

How to add an Attendance record and registers

Moodle Help & Support

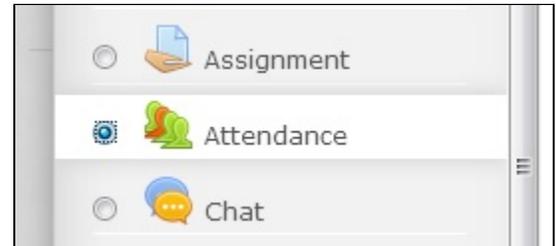
This refers to Moodle 2.7 from July 2015 onward

How to: Add an Attendance record and registers

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.

Adding an Attendance record

- Navigate to your Moodle module and click on the **Turn editing on** button (top right).
- In the relevant section and click on the **+ Add an activity or resource** hyper link.
- Select **Attendance** from the pop-up list and click on the **Add** button
- You will then be taken to the settings for the register



There are no tool specific settings that you need to complete when you first visit the settings screen after adding an Attendance record. You are only required to provide a name for the register - this will show on the main module page. Once a name has been provided click on the **Save and return to module** button. You now need to create the individual session registers for the module.

Creating Attendance registers

- From the module main page, click on the title of the Attendance record
- Click on the **tab Add**
- Set the date, time and duration of the sessions you're creating a register for
- If creating multiple session registers you are also required to enter the date of the last session, the days of the week and the frequency the session occurs at the time stated above. Tick the 'create multiple sessions' tab to access the dates.
- A description is not required, but will help you to identify the correct sessions when scrolling through a list of registers.
- Click on the **Add session** button.

Session type ⓘ Common

Create multiple sessions
 Allow students to record own attendance

Session Date 5 ▾ September ▾ 2014 ▾ 15 ▾ 35 ▾

Duration 02 ▾ 00 ▾

Session end date 5 ▾ September ▾ 2014 ▾

Session Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Frequency 1 ▾ week(s)

Description

Path: p

Add session

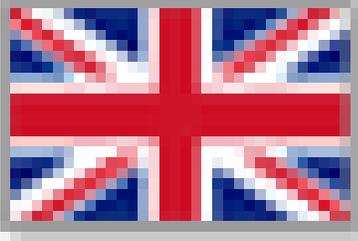
Similar tutorials

The following other resources are also relevant to this topic:

- [How to export reports of attendance](#) — You can set up an Attendance register and export reports of attendance
- [How to mark attendance on a register](#) — 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](#) — 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?

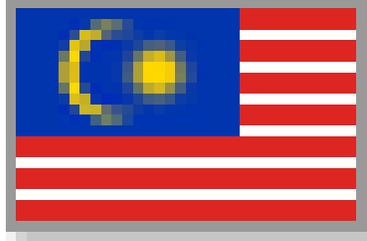
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Incorrect?

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