How to mark attendance on a register

Moodle Help & Support

This refers to Moodle 2.7 from July 2015 onward

How to: Mark attendance on a register

Marking attendance

- In your Moodle module, click on the title of the Attendance record on the main module page
- Click on the tab Sessions
- Click on the Take attendance (green circle) icon next to the sessions listed under Actions

Tip: If the session you intend to mark is not the current date change the list of sessions to ‘Months’. This will show you a list of all the session registers for that month. See image above.

  - Once in the attendance register click on the relevant radial button next to each student to indicate their absence. See image below.
Select P for present, L for late, E for excused and A for absent. In remarks, you can add a note about the absence if known e.g. medical appointment.

### Similar tutorials

The following other resources are also relevant to this topic:

- How to export reports of attendance — 3/3 Once you have set up and used an Attendance register you can export reports of attendance
- How to mark attendance on a register — 2/3 Once you have set up an Attendance register you can use it mark attendance for each session
- How to add an Attendance record and registers — 1/3 This is an admin tool to aid the submission of attendance records to faculty offices more easily and accurately. It allows you to create registers and mark students as Late, Present, Absent and Excused.
- Managing tutorial registers online with Moodle — Through a combination of tools, you can manage seminar signups and attendance registers simply.

### Queries, comments or questions?

Please contact your local elearning support team.

**Phone:** (0115 95) 16677  
**or email:** itservicedesk@nottingham.ac.uk

**Phone:** (0574) 8818 0000 (ext. 8915)  
**or email:** e-learning-support@nottingham.edu.cn

**Phone:** (03) 8924 81 99  
**or email:** itservicedesk@nottingham.edu.my

Incorrect?