Attendance in Moodle

There are 2 types of attendance within Moodle - Summary Attendance and Daily Attendance.

Summary Attendance is used to submit attendance records of Attended, Never Attended and Stopped Attending to the Registrar's Office. Summary Attendance in the Administrative Block on the left-hand side of your course as shown below:

To use Summary Attendance, click on the link. You will now see a list of your students. Enter A for Attended, N for Never Attended or S for Stopped Attending. You should select a Last Attended Date for the Attended and Stopped Attending designations.

Press the Ok button at the bottom when you are done.

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