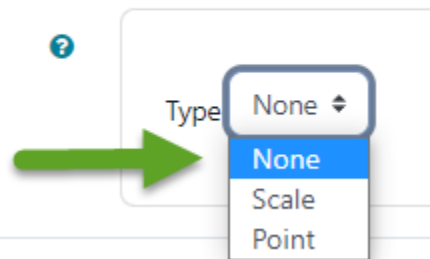# Removing Attendance from the Moodle Gradebook

If you have set an Attendance item in your course to be worth points it will automatically add a grade item to the Moodle gradebook. Before any attendance has been taken, simply set the Grade type to **None** on the attendance settings page to remove it from the gradebook:
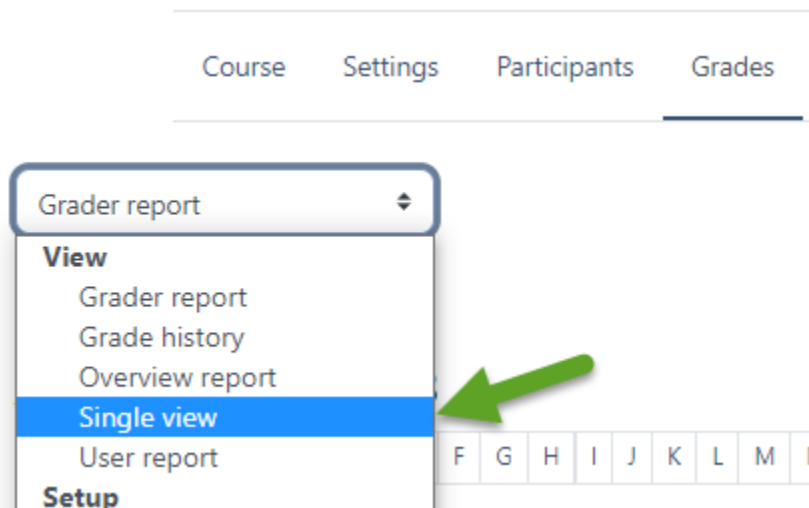

If the attendance was set to count in the gradebook in error and attendance has already been taken for at least one session, some extra steps must be performed to remove the item from the gradebook.

First, go to the gradebook and select the **Single View** tab:

On this page, select the Attendance item in the **Select grade item** drop down menu:

This will load a list of your students, and several columns including their grade and the Override column.

Select the **All** link in the **Override** column to check the override box for each students' attendance grade:

Next, locate the perform bulk insert options beneath the list of students. Check **Perform bulk insert**.

Change the **Empty grades** dropdown to **All grades**:

Delete all text in the **Insert value** field, so that it is a blank space:

When your options appear are set as in the screenshot below, select **Save**:

This will change all of the attendance grades to no grade.

Now, navigate to the **Edit settings** page for the Attendance activity:

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.

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

Saving this setting will remove your attendance from the gradebook. If you have any questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or at clt@occc.edu.