



Submitting Attendance

Table of Contents

Item	Content	Page
1	About Attendance	3
2	Submitting Attendance	4
3	Checking your Attendance Record	5

About Attendance

- What can you do with the Attendance function?
 - Record class attendance
 - Check your attendance record etc.
- Other
 - If your instructor is taking attendance via a QR code, you will need to use your phone to mark yourself as present

The screenshot shows a Moodle course page with a red header. The page includes navigation links for Home, Dashboard, and My courses. Below the header, there are tabs for Course, Grades, and Competencies. The main content area is titled "Introduction" and "Course information", listing various activities like External tools, Forums, Attendance, Quizzes, Questionnaires, Feedback, Choice, Live poll, Folder, Page, Book, URL, and H5P. Under the "Activities" section, there is a card for "Attendance" with a blue icon, the text "Attendance" and "出欠/Attendance", and a "Mark as done" button. A green speech bubble points to the Attendance card with the text: "You can access 'Attendance' from the course page".

Submitting Attendance

ATTENDANCE
出欠/Attendance

Mark as done

This course All courses All sessions

All All past Months Weeks Days

Date	Description	Status	Points	Remarks
Wed 28 Feb 2024 10AM - 11AM	Regular class session			Submit attendance
Thu 29 Feb 2024 10AM - 11AM	Regular class session	?	? / 2	

Password

パスワードを入力

Enter the password, then mark your attendance

Present/出席 Late/遅刻 Earlier/早退 Absent/欠席

Click "Save changes" to submit your attendance

If you are given a QR code by your teacher, scan the QR code to access the attendance page.

Scan the QR code below or use the password listed below to take your attendance
112233



After scanning the code, you will need to log into APU Moodle with your own account.

Checking your Attendance Record

ATTENDANCE
出欠/Attendance

Mark as done

This course All courses All sessions

All All past Months Weeks Days

Date	Description	Status	Points	Remarks
Wed 28 Feb 2024 10AM - 11AM	Regular class session	Present/出席 Update attendance	2 / 2	
Thu 29 Feb 2024 10AM - 11AM	Regular class session	?	? / 2	

Taken sessions: 1
Points over taken sessions: 2 / 2
Percentage over taken sessions: 100.0%
Total number of sessions: 2
Points over all sessions: 2 / 4
Percentage over all sessions: 50.0%
Maximum possible points: 4 / 4
Maximum possible percentage: 100.0%

You can check your attendance record here

If you are given permission to change your record, you can update the status here