



## Using your Attendance Scheme – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Attendance tool in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

This tutorial will cover the steps involved in using your Attendance Scheme to fill in your Attendance Register. See the tutorials *Creating an Attendance Register* and *Creating an Attendance Scheme* for further information on creating registers and schemes.

### 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 'Home', 'CAMOSUN', and 'Training Course 03'. On the right, there are icons for a grid, email, chat, notifications, a user profile, and settings. Below the navigation bar, the breadcrumb trail shows '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 dropdown arrow. The first news item is titled 'Welcome to D2L version 10.3!' and is dated 'Posted Mar 21, 2014 10:52 AM'. The text of the news item reads: 'Today we will be giving you an overview of how to use some of the tools in D2L 10.3. Please let us know if you have any questions.' Below the news item is a link 'Show All News Items'. To the right of the news section is a 'Territorial Acknowledgement' section with a photo of a field of purple flowers. The text of the acknowledgement reads: 'Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.'



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

### Learner Management

- Attendance**
- Class Progress
- Classlist
- Groups

### Assessment

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

3. Click on the title of the attendance register you wish to complete.

Training Course 03 Course Home My Tools ▾ Edit Course

Attendance Registers Attendance Schemes

[New Register](#)

What are attendance registers?

Register Name	Cause for Concern (%)	# of Sessions
<a href="#">Lab Attendance</a> ▾	60	6



- To add data for a session, click on the pencil icon in that session's column.

Attendance Data - Lab Attendance

Export All Data    Email All Users

Cause for Concern (%): 60  
# of Sessions: 6

View By: User    Apply

Search For...    Show Search Options

Email

	First Name, Last Name	Sessions						Totals			% Attendance
		Lab 1	Lab 2	Lab 3	Lab 4	Lab 5	Lab 6	FP	PP	A	
<input type="checkbox"/>	Student, Training01	-	-	-	-	-	-	0	0	0	-
<input type="checkbox"/>	Student, Training02	-	-	-	-	-	-	0	0	0	-
<input type="checkbox"/>	Student, Training03	-	-	-	-	-	-	0	0	0	-
<input type="checkbox"/>	Student, Training04	-	-	-	-	-	-	0	0	0	-

20 per page

Done

- Using the **Attendance Status** drop-down menus, select the appropriate scheme symbol for each student.

Set Attendance Data - Lab Attendance

Set Status for All Users    Email All Users

Lab 1

View By: User    Apply

Search For...    Show Search Options

Set Status    Email

	First Name, Last Name	Attendance Status
<input type="checkbox"/>	Student, Training01	None
<input type="checkbox"/>	Student, Training02	None
<input type="checkbox"/>	Student, Training03	None
<input type="checkbox"/>	Student, Training04	None

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Save    Close



- When finished, click **Save**, then click **Close**. You can then add data for another session if you wish to.

### Set Attendance Data – Lab Attendance

Lab 1

View By:

Search For...

<input type="checkbox"/>	First Name, Last Name ▲	Attendance Status ?
<input type="checkbox"/>	Student, Training01	FP ▼
<input type="checkbox"/>	Student, Training02	PP ▼
<input type="checkbox"/>	Student, Training03	A ▼
<input type="checkbox"/>	Student, Training04	FP ▼

20 per page ▼

- Click **Done** to return to the main Attendance tool.

### Attendance Data – Lab Attendance ▼

Cause for Concern (%): 60  
# of Sessions: 6

View By:

Search For...

<input type="checkbox"/>	First Name, Last Name ▲	Sessions						Totals			% Attendance
		Lab 1	Lab 2	Lab 3	Lab 4	Lab 5	Lab 6	FP	PP	A	
<input type="checkbox"/>	Student, Training01	FP	-	-	-	-	-	1	0	0	100
<input type="checkbox"/>	Student, Training02	PP	-	-	-	-	-	0	1	0	50 ⚠
<input type="checkbox"/>	Student, Training03	A	-	-	-	-	-	0	0	1	0 ⚠
<input type="checkbox"/>	Student, Training04	FP	-	-	-	-	-	1	0	0	100

20 per page



8. Finally, if you want to save your attendance register data to your computer, click **Export All Data**. Click on the filename in the Export Attendance Data pop-up box, and save the csv file to your computer. You will then be able to open it in EXCEL. Click **Close** to close the Export Attendance Data pop-up.

The screenshot shows the 'Attendance Data - Lab Attendance' interface. A red box highlights the 'Export All Data' button. A red arrow points from this button to the 'Export Attendance Data' pop-up box. The pop-up box contains the text 'Your file is ready to download' and a list of files, with the filename 'Training\_Course 03 Attendance Lab Attendance 20...' (414 Bytes) highlighted by a red box. A 'Close' button is located at the bottom of the pop-up box.

	First Name, Last Name ▲	Sessions	Totals							
		Lab 1	Lab 2	Lab 3	Lab 4	Lab 5	Lab 6	FP	PP	A
<input type="checkbox"/>	Student, Training01	FP	-	-	-	-	-	1	0	0
<input type="checkbox"/>	Student, Training02	PP	-	-	-	-	-	0	1	0

## Things to Remember

Remember to add the **Attendance** tool to your course **My Tools** drop-down (or to the Navbar) if you want your students to be able to view their attendance.



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