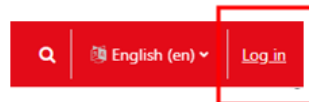


ADDING AN ATTENDANCE ACTIVITY IN LEARN2024

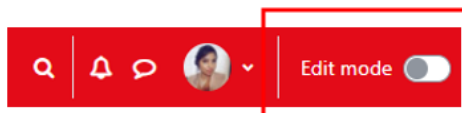
1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



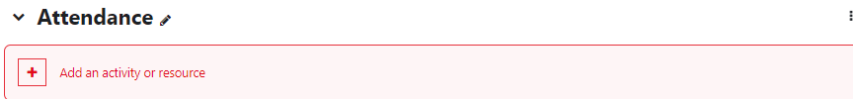
2. Enter your UKZN LAN credentials and click log in.



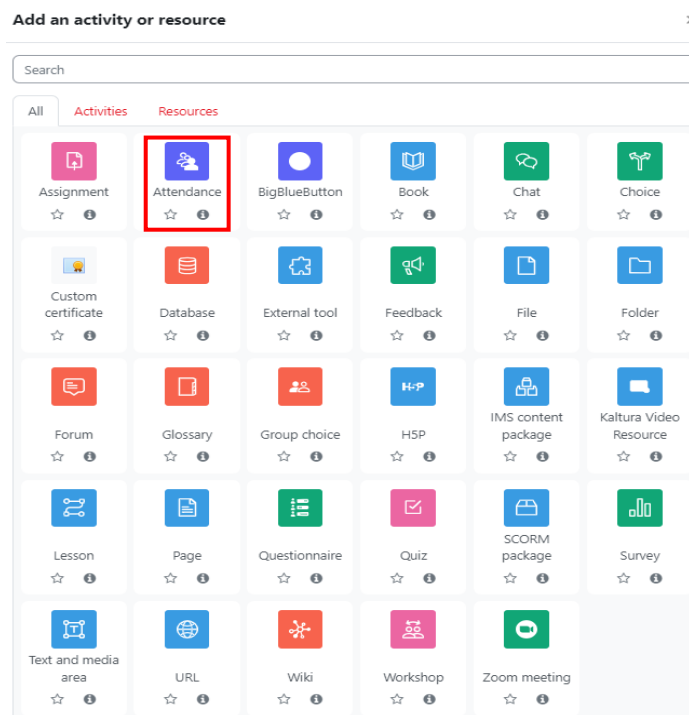
3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



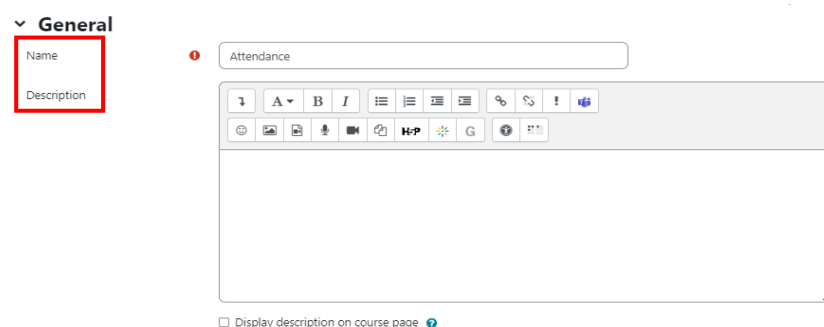
4. Navigate to the section where you would like to place the attendance and add the Topic.



5. At the bottom left of the section, click + Add an activity or resource. The Add an activity or resource window will open.



6. Enter a descriptive name for the activity, scroll down, and select Save and Display.



7. You will now have to set up the sessions for which you require an attendance record. Click on Add session.

Home / LS_2024 / General / Attendance - November / Attendance - November

ATTENDANCE

Attendance - November

Attendance

Settings

Report

Import

Export

More ▾

Mark as done

Add session

Nov 13 - Nov 19

All

All past

Months

Weeks

Days

☐	Date	Time	Type	Description	Actions

?

Choose... ▾

OK

8. Enter the date, start, and end time you would like attendance to be taken. Include a description in the description box if required.

▼ Add session

Type

Date

Time

Description

Expand all

?

All students

20

November

2023

from:

08

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to:

08

30

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H-P

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⚙️

☒ Create calendar event for session

?

9. Click on Multiple sessions to view the submenu and options available for Multiple sessions. Select if you would like this attendance repeated, how often you would like it repeated, and when you would like the repeat to end.

▼ Multiple sessions

Repeat on
 Repeat every
 Repeat until

☐ Repeat the session above as follows [?](#)
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

1

week(s)

16

December

2023

10. Click on Student Recording. You may place a tick in this box to allow students to record their own attendance.

▼ Student recording

☐ Allow students to record own attendance [?](#)

[Show more...](#)

You may also click on Show More to view more options, such as allowing students on particular subnets to take their own attendance. You may also prevent students from sharing IP addresses.

▼ Student recording

☐ Allow students to record own attendance [?](#)

[Show less...](#)

Require network address [?](#)

☒ Use default

Prevent students sharing IP address [?](#)

No

11. Click on the Add button in red, and Your attendance activity is now complete and ready for use.



12. The screenshot below will be displayed.

One session was successfully generated ×

Sessions All + Add session All All past Months Weeks Days

☐	Date	Time	Type	Description	Actions
☐	Mon 11 Dec 2023	12AM	All students	Regular class session	▶ ⚙️ 🗑️

? Choose... + OK