Attendance – How to with Moodle
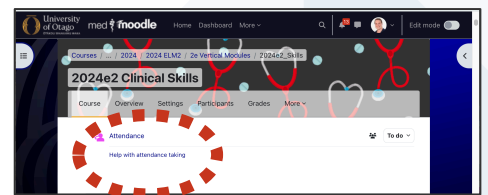

1 Log in to Moodle

Go to http://medschool.otago.ac.nz and log in with your *University username* and *password* and go to your course
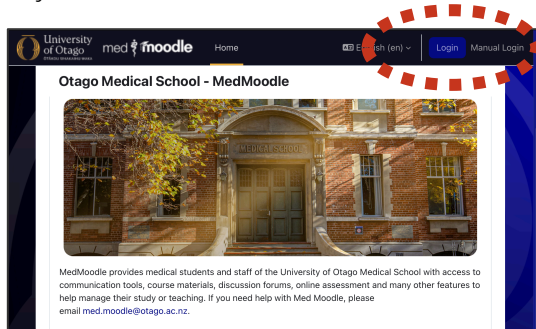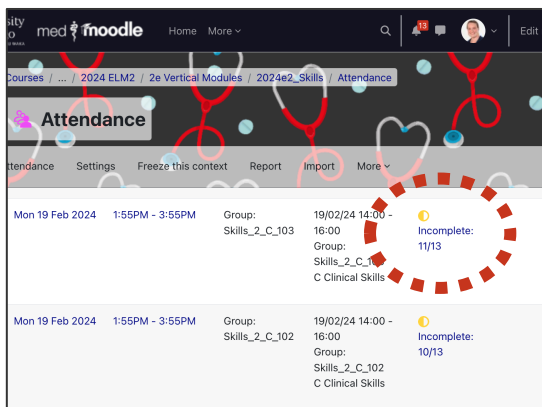

2 Open Attendance activity

Find Attendance in the Assessment section and open it.

3 Find the session

Look for your session and click the corresponding status.

4 Take attendance and save

Fill in the attendance – add required comments and save when finished.

P Present

F Flagged – for late arrivals and lack of engagement, make sure to add a remark including your initials

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

U Unnotified