## A ‘How To’ Video Transcript

# Faculty Fast FAQ: Adding Your Class Sessions to the Attendance Activity

There should be an attendance activity pre-populated in your class. To add class sessions, click on attendance and then click add session. For the date, put the first day of class for you and then your time in 24 hour time so 1:30 to 2:45 and then scroll down. Check repeat this session as above. Click the days of the week that you meet. You're going to repeat it every week and then choose the last day of the session and click Add.

If you look under All, you'll see all of your class sessions. If, for instance, you know you're not meeting on one of the days, you can click the X and delete the session.

To take attendance when you're ready, you would simply click on the attendance activity. Go to the week you want to take the attendance for. Click on the green circle and then mark your students: Present, Late, Excused or Absent and add any remarks. The student will be able to see any remarks that you put in and then save your attendance.

(You can find this video at <http://www.trinitydc.edu/moodle/2017/08/08/fast-faq-adding-class-sessions-to-your-attendance-activity/>)