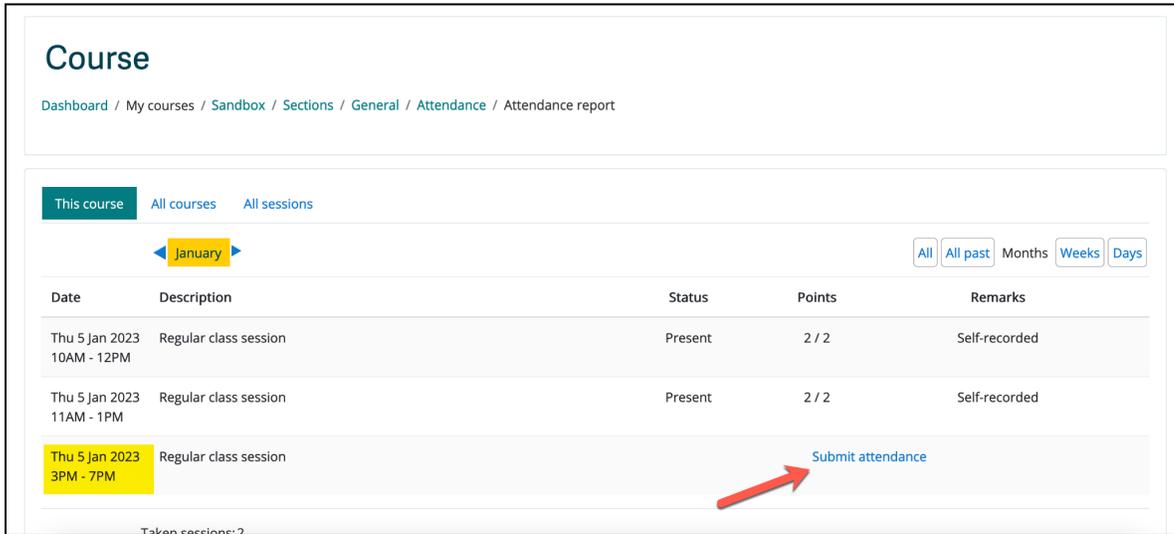


# Marking Your Attendance in Moodle

## Option 1: Login to Moodle and Enter the Password

1. In your Moodle course, navigate to the **Attendance** area.
2. Find the relevant date and click the **Submit attendance** link.

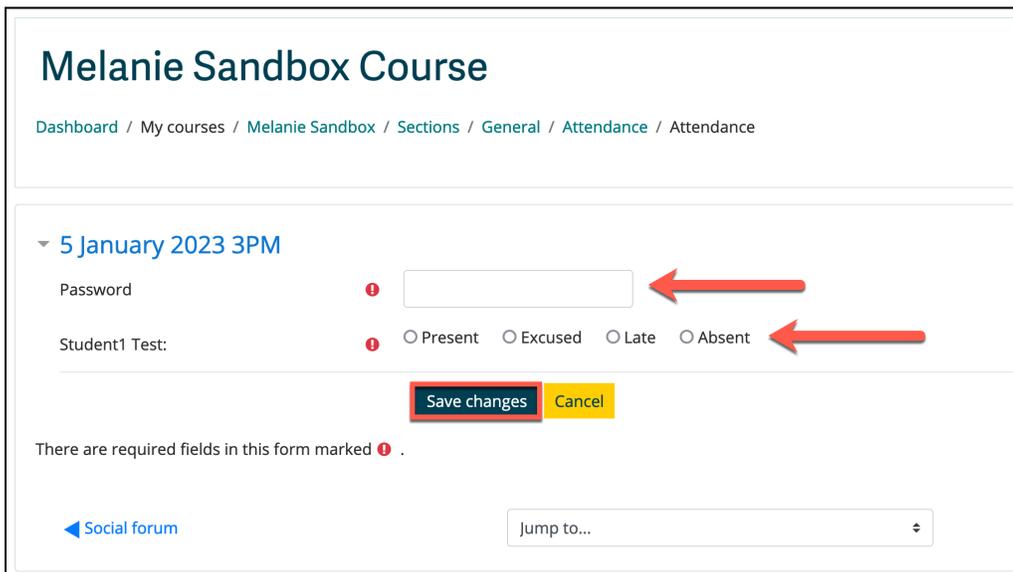


The screenshot shows the Moodle Attendance report page for a course. The breadcrumb trail is: Dashboard / My courses / Sandbox / Sections / General / Attendance / Attendance report. Below the breadcrumb, there are tabs for 'This course', 'All courses', and 'All sessions'. A navigation bar shows 'January' with left and right arrows, and filters for 'All', 'All past', 'Months', 'Weeks', and 'Days'. A table lists attendance records:

Date	Description	Status	Points	Remarks
Thu 5 Jan 2023 10AM - 12PM	Regular class session	Present	2 / 2	Self-recorded
Thu 5 Jan 2023 11AM - 1PM	Regular class session	Present	2 / 2	Self-recorded
Thu 5 Jan 2023 3PM - 7PM	Regular class session			<a href="#">Submit attendance</a>

Below the table, it says 'Taken sessions: 2'. A red arrow points to the 'Submit attendance' link in the third row.

3. Enter the password.
4. Mark your **attendance status** (present, excused, late, absent).
5. Click the **Save changes** button.



The screenshot shows the Moodle Attendance form for 'Melanie Sandbox Course'. The breadcrumb trail is: Dashboard / My courses / Melanie Sandbox / Sections / General / Attendance / Attendance. The form is for '5 January 2023 3PM'. It has a 'Password' field with a red error icon and a red arrow pointing to it. Below it is the 'Student1 Test:' section with radio buttons for 'Present', 'Excused', 'Late', and 'Absent', with a red arrow pointing to the 'Present' option. At the bottom, there are 'Save changes' and 'Cancel' buttons. A message at the bottom says 'There are required fields in this form marked with a red error icon. A 'Social forum' link and a 'Jump to...' dropdown are also visible.

## Option 2: Use the QR Code on a Mobile Device

1. When the QR code is displayed in your classroom, scan it with your mobile device. You will be prompted to login to Moodle.
2. Once logged in, the password will be automatically entered.
3. Under your name, mark your **attendance status** (present, excused, late, absent).
4. Click the **Save changes** button.

11:51  
Camera

Course Name

Dashboard / My courses / Sandbox  
/ Sections / General / Attendance  
/ Attendance

5 January 2023 11AM

Password ⓘ  
suddob

Student Name ⓘ

Present  Excused  Late  
 Absent

Save changes Cancel

AA moodle.tru.ca