



Creating an Attendance Register – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved in creating an **Attendance Register** for your course. Attendance registers can be used to track attendance for classes, labs, seminars, meeting, etc., and you can have multiple attendance registers in your D2L course site.

Steps

1. Go to your course homepage, and click **Edit Course**.

The screenshot shows the D2L course homepage for 'Training Course 03'. The navigation bar includes a home icon, the Camosun logo, the course name 'Training Course 03', and several utility icons (grid, mail, chat, bell, profile, settings). Below the navigation bar, there are links for 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. The 'Edit Course' link is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar, there is a 'News' section with a notification titled 'Welcome to D2L version 10.3!' and a 'Territorial Acknowledgement' section with a photo of a field of purple flowers and text.



2. Click **Attendance**.

Training Course 03 Course Home My Tools ▾ Edit Course

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Links
- Manage Dates
- Manage Files

Learn & Management

- Attendance**
- Class Progress
- Classlist
- Groups

Assessment

- Checklists
- Competencies
- Dropbox
- Grades
- Quizzes
- Rubrics

3. Click **New Register**.

Training Course 03 Course Home My Tools ▾ Edit Course

Attendance Registers Attendance Schemes

New Register

What are attendance registers?

There are currently no registers available. Click **New Register** to create a register.



4. Give your Register a **Name**, add a **Description** if you like. Choose an **Attendance Scheme** from the drop-down menu. You can create your own custom Schemes as well – see the tutorial *Creating an Attendance Scheme* for more information.

New Register

Properties

Name *
Lab Attendance

Description

Attendance Scheme *
System Scheme
-Organization Schemes
System Scheme

Visibility
 Allow users to view this attendance register

Users

Save Cancel

5. You can add a % to the **Cause for Concern** box if you like (this is the percentage of attendance at which students need to be concerned that their attendance isn't where it should be). In addition, click the **Visibility** box if you would like students to see the attendance register.

Properties

Name *
Lab Attendance

Description

Attendance Scheme *
System Scheme

Cause for Concern (%)
60

Visibility
 Allow users to view this attendance register

Users

Users
 Include all users in the course
 Include all users in the following groups/sections:

Save Cancel



6. Now, scroll down to create your **Sessions**. The sessions are the events you want to track attendance for. They can be “Class 1”, “Class 2”, etc., or “Lab 1”, “Lab 2”, etc., whatever works for your purposes. Use the **Add Sessions** option at the bottom to add more sessions to the list. When you are finished adding your Sessions (you can come back later and add more sessions to the list if you need to) click **Save**. Then click **Close**.

The screenshot shows a web interface for creating sessions. At the top, there's a heading "Sessions" and a sub-heading "What are sessions?". Below this is a table with the following columns: "#", "Session Name*", "Session Description", "Order", and "Delete". The table contains six rows, each with a session number (1-6), a name (Lab 1-6), a description field, an order dropdown menu (1-6), and a delete icon. Below the table, there is a "+ Add Sessions" button with an adjacent input field. At the bottom left, there is a blue "Save" button, which is highlighted by a red arrow.

Things to Remember

Once you have created your Attendance Register, see the tutorial *Using your Attendance Scheme* to find out how to enter attendance data, and how to export the register to your computer.

The Attendance tool does NOT integrate with the Grades tool. You will either need to add Attendance grades manually to the Grades, or set up a Grade Item to support attendance. Contact elarning@camosun.ca to arrange to meet with an instructional designer around these options.

In addition, if you are wanting to take attendance for a Collaborate session, you can find attendance data for each session by viewing the Session Reports. See the Collaborate tutorial *Viewing Session Reports (Attendance and Poll Results)* for more information.



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