Set up the Attendance Tool in Moodle

To set up the Attendance Tool:

FIRST – Add the Attendance block to your course

1. Click the **Edit** gear icon in the upper right corner of the main course page.
2. Click Turn editing on.
3. Click the **Add a block** link on the lower left side of the course page. (At the bottom of the left menu.)
4. In the menu that appears, select **Attendance**. The **Attendance** block will appear on the right side of the screen. Just ignore the block for now.

SECOND – Add the Attendance Activity

1. 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.
2. On the **Adding a new Attendance** page, change the **Name** of the Attendance module if you wish, and select the **Grade** that will be generated from the student's attendance. (You can also opt for no grade to be assigned for attendance. You can add a grade column in the gradebook for manual attendance grading if you prefer.)
3. Click **Save and display**.
4. On the **Attendance for the Course** page, click the **Add session** tab.
5. On the **Add session** page, select the **Date** of the first class meeting.
6. Select the **Time** of the class class meeting.
7. You can add a description if you want, but you do not need one.
8. Check **Repeat the session above** as follows. (This will allow you to create multiple attendance rosters, one for each day the class meets.)
9. Under **Repeat on**, check the days your class meets each week
10. Under **Repeat every**, select “1” if your class meets every week. (“2” means the class is held every two weeks).
11. Set **Repeat until** to the last date your class meets.
12. Click **Add**.
13. 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.)
14. If you are using the automatic attendance grading, click the **Status set** tab at the top of the screen and set the point values you want for attendance, absence, etc.