Recording Class Attendance in Moodle

Notes for MSM lecturers on how to record class attendance in Moodle

MSM MAASTRICHT SCHOOL OF MANAGEMENT | Maastricht University

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Class attendance is compulsory for MSM courses and any absence from class (also if classes are delivered online) should be reported to the lecturer and program administrator before the start of the class.

A participant attending less than 75% of the classes of the course, will be required to submit a course assignment (see details in the course syllabus).

Class attendance is recorded by a pass/fail examination component in Moodle.

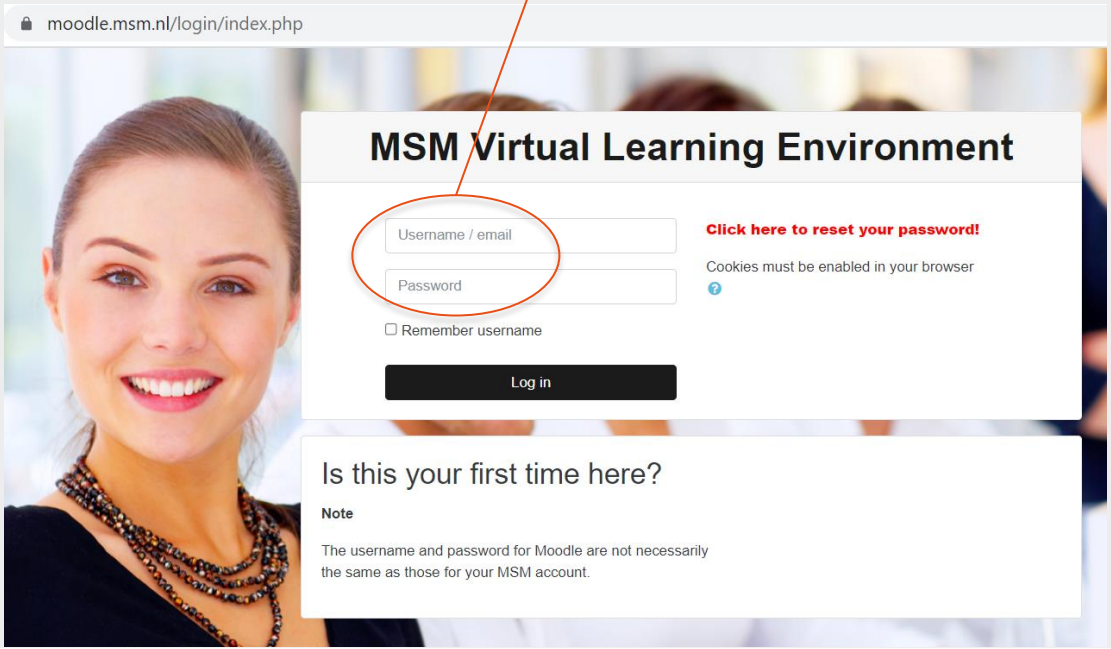
Accessing Moodle

MSM MAASTRICHT SCHOOL OF MANAGEMENT

Maastricht University

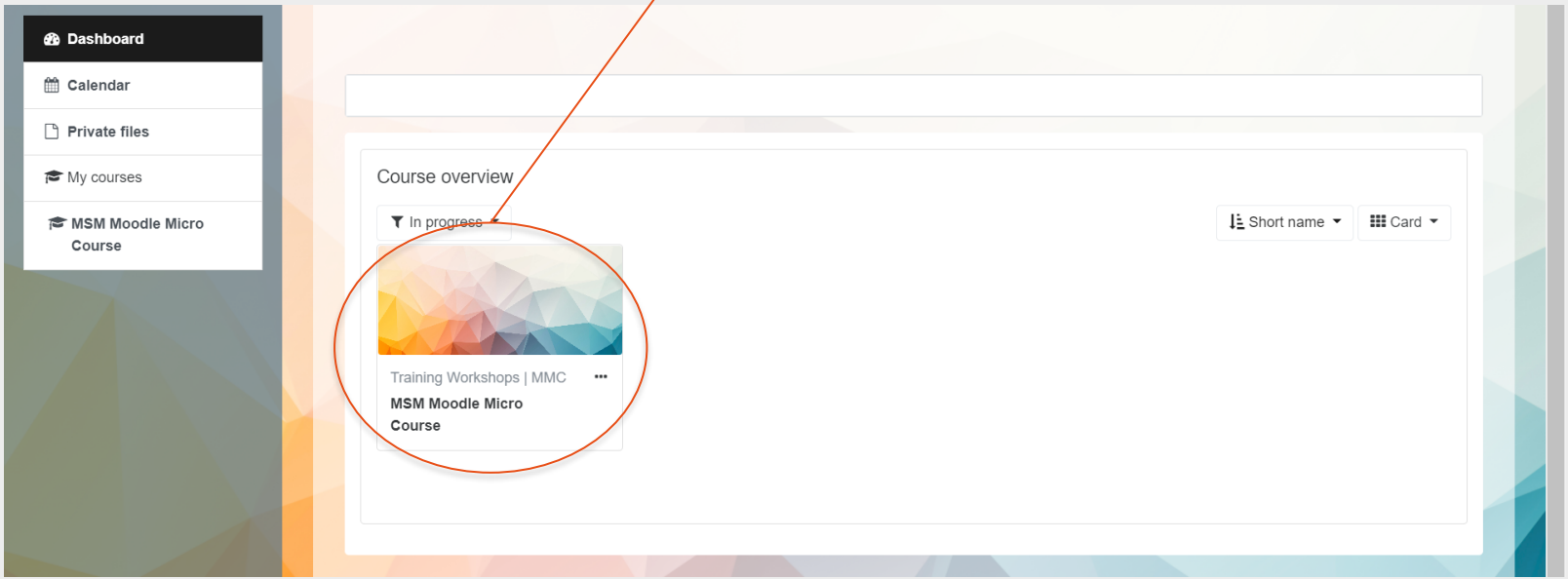
Accessing Moodle

1. Go to moodle.msm.nl and enter your username and password.



Accessing Moodle

2. Click on the course you need to grade.



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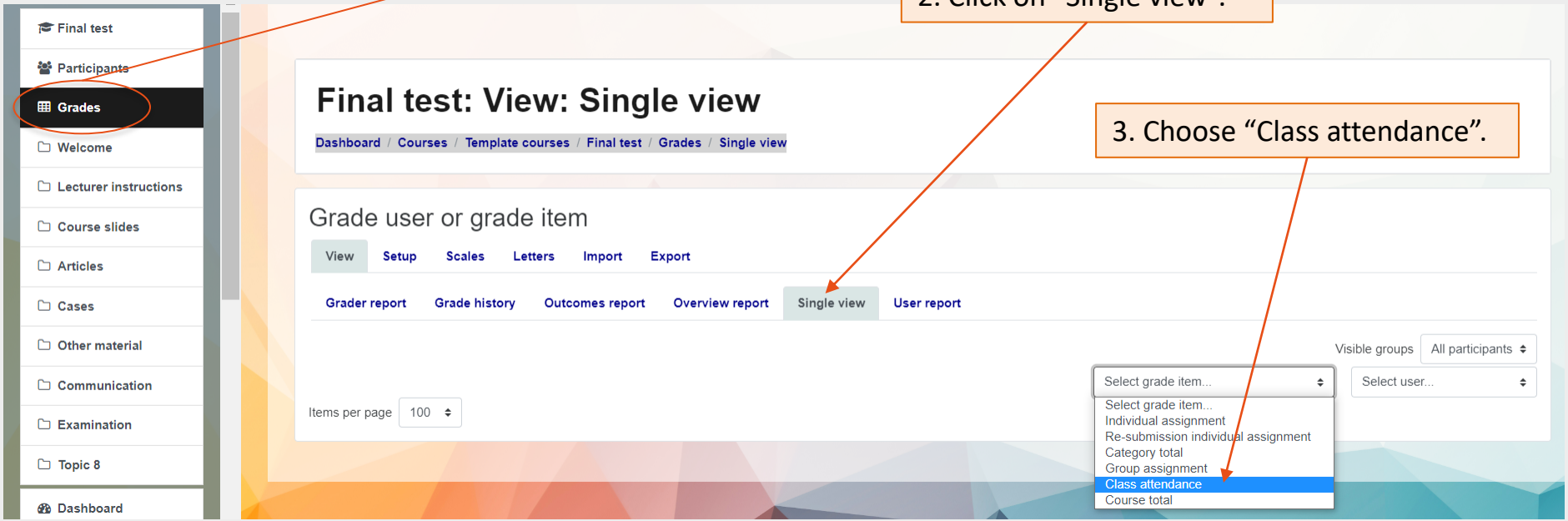
1. Go to the grade area.

