR Code will be generated for each session meeting that you will share with students to enter their attendance.
14. Click **Add**

15. Confirm the attendance status settings.
    a. Click **More → Status Set**
    b. You can change the acronym, description, and points.
    c. You can add one more option to the list.
    d. You can set a status to automatically mark students as if they do not enter their attendance in time.
    e. You can also hide an option by clicking the eye icon on the right side.

Version History

Version	Date	Description
1.0	August 24, 2023	Document Created