## Adding Attendance Module to a Course

1. In the first section (Introduction) of your Moodle course select “Create learning activity.”
	1. Choose Attendance
	2. Options will appear to name the module and on the right an option will appear for assigning a grade to Attendance
		1. Change the name if you wish.
		2. Change the grading option if you wish (it defaults to 100 pts).
		3. Select save and display
	3. Select the Add session tab
		1. Check – Repeat the session above as follows
		2. Repeat on- (tick the boxes for the days the course meets per week)
		3. Repeat every-leave this at 1 week!
		4. Repeat until-add the end of the semester/term date
		5. Save



1. To take Attendance, click Attendance and select the arrow icon on the appropriate day.

