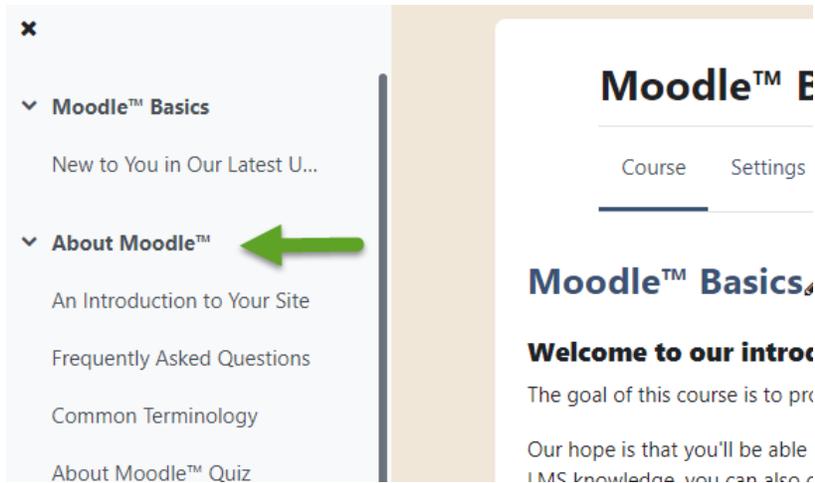


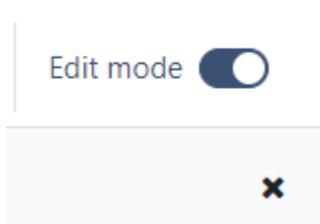
Adding and Taking Attendance

Adding Attendance

To add **Attendance** to your Moodle course, first log in to Moodle and navigate to the course home page. Select the topic you would like to add your activity or resource to in the side navigation panel.



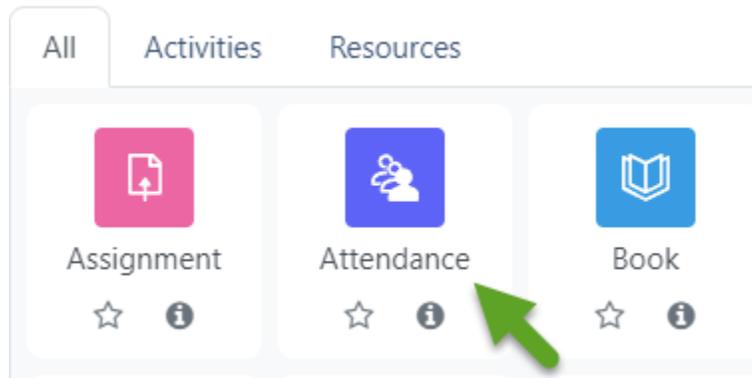
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.



Next, scroll to the bottom of the page and locate the **Add an activity or resource** button and select it.

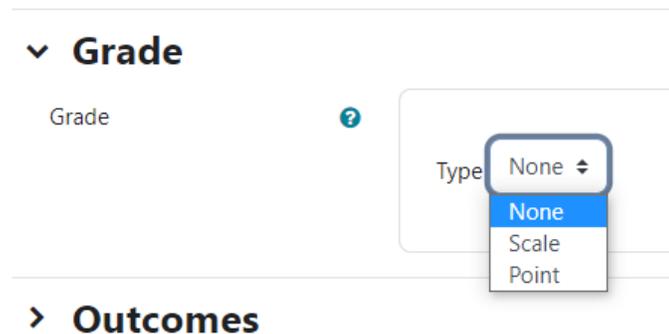


Select **Attendance** from the list of Activities.



Once the Attendance activity has been added to the course, click the carat next to **Grade**, and some options appear. Select the **Type** dropdown menu:

Option 1: **None** if you do not wish for the attendance item to be counted for a grade.



Option 2: Point - If you choose to count the attendance activity as a grade, select **Grade Type: Point** and indicate the number of points for the **Maximum grade**. The grade item will be automatically added to your gradebook. Note: The Attendance activity must be added separately for each course.

Grade

Grade



Type

Maxin

Use the **Save and display** button at the bottom of the page to finish the process and add the Syllabus to your course.

Save and return to course

Save and display

Cancel

Once the settings have been saved, select the **Add session** tab to begin adding your sessions.

Add session

Date **Time** **Type**

Next, you will enter in the start date, start time, and end time for your course. In the example below, the course is set to begin on August 21, 2023. The class is from at 9:00 - 10:15 am.

Add session

Type



All students

Date

21

August

2023



Time

from:

09

00

to:

10

15

You will most likely want to check **Repeat the session** above as follows when setting up your attendance. This allows you to add your entire term’s worth of class sessions at once. In the example below, the session is set to repeat on Mondays and Wednesdays until October 11, 2023. In almost all cases, you will want to leave the **Repeat every** option at 1 week.

▼ **Multiple sessions**

Repeat the session above as follows 

Repeat on Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Repeat every week(s)

Repeat until 

When you have entered in the course information correctly, select **Add**.



Taking Attendance

To take attendance, select Attendance on the course page.



Select the **Play**  icon on the same row of the date you are taking attendance for.

<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 21 Aug 2023	9AM - 10:15AM	All students	Regular class session	  
<input type="checkbox"/>	Wed 23 Aug 2023	9AM - 10:15AM	All students	Regular class session	  





By default, the attendance screen has four choices: **P** (Present), **L** (Late), **E** (Excused), and **A** (Absent).

Tip: Selecting **Set status for** all users will populate every field in the column with that attendance status. When you are done, select the **Save** attendance button.

First name / Last name	Email address	P	L	E	A
		Set status for			
		unselected ▾			
CLT Student001	cltstudent001@my.occc.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLT Student002	cltstudent002@email.occc.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CLT Student003	cltstudent003@email.occc.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

For additional information about CLT resources and training, watch the [Adding and Taking Attendance](#) video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.