Set up the Attendance Tool in Moodle

To set up the Attendance Tool:

FIRST – Add the Attendance block to your course

1. Turn editing on.
2. Find the **Add a block** block on the lower right side of the course page.
3. In the drop-down menu in the **Add a block** block, select **Attendance**. The **Attendance** block will appear just above the **Add a block** block.

NEXT – Add the Attendance Activity

1. If needed, turn editing on.
2. On the course main page, in the section where you want the **Attendance** link to appear, click the **Add an activity or resource** link (or the **Add an activity** dropdown list) and add the Attendance activity.
3. On the **Adding a new Attendance** page, change the **Name** of the Attendance module if you wish, and select the **Grade** that will depend on the student's attendance. (You can also opt for no grade to be assigned for attendance.)
4. Click **Save and display**.
5. On the **Attendance for the Course** page, click the **Add session** tab.
6. On the **Add session** page, select the **Date** of the first class meeting.
7. Select the **Time** of the class class meeting.
8. You can add a description if you want, but you do not need one.
9. Check **Repeat the session above** as follows. (This will allow you to create multiple attendance rosters, one for each day the class meets.)
10. Under **Repeat on**, check the days your class meets each week
11. Under **Repeat every**, select “1” if your class meets every week. (“2” means the class is held every two weeks).
12. Set **Repeat until** to the last date your class meets.
13. Click **Add**.
14. On the **Sessions** page, check that the sessions have been set up correctly. (Click the **All** button at the top right to see all the sessions.)