Attendance: How to with Moodle
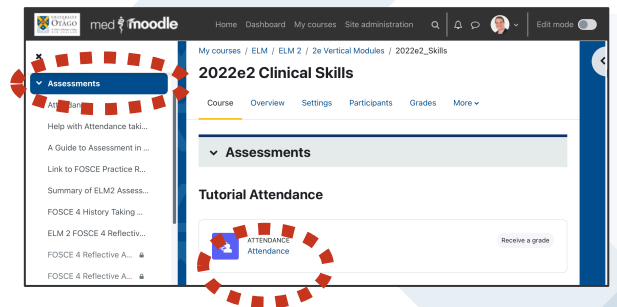
1 Log in to Moodle

Go to http://medschool.otago.ac.nz and log in with your *university username* and *password*.
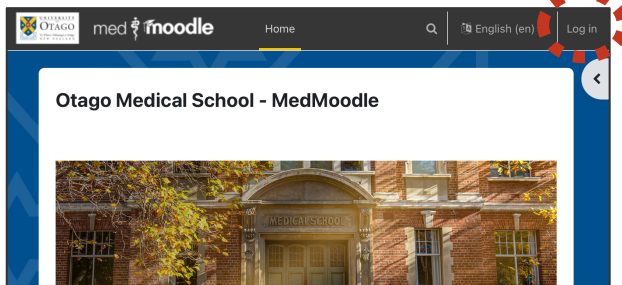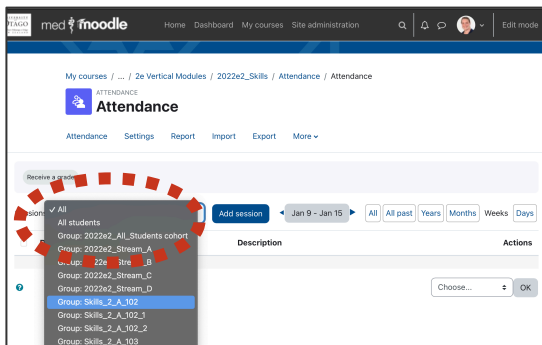
2 Open the event

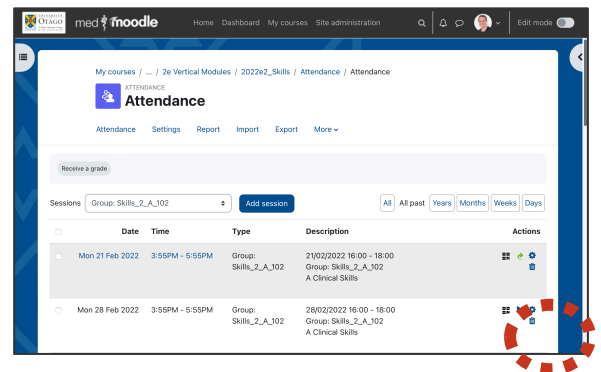Open the module you're teaching and find the *Attendance* link in *Assessments.*

3 Find your group
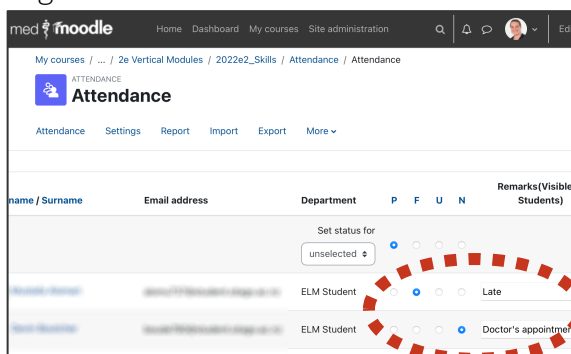
Use the drop down menu to find your group.

4 Find the session

Look for today's session and click the corresponding black triangle (or green arrow)

5 Take attendance and save

Fill in the attendance – make sure add required comments and save when finished. Log out.

Attendance: How to with Moodle

P Present

F **Flagged** – for late arrivals and lack of engagement, mark sure to add a remark including

your initials

N **Notified** – for notified absences, make sure to add a remark including your initials

U Unnotified