2. Click on “Single view”.

3. Choose “Class attendance”.



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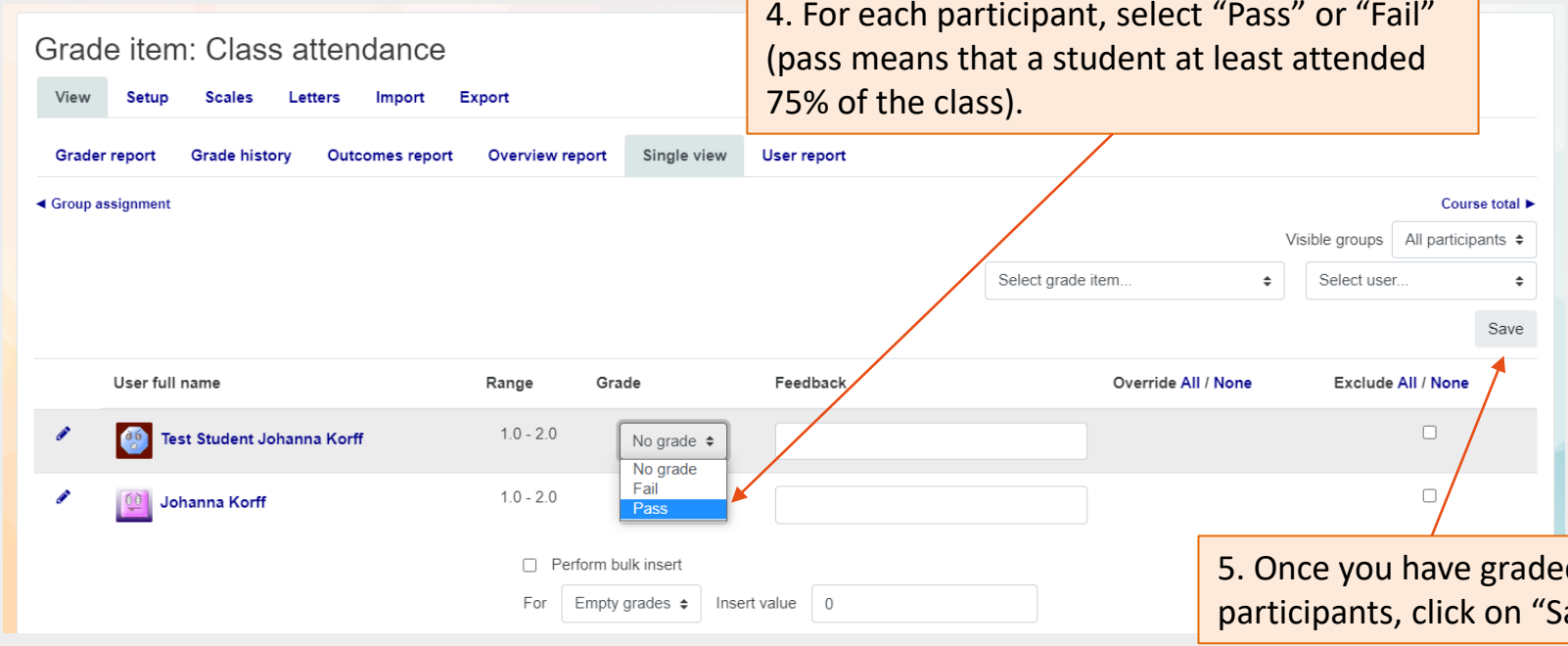

4. For each participant, select “Pass” or “Fail” (pass means that a student at least attended 75% of the class).

5. Once you have graded all participants, click on “Save”.