

# How to take attendance in Moodle

*Faculty*

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## Contact Us

If you find any errors, omissions, or corrections; or require additional support, find us in Room 2-908 (900 Block next to main Campus)




[cnc.bc.ca](http://cnc.bc.ca) → Services → Centre for Teaching and Learning

## Conventions

When you see	You should
<b>Bolded words</b>	Click the bolded item
<i>Italicized words</i>	Refer to other resources
[Square Brackets]	Press the [key] on your keyboard
<u>Underlined words</u>	Set the underlined field to the value indicated

## Terminology

Word/Acronym	Meaning
<b>A</b>	Absent
<b>E</b>	Excused
<b>L</b>	Late
<b>P</b>	Present

Icon	Meaning
	Warning
	More information
	Path/screen



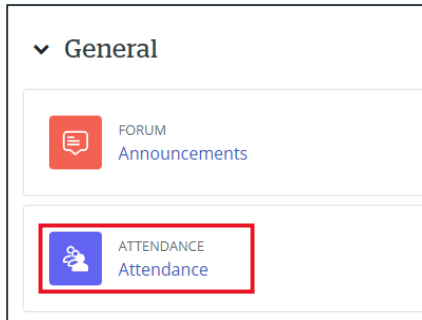
## Course Main Page

### 1. How instructors enter attendance



If you have not already, you need to create an attendance activity before taking attendance.

#### 1. Click on the **Attendance** activity.



#### 2. Click the play button on the session you would like to take attendance for

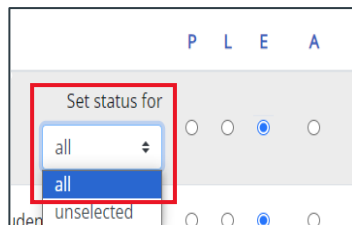


#### Attendance status acronyms.

P – Present, L – Late, E – Excused and A - Absent

#### 3. Attendance can be entered for one student at a time or everyone at once.

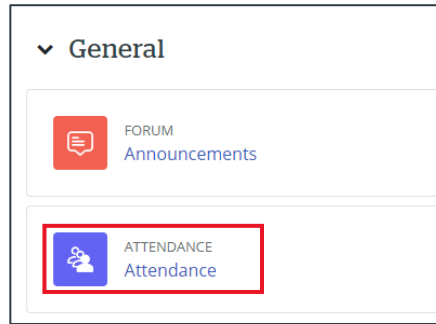
- One at a time – Click the button under the proper status for each student.
- All at once – Change the Set status for drop down to All and select the status you want to assign.



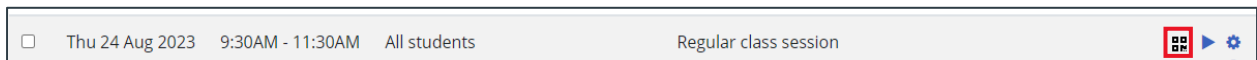
#### 4. Click **Save and Show Next Page**

## 2. How to open attendance for students to mark their own

1. Click on the **Attendance** activity.



2. Click the QR code button on the session you would like open to students.

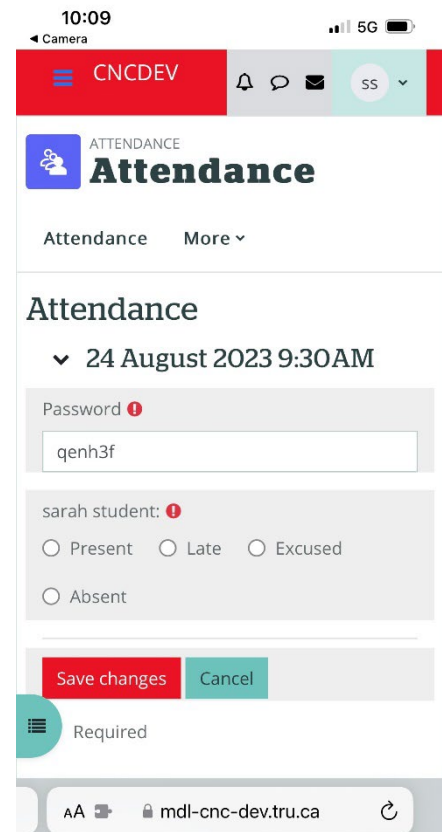


3. A screen with the QR code and password will appear, you can share with students by projecting in class.



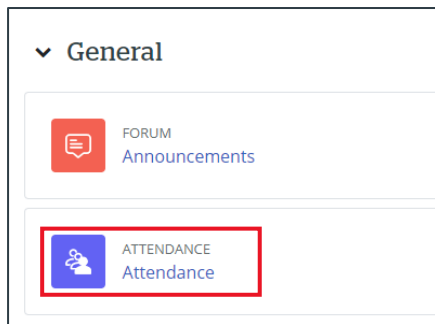
### 1.1 How Students Mark their attendance

1. Scan the QR code or Open Moodle → click **Attendance** → enter the password.
2. Select the attendance status.
3. Click **Save Changes**
  - a. You as the instructor can refresh your screen to see what attendance was posted by the students.

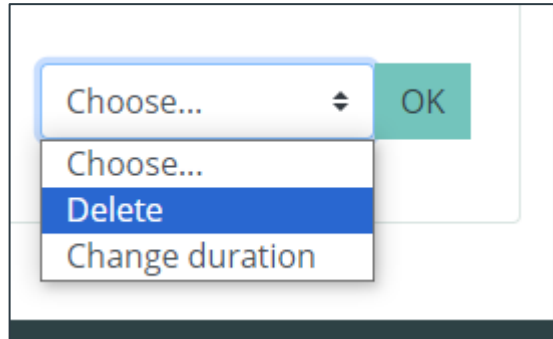


### 3. How to delete attendance sessions

1. Click on the **Attendance** activity.



2. You can delete one session or multiple sessions at once.
  - a. To delete one session - click the garbage can on the line you want to delete → click **continue** the confirmation message.
  - b. To delete multiple sessions – Click the checkbox at the beginning of each session line you want to delete → Scroll to the bottom of the page → Change the drop down to **Delete** → Click **Ok**.



### Version History

Version	Date	Description
1.0	August 24, 2023	Document Created