## Attendance: How to with Moodle



#### Log in to Moodle

Go to <u>http://medschool.otago.ac.nz</u> and log in with your *university username* and *password*.



### Open the event

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

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## Find your group

Use the drop down menu to find your group.





#### Take attendance and save

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

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#### Find the session

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

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•	Mon 28 Feb 2022	3:55PM - 5:55PM	Group: Skills_2_A_102	28/02/2022 16:00 - 18:00 Group: Skills_2_A_102 A Clinical Skills	- <b>-</b>

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P Present

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

your initials

F

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

U Unnotified