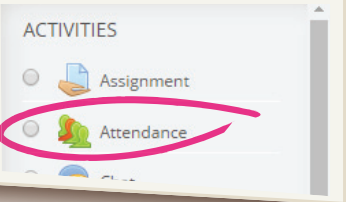
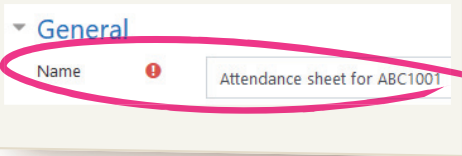


ATTENDANCE

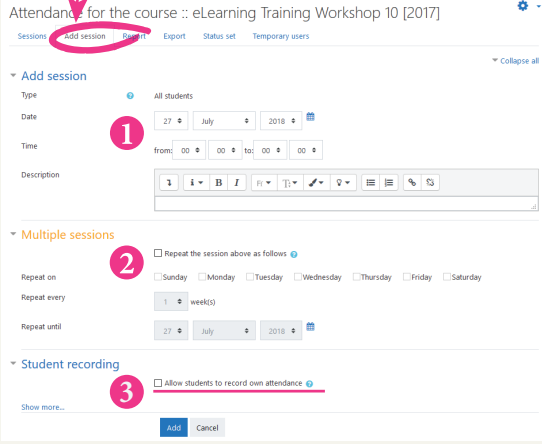
1 Clicking “Add and activity or resource”, select “Attendance” under “ACTIVITIES”
(We suggest only add ONE “Attendance” in a course)



2 Please type the name of attendance.

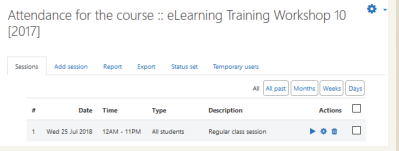


3 Click “Add session” tab to create an attendance record for corresponding course session



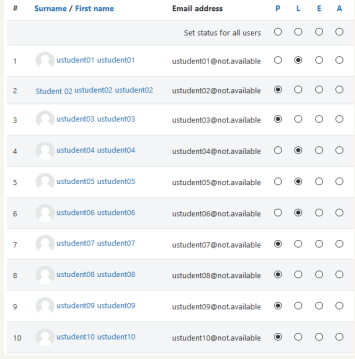
- 1** You can setup the date and start time of the session.
- 2** Multiple session with repeating time slot, you can repeat the session according to your teaching schedule.
- 3** Allow students to record own attendance.

4 Click to enter Attendance List

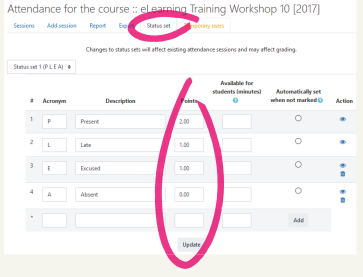


5 You can mark the status of the students as follows:

P = Present
L = Late
E = Excused
A = Absent



6 (Optional) Click “Status set” Tab to enter the Points of each status



| # | Abbrev | Description | Points | Available for students (default) | Automatically set when not marked | Action |
|---|--------|-------------|--------|----------------------------------|-----------------------------------|--------|
| 1 | P | Present | 2.00 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | L | Late | 1.00 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | E | Excused | 1.00 | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | A | Absent | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | |

7 Click “Export” tab to generate Attendance Report

- 1** You can export specific users OR all users
- 2** Select the attribute you would like to export
- 3** Period of time of the report

Click “OK” to export the report

