Take weekly attendance. For a student to be counted present in an online course, they must complete some activity, such as a forum post, a quiz, or an assignment upload. This activity does not have to count as part of the grade, but it must involve more than the student merely logging in to the course.

Under Administration → Course administration → Reports, click Census Report.

Note: Be sure to wait until after the last day of the week has passed before doing this.

1. Set the “From:” date to the date of the first day of your week, such as Wednesday, and the “To:” date to the date of the last day of your week, which would in this case be the following Tuesday.
2. Click the “Get Report” button. After a few seconds you will see an alphabetized listing of all enrolled students followed by a “Name” column showing the name of an activity completed during the week.
3. This report documents the first activity that the student completed during the range of dates specified in step 1 above, along with the date completed and the grade, if any.
4. If the student did not complete a qualifying activity during the week, the “Name” column will show “No activity completed.”
5. If you run the Moodle Census report, and a student is shown with "No activity completed," that student still may have created a forum post, or some other activity, that was not detected by the report. The Census Report only detects items that are in the grade book. Since posting to a forum is a qualifying activity for attendance, please follow up on any such "No activity completed" students by checking their activity logs. Here’s how to do that.
   a. Under Administration, click "Reports," then click "Logs"
   b. Click "All participants" and select the student in question
   c. Click "All actions" and select "Create"
   d. Click "Get these logs" and then wait patiently
   e. If there is an event, such as "Discussion created," that was done before the week’s ending date, then you cannot count that student absent.
6. You can avoid this "issue" in the future by being sure that each activity has a grade book entry. If you don’t want an activity to count as part of the course grade, simply set its weight to zero.