





Self-help Guide for MOODLE Users

Attendance



Click "Add an activity or resource", select "Attendance" under "ACTIVITIES".

(We suggest only add ONE "Attendance" in a course)





Type the name of attendance.





Click **"Add session"** tab to create an attendance record for corresponding course session.

1. You can setup the date and start time of the session.



2. Multiple session with repeating time slot, you can repeat the session according to your teaching schedule.

	Repeat the session above as follows
Repeat on	Sunday Monday Tuesday Wednesday Thursday Friday Saturday
Repeat every	1 = week(s)
Repeat until	10 • August • 2022 •

	* Student recordin	20		
	Show more_	Allow students to record own attendance Add Cancel)	
Click	to enter Attenda	nce List		
4	Attendance for the co	ourse :: eLearning Training \	Workshop 10 [2017]	۵.
	One session was successfully generate	ad		×
	Sessions Add session Report	Export Status set Temporary users	All All post Months Week	s Davs
	# Date Time Type	Description	Actio	ns 🗆
	1 Wed 10 Aug 2022 12AM All stud	Ients Regular class session	► 0 1	• •
5 You can r P = Prese	nark the statue c ent I = I ate F = I	of the students $Fxcused A = A$	s as follow Absent	S:
	# Surname / First name	Email address P	L E A Re	marks
		Set status for unselected 🗢 🔿	0 0 0	
	3 ustudent01 ustudent01	ustudent01@not.available	0 0 0	
	4 vstudent02 ustudent02	ustudent02@not.available O	• • •	
	5 Qustudent03 ustudent03	ustudent03@not.available O	0 • 0	
	6 Qustudent04 ustudent04	ustudent04@not.available O	0 0 0	
	7 ustudent05 ustudent05	ustudent05@not.available O	0 0 0	
6 (Optional) status.) Click "Status s	et" tab to ent	er the Poir	nts of e
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2. Select the attribute you would like to export

3. Period of time of the report

End of period 10 • August • 2022 • 🛗	Start of period	1 ¢ September	♦ 2017 ♦	m
Format Download in Excel format \$	nd of period	10 ¢ August	€ 2022 €	m
	Format	Download in Excel for		

Click "OK" to export the report

